



# Factory Operations Information Form (Annual)

Submit to Office of Industrial  
Economics by April next year

According to The Ministerial Regulations on The Factory Operations Informing, B.E. 2544

Year .....

Factory Operations Information Form (Annual) consists of 3 parts as follows:

Part 1 : General Information

Part 2 : Business Information

Part 3 : Environment Information, Safety, and Industrial Product Standards

## Part 1 General Information

### 1.1 Entrepreneur Information

1.1.1 Name .....

Ordinary Person      Identification Number .....

Juristic Person      Registered Number .....

1.1.2 Office No..... Moo..... Trok/Soi ..... Road .....

Tambon/Subdistrict ..... Amphoe/District ..... Province..... Post Code .....

Tel. .... Fax ..... E-mail .....

### 1.2 Establishment Information

1.2.1 Factory Name (Thai) .....

Factory Registration Number.....

Factory status     Business Activities    Start operating date .....

Temporary Non-operating

1.2.2 Factory Address     Similar to Office Address (Skip to 1.2.3)

Number ..... Moo..... Trok/Soi ..... Road .....

Tambon/Subdistrict ..... Amphoe/ District ..... Province ..... Post Code .....

Tel..... Fax..... E-mail.....

1.2.3  Factory type 1 Information : Total Machines Horsepower..... Hp (Corresponding to Factory Activities)

Factory type 2 Information Total Machines Horsepower..... Hp (As report in ๕.๓.๒)

Factory type 3 Information Total Machines Horsepower..... Hp (As permitted by ๕.๓.๔)

1.2.4 Metallurgical Plants (if not, skip to 1.2.5).....with process.....

Metallurgical Plants License Number...../.....duration.....Years

Exp.....

1.2.5 Type or Factory type (Please complete the form)

Type or Factory type	Business type	TSIC

### 1.3 Industrial Product Standards Information (If any)

Standard No.	License No.	Licensee

## Part 2 Business Information

### 2.1 Type of Business categorized by Production Types (% of Total Sales = 100%)

Original equipment manufacturer (OEM).....% Original Design Manufacturer (ODM) .....

Original Brand Manufacturer (OBM) .....

### 2.2 Channel of Distributions via E-Commerce as a Percentage ..... (% of Total Sales)

### 2.3 Product and Raw Material Types

Product Type	Product Quantity/year	Unit	Main Raw Material		
			Type	Quantity/Year	Unit
Main Product (1).....					
Main Product (2).....					
Secondary Product (1).....					

### 2.4 Labor Information

Lists	Production	Office
2.4.1 Workdays (Days/Week)		
2.4.2 Work Hour (Hours)		
2.4.3 Over Time (Hours)		
2.4.4 Shift Work (Shift)		
2.4.5 Labor Average Age (Years)		
2.4.6 Labor Trainings (Times/Year)		
2.4.7 Trained Labors (Persons)		

Position	Thai		Foreign	
	Male	Female	Male	Female
2.4.8 Academic and General Staffs/General Management <sup>1</sup>				
2.4.9 Skilled Labors <sup>2</sup>				
2.4.10 Unskilled Labors <sup>3</sup>				
<b>Total</b>				

<sup>1</sup> meaning Staff in administrative / managerial / general management positions working in the office

<sup>2</sup> meaning Skilled staffs / Experts who operate in the business area / factory area

<sup>3</sup> meaning Officers other than Group 1 and 2 and working in the business / factory area

## 2.5 Productivity Assessment Information

Lists	Year .....
2.5.1 Total Revenue (Baht)	
2.5.2 Revenue from Sale of Goods and Services (Baht)	
2.5.3 Export Earnings (Baht)	
2.5.4 Raw Material and Work in Process (Baht) at period end	
2.5.5 Finished Goods Inventory (Baht) at period end	
2.5.6 Capacity Utilization Rate (%)	
2.5.7 Machinery Cost (Baht)	
2.5.8 Share of Less-than-5-years-old Machineries (%)	
2.5.9 Share of Fully- and Semi-automated Machineries (%)	

