

"FORM 27
(Annual Return)
[see rule 119 (1)]

For the year ending _____

General information

1.	Name and address of factory – street, city, Taluka, district						
2.	Name and designation of Occupier						
3.	Name and designation of Manager						
4.	Contact details of occupier	Telephone e-mail Fax Mobile					
5.	Contact details of manager	Telephone e-mail Fax Mobile					
6.	Registration number of factory						
7.	License under Factories Act License Number Renewed up to						
8.	Installed H.P.						
9.	Legal organization	(a) sole proprietor (b) partnership (c) private company (d) public company (e) cooperative (f) family business (g) govt./semi government (h) other					
10.	Ownership	(a) national (b) foreign (c) joint national and foreign					
11.	Manufacturing process as per NIC 2008	5 digit code as per attached Classification of Manufacturing Processes <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr></table>					
12.	Plan approval number and date (in chronological order)	Number Date					
13.	Does the factory have a Certificate of Stability? Yes/No If yes, what is the date of issue of the certificate?						
14.	Permanent serial No. of factory						

Workforce

		Male	Female
15	Mention maximum number of workers employed for any day of the year		
	Permanent employees		
	i) Managers and supervisors		
	ii) Workers		
	a) Workers over 18 years		
	b) Workers over 14 years but < 18 years.		
	Total-		
16.	Contract workers		
17.	Daily wage workers		
	i) Temporary workers		
	ii) Casual workers		
18.	i) Apprentices		
	ii) Trainees		
	Total of Sr.No.15 to 18		
19.	Family members of the owner of the factory		
	a) Paid		
	b) Unpaid		
20	a) Security/watchmen		

30	What was the date of the last examination by a competent person? What was examined on that date? (Indicate)	Date Equipment/machinery examined _____
31	Does the factory hold any OSHA 18001,ISO 14001 or other similar certification?	Yes/No If YES , which certification(s) and what was the last date of certificate renewal?
32	Does the factory have a Code of Conduct as required by buyers of the factories' products?	Yes/No If YES , what was the last date of inspection by a buyer or buyer's representative?

Dangerous operations and hazardous processes

33	Which of the operations among Indicate all operations that are Dangerous Operations Schedule are conducted in the factory?	Conducted If none of the operations listed in the schedule are conducted, write NIL
34	a) Is your factory in the list of Industries involving hazardous processes as defined under section 2 (cb) of the factories Act 1948?	If none, write NIL.
	b) If yes, which are the hazardous processes that are carried out in the factory	

Storages of Hazardous Substances

35	(i) Do you store any hazardous chemicals as listed in Schedule 1 annexed to CIMAH Rules 2003, in your factory? If so, give the list.	If none write NIL
	(ii) Do you store quantities of hazardous chemicals equal to or above threshold limits as listed in column 3 of Schedule 2 annexed to CIMAH Rules 2003, in your factory? If so, give the list along with inventory. Does your factory fall under MAH category?	If none write NIL Yes/No
	(iii) If your factory falls under MAH category, (a) Have you submitted site notification report? (b) Have you prepared and submitted ON site emergency plan? (c) Have you updated ON site emergency plan? (d) Dates of Mock drill along with scenario, carried out in the year.	Give Date when last updated and submitted. Give date of submission Give date of preparation Give Dates of Mock drill along with scenario, carried out in the year.

(iv)	<p>Do you store quantities of hazardous chemicals equal to or above threshold limits as listed in column 4 of Schedule 2 annexed to CIMAH Rules 2003, in your factory? If So, give the list along with inventory.</p> <p>(a) Have you prepared and submitted Safety Report?</p> <p>(b) Have you carried out safety audit internally in a year? If not</p> <p>(c) Have you carried out safety audit externally?</p>	<p>Give date of submission</p> <p>Give date and date of submission of compliance report.</p> <p>Give date and date of submission of compliance report.</p>
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Safety and health

