

STANDARD OPERATING PROCEDURE

Form No.: EHSMSM/446/4013

Form Rev. No.01

Effective date: 01.04.2009

SOP No:-	CRM/TS/SOP-CGL2-SPM/015	Effective Date	10.06.2021	REVISION No	00
SOP DESC	BUR 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 Backup Roll From/To Roll Shop	SAFETY: 1) Back up roll may fall from the trailer 2) Trailer may hit the loop motor while backing and taking the trailer inside the line for roll unloading. 3) Maximum Trailer speed- 10 Km/hrs. 4) Don't stand under hanging load. 5) Use the tackle for inserting /removing sling.	Contract Employee / Trailer Operator	Process: Bringing: 1) SPM Operator informs the Trailer operator and contractor supervisor to bring the roll from roll shop. 2) Contractor casuals load the Backup roll on trailer with the help of roll-shop persons. 3) Lashing of both chocks of the loaded BUR with the arrangement provided on the trailer bed. 4) BUR is brought from roll shop via trailer. 5) The trailer is parked in the designated area for BUR unloading inside the line. 6) Then contractor employee to unload the roll from trailer after Unlashing the Chock and keep in storage area. Sending: 7) Operator informs the Trailer operator and contractor supervisor to send the roll to roll shop 8) The trailer is parked in the designated area for BUR loading inside the line 9) Contractor casual load the Backup roll on trailer 10) Lashing of both chock of the loaded BUR with the arrangement provided on the trailer bed. 11) Trailer driver takes the trailer to the roll shop. 12) Then contractor employee to unload the roll from trailer after Unlashing the Chock and keep in storage area with the help of roll shop persons at roll shop Tools: BUR lifting tackle. BUR lifting slings. C frame. BUR changing Table. EOT crane	

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				PPEs: Ensure proper PPEs like shin guards, Helmet, safety shoes, Hand, gloves and goggles.	
		ENVIRONMENT: NA			
		QUALITY: NA			
2	Unloading from Trailer:	SAFETY: 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) Sling holders may come out of back up roll chocks. 5) Don't stand under hanging load. 6) Use the tackle for inserting/removing slings in all circumstances.	Process Associates	Process: 1. The SPM operator should initiate and supervise the BUR handling activity. 2. The unloading activity is carried out by Contractor employees. 3. Ensure that scotch blocks have been kept below tyres of the trailer (as shown in Fig-1). 4. The activity requires 5 contractor person (One of them crane operator). 5. Place the BUR changing Slings (4no.) with Sling holders (4no.) inside the Crane Hook. 6. Bring the EOT crane over the trailer and place its tong above the Back Up Roll. 7. Place the Sling holders inside the slots provided on BUR chocks on 4 sides as shown in the fig. 8. Very gradually lift the roll with the crane. 9. Sling should be hold on both sides of the chock while lifting to avoid crane swing. 10. Once the roll is slightly lifted, move out of the area of the roll.	Do not use improper / damaged sling under any circumstances. Inform line managers and get them replaced immediately before use.

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				<p>11. Do not stand on side or below the roll.</p> <p>12. Lift the crane carefully up to suitable height.</p> <p>13. Move the crane slowly in transverse direction towards the roll storage area.</p> <p>14. Crane should be brought slowly from drive side towards operator side of the line.</p> <p>15. Bring the crane above the roll storage area.</p> <p>16. Gradually bring down the crane just above the roll storage position.</p> <p>17. When there is no crane swing, hold the slings on either side of the chock.</p> <p>18. Gradually bring down the crane and place the roll properly on the roll stand.</p> <p>19. Remove the sling holders from the chocks and remove the slings from the crane.</p> <p>20. Keep the slings at the designated place.</p> <p>21. If roll stand is not empty, place solid wooden blocks below both the chocks and place chocks above them.</p> <p>Tools:</p> <p>1) BUR lifting tackle.</p> <p>2) BUR lifting slings.</p> <p>3) BUR changing Table.</p>	
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3.	Moving BUR from Roll stand to Mill area:		<p>4) EOT crane 5) Sling handling tool</p> <p>PPEs: Ensure proper PPEs like shin guards, Helmet, safety shoes, Hand, gloves and goggles are worn</p> <p>Process:</p> <ol style="list-style-type: none"> 1. The SPM operator should initiate and supervise the BUR handling activity. 2. The Roll Shifting activity is carried out by Contractor employees. 3. The activity requires 5 contractor person(One of them crane operator). 4. Place the BUR changing Slings(4no.) with Sling holders (4no.) inside the Crane Hook. 5. Bring the EOT crane over the roll stand and place its tong above the Bottom Back Up Roll. 6. Place the Sling holders inside the slots provided on BUR chocks on 4 sides with the help of tackle. 7. Very gradually lift the roll with the crane. 8. Sling should be hold on both sides of the chock while lifting to avoid crane swing. 9. Once the roll is slightly lifted, move out of the area of the roll. 10. Do not stand on side or below the roll. 	
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				<p>11. Lift the crane carefully up to suitable height.</p> <p>12. Move the crane slowly in transverse direction towards the Mill area.</p> <p>13. Bring the crane above the roll changing rail in front of the mill.</p> <p>14. Gradually bring down the crane just above the roll changing rail.</p> <p>15. When there is no crane swing, hold the slings on either side of the chock.</p> <p>16. Gradually bring down the crane and place the roll properly on the roll changing rail.</p> <p>17. Remove the sling holders from the chocks and remove the slings from the crane by using the tackle. (Keep 4 slings for "C" frame handling).</p> <p>18. Place the crane above the "C" frame and put the slings on 4 slots on four corners of the frame along with the sling holders used for Back Up Roll lifting</p> <p>19. Lift the "C" frame with crane and bring it above the bottom BUR.</p> <p>20. Place the "C" frame over the BUR chocks on the slot provided.</p> <p>21. Take out the slings.</p>	
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			<p>22. Repeat steps 4 to 13 to bring the Top BUR.</p> <p>23. Place the top BUR over the "C" frame on the designated slot.</p> <p>24. Remove the slings holders from the BUR chocks with the help of BUR changing table as shown in fig.</p> <p>25. Take out the crane carefully from the roll area and remove the slings from the crane.</p> <p>26. Keep the slings at the designated place.</p> <p>27. Same procedure to be followed for handling and transporting of Mill out BURs from mill area to roll stand area and for placing them in trailer for transferring to roll shop.</p> <p>Tools:</p> <ol style="list-style-type: none"> 1) BUR lifting tackle. 2) BUR lifting slings. 3) C frame. 4) BUR changing Table. 5) EOT crane 6) Sling handling tackle <p>PPEs:</p> <p>Ensure proper PPEs like shin guards, Helmet, safety shoes, Hand gloves and goggles are worn</p>	
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