



E&N HR HEROES SOLUTIONS

Strategic Workforce Intelligence & HR Advisory

LABOUR INSPECTION PREPARATION GUIDE (TANZANIA)



A practical compliance guide to help your organization stay inspection-ready and fully compliant with Tanzanian labour laws.



STAY COMPLIANT
Meet all statutory requirements



REDUCE RISK
Avoid penalties and legal liabilities



BE PREPARED
Confidently handle any inspection



PROTECT YOUR BUSINESS
Build a culture of compliance and accountability

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Under the Labour Institutions Act, Cap 300, Labour Officers are empowered to enter any workplace, inspect premises, interrogate employers and employees, and demand the production of employment records. This guide ensures your organization is fully prepared for unannounced or scheduled inspections by the Labour Commissioner's office, OSHA, WCF, and NSSF compliance officers.

1. MANDATORY EMPLOYMENT RECORDS (SECTION 15 ELRA)

Labour inspectors will immediately demand access to your statutory employment registers. Ensure the following files are updated and readily accessible:

- Employment Contracts: Signed, written contracts for all employees (Permanent, Fixed-Term, and Casuals).
- Employment Register: A master list of all employees showing dates of employment, roles, and basic pay.
- Attendance & Overtime Records: Biometric logs or signed timesheets proving compliance with maximum working hours (45 hrs/week) and authorized overtime.
- Leave Registers: Track records of Annual Leave, Sick Leave, Maternity/Paternity Leave, and Compassionate Leave.
- Expatriate Files: Valid Work Permits (issued by Labour Commissioner) and Residence Permits (issued by Immigration) for all non-citizen employees.

2. STATUTORY & PAYROLL COMPLIANCE

Inspectors will cross-reference your payroll with statutory bodies. You must be able to produce the following:

- Payslips: Proof that itemized payslips are provided to all employees.
- Minimum Wage Proof: Evidence that no employee is paid below the relevant Sectoral Minimum Wage Order.
- NSSF & WCF Certificates/Receipts: Proof of monthly remittances and active compliance certificates.
- SDL & PAYE Returns: Documentation showing tax remittances to the Tanzania Revenue Authority (TRA).

3. WORKPLACE POLICIES & OSHA (HEALTH & SAFETY)

Occupational Safety and Health Authority (OSHA) inspections often happen alongside general labour inspections. Ensure the following are in place:

- Workplace Registration: An active OSHA Workplace Registration Certificate displayed publicly.
- Health & Safety Representative/Committee: Required by law if you have more than 50 employees.

- Anti-Sexual Harassment Policy: A mandatory written policy if you employ 5 or more employees (ELRA requirement).
- Disciplinary Code/Grievance Procedure: Written guidelines known and accessible to all staff.
- First Aid Kit & Fire Safety: Appropriately stocked first aid boxes and valid, inspected fire extinguishers.

4. INSPECTION DAY SURVIVAL CHECKLIST

If a Labour Officer arrives at your premises, follow these procedural steps:

Step	Action Required	Check (Y/N)
1	Verify Identity: Politely request to see the Labour Officer's official identification card and inspection mandate/letter.	[]
2	Assign a Focal Point: Have the HR Manager or Legal Counsel act as the sole point of contact. Do not leave the inspector unattended.	[]
3	Provide a Workspace: Guide the inspector to a private boardroom to review documents. Do not let them wander the premises unescorted (unless on a safety walk).	[]
4	Provide Requested Documents Only: Do not volunteer extra information, records, or files that were not explicitly requested.	[]
5	Allow Employee Interviews: Do not obstruct the inspector from interviewing employees. It is their statutory right under the Labour Institutions Act.	[]
6	Sign the Compliance Order/Notice: At the end of the inspection, read the findings carefully. Signing a compliance notice/order is an acknowledgement of receipt, not necessarily an admission of guilt. Ensure you get a copy.	[]

Do not wait for a Labour Inspection to find out you are non-compliant.

EN HR Heroes Solutions conducts Mock Labour Inspections and Comprehensive HR Audits to secure your business against statutory penalties.

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