



MECHANICAL DEPARTMENT

Issue No. 01	Rev. No: 02	Effective Date: 17.10.2017	SOP/MECH/76
Issued By: M.R		Approved By: HOD Mechanical	
SOP for General Mechanical Maintenance			

SCOPE	:	Mechanical maintenance
RESPONSIBILITY	:	Section Engineers
Accountability	:	Section Heads – Mechanical maintenance

PPE:

1. Safety goggles,
2. Safety helmet,
3. Safety shoe,
4. Mask,
5. Cotton Gloves.
6. Safety harness(Full body)

TOOLS:

1. Spanners set.
2. Lifting tools & tackles.

Hazard:

Risks associated:	Mitigating Measures
Fall from height,	Use of safety harness
Fall of tools;	Carry the tools in tool bags
Hit of Hammer in hand;	trained to be engaged

Procedure:

Preventive Maintenance

1. Decide equipment to be taken for preventive maintenance based on schedule
2. Get clearance from production department
3. Prepare list of tools& tackles required for attending maintenance.
4. Check the condition of tools and tackles to be used for safe use
5. Ensure the lifting tools are tested and certified
6. Ensure trained employees or contractors are deployed for the job



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7. Ensure employees holding valid permit
8. Ensure relevant work permit is taken for the job
9. Ensure LOTO is taken for the equipment on which maintenance is taken
10. Ensure all other connected energy sources are isolated
11. Ensure scaffolding used is certified by competent/authorized person
12. Use only full body harness while working at height
13. Follow relevant SOP for the job.
14. Clear all scraps & debris in the area after completion of job
15. Use only 24V lamps in confined space
16. Clear work permits after completion of job
17. Ensure gas cylinders & cutting torches are equipped with flash back arrester
18. Ensure hand tools are in good condition
19. Ensure safe usage of hand tools

Emergency / Emergency Shut OFF:

If any injury takes place, provide First aid and inform to the Safety department or Call
Emergency number 3108/9865152222

Records/Annexure:

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

Isolation Matrix: Not applicable



DALMIA CEMENT (B) LIMITED – Ariyalur



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Job Safety Analysis	Job: Belt Discharge chute cleaning	Date: 01 – 09 - 2014	Analysis by: Section Engineer	Reviewed by: Section Head
Title of employee doing job:	Supervisor: Sec.Engr	Department: Mechanical	Section: All equipments	Approved by: Department Head
Req'd/recommended PPE:				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Working at Height	Fall from height	Follow work at height SOP	Not following procedure	Ensure SOP is followed before work is started
Working on electrical driven equipment	Electrical shock / accidental start of equipment	Follow LOTO	Not adhering to standard	Ensure LOTO before starting job.
Using lifting tools & tackles	Fall from height/ hit injury to body parts	Ensure certified tools & tackles are used. Don't over load	Overloading	Ensure lifting tools are not overloaded
Usage of hand tools	Injury to fingers / hands	Follow SOP for safe usage of hand tools	Not following SOP	Ensure right tools are used right job in right method