



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

Issue No:02	Rev. No: 00	Effective Date: 01.11.2019	ELEC/SOP/049
Issued By: M.R		Approved By: HOD - ELECTRICAL	
SOP for Portable and Welding Machine fitness Certification			

Scope : Portable & welding machine fitness certification

Responsibility : Electrical Engineer

Accountability : Section Head

PPE:

1. Goggles
2. Insulated hand Gloves
3. Safety shoes
4. Safety helmet
5. Nose Mask

Tools:

1. Hand Blower
2. Waste Cloth
3. Suitable spanner
4. Screw Driver
5. Multimeter
6. Brush

Hazards:

Risk Associated
Electrical Shock
Minor body injury

Mitigating Measures
Electrical Safety Gloves
Safety shoes, gloves, helmet, goggles

Training need:

Emergency preparedness



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Procedure:

1. Check type of the Machine.(Hand Blowers, Vacuum Cleaner, Drilling Machine,Grinding Machine, Bricks Cutting Machine, Metal Cutting Machine,Castable Mixture machine, Vibrator machine, Hammer Breaker, Hot Air Blower, Metal Extension Board, 24V Transformer, Water Pressure Pump, Welding Machine)
2. Check the Condition of the Portable tool as per Check List ELEC/CM/14 and welding Machine as per Check List ELEC/CM/028.
3. Check the Condition of the plug Top condition and proper termination.
4. Check the Condition of the cable, Ensure it's should not have any joint. If Joint is there need to replace.
5. Check the Earth wire Continuity.
6. Check the Tool Switch condition and operation.
7. Check the physical damage of tool.
8. Check the all covers of welding Machine
9. Check the condition of welding Machine Incoming Switch/MCB
10. Check the condition of welding Machine Primary Terminals and terminal cover in place.
11. Check the condition of welding machine secondary terminals and cable connections.
12. Clean the machine with brush or Blower
13. Check the machine body earthing
14. Check the insulation value of phase to earth and note down in checklist
15. Clean all Terminals and tools by brush or Hand Blower
16. Check the Tools Operation with supply (wear Electrical Insulated safety hand Gloves while Testing)



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17. Paste the Fitness sticker as per standard Colour Code (April to June – Red Colour,
July to September – Yellow Colour, October to December – Blue Colour,
January to March – Green Colour)

18. Get the signature from Concern Electrical Engineer and Concern Department Section Engineer

Emergency / Emergency Shut OFF:

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

Records/Annexure:

1. Refer Check List ELEC/CM/14.
2. JSA as enclosed below.



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JOB SAFETY ANALYSIS :(JSA)

Job Safety Analysis	Job: Portable Tools Fitness Certification	Date:	Analysis by:	Reviewed by:
Title of employee doing job: Electrician	Supervisor: Section Engineer	Department: Electrical	Section:	Approved by:
<p>Required /recommended PPE:</p> <ol style="list-style-type: none"> 1. Goggles 2. Insulated hand Gloves 3. Safety shoes 4. Safety helmet 5. Nose Mask 				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Put on PPE,				
Cleaning of Tools and Terminals	Eye irritation, Respiration problem Body injury	Wear goggles Wear Nose mask Wear safety helmet, safety shoes , hand gloves	Damaged goggles/non standard goggles Damaged nose mask Tools and material may fall on human body Damaged Gloves	Periodic replacement Periodic replacement Without PPE don't perform the job
Checking the tool with Supply	Electrical shock	Use Electrical safety gloves	Nonstandard /damaged tools	Periodic replacement.