36	<p>Does the factory have a written safety and health policy?</p>	<p>Yes/No If YES, how is this communicated to workers? (a) notice board (b) circular (c) other If YES, what language is used? (a) Marathi (b) Hindi (c) English</p>
37	<p>Does the factory have written safety guidelines for workers.</p>	<p>Yes/No If YES, how is this communicated to workers? (a) notice board (b) circular (c) other If YES, what language is used? (a) Marathi (b) Hindi (c) English</p>
38	<p>Does the factory have an onsite emergency plan?</p>	<p>Yes/No If YES, evacuation plan is displayed throughout the factory for all workers to see? If YES, is there regular onsite emergency mock drills involving evacuation drills? If YES, what was the date of the last mock drill?</p>
39	<p>Does the factory have safety Officers ?</p>	<p>Yes/No If YES, how many as on reporting date? _____ If yes, Whether he is a qualified Safety Officer as per Rules?</p>

40	Does the factory have a safety Committee?	Yes/No If YES, how many workers are member of the safety committee? _____ how many management representatives are members? If YES, how often does it meet?
41	Does the factory have at least 2 exits on each floor in each building it occupies?	Yes/No
42	Are fire extinguishers placed throughout the factory?	Yes/No If YES, how many extinguishers Sr.No. Type capacity Quantity 1. Foam type 2. Dry power 3. Co2 4. Any other If YES, how many workers have been trained to use extinguishers?
43	Does the factory have first aid boxes?	Yes/No If YES, how many throughout the factory? _____ If YES, how often are they checked for their contents? _____
44	Do any workers have a first aid certificate?	If YES, how many?
45	Does the factory have a HIV/AIDS policy?	Yes/No
46	Does the factory provide workers with personal protective equipments (PPE's)?	If YES, which items are provided? i) Head protection v) Hand protection ii) Foot protection vi) Body protection iii) Eye protection vii) Respiratory protection iv) Ear protection viii) Others
47	Are workers required to pay for any protective clothing or equipment?	Yes/No If YES, which items?
48	Has the factory reported any accidents to the factory inspector during the reporting period?	Yes/No If YES, how many non-fatal?..... how many fatal?.....
49	Has the factory reported any occupational diseases to the factory inspector during the reporting period?	Yes/No If YES, how many non-fatal?..... how many fatal?.....
50	Has the factory reported dangerous occurrence to the factory inspector during the reporting period?	Yes/No If YES, how many _____
51	Are safety posters displayed in the factory?	Yes/No

Welfare facilities

		Yes	No
52	Does the factory provide drinking water for workers?		
53	Does the factory have a crèche?		
54	(a) Does the factory have a canteen? (b) Is the canteen managed by- (i) Departmentally or (ii) Through a contractor or (iii) By co-operative society		
55	Is a lunch room provided?		
56	Does the factory provide a locker for workers?		
57	Is there a changing room for workers?		
58	Is there a rest room or shelter for workers?		
59	Is there an Occupational Health Centre?		
60	Is the occupational health centre open to members of the worker's family?		
61	Is there an ambulance room?		
62	Is there a full-time doctor in attendance?		
63	Is there a part-time doctor?		
64	Is there a full-time nurse in attendance?		
65	Is there a part-time nurse?		
66	Does the factory have separate toilets for men and women?		
67	How many latrines for men?		
68	How many urinals for men?		
69	How many latrines for women?		
70	Are the above facilities available to contract workers?		
71	Is there a welfare officer? If yes, number of welfare officers? _____		

Wages and benefits

72	Are workers required to work overtime?	Yes/ No If yes, what is the overtime rate of pay? _____ If yes, what was the highest number of overtime hours worked by a worker last month? _____
73	a) How many hours per day (without overtime) do workers work? b) How many days are required to work for the worker per week?	Number

Industrial Relations

74	Does the factory have a written Policy against sexual harassment?	Yes/No
75	Does the factory have a committee for redressal of sexual harassment?	Yes/No
76	Have any sexual harassment complaints been lodged within the factory during the reporting period?	Yes/No
77	Does the factory operate a suggestion box scheme?	Yes/No If YES, how many useful suggestions received during the period? _____ how many suggestions were acted upon? _____ how many workers rewarded for suggestions? _____ how much amount was distributed as rewards? _____

