

ENVIRONMENT HEALTH SAFETY DEPARTMENT

STANDARD OPERATING PROCEDURE

Title: Safety System

SOP No.:	Department:	EHS
SOP No.:	Effective Date:	
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1.0 **OBJECTIVE**:

To lay down a procedure for safety system.

2.0 SCOPE:

This SOP is applicable for operation and inspection of all safety system located at various locations in the premises.

3.0 RESPONSIBILITY:

Officer / Executive – EHS

4.0 ACCOUNTABILITY:

Head - EHS

5.0 ABBREVIATIONS:

EHS Environment, Health and Safety

CO₂ Carbon Di Oxide

Cm Centimeter
Ltd. Limited
Pvt. Private

6.0 PROCEDURE:

- **6.1** There are four types of safety equipments in the Plant.
 - **6.1.1** Fire Extinguisher
 - **6.1.2** Fire Sand Bucket
 - **6.1.3** Fire Hydrant
 - **6.1.4** Emergency Exit

6.2 FIRE EXTINGUISHER:

- 6.2.1 Fire cause major damage to the product as well to the plant and machineries, in some case it may be fatal. It is better to prevent fire by safety practices and not by fire fighting.
- **6.2.2** Below mentioned are the details related with different types of Fire Extinguishers to control different types of fire respectively.

A Type : Controlling Fire of Wood, Paper, Plastic & Clothes AB Type : Controlling Fire of Oil, Chemicals and Solvents etc.

ABC Type : Controlling of all types of Fire.

BC (CO₂) : Controlling Fire of Liquid, Gas & Electrical Appliances etc.



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BC (DCP) : Controlling Fire of Metal, Liquid, Gas, Electrical Appliances

- **6.2.3** For the control of small type of fire, different fire extinguishers are installed at strategic locations.
- **6.2.4** Update the status label as per **Annexure XI** on the monthly basis.
- **6.2.5** WATER TYPE FIRE EXTINGUISHER (A):
- **6.2.5.1** It is useful for the total fire protection against fire in wood, paper, plastic & cloth etc.
- **6.2.5.2 OPERATING:**
- **6.2.5.2.1** Lift the Fire Extinguisher from its stand / clamp / specified Location.
- **6.2.5.2.2** Bring it near the base of fire.
- **6.2.5.2.3** Remove its safety pin, Press Plunger down hard.
- **6.2.5.2.4** Spray the water at the base of the fire.
- **6.2.5.2.5** After complete / partly discharge the extinguisher must be refilled.
- **6.2.5.2.6** CO₂ gas cartridge of Fire Extinguishers must be checked monthly, if the weight of cartridge is reduced by 10% then it must be refilled.

6.2.6 AQUEOUS FILM FORMING FOAM TYPE (AB):

- **6.2.6.1** It is useful for the total fire protection against fire risks like fire in chemical solvents, diesel, petrol, oil, kerosene, paint etc.
- **6.2.6.2 OPERATING:**
- **6.2.6.2.1** Lift the fire extinguisher from its stand / clamp / specified Location.
- **6.2.6.2.2** Bring it near the base of fire.
- **6.2.6.2.3** Remove its safety clip.
- **6.2.6.2.4** Press plunger down hard and Spray the foam of Fire Extinguishers over fire.
- **6.2.6.2.5** After complete / partly discharge the extinguisher must be refilled.



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6.2.6.2.6 CO₂ gas cartridge of Fire Extinguishers must be checked monthly, if the weight of the cartridge is reduced by 10% then it must be refilled.

6.2.7 POWDER TYPE (ABC):

- **6.2.7.1** It is useful for the total fire protection against all type fire risks like:
- **6.2.7.1.1** Fire in electrical appliances.
- **6.2.7.1.2** Fire in wood, paper, cloth etc.
- **6.2.7.1.3** Fire in Chemical Solvents, Diesel, Petrol, Oil, kerosene, Paint etc.
- **6.2.7.1.4** LPG gas etc.

