



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering	SOP No.:
Title: Safety Procedure in Factory Premises During Monsoon	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE

To lay down the safety procedure in factory premises during monsoon.

2.0 SCOPE

This standard operating procedure (SOP) is applicable for during monsoon.

3.0 RESPONSIBILITY

Concerned department to maintain proper housekeeping in the factory premises
Engineering department to take corrective action in case of any accident.

4.0 PROCEDURE

- 4.1 Shift all materials, chemicals or equipments likely to be spoilt due to rain to a covered and safe place.
- 4.2 Prevent spillage of chemicals, oils and lubricants by proper storage and handling.
- 4.3 Dispose off any unwanted material lying open at terrace and outside area.
- 4.4 Check roofs, windows, ceiling and rain water drains for leakages and seepages and rectify if any.
- 4.5 Check equipments for proper earthing.
- 4.6 Do not operate or touch the electrical equipment.
- 4.7 Floor should be free from slippery material.
- 4.8 Check Lightening Arrester for proper installation.
- 4.9 Prevent any unwanted collection of water around factory building.
- 4.10 If any electrical fault is noticed, immediately inform to engineering department and get it rectified.
- 4.11 In form all the employees that out side area would be wet and slippery in monsoon, so take extra care while walking, do not run, try to avoid use of slippers – wear shoes wherever possible.

5.0 SAFETY AND PRECAUTIONS:

- 5.1 Use required safety wears while doing preventive maintenance.

6.0 REVISION HISTORY

Revision No.	Reason for Revision	Superseded from & date
00	New	-----

7.0 REFERENCES

N/A



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8.0 ABBREVIATIONS

SOP : Standard Operating Procedure

9.0 ANNEXURE

N/A