

**M/s ACE TECH MERCANTILE LLP**

**E-39, MIDC KURKUMBH TAL. DAUND, DIST. PUNE 413802**

## **Safety Audit Visit Report**

**Prepared by**  
**M/S Kothari & Associates**  
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## **SECTION 1: EXECUTIVE SUMMARY**

### **1.1. THE ASSIGNMENT**

#### **1.1.1 SITE OVERVIEW**

**M/s ACE TECH MERCANTILE LLP, E-39 MIDC Kurkumbh, Daund, Pune -413802**

is into Reprocessing of Solvents.

The Factory is headed by **Mr. Chirag Pratap Patel** as occupier and **Mr. Sudam Nimbalkar** as Factory Manager, who effectively carries out the Manufacturing Activities.

#### **1.1.2 NEED FOR SAFETY AUDIT**

The company has a clear commitment to meet the highest standards of quality goods without sacrificing safety and environmental regulations. During the course of the assignment, discussions were held with various officials of the company. From these dialogues it was quite evident that apart from the legal obligations the management of **M/s Ace Tech Mercantile LLP** was really keen of maintaining high standards and improving the safety culture of the factory. In view of this development it was, therefore, very prudently thought that if an independent assessment of the status of safety is carried out, it could help the management to identify the areas having impact on safety at site, especially on risk and disaster control management. The future safety program could then be designed so as to take corrective action for "Vulnerable Conditions and Actions".

**1.1.3 Kothari & Associates, Pune** is a consulting organization in the field of safety and conducts Safety Audit regularly. The clientele covers number of similar Factories.

Top management **M/s Ace Tech Mercantile LLP** initiated this Safety audit and engaged of **Kothari & Associates** for the same. The present Safety Audit is an off – shoot of the above considerations.

## **1.2 OBJECTIVES**

The audit is conducted with the objectives to carry out a systematic critical appraisal of all potential hazards involving personnel, plant, services and operation method; and ensure that Safety systems full satisfy the legal requirements and those of the company's written safety policies, objectives and progress.

## **1.3 SCOPE**

The scope of the audit is restricted to the M/s Ace Tech Mercantile LLP Kurkumbh and for current site activities only. The site plan is enclosed in the section five. The site map indicates the boundary of the company. The entire Audit plan including the scope of the audit and depth of the audit is designed to meet the client's safety needs, statutory requirements.

## **1.4 TIME SCHEDULE**

The time schedule was finalized in the opening meeting for document verification, plant visits and discussion on the draft and cleared the scope and methodology to be adopted for the audit. Time schedule was fixed as follows. Audit was carried out during **May 2014**. Record of the meetings held was maintained.

## **1.5 AUDIT METHODOLOGY**

Audit method and procedure as per Indian Standard 14489: 1998 is used to conduct the audit. The methodology is explained in detail in section Six and the same was explained to the senior management of auditee. Evidence is collected through discussion with plant personnel, documents verification and observation of activities and conditions in the areas of concern. Clues suggesting non-conformities are noted in they seemed significant, even though not covered by check lists. As the purpose of audit is not to comprehensively check implementation of each safety system element. Sample / test check information is collected for the implementation of each element of the safety systems. However recommendations are not only to correct the observed non-conformity, but the implementation of the element as a whole. The audit was conducted by data collection through questionnaire; document verification and plant visit to observe the operations. The employees were contacted and discussions were held with department heads.

## **1.6 OBSERVATIONS AND COMMENTS**

As the purpose of audit is not to comprehensively check implementation of each safety system element, sample/ test check information is collected for the implementation of each element of the SAFETY system. During plant visit observations for unsafe conditions / unsafe acts were carried out. Status of the following safety aspects noted and discussed with the concerned persons and comments recorded in the text of this report with suggestions wherever appropriate.

- Health and safety Policy
- Safety & Health organization
  - Safety Department
  - Safety Committee (s)
  - Safety budget
- Accident reporting, investigation and analysis
- Safety inspections
- Safety education and training
  - Training
  - Periodic training / retraining
  - Safety Communication / motivation / promotion
- First aid
- Occupational health center
- General working conditions
  - Housing keeping
  - Noise
  - Illumination
- Hazard identification and control
- Safe operating procedures (SOPs)
- Work permit system
- Waste disposal system
- Personal protective equipment (PPE)
- Fire protection
- Emergency preparedness.
- Plant layout and area classification
- Static electricity
- Pressure vessels (fired and unfired)
- New equipment review
- Lifting machines & tackle
- Mobile equipment and vehicular traffic
- Material handling
- Tank storage vessel area
- On-site Material storage area
- Transportation
- Communication system adopted in plant
- Statutory approvals

## 1.7 RECOMMENDATIONS

The desired end result of a Safety audit is the identification of primarily unrecognized hazards in the light of experience and early recognition of shortcomings in the areas such as the maintenance and testing of critical equipment.

These recommendations are of two types:-

- For improvement in the system's specified requirements, and
- For more effective implementation of the specified requirements of the system.

The audit team makes following recommendations to the management of M/s Ace Tech Mercantile LLP For further improvement of the Safety standards.

1. Prepare & Maintain copy of "On site Emergency Plan" at ECC.
2. Display Health & Safety Policy in Local Language at 2-3 locations in the premises.
3. Maintain Material Safety Data Sheets at the office near the particular workstations.
4. Display notice as prescribed in MFR 1963 near first aid appliance and at a conspicuous place mentioning following. The names of all the persons trained in first aid. The work room where these persons are available and the name of the nearest hospital and its telephone number.
5. Carry out identification of hazards for the operation involving hazardous chemicals.
6. Necessary approval should be obtained from the Department of Industrial safety and Health.
7. Prepare action plan for compliance of the recommendations of safety Audit and follow up.

