

**FACTORIES (GENERAL REGISTERS) REGULATIONS, 1971**

IN exercise of the powers conferred on the Minister responsible for Labour by section 8 (2) of the Factories, Offices and Shops Act, 1970 (Act 328), these Regulations are made this 6th day of July, 1971.

The general registers required to be kept under section 6 of the Factories, Offices and Shops Act, 1970 (Act 328) shall be in the form set out in the Schedule to these Regulations.

Form of  
general  
registers.

SCHEDULE

*FACTORIES, OFFICES AND SHOPS ACT, 1970*

**GENERAL REGISTER FOR FACTORIES**

FORM PRESCRIBED BY THE MINISTER OF LABOUR

(Section 6)

PART 1

*Name of occupier* (In case of a firm which is not a Registered Company, the names of each partner should be entered).....

.....  
.....

*Location*.....

*Address of factory* (including location address, i.e. street or road, town or village, District and Region).....

.....

*Nature of work carried on*.....

.....  
.....

*Certificate of Registration No.*.....

*Date of Issue*.....

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*Is the factory exempted from any part of the Act?*

Yes/No (if Yes attach certificate(s) of exemption to this Register).

Signature of occupier or agent.....

Date.....

PART 2

*Accidents/dangerous occurrences/poisoning and occupational diseases*

1. Date of accident/dangerous occurrence/poisoning or when patient notified first symptoms of disease.....

2. Date of notice on Form FI.4 to the nearest Factory Inspector .....

3. Name of person injured/poisoned or suffering from disease .....

4. Sex.....

5. Age .....

6. Usual employment.....

7. Precise occupation at the time of accident.....

8. How caused (e.g. whether by machinery in motion and by what part of such machinery).....

9. Nature of injury and whether fatal or not.....

10. Period of disablement.....

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PART 3

*Washing, painting, white washing, etc.*

- 1. Date of treatment.....
- 2. Parts of factory treated.....
- 3. Full particulars of treatment given (e.g. white/colour washed, painted, varnished or washed).....
- 4. Name and address of the person by whom the work specified in (2) and (3) was done.....

*(if the work is done by the occupier or his own workmen the words "self" or "own workmen" should be entered).*

PART 4

*Testing or examination of fire warning systems*

- 1. Description of fire warning system.....
- 2. Date of test or examination.....
- 3. Particulars of defects found.....
- 4. Particulars of action taken to remedy defects.....
- 5. Date of action taken.....
- 6. Date of last mock fire alarm drill.....
- 7. Full particulars and signature of person making the examination.....

*Signature*.....

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PART 5

*Particulars of steam boilers and pressure vessels*

1. (a) Description and type of boiler/pressure vessel.....  
.....  
.....  
(b) Distinctive No. ....  
(c) Design pressure..... Rating.....  
(d) Date of installation.....
2. Date of last thorough examination or examination after repairs .....
3. Maximum working pressure (ascertained by the present examination) .....
4. Particulars of all defects reported by the boiler inspector or other competent person.....  
.....  
.....
5. Particulars of action taken to remedy defects.....  
.....
6. Full particulars and signature of boiler inspector or other competent person making the examination.....  
.....  
.....

*Signature*.....

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PART 6

Particulars of hoists, lifts, cranes and other lifting machines

1. (a) Type of machine and identification No.....

(b) Date of installation.....

2. Date of last thorough examination.....

3. Maximum safe working load (ascertained by the present examination).....

4. Particulars of defects (if any) reported by the person who examined the equipment or machine.....

5. Particulars of action taken to remedy defects.....

6. Full particulars and signature of competent person making the examination.....

Signature.....

W. G. BRUCE-KONUAH  
Minister of Labour

Date of Gazette notification: 21st July, 1971.

