



DIRECTORATE OF FACTORIES & BOILERS : ODISHA :
UNIT-III, KHARAVELA NAGAR, BHUBANESWAR – 751 001 : PH. NO. 0674-2396070

No. 1105 /Dt.

30/3/2022

OFFICE ORDER

In order to consider renewal of recognition of competent person's certificate under the Factories Act, 1948 and Rules framed thereunder, following documents / records shall be accompanied with the renewal application.

1. Filled in application form in Form-34 and the requisite fees.
(Separate applications shall be made in case opting for renewal of recognition under different Sections of the Factories Act, 1948 and Rule 3-A of the Odisha Factories Rules, 1950).
2. The institutions opting for renewal of recognition of competent person's certificates are required to furnish a declaration on employment of the personnel under them against whom such renewal of recognition to act as a competent person is applied.
3. Log Book of the Competent Person containing records of daily work done with details regarding date, work done, observation made and directives given to the management during the validity period of the last recognition.
4. Copies of examination and certificates in all cases, where defects were noticed and repairs were recommended or any conditions imposed on use.
5. Change of facilities (either addition or deletion) at the disposal of the recognized institute or individual competent person during the validity of last certificate.
6. Physical fitness certificate of the competent person duly issued by a Medical Officer.
7. Calibration certificate of instruments, gauges etc., shall be submitted by the competent person.

N.B: a) Application for renewal of competent person certificate shall be received at least one month before expiry of the certificate along with requisite fees and aforesaid documents. Fresh evaluation shall be conducted in case of applications received after expiry of the certificate except in the events of force majeure.

b) Similar scrutiny shall be done for the applications received through PARESHRAM as and when, the service is launched.

Memo No. 1106 /Dt.

30/3/2022

Director of Factories & Boilers, Odisha

Copy forwarded to all officers {both at Field and Headquarters} / all Heads of Offices / Admn. Officer / Establishment Officer / all Section Officers and Asst. Section Officers for information and necessary action.

(-) DFB On-line Portal

Director of Factories & Boilers, Odisha