



Factory Operations Information Form (Annual)

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

Year

Submit to Office of Industrial
Economics by April next 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 Information about the Establishment

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 ๕.๓.2)

☐ Factory type 3 Information Total Machines Horsepower..... Hp (As permitted by ๕.๓.4)

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%)

Production Type (%)	Year		
	2018	2019	2020
Original equipment manufacturer (OEM)			
Original Design Manufacturer (ODM)			
Original Brand Manufacturer (OBM)			

2.2 Channel of Distributions and E-Commerce

as a Percentage (% of Total Sales)

2018

2019

2020

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

List	Year					
	2018		2019		2020	
	Production	Office	Production	Office	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	2018				2019				2020			
	Thai		Foreign		Thai		Foreign		Thai		Foreign	
	Male	Fe-male	Male	Fe-male	Male	Fe-male	Male	Fe-male	Male	Fe-male	Male	Fe-male
2.4.8 Academic and General Staffs/General Management ¹												
2.4.9 Skilled Labors ²												
2.4.10 Unskilled Labors ³												
Total												

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

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

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

2.5 Productivity Assessment Information

List	Year		
	2018	2019	2020
2.5.1 Total Revenue (Baht)			
2.5.2 Revenue from Sale of Goods and Services (Baht)			

List	Year		
	2018	2019	2020
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 : 2017			
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)

List	Year		
	2018	2019	2020
Total Cost of Sales			
Cost of Sales Information			
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)

List	Year		
	2018	2019	2020
2.7.1 Total Selling and Administrative Expenses			
Important Selling and Administrative Expenses as follows			
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			
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 Bad Debt			

List	Year		
	2018	2019	2020
2.7.1.11 Exchange Rate Losses			
2.7.1.12 Bank Charge			
2.7.1.13 Others (Contact Expenses, Travel Expenses, Journals and Publications Expenses, ,and Office Supplies Maintenance Expenses			
2.7.2 Interest Expenses			

2.8 Balance Sheet (Baht)

List	Year (at 31 st December)		
	2018	2019	2020
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		
	2018	2019	2020
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	

Rank	Problem	Suggestion (If any)
	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		
Heavy metals		
Mercury		
Selenium		
Cadmium		
Lead		
Arsenic		
Total Chromium		
Barium		
Nickel		
Copper		
Zinc		
Manganese		
Toxic Chemicals		
Cyanide		
Formaldehyde		
Phenols Compound		

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

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).....

3.5 Air Pollution

System number/.....

Air Pollution Information 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	() No Air Pollution
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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(มี 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.	Characteristics	State of Chemical	Hazardousness		Density (g/cm ³)	Concentration (%)	Total Usage Volume per year	Unit	Maximum Storage Volume	Unit	Type of Container	Capacity	Unit	Type of Extinguishing 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

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

1) Number of Hot Oil Boilers Units

2) information of Hot Oil Boilers

Boiler No./..... Serial No. Maximum Operating Temperature °C Maximum Production Capacity kcal	Boiler No./..... Serial No. Maximum Operating Temperature °C Maximum Production Capacity kcal
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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 (3.16)

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.....