

SOP No.: HMC-LOG/OPC/3026

Rev. No.:00

Effective Dt.:14.12.2016

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

Department:		HOOGLY METCOKE		SECTION:SUPPLY CHAIN		SUBSECTION: LOGISTICS	
STEP No.	ACTIVITY (WHAT)	ASSOCIATED REQUIREMENTS / HAZARDS		RESPONSIBILITY	PROCESS / TOOLS / PPEs (HOW)	REMARKS / REFERENCE	
1	Entry of Heavy vehicle in HMC works	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.		
		ENVIRONMENT:	Polluting atmosphere		Valid Pollution certificate should be there for the vehicle.		
		QUALITY:	Compliance to Statutory norms		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 vehicle or	Customer Supervisor	Driver should use seat belt, Safety shoe, Safety Goggles	Be alert of other moving vehicle on	
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Designation: Section In charge				Page 1 of 7		Designation: Head Supply chain	

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STEP No.	ACTIVITY (WHAT)	ASSOCIATED REQUIREMENTS / HAZARDS		RESPONSIBILITY	PROCESS / TOOLS / PPEs (HOW)	REMARKS / REFERENCE
	vehicle at weighbridge of HMC		other structure.	/Driver/Helper.	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 weightment.	road to avoid collision.
ENVIRONMENT:		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	

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Designation: Section In charge	Page 2 of 7	Designation: Head Supply chain

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					on the weighbridge.	
3	Placing and releasing the trucks / dumpers at loading point.	SAFETY :	Collision with other vehicle or other structure. Falling of material from above the ground	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. Maximum speed of vehicle should be <30 kmph	Be alert of other moving vehicle on road to avoid collision.
		ENVIRONMENT :	Dust particles. Smoke emission, Oil leakage from		Valid Pollution certificate should be there for the vehicle.	

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Designation: Section In charge	Page 3 of 7	Designation: Head Supply chain

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			engine.			
		QUALITY:				
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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Designation: Section In charge	Page 4 of 7	Designation: Head Supply chain

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		ENVIRONMENT:				
		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.	Be alert of other moving vehicle on road to avoid collision.

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Designation: Section In charge	Page 5 of 7	Designation: Head Supply chain

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		ENVIRONMENT:	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	Be alert of other moving vehicle on road to avoid collision.

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Designation: Section In charge	Page 6 of 7	Designation: Head Supply chain

STANDARD OPERATING PROCEDURE

Form No.: HMC-ALL/OPC/4002

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					guide the operator. Helper should stand away from vehicle.	
		ENVIRONMENT:	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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Designation: Section In charge	Page 7 of 7	Designation: Head Supply chain