## 2.6 Cost of Sales Value (Baht)

Lists	Year .....
<b>Total Cost of Sales</b>	
<b>Cost of Sales Information</b>	
2.6.1 Total Raw Material Cost	
2.6.1.1 Import Raw Material Cost	
2.6.2 Total Packaging Material Cost	
2.6.3 Fuel and Energy Cost in Production	
2.6.3.1 Electricity	
2.6.3.2 Fuel	
2.6.4 Untreated/Treated Water Cost in Production	
2.6.5 Machinery Maintenance Cost	
2.6.6 Production Labor Wages	
2.6.7 Outsourcing/Subcontracting Cost	
2.6.8 Fee paid for rental workers	
2.6.9 Finished Goods Cost for Sale	
2.6.10 Fixed Assets Depreciation Expense	

## 2.7 Selling and Administrative Expenses (Baht)

Lists	Year .....
<b>2.7.1 Total Selling and Administrative Expenses</b>	
<b>Important Selling and Administrative Expenses as follows</b>	
2.7.1.1 Marketing Expenses (Advertisement and Agency)	
2.7.1.2 Logistic Expenses	
2.7.1.3 Research and Development Expenses s	
2.7.1.4 Information and Communications Expenses	
2.7.1.5 Training and Seminar Expenses	

Lists	Year .....
2.7.1.6 Sales and Administrative Worker Wages	
2.7.1.6.1 Warehouse Officer Wages	
2.7.1.7 Rental Fee (Land Building and Machineries)	
2.7.1.8 Warehouse Expense (Land Rental Fee, Warehouse Rental Fee, Warehouse Insurance Fee)	
2.7.1.9 Insurance Fee, Warranty Fee, Accountant and Legal Counselling Expenses	
2.7.1.10 Others (Contact Expenses, Travel Expenses, Journals and Publications Expenses, ,and Office Supplies Maintenance Expenses	
<b>2.7.2 Interest Expenses</b>	

## 2.8 Balance Sheet (Baht)

Lists	Year ..... (at 31 <sup>st</sup> December)
2.8.1 Assets	
2.8.1.1 Current Assets	
2.8.2 Liabilities	
2.8.2.1 Current Liabilities	
2.8.3 Shareholders' equity	
2.8.4 Land Building and Supplies	

## 2.9 Technology and Innovation Data

List	Year .....
2.9.1 Investment in Production Machinery (Baht)	
2.9.1.1 Automation and Robotic	
2.9.1.2 Other; please identify .....	
2.9.2 Share Value of Your Own Invented Machinery and Equipment (%)	
2.9.3 Purchasing or Licensing of Technology (Baht)	
2.9.4 Number of Patent/Copyright/Trademark (Number)	
2.9.5 Number of New Innovative Product (Number)	
2.9.6 Share Sales of Innovative Product (%)	

## 2.10 In next 12 months, do you have any plans for your business (Multiple Choice)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Expand Factory                    | <input type="checkbox"/> Replace Equipment          | <input type="checkbox"/> Add Equipment                       |
| <input type="checkbox"/> Improve Operating Process         | <input type="checkbox"/> Develop Product/Service    | <input type="checkbox"/> Reduce Staff                        |
| <input type="checkbox"/> R&D of Raw Material               | <input type="checkbox"/> R&D in Consumer            | <input type="checkbox"/> Develop Staff                       |
| <input type="checkbox"/> Standardize Operating Process     | <input type="checkbox"/> Develop Product / Standard | <input type="checkbox"/> Develop Lab Test Process (Lab Test) |
| <input type="checkbox"/> Domestic Relocate                 |   |  |
| <input type="checkbox"/> Offshore                          | Industry Sector .....                               | Country .....  |
| <input type="checkbox"/> Outward Foreign Direct Investment | Industry Sector .....                               | Country .....  |
| <input type="checkbox"/> Other; please identify .....      |   |  |

2.11 Do you need any additional support from government or related institute  Yes  No

(Please rank the top 3 problems impact your business the most; 1 = The Most 2= High 3 = Moderate)

Rank	Problem	Suggestion (If any)
	Access to funding	
	Funding cost	
	Efficiency of machinery & equipment	
	Efficiency of labor	
	Quality of raw material	
	Quality of Product	
	Product differentiation	
	Recruitment	
	Raw material procurement	
	Raw material cost	
	Labor cost	
	Fuel and energy costs	
	Market Support	
	Transportation	
	Infrastructure; please identify .....	
	Tax; please identify .....	
	Non-tax measure; please identify .....	
	Laws / Regulations related to Industry	
	Other; please identify .....	

