1. **PURPOSE:** Maintenance in Workshop
2. **SCOPE:** Workshop.
3. **RESPONSIBILITY:** Engineer in charge
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, safety hand gloves**.**

**Aspect                                    Impact**

|  |  |
| --- | --- |
| Oil Spillage | Land contamination |
| Oil traced waste generation | Land contamination & Resource Depletion |

**Hazards identified**

Mechanical Hazard: Trapping, Impact, Falling, falling/ shearing of chain of chain pulley block,

Chemical hazard: Oil.

Human behaviours: Improper housekeeping, Non-use of PPE, Alcoholism, Height phobia

* All jobs brought in workshop to be cleaned in bay.
* Assembly to be done once all parts are cleaned
* After completing of assembly or machine, work area has to be properly cleaned and no waste or scrap should be left over.
* Entrance to the workshop should be free from any material.
* Scrap should be shifted to scrap yard and no material should be left out in workshop.
* All the materials/machine components should be properly kept in the respective racks with proper tag on it.
* Care should be taken that there is no oil spillage. If at all there is an oil spillage it should be cleaned immediately and sprinkle saw dust at the location.
* Oil traced cotton waste to be stored in bin provided outside workshop.

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.** |
| 22-08-2022 | Header | Company logo & Document no. | 07 |
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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** |