GOVERNMENT OF ANDHRA PRADESH
FACTORIES DEPARTMENT


I. Important Documents / information to be sent along with Drawings of the proposed site, buildings/sheds etc.,

1. Common Application Form 1 duly filled and signed by the Occupier
2. Original Challan / e. payment of plan scrutiny fees
3. Copy of registered sale/ lease deed showing the ownership details
4. 3 copies (blue prints) of the site plan drawn to a metric scale of 1:400 / 800/1200 showing the details of neighbourhood, location of all buildings/ sheds, plant and machinery, storages, etc., access road indicating its width. The site plans should indicate front, rear and side set-backs clearly along with extent of site purchased for establishing the industry. North direction shall be indicated in the site plan. Plans shall be prepared by a qualified engineer/ draughtsman and duly signed by him and also by the applicant.

5. 3 copies (blue prints) of detailed plans (Plan, elevation and sectional views) drawn to scale 1:100 of the proposed factory sheds/ buildings, plant and machinery, storages, etc., showing the layout and type of machinery with horse power proposed to be installed in the particular shed/ building. Materials to be used in the construction of sheds/ buildings and type of roofing to be provided shall be shown in the detailed plans. Plans shall prepared by a qualified engineer/ draughtsman and duly signed by him and also by the applicant.

II. Standard norms for the Factory buildings / Sheds and for Installation of Machinery

I. The minimum height of the sheds/ buildings in which the machinery / equipment is proposed to be installed shall not be less than 4.27 mt (14 feet). The minimum height of office rooms, godowns, stores etc., shall not be less than 3.65 m (12 feet).

II. There shall be a clear moving space of 0.9m (3 feet) from machine to machine and machine to wall.

III. Ridge roof ventilator with an opening of 0.9mts (3 feet) width and 0.6m (2 feet) height or sufficient number of turbo ventilators of adequate size and capacity to ensure adequate ventilation as per Indian Standard Code shall be provided over the roofing of the machinery halls. In case of north light glazing an air gap of at least 0.3m (1 foot) should be provided
between top of glazing and the roof of sheeting. Also the north light
glazing should invariably face north.

IV. In case the sites of the sheds are not constructed with masonry walls,
A.C sheets or metal sheets louveres with 60 degree angle can be
provided. Vertical cladding with A.C sheets or metal sheets can be
provided for a maximum height of 1 metre from the ground level only.

V. The roofing materials used shall be of non heat radiating and fire resistant
type. Any other special requirements in respect of building specific to the
manufacturing process should be implemented.

VI. Doors and windows shall be of size not less than 1.2 X 2.1 mts (4’ X 7’)
and 0.9 X 1.5 mts (3’ X 5’) respectively. Ventilators shall be of size not
less than 0.9X0.45 mts (3’X11/2’). The doors and windows shall be so
spaced that they should not be located at a distance of more than 3 mts
(10 feet) from centre to centre. All windows should be fixed with their
lower sill level at 0.9 mts (3 feet) or less from the floor level. All doors shall
have shutters opening outwards except when they are of sliding or rolling
type.

VII. In case the minimum height at eaves of any machinery shed or building is
more than 6mts (20 feet), a second set of windows shall be provided
directly above each door and window. These second set of windows shall
be of size not be less than 1.2X0.9 mts (4’X3’).

VIII. There shall be atleast 3.05 mts (10 feet) clear space between shed to
shed/ building. Further, a clear space 3.05 mts (10 feet) should be
maintained between the building and adjoining compound wall.

IX. Verandah of width not more than 3.65 mts (12 feet) and the height not
less than 3.65 mts (12 feet) shall be permitted on only one side of the
machinery building/ shed. The Verandah shall not be used as a place of
storage, installation of machinery/equipment.

X. Toilets, Urinals, wash rooms etc., shall be provided away from the main
work place separately for men and women and the same shall be shown
in the site plan.

XI. A minimum of two exits shall be provided to each of the manufacturing
buildings. In case of manufacturing buildings / godowns / stores, good
number of exits should be provided in such a manner to ensure that in
case of emergency a person need not travel a distance of more than 30
mts to get out of the building.

XII. Mechanical exhaust arrangements, dust collection systems etc., shall be
provided at source.
XIII. A NOC/ Licence from the A.P.Disaster Response & Fire Services Department, Petroleum and Explosives Safety Organisation, A.P. Pollution Control Board etc., are required in respect of all places and trades involving risk of fire, explosion, air, water pollution etc.,

XIV. If the unit involves hazardous processes and dangerous operations, the details of the processes / operations, the maximum quantity of hazardous substances used/ stored/ produced stored in the premises and material safety data sheets of all chemicals, hazard analysis and risk assessment report and on site emergency plan shall be enclosed to the application along with a consent for establishment from APPCB.

XV. If a factory is proposed in non-industrial area, a NOC from local authorities and residents residing in the neighborhood shall be sent.

III. The following welfare amenities shall be shown in the plans of Factories depending on the number of employees proposed to be employed therein:

a. If the woman employment exceeds 30, creche shall be provided as per standards prescribed under Rule 73 of A.P, Factories Rules, 1950.

b. If the employment exceeds 150, rest room and lunch room shall be provided as per standards prescribed under Rule 72 of A.P, Factories Rules, 1950.

c. If the employment exceeds 250, canteen shall be provided as per standards prescribed under Rules 65 - 71 of A.P, Factories Rules, 1950.

d. If the employment exceeds 500, Ambulance room shall be provided as per standards prescribed under Rule 64 of A.P, Factories Rules, 1950.

e. In case of factories carrying out hazardous process (as defined under Sec 2(cb) of Factories Act), an occupational health center shall be provided as per scale prescribed in Rule 61 (SC) B of A.P, Factories Rules, 1950.

Note: Plans of ‘New Factories’ shall be submitted through AP Single Desk Portal www.apindustries.gov.in


Director of Factories