PETPOOJA

CHECKLIST

Construction Site Daily Safety Checklist for India

Daily safety inspections, weekly equipment checks, and monthly compliance tasks for construction sites. Covers PPE, scaffolding, excavation, electrical safety, crane operations, fire prevention, housekeeping, and BOCW Act compliance. Each task is labelled by frequency and responsible role.

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70+
Safety Checks
Daily, weekly, monthly tasks

9+1
Sections + Quick Ref
Daily summary + 9 detailed sections

BOCW
Act 1996 Compliant
Rules, penalties, thresholds

PPE
6 Categories Covered
Head, eye, hand, foot, fall, ear

All
Site Sizes Covered
Small builds to mega projects

01 Daily Quick Reference

Print this page and post it at the site office. The safety officer or site engineer ticks it off every morning before work starts.

When	Safety Check	Who
Before start	All workers wearing PPE: hard hat, safety shoes, hi-vis vest	Safety Officer
Before start	Toolbox talk conducted: today's hazards, tasks, emergency plan	Site Engineer
Before start	Scaffolding inspected: base plates, guard rails, toe boards, ties	Competent Person
Before start	Excavations checked: shoring intact, edge barriers in place	Site Engineer
Before start	Electrical connections inspected: earthing, ELCB/RCCB, no exposed wires	Electrician
Before start	Crane/hoist daily inspection: wire rope, brakes, limit switches, load chart	Operator
Before start	Fire extinguishers accessible, not blocked, pressure gauge green	Safety Officer
Before start	First aid kit stocked, trained first-aider on site	Safety Officer
Before start	Barricades around open edges, pits, and floor openings	Supervisor
Before start	Hot work permit issued for welding/cutting/grinding near combustibles	Safety Officer
During work	Workers at height (2m+) wearing full-body harness with lanyard	Supervisor
During work	No worker enters excavation deeper than 1.5m without shoring	Supervisor
During work	Crane not operating within 3m of overhead power lines	Operator
During work	Material stacking stable, walkways clear, no tripping hazards	Housekeeping
End of day	All temporary electrical connections de-energised	Electrician
End of day	Open excavations barricaded with reflective tape/barriers	Supervisor
End of day	Tools and equipment secured, gas cylinders valves closed	Storekeeper
End of day	Incident log updated: near-misses, injuries, unsafe conditions	Safety Officer
End of day	Site secured: gates locked, security guard briefed, CCTV active	Site Engineer

How to Use This Checklist

This checklist covers daily inspections, weekly equipment checks, and monthly compliance tasks. Each item is labelled by frequency and responsible role. This quick reference lists only the critical checks that must happen every morning before any worker enters the site. Detailed instructions are in the 9 sections that follow.

02 Site Access and Worker Readiness

Before anyone steps onto the site

100%	10 min	BOCW
PPE Compliance	Toolbox Talk	Registration Required
Zero exceptions, every worker, every day	*Before every shift starts*	*For sites with 10+ workers*

Worker PPE Verification

- ✓ **Every worker entering the site wears a hard hat (IS 2925 compliant)** — Daily
  No exceptions. Visitors, engineers, labourers, supervisors: everyone wears a hard hat inside the site boundary. Cracked or damaged helmets must be replaced immediately. Hard hats have a shelf life of 3-5 years from manufacture.
  BOCW Central Rules 1998

- ✓ **Safety shoes with steel toe cap worn by all workers (IS 15298)** — Daily
  Open sandals, chappals, or regular shoes are not allowed on site. Safety shoes protect against falling objects, nail punctures, and electrical hazards. Check soles for wear monthly.
  BOCW Central Rules 1998

- ✓ **High-visibility vest or jacket worn by all workers**
  Fluorescent yellow or orange with reflective strips. Critical during low-light conditions (early morning, evening, monsoon overcast). Especially important near vehicle/equipment movement zones.

- ✓ **Safety gloves provided for specific tasks: welding, concrete, chemical handling**
  Leather gloves for hot work, rubber gloves for electrical work, cut-resistant gloves for rebar tying, chemical-resistant gloves for waterproofing. The right glove for the right job.

- ✓ **Eye protection (goggles/face shield) for grinding, welding, cutting, drilling** — Task-specific
  Grinding sparks and concrete dust are the top causes of eye injury on Indian construction sites. Welders need shade-specific lenses (DIN 10-13 for arc welding). Clear goggles for general dust protection.

