



International  
Labour  
Organization



# INSPECTION CHECKLIST



Canadian International Development Agency

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### **Disclaimer**

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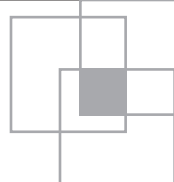
**Technical Review by:** Mr Irfan Ullah Khan, Director, Department of Labour, Khyber PukhtunKhwa; Mr. Gulfam Memon, Deputy Director, Department of Labour Sindh; Mr. Shahid Ali, Assistant Director, Department of Labour Gilgit Baltistan; Mr. Muhammad Zahir, Research Officer, Department of Labour Balochistan; Ms. Saadya Hamdani, Gender Specialist, ILO Decent Work Technical Support Team for South Asia, Ms. Frida Khan, National Project Coordinator, GE4DE, ILO Office for Pakistan; Ms. Rabia Razzaque, Programme Officer, GE4DE, ILO Office for Pakistan.

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Printed in Pakistan



## FOREWORD

Over the last few years Pakistan has made significant advancements in promoting women's rights and gender equality for women and men. Much of this improvement comes from the concerted efforts of governments, employers and workers to put in place structures and systems that promote women's employment with the aim to achieving gender equality. Testament to this is the fact that Pakistan has ratified all eight fundamental ILO conventions including those that directly contribute to gender equality; C100 Equal Remuneration Convention, 1951 on 11 Oct 2001 and C111 Discrimination (Employment and Occupation) Convention, 1958 on 24 Jan 1961.

We have seen women's labour force participation rates increasing, and affirmative action policies to promote women's recruitment in the government and legislature. Recent legislative reforms are aimed at protecting women in the workplace, and women are generally more visible in media and public spaces as confident, intelligent, successful contributors to the country's economic and social development.

But challenges remain. Despite advances in educational levels, women are over-represented in low paying jobs and under-represented in executive, management and technical positions. The gender pay gap persists, as does discrimination related to maternity and horizontal and vertical segregation in the labour market. More women than men work in the informal economy where decent work deficits are the most serious. In the formal economy, women are under-represented in decision making structures, for example, in employers' and workers' organisations, and have ineffective or no voice.

And since we know what the gender based challenges of employment are, and now that more and more women are entering the workforce, it is our duty to ensure that women and men are enabled to participate in and benefit from their work, without discrimination. One of the best ways to do this is through an efficient and effective labour administration system, with a robust inspection programme.

Labour inspection plays a key role in monitoring and evaluating gender equality outcomes for women and men. Pakistan ratified the ILO Labour Inspection Convention (C81) on 10 Oct 1953, which outlines the functions of labour inspectors and the scope of their work. After the 18th Constitutional

Amendment in 2010, labour administration, with its inspection mandate, is now a provincial responsibility, for which the National Labour Protection Policy 2006 provides progressive, gender mainstreamed guidelines upon which Labour Departments can build.

Given the central role of labour inspection in the Departments of Labour mandates and the fundamental importance it has in ensuring that the rights of women and men in the workplace are respected and addressed, the ILO, in collaboration with the four provincial Departments of Labour, is pleased to present this publication on “Gender Responsive Labour Inspection”. This toolkit provides reference material, background reading and an easy to use, comprehensive, gender mainstreamed checklist to help inspectors conduct their inspection duties in a systematic way and analyse information to capture gender disparities. The reporting that ensues from gender responsive labour inspections will help Labour Departments better capture information on gender and the world of work and improve their reporting on compliance and progress on the application of international labour standards.

The ILO is confident that this publication will provide useful, practical information on gender responsive labour inspection and the checklist will facilitate its use across the country.

Signed on behalf of the Department of  
Labour and Manpower,  
Government of Balochistan



**Mr. Abdul Qayyum Kakar**  
11 October 2012

Signed on behalf of the Department of  
Minerals, Industries, Commerce and Labour,  
Government of Gilgit-Baltistan



**Mr. Abdul Hameed Khan**  
11 October 2012

Signed on behalf of the  
Department of Labour  
Government of Khyber Pakhtunkhwa



**Mr. Aizaz Ur Rehman**  
11 October 2012

Signed on behalf of the Department  
of Labour & Human Resource  
Government of Punjab



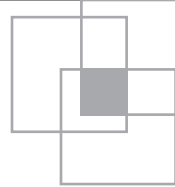
**Mr. Hasan Iqbal**  
11 October 2012



**Francesco d' Ovidio**  
Country Director, ILO  
11 October 2012

Signed on behalf of the Department of Labour  
Government of Sindh

**Mr. Arif Elahi**  
11 October 2012



## ACKNOWLEDGEMENTS ■

**W**e would like to extend our thanks and special acknowledgements to Mr. Tahir Manzoor, Director, Department of Labour Punjab and Gender Focal Point (GE4DE) in taking this initiative and for bringing his great experience covering many years to the project and the writing of much of the material in this publication. His professionalism and dedication to furthering the cause of modern labour inspection in Pakistan is to be commended.

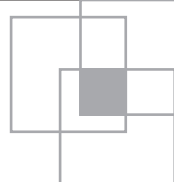
Our appreciation also goes to all the Gender Focal Points; Mr Irfan Ullah Khan, Director, Department of Labour, Khyber PukhtunKhwa, Mr. Gulfam Memon, Deputy Director, Department of Labour Sindh, Mr. Shahid Ali, Assistant Director, Department of Labour Gilgit Baltistan and Mr. Muhammad Zahir, Research Officer, Department of Labour Balochistan, for their specific inputs to the checklist.

