



DALMIA CEMENT (B) LIMITED
DALMIAPURAM
CPP ELECTRICAL DEPARTMENT



Issue No. 01	Rev. No: 00	Effective Date: 01.03.2016	SOP/CPP/02
Issued By: M.R		Approved By: HOD - CPP	
SOP for PANEL EM/VOLT/AMMETER FIXING WORK			

Scope : Describe the procedure for fixing of EM/Volt/Ammeter I panels

Responsibility : Electrical Engineer

Accountability : Section In-charge

PPE:

1. Goggles
2. Electrical safety Gloves
3. Safety shoes
4. Safety helmet

Tools:

1. Suitable spanner
2. Cutting player
3. Insulated Screw driver

Hazards:

Risk Associated

Electrical Shock
Minor body injury
Flash over
Equipment damage

Mitigating Measures

Electrical Safety Gloves
Safety shoes, gloves, helmet, goggles

Training needs:

1. Electrical shock recovery Training
2. Emergency preparedness
3. Fire fighting
4. First aid training



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Procedure:

1. Take the Line Clearance for the particular Panel as per ELEC/SOP/003.
2. Clean the Panel with Hand Blower & Cloth, while cleaning use PPEs like Nose mask, goggles and hand Gloves.
3. Short the CT terminals & open the PT terminals in the Test Terminal Block. (If TTB is not provided short the input terminals at terminal connectors.)
4. Switch of the auxiliary power supply if meter is self-powered it will not applicable.
5. Fix the Meter in the respective cut outs & tight the fixing screw/clamp firmly.
6. Connect the CT /PT wires in respective terminals & auxiliary power supply cable to be connected (if the meter is not a self-powered).
7. If the meter having communication connect the communication cable/port.
8. Ensure the polarities of the CT & PT terminals are right.
9. Switch on the Auxiliary supply
10. Connect the PT supply & remove the short link in CT Circuit.
11. Ensure the Polarities of the CT & PT are right by seeing the display in Digital meters.
12. Ensure the Communication between the Meter & server.
13. Clear the LC as per ELEC/SOP/004.
14. Record all Check point in the concern Check list.

Emergency / Emergency Shut OFF:

1. If electrical shock injury or body injury are there, give First aid and inform to the Safety department or Call Emergency number 222/9865155288/9865177444.

Records/Annexure:

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



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JOB SAFETY ANALYSIS:(JSA)

Job Safety Analysis	Job: Fixing of EM/VM/Ammeter in panel	Date:	Analysis by:	Reviewed by:
Title of employee doing job: Electrician	Supervisor: Section Engineer	Department: Electrical	Section:	Approved by:
Req'd/recommended PPE: Nose mask, Goggles, Electrical safety Gloves, Cotton Gloves, Safety shoes, Safety helmet				
Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure	What Could Go Wrong	Corrective Action
Put on PPE, Take Permit				
Cleaning of Panels	Eye irritation,	Wear goggles	Damaged goggles/non standard goggles	Periodic replacement
	Respiration problem	Wear Nose mask	Damaged nose mask	Periodic replacement
	Body injury	Wear safety helmet, safety shoes , hand gloves	Tools and material may fall on human body	Without PPE don't perform the job
Short /open the panel terminals by open the panel door, Check the tightness of terminals	Electrical shock	Use Electrical safety gloves	Damaged Gloves	Periodic replacement.
	Body injury	Use proper tools	Nonstandard /damaged tools	Training for tools handling/ Periodic replacement
		Wear safety helmet, safety shoes , hand gloves	Tools and material may fall on human body	Without PPE don't perform the job
Check the Panel Door earthing, close the door properly.	Body Injury	Wear safety helmet, safety shoes , hand gloves	Nonstandard /damaged tools	Without PPE don't perform the job
			Tools and material may fall on human body	Training for tools handling/ Periodic replacement
Clear permit				Without PPE don't perform the job