

STANDARD OPERATING PROCEDURES

Form No. : EHSMSM/446/4013

Form Rev. No. : 01

Effective date: 01.04.2009

SOP No .	MUM/CRM/UTL/ARP/064	Effective Date	17.06.2021	REVISION NO	1
SOP DESC	Iron Oxide Bag loading in trailer	Section	Acid Regeneration plant		
DEPARTMENT	Cold Rolling Mill	Page	1 of 17		

Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
1.	Initial preparation	<p>SAFETY: Following are main hazards: Spillage of Materials, Toppling, Dashing, Collision, Break Down</p> <p>1. Proper approach to Oxide Bags from where the bags will be taken by Fork Lift.</p> <p>2. Movement area between Bag stores to Trailer of Fork Lift should be clear and obstruction free.</p> <p>3. Brief description about hazards, Safety measures to be given to all workers & concerned.</p> <p>4. Injury while handling oxide bags, dermal contact with iron oxide, accident due to vehicular movement (fork lift, truck, trailer and other vehicle moving by the Road)</p> <p>Environment: Spillage of Iron Oxide on ground due to damage of Bag during handling.</p> <p>Quality:</p>	SR. ASSOCIATE / ASSOCIATE	<p>This is an operational offline line material handling job (No ESI required for this job)</p> <p>Process: Trailer driver will come with loading advice paper duly filled in (authorised through IBMD authority). As per the customer requirement (based on verbal communication) oxide bags will be selected by the shift staff. Shift staff will brief the SOP and DO's and Dont's of the loading activity to the Forklift operator, Trailer Operator and contractor staff engaged in the loading process. (annex-1)</p> <p>Tools: Forklift: From CRM Operation, Operator from CRM Operation.</p> <p>PPEs: Wear safety goggles, hand gloves, mask to avoid dermal contact with iron oxide. Display to be kept at site to describe the Iron Oxide loading process is in progress.</p> <p>Collect all spillage oxide separately and clean the area.</p> <p>All PPE to be in working condition.</p>	SS/GEN-29 (TRANSPORTATION SAFETY) SS/GEN - 12 (Road Safety) SS/GEN -07 (Personal Protective Equipment (PPE))

PREPARED BY		APPROVED BY	
Name and Desig	Mukesh Kumar; Sr. Associate	Name and Desig	Mr. Bhagwant Bisht; Manager
Signature with Date		Signature with Date	

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2.	<p>Positioning of trailer Note: 1. Trailer is under administrative control of either RMM for disposal to Sinter Plant or under IBMD for disposal through External Party. 2. Training / validity of license of driver to be checked by RMM or IBMD.</p>	<p>SAFETY:</p> <ol style="list-style-type: none"> Accident due to Lack of Skill of Driver. Fall of Materials during loading or during internal movement. accident due to vehicular movement (fork lift, truck, trailer) Road Hazard (external on-road vehicle passing through the road. Stumbling Hazard due to the topography of area. <p>Environment:</p> <p>Quality: defensive driving</p>	Trailer Driver for placement of Vehicle at the designated location.	<p>Process: Trailer driver shall- Place his vehicle at the <i>identified area</i> (see fig 1) in front of ARP1 Oxide room. <i>Apply parking brake; keep standard scotch blocks under the trailer wheels to prevent free rolling of trailer.</i> Stays inside driver's cabin or in a safe place away from the loading area.</p> <p>Tools: PPEs: Wear safety goggles, hand gloves, mask to avoid dermal contact with iron oxide. Keep safe distance from moving truck, trailer, forklift or On-Road other Vehicle while carrying out loading activity.</p>	SS/GEN-29 (TRANSPORTATION SAFETY) SS/GEN – 12 (Road Safety) SS/GEN – 07(Personal Protective Equipment (PPE)) <p>Note: For any requirement, it is require to move and again to park, Driver has to follow all Road Safety rules and Parking procedure.</p>
3.	Loading of iron oxide on trailer by Fork Lift	<p>SAFETY:</p> <ol style="list-style-type: none"> Accident due to Lack of Skill. Fall of Materials. accident due to other vehicular movement (fork lift, truck, trailer) Road Hazard Stumbling Hazard. 	<p>1. SR. ASSOCIATE / ASSOCIATE</p> <p>2. Forklift</p>	<p>Process: Contractor staff locates the iron oxide bags in ARP1 or ARP2 storage area. Forklift operator lifts iron oxide bag from the location on the forks. <i>Contractor staff will locate the handles of the bag to the fork with the help of a rod and not with bare hands.</i> Takes the oxide bag to the trailer site through <i>designated forklift movement path</i> (see fig 2) and place it one by one on the trailer. After bag loading on one side of the trailer is</p>	<ul style="list-style-type: none"> • Ensure bags are placed side by side on the trailer. • Ensure bags are not kept on top of another bag.