6.2.7.2 OPERATING:

- **6.2.7.2.1** Lift the Fire Extinguisher from its stand / clamp / specified Location.
- **6.2.7.2.2** Bring it near the base of fire.
- **6.2.7.2.3** Remove its Safety pin.
- **6.2.7.2.4** Squeeze the lever and spray the dry powder at the base of the Fire.
- **6.2.7.2.5** After complete / partly discharge the Extinguisher must be refilled.
- **6.2.7.2.6** Pressure Gauge of Fire Extinguisher must be checked daily. It should be ensured that needle is in "green zone". If it comes to "red zone" it must be refilled.

6.2.8 BC TYPE FIRE EXTINGUISHER (CO_2) :

- **6.2.8.1** It is useful for the Total Fire Protection against following:
- **6.2.8.1.1** Liquid, Gases & Electrical Appliances.

6.2.8.2 OPERATING:

- **6.2.8.2.1** Lift the Fire Extinguisher from its stand / clamp / specified Location.
- **6.2.8.2.2** Bring it near the base of fire.
- **6.2.8.2.3** Remove its safety pin, open its wheel in anticlockwise direction.



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- **6.2.8.2.4** At the time of Opening there is some unpleasant sound. Don't be panic. It is normal sound of this Fire extinguisher.
- **6.2.8.2.5** Spray the CO_2 Gas over the Fire.
- **6.2.8.2.6** After complete / partly discharge the extinguisher must be refilled.
- **6.2.8.2.7** Gross Weight, Empty Weight and Current Weight should be checked monthly, if the gross weight of Fire Extinguisher is reduced by 10% then it must be refilled.
- 6.2.9 BC/DCP TYPE FIRE EXTINGUISHERS (DRY CHEMICAL POWDER):
- **6.2.9.1** It is useful for the Total Fire Protection against following:
- **6.2.9.1.1** Fire in Metal, Liquid, Gas, Electrical Appliances etc.
- **6.2.9.2 OPERATING:**
- **6.2.9.2.1** Lift the Fire Extinguisher from its stand / clamp / specified Location.
- **6.2.9.2.2** Bring it near the base of fire.
- **6.2.9.2.3** Remove its safety pin, Press Plunger down hard.
- **6.2.9.2.4** Spray the powder at the base of the fire.
- **6.2.9.2.5** After complete / partly discharge the extinguisher must be refilled.
- **6.2.9.2.6** CO₂ gas cartridge of Fire Extinguishers must be checked monthly, if the gross weight of cartridge is reduced by 10% then it must be refilled.

6.2.10 VALIDITY / EXPIRY:

Type	New Fire Extinguisher	Refilled Fire Extinguisher	Life Span
ABC	3 Years	1 Year	10 Years
BC (CO ₂)	5 Years	1 Year	15 Years
A	5 Years	1 Year	10 Years
BC (DCP)	3 Years	1 Year	10 Years
AB(MECHANIC	5 Years	1 Year	10 Years
AL FOAM)			
CLEAN AGENT	5 Years	5 Year	10 Years

6.2.11 Officer / Executive EHS shall prepare a Fire Extinguisher list as per **Annexure-I**.





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6.2.12 Officer / Executive EHS shall inspect the Fire Extinguisher daily (as per **Annexure-II**) and monthly (as per **Annexure-III**).

6.3 FIRE SAND BUCKET:

6.3.1 Officer / Executive EHS shall prepare a Fire Sand Bucket list as per **Annexure-IV** and inspect the Fire Sand Bucket as per **Annexure-V**.

6.4 FIRE HYDRANT SYSTEM:

- 6.4.1 This procedure covers operation of Fire Hydrant System and basic need of periodic inspection of water supply, pump, water mains, control valves, hydrant/fixed monitors, hoses, nozzles, hose boxes and its keys
- 6.4.2 Officer / Executive EHS shall prepare and update whenever required the list of Fire Hydrant & Hose Reels As per Annexure XXIII & XXIV.
- **6.4.3** Officer / Executive EHS shall Check diesel engine Pump daily and maintain the format as per **Annexure-XIII.**
- **6.4.4** Officer / Executive EHS shall Check Water Tank Monthly and maintain the format as per **Annexure-XIV.**
- **6.4.5** Officer / Executive EHS shall check and inspect Hose Box as per **Annexure XVIII**.
- **6.4.6** Officer / Executive EHS shall check and inspect Hose Reel as per **Annexure XIX**.

