



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT  
DALMIAPURAM  
Mines Department**



Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	WI/Mines/05
Issued By: S & P		Approved By: Head - Mines	
Work instruction for Sample collection			

**Scope/Purpose** : This work instruction applicable for sample collection

**Responsibility** : Mines Foreman/Asst. Manager

**Accountability** : Mines Manager

**PPE:**

1. Safety Shoes
2. Gloves
3. Goggles
4. Face mask

**Tools:**

1. Refill sampler
2. Cloth Bags
3. trowel

**Hazard Analysis:**

**Risks associated**

Dust generation

**Mitigating Measures**

usage of face mask

**Training needs:**

1. Collection, Sample preparation and analysis

**Work Instruction:**

**1.1 Conventional method of Sampling :-**

1. During the shift hours, the person opted for collecting the sample shall meet the Shift In - Charge and get the necessary instruction regarding the location from where the samples are to be collected.
2. The Shift In - Charge shall prepare a plan showing the number and positions of the holes drilled and decide the number of samples to be collected at the site.
3. Tags / Slips bearing the serial number and blast number shall be prepared by the Shift In - Charge and handed over to the sampler.
4. Before leaving for sampling he shall ensure that he wears all apparatus connected with Safety.



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5. Before proceeding to the site for taking samples, he shall ensure / check that necessary tools are taken by him / are available with him.
6. The drill cutting of the individual holes are first heaped in the presence of Shift In – Charge and sampling is done by adopting the method of Coning and Quartering.
7. Quantity of Sample ranging from 200 – 250 grams is taken through the Coning and Quartering method.
8. He shall ensure that the sample so collected is placed in sample bags and a slip showing the serial number; blast number etc is put inside the sample bag for easy reference.
9. The sample so collected along with the request letter (Drill Hole samples Analysis Report) duly signed by the Shift In – Charge, shall be sent to laboratory for carrying out the analysis.

**1.2 Non - Conventional method of Sampling:-**

1. During the shift hours, the person opted for collecting the sample shall meet the Shift In - Charge and get the necessary instruction regarding the location from where the samples are to be collected.
2. The Shift In - Charge shall prepare a plan showing the material availability and decide the number of samples to be collected at the site.
3. Tags / Slips bearing the serial number and sample number shall be prepared by the Shift In - Charge and handed over to the sampler.
4. Before leaving for sampling he shall ensure that he wears all apparatus connected with Safety.
5. Before proceeding to the site for taking samples, he shall ensure / check that necessary tools are taken by him / are available with him.
6. Grab sample from the broken material and it is collected in the presence of Shift In – Charge.
7. Quantity of Sample ranging from 200 – 250 grams is taken through the Coning and Quartering method.
8. He shall ensure that the sample so collected is placed in sample bags and a slip showing the serial number; sample number etc is put inside the sample bag for easy reference.  
The sample so collected along with the request letter (Drill Hole samples Analysis Report) duly signed by the Shift In – Charge, shall be sent to laboratory for carrying out the analysis

**Emergency / Emergency Shut OFF:**

1. If there is any emergency Call Emergency number 9865165316 / 9865277805/  
9865150893 / 9865277806

**Records/Annexure:**

1. Refer Log book.
2. JSA is enclosed below.



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**JOB SAFETY ANALYSIS: (JSA)**

<b>Job Safety Analysis</b>	Job: Work instruction for sample collection	Date:	Analysis by:	Reviewed by:
Title of employee doing job: sample boy	Supervisor: Mines Foreman/shift incharge	Department: Mines	Section:	Approved by:
Req'd/recommended PPE: Safety shoes, goggles, ear plug				
<b>Sequence of Basic Job Steps</b>	<b>Potential Hazards</b>	<b>Recommended Safe Job Procedure</b>	<b>What Could Go Wrong</b>	<b>Corrective Action</b>
Collection of samples	Dust generation	Usage of face mask	Dusty atmosphere	To avoid collecting sample against wind direction
Sample preparation	Hand injury	Usage of gloves	Sharp materials mixed with samples causing to damaging fingers	Proper tools trowel can be used