

Ministry of Commerce, Industry and Labour
(Inclusive of Registries of Companies and Intellectual Property)

CHECK LIST FOR ROUTINE INSPECTIONS

INDUSTRIAL RELATIONS AND WAGES

Inspection Number _____ Date of Inspection _____

Date of Last / Previous Inspection _____

Name of Inspector _____

PARTICULARS OF EMPLOYERS OR UNDERTAKING

Name _____ ISIC Code _____

Address _____ Zone _____

Telephone _____

Business Description / Type of Industry _____

Owner / Manager / Proprietor _____

Person Contacted _____

1. Category / Number of Workers:

	Male	Female	Total
➤ Managerial			
➤ Clerical			
➤ Non - Clerical			
➤ Apprentices			
➤ Temporary			
➤ Part Time			
➤ Other			
TOTAL			

2. Workers by Nationality

	Male	Female	Total
➤ Nationals			
➤ Non – Citizens			
TOTAL			

i. Wages:

Wage Period

Weekly

Fortnightly

Monthly

Other

(Tick (✓) where appropriate)

Are wages in accordance with the prevailing Minimum Wage Order

Yes

No

(Tick (✓) where appropriate)

➤ If **“yes”** What is the lowest wages rate payable?

Hourly

Daily

Weekly

Fortnightly

➤ If **“no”** What is the lowest wages rate payable?

Hourly

Daily

Weekly

Fortnightly

➤ How many workers paid at the minimum wage?

Hourly

Daily

Weekly

Fortnightly

ii. Deductions:

Are deductions from salary / wages authorized in accordance with section 15 of the Act:

Yes

No

If No! Please Specify

iii. Overtime:

Are overtime paid?

Yes

No

✓ Are overtime rates, ie. T1 1/2, T2 & T3 payable?

Yes

No

✓ If the answer is “no” please explain why?

Are overtime hours taken as time off in lieu of payment?

Yes

No

iv. Hour of Work:

Normal hours of work, from _____ To _____

Total normal hours of work, per day _____ per week _____

If shift work, state number of shifts, hours of work per shift, and work breaks.

v. Public Holidays:

Do workers get paid for public holidays?

Yes

No

vi. Work on Sundays & Public Holidays:

Are workers paid for work performed on Sundays and public holidays?

Yes

No

➤ *If the answer is "no" explain why*

- Are workers paid at the appropriate rates when working during Sunday & Public Holidays?

Yes

No

➤ *If the answer is "no" what other arrangements have been made?*

vii. Annual Leave:

- Are workers entitled to annual leave?

Yes

No

- Are leave entitlements above in line with the **Act** (i.e. Minimum of 10 days per 12 months of continuous service)?

Yes

No

viii. Sick Leave:

- Are workers entitled to sick leave?

Yes

No

- Are sick leaves in accordance with the **Act**?

Yes

No

- Is there a record of sick and annual leaves?

Yes

No

- Are the above leave records well maintained?

Yes

No

ix. Attendance Record:

- How are the attendances of workers recorded?

Attendance Book

Time Sheet

Other (please state)

x. Register of Workers:

- Is there a Register of Workers as required by Regulation 21?

Yes

No

- If the answer is “**yes**” does every worker have access to information pertaining to himself / herself contained therein?

Yes

No

xi. Employment Returns:

- Are employments returns, which are require to be submitted to the Ministry of Commerce, Industry & Labour from time to time, complied with?

Yes

No

Signed:

_____ **Investigating Inspector**

For Official Use Only

1. Documents / Information Inspected:

➤ *Please list documents and other information submitted for verification during inspection.*

2. Were there any problems encountered during Inspections (if any please state).

3. Findings (Please list your findings together with action taken).

Findings	Action Taken	Date of Follow - up

4. Any matters of Interest disclosed during Inspections:
