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

| Department: HOOGLY METCOKE SECTION | | CTION:SUPPLY | SUPPLY 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 helper | 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 | Heipei | be there for the vehicle. | |
| | QUALITY: Compliance to Statutory norms | | 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 | · | 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 so possible while placing on bridge. Sing should be done thly so that no jerk happen | | | |
| | Prepared By Name: PRAMOD KUMAR SINGH | | | | | | Approved By Name: BIDYUT KUMAR KUI | NDU | | |

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Designation: Head Supply chain

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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 | Prepared By | | | | | | Approved By | |
| Name: | PRAMOD KUM | AR SINGH | | | | Name: BIDYUT KUMAR KUNDU | | NDU |
| Designa | ation: Section I | n charge | | | Page 3 of 7 Designation: Head Supply chain | | | hain |

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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. |

| Prepared By | | Approved By |
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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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|-------------|-------------------------|---------------|--|---|---|------------------------|
| | | 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 jerks happen on the weighbridge. | |
| 6 | Leaving HMC works | 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 Vehicle should be parked at the gate and clearance from the gate is to be taken to go out. Helper should be present to | |

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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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