



**PROMAINT INDUSTRIAL SOLUTIONS**

**Ref: Document No.:** - PIS/2023-24/006

**SUB: SOP FOR SITE TEAM**

**Purpose:** This SOP is required any type of fabrication, Structure construction, and facility maintenance work.

**Team:** Site supervisor, Technicians & Manager.

**Procedure:**

- First need to do site team medical fitness and required test on six-month basis.
- Need to prepared for ESIC & PF for new employee
- Kindly check the client gate pass process.
- Prepared gate pass for each employee including supervisor & manager.

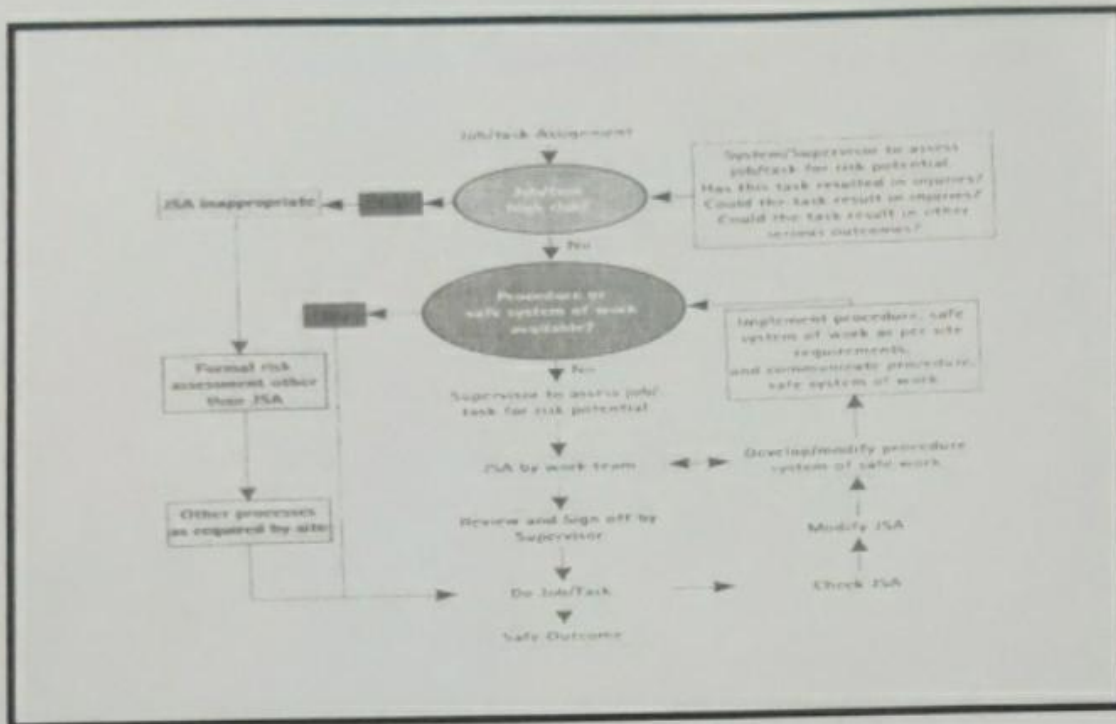
**Following process need to follow prior to work**

- Client valid work permit system and sign off.
- Need to provide all instructions related to safety, quality, and work environment.
- Identified work place and location and provide appropriate tools, tackles, and PPE's before start the work. **Do the JSA.**

**On completion of the JSA,** the supervisor is required to review and sign off the JSA where appropriate. If a job is 'high risk' by the supervisor or the team (during personal prestart checks), a formal risk assessment as appropriate other than a JSA should be conducted by an appropriate team.



The below figure illustrates a suggested JSA flow chart.



Appropriate training, competency and understanding of the task is required for the supervisor to determine the level of risk a job attracts. In general, a JSA should only be applied to a job,

when:

- The hazards and potential or resultant risks are known to be low
- There is no procedure or SWI developing, modifying, or reviewing a procedure of SWI (where appropriate).

A JSA should not be conducted as the primary tool to identify hazards and controls where the job:

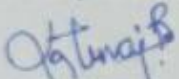
- Has the potential for serious injuries, illness, equipment damage or environmental harm.
- Is new and has not been conducted before
- Is of a long duration (that is over one shift)



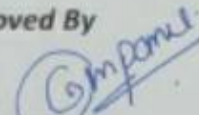


- Working below the ground
  - Hostile people
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- Moving objects
  - Electricity
  - Lifting and/or carrying objects
  - Unstable or steep terrain
  - Poisonous plants and/or animals
  - Poor lighting
  - Loud noise
  - Water bodies
  - Confined spaces
  - Ergonomic hazards
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4. After completion of work inform to client supervisor and closed the permit.
  5. Remove all tools & tackles and area need to do 5S program.
  6. If any welding work need to provide watch person for 30 min if any.
  7. Team needs to follow basic client out gate process.

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