PREPARED BY

Name and Desig Mukesh Kumar; Sr. Associate
Signature with Date

APPROVED BY

Name and Desig Mr. Bhagwant Bisht; Manager
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		6. Fork Lift movement and Operation	Operator for Forklift Operation	<p>complete, trailer driver will tie the bags by rope and change the position of the trailer to load oxide bags on the other side. This time the Trailer need to move through the Road and all Road Safety Rules and TSL declared Safety Timings for Heavy Vehicle movement to be followed by the Trailer Driver.</p> <p>After placement of Trailer Apply parking brake and place the scotch blocks again after repositioning the trailer.</p> <p>General Safety requirement for Fork lift Operation:</p> <ol style="list-style-type: none"> 1. Fork lift operation will be restricted only for in plant operation. 2. Fork lift will not allow moving on road inside works with load. 3. Fork lift will be operated by only authorized trained & licensed personnel. (ARP should only accept Fork Lift Operator from CRM Operation). 4. Use of seat belt is mandatory while operating Fork lift. 5. Speed of the Fork lift should not be more than 5 KM/hr. 6. Keep arms and legs inside the Fork lift while operating. 7. Fork lift will be used to handle only stable loads. 8. Be careful when making sharp turns with load. 9. Load should be placed on fork in such a way that it should not block your view. If a load blocks your view, travel in reverse. 10. No riders will be allowed to seat on fork lift other than 	<ul style="list-style-type: none"> • Ensure there is no oblique pulling of iron oxide bags. <p>SS/GEN-29 (TRANSPORTATION SAFETY)</p> <p>Note: Each Iron Oxide Bag weight is 1 Ton Max and normally between 600 Kg to 900 Kg.</p> <p><i>Do not climb on the Trailer bed or on the side of the Trailer for any reason without proper Staircase at the side of the Trailer.</i></p>

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Name and Desig Mukesh Kumar; Sr. Associate	Name and Desig Mr. Bhagwant Bish; Manager
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				<p>operator.</p> <p>11. While operating fork lift with load, Center the load on the forks and as close to the mast as possible to minimize the potential for the forklift tipping or load falling.</p> <p>12. Overloading a Fork lift makes it hard to control and could make it tip over.</p> <p>13. Place the load at the lowest position for traveling.</p> <p>14. Don't place extra weight on the rear of a counterbalanced forklift to allow an overload.</p> <p>PPEs: Wear safety goggles, hand gloves, mask to avoid dermal contact with iron oxide. Keep safe distance from moving truck, trailer or forklift while carrying out loading activity.</p>	<p>Note: This note is for placement of Iron Oxide Bags over the Trailer Bed. Please follow the Annex 2 at the end of the SOP.</p>
		Environment:		In case of any damage of bags or any spillage of iron oxide, barricade the area, clean the iron oxide and dispose off in designated bin only.	
		Quality:		Place caution board "IRON OXIDE LOADING IS IN PROGRESS" in both ends of the trailer	
4. Clearance to the trailer	SAFETY: <ul style="list-style-type: none"> 1. Accident due to Lack of Skill. 2. Fall of Materials. 3. accident due to vehicular movement (fork lift, truck, 	SR. ASSOCIATE / ASSOCIATE Trailer Driver for Vehicle	Process: Trailer driver will tie the bags properly from the ground level <u>(optional: not required when the guard railing around the trailer is raised and locked after loading is over. See picture attached.)</u>	Note: During throwing of Rope over the Trailer bed and Iron Oxide Bag, the person, who	