6.4.7 OPERATION:

- **6.4.7.1** Open the hose box with its key.
- **6.4.7.2** Take out nozzle by breaking the glass through hammer and hose pipe from hose box.
- **6.4.7.3** Spread the hose pipe by revolving its lug then fit the nozzle in the female coupling of the hose pipe in the hydrant post.
- **6.4.7.4** Open the valve of hydrant post and spray the water on the target.
- 6.4.7.5 6.0 kg/cm² pressure is maintained all the time in the pipe line. As soon as we open the valve of hydrant post jockey pump will start.
- **6.4.7.6** When pressure goes down up to 4.0kg/ cm² the main pump will start, in case of power failure / cut off use Diesel pump to maintain the water pressure.



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- **6.4.7.7** After use Hoses and Nozzles should be properly dried before keeping it in its fixed place.
- **6.4.7.8** After completion of job, the pumps will be kept in auto mode again.
- **6.4.7.9** Officer / Executive EHS shall inspect the Fire Hydrant System as per **Annexure-VI** and inspect the Fire Hydrant Pump as per **Annexure-VII** on the monthly basis.
- **6.4.7.10** Update the status label as per **Annexure XII** on the monthly basis.

6.5 EMERGENCY EXIT:

- 6.5.1 In case of major fire in the plant premises, all the persons shall be evacuated from the plant through the Emergency Exit in different locations as per **Annexure XXII** -and assembled at Specified Area outside the plant called Assembly Point.
- **6.5.2** Officer / Executive EHS shall mark the way towards area for assembling in emergency condition.
- **6.5.3** Officer / Executive EHS shall ensure the key for the lock of Emergency Exit is available.
- **6.5.4** Officer / Executive EHS shall inspect the Emergency Exit on monthly basis as per **Annexure-VIII**.

6.6 FIRE BRIGADE:

- **6.6.1** Call the fire brigade (Tel. No. 101) if the fire is out of control.
- **6.6.2** Officer / Executive EHS shall prepare a safety team individual department wise as per Annexure-**IX**.

6.7 NUMBERING SYSTEM FOR ON SITE EMERGENCY PLAN:

On Site Emergency Plan shall bear a specific number as below:

OEP/NNN-AA

Where,

OEP : On Site Emergency Plan
/ : Indicates Separator

NNN : Indicates Serial Number for OEP (001, 002, 003,, etc.)

- : Indicates Separator

AA : Indicates Revision Status (00, 01, 02, 03......etc.)

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6.8 OTHER SAFETY CONTROLS IN VARIOUS DEPARTMENTS

6.8.1 For detailed safety precautions/controls in various departments refer respective department SOP.

6.9 SAFETY COMMITEE MEETING:

- 6.9.1 Safety committee has been established for the purpose of reviewing matters related to Safety in plant premises. The Safety committee meeting shall be conducted in once in a three month or as whenever required and minutes shall be communicated to all department heads for necessary action.
- 6.9.2 The details of safety committee meeting shall be as per annexure XV, XVI &XVII.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Fire Extinguisher List	
Annexure-II	Fire Extinguisher Daily Inspection Report Card	
Annexure-III	Fire Extinguisher Monthly Checking Report Card	
Annexure-IV	Fire Sand Bucket List	
Annexure-V	Fire Sand Bucket Monthly Inspection Report Card	
Annexure-VI	Fire Hydrant System Monthly Inspection Report Card	
Annexure-VII	Fire Hydrant Pump Monthly Inspection Report Card	
Annexure-VIII	Emergency Exit Monthly Inspection Report Card	
Annexure-IX	Safety Team	
Annexure-X	On Site Emergency Plan	
Annexure- XI	Status label Fire extinguisher	
Annexure- XII	Status label Fire Hydrant	
Annexure - XIII	Daily Check List for Diesel Pump	
Annexure - XIV	Checklist of Fire Water Tank	
Annexure - XV	Safety Committee member	
Annexure –XVI	Safety Committee Meeting Attendance Sheet	
Annexure –XVII	Minutes of Meeting of Safety Committee	
Annexure –XVIII	Hose Box Checking Slip	
Annexure - XIX	Hose Reel Checking Slip	
Annexure – XX	Fire Sand Bucket Checking Slip	
Annexure - XXI	List of Personal Protective Equipment	
Annexure –XXII	List of Emergency Exit	
Annexure – XXIII	List of Hydrant Points	
Annexure – XXIV	List of Hose Reels	