- ✓ **Ear protection in high-noise zones: piling, concrete breaking, generator areas**
  Continuous exposure above 85 dB requires ear plugs or ear muffs. Piling operations can reach 100+ dB. Provide both disposable foam plugs and reusable muffs.
  BOCW Rules 1998, Rule 34

Daily Toolbox Talk and Briefing

- ✓ **Toolbox talk conducted before every shift: today's hazards, tasks, precautions** — Every shift
  10-minute briefing by the site engineer or safety officer. Cover: what work is happening today, which zones are active, specific hazards (excavation open, crane operating, hot work), emergency assembly point. Record attendance.

- ✓ **New workers receive site-specific safety induction before starting work** — Per new worker
  Every new worker (including subcontractor labour) gets a safety induction: site layout, emergency exits, PPE rules, prohibited areas, reporting procedure for hazards. Document with signature.

- ✓ **Worker attendance register updated with Aadhaar/ID verification**
  Maintain a daily muster roll. In case of an accident, you need to know exactly who was on site. The BOCW Act requires registration of workers on sites with 10 or more workers.
  BOCW Act 1996, Section 12

✓ **Site entry restricted to authorised personnel only, visitors escorted**
Gate control with a register. No unauthorised entry. Visitors must sign in, wear PPE, and be accompanied by a site staff member at all times. Children must never be allowed on site.

03 Scaffolding and Work at Height

Falls are the #1 cause of death on Indian construction sites

2m	3x	Daily
Height Trigger for Fall Protection	Safety Factor for Scaffolding	Scaffold Inspection Required
BOCW Rules 1998, Rule 44	*Must hold 3x the intended load*	*Before each shift, after rain/wind*

Scaffolding Inspection

- ✓ **Scaffolding inspected by a competent person before use each day** — Daily
  A competent person (trained and experienced in scaffolding) must inspect every scaffold before workers access it. Check after any interruption of work for more than 24 hours, after rain, or after strong wind.
  BOCW Rules 1998, Rule 44(2)

- ✓ **Base plates and sole boards are firm, level, and not sinking**
  Scaffolding on loose soil or uneven ground is the most common cause of scaffold collapse. Base plates must sit on sole boards (wooden planks) that distribute the load. Never use bricks or blocks as a base.

- ✓ **Guard rails (top rail at 1m, mid rail at 0.5m) installed on all open sides**
  Every working platform above 2m must have guard rails. Top rail at 1 metre, mid rail at 0.5 metre, and a toe board (minimum 150mm high) at the base to prevent tools and materials from falling.
  BOCW Rules 1998, Rule 44

- ✓ **Scaffold ties connected to the building at required intervals**
  Scaffolding must be tied to the structure at regular intervals to prevent swaying and collapse. Tie spacing depends on the scaffold type and height. Untied scaffolding above 3 lifts is extremely dangerous.

- ✓ **Working platforms fully planked with no gaps wider than 25mm**
  Platform boards must be at least 200mm wide, overlap by at least 150mm, and be secured to prevent sliding. Gaps between boards should not exceed 25mm. No broken or cracked planks.

- ✓ **Access ladders secured at top and bottom, extending 1m above the landing**
  Ladders to access scaffold platforms must be tied off at the top and bottom. They should extend at least 1 metre above the platform for safe step-off. Never climb the scaffold frame instead of using the ladder.

Fall Protection

- ✓ **Full-body harness with double lanyard for all work above 2 metres** — At height
  Any work at a height of 2 metres or more requires a full-body harness (not just a waist belt). The harness must be connected to an independent anchor point capable of holding 22 kN. Double lanyards allow continuous tie-off.
  BOCW Rules 1998, Rule 44(1)

- ✓ **Safety nets installed below work areas where fall risk exists**
  Where guard rails are not feasible (e.g., slab edge work, bridge construction), safety nets must be installed within 6 metres below the work surface. Nets must comply with IS 11057.
  IS 11057

- ✓ **Floor openings, stairwell voids, and lift shafts covered or barricaded** — Daily
  Every opening in the floor, roof, or slab must be covered with a load-bearing cover (marked 'OPENING' in red) or barricaded with guard rails. Uncovered floor openings are a top cause of fatal falls.

