**Registration Process of Boiler**

1. The unit has to submit a boiler folder in form II, III and IV to the Chief Inspector of Boilers. The folder contains complete macro & micro details of the boiler along with approved drawings of boiler and steam pipe lines.

2. The office grants permission for erection of boilers after confirmation that the boiler is a genuine one, manufactured under dues supervision and inspections by the concerned inspecting authorities. Moreover, it is assured that the boiler is erected by a certified erector.

3. Preliminary inspections are conducted. The boiler specifications / features, during inspections, are compared with the folder to ensure genuineness of boiler before registrations.

4. Erection completion report submitted by the unit owner as well as the erector.

5. Final inspection and Hydraulic Test process of the boiler conducted.

6. The registration cum provisional order for running the boiler is issued in Form-V. The validity of this Form V is not more than six months.

8. Steam test is conducted within six months from the date of registration and licence in form VI is issued.

**List of Documents Required for Registration**

1. The request from the unit for boiler installation and subsequent registration of boiler.

2. The original boiler folder in Form II, III & IV.

3. Steam Line Drawing from boiler to delivery point.

4. Registration Fees & Steam Line Drawing Fees as applicable.

5. Material Test Certificates of mountings, fittings and steam pipe lines.

7. Details of boiler erector engaged for boiler erection.

8. Boiler Purchase Bill.

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| **Application form for Boiler Installation / Erection (Boiler Registration)** | | | | | | | | | | | | | | | | | | | | | | | |
|
| **To,** | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
|  | **The Chief Inspector of Factories & Boilers** | | | | | | | | | | |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
|  | **Nagaland: Kohima.** | | | | | | | | | | |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
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| 1. Name of Boiler owner: | | | | |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
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| 2. Site Address: | | | | |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
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| 3. Boiler Type: | | | | |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
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| 4. Working Type of Boiler: (kg/cm2) | | | | | |  |  |  |  |  |  |  | 5. Max. Pressure / Approved Working  Pressure (kg/cm2) | | | | | | | | | |  | | |  |  |  | |
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| 6. Heating Surface Area/ Boiler Rating (square meter) | | | | | |  |  |  |  |  |  |  | 7. Total length of steam piper (meter) | | | | | | | | | |  | | |  |  |  | |
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| 8. Total Size of steam pipes (dia.) | | | | | |  |  |  |  |  |  |  | 9. Total length of steam piper (meter): | | | | | | | | | |  | | |  |  |  | |
|  |  |  |  |  |  |  |  | | |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
| 10. Works No. / Marker No.: | | | | | | |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
| 11. Name of Manufacturer : | | | | | | |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
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| 12. Manufacturer Address : | | | | | | |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
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| 13. Name of Erector: | | | | | | |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
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| 14. Erector Address with Contact No. | | | | | | |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
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| 15. Valid From : | | | |  |  |  |  |  |  |  |  |  | 16.Valid To: | |  | | |  | |  | | |  | | |  |  |  | |
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| 17. Erector Class : | | | |  |  |  |  |  |  |  |  |  |  | |  | | |  | |  | | |  | | |  |  |  | |
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| 18. Erector Outside Nagaland: | | | | | | |  | YES | NO |  |  |  | 19. Folder Submitted : | | | | | | | YES | | | NO | | |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
| 20 Purchase Bill: | | | | |  |  |  | YES | NO |  |  |  |  | | | | |  | |  | | |  | | |  |  |  | |
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| Keeping the above in mind I/we therefore request you to give us necessary permission to install the aforesaid boiler in …………….….….. Situated at ………………….………………………. | | | | | | | | | | | | | | | | | | | | | | | |
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| Application Date | | | | |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  | | |  | | | |  | |
|  |  |  |  |  |  |  |  |  |  | Boiler Owner Name & Signature | | | | | | | |  | |  | | |  | | |  |  |  | |
|  |  |  |  |  |  |  |  |  |  | Contact No | | | | | | | |  | |  | | |  | | |  |  |  | |
|  |  |  |  |  |  |  |  |  |  | e-mail ID | | | | |  | | |  | |  | | |  | | |  |  |  | |
|  |  |  |  |  |  |  |  |  |  | Address | | | | |  | | |  | |  | | |  | | |  |  |  | |

**Renewal of Licence**

**1.** The owner of a boiler shall submit a requisition in a plain paper.

2. The unit owner will request the authorities with inspection fee for conducting the inspection, one month before the expiry of validity of the previous certificate.

3. Then the boiler inspector visits the unit for inspection after giving due notice.

4. The remarks regarding inspection are recorded in the MI (memorandum of inspection) book of the concerned units.

5. In case, the boiler is found to be fit for running the renewed licence in Form VI, with one year validity is issued.

6. In case, the boiler is found to be unfit for running, the shortcomings are conveyed to the unit.

**List of Documents Required for Renewal**

1. Inspection request by the unit.

2. Inspection fees as applicable.

3. Boiler Attendant/Boiler Operation Engineers Certificates.