Our grateful acknowledgements are also extended to the Directors and Secretaries of respective Provincial Labour Departments for releasing their staff to work on this important knowledge and practice product.

We would also like to thank Ms. Saadya Hamdani, Gender Specialist, ILO Decent Work Technical Support Team for South Asia, New Delhi for her technical feedback and helping make this a stronger, more gender responsive tool.

Finally our thanks to Ms. Rabia Razzaque, Programme Officer, Gender Equality for Decent Employment (GE4DE) for her part in bringing together this important tool in order to make it available to a wider audience, to the benefit of labour inspectorates, employers and workers throughout Pakistan and Ms Frida Khan, National Project Coordinator, (GE4DE) for overall supervision and her commitment to ILO's mandate on Gender Equality.





## EXECUTIVE SUMMARY ■

**G**lobalization has brought about major changes, which has had an impact on the lives of all men and women, ushering in rapid growth, transformation in the supply chain, new opportunities in employment and also new technologies. On the one hand, this progress has reduced barriers for women, creating more employment opportunities and increasing the number of women in employment. On the other hand, job quantity for women is not matched with job quality- many of the new jobs are often in precarious and informal employment which cannot be categorized as decent work, and are characterized by low pay, few opportunities for growth and development at work, little or no access to social security, social protection, social dialogue, as well as an absence of the full enjoyment of workers' rights.

International labour standards provide the framework and guidance for national legislation that can ensure decent work for women and men. The implementation of labour standards is monitored through the labour inspection system which provides the data for countries to report progress on the application of labour standards.

An important role of labour inspection in any country is the promotion of compliance with national labour legislation as well as good labour practices, to achieve basic workers' rights, balanced socio-economic development, and sound and effective industrial relations as a basis for constructive social dialogue and thus fair economic growth. Labour inspectorates are expected to assist management and workers in developing good labour practices and achieving social justice and decent work for all.

In order to ensure decent work for all, it is imperative that labour inspection is made more inclusive and responsive to gender needs and realities, which also means looking at vulnerable groups (including women) in a disadvantaged situation such as maternity protection, harassment at work, or child labour, home workers, work in the form of bondage etc. The modern approach of labour inspection is in accordance with the spirit of International Labour Standards and if followed properly can facilitate ratifying countries in reporting on their international and national obligations vis-à-vis gender equality.

The Government of Pakistan has ratified all eight of the fundamental ILO Conventions as articulated in the 1998 Declaration on the Fundamental

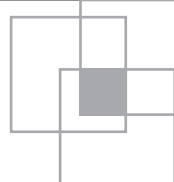
Principles and Rights at Work<sup>1</sup> including the two main pillars for promoting gender equality which are C100 Equal Remuneration Convention, 1951 ratified on 11 Oct 2001 and C111 Discrimination (Employment and Occupation) Convention, 1958 ratified on 24 Jan 1961.

To help government, workers and employers promote international labour standards in their work, the ILO Office for Pakistan has, in collaboration with the constituents, developed the second Decent Work Country Programme. Strengthening labour administration and the government's capacity to report on progress on labour standards implementation have emerged as priority areas of work. To ensure that this work promotes equity and non-discrimination in its application, Promoting Gender Equality for Decent Employment (GE4DE), an ILO project funded by the Canadian government, has taken the lead in mainstreaming gender in labour inspection through the development and it is hoped, eventual application, of this toolkit for gender responsive labour inspection.

This toolkit provides reference material and guidelines to make labour inspection gender responsive, by examining issues in respect to the needs, expectations and experiences of women, men, girls and boys.

1. [http://www.ilo.org/dyn/normlex/en/f?p=1000:11110:0::NO:11110:P11110\\_COUNTRY\\_ID:103166](http://www.ilo.org/dyn/normlex/en/f?p=1000:11110:0::NO:11110:P11110_COUNTRY_ID:103166)  
C29 Forced Labour Convention, 1930 (ratified by Pakistan on 23 Dec 1957)  
C87 Freedom of Association and Protection of the Right to Organise Convention, 1948 (ratified by Pakistan on 14 Feb 1951)  
C98 Right to Organise and Collective Bargaining Convention, 1949 (ratified by Pakistan on 26 May 1952)  
C100 Equal Remuneration Convention, 1951 (ratified by Pakistan on 11 Oct 2001)  
C105 Abolition of Forced Labour Convention, 1957 (ratified by Pakistan on 15 Feb 1960)  
C111 Discrimination (Employment and Occupation) Convention, 1958 (ratified by Pakistan on 24 Jan 1961)  
C138 Minimum Age Convention, 1973 (ratified by Pakistan on 6 July 2006)  
C182 Worst Forms of Child Labour Convention, 1999 (ratified by Pakistan on 11 Oct 2001)





## ACRONYMS

CEACR	Committee of Experts on the Application of Conventions and Recommendations
CEDAW	Convention on the Elimination of all forms of Discrimination Against Women
CIDA	Canadian International Development Agency
DOL	Department of Labour
DVCs	District Vigilance Committees
DWA	Decent Work Agenda
ECA	Employment of Children Act
ECOSOC	Economic and Social Council
GE4DE	Gender Equality for Decent Employment
GM	Gender Mainstreaming
GRLI	Gender Responsive Labour Inspection
HRD	Human Resource Development
ILO	International Labour Organization
ILS	International Labour Standards
IRA	Industrial Relations Act
OS&H	Occupational Safety and Health
TU	Trade Union

