



भारत सरकार, श्रम और रोजगार मंत्रालय  
GOVERNMENT OF INDIA, MINISTRY OF LABOUR & EMPLOYMENT  
कारखाना सलाह सेवा और श्रम संस्थान महानिदेशालय  
(DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES)  
क्षेत्रीय श्रम संस्थान, कोलकाता  
REGIONAL LABOUR INSTITUTE, KOLKATA  
व्यावसायिक सुरक्षा और स्वास्थ्य भवन, VYAVASYIK SURAKSHA AUR SWASTYA BHAVAN  
लेक टाउन, कोलकाता – 700 089, LAKE TOWN, KOLKATA – 700 089

No.RLIC/TRG-III/BC/2018-19

Date: 20.02.2019

To

**Sub:3-Day Training Program on "Safety Audit in Factories, Ports & Construction industries" from 18.03.2019 to 20.03.2019 : Regarding**

Sir,

We are pleased to inform you that this Institute is organizing a 3-day training programme on "Safety Audit in Factories, Ports & Construction industries" from 18.03.2019 to 20.03.2019. The programme will be useful for the Executive/Employees of your organization. Details of the programme are being sent to you so that you can send the nominations from your organization latest by 15.03.2019.

Yours faithfully,

( T. Chandan )  
Director (Safety)  
& Head of Office

Encl: As above



**REGIONAL LABOUR INSTITUTE**  
Directorate General Factory Advice Service & Labour Institutes  
**Ministry of Labour & Employment, Government of India**  
*Vyavsayik Suraksha. aur Swasthya Bhawan*  
**LAKE TOWN, KOLKATA - 700 089**  
Phones: (033) 2534-2732/ 2534 2735, Fax: (033) 2534 8182

**03 DAYS TRAINING PROGRAMME ON  
"SAFETY AUDIT IN FACTORIES, PORTS & CONSTRUCTION  
INDUSTRIES" FROM 18<sup>TH</sup> TO 20<sup>TH</sup> MARCH, 2019.**

**PROGRAMME PERSPECTIVE:**

Safety audit is a tool for ensuring that the operating and maintenance procedures in Factories, Ports and Construction industries match the design intent and standards. It keeps operating personnel alert to the process hazards, reviews operating procedures for necessary revisions, seeks to identify equipment or process changes that could have introduced new hazards. Hence it is necessary for methodical examination of the operating and maintenance procedures that could lead to an accident. The term 'Audit' had become associated with a wide variety of efforts, activities and programs that are intended to examine the performance of a given facility or operations and determines or verifies the extent to which these activities and programmes comply with external requirements and internal policies. In the light of the above, it is considered necessary to conduct a training program on Safety Audit to cater to the need of industries.

**2. COURSE CONTENTS:**

- Industrial safety & Health overview and methodology for safety audit
- Auditing for port and dock activities.
- Auditing for construction projects.
- Industrial hygiene and Occupational health audit
- Auditing for Material handling system.
- Electrical safety audit
- Audit elements in steel industries
- Audit elements in power plants.
- Methodology for safety audit report writing
- Industrial Hygiene Lab and safety Center Visit.

### **3. PARTICIPATION:**

The program is specially designed for the Factory managers, Safety officers & other executives connected with industrial safety & occupational health.

### **4. FACULTY:**

Experts from Regional Labour Institute, Kolkata.

### **5. DURATION:**

The programme will be for three days from 18<sup>th</sup> to 20<sup>th</sup> March, 2019 (10:00 Hrs. to 17:00 Hrs.)

### **6. FEE & OTHER EXPENSES:**

**INSTITUTE FEE:** An amount of ` 2000/- (Rupees two thousand only) per participant is required to be paid by Demand Draft payable at any bank in Kolkata drawn in favour of **The Administrative Officer, Regional Labour Institute, Kolkata.**

**Note: Arrangement of all refreshments/lunch is to be made by the participants themselves during the training program.**

### **7. ACCOMMODATION:**

Limited non-family single bed sharing accommodation without boarding facility is available in the Institute's Hostel as per the government prescribed rates. Those desirous of availing Hostel accommodation may please indicate the same in the nomination letter. Rental amount for hostel accommodation should be borne by the candidate to the institute. The receipt for the accommodation will be provided by the office.

### **8. REGISTRATION:**

Duly filled registration (s) forms shall be sent by email to the email address [rli.kolkata@dglasli.nic.in](mailto:rli.kolkata@dglasli.nic.in) with Cc to [bc@dglasli.nic.in](mailto:bc@dglasli.nic.in) followed by hard copy to the Director (Safety) & Head of office, Regional Labour Institute, Lake Town, Kolkata-700089 so as to reach us on or before 15<sup>th</sup> March, 2019.

**\*Please note that participants may be sent for attending the programme only after the receipt of the confirmation from this, office.**

**REGISTRATION FORM**  
(USE CAPITAL LETTERS ONLY)

1. NAME OF THE PROGRAM: - "Safety Audit in Factories, Ports & Construction Industries."
2. FROM 18.03.2019 TO 20.03.2019
3. NAME OF THE PARTICIPANT & MOBILE : .....
4. MALE/FEMALE: .....
5. NAME OF THE ORGANISATION: .....
6. DESIGNATION OF THE PARTICIPANT: .....
7. EXPERIANCE AREA IN YEARS: .....
8. CATEGORY OF THE PARTICIPANT: .....  
(WHETHER SC/ST/OBC/GEN/NORTH EASTERN REGION (NER) ETC)
9. ADDRESS OF THE ORGANISATION: .....
10. NAME OF THE CONTACT PERSON: .....  
SPONSORING AUTHORITY WITH  
TELEPHONE, FAX, EMAIL ETC.
11. ANY OTHER INFORMATION: .....
12. WHETHER HOSTEL ACCOMMODATION REQUIRED: YES/NO: .....  
(CHARGEABLE EXTRA AS PER THE GOVERNMENT RATES)

DATE: SIGNATURE OF THE PARTICIPANT

PLACE: NAME OF THE PARTICPANT:

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**Last Date of Enrolment: 15<sup>th</sup> March, 2019**  
**Please mail to:** Head of Office, Regional Labour Institute, Lake Town, Kolkata- 700089  
Email: rli.kolkata@dglasli.nic.in, bc@dglasli.nic.in