STANDARD OPERATING PROCEDURE

Form No.: HMC-ALL/OPC/4002

Rev.: 03

Effective Date: 17/05/2016

SOP No.: HMC-LOG/OPC/3026 Rev. No.:00 Effective Dt.:14.12.2016

Depart	Department: HOOGLY METCOKE SECTION:SUPPLY (LY CHAIN SUBSECTION: LOGISTICS				
STEP No.	ACTIVITY (WHAT)	ASSOCIATED RE	EQUIREMENTS / HAZARDS		RESPONSIBILI TY	PROCESS / TOOLS / PPEs (HOW)	REMARKS / REFERENCE
1	Entry of Heavy vehicle in	SAFETY:	Unfit Vehicle		Customer Supervisor, Driver and	Heavy Vehicle (Truck, Trailer& Dumper) should be fitted with following items:-Three piece Mirror at Helper side. Single Mirror at Driver side, Rear view Mirror, Head light, Parking light, Horn, Reverse alarm, Run under protection guard, Side under protection guard and Scotch Block. Valid Pollution certificate should	
	HMC works	ENVIRONAMENT:	Polluting atmosphe	ere	helper	be there for the vehicle.	
		QUALITY:	Compliance to Sta	itutory		Vehicle should carry following documents:- R C Book, Insurance and Pollution certificate, Driving License, Fitness for more than 15 years old vehicle, NOC for outside vehicles.	
2	Weighing of empty	Safety	Collision with other	er vehicle or	Customer Supervisor	· 1	Be alert of other moving vehicle on
Prepared By Name: PRAMOD KUMAR SINGH Designation: Section In charge				Approved By Name: BIDYUT KUMAR KUNDU Page 1 of 7 Designation: Head Supply chain			

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Designation: Section In charge

SOP Description: Swamp Breeze loading into dumpers & movement of Dumpers inside HMC works.

STEP No.	ACTIVITY (WHAT)	ASSOCIATED RE	QUIREMENTS / HA	AZARDS	RESPONSIBILI TY	PRO	OCESS / TOOLS / PPEs (HOW)	REM REFE		-
	vehicle at weighbridg e of HMC		other structure.		/Driver/Helper.	Helpe 1.Safe 2. Saf 3. Hig 4. Saf 5. No	g driving. er should wear:- ety Helmet ety Shoe ch visibility Jacket ety Goggles se Mask er should be present to	road collision	to	avoid
						visual or na away perso	the operator. Check audio back alarms are working ot. Helper should stand from vehicle. Security hal also present at the of vehicle weightment.			
		ENVIRONAMENT:	Dust particles. emission, Oil leaka engine.	Smoke age from			Pollution certificate should ere for the vehicle.			
		QUALITY:	Smooth placement on weighbridge	of vehicle		low a weigh Break	d of vehicle should be as s possible while placing on n bridge. sing should be done thly so that no jerk happen			
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STEP No.	ACTIVITY (WHAT)	ASSOCIATED RE	EQUIREMENTS / HA	AZARDS	RESPONSIBILI TY	PRO	OCESS / TOOLS / PPEs (HOW)	REMARKS / REFERENCE
No.	Placing and releasing the trucks / dumpers at loading point.	SAFETY:	Collision with other other structure. Falling of material from the ground	vehicle or	Customer Supervisor /Driver / Helper.	Drive Safety during Helpe 1.Safe 2. Saf 3. Hig 4. Saf 5. No Helpe guide visual or no away	e weighbridge. r should use seat belt, y shoe, Safety Goggles g driving. er should wear:- ety Helmet ety Shoe th visibility Jacket ety Goggles se Mask er should be present to the operator. Check audio back alarms are working ot. Helper should stand from vehicle.	REFERENCE Be alert of other moving vehicle on road to avoid collision.
						shoul	num speed of vehicle d be <30 kmph	
		ENVIRONMENT :	Dust particles. emission, Oil leaka	Smoke age from			Pollution certificate should ere for the vehicle.	
Prepare	ed By						Approved By	
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STEP No.	ACTIVITY (WHAT)	ASSOCIATED REQUIREMENTS / HAZARDS		RESPONSIBILI TY	PROCESS / TOOLS / PPEs (HOW)	REMARKS / REFERENCE
		QUALITY:	engine.			
4	Loading of Swamp Breeze into trucks / dumpers.	SAFETY:	Helper should be present to guide the operator and act as Spot boy to check the Lock pin of truck's back dalla. Check audio visual alarms are working or not	Customer Supervisor /Driver/Helper.	Driver should use seat belt, Safety shoe, Safety Goggles during driving. Helper should wear:- 1.Safety Helmet 2. Safety Shoe 3. High visibility Jacket 4. Safety Goggles 5. Nose Mask Helper should be present to guide the operator. Check audio visual back alarms are working or not. Helper should stand away from vehicle. Security personal should present at the time of material Loading.	Be Alert of other moving vehicle on road to avoid collision. Spillage swamp breeze on the road can cause skidding of bikes and cycles & also slippage of persons.

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		ENVIRONAMENT:				
		QUALITY:				
5	Weighing of Swamp Breeze	SAFETY:	Collision with other vehicle or other structure.	Customer Supervisor /Driver/Helper.	Driver should use seat belt, Safety shoe, Safety Goggles during driving. Helper should wear:- 1.Safety Helmet 2. Safety Shoe 3. High visibility Jacket 4. Safety Goggles 5. Nose Mask Helper should be present to guide the operator. Check audio visual back alarms are working or not. Helper should stand away from vehicle. Security personal also present at the time of vehicle final weight.	

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Name: PRAMOD KUMAR SINGH

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SOP Description: Swamp Breeze loading into dumpers & movement of Dumpers inside HMC works.

STEP No.	ACTIVITY (WHAT)	ASSOCIATED RE	EQUIREMENTS / HA	AZARDS	RESPONSIBILI TY	PRC	OCESS / TOOLS / PPEs (HOW)	REMARKS / REFERENCE
		ENVIRONAMENT:	Dust particles. emission, Oil leaka engine.	Smoke age from			Pollution certificate should ere for the vehicle.	
		QUALITY:	Smooth placement on weighbridge	of vehicle		low as weigh Break smoot	of vehicle should be as sometimes possible while placing on bridge. In graph should be done they so that no jerks on the weighbridge.	
6	Leaving HMC works	SAFETY:	Collision with other other structure.	vehicle or	Customer Supervisor /Driver/Helper.	Safety during Helpe 1.Safe 2. Safe 3. Hig 4. Safe 5. Nos Vehicl gate gate is	r should use seat belt, r shoe, Safety Goggles g driving. r should wear:- ety Helmet ety Shoe h visibility Jacket ety Goggles se Mask le should be parked at the and clearance from the s to be taken to go out. r should be present to	Be alert of other moving vehicle on road to avoid collision.
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					guide the operator. Helper should stand away from vehicle.	
		ENVIRONAMENT:	Dust particles. Smoke emission, Oil leakage from engine.		Valid Pollution certificate should be there for the vehicle.	
		QUALITY:	Smooth placement of vehicle on weighbridge		Speed of vehicle should be as low as possible while placing on weigh bridge. Breaking should be done smoothly so that no jerk happen on the weighbridge.	

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