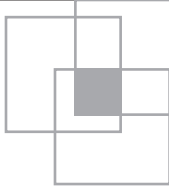




# INSPECTION CHECKLIST

Inspection Report Summary Sheet ■  
Elements of Inspection ■





# INSPECTION REPORT SUMMARY SHEET

### Factory Fact Sheet

Name of Factory:  
 Postal Address:  
 Registration No and Date (under Factory's Act 1934):  
 Number and Date of Notification by Occupant before the commencement of Work:  
 Land and Building Area of the Factory:  
 Number of Levels of Building:  
 Product manufactured:  
 Nature of Manufacturing Process:  
 Date and time of Inspection:  
 Date and time of Last Inspection:  
 Actions taken at Last Inspection:  
 Name Parentage of Occupier:  
 Name of Manager:  
 Telephone Number:

### Record of Personnel

Highest number of workers employed during last 12 months:

Type of work	Men	Women	Children
Permanent			
Temporary			
Casual			
Badli			
Apprentices			
Probationers			
Contractual			
Total			

Number of Workers attending work at the day of inspection:  
 Men:                      Women:                      Children:

What are periods of work during in respect of Audit/Inspection?

1st Shift

General Shift

2nd Shift

Rest Interval

3rd shift

Is the Inspection Book maintained and produced at the time of Inspection?

**Maintenance Records**

Is attendance Register maintained as required under section 41 of Factories Act, 1934?

Is register of Child workers maintained as required under section 56 of Factories Act, 1934?

Is register of Substituted Holidays maintained as required under section 35 of Factories Act, 1934?

Is register of Compensatory Holidays maintained as required under section 35 A of Factories Act, 1934?

Is register of Holidays with pay maintained as required under section 49 of Factories Act, 1934?

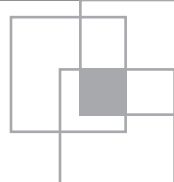
Are workers provided with Holiday Books required under section 49 of the Factories Act, 1934?

Is register of Overtime maintained under section 47 of the Factories Act, 1934?

Is register of particular rooms maintained under section 18 of Factories Act, 1934?

Is register of Lime washing, painting, and varnishing maintained under section 13 of Factories Act, 1934?

Is record of canteen maintained as required under section 23 of Factories Act, 1934?



# ELEMENTS OF INSPECTION

## Wages

CHECK LIST MEASURES TO PREVENT DISCRIMINATION W.R.T WAGES			
Description	Yes	No	Remarks
Is abstract of the Payment of Wages Act rules in both English and Urdu/local languages displayed as required under Section 25 of the Payment of Wages Act, 1936?	<input type="checkbox"/>	<input type="checkbox"/>	
Do both men and women workers have access to the display where abstract of Payment of Wages Act and rules are displayed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are notices showing dates of pay/ wages both in English and Urdu or other local languages displayed as required under Section 26 of the Payment of Wages Act, 1936?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Register of Wages maintained and produced as required under Rule 5 of the Payment of Wages Rules?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Register of Fines maintained in Form I, as required under Payment of Wages Act, 1936?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Register of Advances maintained in Form III as required under Rule 17 (3) of the Payment of Wages Rules?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Wages Register in Form I maintained under Rule 19 (i) of the minimum Wages Rules?	<input type="checkbox"/>	<input type="checkbox"/>	
Is register of Deduction for damage or loss maintained in form II as required under section 10 of the payment of wages Act, 1936?	<input type="checkbox"/>	<input type="checkbox"/>	
Are wages slips in Form II issued to the workers as required under Rule 19 (2) of the minimum Wages Rules?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Muster Roll in Form III maintained as required under Rule 18 (5) of the West Pakistan Wages Rules?	<input type="checkbox"/>	<input type="checkbox"/>	
Are workers being paid wages at a lower rate than the prescribed rate as required under section 9 of the Minimum Wages Ordinance, 1961?	<input type="checkbox"/>	<input type="checkbox"/>	
Are women being paid wages at a lower rate than men?	<input type="checkbox"/>	<input type="checkbox"/>	
Is register of payment of bonus, gratuity, leave encashment payment of lay off, period of legal strike and lock out maintained as required under Standing Order?	<input type="checkbox"/>	<input type="checkbox"/>	

**CHECK LIST**  
**MEASURES TO PREVENT DISCRIMINATION W.R.T WAGES** (Contd...)

Description	Yes	No	Remarks
Is record of payment of amount of compensation for total or partial disablement arising out of accidents maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
Are service books of workers maintained as required under employees record Service Act, 1951?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

**OBJECTIVE EVIDENCE**

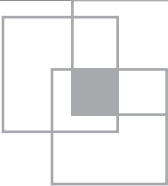
- (1) Wages Slips and wage records of workers. Ensure that wage slips of women and men workers are checked. Compare them to ensure there is no discrepancy in pay once training, seniority and previous experience have been factored in for both women and men
- (2) Payroll records and Registers. Check that women's and men's records are being maintained and they correspond to the number of women and men workers in the workplace.
- (3) Check method of wage fixing and job classification is used by the employer. See if there is a wage discrepancy in occupation dominated by women workers.
- (4) Payments made via cross Cheques
- (5) Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment

