SOP No.	CRM/TS/SOP/SPM/20	Effective Date	13.08.18	REVISION No	05
SOP DESC	Rubber sleeve removal and insertion	Section	SPM		
DEPARTMENT	CRM	Page	Page 1 of 10		

Standard Operating Procedure

- 1. Purpose: This Standard Operating Procedure defines the steps involved in the Skin Pass Mill for changing rubber sleeve to improve the quality and ensure safety practices
- 2. Scope: Applicable to Skin Pass Mill.
- 3. Reference: Refer Skin Pass Mill
- 4. Definitions:

TR-Tension Reel

I/D – Inner diameter

PPE – Personal Protective Equipment

5. Distribution List: Head (ECL BAF SPM)

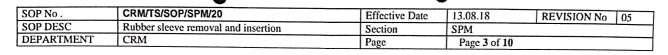
Shift In-charge, SPM
Sr. Associate (Exit and Pulpit Operator)

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DEPARTMENT	CRM	Page	Page 2 of 10	
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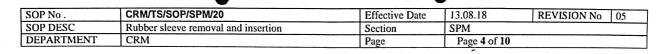
Step No.	Activity (WHAT)	Associated Requirements/Hazards/I mpacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
1	Placement of rubber sleeve changing jig (Position- A) on coil car at spool loading position.	Safety: Slip/trip/fall hazard. Falling of the jig during placement which may damage the coil car. Injury due to forklift movement. Environment: No issue Quality: Improper placement of the jig may lead to damage of the	SPM Operation Associates, Forklift operator & Contactor person	1. Use proper PPE's (Safety helmet, safety shoes, Shin guard, Safety goggles & Hand gloves, sleeve guard). Ensure social distancing where ever applicable. 2. Run the sequence#25 before start job so that position #1 on exit conveyor A is vacant 3. Lock the conveyor A by pressing the emergency button and keep the key with the associate. 4. Lock the banding m/c from the panel by pressing the emergency switch. 5. Clean the floor surface of T/R area and remove unwanted materials 6. Keep away from the coil car pit area and the forklift swing area. 7. The activity to be carried out as per the instruction of SPM associate. The forklift operator should be guided accordingly to place the tool on the coil car slowly by lifting it with the forks. 8. The operator should be guided to match the legs of the jig with that of the open space of the coil car first and then gently lower the jig into the coil car as instructed by the SPM associates. 9. During placing operation concerned person to be remain in safe distance from hanging tool. 10. Operation of exit coil car to be in maintenance mode only.	Position A means projected edge towards tension reel.

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2	Move the coil car towards tension reel to remove the rubber sleeve	Safety: Person may get entrapped in between the belt wrapper and the TR. The coil car may dash with adjoining equipment Environment: No issue Quality: No issue.	SPM Operation Associates.	1. Use proper PPE's (safety helmet, safety shoes, Shin guard, Safety goggles & Hand gloves, sleeve guard). Ensure social distancing where ever applicable. 2. Operation of coil car to be done in maintenance mode and from exit pulpit by the exit operator. 3. Lock the belt wrapper by pin and push the emergency button at exit pulpit. Open the Inspection platform. 4. The sliding platform should be backward; OBBS, Threading table and Tail catcher roll to be in OUT condition and locked by safety pins. The Pusher plate to be in OUT position. The oiler roll should be OUT and locked with pins. 5. Take the coil car out from the spool loading area, and lower it down to extreme down position. Then move the coil car towards TR and position it below the TR at the extreme bwd. position of the coil car traverse. The entire operation to be done in exit maintenance mode from OB#5 by Exit pulpit operator.	No one should be allowed to move or to be near the coil car movement area. Also no one should be allowed in the area from where the visibility of the exit operator gets blocked.
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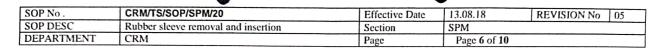
	Removal of rubber	C-C-t-	ans a		
3		Safety:	SPM Operation	1. Use proper PPE's (Safety helmet, safety shoes,	
1	sleeve from tension	Injury from slip/trip/fall	Associates &	Shin guard, Safety goggles & Hand gloves, sleeve	
1	reel.	hazard.	Contactor person	guard). Ensure social distancing where ever	
		Injury due to entrapment		applicable.	
	i	between belt wrapper and			
1		TR		2. Lock the belt wrapper by pin and push the	
1		Injury due to entrapment in		emergency button at exit pulpit. Open the	
1		between moving coil car		Inspection platform.	
1		and TR.	i	3. The sliding platform should be backward; OBBS,	
1		Injury due to hitting by the		Threading table and Tail catcher roll to be in OUT	
		stand of the jig if standing		condition and locked by safety pins. The Pusher	
		very close to TR.		plate to be in OUT position. The oiler roll should be	
	1	very close to TR.		OUT and locked with pins.	
1					
				4. Operation of coil car to be done in exit	
1				maintenance mode and from exit pulpit by the exit	
1				operator.	
1				5 Select Mill maintenance mode from main pulpit,	
		1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		make the mandrel full collapsed.	The state of the s
1			Common Co	6. Now lift the coil car in exit maintenance mode up	
				to a height such that the protruded part of the jig	Person standing behind the TR
			. (gets in contact of the rubber sleeve edge and the jig	should be at a safe distance
		1	AN	gently touches the bottom surface of the sleeve. One	from the mandrel on the
			1	person should be behind the TR on the inspection	inspection platform such that if
		16/	1	platform to guide the exit operator thru walkie-	either during rotation of the
		10		talkie.	mandrel, the jig gets rotate, the
				7. Now expand the mandrel. Then give fwd.	leg of the jig will not hit the
				command from OB#5 to move the coil car fwd. and	person.
1				simultaneously collapse the mandrel. This will	During rotation the coil car
	1			facilitate the sleeve to come out.	should not touch the mandrel.
1				8. Continue this process and if required rotate the	Get the car down.
1		Environment: Depletion of		mandrel and repeat the process as described above	
		rubber		until the sleeve is completely taken out.	
		Quality: Damage to the		l l l l l l l l l l l l l l l l l l l	
		sleeve surface due to bad			4 1 1 2
		D144 . 4 D			
		handling.		A.	
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DEPARTMENT	CRM	Page	Page 5 of 10	