ENCLOSURE: SOP Training Record



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8.0 DISTRIBUTION:

• Controlled Copy No. 01 Quality Assurance

• Controlled Copy No. 02 Environment, Health & Safety

Master Copy
 Quality Assurance

9.0 REFERENCES:

In-House

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



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ANNEXURE – I FIRE EXTINGUISHER LIST

BLOCK:

S.No.	Type of Fire Extinguisher	Fire Extinguisher	Location	Capacity	Refilling Date	Due Date	Remark	Year of Manufacture
		ID. No.						



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ANNEXURE – II FIRE EXTINGUISHER DAILY INSPECTION REPORT CARD

BLOCK: MONTH: YEAR:

S.No.	Date → ID No of Fire Extinguisher	check Point	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Do ne By	Checked By
		I																																	
		II																																	
		III																																	
		IV																																	
		V																																	

Note-If observation complies mark ($\sqrt{}$) in specified column. If observation does not comply mark (X) in specified column.

Daily area checking points of fire extinguishers:-

(I) Location in designated place. (II) Safety seal & pressure indicator not broken or missing. (III) Are expiry date & weight mentioned at cylinder. (IV) Status of condition of hose & nozzle. (V) Check pressure in gauge, needle should be in green zone if it comes to red zone (send for recharging).



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ANNEXURE – III FIRE EXTINGUISHER MONTHLY CHECKING REPORT CARD

ID No:			LOCA	ΓΙΟΝ:						YEAR	:				
FILLIN	IG DATE:		EXPIR	Y DA	TE:					TYPE:					
CAPAC	CITY:		PRESS	URE:						WEIGH	HT:				
SCHEI	DULE: FIRST WEEK OF EVERY MONTH		FREQU	JENC	Y: ON	CE IN A	MONT	Ή							
S.No.	Check Point	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR		
1	Location in designated places														
2	No obstruction to access of visibility														
3	Standard operating procedure on F.E. legible and facing outward														
4	Safety seals and pressure indicator not broken or missing														
5	Fullness determined by weighing or lifting														
6	Examination for obvious physical damage corrosion and leakage														
7	Check pressure on the gauge. needle should remain in "Green region" if it comes to "Red region" (Send for recharging)														
8	Check & Note the gross weight of Extinguisher (If find 10% less than the stamped weight send for recharging														
9	Status of hose														



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10	Condition of tires wheels, hose and nozzle (For wheeled units)										
11	Are expiry date pressure and weight mentioned on cylinders										
12	Remarks										
13	Signature of inspecting officer		_	_	_					_	
14	Signature of In- charge										



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ANNEXURE – IV FIRE SAND BUCKET LIST

BLOCK / AREA:

S.No.	Type of Fire Sand Bucket	Fire Sand Bucket ID No.	Location	Capacity	Remarks

	Prepared By Operating Executive	Checked By Operating Manager	Approved By Head QA
Sign			
Date			
Name			



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ANNEXURE – V FIRE SAND BUCKET MONTHLY INSPECTION REPORT CARD

LOCATION: IDENTIFICATION NO.: YEAR:

S.No.	CHECK POINTS	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1	No obstruction to access or visibility of the fire sand buckets												
2	The condition of the bucket for worn out handle / hang and rusted bottom												
3	The sand in the bucket whether it is in loose condition												
4	Remarks												
5	Signature of inspection officer												
6	Schedule: Second week of every month												
7	Frequency: Once in a month												



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ANNEXURE – VI FIRE HYDRANT SYSTEM MONTHLY INSPECTION REPORT CARD

LOCATION: IDENTIFICATION NO.: YEAR:

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S.No.	CHECK POINTS	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1	Condition of hose boxes and keys and its cleaning												
2	No. obstruction to access or visibility of the hydrant post												
3	Valve of hydrant post												
4	Oiling of valve and lugs												
5	Dryness and proper rolling of hoses												
6	Status of hose i.e. puncture (leakage) in the hose												
7	Location of nozzles and boxes of nozzles												
8	No obstruction to access of nozzles												
9	Cleaning of nozzles and its boxes												
10	Proper fitting of coupling and lugs												
11	Remarks												