## Discrimination

**CHECK LIST**  
**MEASURES TO PREVENT DISCRIMINATION AT WORKPLACE**

Description	Yes	No	Remarks
Have the appointment letters been issued to workers employed? (Specify numbers) as required under Standing Order 1968	<input type="checkbox"/>	<input type="checkbox"/>	
Are the permanent, temporary, casual, badli, probationer, contract, apprentice workers provided with respective tickets/IDs as provided under the law as per Standing Order 1968?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the workers been ensured under the compulsory group insurance?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any workers employed through contractors (specify numbers)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are any contracted workers employed against posts of permanent nature? (specify numbers)	<input type="checkbox"/>	<input type="checkbox"/>	
Are there procedures in place for the prevention of any form of discrimination?	<input type="checkbox"/>	<input type="checkbox"/>	
Is designated management representative(s) authorized to prevent discrimination and to take corrective action should it occur?	<input type="checkbox"/>	<input type="checkbox"/>	
Are women included in the management body to handle cases of discrimination?	<input type="checkbox"/>	<input type="checkbox"/>	





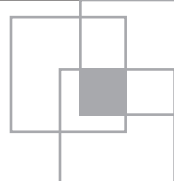
CHECK LIST MEASURES TO PREVENT DISCRIMINATION AT WORKPLACE (Contd...)			
Description	Yes	No	Remarks
Do workers have access to and are familiar with procedures for filing complaints about discrimination?	<input type="checkbox"/>	<input type="checkbox"/>	
Do workers understand that they are not to be subjected to sexual harassment of any kind?	<input type="checkbox"/>	<input type="checkbox"/>	
Do workers understand the different forms of harassment?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there mechanisms for filing complaints about harassment?	<input type="checkbox"/>	<input type="checkbox"/>	
Do women feel restrained from approaching these complaint mechanisms?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the decisions of hiring and compensation documented and recorded for future reference, to ensure conformity and accountability?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the decisions of promotion and access to training documented and recorded for future reference, to ensure conformity and accountability?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a policy that resonates with the provisions of protection defined in the Sexual Harassment Act in place?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the provision of performance appraisals of men and women in place?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

**OBJECTIVE EVIDENCE**

- (1) Training records. Check if women are being given equal opportunity to training and professional development.
- (2) Company policies. Check if there is a stated policy on anti-harassment and anti-discrimination.
- (3) Notifications. Check if personnel are been designated to deal with issues of harassment and discrimination.
- (4) Complaints. Checks a sample of complaints filed and if appropriate check the action that was taken. Check if the number of complaints is increasing, decreasing or is constant. Check a proportion of complaints filed by women.
- (5) Anonymous testimony of workers, including women. Check that workers are aware of anti-discrimination policies, procedures to file complaints. Ask women if they receive maternity protection. Ask if workers are able to observe religious holidays
- (6) Check if workers understand different forms of harassment(including sexual harassment)
- (7) Job announcements. Check that they don't unduly specify race or sex or other personal characteristics
- (8) Records of rejected applicants for positions. Check for any patterns of discrimination (based on sex).
- (9) Company Records. Check that the workforce includes members from diverse social/ethnic groups in the local population including women. Check that the employer confirms that pregnant and nursing women receive benefits stipulated under national or local law.
- (10) Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment

## Occupational Safety and Health

CHECK LIST MEASURES ENSURING OCCUPATIONAL SAFETY AND HEALTH			
Description	Yes	No	Remarks
Does the establishment have its own health and safety program suitable for women and men?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the establishment adopted Factory Act Chapter 3 on OSH?	<input type="checkbox"/>	<input type="checkbox"/>	
Do written health and safety program and/ or procedures exist, appropriate to the size of the facility, and covering accident and emergency situation that could arise?	<input type="checkbox"/>	<input type="checkbox"/>	
Is information to these procedures disseminated to all workers (men and women), including management, contractual and permanent workers, in Urdu and their local language(s)?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the establishment appointed a senior management representative responsible for the health and safety of all personnel (men and women)?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the establishment any policy/practice on appointing women representative for OSH?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there clearly assigned safety and health responsibilities with documentation of accountability from top management to line supervisors?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the nominated official been given necessary resources to meet these responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	
Are OSH programme and practices developed with the participation of (men and women) employees?	<input type="checkbox"/>	<input type="checkbox"/>	
Are trainings on OSH organized during work hours, not as an added task outside work?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a consistent disciplinary system applied to all employees (including supervisors and managers) who disregard the rules?	<input type="checkbox"/>	<input type="checkbox"/>	
Are accident reports documented and analyzed for of trends in injury/illness, experience and hazards. Are these prepared with the involvement of workers (including women) to identify patterns of problems and to implement program adjustments?	<input type="checkbox"/>	<input type="checkbox"/>	
Are accident reports complete and fully available to auditors?	<input type="checkbox"/>	<input type="checkbox"/>	
Is action taken to prevent recurrence of accident recorded?	<input type="checkbox"/>	<input type="checkbox"/>	
Is firefighting equipment available?	<input type="checkbox"/>	<input type="checkbox"/>	
Is record of fitness of extinguishers, first aid appliances, cranes and lifters, electric circuits and boiler maintained as required under section 33-38 of Factories Act, 1934?	<input type="checkbox"/>	<input type="checkbox"/>	



