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|  | <b>BOROSIL RENEWABLES LIMITED</b>                     | DOC. NO: L2/005                  |
|   |   | ISSUE NO. / DATE: 01 /12-02-2020 |
|   | <b>PROCEDURE FOR CONTROL OF INFRASTRUCTURE/ASSETS</b> | REV. NO: 01                      |
|   |   | REV. DATE: 01.07.2023            |

### 1. Purpose

Procedures have been prepared to provide information about Asset Management.

### 2. Scope

All plant and machinery


### 3. Responsibility and Authority

I/C Mechanical, I/C Electrical Maintenance, I/C Instrumentation, and I/C Utilities have responsibility for the implementation of this procedure. They report to HOD (Engineering), HR & Administration.

### 4. Details

| S.N.     | Activity  | Reference and Records      |
|----------|---|----------------------------|
| <b>A</b> | <b>General</b>  |                            |
| 4.1      | Assign unique identification to plant and machinery wherever applicable by fixing nameplate / marking with paint / punching etc. as appropriate.  | -                          |
| 4.2      | Maintain a List of Plant and Machinery used for the production.   | ENG./L4/001                |
| 4.3      | Maintain Equipment History Card for each major plant and machinery.   | ENG./L4/002                |
| 4.4      | Ensure that equipment manuals are filed in designated folders.  | -                          |
| <b>B</b> | <b>Breakdown Maintenance</b>  |                            |
| 4.5      | Upon receipt of complaint from user department verbally, breakdown to be attended appropriately to bring the machine operational at the earliest.<br>Make the entries in the Maintenance register   | ENG./L4/003                |
| 4.6      | Ensure that the repair activities are carried out. Arrange for a running trial, prior to use in production, whenever feasible.  | ENG./L4/003                |
| 4.7      | Make entries in the Equipment History Card in case of major maintenance.  | ENG./L4/002                |
| <b>C</b> | <b>Preventive Maintenance</b>   |                            |
| 4.8      | Prepare a Preventive Maintenance Plan and Record for all the plant and equipment in the last week of every month, indicating the dates for the maintenance activity to be performed in the next month.<br><br>Note: Refer Details of Preventive Maintenance Activities (Machine-wise) | ENG./L4/004<br>ENG./L4/007 |
| 4.9      | Carry out maintenance activities as per the plan and indicate the dates in the Preventive Maintenance Plan and Record.  | ENG./L4/004                |
| 4.10     | Make entries in the Equipment History Card in case of major maintenance activities performed in the course of preventive maintenance.   | ENG./L4/002                |

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| PREPARED BY              | REVIEWED BY            | APPROVED BY                  | Page 1 of 3 |
| Mr. Hiren Dodiya<br>ISOC | Mr. Chayank Dave<br>MR | Mr. Anoj Singh<br>Plant Head |             |
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| S.N.     | Activity  | Reference and Records |
|----------|---|-----------------------|
| <b>D</b> | <b>Shutdown Maintenance (Scheduled)</b>   |                       |
| 4.11     | Inspect the machine before shutdown and identify and list the maintenance activities to be performed.                                       | ENG./L4/005           |
| 4.12     | Make entries in the Shutdown Maintenance Record of the actions taken.   |                       |
| 4.13     | Make entries in the Equipment History Card in case of major maintenance activities performed during shutdown maintenance.                   | ENG./L4/002           |
| <b>E</b> | <b>Breakdown Analysis</b>   |                       |
| 4.14     | Carry out breakdown analysis for major breakdowns as soon as possible after the repair activity. Identify root cause and corrective action. | ENG./L4/006           |

## 5. Abbreviations

| Abbreviation | Full Form                    |
|--------------|------------------------------|
| IMS          | Integrated Management System |
| I/C          | In charge                    |
| FH           | Factory Head                 |
| HOD          | Head Of Department           |

## 6. Reference and Records

| Section     | Title   |
|-------------|---|
| L1/7        | Support Management  |
| ENG./L4/001 | List of Plant and Machinery                                 |
| ENG./L4/002 | Equipment History Card                                      |
| ENG./L4/003 | Maintenance Register  |
| ENG./L4/004 | Preventive Maintenance Plan and Record                      |
| ENG./L4/005 | Shutdown Maintenance Report                                 |
| ENG./L4/006 | Breakdown Analysis Report                                   |
| ENG./L4/007 | Details of Preventive Maintenance Activities (Machine-wise) |

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| PREPARED BY              | REVIEWED BY            | APPROVED BY                  | Page 2 of 3 |
| Mr. Hiren Dodiya<br>ISOC | Mr. Chayank Dave<br>MR | Mr. Anoj Singh<br>Plant Head |             |
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| Revision No. | Description of Change made | Date       | Approved by |
|--------------|----------------------------|------------|-------------|
| 01           | Footer change              | 01.07.2023 | MR          |
|              |                            |            |             |
|              |                            |            |             |

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| PREPARED BY              | REVIEWED BY            | APPROVED BY                  | Page 3 of 3 |
| Mr. Hiren Dodiya<br>ISOC | Mr. Chayank Dave<br>MR | Mr. Anoj Singh<br>Plant Head |             |
|                          |                        |                              |             |