



Occupational Safety and Health Act 2004 Amended 2006

## Application for Approval Of Building Plan for Factory or Warehouse

**FOR OFFICIAL USE ONLY**

Complete before dispatch

For attention of:

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**Instructions:**

1. This form should be completed and submitted together with **TWO** sets of layout plan.
2. All spaces **MUST** be entered and the words "Not Applicable" should be written in any space not applicable.
3. All boxes to be entered in **BLOCK LETTERS**.

**1.0 SECTION A: PARTICULARS OF OCCUPIERS**

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|---|
| 1.Name of Occupier/Intending occupier of the factory (IN BLOCK LETTERS) |
| 2.Postal Address of Occupier/Intending Occupier (IN BLOCK LETTERS)      |
| 3. Tel No. Of Occupier  |

**2.0 SECTION B: PARTICULARS OF FACTORY / WAREHOUSE**

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| 4.Name of Factory / Warehouse (IN BLOCK LETTERS)     |
| 5.Location of Factory / Warehouse (IN BLOCK LETTERS) |
| 6.Tel No.of Factory / Warehouse                      |
| 7. Particulars of plant to be installed              |

NOTE: This application shall be accompanied by the following:

1. The nature of the manufacturing processes used and materials to be used.
2. A flow chart of the manufacturing process.
3. Storage facilities including those for the storage of explosives and flammable materials, for harmful substances, for finished products and yard storage.
4. Mechanical handling equipment: cranes, conveyors, industrial trucks.
5. Electric wiring and installation.
6. Illumination of the building
7. Elevators and /or Lifts that may be installed
8. Boilers, Air Pressure Containers that may be used.
9. Ventilation and or Air Conditioning system that may be used.
10. Machinery Layout
11. Floors, walkways, stairs, ramps and platforms
12. Number of Employees that may be anticipated
13. Other Health and Safety Aspects such as water, waste disposal, first aid, personal protective gear, isolation of noisy operations.
14. Fire Control, including water supply adequate for fire fighting.
15. Transportation facilities: roadways, parking lots
16. Nature of operations or processes in immediate environs of the proposed building
17. Each set of plans submitted for approval shall comprise: -
  - a. A site plan indicating the location of the factory;
  - b. Floor plans indicating the usage of all areas or rooms; and
  - c. Elevation/sectional view indicating the height of workrooms or areas.
18. In addition to paragraph 17, plans shall show in particular and where applicable:
  - i. The dimensions (L x B) of every machine, plant installation, sump and pit; and the distances between them and their exact locations;
  - ii. The locations of the following: -
    1. Material storage areas;
    2. Stairways, aisles and corridors;
    3. Passageways and means of escape in case of fire;
    4. Floor and wall openings;
    5. Washing and sanitary facilities;
    6. First-aid room and switch room; and
    7. Boiler house, if any.
  - iii. The locations, types and capacities of fire extinguishers.

Where there is any structural change or change in the layout of a factory, the factory occupier must inform the Chief Inspector of the Occupational safety and Health Agency. A revised layout plan complying with all the above requirements must be submitted. I hereby certify that to the best of my knowledge the particulars given above are true and correct.

.....  
Date

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Name and Signature of Occupier's  
Representative