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12	Signature of inspecting of	officer											
13	Schedule : Second week	of every month											
14	Frequency: Once in a m	nonth					-						



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ANNEXURE – VII FIRE HYDRANT PUMP SYSTEM MONTHLY INSPECTION REPORT CARD

LOCATION: IDENTIFICATION NO.: YEAR:

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S.No.	CHECK POINTS	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1	Fire pump suction valve is open												
2	Fire pump discharge valve is open												
3	Jockey pump suction valve is open												
4	Jockey pump discharge valve is open												
5	Jockey pump controller is switch on												
6	Jockey pump is running normally (Not excessively)												
7	The 'power available' light on												
8	Controller is in automatic position												
9	Pump started automatically Up on Drop in pressure												
10	Pump starting pressure is proper												
11	Pump room is clean and free of combustible												
12	There is a suitable type of fire extinguishers in the pump room												
13	Water level in fire water tank												



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14	Remarks														
15	Signature of inspecting	officer													
16	Schedule : Second week	of every mor	nth												
17	Frequency : Once in a n	nonth													



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ANNEXURE – VIII EMERGENCY EXIT MONTHLY INSPECTION REPORT CARD

LOCATION: IDENTIFICATION No.: YEAR:

S.No	CHECK POINTS	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
1	Physical condition of door												
2	Smooth movement of door												
3	Lock & key is available												
4	Remark												
5	Done by												
6	Verified by												
7	Frequency: Once in a month												



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ANNEXURE – IX SAFETY TEAM

		A Team	B Team
Commander			
Evacuator			
Collector			
Fire Fighting Team	Staff		
Medical Team			



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ANNEXURE – X

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ON-SITE

EMERGENCY PLAN



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APPROVAL & AUTHORIZATION

This safety Document "ON-SITE EMERGENCY PLAN" elaborates the Site, and describes the Manufacturing Facility and Quality Management System & Environment Management System being followed in all the relevant areas.

PREPARED BY:

DESIGNATION	NAME	SIGNATURE	DATE
OFFICER/EXECUTIVE			
(EHS)			

REVIEWED BY:

DESIGNATION	NAME	SIGNATURE	DATE
OPERATING MANAGER			
(EHS)			
HEAD			
(QUALITY CONTROL)			
HEAD			
(ENGINEERING)			

APPROVED BY:

DESIGNATION	NAME	SIGNATURE	DATE
HEAD			
(OPERATIONS)			



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ON-SITE EMERGENCY PLAN

Page No.:

- 1.0 SAFETY POLICY
- 1.0 **DESCRIPTION OF THE PLANT**
- 2.0 **GENERAL RESPONSIBILITIES**
- SYSTEMS AVAILABLE FOR CONTROLLING EMERGENCY SITUATION 3.0
- 4.0 ORGANISATION AND PROCEDURE TO HANDLE EMERGENCY
- 5.0 KEY PERSONNEL AND THEIR RESPONSIBILITIES
- **6.0** GENERAL INSTRUCTIONS TO EMPLOYEES
- 7.0 AFTER NORMAL WORKING HOURS AND HOLIDAYS
- FOLLOW UP ACTIONS TO BE TAKEN AFTER THE SITUATION IS BROUGHT UNDER 8.0 CONTROL
- 9.0 **EXTERNAL EMERGENCY SERVICES**
- 10.0 CONCLUSION

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



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ANNEXURE – XI

STATUS LABEL FIR	E HYDRANT
EQUIPMENT NAME:	ID. NO.:
BLOCK :	LOCATION:
INTERNAL INSPECTION DATE:	
INSPECTION DUE DATE :	

ANNEXURE – XII

OFFICER SAFETY

	STATUS LABE	L FIRE EXTINGUISHER
EQUIPMEN	Γ NAME:	ID No.:
BLOCK	:	LOCATION:
ТҮРЕ	:	CAPACITY:
REFILL DAT	TE : INSPECTION D	EXPIRY DATE: ATE:
INSPECTION	N DUE DATE :	



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ANNEXURE – XIII DAILY CHECK LIST FOR DIESEL PUMP

MONTH: YEAR:

S. No	CHECK POINT OF DIESEL PUMP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Condition of oil in diesel tank																															
2	Condition of coolant																															
3	Battery charging is proper																															
4	Pump pressure is proper																															