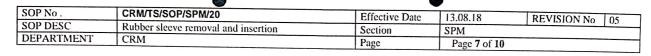
4.	Removal of the used sleeve and the jig from the coil car	Safety: Slip/trip/fall hazard. Falling of the jig during placement which may damage the coil car. Injury due to forklift movement. Environment: No issue Quality: No issue.	SPM Operation Associates, Forklift operator & Contactor person	1. Once the sleeve gets out of the mandrel, operate the coil car fwd, from OB#5 and bring the car along with the jig with sleeve on it to the spool loading point. 2. Remove the sleeve from the car with the help of forklift and keep it in designated place in vertical position. 3. Now remove the jig with the help of forklift from the coil car. The activity to be carried out as per the instruction of SPM associate. The operator should be guided accordingly to slowly remove the jig using the forks from the coil car.	Ensure social distancing where ever applicable. Tool handling to be done by using forklift & operation of forklift to be done by concerned & Trained forklift operator. During lifting operation concerned person to be remain in safe distance from hanging tool and away from the forklift swing area.
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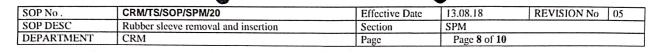
5	Cleaning of Tension	Safety:	SPM Operation	1. Use proper PPE's (Safety helmet, safety shoes,	
	Reel	Injury due to slip/trip/fall.	Associates &	Shin guard, Safety goggles & Hand gloves, sleeve	
1	1	Injury to hand due to			
1			Contactor person	guard). Ensure social distancing where ever	1
1	1	entrapment in the mandrel		applicable.	1
1	1	grooves,	l		l i
1	1			2. The cleaning activity is to be done by the contract	1
1	1			person under the supervision of SPM associate.	
1	1			3. Communicate clearly with the exit operator	1
1	1			regarding the activity and ask him not to expand or	
1				rotate the mandrel.	
				4. Clean the mandrel surface with clean	
1				markin/duck cloth by rotating the mandrel with the	
				jog switch provided near the TR.	
				5. Once it is cleaned in collapsed condition, ask the	
				exit operator to expand the mandrel. Now clean the	ı
				mandrel grooves for any dirt, grease or any	
				unwanted rubber materials with the help of a screw	1
			. 4	driver. Do not use your hand. Use a small wedge to	
		Environment: No issue		lock the mandrel.	1, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2,
		Quality: Improper cleaning	V CHARLES	6. Once the cleaning activity is complete, inform	1
			1	the exit operator to collapse the mandrel	
		may lead to slippage or		the exit operator to conapse the manurer	
		cause dent in the strip from			
- 1		the sleeve.			

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6	Placement of rubber	Safety:	SPM Operation	Use proper PPE's (Safety helmet, safety shoes,	Position-B means
	sleeve changing jig	Slip/trip/fall hazard.	Associates, Forklift	Shin guard, Safety goggles & Hand gloves, sleeve	
	(Position- B) on coil	Falling of the jig during	operator &	guard) Ensure social distancing where ever	projected edge towards
	car at spool loading	placement which may	Contactor person	applicable.	SPM pulpit
	position.	damage the coil car.		аррисави.	
		Injury due to forklift		2 Encure before start of the ich that position #1	
		movement.		2. Ensure before start of the job that position #1 on exit conveyor A is vacant	
	į. –				
				3. Lock the conveyor A by pressing the emergency	
	1			button and keep the key with the associate.	
	1			4. Lock the banding m/c from the panel by pressing	
				the emergency switch.	500
				5. Clean the floor surface of T/R area and remove	
				unwanted materials	
				6. Keep away from the coil car pit area and the	
				forklift swing area.	
				7. The activity to be carried out as per the	
				instruction of SPM associate. The forklift operator	
	1	4 5	~ 1	should be guided accordingly to place the tool on	
		12 1 2		the coil car slowly by lifting it with the forks.	
			4	The operator should be guided to match the legs	
			1	of the jig with that of the open space of the coil car	
		A	4 0	first and then gently lower the jig into the coil car as	
				instructed by the SPM associates.	
		1.1	P	During placing operation concerned person to be	
		10		in safe distance from hanging tool and forklift	
	1			moving area	1 1
		Environment: No issue		10. Operation of exit coil car to be in maintenance	
		Quality: Improper		mode only.	
		placement of the jig may		-	
		lead to damage of the			
		sleeve.			