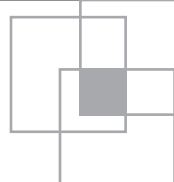
CHECK LIST MEASURES ENSURING OCCUPATIONAL SAFETY AND HEALTH (Contd...)			
Description	Yes	No	Remarks
Have personnel been trained on use of the firefighting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the training include orientation to prevent multiple types of accidents (fire, smoke etc)	<input type="checkbox"/>	<input type="checkbox"/>	
Are safety exits clearly marked? Is emergency plan displayed and responsible concerned persons identified and assigned duties?	<input type="checkbox"/>	<input type="checkbox"/>	
Are personnel aware of exit routes?	<input type="checkbox"/>	<input type="checkbox"/>	
Are evacuation drills parts of the OSH training?	<input type="checkbox"/>	<input type="checkbox"/>	
Is provision for supplying protective gear to men and women at no cost ensured?	<input type="checkbox"/>	<input type="checkbox"/>	
Are personal protective equipment provided according to the needs and structure of work (area) of both men and women?	<input type="checkbox"/>	<input type="checkbox"/>	
Have ergonomics been provided at workplace according to the needs of both men and women workers? Do employers know the use of ergonomics?	<input type="checkbox"/>	<input type="checkbox"/>	
Have measures been adopted to ensure these are used throughout the facility?	<input type="checkbox"/>	<input type="checkbox"/>	
Are laws on health and safety regulations observed?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the enforcement team of the health and safety regulations composed of both men and women?	<input type="checkbox"/>	<input type="checkbox"/>	
Are middle and top management as well as (men and women) employees involved in the enforcement of the health and safety regulations?	<input type="checkbox"/>	<input type="checkbox"/>	
Are gender responsive periodical safety and health programme evaluations (with written narrative report, recommendations for programme changes, action plans, and verification procedures) available?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the establishment carried out and recorded air quality testing in case of hazardous fumes or particulate pollution (such as that caused by some fabrics). <i>Note: It is recommended that the labour inspector researches levels of toxins used within the industry and includes in the desk study. Further he/she instructs for tests on the level of toxic substances used as per standard rules and regulations. (Abstract taken from Chap 3 of the factories Act 1934, ECA, Shops and Establishment Ordinance)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Have provision of protective measures for women's reproductive health against hazardous work environment; such as those working in stress, heat, bad posture and exposure to toxins been ensured?	<input type="checkbox"/>	<input type="checkbox"/>	
Is health and safety equipment suitable for different physical characteristics of men and women?	<input type="checkbox"/>	<input type="checkbox"/>	
Are provisions of latrines for men and women ensured? Are these adequately lighted, ventilated and cleaned in accordance with the provision of law?	<input type="checkbox"/>	<input type="checkbox"/>	
Has safe drinking water been provided to all workers?	<input type="checkbox"/>	<input type="checkbox"/>	

**CHECK LIST**  
**MEASURES ENSURING OCCUPATIONAL SAFETY AND HEALTH (Contd...)**

Description	Yes	No	Remarks
Do women have access to safe drinking water?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

**OBJECTIVE EVIDENCE**

- (1) Document the issues covered under OSH programs
- (2) Document that women issues are addressed through OSH trainings
- (3) Documentation and records are complete as per items in the checklist above to confirm that temperature and air quality in the establishment is periodically verified by a reputable, independent source, accidents are monitored and dealt with and OSH training is given to women and men. Reports of emergency drills are well-maintained.
- (4) Testimonies: Check that workers (men and women) and their representatives have access to and are fully aware of the functioning and effectiveness of the health and safety program. Check that they are provided protective equipment and are trained on its use. Ensure women are interviewed too. Workers appearance: Do workers have injuries, rashes or other signs of exposure to harmful substances or inappropriate use of machinery. Do workers lack protective clothing? Is the protective gear designed to fit women and is there any emergency plan in place?
- (5) Management at all levels are aware and can state responsibilities vested in them under chapter III of the Factory's Act, Shops and Establishment Ordinance and Employment Children Act (ECA), the establishment's health and safety program and local government regulations.
- (6) Protective equipment: Check that it is freely available to workers, including women workers, and is of the correct specifications, and is being used.
- (7) Emergency equipment: Check fire extinguishers are functional, and according to the nature of the fire, placed at a visible point and accessible to all workers. First aid supplies and trained personnel are adequate for the size of the facility and the industry, and they are accessible to all workers. Emergency exits are accessible and unlocked.
- (8) Accident records: Check that records are up to date, and employee reports of illnesses do not contradict records such as air quality monitoring, use of protective gear and addressing accidents. Also check accident reports, held by factories and workers' associations, health committees or trade unions.
- (9) Check Occupational Diseases Record (if any); check for any trends specific to women workers
- (10) Personnel: Check that qualifications of first aid personnel are adequate for the facility (i.e. interviews with these personnel confirm their knowledge of the types of illnesses/injuries that occur and the methods of treatment provided. Does the first aid team include women and men.
- (11) Test to ensure water is potable.
- (12) Test on level of toxic substances used in the establishment
- (13) Certificate from local inspectorate, if available, should be considered, as part of Chap III under Factory's Act, ECA and Shops and Establishments Act.
- (14) Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment



