



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
ARIYALUR
ELECTRICAL MANUAL**



Issue No. 01	Rev. No: 02	Effective Date: 07.07.2017	ELEC/SOP/003
Issued By: M.R		Approved By: HOD - ELECTRICAL	
SOP for issuing LOTO permit (Electrical Isolation) for LT Feeders			

Scope : Isolating the equipments from the LT Electrical source

Responsibility : Electrical Engineer/Shift Engineer

Accountability : Section Head

PPE:

1. Electrical Safety Gloves
2. Safety shoes
3. Safety helmet

Tools:

1. Racking Key
2. LOTO Lock and Tag

Hazards:

Risk Associated

Electrical Shock

Burn injury

Electrocution (Fatal)

Electrical Flash

Electrical Fire

Mitigating Measures

Tested Electrical Rubber Hand Gloves

Proper Trainings

Training needs:

1. Electrical shock recovery Training
2. Emergency preparedness
3. Fire fighting
4. First aid including CPR training
5. Electrical safety training



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Procedure:

1. The LOTO permit having 2 pages, with two copies.
2. The Performing Authority (Process, Mech, Elect, Civil, Inst etc) have to assess the required energy isolation on first page and take a approval from section head (Mech.).
3. The Person (Performing Authority) who requires the Electrical Isolation shall approach to Electrical Engineer/shift Engineer .
4. Electrical Engineer / Shift Engineer (Isolating Authority) will verify the Energy Isolating Permit (LOTO) form, Date, Time, Equipment Description & other data with Name & Signature of Performing Authority.
5. Electrical Shift Engineer / Electrician will switch off the incoming MCCB / Switch Fuse Unit / Isolator of the particular feeder by wearing electrical hand gloves.
6. The Performing Authority shall ensure that the feeder is switched off, and then locks out the feeder with his lock and displays DO NOT OPERATE TAG.
7. Electrical Isolating Authority will sign on Isolation Permit with their Name & Signature and put Electrical Lock and DO NOT OPERATE TAG with his name and signature.
8. Now the Performing Authority will approach further to Issuing Authority for issuing the LOTO permit and proceed for work.

Emergency / Emergency Shut OFF:

1. If electrical shock injury or burn is there, give First aid and inform to the Safety department or Call Emergency number 3108/9865152222/9750963761.



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Records/Annexure:

1. Refer Line clearance certificates.
2. JSA as enclosed below.

JOB SAFETY ANALYSIS:(JSA)

Job Safety Analysis	Job: issuing Electrical shutdown permit in LT feeders	Date:	Analysis by: Electrical Engineer	Reviewed by: Electrical manager
Title of employee doing job: Electrician	Supervisor: Section Engineer	Department: Electrical	Section: Electrical	Approved by: HOD Electrical
Req'd/recommended PPE: Rubber Hand Gloves, Safety shoes, Safety helmet,				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Take Permit Put on PPE				
Switch off the Power SFU/MPCB/ MCCB in particular feeder	Electrical shock	Use Tested Electrical Rubber Hand Gloves	Damaged Gloves / Not checked before use	Periodic replacement/ To check for Damage before use
Open the feeder door and Switch OFF control MCB	Body injury	Use proper tools	Nonstandard /damaged tools	Training for tools handling/ Periodic inspection
		Wear safety helmet, safety shoes , hand gloves ,	Tools and material may fall on human body	Without PPE don't perform the job
	Electrical shock	Use Tested Electrical Rubber Hand Gloves	Damaged Gloves / Not checked before use	Periodic replacement / To check for Damage before use
Close the feeder door and fix the lock on the MPCB/SFU/MCCB handle with OFF condition	Body injury	Use proper tools	Nonstandard /damaged tools	Training for tools handling/ Periodic Inspection