- ✓ **Edge protection installed on all open edges of floors, ramps, and roofs**
  Any open edge more than 2 metres above ground must have guard rails or equivalent edge protection. This includes building perimeters during construction, ramp edges, and roof edges.

04 Excavation and Trenching Safety

Soil collapses happen without warning

1.5m	1m	Daily
Shoring Mandatory Depth	Edge Barrier from Excavation	Excavation Inspection
BOCW Rules 1998, Rule 47	*Materials stored 1m back from edge*	*Before entry, after rain*

- ✓ **Excavation deeper than 1.5 metres has shoring, sheet piling, or benching** — Before entry
  Any excavation deeper than 1.5 metres requires earth-retaining support unless the sides are sloped to a safe angle. The type of shoring depends on soil type: hard clay can be steeper, loose sand requires wider slopes or full shoring.
  BOCW Rules 1998, Rule 47(1)

- ✓ **Excavation edges barricaded with guard rails or barriers**
  Barriers at least 1 metre back from the edge on all sides. No worker or vehicle should approach closer than 1 metre to the edge. Reflective tape or barriers for night visibility.

- ✓ **No material, equipment, or spoil stacked within 1 metre of the excavation edge**
  Heavy loads near the edge increase soil pressure and cause collapse. All excavated soil (spoil) must be placed at least 1 metre away from the edge. No vehicles parked near the edge.
  BOCW Rules 1998, Rule 47

- ✓ **Safe means of entry and exit: ladder or ramp within 10 metres of every worker**
  Workers inside a trench must be within 10 metres of a ladder or ramp at all times. Ladders must extend at least 1 metre above the edge. If the trench is long, provide multiple access points.

- ✓ **Excavation inspected after rain, flooding, or any soil disturbance** — After rain
  Water accumulation weakens soil walls dramatically. After any rain, the excavation must be inspected by a competent person before workers re-enter. Pump out standing water before inspection.

- ✓ **Underground utilities checked before digging: electrical cables, water pipes, gas lines** — Before digging
  Contact the local utility providers before any excavation. Use cable locators and hand-dig within 500mm of known utilities. Hitting an underground electrical cable can be fatal. Hitting a gas line can cause an explosion.

- ✓ **Trench rescue plan available: rescue equipment accessible, trained rescuers on site**
  If a trench collapse occurs, untrained rescue attempts often result in additional fatalities. Have a documented rescue plan, a rescue tripod or ladder, and at least two trained rescuers on site when trench work is ongoing.

05 Electrical Safety on Site

Temporary connections, wet conditions, and exposed wiring

ELCB	3m	Daily
Mandatory on All Temp Connections	Min Distance from Power Lines	Electrical Inspection
Indian Electricity Rules 1956	*For cranes and equipment*	*By qualified electrician*

- ✓ **All temporary electrical connections inspected by a qualified electrician** — Daily
  Temporary wiring on construction sites is a leading cause of electrocution. All connections must be inspected daily. Check for damaged insulation, exposed conductors, overloaded circuits, and loose connections.
  BOCW Central Rules 1998, Rule 47; Indian Electricity Rules 1956

- ✓ **ELCB/RCCB installed on all temporary distribution boards** — Daily
  Earth Leakage Circuit Breakers (30mA sensitivity) are mandatory on all temporary power supplies. They trip within 30 milliseconds of a leakage, preventing electrocution. Test the trip button daily.
  BOCW Central Rules 1998, Rule 47(6)

- ✓ **All cables routed overhead or protected in ground channels, not lying on the floor**
  Cables on the ground get damaged by vehicles, stepped on, and exposed to water. Route cables overhead on poles (minimum 5m clearance for vehicle routes) or through buried channels with covers.

- ✓ **Electrical panels locked, accessible only to authorised electricians**
  Temporary distribution boards must be in weatherproof enclosures, locked, and clearly labelled. Only licensed electricians should access them. Post 'DANGER: HIGH VOLTAGE' signs.

