



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



Issue No. 01	Rev. No: 00	Effective Date: 01.03.2016	SOP/Elect /30
---------------------	--------------------	-----------------------------------	----------------------

Issued By: S & P	Approved By: Elect. & Inst Head
-----------------------------	--

SOP For Portable electrical equipment maintenance

Scope/Purpose : This SOP is applicable for Portable electrical equipment maintenance.

Responsibility : Section Supervisor – Electrical

Accountability : Section Head - Electrical

PPE:

1. Safety shoe
2. Safety Helmet
3. Nose mask
4. Gloves
5. Goggles

Tools:

1. Insulated tools.
2. Screw driver
3. Cutting plier
4. Multimeter
5. Test Lamp

Hazard Analysis:

Risks associated

Injury due to electric shock-checking the machine in ON line.

Mitigating Measures

Ensure rubber hand-gloves and proper tools to be used while

Training needs:

1. Usage of tools and procedures how to check machine in ON line and OFF line.
2. Usage of PPE's



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



Issue No. 01	Rev. No: 00	Effective Date: 01.03.2016	SOP/Elect /30
---------------------	--------------------	-----------------------------------	----------------------

Issued By: S & P	Approved By: Elect. & Inst Head
-----------------------------	--

SOP For Portable electrical equipment maintenance

Procedure:

- a) Get work permit from the concerned Electrical Section Supervisor.
- b) Clean the equipment by air blower.
- c) Check the incomer power isolator (ELCB/MCB/Switch).
Replace the faulty component, if required.
- d) Check the incoming power cable & Plug top for healthiness. Replace the cable/Plug if required.
- e) Check the power and control components for proper insulation.
Replace/correct the faulty component if required.
- f) Check the fixing screws / Bolts for proper fixing.
- g) Check the equipment for proper operation.
- h) Paste the fitness certificate sticker on the equipment.
- i) Return the work permit to the concerned Electrical section supervisor.

Emergency / Emergency Shut OFF:

1. If any injury is there, inform to the Electrical Shift Engineer (251 / 9842994062) or Safety Department (523) or call Emergency number 9865160055



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



Issue No. 01	Rev. No: 00	Effective Date: 01.03.2016	SOP/Elect /30
Issued By: S & P		Approved By: Elect. & Inst Head	
SOP For Portable electrical equipment maintenance			

Records/Annexure:

1. JSA is enclosed below.

JOB SAFETY ANALYSIS: (JSA)

Job Safety Analysis	Job: Lighting Maintenance	Date:	Analysis by:	Reviewed by:
Title of employee doing job: Electrician & Contract Employee	Supervisor: Section Supervisor	Department: Electrical	Section: Plant	Approved by:
Req'd/recommended PPE: Safety helmet, Safety shoe, Safety Belts & Rubber Gloves.				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Switch Off & Isolation	Electric Shock	Proper tools to be used.	Usage of Improper tools	Good quality tools to be used
Switch Off & Isolation	Electric Shock	Proper Isolating switch should be used.	Failure of Isolating switch.	Check for supply using test lamps.
Maintenance Activities	Electric shock due to un-discharged components	Discharging to be done before taking the job.	Improper tool for discharging	Proper tool to be used.