## Bonded Labour

CHECK LIST BONDED LABOUR FREE WORKPLACE			
Description	Yes	No	Remarks
Do both men and women, working voluntarily; understand the types of force labour that can exist (i.e. bonded labour or manifestations of forced labour not just captive labour)?	<input type="checkbox"/>	<input type="checkbox"/>	
Do managers understand the types of forced labour that can exist (i.e. bonded labour or manifestations of forced labour not just captive labour).	<input type="checkbox"/>	<input type="checkbox"/>	
Is hiring associated with bribes or deposits upon hire?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any loans or credit schemes for men and women managed directly or indirectly by the factories?	<input type="checkbox"/>	<input type="checkbox"/>	
All accounts of payments and loans are documented?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the above accounts managed in a clear, transparent and fair manner?	<input type="checkbox"/>	<input type="checkbox"/>	
Are men and women employees free to leave at the end of a shift?	<input type="checkbox"/>	<input type="checkbox"/>	
Are men and women employees free to quit when they want and do they understand the rules regarding due notice in case of resignation in order to receive their last salary	<input type="checkbox"/>	<input type="checkbox"/>	
Any complaint, case, incident of sexual harassment reported?	<input type="checkbox"/>	<input type="checkbox"/>	
Do workers contracted; men or women, match services rendered?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the authenticity of appointment letter/contractual document(s) confirmed and verified with original records?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

### OBJECTIVE EVIDENCE

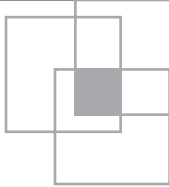
- (1) Documents. Check that the management of the establishment does not have original documents, such as National Identity card or birth certificates of workers in their possession
- (2) Testimonies. Employees confirm they are not asked to lodge deposits, either of identity papers or money at the time of hiring. Employees confirm they have other market options besides being indebted to the establishment, (such as or housing facilities) or these provided to them at subsidized rates or below market cost. Employees confirm that they are free to leave work as they wish and are aware of the procedures. Workers do not have a large or long-running debt with the establishment, which they have no other way to pay except to keep working. Ensure women are also interviewed.

**OBJECTIVE EVIDENCE** (Contd...)

- (3) Documents. Employees' handbooks, training manuals, grievances mechanisms, and/or contracts exist and employees are aware of the purpose of these legal frameworks and the extent to which these can benefit workers, thus demonstrating the voluntary nature of employment. Grievance mechanisms are available to both men and women.
- (4) Outstation workers' family members are allowed to visit when required.
- (5) Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment.

**Child Labour****CHECK LIST  
PREVENTION OF CHILD LABOUR AT WORKPLACE**

<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
Do workers comply with the law on approved age eligible for work?	<input type="checkbox"/>	<input type="checkbox"/>	
Do guidelines exist for the types of employment condition that are acceptable for employees as per existing law (with special consideration to sex)?	<input type="checkbox"/>	<input type="checkbox"/>	
Does documentary evidence exist for proof of age upon recruitment (special consideration and relaxation should be given to girls where there is a delay in birth registration process)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are children (boys and girls) employed (12 or 14 years of age permitted to carry out light work under ILO convention 138) employed during school hours?	<input type="checkbox"/>	<input type="checkbox"/>	
Are children (boys and girls) who are 12 or 14 years of age (if permitted to carry out light work under ILO convention 138) and young workers (subject to compulsory education) registered with or monitored by provisional government's/ labour department's representative?	<input type="checkbox"/>	<input type="checkbox"/>	
Are young workers (Girls and Boys) employed after sunset or before sunrise?	<input type="checkbox"/>	<input type="checkbox"/>	
Are young workers (Girls and Boys) exposed to situations that are unsafe, or unhealthy (Cultural consideration should be adopted where "Purda" is observed)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are apprenticeships being misused in ordered to pay young workers less than adults, while demanding the same amount and kind of work from them?	<input type="checkbox"/>	<input type="checkbox"/>	
Is extra payment, compensation or gifts given to any worker (exemptions where it is allowed in a policy guideline)?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a communication plan been developed by the establishment according to which workers inform fellow workers; girls and boys laborers and their families about company policies on child labour and the programs for young workers (boys and girls)?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the employee record (from six months prior to the audit) show a pattern of firing of underage workers?	<input type="checkbox"/>	<input type="checkbox"/>	



CHECK LIST PREVENTION OF CHILD LABOUR AT WORKPLACE (Contd...)			
Description	Yes	No	Remarks
Is there a special training on OSH organized for boys and girls and young workers?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

OBJECTIVE EVIDENCE
(1) Employment records. Check that Birth certificate/ local records/ID cards etc confirm legal age of workers (both boys and girls). Check six month previous record to confirm that there is no pattern of firing underage workers just before the inspection. (2) Workers' (boys and girls) knowledge of the establishment's policies and programs. This can be gauged through interviews. (3) Do girl workers have access to information on establishment's policies (4) Have workers (interview girls and boys) reported cases of harassment? (5) Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment

## Working hours

CHECK LIST WORK TIME AND PAY BENEFITS			
Description	Yes	No	Remarks
Are working hours more than 48 hours/week?	<input type="checkbox"/>	<input type="checkbox"/>	
Are working hours in accordance with the country's legal maximum?	<input type="checkbox"/>	<input type="checkbox"/>	
Is overtime restricted to a maximum of 12 hours per week?	<input type="checkbox"/>	<input type="checkbox"/>	
Is overtime paid in accordance with national law to men? (overtime is legally not to be taken from women)	<input type="checkbox"/>	<input type="checkbox"/>	
Is overtime being extracted from women as per Factories Act 1934 (section 36 on daily hours and exclusion as per 47 on overtime)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are workers given at least one day off for every seven-day period or more when stipulated by national law?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees given breaks in compliance with labour law?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

