

## Document List

<b>Business/ Factory License</b>
<b>PAN No.</b>
<b>Approved Building Plan/ Layout</b>
<b>Air and Water Consent</b>
<b>Lab Test reports (If ETP Erected)</b>
<b>Genset Installation Approval</b>
<b>Last 3 months electric bills</b>
<b>Building Stability Certificate</b>
<b>Approved declaration of festival holidays (Form V)</b>
<b>Approved working hours and weekly holidays (From 11)</b>
<b>Pressure vessel Approval and test certificate - every months</b>
<b>Appointment - Labour welfare/ safety officer (If</b>
<b>Approved standing order (English &amp; Local language)</b>
<b>Drinking water potability test (Every 6 months)</b>
<b>Boiler license</b>

<b>Lift license &amp; Calibration test report</b>
<b>Boiler operator and electrician training certificate</b>
<b>Noise and Lux Level test certificate (Yearly basis)</b>
<b>Fire NOC</b>
<b>Sanitation certificate</b>
<b>Health certificate for canteen workers/ Pantry person ( Chest X Ray report)</b>
<b>Health certificate for chemical room incharge (Chest X Ray report)</b>
<b>Security service contract</b>
<b>Application rejection files</b>
<b>Appointment of doctor/ Nurse/ Safety Officer</b>
<b>Time cards/ Wage Register and Wage Slip (last 3 months)</b>
<b>Broken needle policy &amp; controlling procedure</b>
<b>Leave with wages record (last 3 months)</b>
<b>ESI &amp; PF remittance challans (last 3 months)</b>
<b>First aid training certificate (4 on each floor)</b>
<b>Fire fighting training certificate and records</b>

Mock drill training records (Date/ time stamped)
Copy of List of First aid boxes
Fire extinguishers, Emergency light with IPS back up
Pull-Aim-Squeeze-Sweep (PASS)
Fire alarm with hooter
Emergency evacuation plan
List of chemicals and summarized MSDS sheet (Hindi)
Works Committee - 3 months record
Grievance committee - 3 months record
Canteen committee (if > 250) - 1 year record
Prevention of harassment and abuse committee meetings and proceedings - 3 months record
List of machineries
Copy of most recent "Minimum wage"
Employee Personal files & contents -
Job Application
Photograph

Appointment letter (in local language) duly received by worker.

Confirmation letter, if required

Evidence of "Date of Birth"

Nomination forms of Social Securities

Educational documents, if any

Copy of company profile

Copy of organisation chart

Industrial accident record

Bonus record

Gratuity record

ESI/ PF Code allotment copy

List of suggestion boxes

Waste disposal procedure (Diagram + List of ROHS)

Copy of contractors list - Registration

Toilets (Male - Female) seggregated

Union agreement- meeting/ membership details

## Exemption records

Sub Contract monitoring records

Social/ Health and safety policies

Machine maintainence records

Hygeine Certificate for canteen

Stack Emission - Ambient Air - Ambient Noise

Daily Attendance Records - To be submitted to

Security Guard within opening of the factory

everyday