

Government of Rajasthan
Factories and Boilers Inspection Department

SOP and Checklist

Approval of Training Centre or Institute for training of workers under Factories Act, 1948

1. *Training Centre or Institute for training of workers for safety and health at work under the Factories Act, 1948.*

Online Application Submission:

1. Login to single window system or
2. Login to RajFAB web application through Rajasthan Single Sign on.
3. On your dashboard, click on paperless services.
4. See [User Manual](#) to know the application submission, processing, downloading and third party verification procedure ([Click here](#))

List of Documents:

1. Complete Profile of the Training Institute or Centre having following information:-
 - Head Office details
 - Infrastructure (Building , Training Equipment etc.) in Rajasthan and in other states
 - Man Power qualification and experience of training details (Trainers, Other Technical and Administrative)
 - Training methodology, duration and SOP of training
 - Subjects/syllabus to be covered.
 - Certification Method
 - Details of training provided (if any)
 - Details of approval in other states (if any)

Departmental Processing of Application and issue of approval:

- Examination of application, profile and documents
- Verification of facilities and infrastructure of training institute or centre by inspection
- Clarification, if application needs some information.
- Issue of Approval letter with Standard condition.

2. Training Centre or Institute for training of workers for first aid training at works Factories Act, 1948.

Online Application Submission:

1. Login to single window system or
2. Login to RajFAB web application through Rajasthan Single Sign on.
3. On your dashboard, click on paperless services.
4. See [User Manual](#) to know the application submission, processing, downloading and third party verification procedure ([Click here](#))

List of Documents:

1. Complete Profile of the Training Institute or Centre having following information:-
 - Head Office details
 - Infrastructure (Building , Training Equipment etc.) in Rajasthan and in other states
 - Man Power qualification and experience of training details (Trainers, Other Technical and Administrative)
 - Training methodology, duration and SOP of training
 - Subjects/syllabus to be covered.
 - Certification Method
 - Details of training provided (if any)
 - Details of approval in other states (if any)

Departmental Processing of Application and issue of approval:

- Examination of application, profile and documents

- Verification of facilities and infrastructure of training institute or centre by inspection
- Clarification, if application needs some information.
- **If application is complete, department sent the proposal to the State Government**
- **Approval by State Government.**
- Issue of Approval letter with Standard condition.