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Name and Desig	Mukesh Kumar; Sr. Associate	Name and Desig	Mr. Bhagwant Bisht; Manager
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		trailer) 4. Road Hazard 5. Stumbling Hazard.	related activity.	<p>Note:</p> <p>Do's: Rope shall be thrown over the bags from road side and will be tightened from ARP side. One person should watch on the other side that rope is not thrown over any passerby and he shall divert the passerby as well.</p> <p>Don'ts: <i>In no case rope should be thrown to the road side from ARP side.</i></p> <p>Nobody should climb the trailer to cover bags with tarpaulins for any such reason of Rain or other.</p> <p>Take the loading advice slip duly signed by the ARP shift staff.</p> <p>Remove scotch blocks, Remove display Board, disengage parking brake and start for dispatch.</p> <p>PPEs:</p> <p>Keep safe distance from moving truck, trailer or forklift while carrying out loading activity.</p>	executes the job, should stand on the Road side of the Trailer. One other person should Supervise for the vehicle movement of the Road. For that Red Flag or Red hand light can be used. He should stand at a safe place. Following the Figure 9 for reference.
		Environment:			
		Quality:		Trailer driver should follow safety timing of vehicle movement.	

Annexure-1

मानव संसाधनों का सम्बन्धित विवरण:-

पात्र :-	नाम :-
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१.	१. इंटर्नल लिफ्ट का उपयोग करके बैग को लाइफ्ट पर ले जाएं।	न होता:-			
२.	२. बैग को लाइफ्ट पर ले जाएं।	१. इंटर्नल लिफ्ट का उपयोग करके बैग को लाइफ्ट पर ले जाएं।			
३.	३. बैग को लाइफ्ट पर ले जाएं।	२. इंटर्नल लिफ्ट का उपयोग करके बैग को लाइफ्ट पर ले जाएं।			
४.	४. इंटर्नल लिफ्ट का उपयोग करके बैग को लाइफ्ट पर ले जाएं।	३. इंटर्नल लिफ्ट का उपयोग करके बैग को लाइफ्ट पर ले जाएं।			
५.	५. बैग को लाइफ्ट पर ले जाएं।	४. इंटर्नल लिफ्ट का उपयोग करके बैग को लाइफ्ट पर ले जाएं।			
६.	६. बैग को लाइफ्ट पर ले जाएं।	५. इंटर्नल लिफ्ट का उपयोग करके बैग को लाइफ्ट पर ले जाएं।			
७.	७. बैग को लाइफ्ट पर ले जाएं।	६. इंटर्नल लिफ्ट का उपयोग करके बैग को लाइफ्ट पर ले जाएं।			
८.	८. बैग को लाइफ्ट पर ले जाएं।	७. बैग को लाइफ्ट पर ले जाएं।			
९.	९. बैग को लाइफ्ट पर ले जाएं।	८. बैग को लाइफ्ट पर ले जाएं।			
१०.	१०. बैग को लाइफ्ट पर ले जाएं।	९. बैग को लाइफ्ट पर ले जाएं।			
११.	११. बैग को लाइफ्ट पर ले जाएं।	१०. बैग को लाइफ्ट पर ले जाएं।			
१२.	१२. बैग को लाइफ्ट पर ले जाएं।	११. बैग को लाइफ्ट पर ले जाएं।			
		१२. बैग को लाइफ्ट पर ले जाएं।			
		१३. बैग को लाइफ्ट पर ले जाएं।			

