



HR POLICY & MANUAL

➤ HEALTH & SAFETY POLICY

INTRODUCTION:

We the employees of FINEARC SYSTEMS PRIVATE LIMITED believe that "Man" is NOT one of the 5M's of the production inputs viz. Man, Machine, Material, Money and Method. Man is the "Creator" and "User" of the remaining 4 M's. He is the principal asset of our business and industry. MAN makes the difference between the success and the failure of an industry.

ENTERPRISE:

The Management therefore gives paramount importance to the Safety, Health and Working Environment of all the men associated with the Company.

In the light of what is stated above, we declare our SAFETY POLICY as under:

LIST OF MACHINERY:

SR.NO.	NAME OF THE MACHINES	QTY. IN NOS.
1	Air Compressor – RMP & KIND	3
2	Bench Grinding – IFI	2
3	Center Lathe – Saber make	1
4	Center Lathe – Shiga make	1
5	Chain Pulley	5
6	Crane 6T – Electromech make	2
7	Cutting of Wheel	1
8	Lathe	1
9	Milling Machine	1
10	Milling Machine – M1TR MT	1
11	Power Hacksaw – Ganga Precision	2
12	Pillar type Drill Machine – Excel make	1
13	Radial Drilling Machine – Botliboy make	2
14	Radial Drilling Machine – Prakash make	2
15	Slotting Machine – Sunrise make	1
16	Surface Grinding Machine	1
17	Universal Milling Machine – BF	1
18	Universal Milling Machine – Inter Tool	1

LIST OF INPUTS:

A. Raw Material

1. M.S. Plates, Brass / Aluminium / Alloy Steel
2. Copper / Flat
3. M.S. Square Pipes
4. Gun Metal Rods
5. Brass Rods / Pipes



B. Bought Outs (Mechanical)

1. Gear Boxes
2. Hardware
3. Bearings
4. Pneumatic Products
5. Hydraulic Products

C. Bought Outs (Electrical)

1. Motors
2. Cables
3. Push Buttons
4. Control Panel
5. Contactors
6. Timers / Ammeters / Voltmeters / RPM Meters
7. Electronic Relays
8. Encoder
9. Programmable Logic Controller
10. Computer Interphases / Controller

D. Bought Outs (Weld Equipments)

1. Robots
2. Welding Equipments
3. Wire Feeders
4. Cutting Equipments
5. Other Imported Goods

MANUFACTURING PROCESS:

A customer conveys his needs/requirements of repetitive type of welding of components and assemblies or sub-assemblies.

A technical study is made of the customer's requirements and major decision of welding process to be adopted is made. A brief layout of the equipment system is also made and sent to the customer in the form of proposal drawing along with the quotation. Negotiations are made and order is finalized. After the receipt of the order, in-depth design of the equipment is carried out and detailed parts drawing are made along with list of bought out materials etc.

Raw material list are also worked out and materials requirements are also worked out and materials are ordered.

After the receipt of materials these are machined as per drawing either in factory or with the help of outside vendors which also involve heat treatment, surface treatment etc. Once the parts are made these are taken for assemblies of the SPM/System, and SPM is built. Next part of the process is all the necessary electrical and electronics controls are



simultaneously made and the machine is wired accordingly. Inspection of parts, sub-assemblies and total assembly is done during manufacturing process.

During this assembly customer sends the parts to be welded for actual welding trials.

Then the SPM is tried out for actual welding, however, before these trials are made during assembly and sub-assembly stage, quality checks are made to ensure the correctness of the parts and assemblies.

After our own trials customer is called for final inspection and actual welding trials. After seeing the satisfactory working and production norms customer clears the machine for despatch and the machine is subsequently despatched to the customer.

END USE OF CUSTOMER:

To produce welded parts on repetitive basis on the SPM / Welding System supplied by us.

1) GOAL:

The aim of the Health & Safety Policy will be to ensure that no accident takes places during whole process of manufacture in the factory.

2) GUIDING PRINCIPLES:

This Safety Policy is guided by the following principles:

- a. It is essential to respect the human life which is the most precious commodity.
- b. All the accident and risks to the health can be eliminated.
- c. It is the responsibility of the management and the total work force to ensure that no injuries are caused to any individual while working.
- d. Safe working is the right and an obligation of each employee.
- e. Safety training is essential at all levels.
- f. If we cannot ensure safety, we cannot qualify to be in the business.

