**ACTIVITY: OVERHAULING OUTSIDE COMPANY PREMISES.**

1. **Purpose:** - To describe Safe maintenance procedure of Overhauling outside company premises.
2. **Scope:** -
3. MCD equipment.
4. **References.**: -
5. **Responsibility**: - Engineer- in- charge.
6. **SAFETY PRECAUTIONS:**

* Proper material handling utilities to be used for material handling during material loading and unloading.
* Job to be carried out by Competent Person.
* Certified tools and tackles to be used for execution of the job.
* Wear approved PPE (Personal Protective Equipment)
* Ensure that workplace is clean and safe.

6.0 PPE to be used :

* Helmet,
* Safety shoes.
* Dust mask.
* Hand gloves.
* Safety goggles.
* Reflector jacket.

**7.0 Activities**

* Activity No 1 : Overhauling outside company premises

8.0 Aspect- Impact.

Scrap generation Resource Depletion.

Oil Spillage Land Contamination & Resource depletion

Use of oil-soaked cotton waste and gloves. Land contamination.

9.0 Hazards identified

1. Mechanical Hazard

* Trapping between two objects.
* Fall of material
* Impact of moving / slung items

1. Human behaviour aspect of operators:

* Workmen Nature.
* Improper house keeping
* Alcoholism.
* Casual approach.
* Back Pain.
* Horse play.
* Non usage of PPEs

1. Electrical hazard.

* Shock.

# Activity No 1 : Material loading and unloading for sending material outside for overhauling.

**Tools Required.**

1. Material Handling Utilities (Crane, Hydra, Trailer etc.)
2. Certified Lifting belts
3. Certified D- Shackles.

**Procedure:**

1. Shift the equipment assemblies which needs to be sent for overhauling to workshop at a designated place using proper material handling utilities.
2. Inform commercial team regarding the scope for sourcing the vendor, else contact contracted vendors for executing the job.
3. If the detail scope is not known, the assembly must be sent to external competent vendor for deriving the detailed scope of repairs and overhauling.
4. Seek approval from Head of the Department and finance team for sending the material to the identified external vendor.
5. Send the Material to the vendor against approved returnable gate pass (RGP).
6. All items related to the assembly to be sent required for overhauling.
7. Use proper material handling arrangements for loading the material during dispatch.
8. Seek the inspection report, scope of job and estimate of repairs from the vendor.
9. Review internally the scope for repairs submitted by the vendor and suggest for inclusions / exclusion based on the requirements.
10. Finalize the scope and negotiate.
11. Accord approval from the head of department and initiate the procurement process.
12. Raise service PR in SAP defining the finalized scope, test reports, calibration reports and warranty against the repairs.
13. Coordinate with commercial team for converting the PR (purchase Request) to PO (Purchase Order).
14. On releasing the PO, confirm with the vendor for execution of job.
15. Confirm the completion of repairs /overhauling of the assembly at vendor place.
16. Visit the vendor repair shop if needed for inspection and certify.
17. Approve clearance for dispatch along with inspection reports, test certificates and return of removed parts if needed.
18. Receive the material with delivery challan against the RGP generated during material dispatch.
19. Unload the material on site at designated place / stores using proper material handling arrangements.
20. Acknowledge material receipt in SAP and close the Returnable Gate Pass.
21. Inform stores for accounting the material as refurbished items
22. **RECORDS:**

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| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Record No.** | **Record Title** | **Maintained by** | **Soft/Hard form** | **Retention Time** |
| 1. |  | Approval Mails | Outlook System | soft |  |
| 2. |  | Purchase Requisition | SAP | Soft |  |
| 3. |  | Purchase Order | SAP | Soft |  |
| 4. |  | RGP | SAP | Soft |  |
| 5. |  | Test Certificates | Area In charge | Hard |  |
| 6. |  | Calibration Certificates | Area In charge | Hard |  |

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| **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** |