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Name and Desig	Mukesh Kumar; Sr. Associate	Name and Desig	Mr. Bhagwant Bish; Manager
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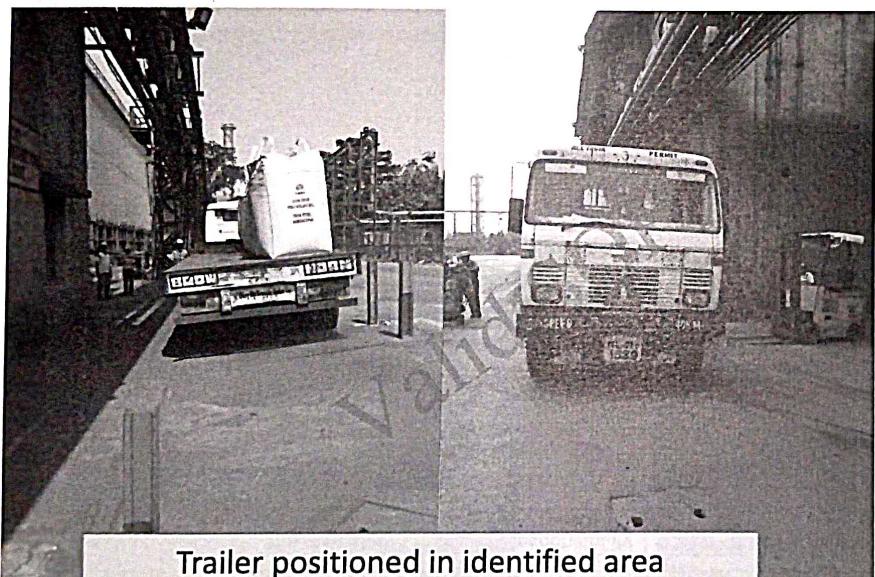


Figure 1

PREPARED BY		APPROVED BY	
Name and Desig	Mukesh Kumar; Sr. Associate	Name and Desig	Mr. Bhagwant Bishit; Manager
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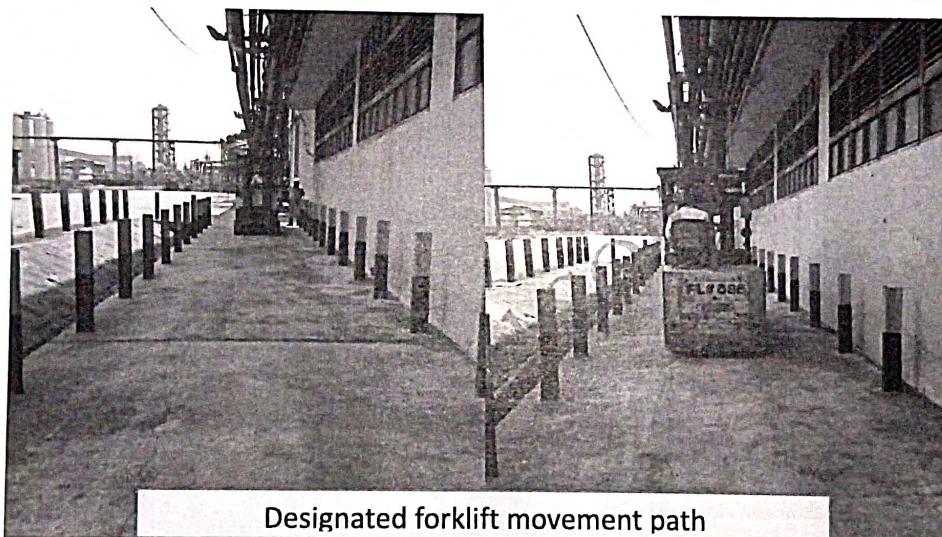


Figure 2

PREPARED BY		APPROVED BY	
Name and Desig	Mukesh Kumar; Sr. Associate	Name and Desig	Mr. Bhagwant Bishit; Manager
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Load not to be lifted more than 8 inches from ground while travelling

