

## QUESTIONNAIRE

*Prescribed under Rule 3(1) (d)*

Careful attention to the questionnaire will assist in drawing up the plans in accordance with the law and thus prevent delay in dealing with plans.

Note--This site should be drawn to a minimum scale of 100' = 1" and other plans drawn to a minimum scale of 10' = 1"

1. (a) Is the Form 1-A: Submitted, filled in for all work rooms, godowns, etc. which are proposed to be constructed or extended?
  - (b) Is the sectional elevation of each room or shed etc. shown separately?
  - (c) Is the minimum height of every room, shed etc. shown clearly in the sectional elevation?
  - (d) Is the material of which the roof is constructed indicated in the sectional elevation?
  - (e) Are the positions of the various machines fitted or proposed to be fitted, shown in the drawings together with their names?
  - (f) Are the maximum number of persons working or proposed to be working in different rooms, sheds, etc. mentioned in the drawings?
  - (g) Are all new buildings, parts of building or alteration in the existing building shown by the boundaries duly marked by a distinctive colour?
2. Form No.1-A: Is the breathing space of a work-room, sheds etc. calculated as shown below: -
    - (a) Floor area of a room multiplied with height of the room (the maximum height for calculation should not exceed 14 feet)
    - (b) Is the maximum number of persons shown as the lower value of the two calculations shown below:-
      - (i) Floor area of a room less area occupied by machinery in room divided by 36
      - (ii) Breathing space as in (a) above divided by 500.
    - (c) Is the window and skylight area provided at the minimum rate of 1 square feet to every 15 square feet of floor area of room?

It is recommended that window and skylight may be provided opposite to one another so as to provide best cross ventilation.

### **3.Doors:**

- (a) Is every work-room provided with at least two doors?
- (b) Is the minimum size of every door 6'-6"X3'?
- (c) Are all the doors opening outwards?

**4.Fire escapes:** If any factory building is of more than one storey:

- (a) Are two fire-escapes provided on either side of the building?

- (b) Are the fire-escapes accessible from every room in the building?
- (c) Is the material used in construction on the fire-escape non-combustible?
- (d) Are the windows or doors giving access to an external staircase arranged to open immediately from inside?

**4.Latrines and Urinals:**

- (a) Are the latrines and urinals provided separately?
- (b) Are these sufficient to meet the requirements of section read with Rule 18 and 19 of Factories Act, 1948?
- (c) Is the minimum distance of the nearest building shown?
- (d) Is the minimum distance of the nearest source of water shown?
- (e) Is the surrounding ground upto a distance of 4 feet all around made of impermeable materials?
- (f) Is the surroundings grounds raised to at least six inches above ground level (if necessary)?
- (g) Is any latrine, ventilator or opening in the proximity of any opening of the main building?
- (h) Are these latrines flush-type?
- (i) Are all the drains, pipes and sewers for carrying sullage, sewage water, effluent and waste products running in factory premises constructed impermiabile material?
- (j) Are the drains of flush-type latrines, connected to the drainage system of the local board?
- (k) Is an efficient system of septic tanks provided if no drainage system exists?
- (l) Are the latrines provided with roofing?

**6.Drinking Water:**

- (a) Is the drinking water provided from a source provided by the local board or otherwise from a satisfactory source?
- (b) Is any well constructed in the premises of the factory for drinking water or humidification purpose?
- (c) Is the cylinder of the well pucca and impervious to water through and upto a depth not less than the lowest level of sub-soil water?
- (d) Are the position of water centres shown in the plan?

7. After showing the above detail, the plans, the site plan, this questionnaire and Form No.1-A should be submitted in triplicate direct to the Chief Inspector of Factories, Himachal Pradesh for approval.

8. A certificate of stability signed by a person having the qualification laid down under rules shall be submitted on Form No.2-B, before the manufacturing process with the aid of power is begun in the building.

*Signature*.....  
*Designation*.....