- ✓ **No work within 3 metres of overhead power lines without isolation or insulation** — Compliance
  Cranes, excavators, concrete pump booms, and scaffolding must maintain at least 3 metres from overhead power lines (for lines up to 33 kV). For higher voltages, the distance increases. If closer work is needed, the lines must be de-energised by the utility.
  BOCW Rules 1998, Rule 50

- ✓ **Portable power tools double-insulated or connected via ELCB**
  Hand-held power tools (drills, grinders, saws) must be either double-insulated (Class II) or connected through an ELCB. Check tool cords for damage before each use. No damaged tools on site.

- ✓ **Lockout-tagout (LOTO) procedure followed for all electrical maintenance**
  Before any electrical repair, the circuit must be isolated, locked out, and tagged. The person working on it holds the key. Verify zero energy before touching any component. Never assume power is off.

06 Crane and Heavy Equipment Safety

Operator certification, daily inspection, and safe operating procedures

Daily	Certified	Annual
Pre-Operation Inspection	Operator Licence Required	Load Test and Certification
Wire rope, brakes, limit switches	*BOCW Rules 1998, Rule 55*	*By competent person*

✓ **Crane operator holds a valid certificate of competency** — Compliance

Only certified operators can operate cranes, hoists, and lifting equipment. The operator must have a certificate from a recognised authority. No untrained person should operate or even sit in a crane cab.

BOCW Rules 1998, Rule 55

✓ **Daily pre-operation inspection: wire rope, sheaves, brakes, limit switches** — Daily

Before the first lift each day, the operator must inspect: wire ropes for broken strands (replace if 10% wires in a lay are broken), sheaves for wear, brakes for holding capacity, and limit switches for proper function.

✓ **Load chart posted in the crane cab, rated capacity not exceeded**

Every crane has a load chart showing safe lifting capacity at various boom lengths and radii. The chart must be visible to the operator. Never exceed the rated capacity. Factor in wind speed for tall lifts.

✓ **Outriggers fully extended and on firm ground before lifting**

Mobile cranes must deploy outriggers on firm, level ground before any lift. Use outrigger pads on soft soil. Never lift with outriggers only partially deployed. Check ground conditions.

✓ **Lift zone barricaded, no workers under suspended loads** — Every lift

Before any lift, barricade the area below and around the load path. Assign a banksman (signal person) with a clear radio or hand signal protocol. No person should stand under or walk through a suspended load.

✓ **Crane not operating within 3 metres of overhead electrical lines**

Crane boom, jib, or load must maintain a minimum 3-metre clearance from power lines (up to 33 kV). For higher voltages, increase the distance. If unavoidable, the power company must de-energise the line.

BOCW Rules 1998, Rule 50

✓ **Annual load testing and third-party certification up to date** — Annual

All lifting equipment (cranes, hoists, winches) must be load-tested by a competent person at least once a year. The test certificate must be available on site. Check expiry dates.

BOCW Rules 1998, Rule 56

07 Fire Prevention and Hot Work

Welding, cutting, grinding, and flammable material storage

Permit	10m	ABC
Hot Work Needs Written Permit	Clear Zone Around Hot Work	Type of Extinguisher Required
Before welding, cutting, grinding	*Remove combustibles within 10m*	*Multipurpose dry chemical*

- ✓ **Hot work permit issued before any welding, cutting, or grinding** — Per job
  A written hot work permit is required before any work that produces sparks or open flame. The permit specifies: location, duration, precautions, fire watch duration after work ends (minimum 30 minutes). The safety officer signs it.
- ✓ **Combustible materials removed or covered within 10 metres of hot work**
  Wooden shuttering, tarpaulins, paint cans, fuel, insulation foam: anything that can catch fire must be moved at least 10 metres away or covered with fire-resistant sheets.
- ✓ **Fire extinguisher (ABC type) within 10 metres of every hot work location**
  At least one 5 kg ABC-type fire extinguisher must be immediately accessible near any welding, cutting, or grinding work. The person doing the work must know how to use it.
- ✓ **Gas cylinders stored upright, chained, away from heat, and separated by gas type** — Daily
  Oxygen and acetylene cylinders must be stored at least 5 metres apart. All cylinders upright and chained to prevent falling. Caps on when not in use. No cylinders inside excavations or confined spaces.
- ✓ **Flammable liquids stored in approved containers in ventilated areas**
  Diesel, petrol, thinner, and other flammable liquids must be in approved containers with clear labels. Store in a ventilated shed away from ignition sources. 'NO SMOKING' signs posted. Spill kit available.
- ✓ **Fire assembly point designated, signposted, and known to all workers**
  A clear, open area away from the building under construction. All workers must know where it is. Include it in every toolbox talk. Post signage in Hindi, English, and the local language.
- ✓ **Emergency contact numbers displayed: fire brigade, ambulance, site office**
  Post emergency numbers at the site office, at every floor level, and at the main gate. Include: local fire station, ambulance (108), nearest hospital, site manager's phone, and company emergency contact.

