

## List of Documents

### Non Hazardous Factories (workers more than 50):-

1. Form No.1 signed by the occupier /Factory Manager (If form no.2 is submitted)View Form 1 ( [Click Here](#) )
2. Land ownership documents-Lease deed/rent deed/sale deed (In case of non RIICO land, also submit land use conversion order.)
3. Approved land Plan-RIICO site plan/khasara plan.
4. Brief description of the Manufacturing Process in its various Stages.
5. Process Flow Chart.
6. List of All Raw Materials along with maximum storage capacity.
7. Plan/MAPS drawn to scale showing:-
  - (a) The site of the factory and immediate surroundings including adjacent building and other structure, road, drain to a scale not less than 1 cm = 10 meters
  - (b) the plan elevation and necessary cross-section of the factory buildings indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire, and the position of the plant and machinery, aisles and passage ways and shall be drawn to a scale not less than 1 cm = 2 miters.
8. Safety and health policy wherein more than 100 workers ordinarily employed.
9. Attach Photo ID and Address proof of occupier
- 10. Attach Photo ID and Address proof of Factory Manager**