



DALMIA CEMENT (B) LIMITED – DALMIAPURAM



PRODUCTION DEPARTMENT

Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	SOP/PROD/15
Issued By: S & P		Approved By: Head – Production	
SOP FOR ANALYSIS OF DATA			

SCOPE	:	ANALYSIS OF DATA
RESPONSIBILITY	:	CCR executive.
Accountability	:	Section Head – All

Procedure:

Productivity indicators of all major / minor processes in the Production department are measured / calculated regularly at regular intervals and are monitored by respective Section heads / department heads.

These figures are presented to Operation functional heads for their perusal, comments and reference.

If the deviations are within the acceptable limits, scope for further Improvement will be studied and discussed for further course of action.

Otherwise, the basic data sheets will be collected and analysed to find out the key areas of problem and further course of action will be discussed and finalized for action plan.

During course of operation, if deviations / disturbances occur in any of the process which ultimately affects the Production / dispatch process, key parameters of various processes or quality values of the intermediate or in-process material will be analysed to find out the magnitude of the disturbance / deviations.

The output of the analysis will be discussed at Maintenance / Production meeting to arrive at an early solution. If solution is identified, action plan will be drawn to implement the corrective action. If the results are positive and within the targeted level then the problem will be considered as successfully handled.

Otherwise, if required matter will be referred to either OEM, or outside expertise or SGA / Quality circle. Based on their recommendation further course of action will be taken, if considered viable / practicable.

Otherwise continuous efforts will be taken to minimise the effect of the problem.

Job Safety Analysis	Job: ANALYSIS OF DATA	Date: 01 – 09 - 2013	Analysis by: Section Incharge	Reviewed by: Section Head
Title of employee doing job: Analysis	Supervisor: All employees	Department: Production	Section: All Individual section	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



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Emergency Shut- off:

1. If body injury is there, First aid will be given and inform to the Safety department or Call Emergency number 233/555/9865125176/9865177444.

Records/Annexure:

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

HOD PRODUCTION

HOD TECHNICAL