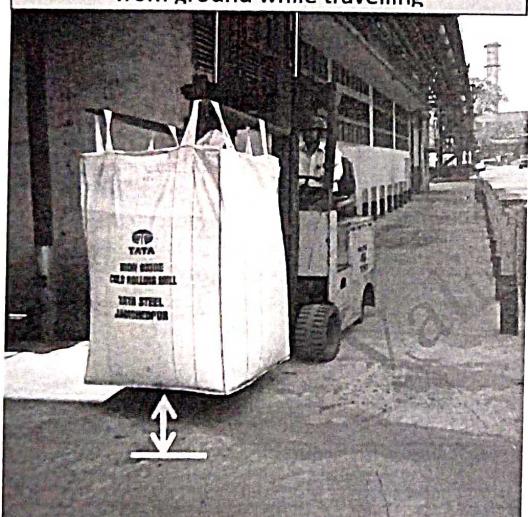


Figure 3



Lift and place iron oxide bag on the trailer

Figure 4

PREPARED BY		APPROVED BY	
Name and Desig	Mukesh Kumar; Sr. Associate	Name and Desig	Mr. Bhagwant Bishit; Manager
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OK



Railing is **Collapsible Type**, by releasing the hinge the Railing will be released from place and during Closing just take up and lock.

NOT OK



Railing is **Removal Type**, to open person need to take out and remove to other place and for again take and load manually to place the Railing to close.

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Annexure 2:

1. Loading should be such that in no case the height of the load exceeds the Trailer Cabin height.
2. No one should be on the trailer bed while loading the Iron Oxide Bag on the trailer.
3. Necessary lashing, rope etc. shall be used to hold the Iron Oxide Bag in desired condition. These should be of adequate strength to prevent toppling on transit.
4. Based on the Trailer size following configuration of the placement of Iron Oxide Bag over the Trailer Bed:
 - a. There are 4 type of Trailer configuration coming to ARP either from RMM or from IBM.
 - b. Hence, accordingly there are 4 set of configuration for Bag placement required to do.
 - c. Configuration A: It accommodates 14 Nos. Standard Iron Oxide Bag on the Trailer Bed.
 - d. Configuration B: It accommodates 18 Nos. Standard Iron Oxide Bag on the Trailer Bed.
 - e. Configuration C: It accommodates 20 Nos. Standard Iron Oxide Bag on the Trailer Bed on 2 section
 - f. Configuration D: It accommodates 20 Nos. Standard Iron Oxide Bag on the Trailer Bed on single Section
5. Please find below figures – from Fig. 5 to Fig. 8.
6. As per the Trailer Bed, placement Bags to be done accordingly.

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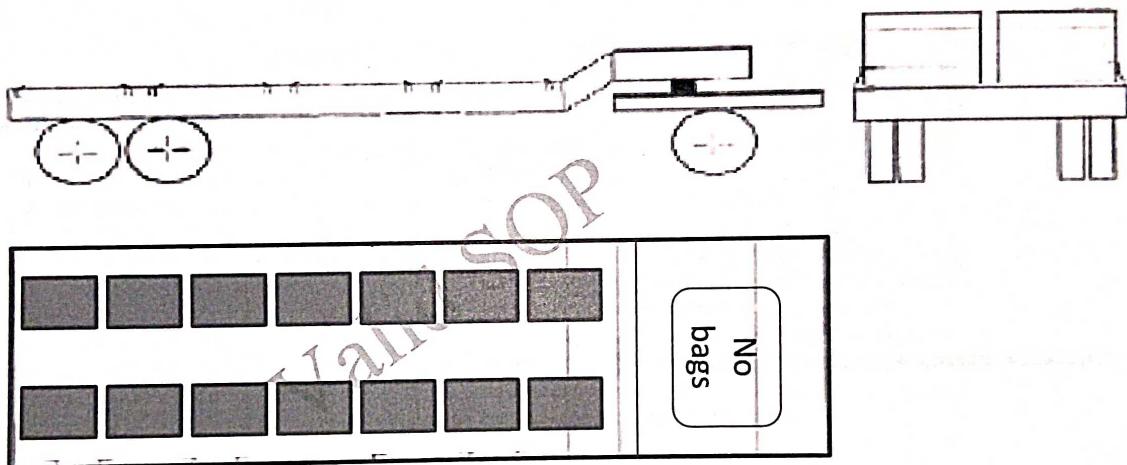


