	BOROSIL RENEWABLES LIMITED	DOC. NO: L2/011
		ISSUE NO. / DATE: 01 / 12-02-2020
	PROCEDURE FOR CONTROL OF PRODUCTION	REV. NO: 01
		REV. DATE: --01.07.2023

1. Purpose

To lay down steps for the control of production

2. Scope

All production processes for the manufacturing of sheet glass


3. Responsibility and Authority

RFH (Glass Services) along with Batch House & Furnace In-charges has responsibility for the implementation of this procedure. He reports to HOD (Solar Glass). In-charge (Warehouse) reports to RFH (Warehouse) and RFH (Warehouse) reports to HOD (Finance). I/C quality reports to HOD (QA).

4. Details


S.N.	Activity	Responsibility	Reference and Records
A	Batch House		
4.1	Receive raw material such as sand, dolomite and feldspar.	Batch House I/C	-
4.2	Co-ordinate with Laboratory for receiving inspection.	Batch House I/C	L2/016
4.3	Ensure storage of accepted raw material in designated locations with proper identification.	Batch House I/C	-
4.4	Ensure processing of raw material (de-dusting, demagnetizing, sorting etc.) as per the applicable Work Instructions.	Batch House I/C	BH/L3/001 to BH/L3/006
4.5	Ensure loading of processed material in designated silos and maintain required level.	Batch House I/C	-
4.6	Prepare batch as per the required batch composition. Ensure preparation of Batch Composition, Batch House Raw Material Handling. Update Batch House Log Book.	Batch House I/C	BH/L4/001, BH/L3/002, BH/L4/003
B	Furnace		
4.7	Ensure monitoring of cullet and batch mixing using DCS.	Furnace I/C	-
4.8	Ensure maintenance of appropriate molten glass level and pressure in the furnace.	Furnace I/C	-

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S.N.	Activity	Responsibility	Reference and Records
4.9	Ensure maintenance of appropriate temperature in furnace at designated locations, as per requirement, by controlling oil, gas and air flow. Make entries in Shift Log Book.	Furnace I/C	FUR/L4/003
4.10	Ensure condition monitoring of furnace through regular surveillance and initiate repair and maintenance activities such as refractory replacement and patch work, using skilled workmen. Make entries in the Shift Log Book.	Furnace I/C	FUR/L4/003, FUR/L4/002, FUR/L4/004
C	Rolling Machine, Lehr and Cutting Line		
4.11	Receive Production Plan from warehouse.	RFH (Glass Services)	-
4.12	Ensure that when the machine is restarted after completing maintenance, provisions of Work Instruction for Starting Rolling Machine, Lehr and Cutting Line are followed.	I/C Rolling Machine, Lehr, Cutting Line	ROM/L3/001, ROM/L3/002, LRC/L3/006, LRC/L3/019, LRC/L3/020, LRC/L3/021, LRC/L3/022
4.13	Carry out production as per the Work Instruction for Rolling Machine, Lehr and Cutting Line Operation. Make entries in log sheet	I/C Rolling Machine, Lehr, Cutting Line	W.I AS ABOVE ROM/L4/001, PRD/L4/005
D	Final Inspection		
4.14	Carry out inspection as per the format.	I/C Quality	QA/L4/002
4.15	Co-ordinate with packing to ensure availability of packing materials such as wooden boxes, nails, jolly board, thermocol etc.	I/C Quality, I/C Packing	-
4.16	Co-ordinate with Rolling machine, Cutting Line for ensuring setting as per thickness to be produced.	I/C Quality, I/C Packing	-
4.17	Ensure checking of thickness and other quality parameters of finished glass as per Quality Plan and disposition as per the quality achieved. Apply the provisions of Quality Procedure for Control of Nonconforming Product, when required.	I/C Quality, I/C Packing	L2/017, QA/L4/002
4.18	Ensure transfer of packed material to warehouse using overhead cranes, and goods lift after scrutiny of packing slip and inspection of packed boxes.	I/C Packing	LRC/L3/019, PRD/L4/003

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S.N.	Activity	Responsibility	Reference and Records
4.19	Co-ordinate with Instrumentation Dept. for calibration of measuring equipment.	I/C Quality	-
4.20	Ensure records of finish goods check list are maintained before loading into truck/container	I/C Warehouse	WH/L4/003
E	General		
4.21	Fill in the Production Check List, whenever necessary.	RFE	-


5. Abbreviations

Abbreviation	Full Form
I/C	In charge
RFH	Respective Functional Head
HOD	Head of Department
QA	Quality Assurance
RFE	Respective Functional Executive
FH	Factory Head

6. Reference and Records

Section	Title
L1/8	Product Realization
L2/017	Quality Procedure for Control of Nonconforming Product
L2/016	Quality Procedure for Monitoring and Measurement of Product
ROM/L3/001	W.I. for Combined use of Rurex and Fickert at Rolling Machine
ROM/L3/002	W.I. for Rolling Machine Change
LCR/L3/020	W.I. for Lehr Start up and Shut Down
LCR/L3/021	W.I. for Emergency at Grenzabach Machine
LRC/L3/006	W.I. for Setting Cutting Size on Cutting Line
LRC/L3/022	W.I. for Cutting Tool Change on Cutting Line
LRC/L3/019	W.I. for Packing
BH/L3/001	W.I. for Automatic Batching
BH/L3/002	W.I. for Manual Batching
BH/L3/003	W.I. for Cullet Return Line Start and Stop
BH/L3/004	W.I. for Sand Intake Start and Stop
BH/L3/005	W.I. for Soda Intake Start and Stop
BH/L3/006	W.I. for Lime Stone Dolomite Intake Start and Stop
BH/L4/001	SG Batch House Composition Check Sheet

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BH/L4/002	SG Batch House and Raw Material Handling Report
FUR/L4/003	SG Furnace Log Sheet
ROM/L4/001	SG Rolling Machine Log Sheet
BH/L4/003	Solar & Pattern Glass Batch House Log Sheet
FUR/L4/002	SG Furnace Shift Report
FUR/L4/004	SG Fore Hearth Log Sheet
LRC/L4/001	SG Cutting Lehr Log Sheet
LRC/L4/002	SG Cutting Line Log Book
PRD/L4/003	SG Pack ware Production Report
WH/L4/003	SG Finish goods check list
QA/L4/002	SG Daily Quality Report

Revision No.	Description of Change made	Date	Approved by
01	Footer change	01.07.2023	MR

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