 Discovery Labs	STANDARD OPERATING PROCEDURE			
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TITLE: LOADING UNLOADING PROCEDURE				

1.0 PURPOSE:

To establish and implement a safe procedure for receiving bulk solvent (Flammable / Hazardous chemicals) from bulk storage road tanker to drums or to above ground, Bulk storage tanks/ containers/ underground tanks. To ensure that the contents of a bulk storage road tanker or drums (Flammable/ Hazardous chemicals) are transferred to the above ground tank for bulk storage in a safe manner so as to avoid contamination of the material being transferred on any unwanted incident that may happen due to static electricity.

2.0 SCOPE:

This Standard Operating Procedure is applicable to receipt of all bulk solvent/ hazardous chemicals at Discovery Laboratories pvt.ltd.

3.0 RESPONSIBILITY:

3.1 Security Department

3.2 Is the responsible to check the tanker and documents.

3.3 Stores Department

3.3.1 Is the responsible for coordinating with security and Quality control personnel and supervises the loading/unloading activity.

3.4 Engineering Department

3.4.1 Is the responsibility to take action in case of tanker is leaking in consultation with EHS department.

3.5 EHS Department

3.5.1 Is the responsibility for safe conditions and supervise the loading/unloading activity.


4.0 DEFINITIONS: NIL

5.0 PROCEDURE :

5.1 Security personnel shall allow the tanker through main gate.


5.2 Security personnel visually check the seals are intact and the tanker is leak free.

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- 5.3 Security personnel shall put the seals/ stickers over the tanker tool boxes and other items as applicable.
- 5.4 Security personnel shall deposit the flammable material if have in tanker like cigarette, matches, kerosene stove, etc and put spark arrester over exhaust pipe of the tanker.
- 5.5 Security personnel shall check the vendor's challan, and issue the personnel protective equipments to driver, as per security personnel instructions the driver shall meet the stores personnel with the challan.
- 5.6 Upon receipt of the papers from the driver the stores personnel shall check the papers and instruct. The driver to bring the tanker inside.
- 5.7 Connect two earth points to the tanker, where paint is there remove the paint before connecting..
- 5.8 Stores personnel ensure the tanker is correctly positioned with regard to the unloading point of the correct tank.
- 5.9 Check that engine is switched off by the tanker driver.
- 5.10 Wear the correct personal protective equipment (PPE) required for handling the chemicals being unloaded.
- 5.11 Ensure that the road tanker is connected to the correct intake point of the tank using antistatic flexible hose connection.
- 5.12 Open dummy on unloading line.
- 5.13 Open tanker bottom outlet valve compartment wise and checks the antistatic hose connection for any leaks.
- 5.14 If there is no leak start unloading.
- 5.15 Check during unloading that the level in the storage tank is increasing.
- 5.16 When the road tanker is empty or storage tank high level is reached, stop unloading.
- 5.17 Disconnect the hose at the tanker and collect any material left in the bucket with earthing Connection and pour in the tank through level knowing nozzle.

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5.18 Disconnect the hose at the charging point.

5.19 Remove earth connection form the tanker.

6.0 FORMATS / ANNEXURE(S): NIL

7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	01-02-2013	New SOP	---
01		Revised as per current SOP & more clear and clarity.	---
02		1. SOP format changed in line with QA-SOP-001-05	CCF/GEN/17017

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