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5	Controller is in automatic			W	ORK	ING IN A	AUTO	MAT	IC M	ODE			
6	Water level in fire tank												
7	Pump room is clean												
8	No combustible material												
9	Power available light ON												
10	Suction valve is open	<u> </u>				(OPEN						
11	Discharge valve is open					(OPEN						
12	Key of diesel pump												
13	Available extinguisher												
14	Remarks												
Chec	ked By												



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ANNEXURE – XIV CHECKLIST OF FIRE WATER TANK

MONTH: YEAR:

Check	ing	Checked	l By	Fire Pump rum	ning time i	ng time if started Filling Filled By			d By			
Date	Time	Name	Sign	Pump Name	Start	Stop	Date	Ti	ime	Name	Sign	Verified By
Date	Time	ranic	Digii	Tump Name	Start	Бюр	Date	Start	Stop	Tame	Sign	

Note: - Water Level in Tank should be always kept below the Red Line.



ENVIRONMENT HEALTH SAFETY DEPARTMENT

STANDARD OPERATING PROCEDURE

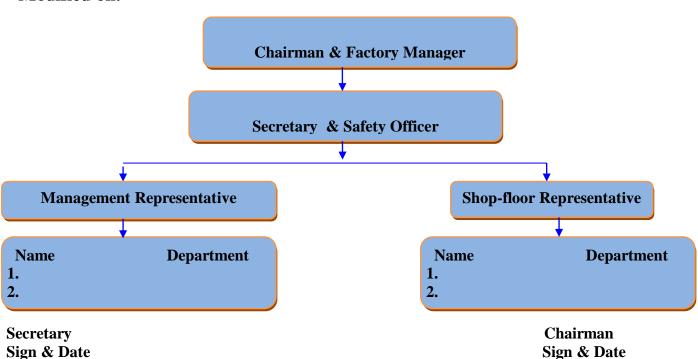
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ANNEXURE – XV SAFETY COMMITTEE MEMBER

Dated: Tenure: 2 Years

Modified on:





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ANNEXURE – XVI SAFETY COMMITTEE MEETING ATTENDANCE SHEET

Dated: Venue:

S.No.	Name of the Members	Designation & Department	Signature



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ANNEXURE – XVII MINUTES OF MEETING OF SAFETY COMMITTEE

	MINU	UTES OF MEET	ING OF SAFET	Y COMMITTEE									
Date:					Venue:								
	Members Preser	nt	Members Absent										
S.No.	Issue Discussed	Suggested By	Responsibility	Action Plan	TCD	Status							
Issues D	iscussed				T								
New Issu	ies Discussed												



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ANNEXURE – XVIII HOSE BOX CHECKING SLIP

Hose Box No.:	Location :
Done Date :	Due Date:
	Checked By: Safety Officer



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ANNEXURE – XIX HOSE REEL CHECKING SLIP

Hose Box No. :	Location:
Done Date :	Due Date:
	Checked By: Safety Officer



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ANNEXURE – XX FIRE SAND BUCKET CHECKING SLIP

Fire Sand Bucket No. :	Location:	
Done Date :	Due Date:	:
		Checked By: Safety Officer



Title: Safety System

PHARMA DEVILS

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ANNEXURE – XXI LIST OF PERSONAL PROTECTIVE EQIPMENT

S.No.	Name of Equipment	Use	Remark

	Prepared By Operating Executive	Checked By Operating Manager	Approved By Head QA
Sign			
Date			
Name			



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ANNEXURE – XXII LIST OF EMERGENCY EXIT

S.No.	Emergency Exit ID No.	Location	Out Side Opening	Door Status

	Prepared By Operating Executive	Checked By Operating Manager	Approved By Head QA
Sign			
Date			
Name			



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ANNEXURE – XXIII LIST OF HYDRANT POINTS

S.No.	Identification No.	Location	Remarks

	Prepared By Operating Executive	Checked By Operating Manager	Approved By Head QA
Sign			
Date			
Name			



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ANNEXURE – XXIV LIST OF HOSE REELS

S.No	Identification No.	Location	Remarks

	Prepared By Operating Executive	Checked By Operating Manager	Approved By Head QA
Sign			
Date			
Name			