

STANDRAD OPERATING PROCEDURES

Form No. : EHSMSM/446/4013

SOP No .	CRM/TS/SOP/SPM/005	Effective Date	16.08.18	REVISION No	02
SOP DESC	R.P oil management (handling and filling)	Section	SPM		
DEPARTMENT	CRM	Page	1 of 9 pages		

Standard Operating Procedure

1. Purpose: This Standard Operating Procedure defines the steps involved in the Skin Pass Mill for Rust preventive oil management to ensure smooth functioning of the mill, improve the quality, ensure safety and increase in production.
2. Scope: Applicable to Skin Pass Mill.
3. Reference: Refer Skin Pass Mill
4. Definitions: PPE – Personal Protective Equipment
SPM – Skin pass mill
R.P – Rust preventive
5. Distribution List: Head (ECL BAF SPM)


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

PREPARED BY	APPROVED BY
Name and Desig : Sanjoy Bhattacharjee (Asst. Manager)	Name and Desig : Saibal Dutta (Sr. Manager)
Signature with Date : 18.08.20	Signature with Date : 18.08.20

STANDRAD OPERATING PROCEDURES

Form No. : EHSMSM/446/4013

SOP No .	CRM/TS/SOP/SPM/005	Effective Date	16.08.18	REVISION No	02
SOP DESC	R.P oil management (handling and filling)	Section	SPM		
DEPARTMENT	CRM	Page	2 of 9 pages		

Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
1	<p>Unloading of Oil Barrel from Truck with the help of Forklift and storage of barrel at the oil storage area.</p> 	<p>1. Injury during climbing onto the truck bed. 2. Physical Injury due to barrel falling and during tilting from vertical to horizontal position on the truck. 3. Chance of slipping incase of oil leakage. 4. Overhead crane movement, so be careful while unloading and one person should guide the forklift driver always regarding crane movement. 5. Use Drum Grabber in to the fork of forklift during unloading the barrels.</p> <p>6. The forklift operator should lower the blades gently otherwise the barrel will roll at a higher speed and cause physical injury to the person standing there to stop and lift it.</p>	<p>Quaker Supervisor & Contract Labour, forklift operator.</p>	<p>1. Required PPE'S like safety helmet, shoes, goggles, shin guard must be used. Use face mask/face shield as applicable. Maintain social distancing as applicable during the whole activity. 2. To climb on to the truck bed, use the portable ladder. Position the ladder and lock the ladder wheels before using it. Once climbed on to the truck bed, remove the ladder from near the truck and keep it at safe distance from the truck area. 3. Tilt the barrel on the truck from vertical to horizontal position (be careful and keep your legs and other body parts away from the barrel while tilting it). Use hand gloves for handling barrel. Place the fork of the forklift parallel to the truck bed and touching the bed. Gently roll the horizontal barrel over the truck bed on to the fork (be cautious that the fork end is perfectly parallel or slightly at lower level from the truck bed. Take care that the fork directly does not touch the barrel, otherwise it may pierce the barrel, leading to puncture and oil leakage). Once the barrel is placed on the fork and rest by the vertical post of the forklift, the arm of the forklift should be slightly lifted and tilted towards the driver, so that the barrel rest by the vertical post of the forklift. Stay away from Fork blades and moving forklift. Unload one barrel at a time. 4. The person deputed to guide the driver of the overhead crane movement, depending on the crane position, should guide the driver to operate the forklift. The driver should lower the forks gently to a safe height from the ground</p>	<p>Truck to be provided with scotch block.</p> <p>The entire activity of barrel unloading to be performed with proper e-permit from operation.</p>

PREPARED BY	APPROVED BY
Name and Desig : Sanjoy Bhattacharjee (Asst. Manager)	Name and Desig : Saibal Dutta (Sr. Manager)
Signature with Date : 18.08.20	Signature with Date : 18.08.20

