

INSPECTION PROCEDURE

[Under Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1981]

Regular inspection of Red, Orange-high risk and Orange-low risk industries shall be conducted at the end of 2 years, 3 years and 5 years respectively. For Green category, inspection shall be done once in 15 years. Date of inspection shall be calculated from the last inspection done.

List of establishments to be inspected is generated based on computerized risk based assessment on following parameters for **regular inspection**:

- Categorization of industries into Red, Orange (low and high) and Green
- Previous compliance (Based on Checklist)
- Time period of inspection lapsed

Weightage of these parameters is as follows:

Parameter	Weightage
Categorization : Red	0.40
Categorization : Orange-High Risk	0.30
Categorization : Orange-Low Risk	0.20
Categorization : Green	0.10
Previous compliance (Based on Checklist) : Non Compliance	0.40
Previous compliance (Based on Checklist) : Partial Compliance	0.20
Previous compliance (Based on Checklist) : Full Compliance	0.0
Time lapsed (0-15 days)	0.05
Time lapsed (16-30 days)	0.10
Time lapsed (31-45 days)	0.15
Time lapsed (46 days and above)	0.20

For new industry registration, following shall be the risk parameters

- Categorization of industries into Red, Orange (low and high) and Green
- Time period of inspection lapsed

Weightage of these parameters is as follows:

Parameter	Weightage
Categorization : Red	0.40
Categorization : Orange-High Risk	0.30
Categorization : Orange-Low Risk	0.20
Categorization : Green	0.10
Time lapsed (1-15 days)	0.15
Time lapsed (16-25 days)	0.30
Time lapsed (26-35 days)	0.45
Time lapsed (36 days and above)	0.60

The establishments are categorized into High, Medium and Low risk establishment as per the following definition:

Risk Type	Range
High Risk	0.70 to 1.0
Medium Risk	0.4 to 0.65
Low Risk	0.0 to 0.35

a) Computerized allocation of Inspectors shall take place based on the following criteria:

- In case of Consent to Establish (CTE) with total investment more than 20 Lakhs, two officers from Regional office including Regional Officer along with one officer from Head office shall do inspection. Allocation of inspectors shall be done at Head office
- In case of Consent to Establish (CTE) with total investment less than 20 Lakhs, two officers from Regional office including Regional Officer shall do inspection. Allocation of inspectors shall be done at Head office

- In case of Consent to Operate (CTO) and Authorizations:
 - If **RED** industry falls in “CAT 17 GPI” (refer to annexure I), one officer from Head office and two officers from Regional Office shall do inspection. Allocation of inspectors shall be done at Head office
 - For others, two officers from Regional Office shall do inspection. Allocation of inspectors shall be done at Regional office

During Inspection

- Inspection shall be made during regular working hours of the establishment / industry except when special circumstances indicate otherwise
- Before entering into the industry, the Inspector shall inspect surrounding areas along the boundary of the industry to verify if there is any discharge of effluents or dumping of solid or hazardous waste
- Thereafter, the inspector shall inspect the industry. At the beginning of the inspection, the inspector shall locate the occupier / representative of the occupier / person in charge of the industry and inform about the purpose of the proposed inspection
- The inspector shall inspect following areas in the industry premises, in addition to other areas as required, to verify compliance status:
 - Manufacturing area
 - Raw materials and finished products storage area
 - Water storage area
 - Effluent generating sources
 - Effluent collection, storage, treatment and disposal areas
 - Air pollution sources and control systems
 - Solid and hazardous waste generation sources, storage and disposal areas
 - Environment management cell to verify record maintenance

- The inspector shall verify all the records pertaining to production, water pollution & control, air pollution & control, management of solid and hazardous waste
- The inspector shall verify and collect specific information on the following points:
 - Operational status of the industry (whether in operation / seasonal / sick / closed, etc)
 - Production records for a period of last six months (RG-I copies)
 - Consumption quantities of major raw materials during a period of last six months
 - Fresh water source and storage capacity along with details of tanks.
 - Status of flow meters provided for recording water consumption for various purposes along with meter readings at the time of inspection.
 - Details of Water Cess assessment and payment
 - Effluent generation sources and quantities (as per records)
 - Effluent collection, treatment and disposal details.
 - Operation and maintenance of effluent treatment systems.
 - Status of flow meters provided for recording effluent generation, treatment and disposal along with meter readings at the time of inspection.
 - Air pollution sources and control measures.
 - Operation and maintenance of air pollution control equipment / systems.
 - Status of energy meters provided for effluent treatment and air pollution control systems along with meter readings at the time of inspection
 - Details of solid and hazardous waste generation, storage and disposal
- The Inspector shall collect photographic evidence for observations of noncompliance
- The inspector may seek information / clarifications or documentary evidence from the industry to ascertain compliance status
- If any representative / occupier of the industry willfully delays or obstructs the inspector in carrying out inspection, the same shall be

recorded in the inspection report for taking further necessary action in the matter

- During inspection, the Inspector shall take all safety precautions required such as PPE, helmets, masks, goggles, etc
- At the end of the inspection, the Inspector may inform the representative of the industry about apparent non-compliance observed during inspection so that industry may initiate necessary corrective action wherever required
- Signed copy of the report is given to the establishment

1. Post-inspection activities:

- The inspector shall carefully record all the information collected and observation made during the inspection
- Any additional information may be recorded under remarks
- The inspection report shall be carefully checked and then submitted online within 48 hours of the inspection
- The supporting documents and photographs obtained during inspection, if any shall be uploaded along with the inspection report
- An intimation is sent to the establishment with a copy of the inspection report so that it may log onto the portal and view the submitted inspection report