1. **PURPOSE:** Safe procedure for sliding windows repairing & changing
2. **SCOPE:** Plant area Battery 1
3. **RESPONSIBILITY:** Engineer in charge and workmen at job
4. **PERFORMANCE INDICATORS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Measure** | **Unit** | **Frequency** | **Acceptance Criteria** | **Responsibility** |
| **Quality** | | | | | |
| 1 |  |  |  |  |  |
| **Environment** | | | | | |
| 1 |  |  |  |  |  |
| **Safety** | | | | | |
| 1 |  |  |  |  |  |

1. **PROCEDURE:**

**PPEs to be used**                                Helmet, Safety shoes, Hand gloves, Dust mask. Safety goggles, **Heat Resistant suit.**

**Aspect-impact**

Generation of hazardous waste          Land contamination

Generation of scrap                             Resource Depletion

**Hazards Identified**

Physical hazard:                                  cut on body

Mechanical Hazard:                            Contact, Temperature

Chemical Hazard:Dust, Toxic chemical

Human behavior:                                 Improper housekeeping, Non use of PPEs.

**Procedure**

**For working in the vicinity of ovens refer system procedure SP 44N.**

a)      Work permit to be taken from Production shift in charge .

b)      Ensure use of PPEs before start of work.

c)      Carry out the changing for those ovens which are charged 24hr earlier.

d)     Carry & keep the sliding windows near concerned oven.

e)      For Ram car side door sliding window changing, lift the wicket door with the help of double hook chain (using door lifting system).

f)       One person will engage the chain for lifting the wicket door.

g)      Person changing the slides should wear heat resistant suit.

h)      Remove damaged windows by sliding out through the guides & insert new windows.

i)        Lower the wicket door with the help of door lifting system.

j)        For HCC side door sliding window changing, slide the old windows and insert the new windows.

k)      Removed windows to be brought in workshop for repairs.

l)        Remove burnt ceramic board out.

m)    Repair sliding shield if possible & change if completely damaged.

n)      Insert new ceramic board after cutting to required size by hacksaw blade.

o)      Damaged shield to be disposed in stainless steel scrap yard.

p)      Ceramic board to be disposed separately in hazardous waste barrels.

1. **REFERENCES:**
2. **RECORDS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Record No.** | **Record Title** | **Maintained by** | **Soft/Hard form** | **Retention Time** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |

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| **Date** | **Manual Section Ref. & Para** | **Brief details of Revision** | | | **New Rev.** | |
| 13-08-2022 | Header | Company logo & Document no. | | | 06 | |
|  |  |  | | |  | |
|  |  |  | | |  | |
| **Prepared By:**  Head Mechanical Maintenance, Battery 1- MCD | | | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head Mechanical Maintenance MCD | |
| **Signature:** | | | **Signature:** | **Signature:** | |
| **Review Date: 13.08.2022** | | | **Review Date: 13.08.2022** | **Review Date: 13.08.2022** | |