

Standard Operating Procedure and Checklist

Name of Department	Factories and Boilers Department, Government of Kerala.
---------------------------	--

1. Standard Operating Procedure for Applicant

Application for	APPLICATION FOR APPOINTMENT/RECOGNITION AS APPROVED BOILER MANUFACTURER
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application for Appointment/Recognition as Approved Boiler Manufacturer in online form 2. Details of Supervisory personnel 3. Details of facilities available 4. Details of IBR certified welders
Process description	The party is required to create a user profile in FABOS and after logging in need to fill in the application form, upload the required documents and proceed to payment gateway and on successful payment application gets submitted to Director of Factories and Boilers. If approved party can download the digitally signed approval document from FABOS portal. If rejected they have to, rectify the defects and resubmit online for approval.
Procedure for Fees payment	Online payment through the FABOS portal, integrated with E treasury
List of Reference Documents	As per relevant Regulations of IBR
Time line for completing the process	30 days.
Checking of Application Status	Can use track application facility in FABOS
Key Contact Person from department	Joint Director (Head Quarters)

5. Standard Operating Procedure for Approver

Application for	APPLICATION FOR APPOINTMENT/RECOGNITION AS APPROVED BOILER MANUFACTURER
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application for Appointment/Recognition as Approved Boiler Manufacturer in online form 2. Details of Supervisory personnel 3. Details of facilities available 4. Details of IBR certified welders
List of Reference Documents	As per relevant Regulations of IBR
Time line for completing the process	30 days.
Departmental Work Flow	<ol style="list-style-type: none"> 1. After thorough examination of the Application, the documents are forwarded online to concerned Joint Director of Factories for physical verification and report. 2. Further orders /actions regarding the issuance of certificate will be initiated based on the report from the office of Joint Director 3. Final approval and issue of digitally signed Certificate of recognition.

6. **Verification/Inspection Procedure:** Concerned Joint Director obtains date for site verification from party online and conducts inspection on the specified date and uploads report in the FABOS portal.

7. Checklist of Documents

1. Application for Appointment/Recognition as Approved Boiler Manufacturer in online form including Questionnaire.
2. Details of Supervisory personnel
3. Details of facilities available
4. Details of IBR certified welders