



DALMIA CEMENT (B) LIMITED – CEMENT PLANT
ARIYALUR
MECHANICAL SOP

Issue No: 02	Rev. No: 00	Effective Date: 01.11.2019	SOP/MECH/124
Issued By: M.R		Approved By: HOD-Mechanical	
SOP FOR DRILLING MACHINE OPERATION			

Scope:

To operate drilling machine for the given job

Responsibly:

Engineer/SH

PPE:

Safety helmet
Safety shoe
Safety
Goggles

Tools:

Spanner set
Drill bit
Sockets
Coolant
Lighting
Cutting blade
Brush

Hazard Analysis:

Risks associated:

1. Hot chips
2. Moving parts

Mitigating Measures

1. Goggles & gloves
2. Maintain distance from machine



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Procedure:

1. Clean and lubricate machine wherever necessary
2. Positing the job in the vice and hold firmly
3. Fix the drill bit on the chuck as per required size
4. Keep all bolts tightened before starting the operation
5. Maintain the distance away from the tool
6. Use appropriate speed as per the material of the job
7. Use only properly sharpened drill bits, sockets and chucks in good condition
8. Use the correct speed and drill for the type of stock being machined
9. Do not touch the job with bare hands
10. Position the table and adjust the feed stroke eliminating the possibility of the bit striking the table.
11. When an operator has finished working on the drilling machine. The power must be shut off and the machine must come to a complete stop.

Emergency / Emergency Shut OFF:

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



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Records/Annexure:

1. JSA as enclosed below.

JOB SAFETY ANALYSIS: (JSA)

Job Safety Analysis	Job: Drilling machine	Date: 20/11/2014	Analysis by: Section Engineer	Reviewed by: Section Head
Title of employee doing job: Section Engineer	Supervisor: Section Head	Department: Mechanical	Section: all area	Approved by: HOD Mechanical
Req'd/recommended PPE: Helmet, Shoe, Nose mask, Cotton Gloves, Ear plug, Safety belt, Goggles				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Tools handling	Hands injury	Use Hand Gloves	Hands may injury	Use type of gloves accordingly.
Fall of small objects	Equipment damage.	Use proper Holding ropes other than lifting	Holding tool may failure.	Check physically before use
Fall of object from base/ Hanging	Equipment damage	Check the base capability for handling the same.	Hooks welding may failure	Check before hanging / using.