78 Employment information

No. of days worked in a year:-----

Workers		Avg.No. of workers employed daily *	Number of mandays during the year	Avg. No. of hours worked per week **	Number of manhours worked on overtime in a year	Number of man hours worked including overtime in a year
Adults	M F					
Adolescents (15-<18 years)	M F					
Children (14-15 years)	M F					
Total						

See the explanatory note given below

79 Leave with wages

Workers		Number employed	Number entitled to annual leave	Number who were granted leave	Number of discharged workers	Number of dismissed workers	Number of workers who quit the employment	Number of workers superannuated	Number of workers who died while in service	Number of workers to whom wages in lieu of leave were paid
Adults	M F									
Adolescents (15-<18 years)	M F									
Children (14-15 years)	M F									

80 Accident details

(a)

	Workers employed directly			Total
	Permanent	Temporary	Contract worker	
No. Of Fatal accident				
No. Of Non Fatal accidents				

(b)

Dangerous occurrences	Fire	Explosion	Toxic gas release	Collapse of building / structure
No. Of dangerous occurrences in a year				

(c)

Number of workers injured	Number of injured workers who returned to work in this year	Number of workers injured in previous year who joined the work this year	Number of man-days lost	Number of workers injured this year but have not joined during this year

81 Occupational Disease details

List of Occupational dis0.4800C
occupational diseases which
are relevant to
your factory

84 Closure information of factory as per rule 125(2) of M.F.R., 1963

Name of factory and full address	
Date of closure	
Reasons for closure	
Nature of closure, whether entire or partial. If partial the shift, section or department closed	Entire/partial
Number of workers on the muster roll at the time of closure	
Number of workers affected by the closure	

85 Re-opening information of factory as per rule 125(3) of M.F.R., 1963

Name of factory and full address	
Date of closure	
Number of workers affected at the time of closure Factory or any shift, section or department thereof reopened	
Number of workers on the muster roll at the time of reopening Number of workers re-employed and newly employed	Re-employed Newly employed

Other

86	Is the factory a member of the Mutual Aid and Response Group (MARG)	Yes/No
87	Has the company engaged in any other corporate social responsibility activities during the period?	Yes/No If YES, what activities? _____ who benefited? _____
88	Does the factory employ any disabled workers?	Yes/No If YES, what types of disability? (e.g. physical, sight, hearing, intellectual?) _____ how many men? _____ how many women _____ If YES, what special assistance and support, if any, has been provided for them? _____

I verify and state that the above information is true and correct to the best of my knowledge and belief.

Signature of owner/manager

Name
Designation

Date:

Explanatory Notes :

<p>*1 The average number of workers employed daily should be calculated by dividing the aggregate number of attendances on working days (that is, man-days worked) by the number of working days in year. In reckoning attendance, attendance by temporary as well as permanent employees should be counted, and all employees should be included, whether they are employed directly or by or through any agency including contractors. Attendance on separate shifts (e.g. night and day shifts) should be counted separately. Days on which the factory was closed for whatever cause, and days on which manufacturing process were not carried on should not be treated as working days. Partial attendance for less than half a shift on working days should be ignored, while attendance for half a shift or more on such day should be treated as full attendance.</p>
<p>2 For seasonal factories, the average number of workers employed during the working season and the off-season should be given separately. Similarly the number of days worked and average number of man hours worked per week during the working and off-season should be given separately.</p>
<p>**3 The average number of hours worked per week mean the total actual hours worked by all workers during the year excluding the rest intervals but including over-time work divided by the product of total number of workers employed in the factory during the year and 52. In case the factory has not worked for the whole year, the number of weeks during which the factory worked should be used in place of the figure 52.</p>
<p>4 Every person killed or injured should be treated as one separate accident. If in one occurrence, six persons were injured or killed, it should be counted as six accidents.</p>
<p>5 In items 24(a), the number of accidents which took place during the year should given. In case of non-fatal accidents only those accidents which prevented workers from working for 48 hours or more, should be indicated'</p>

Dangerous Operations Under Maharashtra Factories Rule 114, Framed under Section 87 of The F.A. 1948

