

STANDARD OPERATING PROCEDURE

Form No.: EHSMSM/446/4013

Form Rev. No.01

Effective date: 01.04.2009

SOP No:-	CRM/TS/SOP/CGL#2-SPM/16	Effective Date	25-2-2024	REVISION No	04
SOP DESC	WORK HANDLING IN SPM OF CGL # 2	Document No			
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Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
1	Bringing / Sending Work Roll From To Roll Shop through trailer	SAFETY: <ol style="list-style-type: none"> 1) Work roll may fall from the trailer 2) Trailer may hit the Shutter or Exit looper structure/ motor while backing and taking the trailer inside the line for roll unloading. 3) Trailer may hit the Shutter or structure in Roll Shop 4) Crane activity might hit the trailer and lead to toppling 5) Trailer may hit someone on the road or cause damage to structures in the pathway 	Activity to be carried out by Trailer Operator Supervision by SPM associate	Pre Conditions: The Trailer Driver should possess a valid Heavy Vehicle License and should be trained in the activity carried out at CGL-2. Before starting the vehicle, vehicle health to be checked and checklist filled (Brakes/acceleration/condition of wheels/fuel) PPE: Helmet, Fluorescent jacket, Safety goggles, Hand gloves, Safety Shoes, Shin guard Bringing & Sending: <ol style="list-style-type: none"> 1) SPM Operator informs the Trailer operator and to bring the loaded trailer : <ol style="list-style-type: none"> i) CGL-2 to Roll Shop ii) Roll Shop to CGL-2 2) The Trailer Driver to check if the Roll is lashed properly in the Trailer and proceed for transportation only after checking proper lashing & placement. 3) Trailer driver to Fully open the shutter before passing any entrance (CGL-2, Roll Shop) 4) The maximum trailer speed allowed is 10kmph. 5) While taking reverse in any location, the trailer driver to take the assistance of corresponding areas contract worker/supervisor (CGL-2 → Forklift contract supervisor) 6) After parking the trailer in the designated place, scotch block to be placed and vehicle to be put off. The driver should not sit in the vehicle after parked (especially during loading/unloading operation is being carried out) Tools: <ol style="list-style-type: none"> 1. Wooden blocks 2. Scotch Block 	The health of the trailer to be checked by the driver and if any issues, immediately to be escalated to the respective SPM associate and Line Manager. Trailer should not be operated if it is faulty or if any operation malfunctioning.

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				3. Lashing tools	
		ENVIRONMENT: NA			
		QUALITY: NA			
Lifting/Placing of Work Rolls	SAFETY: <ol style="list-style-type: none"> 1) Slings may get teared while handling. 2) Roll may free fall due to crane malfunction 3) Hands may get entrapped between sling and roll 4) Roll might dash onto the structures in the pathway 	Activity carried out by Contract worker under the supervision of SPM associate	Process: <ol style="list-style-type: none"> 1) After the Trailer is placed in the designated place for loading /unloading , the trailer driver to engage scotch blocks and inform the SPM associate. 2) SPM associate to communicate to the contractor to initiate the activity of Roll Loading/Unloading at CGL-2. 3) The SPM associate should initiate and supervise the WR handling activity. 4) While handling the slings, use of sling handling tackle is mandatory. In no circumstances, bare hands are to be used to engage/disengage the sling as it will lead to finger entrapment injury. Unloading Activity : <ol style="list-style-type: none"> 5) The unloading activity is carried out by Contractor employees. 6) Ensure that scotch blocks have been kept below tyres of the trailer 7) Check the QUALITY OF SLINGS before putting it into operation and ensure no visible defect. In case any defective part observed, raise the concern to the concerned associate/line manger to discard the sling. 8) Check the healthiness of Crane (CT/LT/Hoist movement & Crane moving alarm) Proceed for the activity only when all are healthy , 	Do not use improper / damaged sling under any circumstances. Inform line managers and get them replaced immediately before use.	

