**Roles and Responsibilities**

1. **In charge Instrumentation PID1**
   * Ensuring proper planning of annual maintenance budget based on production for the year.
   * Implementation of routine Inst maintenance activities, planning & execution with Proper distribution of Manpower & Material.
   * Follow up of regular Inst maintenance activities, overall supervision major projects.
   * Checking of bill of material for major works/ modifications etc.
   * Overall responsibility for execution of Inst maintenance works with in allotted time frame with Quality under safe working condition & considering environmental aspect.
   * To monitor inventory for smooth maintenance.
   * Responsible for planning jobs related to control environmental hazards.
   * Arranging training sessions with for staff and workmen and bridge the gap in skills matrix.
   * Implement of IMS system, AO in the department.
   * Equipment modification to improve reliability and maintainability.
   * Failure Analysis of Breakdowns and corrective actions.
   * Co-ordination of activities with Operation, Mechanical & Electrical Projects Dept.
   * To ensure Identification, Evaluation of Aspect Impact and HIRA of Instrumentation activities
   * To ensure maintenance of records - specify mandatory legal record.
   * Overall responsibility for smooth and efficient maintenance of blast furnace and Associated equipment.
   * Responsible for planning & execution of major works like relining of blast furnace within allotted time frame with Quality under safe working condition & considering environmental aspect.
   * Monthly meeting with workmen and compliance to the MOM points.
   * Appreciation in form of Reward and Recognition of individuals /teams for their contribution to continuous improvement through various schemes.
   * To drive for departmental and coordination capex projects within budget and time
   * To drive for departmental improvement projects within budget and time
   * Review and 100% compliance of Safety CAPA point and safety observation within target date.
2. **In charge Instrumentation BF1** 
   * Overall responsibility for smooth and efficient maintenance of blast furnace 1 and Associated equipment.
   * Responsible for execution of Inst maintenance works with in allotted time frame with Quality under safe working condition & considering environmental aspect
   * Planning and Implementation of scheduled calibrations of equipment’s related to BF1 & its Associate.
   * Planning and Implementation of scheduled preventive maintenance related to BF1 & its Associate.
   * Equipment modification to improve reliability and maintainability.
   * Failure Analysis of Breakdowns and corrective actions.
   * Arranging training sessions with for workmen and bridge the gap in skills matrix
   * 100% availability of Environment related equipment’s
   * 100% compliance to monthly PM and calibration schedule in SAP. Timely closure of work orders and notifications. NO deviation in compliance through out assessment period.
   * To drive for departmental and coordination capex projects assigned within budget and time
   * To drive for departmental improvement projects assigned within budget and time
   * 100% compliance of Safety CAPA point and safety observation within target date.
   * To ensure maintenance of records as per IMS requirement.
   * Programming and logic development for PLCs & Scada of Siemens & Rockwell Systems
   * To ensure accuracy & reliability of sensor for 100% accuracy of results
   * To monitor & maintain Systems (ISO/IMS/AO/TPM) requirement within the area and ensure effective implementation to improve productivity and ensure zero noncompliance
   * To monitor & control daily workmen & contractor activities through regular site inspection, proposing upgradation in HIRA, training employees on SOPs, BBS & Safety standards through Safety talks, and ensure safe execution of Jobs with zero safety incidents
   * To Implement identified projects as per the BP within defined cost & time to ensure 100% equipment reliability.
   * Responsible for Zero deviation in Scada Cyber security compliance.
   * Reviewing and signing the shift and PM checklist and calibration reports and raising and ensure closure of notification wherever deviations are notified.
3. **In charge Instrumentation BF2**

