

For office use

Name of the Institute - .....

Address - .....

...../..... / 2022

District Factory Inspecting Engineer ( )

**Establishing and Documenting Safety and Health Committees**

1. Name of the factory/Construction site :- .....
2. Address of the factory/Construction site :- .....
3. Telephone No :- .....  
Email address :- .....
4. Name of the Human Resource Manager :- .....  
Telephone No:- .....  
Email address:- .....
- 5 Name of the Safety Manager/ compliance officer/ Manager :- .....  
Telephone No :- .....  
Email address :- .....
6. Appointed the following officers as the committee members on .....

List of the committee members

Member No	Name	Designation	Department/ Division	Position in the committee	Telephone No.	Others
				Chairman		
				Secretary		
				Vice Chairman		
				Vice Secretary		

( Attach the details of all members)

I confirm that the above details are true and correct

.....  
(Factory Manager / Human Resource Manager)