08 Housekeeping and Material Storage

A clean site is a safe site

Daily	< 2m	Zero
Walkway Clearing	Material Stacking Height	Nails Left Sticking Up
Before end of every shift	*Unless racked or braced*	*Protruding nails = puncture injuries*

- ✓ **Walkways and access routes clear of debris, materials, and tripping hazards** — Daily
  Workers carrying heavy loads or walking in low-light conditions trip on loose rebar, concrete chunks, or scattered tools. Clear all walkways at the end of every shift. Mark designated walkways with paint or barriers.

- ✓ **Protruding nails bent down or removed from discarded shuttering**
  Loose timber with nails sticking up is one of the most common injuries on Indian sites. After stripping shuttering, either pull nails out or bend them flat immediately. Collect loose timber in a designated area.

- ✓ **Waste materials segregated and removed from work areas regularly**
  Concrete waste, rebar offcuts, packaging, food waste: segregate and remove. Don't let waste accumulate on floors or platforms. A cluttered site hides hazards and makes emergency evacuation difficult.

- ✓ **Material stacking stable, not exceeding 2 metres unless racked** — Daily
  Unstable material stacks topple and crush workers. Cement bags: maximum 10 bags high. Bricks: cross-stacked, maximum 2 metres. Rebar: on level ground with chocks. Pipes: on cradles with end stops.

- ✓ **Adequate lighting in all work areas, stairwells, and access routes**
  Construction sites often have poor lighting, especially inside the building, in basements, and in stairwells. Provide temporary lighting (minimum 50 lux for general areas, 200 lux for detailed work). No dark zones.
  BOCW Rules 1998, Rule 35

- ✓ **Drinking water available on every floor and at ground-level rest areas**
  Dehydration in Indian heat is a serious risk, especially for workers doing heavy physical labour. Provide clean drinking water within 50 metres of every work location. At least 5 litres per worker per day.
  BOCW Rules 1998, Rule 243

- ✓ **Toilet facilities available: 1 per 25 workers (separate for men and women)**
  The BOCW Rules require toilet facilities at every construction site. Minimum: 1 toilet per 25 male workers, 1 per 25 female workers, with separate facilities for each. Toilets must be cleaned daily.
  BOCW Rules 1998, Rule 242

09 First Aid and Emergency Preparedness

When something goes wrong, response time saves lives

1	< 5 min	108
First-Aid Box per 150 Workers	Response Time Target	Ambulance Helpline
BOCW Central Rules 1998, Rule 230	*First aid within 5 minutes*	*Pan-India emergency number*

- ✓ **First aid kit stocked and accessible at the site office and every active floor** — Daily
  Kit contents per BOCW Rules: sterile bandages, antiseptic, cotton, scissors, adhesive tape, burn dressing, eye wash, splints, and a first aid manual. Check stock weekly. Replace used items same day.
  BOCW Rules 1998, Rule 230

- ✓ **Trained first-aider present on site during all working hours**
  Have at least one trained first-aider available on site at all times. On large sites, station first-aiders at different floors/zones. The first-aider's name and location must be known to all workers. Rule 230 requires first-aid boxes: at least one per 150 workers.
  BOCW Central Rules 1998, Rule 230

- ✓ **Emergency evacuation plan posted at the site office and on every floor** — Quarterly
  The plan must show: assembly point, evacuation routes, fire extinguisher locations, first aid stations, and emergency numbers. Conduct mock evacuation drills at least once every 3 months.

- ✓ **Incident and near-miss reporting: every event logged, investigated within 24 hours** — As occurs
  Every injury (even minor), every near-miss, and every unsafe condition must be reported and logged. Investigate within 24 hours to find root cause and prevent recurrence. Serious injuries must be reported to the Inspector under the BOCW Act.
  BOCW Act 1996, Section 39

- ✓ **Emergency vehicle access maintained: clear road to site entrance at all times**
  An ambulance must be able to drive up to the site entrance at any time. Don't block the access road with material deliveries or parked vehicles. Keep a clear lane at all times.

