

**PROCEDURE FOR INSPECTION OF THE ESTABLISHMENT UNDER  
BUILDING AND OTHER CONSTRUCTION WORKS ACT**

Computerized risk assessment based compliance inspections.

	Step	Relevant Form	Timelines
1	Computerized allocation of establishments to the concerned inspectors on the basis of risk management. The same establishment will not be consecutively allotted to an inspector.		First week of the month
2	Issuance of notice of inspection (online).	Form CI 1	Automatic by computer
3	Joint/Synchronized visit of the inspectors to the unit/ establishment.		Succeeding month
4	Inspection of unit /establishment site.	Checklist	
5	Online submission /uploading of the report by the inspector visiting the unit/ establishment with a unique member which can be accessed online by employer.	Inspection report format (Form CI 2)	48 hours from the time of completion of inspection of the unit / establishment.
6	Issuance of satisfactory completion of inspections/ notice to rectify defects.	Form CI 3	Inspecting Officer
7	Uploading compliance report.		Establishment
8	Acceptance of compliance report / initiation of penal action.		Departmental Officer

**CHECKLIST OF INSPECTIONS**

**Building and Other Construction Workers Act, 1996 and Rules, 2007.**

1. Whether the construction establishment is duly registered under the Act.
2. Whether the workers engaged therein registered under the Act.
3. Whether the employer of the construction establishment submitted the Notice of commencement and completion of the construction work.
4. Whether the employer of the construction establishment Submission of information in Form No-I to the Assessing officer within 30 days of commencement of work.
5. Whether the establishment paid 1% cess on the total cost of construction.
6. Whether the establishment maintained the following registers
  - a).Muster Roll in Form No.XVI. b).Register of Wages in Form No.XVII c).Register of Overtime in Form No.XXII
7. Whether employer of the construction establishment Provided the working conditions to the workers such as working hours, drinking water, Washrooms, free accommodation, crèches and first aid facilities.
8. Whether the employer submitted Annual Return.
9. Whether the employer of the construction establishment ensured the safety measures such as Fire protection equipments, Fencing of Motors, Eye protection, safety helmets and shoes etc.,
10. Nature of violation, if any found during the inspection