



DALMIA CEMENT (B) LIMITED – DALMIAPURAM



MECHANICAL DEPARTMENT

Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	SOP/MECH/43
Issued By: S & P		Approved By: Head- Mech	
SOP for Mechanical Preventive & Breakdown Maintenance			

SCOPE	:	Preventive & Breakdown maintenance
RESPONSIBILITY	:	Section Engineers
Accountability	:	Section Heads – Mechanical maintenance

PPE:

1. Safety goggles,
2. Safety helmet,
3. Safety shoe,
4. Mask,
5. Cotton Gloves.
6. Safety harness(Full body)

TOOLS:

1. Spanners set.
2. Lifting tools & tackles.
3. Special tools
4. Wooden sleepers
5. Belt conveyor sheets

Hazard:

Risks associated:

Fall from height,
Fall of tools;
Hit of Hammer in hand;
Slippery due to oil
Spray of coolant to eyes
Battery acid spillage

Mitigating Measures

Use of safety harness
Carry the tools in tool bags
trained to be engaged
wearing shoes and careful walk
using of goggles
using PPE like gloves, goggles and face mosque

Procedure:

Preventive Maintenance

1. Decide equipment to be taken for preventive maintenance based on schedule



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2. Get clearance from production department
3. Prepare list of tools& tackles required for attending maintenance.
4. Check the condition of tools and tackles to be used for safe use
5. Ensure the lifting tools are tested and certified
6. Ensure trained employees or contractors are deployed for the job
7. Ensure employees holding valid permit
8. Ensure relevant work permit is taken for the job
9. Ensure LOTO is taken for the equipment on which maintenance is taken
10. Ensure all other connected energy sources are isolated.
10. Use only full body harness while working at height
11. Follow relevant SOP for the job.
12. Clear all used oil, filters from the area after completion of job
13. Use only 24V hand lamps in during the maintenance
14. Clear work permits after completion of job
15. Ensure gas cylinders & cutting torches are equipped with flash back arrester
16. Ensure hand tools are in good condition
17. Ensure safe usage of hand tools

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.



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Job Safety Analysis	Job: DG SET Preventive maintenance	Date: 25 – 06 - 2013	Analysis by: Section Engineer	Reviewed by: Section Head
Title of employee doing job:	Supervisor: Sec.Engr	Department: Mechanical	Section: All equipments	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
Working at Height	Fall from height	Follow work at height SOP	Not following procedure	Ensure SOP is followed before work is started
Working on electrical driven equipment	Electrical shock / accidental start of equipment	Follow LOTO	Not adhering to standard	Ensure LOTO before starting job.
Using lifting tools & tackles	Fall from height/ hit injury to body parts	Ensure certified tools & tackles are used. Don't over load	Overloading	Ensure lifting tools are not overloaded
Usage of hand tools	Injury to fingers / hands	Follow SOP for safe usage of hand tools	Not following SOP	Ensure right tools are used right job in right method
Checking the battery electrolyte	Injury to hands / eyes	Use proper ppe	Not following the methods	Follow the right method and procedure
Handling the oils	Slippery of persons	Collect the oil in a bucket to avoid the spillage	Not following the system	Ensure the oil to be collected in the buckets and later it is to be poured in the old oil barrels

HEAD MECHANICAL

HEAD TECHNICAL