- ✓ **Contact details of nearest hospital, blood bank, and poison control displayed**
  Post on the site office notice board and at the main gate. Include: nearest hospital with trauma centre (name, address, phone), nearest blood bank, and poison control (for chemical exposure). Update if the nearest facility changes.

10 BOCW Compliance and Documentation

Registrations, records, and statutory filings

1%	10+	Rs 3L
BOCW Cess Rate	Worker Threshold	Max Penalty (OSH Code)
1% of total construction cost	*BOCW registration mandatory*	*Up from Rs 2,000 under old BOCW Act*

Statutory Registrations

✓ **BOCW Act / OSH Code registration obtained for the construction site** — One-time

Any construction site employing 10 or more workers must be registered. Under the BOCW Act 1996, registration is within 60 days of starting work. The OSH Code 2020 (in force from Nov 2025 in adopting states) replaces the BOCW Act with updated provisions and higher penalties. Check if your state has adopted the OSH Code. Registration must be displayed at the site office.

BOCW Act 1996, Section 7 / OSH Code 2020

✓ **BOCW Cess paid at 1% of total construction cost**

The employer must pay a cess of 1% of the total cost of construction to the BOCW Welfare Board. This cess funds welfare benefits (pension, education, housing) for construction workers. Submit with Form V.

BOCW Cess Act 1996, Section 3

✓ **Workers registered with the state BOCW Welfare Board**

All construction workers on site should be registered with the state Building and Other Construction Workers Welfare Board. This entitles them to benefits: pension, accident cover, education grants for children, maternity benefit.

BOCW Act 1996, Section 12

✓ **PF and ESI registration if applicable (20+ for PF, 10+ for ESI)**

PF registration is mandatory for establishments with 20+ employees. ESI applies at 10+ employees if salary is under Rs 21,000/month. Construction workers are often covered under BOCW welfare instead, but both can apply.

EPF & MP Act 1952, ESI Act 1948

Site Records and Documentation

✓ **Daily muster roll maintained with worker names, Aadhaar, and attendance** — Daily

Record every worker present on site each day. Include: name, father's name, Aadhaar number, trade (mason, carpenter, plumber, etc.), wages paid. This is a statutory requirement under the BOCW Act.

BOCW Act 1996, Section 29

✓ **Safety inspection register updated with daily findings and corrective actions**

The safety officer or site engineer must record daily inspection findings: hazards identified, corrective actions taken, follow-up needed. This register is evidence of due diligence in case of an accident investigation.

✓ **Accident register maintained per BOCW Act requirements**

Record every workplace injury: date, time, nature of injury, body part affected, cause, first aid provided, hospital referral, lost workdays. Fatal and serious injuries must be notified to the BOCW Inspector within 4 hours.

BOCW Act 1996, Section 39

✓ **Weekly safety meeting minutes recorded and signed** — Weekly

Conduct a formal safety review meeting weekly with supervisors and contractors. Review: incidents from the past week, upcoming high-risk activities, corrective actions pending, training needs. Record minutes.

✓ **Equipment inspection certificates, load test reports, and operator licences on file**

All crane certificates, scaffold inspection records, ELCB test reports, fire extinguisher service records, and operator competency certificates must be filed at the site office and available for inspection.

✓ **Minimum wages paid as per state schedule, pay slips issued**

Construction workers must be paid at least the state-notified minimum wage for their skill category (unskilled, semi-skilled, skilled). Wage slips must be issued. The central floor wage for construction is approximately Rs 13,500–18,000/month depending on the region.

BOCW Act 1996, Section 28

BOCW Act Penalty Summary

BOCW Act, Section 47: Safety violation penalty is imprisonment up to 3 months or fine up to Rs 2,000, or both. Repeat offence: up to 6 months. The OSH Code 2020 (in force from Nov 2025 in adopting states) increases penalties significantly: up to Rs 2–3 lakh for safety violations. If negligence causes death, BNS Section 106(1) applies: imprisonment up to 5 years plus fine. The liability falls on the employer, contractor, and site engineer.

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