STANDRAD OPERATING PROCEDURES

Form No. : EHSM/446/4013

SOP No .		CRM/TS/SOP/SPM/005		Effective Date	16.08.18	REVISION No	02
SOP DESC		R.P oil management (handling and filling)		Section	SPM		
DEPARTMENT		CRM		Page	3 of 9 pages		
					<p>and drive the vehicle to the storage area. There he will slowly and gently lower and tilt the fork, such that the barrel slowly rolls over the ground in the oil storage area.</p> <p>5. Two people should lift the barrel from horizontal to vertical position safely and keep in R.P Oil storage area in an orderly manner. Lot nos/barrel nos/date to be marked over the barrel top for future identification and records.</p> <p>6. For unloading plastic barrels in vertical condition, move the barrel at the edge of the truck bed and then position the two forks by the wall of the barrel and gently press to grip it. Lift it with the help of the forks of the forklift. Take care that the forks do not press the barrels too much. Now transfer the barrels at storage area in vertical condition under the guidance of a person who will make aware of the crane movement. At the storage area store it in an orderly manner with required identification marked on the barrel surface.</p>	<p>One person must be there to guide the forklift operator from crane movement in that area.</p> <p>The oil storage area must be clean from any oil/grease or unwanted materials.</p>	
		ENVIRONMENT: - Oil spillage if the barrel gets punctured /opened.	Quaker Supervisor & Contract Labour, forklift operator.		<p>Take care such that no puncture of barrels/leakage of oils occurs during unloading. If there is any leakage of oil, clean the area first, arrange to arrest the leakage or collect the leaked oil in separate container. All activities must be stopped, till the leaked barrel is isolated and the area is properly cleaned and made fit for further activity to be performed.</p>		
		QUALITY: - No issues					

PREPARED BY	APPROVED BY
Name and Desig : Sanjoy Bhattacharjee (Asst. Manager)	Name and Desig : Saibal Dutta (Sr. Manager)
Signature with Date : 18.08.20	Signature with Date : 18.08.20

STANDRAD OPERATING PROCEDURES

Form No. : EHSMSM/446/4013

SOP No .	CRM/TS/SOP/SPM/005	Effective Date	16.08.18	REVISION No	02
SOP DESC	R.P oil management (handling and filling)	Section	SPM		
DEPARTMENT	CRM	Page	4 of 9 pages		
2	Checking of oil level	1. Incident caused due to lack of knowledge about the job. 2. Injury due to not using proper and adequate safety appliances. 3. Incident due to slippage on oily surface.	Quaker shift in charge	1. Use all PPE's (Safety Helmet/Safety Shoes/Safety Goggles/ Hand Gloves/Shin Guard/Safety Jacket). 2. RPO Drum will be added in between level 300 to 800 for Main Tank and for Direct Header Tank Drum will be added in 400 to 600 levels. These are as per level indicator provided in both the Tank. 3. After checking RPO tank level, inform SPM shift in charge / associate of pulpit and addition will be done as per their advice.	Keep note of the rpo level in the tank in a register before and after oil addition.
		ENVIRONMENT: - Oil depletion due to leakage of pipe or tank	Quaker shift In-charge and pulpit operator	Check for any leakage/spillage in case of abnormal level drop.	
		QUALITY: - Oil must be restored if falls below the prescribed level otherwise hindrance in oiling	Quaker shift In-charge and pulpit operator	After checking RPO tank level, inform SPM shift in charge / associate of pulpit and addition will be done as per their advice.	
3.	R.P.oil filling by Electrical pump.	1. Incident caused due to lack of knowledge of electrical apparatus. 2.Injury due to not using proper and adequate safety appliances 3. Injury due to slip/trip/fall within and near by the premises of storage tank due to oily floor/or unwanted materials. 4. Injury to hand/waist/foot during barrel handling/shifting. 5. Don't touch the pump while running. Be cautious from electrocution from naked wires or defective electrical fittings. If found damaged, inform pulpit operator to replace it. Do not use defective or faulty	Quaker Supervisor & Contract Labour	1. Take the work permit from spm operation to fill the oil after check the level of tank. 2. Insert the oil suction pipe in to the oil drum, and open both the inlet and the outlet valves. Ensure that the inlet valve of the respective tank is open and that of the other in closed condition. 3. Put the main power ON, start the ON push button of the motor starter. Check for any leakage in the pipelines. If found any leakage immediately stop the pump and inform concerned shift in-charge. 4. The time should be 20 minutes for emptying the drum else check physically (Shake the drum). Check the oil level rise in the tank 5. Once the drum is empty, Stop the motor starter.	Barrel no, receiving date & lot no should be mentioned in log book. Keep note of the rpo level in the tank in a register before and after oil addition.