**OBJECTIVE EVIDENCE**

- (1) Overtime wage records. A calculation should be made to assess the extent to which overtime or take-home work may be utilized (total production divided by the number of workers)
- (2) Conduct a statistical trend analysis in situation where the number of full-time workers (both men and women) is gradually decreasing and/or the number of part-time workers is increasing. (This should be done to analyze if contracts are not being given to avoid paying benefits particularly to women)
- (3) Workers' testimonies: Check overtime payments are made, breaks are given and work hours set according to law. Interview both men and women
- (4) Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment

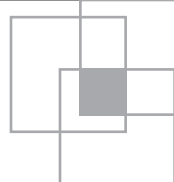
**Maternity Benefits****CHECK LIST  
MATERNITY BENEFITS**

Description	Yes	No	Remarks
Are women made to work while pregnant (6 weeks prior or after delivery)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are women granted maternity leaves (6 weeks before and after the delivery)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are women paid maternity benefits (full wage during her maternity leaves)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all benefits paid according to law in case of death during pregnancy?	<input type="checkbox"/>	<input type="checkbox"/>	
Are procedures defined for maternity benefits?	<input type="checkbox"/>	<input type="checkbox"/>	
Is any woman fired during pregnancy or due to pregnancy?	<input type="checkbox"/>	<input type="checkbox"/>	
Is any woman refused work due to her expected pregnancy?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other discrimination towards a woman who may be expecting pregnancy? (such as promotion, training etc)	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

**OBJECTIVE EVIDENCE**

- (1) Record shows the number of women workers got pregnant during the year (with regard to total number of women workers in the establishment)
- (2) Leave register and analysis of leave record with respect to pregnancy record
- (3) Payment during pregnancy be checked in the payment register
- (4) Maternity benefits record (Form D) showing annual payment of the maternity benefits
- (5) Hiring and firing record with justification and reasons
- (6) Document cases for refusal of training or promotion to women due to pregnancy
- (7) Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment





## Right to Organize and Collective Bargain

CHECK LIST RIGHT TO ORGANIZE AND COLLECTIVELY BARGAIN			
Description	Yes	No	Remarks
Has the company recognized labor unions as a party to collective bargaining?	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees have the right to form and join trade unions/associations of their choice?	<input type="checkbox"/>	<input type="checkbox"/>	
Are women included in trade unions? Collective Bargaining Agents? Workers' councils? Management committee?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a separate women's wing/ trade union (TU)/women body?	<input type="checkbox"/>	<input type="checkbox"/>	
Do representatives and members of unions, including women, confirm that they are not discriminated against in the workplace and that the employer does not interfere with the realization of workers' union activities (IRA)?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the means of resolution during strikes, lockouts, or related labour demonstrations occurred within a two-year period, been noted?	<input type="checkbox"/>	<input type="checkbox"/>	
Do parallel means exist for free association and collective bargaining? (In case of restrictions under national laws?)	<input type="checkbox"/>	<input type="checkbox"/>	
Do alternative forms of collective bargaining procedures exist?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the alternative means of collective bargaining recorded?	<input type="checkbox"/>	<input type="checkbox"/>	
Do the alternative means of collective bargaining effectively communicate workers' position to management?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

### OBJECTIVE EVIDENCE

1. Check the proportion of women members at all levels
2. Check representation of women in management committees
3. Copies of agreements signed by union leaders. Check if women are also members of trade unions or if there are separate organisations/wings for women. What is the relative proportion of women?
4. What is the reason for low membership and participation of women?
5. Record the number of issues addressed through collective bargaining.
6. Copies of collective bargaining agreements to see if the issues raised and the recommendations agreed are representative of women specific issues
7. Testimony of union leaders. Check whether employers hinder or interfere with their organizing activities. If there are women leaders, talk to them.
8. Testimony of workers. Check that management allows the use of meeting rooms for workers' private meeting upon request. Check that there is no discrimination by TU leadership against trade union members (on basis of sex, race etc) and that there has been no disciplinary action taken by management against organizing activity.

**OBJECTIVE EVIDENCE** (Contd...)

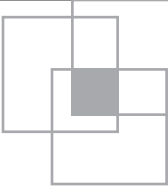
9. Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment

**Disciplinary Practices****CHECK LIST  
DISCIPLINARY PRACTICES**

Description	Yes	No	Remarks
Is there any evidence of the use of corporal punishment?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any difference between the punishment standards for men/women workers?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any difference in the punishment process for men/women workers?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any evidence of verbal or physical abuse or mental/physical coercion?	<input type="checkbox"/>	<input type="checkbox"/>	
Are measures taken to form an enquiry committee in case of disciplinary actions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there measurements in place to check the neutrality of the process?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an established system for the management to warn workers about disciplinary action?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a record management of the disciplinary actions?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any difference in disciplinary action taken against men and women workers?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an established system for workers to appeal against a disciplinary action?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the sex desegregated data available for appeals?	<input type="checkbox"/>	<input type="checkbox"/>	
What is success of appeal with respect to sex?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

**OBJECTIVE EVIDENCE**

1. Documents. Check that there are written procedures to initiate disciplinary action and appeals for workers. Procedures log. Check that the log is maintained of any violations of the discipline policy and it is up-to-date on cases requiring discipline and corresponding actions.
2. Testimonies. Check that Workers, Union representatives (especially women) know the disciplinary procedures and feel able to register appeals without any negative repercussions. Check that Workers are familiar with the disciplinary policy, their rights vis-à-vis management and the procedures for filing complaints accordingly.