1. Manufacture of aerated water and processes incidental thereto.
2. Electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds.
3. Manufacture. and repair of electric accumulators.
4. Glass Manufacture.
5. Grinding or glazing of metals.
6. Manufacture and treatment of lead and certain compounds of lead.
7. Generation of gas from dangerous petroleum as defined in clause (b) of section 2 of the Petroleum Act, 1934.
8. Clearing or smoothening of articles by a jet of sand, metal shot or grill or other abrasive, propelled by a blast of compressed air or steam.
9. Liming and tanning of raw hides and skins and processes incidental thereto.
10. Manufacture of chromic acid or manufacture or recovery of the bichromate of sodium, potassium or ammonium.
11. Manufacture or manipulation of nitro or amino compounds.
12. Handling and manipulation of corrosive substances.
13. Manufacture of bangles and other articles from cinematograph film and toxic and inflammable solvents.
14. Processes involving manufacture, use or evolution of carbon disulphide and hydrogensulphide.
15. Manufacture and manipulation of dangerous pesticides.
16. Compression of oxygen and hydrogen produced by electrolytic process.
17. Manufacture and manipulation of asbestos.
18. Manufacture and manipulation of manganese and its compounds.
19. Carbon disulphide plants.
20. Benzene.
21. Process of extracting oils and fats from vegetable and animal sources in Solvent Extraction Plants.
22. Manufacture or manipulation of Carcinogenic Dye Intermediates.
23. Highly Flammable liquids and Flammable compressed Gases.
24. Operations Involving High Noise Levels.
25. Handling and processing of cotton.
26. Fire works and Match Factories.

SCHEDULE I: LIST OF INDUSTRIES INVOLVING HAZARDOUS PROCESSES

[Section 2(cb)]

1. Ferrous Metallurgical Industries
Integrated Iron and Steel, Ferro-alloys, Special Steels.
2. Non-ferrous Metallurgical Industries
Primary Metallurgical Industries, namely zinc, lead, copper, manganese and aluminium
3. Foundries (ferrous and non-ferrous)
Castings & forgings including cleaning or smoothening/roughening by sand & shot blasting.
4. Coal (including coke) Industries
Coal, Lignite, Coke, etc. , Fuel Cases (including Coal Gas, Producer Gas, Water Gas).
5. Power Generating Industries.
6. Pulp and paper (including paper products) Industries.
7. Fertiliser Industries
Nitrogenous ,Phosphatic ,Mixed.
8. Cement Industries
Portland Cement (including slag cement, puzzolona cement and their products).
9. Petroleum Industries
Oil Refining ,Lubricating Oils and Greases
10. Petro-chemical Industries
11. Drugs and Pharmaceutical Industries
Narcotics, Drugs and Pharmaceuticals.
12. Fermentation Industries (Distilleries and Breweries).
13. Rubber (Synthetic Industries)
14. Paints and Pigment Industries.
15. Leather Tanning Industries.
16. Electro-plating Industries.
17. Chemical Industries
Coke Oven By-products and Coaltar Distillation products
Industrial Gases (nitrogen, oxygen, acetylene, argon, carbondioxide, hydrogen, sulphur dioxide, nitrous oxide, halogenated hydrocarbon, ozone, etc.
Industrial Carbon
Alkalies and Acids
Chromates and dichromates
Lead and its compounds
Electrochemicals (metallic sodium, potassium and magnesium, chlorates, perchlorates and peroxides)
Electrothermal produces (artificial abrasive, calcium carbide)
Nitrogenous compounds (cyanides, cyanamides, and other nitrogenous compounds)
Phosphorus and its compounds
Halogens and Halogenated compounds (chlorine, flourine, bromine and iodine)
Explosives (including industrial explosives and detonators and fuses)
18. Insecticides, Fungicides, Herbicides and other Pesticides Industries.
19. Synthetic Resin and Plastics
20. Man-made Fibre (Cellulosic and non-cellulosic) industry.
21. Manufacture and repair of electrical accumulators.
22. Glass and Ceramics.
23. Grinding or glazing of metals.
24. Manufacture, handling and processing of asbestos and its products.
25. Extraction of oils and fats from vegetable and animal sources.
26. Manufacture, handling and use of benzene and substances containing benzene.
27. Manufacturing processes and operations involving carbon disulphide
28. Dyes and dyestuff including their intermediates.
29. Highly flammable liquids and gases.