

INSPECTION FORM-I

Checklist for the Inspection of Distilleries/Bottling Plants

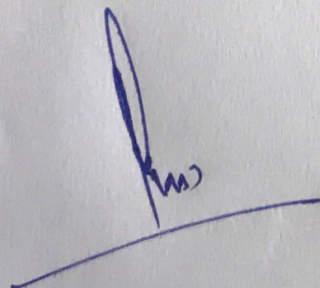
Name of the Licensee:

License No:

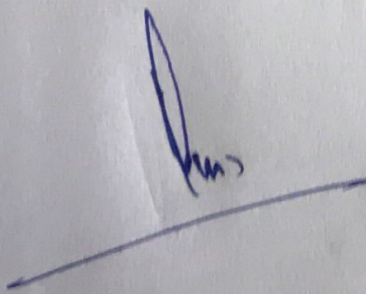
Location:

Date of Inspection:

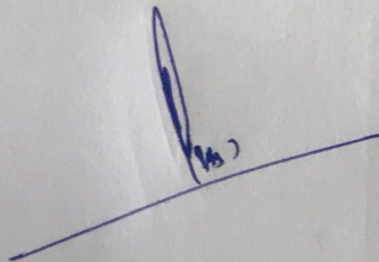
S. No	Conditions	Compliance	
		YES/NO	
1.	Is Form D-1 accompanied by a correct plan of the business premises of the Distillery available with the licensee?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is a list and plans of all warehouses, storerooms and other places connected with his business available with the licensee?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the licensee obtained a certificate from the Director Health Services to the effect that there is no objection on sanitary grounds to the construction of distillery premises or to the distillation of spirit on the site and the building shown in accompanying plans?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the documentary proof of the security deposited for the fulfillment of all the conditions of license available with the licensee?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Whether a certificate from Fire & Emergency Services Department to the effect that the fire safety measures have been taken at the business premises?	<input type="checkbox"/>	<input type="checkbox"/>



- 5A. Last inspection conducted by the Fire & Emergency Services Department _____
6. Whether the licensee has executed a bond in the prescribed form pledging the premises, Stock of spirit, stills, all apparatus and utensils employed in the manufacture and storage of spirit?
7. Whether the licensee has provided an office for Excise and Taxation Officer?
- 7A. Whether there are quarters for ETO and Guards?
8. Whether the manager or assistant manager employed by the licensee has been approved by the competent authority?
9. Has the licensee employed any person to assist him in his business under the age of 21 years?
- 9A. Whether the license is duly renewed?
10. Whether the following pipes are coloured with the prescribed colour?
- a. Is the pipe for the conveyance of spirit red?
 - b. Is the pipe for the conveyance of water white?
 - c. Is the pipe for the conveyance of gas or electric wires black?
- 10A. Is there breach of any of the conditions of license noticed earlier by the department?
- 10B. Is there any case of hypothecation of premises or part of premises noticed?
- 10C. If the answer is yes, then has there been the proper sanction to it by the competent authority?



11. Whether the licensee has maintained a statement of the price-current for the plain, spices and special spiced country spirit, bulk as well as bottled?
12. Whether a statement of number, size, description and capacity of the stills used for distillery is available with the licensee?
13. Whether the licensee's Bond in Form D-3 is available in the office file or with the licensee?
14. Whether ETO Distillery has maintained the prescribed general registers in Form D-4?
15. Whether the ETO Distillery has maintained the Form D-6?
16. Whether the ETO Distillery has maintained the Form D-7.
17. Whether the ETO Distillery has maintained the Form D-9?
18. Whether the ETO Distillery has maintained the Form D-13?
19. Whether the prescribed Form D-13-A has been maintained?
20. Whether the prescribed Form D-13-B has been maintained?
21. Whether the ETO Distillery has maintained the Form D-14?
22. Whether the prescribed Form D-14-A has been maintained?
23. Whether the ETO Distillery has maintained the Form D-15?

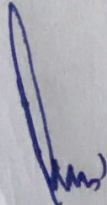


24. Whether the ETO Distillery has maintained the Form D-16?
25. Whether the prescribed Form D-17 has been maintained?
26. Whether the ETO Distillery has maintained the Form D-18?
27. Whether the Form D-23 has been maintained?
28. Is there any case of unauthorized entry of the persons in the premises?
29. Is the licensee taking special permission for closing the distillery for more than three days in a month?
30. In case the answer is no, has the department taken any action.

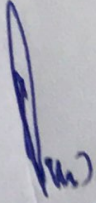
Details:-

31. Has the distillery been closed with notice for more than 15 days?
32. Has it been closed without notice?
33. Is there any compliance of the maintenance of minimum fermentation efficiency and distillation efficiency?
34. Has the distillery the separate laboratory?
35. Has the laboratory all the requisite apparatus?
36. Whether hygiene and sanitation of laboratory is satisfactory?
37. Is any still, vat, pipe or part of plant leaking?
38. Is any still, vat, pipe defective?

39. Is there any alteration in the building or plant?
40. If answer is yes. Has it been approved by competent authority?
41. Are the keys of Excise Department maintained separately?
42. Is spirit stored in vats?
43. Are drums also being used for storage of spirit?
44. Are vessels under rule 68/69 duly painted and numbered?
45. Are fermentation vats kept separately?
46. Is safe with hydrometer or specific gravity beads available between every still and receiver?
47. Are store vats separate?
48. Is any case of violation of removal of any content from cask of warehouse to store room noticed?
49. Whether the licensee has maintained the proper sanitation and hygiene of the premises and machinery equipments?
50. Are all internal roads/lanes/drains properly maintained, cleaned and covered?
51. Whether anti-rodent treatment has also been provided?
52. Is there any outstanding against the licensee?
- 53A. If yes the amount due _____
53. Are labels being fixed on the bottles under rules?
54. Is the degree of alcohol and rectified spirit as per the specified specifications?



55. Whether any compliant of labour laws has been noticed in the unit?
56. Whether the labour employed is registered with the labour department?
57. Whether payment of wages is being done through e-payment mode?
58. Whether PPF and accidental insurance of the labour has been done?
59. Whether paid holidays are being granted to labour?
60. Whether complaint/suggestion box has been installed in the premises?
61. Whether the unit holder has installed dustbins in the premises?
62. Whether proper CCTV cameras have been installed?
63. Is the licensee providing necessary equipment of safety to the workers like gloves, masks, shoes?
64. Has the licensee obtained permission, to use excise bottles for bottling of liquor, from the competent authority?
65. Has the licensee made any export of excise bottles?
66. Has the licensee sold excise bottles to any person other than a contractor or his authorized agent?
67. Has the Licensee has maintained the physical condition of the store/shop up to mark?
68. Has the Licensee displayed sign-board showing "No Smoking Area"?

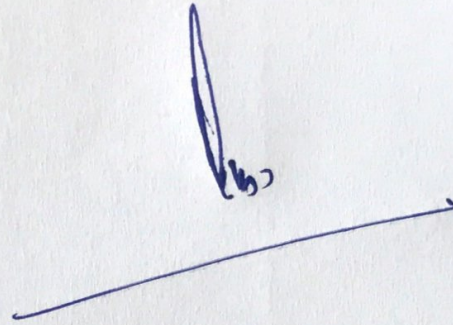


General observations of the Inspecting Officer:

Name of the Inspecting Officer:

Designation:

Contact No.

A handwritten signature in blue ink, consisting of a vertical stroke and a small flourish, is positioned above a long, thin horizontal line drawn in the same color.