

Only online application is accepted. No document is required to be submitted in hard copy.

List Of Documents for Non Hazardous Factories (upto 50 workers)

Please self attest the documents shown below and keep scanned copy ready to apply.

1. Form No.1 signed by the occupier /Factory Manager (If form no.2 is submitted) View Form No. 1
2. Form No.1 A – Affidavit on Non Judicial Stamp Paper of Rs.10/- signed by the occupier. View Form No. 1A
3. Land ownership documents-Lease deed/rent deed/sale deed (In case of non RIICO land, also submit land use conversion order.)
4. Approved land Plan-RIICO site plan/khasara plan.
5. Brief description of the Manufacturing Process in its various Stage.
6. Process Flow Chart.
7. List of All Raw Materials along with maximum storage capacity.
8. 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 metres
 - (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 metres.
9. Attach Photo ID and Address proof of occupier

10. Attach Photo ID and Address proof of Factory Manager

List of Documents for Non Hazardous Factories (more than 50 workers)

Please self attest the documents shown below and keep scanned copy ready to apply.

1. Form No.1 signed by the occupier /Factory Manager (If form no.2 is submitted) View Form 1
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 Stage.
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 metres
 - 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 metres.
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

List of Documents for Factories Carrying out Hazardous Process

Please self attest the documents shown below and keep scanned copy ready to apply.

1. Form No.1 signed by the occupier /Factory Manager (If form no.2 is submitted) View Form 1
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 Stage.
5. Process Flow Chart.
6. List of All Raw Materials along with maximum storage capacity
7. List of all hazardous chemicals as defined along with maximum storage capacity.
 - (a) Toxic chemicals.
 - (b) Flammable chemicals.
 - (c) Explosives
8. List of hazardous processes used for manufacturing.
9. 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 metres

(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 metres.

10. Safety and health policy wherein more than 50 workers ordinarily employed.

11. Attach Photo ID and Address proof of occupier

12. Attach Photo ID and Address proof of Factory Manager

List Of Documents for Factories Carrying out Dangerous Operations

Please self attest the documents shown below and keep scanned copy ready to apply.

1. Form No.1 signed by the occupier /Factory Manager (If form no.2 is submitted) View Form 1
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 Stage.
5. Process Flow Chart.
6. List of All Raw Materials along with maximum storage capacity
7. List of all dangerous operations.
8. 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 1cm= 10 metres

(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 metres.

9. Safety and health policy wherein more than 50 workers ordinarily employed.
10. List of Dangerous operations used for manufacturing.
11. Attach Photo ID and Address proof of occupier
12. Attach Photo ID and Address proof of Factory Manager

List Of Documents for Major Accident Hazards (MAH) factories

Please self attest the documents shown below and keep scanned copy ready to apply.

1. Form No.1 signed by the occupier /Factory Manager (If form no.2 is submitted) View Form 1
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 Stage.
5. Process Flow Chart.
6. List of All Raw Materials along with maximum storage capacity
7. List of all hazardous chemicals as defined along with maximum storage capacity.
 - (a) Toxic chemicals.
 - (b) Flammable chemicals.

(c)Explosives

8. Safety & Health Policy

9. List of industrial activity.

10. List of isolated storage as defined.

11. Information for Notification of Site in Schedule 7. View Schedule 7

12. Information in a Safety Report in Schedule 8. View Schedule 8

13. On Site Emergency Plan.

14. 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 metres
- 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 metres.

15. Attach Address Proof and Photo ID proof of Occupier

16. Attach Address Proof and Photo ID proof of Factory Manager