

Instructions for Procedures for the Inspection of Economic Activities by Inspectors of the Ministry of Labor for the Year 2021, issued under paragraph (B) of Article (8), paragraph (b) of Article (11), and Article (19) of the Regulation of Procedures for the Supervision and Inspection of Economic Activities No. (110) of 2018.

Article (1): These Instructions shall be called "Instructions for the Procedures of Inspection of Economic Activities by the Inspectors of the Ministry of Labor for the year 2021" (hereinafter referred to as "Instructions") and shall be effective after thirty days from the date of their publication in the Official Gazette.

Article (2): The following words and phrases shall have the meaning ascribed to them in the Instructions hereunder unless the otherwise indicated by context:

The Law:	The Law on Control and Inspection of Economic Activities.
Regulation:	Regulation of Control and Inspection Procedures for Economic Activities.
Ministry:	Ministry of Labor
Minister:	Minister of Labor
Economic activity:	Any entity subject to the provisions of the Labor Law.
The person in charge of economic activity:	Owner, manager or person authorized to manage the economic activity.
Labor inspector:	The person authorized by the Minister to carry out the inspection of economic activity to verify the conditions of work and the conditions of occupational safety and health in accordance with the provisions of the Law, the Labor Law, and the legislation in force in the Ministry.
Directorate of Inspection:	The Directorate of Central Inspection and the Directorate of Occupational Safety and Health at the Ministry's Center.

Article (3): The labour inspector shall visit the economic activity to verify the application of the provisions of the Labor Law and the legislation issued thereunder as follows:

- a) Conditions of employment, including, for example:
 - 1- Conditions of employment of workers in terms of age, gender and nationality.
 - 2- Organization of work in the economic activity in terms of working hours, rest times, weekly relationship and holidays.
 - 3- Wages of workers in terms of payment on time and deductions in violation of the Labor Law.
 - 4- What is determined by the Minister or the Inspection Directorate.
- b) Conditions of employment, including, for example:
 - 1- The obligation of the person in charge of the economic activity to provide the occupational safety and health requirements stipulated in the Labor Law.
 - 2- Medical examinations of workers including initial and periodic examination.
 - 3- Checking work injuries of workers who are not subject to the provisions of the Social Security Law.
 - 4- Investigation of work accidents and injuries.

Article (4): When conducting the inspection visit, the labour inspectors shall abide by the following controls:

- a) Wear personal protective equipment during the inspection visit and according to the nature of the visit.
- b) Use the necessary tools and equipment to document the inspection visit.
- c) Introduce himself and the entity he represents and present his identification card, and clarify the type of visit, its reason, and its expected duration, if possible.
- d) Allow the person in charge of the economic activity to accompany him during the inspection visit, except in cases where the inspector believes that accompanying the person in charge of the economic activity will not enable him to see the conditions in the site where the economic activity is practiced.
- e) Document the data specified in the inspection list or the approved inspection form according to the nature and type of the visit during the inspection visit.
- f) Inform the person in charge of the economic activity of a summary showing the results of the inspection visit he reached, the measures

taken, and his right to object to the results in accordance with the objection instructions issued by the Ministry.

- g) Take samples and conduct tests and measurements within the controls and foundations of sampling to ensure that a sample is not taken in the wrong way and thus affect the result of the examination.
- h) Take pictures or request them from the person in charge of the economic activity, in the event of a violation or complaint, provided that these pictures are used only to document the complaint or violation.
- i) Review electronic and paper data, contracts, letters and any other documents necessary for inspection and requesting copies of them.

Article (5): Subject to the provisions of Article (7) of the Law, the inspection of economic activities shall be carried out in accordance with the classification of economic activity approved by the Minister, which includes the following:

- a) Degree of hazard of the economic activity in terms of:
 - 1- Working conditions, including the hazards of the work environment, the number of workers in it, work accidents and injuries, and their frequency.
 - 2- Working conditions, including the conditions of employment of workers, working hours, rest times, and workers' wages.
- b) The degree of compliance of economic activity with the provisions of the Labor Law, including the rights of workers, the conditions of occupational safety and health, and the initial and periodic examinations.

Article (6) (a): The Minister may allow self-inspection of economic activity in accordance with the criteria specified in the Law to assess the compliance of economic activity with the Labor Law and the legislation in force in the Ministry.

- (b) The person in charge of economic activity shall comply with the following:
 - 1- Conduct regular self-inspection and supervise practices to address potential risks and take appropriate corrective action.
 - 2- Fill out the approved checklist that includes the terms of reference and provide it to the Directorate of Inspection.

(c) The Directorate of Inspection shall inform the person in charge of economic activity of the results of the self-assessment and the measures that must be taken.

(d) For the purposes of implementing the provisions of this Article, the Minister shall issue a decision specifying the mechanism of inspection by the person in charge of economic activity.

Article (7): Subject to the provisions of Article (5) of the Law, the Directorate of Inspection shall, during the last quarter of each year, develop an inspection plan for the following year and monthly work programs, including objectives and indicators for each economic activity according to its classification, and determine the inspection procedures and inspection visits.

Article (8): The Minister shall issue the necessary decisions to implement the provisions of these Instructions.



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