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7	Put the Good conditioned or new rubber sleeve on the tool.	Safety: Injury due to slip/trip/fall hazard. Injury from moving forklift.	SPM Operation Associates, Forklift operator & Contactor person	Use proper PPE's (including Safety helmet, safety shoes, Shin guard, Safety goggles & Hand gloves, sleeve guard). Ensure social distancing where ever applicable.	
		Environment: No issue Quality: Improper quality sleeve may affect the final product	3 SC	2. Check the sleeve to be inserted for any unwanted marks on it which may affect the quality of strip. Also check the inside of the sleeve for any undesired bulging, abrasions and the pasted material condition. If required apply a bit layer of temper agent solution on the inside of the sleeve surface with the help of cloth fixed to a long rod. 2. The new/conditioned rubber sleeve is to be placed on the jig with its chamfered edge facing towards pulpit side by using forklift & operation of forklift to be done by concerned & Trained forklift operator. 3. During lifting operation concerned person to be remain in safe distance from hanging tool.	
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SOP DESC	Rubber sleeve removal and insertion	Section	SPM		
DEPARTMENT	CRM	Page	Page 9 of 10		

8.	Insertion of new rubber sleeve on TR	Safety: Person may get entrapped in between the belt wrapper and the TR. The coil car may dash with adjoining equipment	SPM Operation Associates, & Contactor person	1. Use proper PPE's (safety helmet, safety shoes, Shin guard, Safety goggles & Hand gloves, sleeve guard). Ensure social distancing where ever applicable. 2. Operation of coil car to be done in maintenance mode and from exit pulpit by the exit operator. 3. Lock the belt wrapper by pin and push the emergency button at exit pulpit. Open the Inspection platform. 4. The sliding platform should be backward; OBBS, Threading table and Tail catcher roll to be in OUT condition and locked by safety pins. The Pusher	
			==		- 1
					1.
				plate to be in OUT position. The oiler roll should be	
				OUT and locked with pins.	
			,	5. Take the coil car out from the spool loading area,	
				and move it towards TR by giving bwd. command	
			~ 1	from OB#5 in exit maintenance mode.	
			and -	6. Match the sleeve ID with that of the mandrel by adjusting the height of the coil car by UP/DOWN	
			AV	command from OB#5. The exit operator may be	
		Environment: No issue	40	guided by another associate to match the height.	
1		Quality: sleeve may get	1	The person engaged in guiding should be at a safe	
		damaged or the final		distance from the moving coil car and the open pit.	
1		product may be affected		Proper communication to be done with the use of	i
1				walkie-talkie 7. Ensure the mandrel is at collapsed condition.	
1				8. Move the coil car backward from OB#5, towards	
			=	the mandrel, such that the sleeve gets on to the	1
1				mandrel. It is not possible to insert the sleeve at one	
				shot. Hence, lower the coil car, match its height	
1				with that of the sleeve edge and again operate the	
				coil car backward from OB#5 to push it on to the	
ł				mandrel. This operation has to be carried out	, 3
				several times until the sleeve gets fully fitted on the	11
				mandrel. In this process the mandrel needs to be expanded and again collapsed several times which	1
				helps in loosening of the surface contact between	
				mandrel and the sleeve.	
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DEPARTMENT	CRM	Page	Page 10 of 10		

Environment: No issue	9.	Removal of the jig from the coil car	Safety: Injury due to slip/trip/fall hazard. Injury from moving forklift. Falling of the jig during placement which may damage the coil car.	SPM Operation Associates, Forklift operator & Contactor person	Every time during pushing the sleeve, the instance of mandrel collapse should match with the push of the car to the edge. Also rotate the mandrel time to time to change the position of sleeve edge for proper result. Continue this activity until the sleeve is fully inserted into the mandrel. 1. Once the sleeve gets out of the mandrel, operate the coil car fwd. from OB#5 and bring the car along with the jig with sleeve on it to the spool loading point. 2. Remove the sleeve from the car with the help of forklift and keep it in designated place in vertical position. 3. Now remove the jig with the help of forklift from the coil car. The activity to be carried out as per the instruction of SPM associate. The operator should be guided accordingly to slowly remove the jig using the forks from the coil car.	Ensure social distancing where ever applicable. Tool handling to be done by using forklift & operation of forklift to be done by concerned & Trained forklift operator. During lifting operation concerned person to be remain in safe distance from hanging tool and away from the forklift swing area.
			Environment: No issue Quality: No issue.	15		

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