

STANDARD OPERATING PROCEDURE

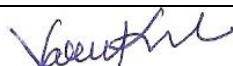
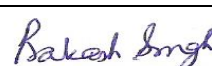
Form No.: EHSMSM/446/4013

Form Rev. No.: 01

Effective date: 01.04.2009

SOP No.	RMM/SOP/GEN/18	Effective Date	15.10.2013	REVISION No	03
SOP DESC	Evacuation of LD Sludge from LDs	Section	GENERAL		
DEPARTMENT	Raw Material Management	Page	1 of 6		

Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
1	Before starting of the Job	SAFETY : - Unawareness about the hazard prevailing in that area. - Injury due to starting the equipment of others. - Injury due to starting of equipment which is not in healthy condition. - Injury due to unawareness about the job - Unawareness about the safety standard - Injury due to no use of PPEs.	Contractor supervisor/ Foreman/Shift Sr.Incharge	- Brief about the hazards before starting of the job. - Maintain an equipment allocation register. - Operator must carry starting key along with him. - Maintain a equipment status register - Check the equipment as per check list and operate only when it is in healthy condition. - Only trained person should be deployed in the job. - Check whether that person is trained or not by seeing training record. - Must know the role of others in that area. - Training of Road Transportation safety standard. - Use PPEs.	Awareness of following safety standard is required:- Road : SS/GEN-12 Rail: SS/GEN-24 Loose Clothing: SS/GEN-2 EYE: SS/GEN-6,7 HEAD: SS/GEN-7 Transportation: SS/GEN-29. At all loading and unloading point supervisor must be present.
		ENVIRONMENT:			
		QUALITY:			

PREPARED BY	APPROVED BY
Name and Desig.: Varun Kumar , Asst Manager	Name and Desig.: Prakash Singh, Chief RMM
Signature with Date:  12.10.2013	Signature Wth Date :  13.10.2013

STANDARD OPERATING PROCEDURE

Form No.: EHSM/446/4013

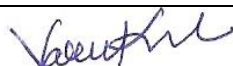
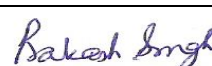
Form Rev. No.: 01

Effective date: 01.04.2009

SOP No.	RMM/SOP/GEN/18	Effective Date	15.10.2013	REVISION No	03
SOP DESC	Evacuation of LD Sludge from LDs	Section	GENERAL		
DEPARTMENT	Raw Material Management	Page	2 of 6		

Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
2	Take requirement from the concerned department or RMM .	SAFETY : Nil	Contractor's Supervisor		In case of schedule removal no need of taking requirement
		ENVIRONMENT: Nil			
		QUALITY: About the quantity and time.		By mobile or in person and note down with requestor name and time.	

Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
3	Loading of LD sludge from LD1, LD 2 & LD 3.	SAFETY : - Injury to driver during loading. - Hit by dumper and loading equipments - Collision between dumper and loading equipment. - Slip and fall - Toppling of dumper due to loading on the rear side. <u>Injury due to Gas hazards</u>	Contractor supervisor / Driver / Operator/Helper	No body should be inside the cabin during loading. <u>Dumper driver should not come down from his cabin during loading.</u> - Be away from the moving dumper and loading equipment. - Use reversing buzzer during reversing <u>Use Reversing camera in dumpers</u> - Use three piece mirrors. - Dumper and loading equipment follow different route.	

PREPARED BY		APPROVED BY	
Name and Desig.: Varun Kumar , Asst Manager		Name and Desig.: Prakash Singh, Chief RMM	
Signature with Date:	 12.10.2013	Signature Wth Date :	 13.10.2013

STANDARD OPERATING PROCEDURE

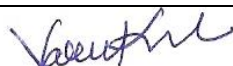
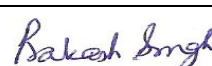
Form No.: EHSM/446/4013

Form Rev. No.: 01

Effective date: 01.04.2009

SOP No.	RMM/SOP/GEN/18	Effective Date	15.10.2013	REVISION No	03
SOP DESC	Evacuation of LD Sludge from LDs	Section	GENERAL		
DEPARTMENT	Raw Material Management	Page	3 of 6		

Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
				- Loading only on rear axle will not be done - Use gum boot. Use CO Gas detector.	
		ENVIRONMENT: Spillage	Contractor supervisor / Driver / Operator	- Over loading above the height of the side panel is not allowed. - Any gap in between the side and rear panel is properly sealed. - Door of the dala is properly locked. - Do not over full the dumper and shut the gate completely - Load only on donga fitted dumper	
		QUALITY: Loading of wrong material.	Contractor supervisor	Take instruction from concerned person.	
4	Transporting	SAFETY : - Collision with other s on the road. - Collision with wagon /Loco and Drop gate. - Hit during reversing - Spillage from vehicle	Contractor supervisor / Driver / Operator	- Check vehicle as per checklist. - Follow Transportation Safety standards. - Follow Road Safety standards. - Follow defensive driving - Follow transportation Safety Standards. - Helpless driving.	