PREPARED BY	APPROVED BY
Name and Desig : Sanjoy Bhattacharjee (Asst. Manager)	Name and Desig : Saibal Dutta (Sr. Manager)
Signature with Date : 18.08.20	Signature with Date :18.08.20

STANDRAD OPERATING PROCEDURES

Form No. : EHSMSM/446/4013

SOP No .	CRM/TS/SOP/SPM/005	Effective Date	16.08.18	REVISION No	02
SOP DESC	R.P oil management (handling and filling)	Section	SPM		
DEPARTMENT	CRM	Page	5 of 9 pages		
		electrical appliances. Use only standard appliances. 6. Don't remove the suction pipe from the drum while pump is running. 7. For changing the drum first stop the pump and take out the pipe again insert the pipe into the new drum (filled with oil) then start the pump.		6. Remove the Oil suction pipe from the empty drum and placed the empty drum at empty drum storage area. 7. Maintain oil level in the tank as desired or as directed by the pulpit operator. 8. Take the signature from spm associate in the log book. 9. Oil filtration to be done either barrel to barrel or from tank to barrel or tank to tank time to time.	
		ENVIRONMENT: Be careful for any oil leakage hence oil loss.	Quaker Supervisor & Contract Labour	1. Work to be executed as stated above 2. Cotton waste must be dumped in the oil soaked cloth bin outside SPM after cleaning the floor oil.	
		QUALITY: - Proper quantity of oil to be filled in the tank else line will stop due to no oiling which is nonconformance to quality.	Quaker Supervisor & Contract Labour	Always ensure sufficient oil in the tanks. The oil transfer pump should not run dry.	

PREPARED BY	APPROVED BY
Name and Desig : Sanjoy Bhattacharjee (Asst. Manager)	Name and Desig : Saibal Dutta (Sr. Manager)
Signature with Date : 18.08.20	Signature with Date :18.08.20

STANDRAD OPERATING PROCEDURES

Form No. : EHSMSM/446/4013

SOP No .	CRM/TS/SOP/SPM/005	Effective Date	16.08.18	REVISION No	02
SOP DESC	R.P oil management (handling and filling)	Section	SPM		
DEPARTMENT	CRM	Page	6 of 9 pages		
4	Transporting barrel from storage place to tank area. (If electrical pump is not working)	1. Incident caused due to lack of knowledge about the job. 2. Injury due to not using proper and adequate safety appliances 3. Incident due lack of knowledge about electrical appliances. 4. Injury due to slip/trip/fall within and near by the premises of storage tank due to oily floor/or unwanted materials. 5. Injury to hand/waist/foot during barrel handling/shifting.	Quaker Supervisor & Contract Labour	1) Transport barrel in vertical position by hand pallet / hydraulic trolley one at a time slowly and safely. 2) Two people should handle the barrel for transporting it. 3) Only permitted no of Drum will be added, no extra drum will be kept in front of Oil addition tank. (There is a small store provided near oiler tank area where only 05 no's of spare oil filled drums can be kept for daily addition). 4) Load the vertical oil drums carefully on the trolley/pallet at the storage area and then shift it slowly and carefully to the oiler tank area.	1. Always unload the drum from hand pallet approx. 1m far from any nearby object to avoid falling of drum on object and making the object damage. 2. Do not unload the drum from Hand pallet nearby of Tank, this is a preventive measure to eliminate the drum hitting the tank surface.
		ENVIRONMENT: Be careful for any oil leakage hence oil loss.	Quacker Supervisor & Contract Labour	Work to be executed as stated above	
		QUALITY: - No effect			

PREPARED BY	APPROVED BY
Name and Desig : Sanjoy Bhattacharjee (Asst. Manager)	Name and Desig : Saibal Dutta (Sr. Manager)
Signature with Date : 18.08.20	Signature with Date : 18.08.20