* + Overall responsibility for smooth and efficient maintenance of blast furnace 2 and Associated equipment.
  + Responsible for execution of Inst maintenance works with in allotted time frame with Quality under safe working condition & considering environmental aspect
  + Planning and Implementation of scheduled calibrations of equipment’s related to BF2 & its Associate.
  + Planning and Implementation of scheduled preventive maintenance related to BF2 & its Associate.
  + Equipment modification to improve reliability and maintainability.
  + Failure Analysis of Breakdowns and corrective actions.
  + Arranging training sessions with for workmen and bridge the gap in skills matrix
  + 100% availability of Environment related equipment’s
  + To drive for departmental and coordination capex projects assigned within budget and time
  + 100% compliance to monthly PM and calibration schedule in SAP. Timely closure of work orders and notifications. NO deviation in compliance through out assessment period.
  + To drive for departmental improvement projects assigned within budget and time
  + 100% compliance of Safety CAPA point and safety observation within target date.
  + To ensure maintenance of records as per IMS requirement.
  + Programming and logic development for PLCs & Scada of Siemens & Rockwell Systems
  + To ensure accuracy & reliability of sensor for 100% accuracy of results
  + To monitor & maintain Systems (ISO/IMS/AO/TPM) requirement within the area and ensure effective implementation to improve productivity and ensure zero noncompliance
  + To monitor & control daily workmen & contractor activities through regular site inspection, proposing upgradation in HIRA, training employees on SOPs, BBS & Safety standards through Safety talks, and ensure safe execution of Jobs with zero safety incidents
  + To Implement identified projects as per the BP within defined cost & time to ensure 100% equipment reliability.
  + Responsible for Zero deviation in Scada Cyber security compliance.
  + Reviewing and signing the shift and PM checklist and calibration reports and raising and ensure closure of notification wherever deviations are notified.

1. **In charge Utilities**
   * Planning and Implementation of scheduled preventive maintenance related to Weigh Bridge, Online Co Monitors, Portable co Monitor, EPABX System, PA, Slag Drier, AC’s.
   * 100% compliance to monthly PM and calibration schedule in SAP. Timely closure of work orders and notifications. NO deviation in compliance throughout assessment period.
   * Responsible for Zero deviation in Scada Cyber security compliance.
   * To monitor & maintain Systems (ISO/IMS/AO/TPM) requirement within the area and ensure effective implementation to improve productivity and ensure zero noncompliance
   * To monitor & control daily workmen & contractor activities through regular site inspection, proposing upgradation in HIRA, training employees on SOPs, BBS & Safety standards through Safety talks, and ensure safe execution of Jobs with zero safety incidents
   * To Implement identified projects as per the BP within defined cost & time to ensure 100% equipment reliability.
   * To drive for departmental improvement projects assigned within budget and time
   * 100% compliance of Safety CAPA point and safety observation within target date.
   * To ensure maintenance of records as per IMS requirement.
   * 100% availability of Communication Systems (PA, EPABX & WALKY TALKIES)
   * 100% availability of all three flare stacks with no downtime pertaining to flare stack not flaring.
   * 100% availability of chiller and AC related to process areas.
   * Compliance to calibration standard and checklist of online and portable CO monitors
   * coordination with vendors for activities and timely processing of bills.
   * 100% availability of fire alarm system.
   * Reviewing and signing the shift and PM checklist and calibration reports and raising and ensure closure of notification wherever deviations are notified.
2. **General Shift Technician’s Instrumentation** 
   * Doing Preventive maintenance Checklist of Plant equipment’s.
   * Doing Preventive maintenance Checklist of Utilities Such as PA, Telephone, Walkie Talkies
   * Attending Plant Breakdown calls
   * Maintenance of all critical spare equipment’s to reduce downtime.
   * Adherence to QEHS System.
   * 5S in Assigned Areas
   * Attending on the job training as and when scheduled.
   * Calibration of instruments as per given MMTE schedule.
   * Identifying & Reporting Unsafe Observation /Unsafe Acts
3. **Shift Technicians’ Instrumentation** 
   * Doing Preventive maintenance Checklist of Plant equipment’s.
   * Doing Preventive maintenance Checklist of Utilities Such as PA, Telephone, Walkie Talkies
   * Attending Shift Breakdown calls
   * Monitoring the critical parameters through Shift Checklist.
   * Maintenance of all critical spare equipment’s to reduce downtime.
   * Adherence to QEHS System.
   * 5S in Assigned Areas
   * Attending on the job training as and when scheduled.
   * Calibration of instruments as per given MMTE schedule.
   * Identifying & Reporting Unsafe Observation /Unsafe Acts

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| **Prepared By:**  Head Instrumentation PID1 | **Reviewed & Issued By:**  Management Representative | **Approved By:**  Head – Electrical & Instrumentation PID1 |
| **Signature:** | **Signature:** | **Signature:** |
| **Date:** 13.09.2023 | **Date:** 13.09.2023 | **Date:** 13.09.2023 |