**Part 3: Environment Information, Safety, and Industrial Product Standards**

**3.1 Size**      Size of Building ..... sq.m      Size of Factory..... sq.m

**3.2 Machineries**

Machine's Name	Number (of Machines)	Horsepower	Source (Country)

**3.3 Horsepower** Processing Horsepower ..... hp

**3.4 Water Pollution**

System number...../.....

Wastewater Information : Type of System (abbr.).....

The maximum quantity of wastewater .....cbm/day    Current quantity of Wastewater..... cbm/day    The Quantity of Drained Wastewater..... cbm/day

**Attachment of Water Pollution Analysis Data**

Tested dd/mm/yy.....

Substance	INF. (mg./ltr.)	EFF. (mg./ltr.)
pH		
TDS		
SS		
Oil & Grease		
COD		
BOD		
<b>Heavy metals</b>		
Mercury		
Selenium		
Cadmium		
Lead		
Arsenic		
Total Chromium		
Barium		
Nickel		
Copper		
Zinc		
Manganese		
<b>Toxic Chemicals</b>		
Cyanide		
Formaldehyde		
Phenols Compound		

**System Abbreviations** Air Float = Dissolved Air Flootation, AL= Aerated Lagoon , Anae F = Anaerobic Filter , Anae F แบบบจิการ, AS = Activated Sludge, AS แบบ, CT = Chemical Treatment, G Trap = Grease Oil, O Ditch = Oxidation Ditch, Per F = Percolating Filter (Trickling Filter) , Po Pond = Polishing , RBC = Rotating Biological Contacter, Sed Pond = Sedimentation Pond, Sed Tank = Sedimentation Tank , Sep Tank = Septic Tank, Sta Pond = Stabilization , UASB = Upflow Anaerobic Sludge Blanket, Wet L = Wet Land, กำจัด N, กำจัด, Reservoir, No

Drainage Basin:

Watershed:

**Quantity of Water Used (cbm/day)**

Source	Average used	Maximum used
Water Supply		
Ground Water		
Surface Water and Others		

<input type="checkbox"/> Having a Condition of Wastewater Drainage Prohibits	<input type="checkbox"/> No Wastewater
<input type="checkbox"/> Using Reservoir	<input type="checkbox"/> Others (specify).....

<b>Air Pollution Information</b>	( ) No Air Pollution
System Type (abbr.) .....	
Activities that Caused The Air Pollution.....	
Types of Pollutants .....	
FLOW RATE ..... CFM	
Types of Used Fuel .....	
Quantity of Used Fuel ..... Kg. /day	

**System Abbreviations:** Set Cham = Settling Chamber, Cyc = Single Cyclone, Mul Cyc = Multiple Cyclone, Bag Fil = Bag Filter, Scrub = Wet Scrubber (no media), Pack Sc =Packed Wet Scrubber(media), EP = Electrostatic Precipitator, Cond = Condensation, AC = Activated Carbon, Af Burn = After Burner, No Wet Scrubber System, Others (please specify....) 2 continuous systems use “+” symbol, If they are parallel, use “//” symbols

**Types of Pollutants:** Dust, Chemical Vapors, Acid Vapors, Base Vapors, Smoke, Smells, Color Dust

**Types of Used Fuel:** Fuel Oils, LPG, Coal, Firewood, Husk, Sawdust, etc.

Attachment of Air Pollution Analysis Data		Tested dd/mm/yy.....
Types of Contaminants	Quantity of Air Contaminants	Unit
Total Suspended Particulate		Milligrams/Cubic Meter
Antimony		Milligrams/Cubic Meter
Arsenic		Milligrams/Cubic Meter
Copper		Milligrams/Cubic Meter
Lead		Milligrams/Cubic Meter
Mercury		Milligrams/Cubic Meter
Chlorine		Milligrams/Cubic Meter
Hydrogen chloride		Milligrams/Cubic Meter
Sulfuric acid		ppm
Hydrogen sulfide		ppm
Carbon monoxide		ppm
Sulfur dioxide		ppm
Oxides of nitrogen		ppm
Xylene		ppm
Cresol		ppm