STANDRAD OPERATING PROCEDURES

Form No. : EHSM/446/4013

SOP No .	CRM/TS/SOP/SPM/005	Effective Date	16.08.18	REVISION No	02
SOP DESC	R.P oil management (handling and filling)	Section	SPM		
DEPARTMENT	CRM	Page	7 of 9 pages		
5	Filling of oil in tank	1. Incident caused due to lack of knowledge of electrical apparatus. 2. Injury due to not using proper and adequate safety appliances 3. Injury due to slip/trip/fall due to oily floor/or unwanted materials. 4. Injury to hand/waist/foot during barrel handling/shifting. 5. Don't touch the pump while running. Be cautious from electrocution from naked wires or defective electrical fittings. If found damaged, inform pulpit operator to replace it. Do not use defective or faulty electrical appliances.	Quaker Supervisor & Contract labour	1. Use proper and specified pump and hose for Oil transfer from barrel to process tank. 2. For any leakage use waste cotton & clean the area. Dispose the cotton waste into designated bins. 3. Insert the oil suction pipe in to the oil drum, and open both the inlet and the outlet valves. 4. Put the main power ON, start the ON push button of the motor starter. Check for any leakage in the pipelines. If found any leakage immediately stop the pump and inform concerned shift in-charge. 5. The time should be 20 minutes for emptying the drum else check physically (Shake the drum). Check the oil level rise in the tank 6. Once the drum is empty, Stop the motor starter. 7. Remove the Oil suction pipe from the empty drum and place the empty drum at empty drum storage area. 8. Maintain oil level in the tank as desired or as directed by the pulpit operator. 9. Barrel no, receiving date & lot no should be mentioned in log book. After that take signature from shift in charge or SPM associate	
		ENVIRONMENT: - Leakage of oil causes oil loss apart from oil depletion, so adds to early oil depletion.	Quaker Supervisor & Contract labour	Work to be executed as stated above.	

PREPARED BY	APPROVED BY
Name and Desig : Sanjoy Bhattacharjee (Asst. Manager)	Name and Desig : Saibal Dutta (Sr. Manager)
Signature with Date : 18.08.20	Signature with Date : 18.08.20

STANDRAD OPERATING PROCEDURES

Form No. : EHSMSM/446/4013

SOP No .	CRM/TS/SOP/SPM/005	Effective Date	16.08.18	REVISION No	02
SOP DESC	R.P oil management (handling and filling)	Section	SPM		
DEPARTMENT	CRM	Page	8 of 9 pages		

		QUALITY: - Proper quantity of oil to be filled in the tank else line will stop due to no oiling which is nonconformance to quality.	Quaker Supervisor & Contract labour	Always ensure sufficient oil in the tanks. The oil transfer pump should not run dry	
--	--	---	-------------------------------------	---	--

6	Storage of empty R.P. Oil barrel	Physical Injury due to barrel falling. Injury due to slip/trip/fall in the storage area	Quaker Supervisor & Contract Labour	1. Transport barrel in vertical position by hand pallet / hydraulic trolley slowly and safely. 2. Unload the barrel in the specified place in front of SPM waste bin. 3. Use hand gloves while handling barrels	
		ENVIRONMENT: - No oil spillage to be from the empty drums in the empty drum storage area.	Quaker Supervisor	Clean the area if required	
		QUALITY: - No effect			

7	1.Transportation of empty R.P Oil drum for collection of waste oil 2.Filling of waste oil in drum	Physical Injury due to barrel falling. Spillage of oil can cause slippage Injury due to moving equipment. Physical Injury due to barrel falling	Contract supervisor & contract labour Contract supervisor & contract labour Contract & contract labour	Transport empty barrel in horizontal position by small trolley slowly and safely near the place of waste oil collection. Clean the area with waste cotton if required. Collect the waste oil in the drum with the help of a bucket and cone and for any spillage use waste cotton & clean the area. Dispose of the oil soaked cotton waste in designated bin. Take clearance and Lock the moving equipment. Put a sticker on the drum indicating "SPM"	
---	--	--	--	--	--

PREPARED BY	APPROVED BY
Name and Desig : Sanjoy Bhattacharjee (Asst. Manager)	Name and Desig : Saibal Dutta (Sr. Manager)
Signature with Date : 18.08.20	Signature with Date :18.08.20

STANDRAD OPERATING PROCEDURES

Form No. : EHSMSM/446/4013

SOP No .	CRM/TS/SOP/SPM/005		Effective Date	16.08.18	REVISION No	02
SOP DESC	R.P oil management (handling and filling)		Section	SPM		
DEPARTMENT	CRM		Page	9 of 9 pages		
	3. Storage of waste oil drum	Injury to hand/waist/foot during barrel handling/shifting.		WASTE OIL” and transport it using small trolley in vertical position to the storage area in front of SPM bin. Use hand gloves while handling barrels		
		ENVIRONMENT: - Cotton waste generation. Oil depletion	Contract Labour	Must be dumped in the cotton scrap bin outside SPM.		
		QUALITY: - No effect				

Valid SOP

PREPARED BY	APPROVED BY
Name and Desig : Sanjoy Bhattacharjee (Asst. Manager)	Name and Desig : Saibal Dutta (Sr. Manager)
Signature with Date : 18.08.20	Signature with Date :18.08.20

Valid SOP