**OBJECTIVE EVIDENCE** (Contd...)

3. Get comments and confirm findings from Union/s of worker representative (including women members)
4. Physical examination. Make a general, superficial examination to check that workers do not have bruises or other physical signs of abuse. A woman examiner should be provided where needed.
5. Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment

**Support Environment**  
**Child Care**

**CHECK LIST**  
**CHILD CARE/SHELTER**

Description	Yes	No	Remarks
Do enough women employees in the establishment require child care support?	<input type="checkbox"/>	<input type="checkbox"/>	
Do women and men employees need child care support?	<input type="checkbox"/>	<input type="checkbox"/>	
Are suitable rooms reserved for the use of children?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there rest shelters available?	<input type="checkbox"/>	<input type="checkbox"/>	
Is trained staff available to supervise children in the childcare facility?	<input type="checkbox"/>	<input type="checkbox"/>	
Are these shelters separate for women and men workers?	<input type="checkbox"/>	<input type="checkbox"/>	
Are rest areas customized according to the women and men workers required needs?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the facilities provided in the rest shelters at par with prescribed law?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

**OBJECTIVE EVIDENCE**

1. Payroll. Check the number of workers (men and women) to see which rules regarding shelter and childcare are applicable.
2. Physical verification.
3. Check that designated rooms are suitable for the use of women and children under the age of six years.
4. Record how many men and women require child care support
5. Record if enough women in the establishment require child care support
6. Record specific needs and requirements of men and women that might enable their productivity
7. Child care staff is available for free
8. Record women workers required needs for shelters
9. Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment

## Canteen

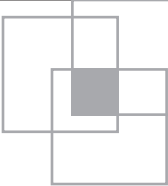
CHECK LIST PROVISION OF CANTEEN			
Description	Yes	No	Remarks
Is there prescribed strength of workers employed by the establishment for the provision of canteen?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a canteen?	<input type="checkbox"/>	<input type="checkbox"/>	
Are women included in canteen management	<input type="checkbox"/>	<input type="checkbox"/>	
Is the food available on subsidized rates?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the quantity of food commensurate with the rates?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there separate serving counters for women workers?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the canteen hygienically maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there the provision of a washing/cleaning facility with the Canteen? Is towel, soap, nail brushes, goggles, shoes and uniform provided to workers free of cost?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

### OBJECTIVE EVIDENCE

1. Payroll. Check the number of employees and proportion of women.
2. Notification. Check that the employer has been notified to provide a canteen for workers.
3. Canteen should be available for the use within a period of six month from the date of notification. Physical verification.
4. Check that the canteen is appropriately located, well maintained (hygienically kept) and stocked. Should women be provided separate counters or eating areas? If so have they?
5. Workers' testimonies. Check that the facilities exist and are provided as required.
6. Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment

## Fair Price Shop

CHECK LIST FAIR PRICE SHOP			
Description	Yes	No	Remarks
Does the establishment have the prescribed strength for provision of fair price shop?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a management committee in place for the fair price shop?	<input type="checkbox"/>	<input type="checkbox"/>	
Are women represented in the management committee?	<input type="checkbox"/>	<input type="checkbox"/>	



**CHECK LIST  
FAIR PRICE SHOP (Contd...)**

Description	Yes	No	Remarks
Are women present to serve in the fair price shop?	<input type="checkbox"/>	<input type="checkbox"/>	
Do the goods available in the shop cater for men's and women's specific needs?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Fair price shop easily accessible to women workers?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any other form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment?	<input type="checkbox"/>	<input type="checkbox"/>	

**OBJECTIVE EVIDENCE**

1. Notification
2. Physical verification. Check the shop premises, location and goods for sale.
3. Workers' testimonies. Check if workers, including women, have asked for certain goods to be made available and subsequent action taken.
4. Document any form of discrimination based on sex, creed, color, race, political affiliation, religion or any other observed at the establishment



Labour inspection is a key element of any labour administration system for ensuring the implementation of labour policies, providing feedback and allowing for a readjustment of these policies as necessary. The importance of labour inspection in promoting decent work has been widely recognized. The principle of Decent Work is derived from the International Labour Standards that ensure social justice for all. All ILO standards apply equally to men and women with the exception of these there are some that particularly address women reproductive roles. The two main pillars in promoting gender equality are the Conventions on equal remuneration for men and women for work of equal value (No 100) and Convention on discrimination in employment and occupation (No 111). Other conventions that specifically address gender equality are the Maternity Protection Convention, 2000 and the Workers with Family Responsibilities Convention, 1981 (No. 156) which notably applies to both men and women who have responsibilities with respect to their dependents. Other conventions such as Convention on part time work (No 175), Convention on Home Work (No 177), Convention of Maternity Protection, C 183 and the Convention on domestic workers (No 189) also have particular implications for women.

**This toolkit takes a systems approach and is designed to be a practical exercise to assist labour inspectors in assessing and taking actions on gender gaps and discriminatory practices at workplace to strengthen their approaches to inspection. It is also intended to be used as a self-assessment tool for enterprises.**

**For further information on the project:**

Promoting Gender Equality for Decent Employment (GE4DE)

A Project supported by CIDA

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