### 3.6 Industrial Waste

- Residual Waste or Unused Material /Fouling and Slags

Residual Waste or Unused Material /Fouling and Slags				Disposal/Sales						Left Over Quantity (Ton)	Note
Category (Code)	Category's Name	Beginning Balances (Ton)	Actual Quantity (Ton)	Disposal Process (Code)	Disposal Process Name	Amount (Ton)	Treatment & Disposal Officer	Sales value (Baht)	Buyer		

### 3.7 Safety

#### 3.7.1 Chemical

Name	CAS No.	UN No.	Charac-teristics	State of Chemical	Hazardousness		Density (g/cm <sup>3</sup> )	Concen-tration (%)	Total Usage Volum-e per year	Unit	Maximu-m Storage Volume	Unit	Type of Con-tainer	Capacit-y	Unit	Type of Extinguis-hing Agents	Note
					UN Class	GHS											
Raw material																	
Product																	
By-product																	

#### 3.7.2 Water Boiler

1) Number of Water Boilers ..... Units

2) information of Water Boilers

<p><b>Boiler No. ....../.....</b>          Serial No. ....          Maximum Rated Capacity..... bar          Maximum Production Capacity ..... ton/hour          Type    <input type="checkbox"/> Water Tube    <input type="checkbox"/> Fire Tube          Fuel .....</p> <p>Standard of Boiler    <input type="checkbox"/> ASME                                            <input type="checkbox"/> JIS                                            <input type="checkbox"/> EN                                            <input type="checkbox"/> ISO                                            <input type="checkbox"/> Other .....</p>	<p><b>Boiler No. ....../.....</b>          Serial No. ....          Maximum Rated Capacity..... bar          Maximum Production Capacity ..... ton/hour          Type    <input type="checkbox"/> Water Tube    <input type="checkbox"/> Fire Tube          Fuel .....</p> <p>Standard of Boiler    <input type="checkbox"/> ASME                                            <input type="checkbox"/> JIS                                            <input type="checkbox"/> EN                                            <input type="checkbox"/> ISO                                            <input type="checkbox"/> Other .....</p>
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**3.7.3 Hot Oil Boiler**

1) Number of Hot Oil Boilers ..... Units

2) information of Hot Oil Boilers

<b>Boiler No. ....../.....</b>	<b>Boiler No. ....../.....</b>
Serial No. ....	Serial No. ....
Maximum Operating Temperature ..... °C	Maximum Operating Temperature ..... °C
Maximum Production Capacity ..... kcal	Maximum Production Capacity ..... kcal

**3.7.4 Fire**

1) Number of Fire hose ..... Point

2) Fire Protection & Prevention System or Equipment

- Fire Extinguisher Type ..... Unit .....
- Fire Extinguishing System Type ..... Unit .....
- Smoke/Heat Detector Number .....
- Fire Alarm System
- Other .....

**3.8 Industrial Product Standards**

3.8.1 Recent Factory Testing from TISI date. ....

3.8.2 Production

( ) Discontinued :

Standard No.	License No.	Permitted Lists	Product Details (Size/Design/Model)	Cause

( ) Have production :

Standard No.	License No.	Permitted Lists	Product Details (Size/Design/Model)	Production Quantity (Unit per Year)	
				Show product standard marks	Does not show a product standard mark (Mo.16)

3.8.3 Compliance with conditions on a license

3.8.3.1 Quality Control Systems

Testing Date. .... Examiner .....

( ) comply with the specific guidelines ( ) not comply with the specific guidelines in articles .....

3.8.3.2 Product Inspection and Testing Equipment

Testing Date. .... Examiner .....

( ) comply with the specific guidelines ( ) not comply with the specific guidelines in articles .....

3.8.3.3 Product Complaint Procedure from Customers

Testing Date. .... Examiner .....

( ) comply with the specific guidelines ( ) not comply with the specific guidelines in articles .....

3.8.3.4 Standard markings on products

Testing Date. .... Examiner .....

( ) marking ( ) complete ( ) not complete on the lists.....

( ) no marking because.....