Policy: Facility Inspection Protocol

PL No – 6

Issued On – 12/10/2020

Revised on – 16/07/2021

Applicability – All HODs & Approved Inspection personnel.

Total Number of Pages – 2

All HODs, Division Heads are supposed to visit and inspect the plants and factory area/warehouses as per the facility inspection protocol and schedule. For more details; inspection protocol, reports and schedule is attached with this policy.

These inspections are done to improve our facilities in terms of cleaning and compliances. These routine inspections are done to reduce damages, wastages and to create a professional environment. Hence whenever you are doing an inspection, you must always look for: Areas where loose materials can be thrown away, improper storing of stocks, mislabeling, poor labelling, any malfunctioned machines, scrapes lying around, workers not following guidelines and any other outness that might affect the production, final product in terms of quality & quantity and in general the reputation of the company.

HR-Head is responsible to create the schedule and distribute to HODs.

Ok Approved

HR and Management ★ Approved ★

Approved

Written By		Approved By
Head – HR		Management

Facility inspection protocol will be as laid out in the below points.

Updated on 12/10/2020

1- Whenever you will inspect any plant or warehouse at any of the locations as per your schedule, there will always be 2 staff together. A junior can be tagged along when inspecting BHL Plant, Ganesh Godown and Bharat Porcelain, for other locations there is already provision of 2 staff in the schedule.

2- When you inspect, both of you will be walking inside the plants, packing area, warehouses, stores, toilets and the outside perimeter.

3- While you are inspecting (For GDM + ASR), one of the two staff inspecting will have a clipboard with him with a plant inspection report form. So the procedure is that one staff inspecting is telling the points while other is filling the form. The same is done in turn by the other staff and you switch roles, basically two rounds are done for each Building and outside perimeter for locations outside Haryana.

4- For BHL unit, you take one of your junior with you who fills the report form while you are inspecting.

5- Once the report is filled. You send the report by the end of the same day or maximum next day end of the day to the HR- Head, with a zip folder made of any Photos or Videos taken.

6- HR- Head will make an excel file containing all the points from report. In the excel file one sheet will belong to one location only and it will have the list of all the points from previous reports and the status of corrections done for those points.

7- HR- Head will share the report in excel with concern staff by the same day or max next day of inspection, keeping management in CC.

8- HR-Head will follow up with the responsible HOD or employee for the correction to get the correction done with in time.

9- Every inspecting staff is supposed to fill the inspection report, even if it is empty.

10- All reports, correction were done or not will be kept in softcopy format for future usage.

11- Inspecting staffs are not supposed to verbally speak to responsible HOD for any correction as it breeds blaming and conflicts. It is the duty of HR-Head and then Management to instruct the concern HOD/employee for the corrections.

12- The inspection frequency shall be kept between 15 days to 1 month.

13- Inspection schedule shall cover all the plants, warehouses, Godowns etc.

Approved

Written By

Head – HR

HR and Management Approved

Approved

Approved By

Management

INSPECTION REPORT FORM

Inspecting Staff (s) Name –

Date of Inspection –

Facility/Location Being Inspected –

What is the outpoint?	Outpoint Location	Responsible Person	Any Photo or Video Evidence Taken (Yes/No)	Appx. Time of Correction

HR and Management

- Is the inspection done or you need more tables to write outpoints?

P.S – If you need more, please attach supplement forms to this report.

HR and Management ★ Approved ★

Supplement Form

What is the outpoint?	Outpoint Location	Responsible Person	Any Photo or Video Evidence Taken (Yes/No)	Appx. Time of Correction

HR and Management ★ Approved ★