

Objective:

The objective of the questionnaire is to evaluate the safety proficiency level and OHS committee compliance of the factory, to adjudge the level of safety training to be imparted.

Based on the feedback provided by the factory in the questionnaire, Safety Training Firms (STF) will evaluate and decide the safety proficiency of the factory. Three levels of training shall be given based on safety proficiency: -

- Basic Safety Training
- Advance Safety Training- Level 1
- Advance Safety Training- Level 2

Level of training to be imparted will be decided based on the following elements: -

a) Safety proficiency

- i. General fire safety awareness (ex: knowledge of evacuation and conducting fire drills, periodic use and maintenance of firefighting equipment etc.)
- ii. Established safety management systems
- iii. Availability of adequate safety equipment and sufficient trained staff

b) OHS Committee

- i. OHS Committee constitution and its functional review as per local laws
- ii. A well-documented and implemented health and safety policy
- iii. Periodic performance analysis data of the OHS committee functioning

General Instructions for filling the questionnaire:

- To be filled by the Head of- Safety/ Social Compliance/ OHS team/ OHS Committee in the factory
- Responses should be based on facts and evidences
- For every question answered in “Yes”, wherever applicable:
 - Supporting documents **must** be uploaded on Fair Factories Clearinghouse (FFC) platform
 - Additional details to be provided in the column of “Factory Comments”

	S No.	Key Questions:	Yes	No	Factory Comments (Please provide additional details for the questions marked as “Yes” and attached supporting documents)
Safety Proficiency	1	a) Is the factory having safety management systems?			
		b) Is there any system in place to review and monitor safety permits, their renewal and compliance? If yes, please provide details			
		c) Has the factory identified safety risks associated with its current operations?			
	2	a) Is sufficient fire safety systems available in the factory required as per the local laws (such as fire hose systems, water supply, egress illumination, exit signs, fire alarm systems, smoke detectors etc)?			
		b) Is sufficient number of staff trained to use the firefighting equipment?			
		c) Does the factory carry out periodical maintenance for fire safety equipment?			
	3	a) Is the staff trained and experienced to monitor sensitive installations like boiler, generators, transformers , main LT panels, chemical stores etc.? If yes, please give details			
		b) Is the factory having periodic schedule and system for monitoring sensitive installations? If yes, please give details			
	4	a) Are evacuation drills frequently conducted?			
		b) Are the incident/ accidents investigated and reported?			
5	a) Is Thermo-graphic scanner available and used effectively in the factory?				

OHS Committee	6	Does the factory have an OHS Committee?			
	7	a) Is it constituted and operating as per local laws?			
		b) Are OHS Committee meetings conducted regularly and minutes recorded?			
	8	a) Is there a written health and safety policy?			
		b) Is it effectively communicated by OHS Committee and practiced?			
	9	Does the OHS committee undertake safety educational trainings and promotional activities?			
	10	Is there a dedicated Safety Manager having relevant qualifications and skills for the OHS committee? If yes, give details of qualifications, experience and skills			
	11	Are there sufficient and adequately trained OHS staff in the factory?			
	12	Does the OHS Committee effectively look into the imminent danger issues and suggest corrective measures? If yes, please provide details			

Signed by the Factory:

On behalf of: (Factory Name)

Name of Factory Representative:

Designation:

Date:

Time:

Signature and stamp:

Annexure 1 – Details of Participants

S.No	Name	Designation	Qualifications	Role and Responsibility
1	Participant 1	(Write the designation of participant)	(Mention the qualifications of the participant)	(Describe the roles and responsibilities carried out by participant in factory)
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3	Participant 3			
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