

STANDARD OPERATING PROCEDURE

Form No.: EHSMSM/446/4013

Form Rev. No.01

Effective date: 01.04.2009

SOP No:-	CRM/TS/SOP/CGL/07	Effective Date	20.09.2021	REVISION No	05
SOP DESC	Loading & Unloading of Zinc Ingots and Dross	Section	CGL	Rev date- 06-03-2023	
DEPARTMENT & SECTION	Cold Rolling Mill	Page	1 of 1		

CStep No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference															
1.	Unwrapping of Cover and Chain over the Zinc Ingots	Safety Hazards: 1) Falling Hazard -Avoid climbing on the truck -use ladder provided, if there is any requirement to climb. 2) Latch the wheels of the movable staircase if used. 3) During rainy season be especially cautious of Slip trip fall hazard.	Truck Driver (for all 6 Steps)	Process 1. Park the truck in the designated location 2. Approval for unloading should be taken from the shift office. 3. Untie the ropes to remove the cover, preferably without climbing on the trailer. 4. Remove the cover, placed on the ingots 5. Wrap the cover and keep it in truck cabin 6. Unlock the chains provisioned– by standing on the ground itself without climbing the truck. 7. PPE: Hand Gloves and necessary PPE																
2.	Preparation for Loading & Unloading of Zinc Ingots	SAFETY: 1. Toppling of Zinc Ingot/ Dross while handling 2. Unwanted movement of Trailer due to absence of Scotch block 3. Dashing against Moving Forklift/ Trailer 4. Material Damage 5. Injury due to Moving Vehicles on Road 6. Injury due to moving Forklift- collision 7. All contract labours as well as fork lift operators must adhere to the following PPEs: Helmet, Shin Guard, Safety Goggles, Gloves, Safety shoes. 8. During loading, it must be crosschecked that no one is standing near the pull area of forklift. 9. Unmanned Movement of Trailer: Make sure that scotch blocks have been kept below tyres of the trailer for safety purpose	Forklift Operator	PPEs: Safety Helmet, Safety Shoes, Shin Guard, Safety Goggles and Fluorescent Jacket Process: 1. The Trailer should be parked for Unloading at CGLs only after confirmation from Line Manager/ Shift In-charge 2. Check for the availability of Forklift and its condition should be checked. 3. Forklift Check points: Battery charge status, Fork lock, horn status, battery leakage, hydraulic oil leakage, camera and condition of hoist chain should be checked before using the forklift. 4. Selection of Forklift for Open Trailer: <table><tr><th>Material</th><th>CGL1</th><th>CGL2</th></tr><tr><td>SHG (1 Ton)</td><td>NA</td><td>2,5 Ton Forklift</td></tr><tr><td>CGG (1 Ton)</td><td>NA</td><td>2,5 Ton Forklift</td></tr><tr><td>Alloy (100 Kg)</td><td>2 Ton Forklift</td><td>2 Ton Forklift</td></tr><tr><td>Sb (10 kg)</td><td>2 Ton Forklift</td><td>NA</td></tr></table>	Material	CGL1	CGL2	SHG (1 Ton)	NA	2,5 Ton Forklift	CGG (1 Ton)	NA	2,5 Ton Forklift	Alloy (100 Kg)	2 Ton Forklift	2 Ton Forklift	Sb (10 kg)	2 Ton Forklift	NA	
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PREPARED BY

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Name and Design:- Sai K Gudimetla

Signature with Date:

Signature with Date:

Name and Signature

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3.	Loading of Dross	SAFETY: <ol style="list-style-type: none"> 1. Tumbling of Zinc Ingot/ Dross while loading due to imbalance 2. Injury due to Moving Vehicles on Road 3. Injury due to moving Forklift- collision 4. All contract labours as well as fork lift operators must adhere to the following PPEs: Helmet, Shin Guard, Safety Goggles, Gloves, Safety shoes. 5. During loading, it must be crosschecked that no one is standing near the pull area of forklift. 6. Unmanned Movement of Trailer: Make sure that scotch blocks have been kept below tyres of the trailer for safety purpose 	Forklift Operator	<ol style="list-style-type: none"> 1. Trailer shall be parked in the designated location near CGL-1 2. Take Work Permit with Six Directional Hazard mentioned according to the site of work. 3. Forklift Check points: Battery charge status, Fork lock, horn status, battery leakage, hydraulic oil leakage, camera and condition of hoist chain should be checked before using the forklift. 4. Make sure that trailer is positioned in a fixed position by providing scotch blocks. 5. Zn loading to be done in open dala Trailer using 2 t forklift 6. Barricade the area from to prevent any unwanted movement while unloading (Visual Barricading) 7. Using appropriate Forklift; insert the Fork of the Forklift below the dross and Lift it. Use Safety Belt while using Forklift 8. While carrying the Zinc ingot ensure proper height of the Load to prevent Toppling. 9. Zinc Ingots/ Bundles/ Dross are shaped such as to help in easy handling through Forklift and provide for insertion of fork on the Trailer 10. Ensure no person stands behind the Forklift while it is in operation 11. Do not take sharp turns and Reduce Speeds at Turnings 12. Zinc Dross are kept at designated place outside CGL1 Ready for transfer. When Loading Zinc Dross do not mix dross from CGL1(If any) and CGL2. 13. Lift the Dross one by one from the designated Location outside CGL1 using the Fork of the Forklift and place it on the Open trailer parked outside CGL1. Dross from CGL 2 are shaped to allow for Easy handling by Forklift 14. For dross kept at CGL2 side, first transfer to CGL1 dross storage and then load in trailer. Transfer 2 at a time 15. Loading in trailer should not be more than 2 high 16. Restrict any unauthorized movement in the area while handling 	<ul style="list-style-type: none"> Forklifts shall move only on the Designated Pathway Forklift shall not move on any Drain Covers/ Chequered Plates
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