



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
DALMIAPURAM
CIVIL DEPARTMENT**



Issue No. 01	Rev. No: 00	Effective Date: 22.05.2015	SOP/CIVIL/07
Issued By: S & P		Approved By: HOD (CIVIL)	
SOP FOR EXCAVATING THE EARTH			

1. **PURPOSE:** This document explains the procedure followed for systematic method of Excavating the earth
2. **SCOPE:** This procedure shall be adopted for all types of soil
3. **DEFINITION/ ABBREVIATION:** NIL
4. **RESPONSIBILITY:** SECTION HEAD – CIVIL
ELECTRICAL REPRESENTATIVE – For Joint Inspection
INSTRUMENTATION REPRESENTATIVE – For Joint Inspection
5. **PROCEDURE:**
 - 5.1 Work will be started after the jungle clearance.
 - 5.2 Then the site to be excavated should be isolated with safety barricading tape and the work in progress tape should be grouted.
 - 5.3 After isolation and cleaning of site, inspection will be made jointly by Electrical Representative, Instrumentation representative and civil engineering department personnel, so as to access the site for excavation with the clearance that no cables and waterlines are lying underneath.
 - 5.4 Then as per the drawing the requirement will be marked in the respective site by civil engineering department personnel.
 - 5.5 After marking, the digging process may be done by manually or with the machines like JCB, etc.,
 - 5.6 Before starting excavation, the labours involving for work must wear PPE's and this should be ensured by civil engineering department personnel.
 - 5.7 Also all the persons involving in work should have attended the safety training class so that they may be aware about the work nature and environment.
 - 5.8 In case if digging is being done with machines like JCB then the operator must have the heavy vehicle driving license.
 - 5.9 The earth digging process will get started either by manually or machine.
 - 5.10 Then the loosened earth should be removed from the site, this process will follow until we reach the required depth.
 - 5.11 During the progress of excavation, utmost care will be taken to avoid the following discrepancies.
 - a) No cable should interrupt the spot.



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- b) The side area should not get eroded due to the excavation. In case, if it gets eroded then shoring has to be done so as to ensure that no erosion of earth is seen.
- 5.12 The vehicle requisition pass will be signed by civil department head and security head so as to bring the vehicle from outside for digging and also for disposing the digged earth.
- 5.13 The quantity of the excavated earth and the disposed earth will be certified by the civil department personnel.
- 5.14 The number of trips disposed will be certified by the security personnel and it is been cross checked with the drawing.
6. **REFERENCE :**
7. **RECORDS:**
8. **COPY DISTRIBUTION:**

HEAD CIVIL

HEAD TECHNICAL