

STANDARD OPERATING PROCEDURES

Form No. : EHSMSM/446/4013

SOP No .	CRM/ /TS/SOP/SPM /027	Effective Date	30.08.2018	REVISION No	02
SOP DESC	JUMBO COILTRANSFER, LOADING & STRAP FEEDING	Section	SPM		
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Standard Operating Procedure

1. Purpose: This Standard Operating Procedure defines the steps involved in the Skin Pass Mill for preparing a schedule to avoid mill delays, improve the quality, ensure safety and increase in production.
2. Scope: Applicable to Skin Pass Mill.
3. Reference: Refer Skin Pass Mill
4. Definitions: R.P– Rust preventive
SPM- Skin pass mill
CRMIS – COLD ROLLING MILL INFORMATION SYSTEM

Distribution List: Head (ECL BAFSPM)

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

PREPARED BY	APPROVED BY
Name and Desig : Sanjoy Bhattacharjee (Asst. Manager)	Name and Desig : Saibal Dutta (Sr. Manager)
Signature with Date : 05.09.21	Signature with Date :05.09.21

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Step No.	Activity (WHAT)	Associated Requirements/Hazards/Impacts	Responsibility (WHO)	Process / tools / PPEs (HOW)	Remarks / Reference
1	Jumbo coil transfer from storage area to the machine	<u>SAFETY:</u> 1. Chances of coil falling on the legs & serious cut injury also. 2 First aid & Lost time injury. 3 Chances of slip & fall 4 Moving Equipment.	ITW Signode Shift in charge / Machine Technician	1 Take permission from the pulpit operator for jumbo coil transfer and loading on the machine. 2 Use safety helmet, Shin Guard, hand gloves, safety shoes & safety goggles. Use face mask/shield as applicable. 3. Use the forklift to load the jumbo coil vertically (one at a time) on the trolley meant for jumbo coil transfer. No physical intervention during loading, only guide the driver to place it properly. The coil should be properly balanced on the trolley and to be at the center of the trolley. 4. Once loaded, drag the trolley manually through PQ bay carefully up to the machine. 5. Unload the jumbo coil from the trolley with the help of lifting tackle and chain block and place it firmly on the ground. Do not keep the coil in hanging position for long duration when gripped with the tackle and chain block.	Only authorized person will use the forklift. Two persons must be present while doing the job. Access control register to be duly filled up after permission from pulpit operator. Be cautious of crane movement in PQ bay. Ensure proper and firm gripping of the coil by the tackle, else due to imbalance, it may fall
2	Loading of jumbo coil in the dispenser.	1. Chances of coil falling on the legs & serious cut injury also. 2 First aid & Lost time injury. 3 Chances of slip & fall 4 Moving Equipment.	ITW Signode Shift in charge / Machine Technician	1. Inform to pulpit associates for Loading of jumbo coil in the dispenser. 2. Ask the pulpit operator to vacate the saddle in front of banding machine for safe access to the machine. 3. Only authorized person will load the jumbo coil in the dispenser. Use safety helmet, Shin Guard,	

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			<p>hand gloves, safety shoes & safety goggles. Use face mask/shield as applicable.</p> <p>4. Put the m/c in manual/service mode.</p> <p>5. Lower down the strapping machine head, so that it can be accessed from shop floor level.</p> <p>6. Ensure that emergency button (on operating panel) is locked and key should be kept with the technician.</p> <p>7. Ensure that walking beam conveyor has been locked and keep the key with the person engaged in loading the jumbo coil before starting Job on strapping machine.</p> <p>8. If Excess of Oil is on the floor then inform to Pulpit associate, get the area cleaned & then start the job after cleaning of oil.</p> <p>9. Put off the pneumatic valve in off position. Unlock the wheel bolt, loosen the dispenser wheel to unload the Steel ID with leftover strap of the used jumbo coil. Before unloading the unused straps, tie it or band it with tape or with straps to prevent opening of the strap. Keep safe distance from dispenser to avoid any injury while unloading.</p> <p>10. Check the condition of the dispenser before loading the new jumbo coil.</p> <p>Use jumbo coil loading hoist to lift & load the jumbo coil in the dispenser.</p> <p>Person should maintain the safe Distance when loading the dispenser; ensure that jumbo coil is properly placed on the dispenser & also ensure no other person in that area.</p> <p>Load the jumbo coil on the Dispenser slowly &</p>	<p>The sensor mounted gate at exit conveyor A must be in OPEN condition till the person is inside the conveyor.</p> <p>Ensure proper and firm gripping of the coil by the tackle, else due to imbalance, it may fall</p>
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		<p>QUALITY: If jumbo coil fall it will damage & it will affects the performance of the machine.</p> <p>ENVIRONMENT: No effect.</p>	Signode Shift in charge / Machine Technician	<p>carefully.</p> <p>After loading the jumbo coil on the dispenser, ensure that dispenser wheel, bolts & gate should be locked tightly & safety guard has been done; if not tightened then there is chances of jumbo coil fall.</p> <p>Don't use the damage jumbo coil in the machine for strapping the coil.</p>	
3.	Feeding the jumbo coil strap in the strapping head of machine.	<p>SAFETY:</p> <p>While feeding the jumbo coil strap in the Machine serious cut injury to the person</p> <p>Serious injury due to moving walking beam/coil.</p> <p>Injury from sharp edge.</p>	Signode Shift in charge / Machine Technician .	<ol style="list-style-type: none"> 1. Inform to pulpit associates for strap feeding into the machine 2. Ask the pulpit operator to vacate the saddle in front of banding machine for safe access to the machine. 3. Only trained authorized person will feed the strap in the machine. 4. Use safety Helmet, Shin Guard, Inners, hand gloves, safety shoes & safety goggles. Use face musk /shield as applicable. 5. Put the m/c in manual/service mode. Lower down the strapping machine head, so that it can be accessed from shop floor level. 6. Ensure that emergency button (on operating panel) is locked and key should be kept with the technician. 7. Beware of walking beam movement. Ensure that walking beam conveyor has been locked and keep 	<p>The sensor mounted gate at exit conveyor A must be in OPEN condition till the</p>

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		<p>QUALITY: If damage jumbo coil strap used to feed in the machine then the parts of the machine will damage.</p> <p>ENVIRONMENT : No effect</p>	<p>Signode Shift in charge / Machine Technician / SPM Pulpit Associates.</p>	<p>the key with the person engaged in loading the jumbo coil before starting Job on strapping machine.</p> <p>8. If Excess of Oil is on the floor then inform to Pulpit associate, get the area cleaned & then start the job after cleaning of oil.</p> <p>9. Unwind the jumbo to a suitable length that will be enough for feeding in machine strapping head. Insert and guide the strap through strap guide till it reaches the strapping head.</p> <p>10. Straighten the strap and feed it in machine head by pulling the lever provided in the head (maintain a minimum safe distance from machine head.)</p> <p>11. Release the emergency button (on operating panel & Use the operating panel feed the strap using push button.</p> <p>12. After job completion in M/c unlock the walking beam & put the m/c in Auto mode & inform to Pulpit associate.</p> <p>13. Don't use the damage jumbo coil in the machine for strapping the coil.</p> <p>14. Load the jumbo coil on the dispenser slowly & carefully.</p> <p>15. Housekeeping should be done after completing the job.</p>	<p>person is inside the conveyor.</p>
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