Figure 5: Configuration A - With 14 Bags – No Bags on the Head Side

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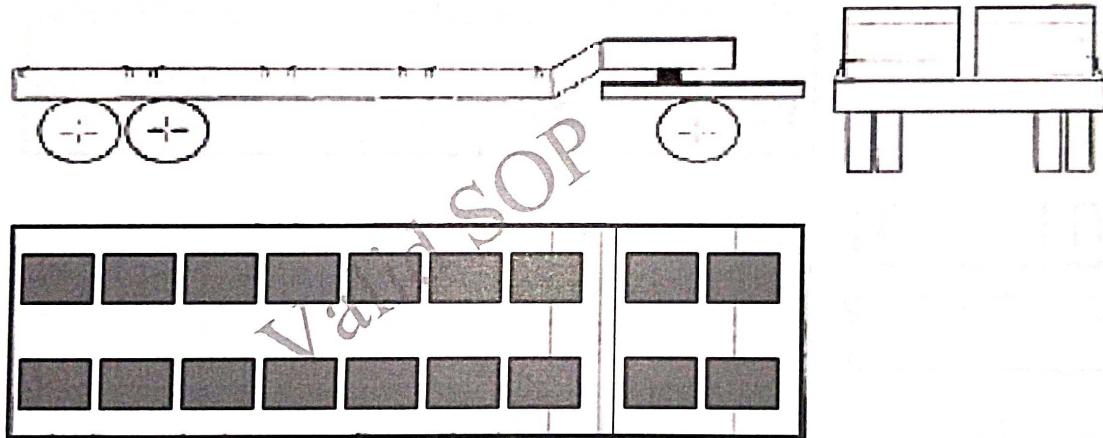


Figure 6: Configuration B - With 18 Bags – 4 Nos. Bags on the Head Side – Total 18 Nos. Bag on the Trailer

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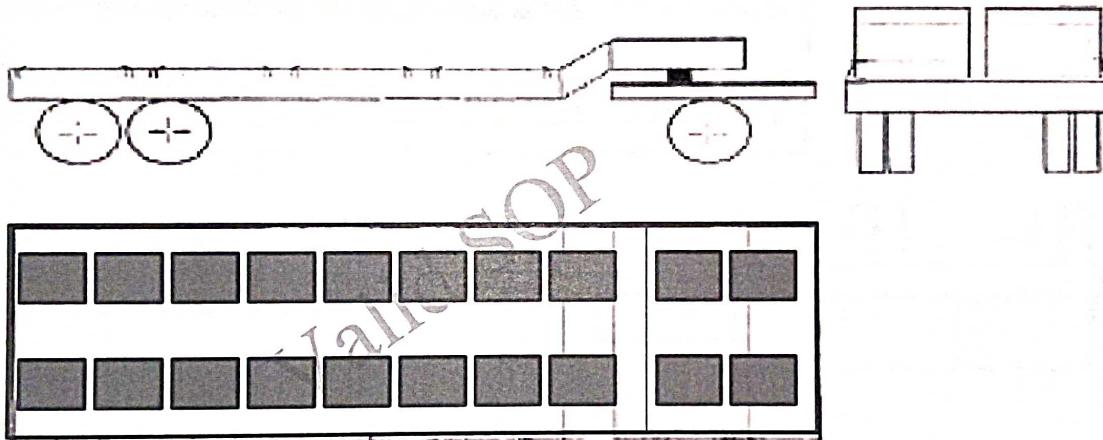


Figure 7: Configuration C - With 20 Bags – accommodates 20 Nos. Standard Iron Oxide Bag on the Trailer Bed on 2 sections

