

NOTICE OF OCCUPATION OF FACTORY

(1) NAME OF OCCUPIER OR TITLE OF FIRM						
(2) NAME AND ADDRESS OF OWNER OF PREMISES						
(3) POSTAL ADDRESS OF FACTORY						
(4) NATURE OF WORK OR PROCESS(ES) (5)						
(6) PROPOSED DATE OF COMMENCEMENT OF OPERATION						
(7) TYPE OF MACHINERY USED						
(8) NUMBER OF AIR RECEIVERS AND STEAM BOILERS IN USE						
(9) NUMBER OF PERSONS EMPLOYED	Male		Female		Total	
(10) MATERIALS OR CHEMICALS USED						
(11) TYPE OF LIFTING EQUIPMENT						
(12) HAVE YOU APPLIED FOR A FIRE SAFETY CERTIFICATE						
(13) SIGNATURE OF APPLICANT					Date	
DO NOT WRITE BELOW THIS LINE						
(14) DATE NOTICE RECEIVED						
(15) DATE OF INSPECTION OF PREMISES	Name of Inspector				Date	
(16) PERMISSION TO OPERATE	Granted	Refused	Reasons			
(17) DOCUMENTS PRESENTED	Flow Chart of Manufacturing Process		Plan of Factory and Environs		Building Plan and Elevations	
	YES	NO	YES	NO	YES	NO

If you are occupying a factory for the first time or if you have extended your factory, the Chief Labour Officer may require the following additional information:

(a) A flow chart of the manufacturing process.

(b) The plans in duplicate showing

(i) Factory site and its immediate surroundings.

(ii) The plan, elevations and necessary cross sections of the various buildings showing details of lighting ventilation, means of escape in case of fire, sanitary and welfare facilities, position of plant and machinery and aisles and passage ways.