PREPARED BY	APPROVED BY
Name and Desig.: Varun Kumar , Asst Manager	Name and Desig.: Prakash Singh, Chief RMM
Signature with Date:  12.10.2013	Signature Wth Date :  13.10.2013

STANDARD OPERATING PROCEDURE

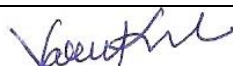
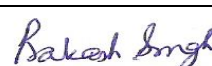
Form No.: EHSM/446/4013

Form Rev. No.: 01

Effective date: 01.04.2009

SOP No.	RMM/SOP/GEN/18	Effective Date	15.10.2013	REVISION No	03
SOP DESC	Evacuation of LD Sludge from LDs	Section	GENERAL		
DEPARTMENT	Raw Material Management	Page	4 of 6		

Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
		Entangling or faulting of dala against the structure.		- Stop ,look and Go at any level crossing. - Follow Rail Safety Standard. - During reverse, must ensure that reverse buzzer is ON. - Use three piece mirror. - Ensure Dala is in proper condition. - Ensure dala door is properly clamped /locked. - Do not move vehicle in raised Dala or boom condition. - Ensure hoisting device interlock system is not bypassed.	
		ENVIRONMENT:	Contractor supervisor	Regular check up of vehicle as per norms	
		Pollution due to smoke emission.			
		Sound pollution			
		QUALITY:			
5.	Unloading at LD sludge processing yard.	SAFETY: - Collision with other moving equipment at processing yard. - Hit by dumper during placement of dumper at unloading point.. - Damage to dumper.	Driver /supervisor	- Follow assigned path. - Do not stand on the back side of dumper. - Maintain safe distance from the dumper. <u>During loading & unloading</u>	RMH/SOP/GEN/01 USE of PPE is must when

PREPARED BY	APPROVED BY
Name and Desig.: Varun Kumar , Asst Manager	Name and Desig.: Prakash Singh, Chief RMM
Signature with Date:  12.10.2013	Signature Wth Date :  13.10.2013

STANDARD OPERATING PROCEDURE

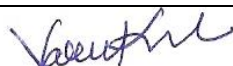
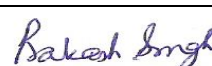
Form No.: EHSMSM/446/4013

Form Rev. No.: 01

Effective date: 01.04.2009

SOP No.	RMM/SOP/GEN/18	Effective Date	15.10.2013	REVISION No	03
SOP DESC	Evacuation of LD Sludge from LDs	Section	GENERAL		
DEPARTMENT	Raw Material Management	Page	5 of 6		

Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
		- Hand injury during operation of dala door hook. - Toppling of dumper during hoisting. - Toppling of dumper during placement for unloading.		<u>activity there should not be any person stand around 4 meters premises.</u> - Place dumper at the marked place - Have proper communication with helper. - During reversing use reverse buzzer and use three piece mirrors. - Do not dump over the heap. - Use proper tool for opening lock. Dala hook should be opened first left side with standing corner not back side of the dala and then right side dala hook should be opened by going towards driver's cabin after opening signal to be given to the driver's for unloading materials - Wear hand gloves. - Start hoisting only after applying hand brake and ensure that dumper is in still condition. - Mark the area of unloading. - Do not unload in downward direction.	driver and operator is outside of the cabin

PREPARED BY	APPROVED BY
Name and Desig.: Varun Kumar , Asst Manager	Name and Desig.: Prakash Singh, Chief RMM
Signature with Date:  12.10.2013	Signature Wth Date :  13.10.2013

STANDARD OPERATING PROCEDURE

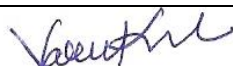
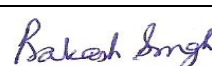
Form No.: EHSM/446/4013

Form Rev. No.: 01

Effective date: 01.04.2009

SOP No.	RMM/SOP/GEN/18	Effective Date	15.10.2013	REVISION No	03
SOP DESC	Evacuation of LD Sludge from LDs	Section	GENERAL		
DEPARTMENT	Raw Material Management	Page	6 of 6		

Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
		ENVIRONMENT: Dust pollution	Driver /supervisor/Helper	Use dust mask.	
		QUALITY: mix up with other material.		Know from the processing yard supervisor about the unloading point	
6.	Inform shift incharge about trip and tonnage. And submit challan to the recorder or foreman next day.	SAFETY :	Contractor Supervisor		
		ENVIRONMENT:			
		QUALITY: Challan should be duly signed and filled up.		Challan form no.150/3520	

PREPARED BY	APPROVED BY
Name and Desig.: Varun Kumar , Asst Manager	Name and Desig.: Prakash Singh, Chief RMM
Signature with Date:  12.10.2013	Signature Wth Date :  13.10.2013