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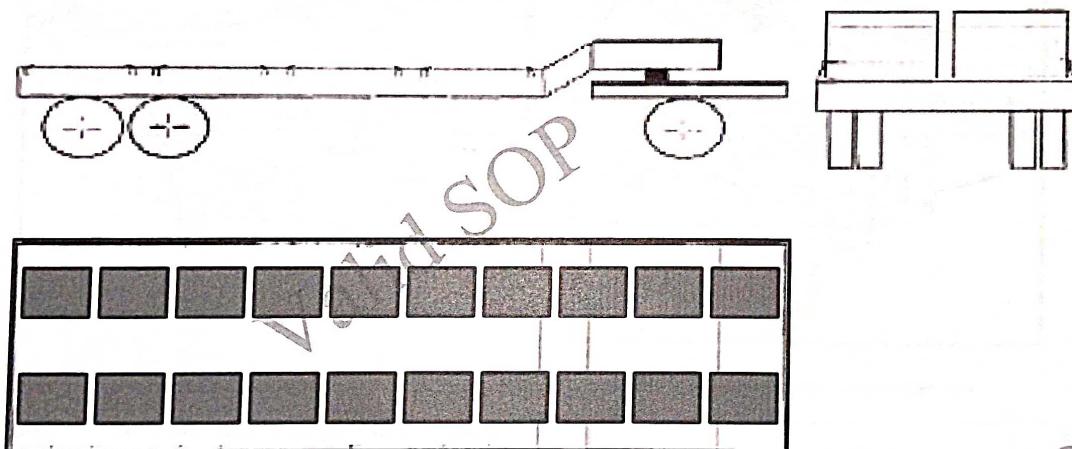


Figure 8: Configuration D - With 20 Bags – accommodates 20 Nos. Standard Iron Oxide Bag on the Trailer Bed on single sections

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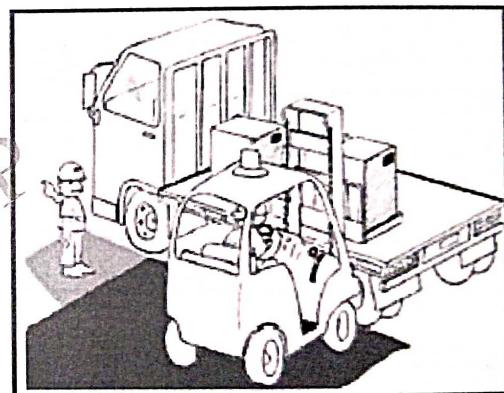
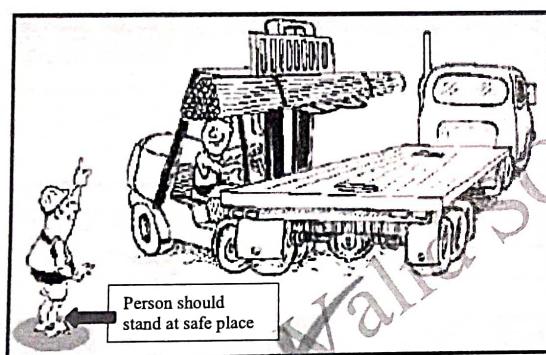
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SOP No .	MUM/CRM/UTL/ARP/064	Effective Date	17.06.2021	REVISION No	1
SOP DESC	Iron Oxide Bag loading in trailer	Section	Acid Regeneration plant		
DEPARTMENT	Cold Rolling Mill	Page	16	of	17

Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference

Figure 9: Reference figure of standing Safe Place for standing during supervision of Rope throwing and loading activity.



PREPARED BY	APPROVED BY
Name and Desig Mukesh Kumar; Sr. Associate	Name and Desig Mr. Bhagwant Bisht; Manager
Signature with Date	Signature with Date

STANDARD OPERATING PROCEDURES

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Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
0.0		01.09.2010		Formatting	
1.0		11.05.2013		Loading Procedure step explained	
2.0		11.08.2014		Trailer Loading Procedure modified	
3.0		18.10.2014		Fork Lift Operation added	
4.0		30.08.2016		1. Trailer side guide to be added 2. Driving Safety Standard to be added. 3. All present practice to incorporate	
0		14.10.2020		Uploaded in GDSCS, approver name changed	
1		17/06/2021		Job type added	

PREPARED BY	APPROVED BY
Name and Desig Mukesh Kumar; Sr. Associate	Name and Desig Mr. Bhagwant Bisht; Manager
Signature with Date	Signature with Date