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				<p>else raise concern to the concerned associate and line manager.</p> <p>9) The activity requires 3 contractor person(One of them crane operator).</p> <p>10) Unlash the Rolls from the Trailer</p> <p>11) Fix the WR changing Slings(2no.) onto the work roll changing tackle with "D" shackles.</p> <p>12) Place the work roll changing tackle with sling in the crane hook.</p> <p>13) Bring the EOT crane over the trailer and place its tong above the Top Work Roll.</p> <p>14) Place the Sling on inner slots provided on the neck of WR shaft on 2 side. Take necessary precautions so that finger does not get entangled between roll chocks/slots and sling. Use the tackles provided to engage the Slings in the right position. Refer to the figure for the procedure.</p> <p>15) Very gradually lift the roll with the crane. Place two more slings on outer slots provided on the neck of Top WR shaft.</p> <p>16) The other end of these two slings to be tied to inner slots provided on the neck of Bottom WR shaft on 2 sides as shown in the fig.</p> <p>17) Sling should be hold on both sides of the chock while lifting to avoid crane swing with the help of tackle .</p> <p>18) Once both the roll is slightly lifted, move out of the area of the</p>	
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				<p>trailer</p> <p>19) Do not stand on side or below the roll within 2 metre peripheries during roll transfer with crane</p> <p>20) Lift the crane carefully up to suitable height. Ensure there is no other activity being carried out in the traverse path. If so, ask the concerned agency to stop the job until the Roll handling activity is completed. Do not operate crane over area where persons are working as it might lead to severe e</p> <p>21) Move the crane slowly in transverse direction towards the roll storage area. Follow the paths as shown in the figure. Any other path that has potential to hit/damage structures should not be followed without the consent of the SPM associate.</p> <p>22) Bring the crane above the roll storage area.</p> <p>23) Gradually bring down the crane just above the roll storage position.</p> <p>24) When there is no crane swing, hold the slings on either side of the chock with the help of tackle.</p> <p>25) Gradually bring down the crane and place the bottom work roll properly on the roll stand.</p> <p>26) Remove the slings from the neck from bottom work roll shaft and also from the WR changing tackle.</p> <p>27) Place wooden blocks above both side chocks of the bottom WR.</p> <p>28) Bring down the crane further and place the top Work roll above</p>	
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			SPM Associates/ Shift Incharge	<p>those wooden blocks above bottom WR.</p> <p>29) Remove the slings from the roll changing tackle.</p> <p>30) Keep the slings at the designated place.</p> <p>31) Remove from crane and keep the roll changing tackle at designated place.</p> <p>32) Step 5 to 15 to be repeated to bring the roll above D/S WR changing car when instructed.</p> <p>33) When the roll is brought over the D/S WR changing car, adjust the position of the roll parallel to the car frame.</p> <p>34) Ensure that the Chock having WR clamping slot is placed on the O/S.</p> <p>35) Then place the rolls gradually on the roll changing car frames.</p> <p>36) Ensure that roll barrel is not hit while handling and placing the roll on car</p> <p>37) In Drive side, there is an active interlock for movement of Drive side Roll car when the access gate is opened.</p> <p>Tools:</p> <ol style="list-style-type: none"> 1. WR lifting tool 2. WR lifting slings. 3. Wooden blocks 4. Scotch Block 5. EOT crane 	<p>Do not use improper / damaged sling under any circumstances. Inform line managers and get them replaced immediately before use</p>
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				<p>6. Sling handling tackles</p> <p>PPEs: Ensure proper PPEs like shin guards, Helmet, safety shoes, Hand, gloves and goggles are worn</p> <p>Process:</p> <p>38) The SPM operator should initiate and supervise the WR handling activity.</p> <p>39) The Roll Shifting activity is carried out by Contractor employees.</p> <p>40) The activity requires 3 contractor person(One of them crane operator).</p> <p>41) The SPM operator should unlock the WR clamp on O/S car tractor and take the tractor to home position.</p> <p>42) Repeat step 5 to 15.</p> <p>43) Bring the EOT crane over the roll stand or trailer and place the Roll.</p> <p>44) Repeat steps 21 to 25.</p> <p>Tools:</p> <p>45) WR lifting tool /tackles</p> <p>46) WR lifting slings.</p> <p>47) Wooden blocks</p> <p>48) Scotch Block</p> <p>49) EOT crane</p> <p>PPEs:</p> <p>Ensure proper PPEs like shin guards, Helmet, safety shoes, Hand, gloves and goggles are worn</p>	
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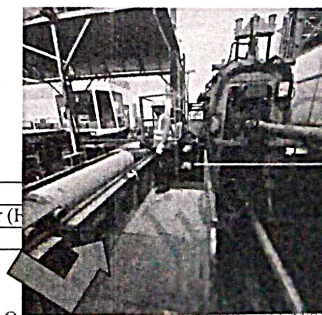
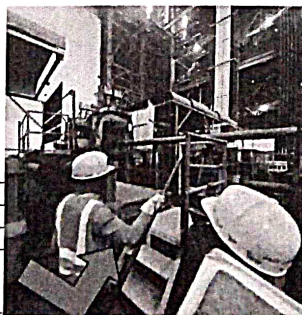
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		ENVIRONMENT: NO EFFECT QUALITY:			
	Loading/Unloading WR in SPMWRC D/S	Safety: Moving Equipment, Work under hanging load, Finger Entrapment injury	Contract Employee	Procedure: 1. The Work Roll car gate is to be kept open while transferring roll in the area. (The Gate is in interlock with the movement of the Roll change car in the Drive side, hence by keeping the gate open, the movement of the work roll car is locked) 2. Whenever the Roll change activity is in progress, for engaging and disengaging the Slings from the roll. Platform on the work roll car to be utilized while handing the Rolls near Work roll car. Ensure all the barricades on the platform are in place.	

x

Valid SOP



Modified Safety Platform
with Handrailing

Name	BY	car (H	
Sign			

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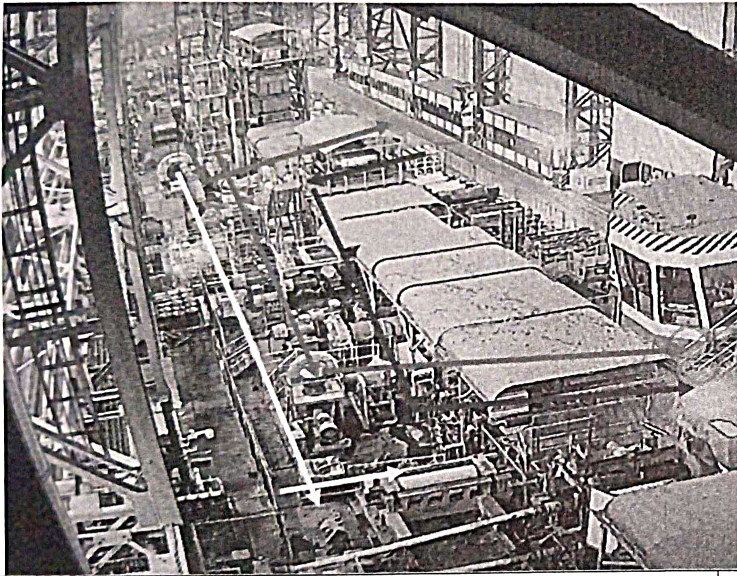
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- Path from WRC D/S to Trailer Loading point
- Path from O/S WRC or O/S Roll storage area to Trailer Loading point
- Path from O/S Roll storage area to Trailer Loading point
- Path from O/S Roll storage area to O/S WRC

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