3) OBJECTIVES:

The objectives of our Health and Safety Policy are:

- a. To provide and maintain Safe and Health working Environment, Equipment and Systems of work for all our employees.
- b. To provide such Information, Training and Supervision they need for this purpose.
- c. To comply with all relevant Statutory Provisions pertaining to Safety, Health & Environment.
- d. To use relevant techniques such as Safety Audits for periodical assessment of the state of Safety, Health and Environment Risks.
- e. To integrate Safety & Health in all decisions concerning purchase of Plant, Equipment, Machines, Materials and Selection & Placement of personnel.



4) SCOPE:

This Safety Policy is applicable to the following:

- a. All the manufacturing units and factories of FINEARC SYSTEMS PVT. LTD.
- b. All the officers including Branch Offices of FINEARC SYSTEMS PVT. LTD.
- c. All the employees working including Sales & Service Personnel
- d. All the Workmen may be of Transporters, Suppliers and ancillary to FINEARC SYSTEMS PVT. LTD.

5) SAFETY ORGANIZATION:

The Organizational set up to carry out the declared policy for Health, Safety & Environment matters and in particular, the arrangements, which have been made to implement the policy, will be as follows:

- a. The overall responsibility for Health, Safety & Environment will be that of the "occupier" of the factory.
- b. The Project Manager – Manufacturing will be responsible for the operations in the factory.
- c. The Production Manager will be responsible for implementation of this policy in the production operations. He will be accountable for the safety performance in the production areas.
- d. Project Manager – Manufacturing will be plan and administer the Safety Program. The implementation will be through Line Management.
- e. Maintenance Department will be responsible for maintenance of machines and equipment, inspection and testing of various equipment, guards and devices. Proper record of these activities will be maintained. Proper maintenance schedule will be drawn & strictly followed.
- f. All employees have the responsibility and obligation to co-operate with the operators and Managers to achieve the safe Health Working environment and to follow all safety Rules, Procedures, Systems and Practices including use of Safety Equipment and to take reasonable care for the Safety and Health of themselves and their colleagues.
- g. In order to ensure all Safety Rules, Procedures, Systems and Practices including use of Safety Equipment are followed; Safety Audits either internally or through external expert will be carried out.
- h. Communication between Management and Employees will be through Safety Committee which will assist in propagating Safety and motivating Employees to achieve the objectives set out in the Safety Policy.
- i. Human Resources Department (HRD) will be responsible for Inspection, Testing and Maintenance of all Fire Extinguishing Appliances and Fire Hydrant installation of such maintenance and for dealing with any fire emergencies. He will also be responsible for organizing fire Drills and Emergency Drills contractors. It will be his duty to ensure that all the new entrants are trained in Fire Fighting, Operation.
- j. The Purchase Department will consider the safety aspect while purchasing plant machine, equipment, material etc. They will obtain Material Safety Data Sheets while purchasing any chemicals. While procuring material handling equipment, the Purchase Department will ensure that the necessary certificates regarding safe working load etc. are made available.

Revision Date: 01.01.2023

Review Date: 31.12.2024

- k. The Head of the Quality Assurance Department will ensure that all the Raw Materials tested as per the guidelines & that all the finished products are in conformity with the standards laid down.
- l. Manager Project – Manufacturing will anticipate any possible occurrence of the hazard during manufacturing stage and or by the end user. He will eliminate these hazards at the design stage itself and fulfill the Company's obligations under the rules framed for the product liability in the Factories Act.
- m. Due to weightage will be given to an employee's attitude towards safety while doing his performance Assessment for career advancement.
- n. The contractors will be responsible for all safety measures related to their work. Contracting Department will ensure compliance and supervision. It will be obligatory on all contractors and Visitors to follow the existing Plant Safety Rules, Procedures, Systems & Practices. They must start their work only after receiving proper instructions and permission.

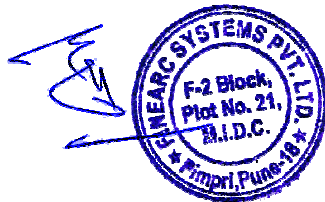
6. REVISION:

This Policy will be become effective from 01.01.2023 and will be reviewed on 31.12.2024. However, the Management reserves the right to alter or amend the same earlier if found necessary.

7. COMMITMENT:

We, FINEARC SYSTEMS PRIVATE LIMITED, are committed to this policy and in its Annual Report; it will cover all the performance during the year related to the Safety, Health & Environment.

Signed By: Mr. D. K. Londhe



Authorised Signatory

DATED THIS 1st DAY OF Jan, 2023