



Plant Housekeeping

Self-assessment v 1.00

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Self-assessment of Plant Housekeeping

Methodology proposed:

1. Housekeeping self-assessment shall be done in the form of Inter-Section / Area Audit, by dividing the plant in various sections / areas. Refer next slide for proposal.
2. Rating / scoring is done using the scoring system & criteria specified in the check list.
3. Assessment is to be conducted every quarter and pictures to be taken during the same to help in “Before & After” comparison.
4. Abnormities seen in each area shall be compiled in separate Action List for necessary corrective action since it is a continuous improvement process.

Proposed methodology for Inspection / Audit

Section/Area to be Audited	Auditors (members of mentioned area)	Section / Area Guide
Quarry	HR (representing all offices)	Representative from Quarry
Raw Meal Preparation	Quarry	Representative from Raw Meal Preparation
Clinker Manufacturing	Packing & Despatch	Representative from Clinker Manufacturing
Cement Grinding	Raw Materials Preparation	Representative from Cement Grinding
Packing & Despatch	Raw Meal Preparation	Representative from Packing & Despatch
Raw Materials Preparation	Cement grinding shop	Representative from Raw Materials Preparation
Fuel Preparation	Clinker Manufacturing	Representative from Fuel Preparation
Plant Utilities	Fuel Preparation	Representative from Plant Utilities
Workshop & Stores	Plant Utilities	Representative from Workshop & Stores
Offices	Workshop & Stores	Representative from Human Resources