## 1.8 CLOSING MEETING

Closing meeting with the senior management of M/s Ace Tech Mercantile LLP, Kurkumbh for respective departments was held on the same day at the end of plant visit. The observations and recommendations of the audit were discussed and agreed in the closing meeting.

## 1.9 AUDIT EVIDENCE

Records of the evidence collected are maintained at site.

## 1.10 ACTION PLAN

Action on the safety audit report is most important. As the nature of recommendations covers number of aspects of the site activity all cannot be implemented immediately. However with definite action plan, in a Phased manner, the objective can be achieved.

### **1.11 CONCLUSION**

There are adequate safety systems designed to the safety needs of the site, backed by management support, strict administrative control, follow up and records. Internal inspections, training programs. Mock drills are carried out at regular intervals. There is regular follow up system towards the compliance of the statutory requirements and fulfilling occupier's obligations. In conclusion the audit team finds the safety standard of installations is GOOD to ensure the safe operations at site and to achieve the desired goals.

### **1.12 STRUCTURE OF THE REPORT**

The methodology of the SAFFTY AUDIT is described. Audit Questionnaire collected data followed by site visit observations and comments are available in Compliance of statutory approvals status is described .The audit Recommendations are concluded. The evidence collected is maintained separately.

1.13 We appreciate the positive approach shown by the management and thank to all staff.

## **SECTION 2: INTRODUCTION**

### **2.1 SITE**

**M/s Ace Tech Mercantile LLP, Kurkumbh**

#### **Safety Audit Visit Report**

**Auditors Name: Kothari & Associates, Pune**

**Name of the company: M/s Ace Tech Mercantile LLP**

**Audit Date: May 2014**

**Present members: Mr. Chirag Pratap Patel**

**Name of the Occupier: Mr. Chirag Pratap Patel**

**Name of the Manager: Mr. Sudam Nimbalkar**

**Safety Department: NA**

**No. of employees: 7**

**Power installed: 19 HP**

**Manufacturing of: Reprocessing of Solvents**

**Built up Area of the shed: 10,000 Sq Feet**

**Raw Materials used: Spent Solvent**

**Inventory of Bulk Storages: Spent Solvent**

**Health & Safety Policy: To be prepared.**

**Approved Plan No:**

**Factory Licence No: Applied for**

**MPCB Consent: Available and attached**

**Waste Diposal: Tie Up with MEPL (CHWTSDF) Ranjangaon**

**Previous Safety Audit Done: First Time**

**Safety Committee: NA**

**Emergency Team Members: 3**

**Safety Training: Yes provided to personnels (Fire & Safety)**

**Work permit: NA**

**Personal Protective equipments: Yes Provided**

**No. of fire extinguishers: as per sheet Attached**

**Hydrant Points: as per sheet Attached**

**Emergency Siren/Alarm: Electric ring/ with Back Up**

**Assembly points: at the main Gate**

**Emergency Control Centre: Office Shed**

**First Boxes: Yes @ No.s**

**First Aid Room/OHC: NA**

**Canteen: NO**

**Lockers/Rest room: Yes provided**

**Crèches: NA**

**Ambulance: Tie up with Local Hospital (A Substitute vehicle is present**

**Doctor/Hospital: Dr. Rajesh. Ambike**



Observation Remarks:

S.No.	Particulars	Yes	No	Remarks
1.	OH& S Policy	✓		<ul style="list-style-type: none"> <li>✓ Health &amp; Safety policy is in force.</li> <li>✓ Translated in Marathi &amp; displayed at all key locations.</li> <li>✓ All personnel's are aware of the same.</li> <li>✓ It cover all the points as per 73-L of MFR, 1963.</li> </ul>
2.	OH& S Set up		✓	No Safety Officer, Manager takes care of Safety Issues.
3.	Safety Committee		✓	○ NA
4.	Safety Budget	✓		○ No tentative Budget, funded as per requirement.
5.	Safety Manual	✓		○ Safety Manual is prepared.
6.	Safe Operating Procedure	✓		○ Safe Operating Procedures are

				<p>followed.</p> <ul style="list-style-type: none"> <li>○ Safe working Instructions are posted at each work stations.</li> <li>○ Copy of SOP available at each specific location</li> </ul>
7.	Work Permit System		✓	<ul style="list-style-type: none"> <li>○ The Work permit System is Not applicable.</li> </ul>
8.	Contractors Safety System	✓		<ul style="list-style-type: none"> <li>○ The work Contract of Contractors covers all the Safety Aspects.</li> </ul>
9.	Plant design & Layout ( Display of Emergency Plan, Safety Equipments,etc)	✓		<ul style="list-style-type: none"> <li>○ The plant Layout showing placement of Fire Extinguishers, Assembly Points, ECC, Sand Buckets, &amp; Hydrant is prepared.</li> <li>○ It is displayed at all specific Locations inside the Plant on each floor?</li> </ul>

10.	Medical Management	✓		<ul style="list-style-type: none"> <li>○ The Company has tie up with Local Hospital.</li> <li>○ First Aid Box is available.</li> <li>○ List of First Aiders are displayed on all specific locations.</li> <li>○ Supplies in the First Aid Box replenished regularly.</li> </ul>
11.	New Employment Selection/Training	✓		<ul style="list-style-type: none"> <li>○ New Employees are inducted for Safety Training.</li> <li>○ The records are maintained.</li> </ul>
12.	Safety Culture	✓		<ul style="list-style-type: none"> <li>○ Management is serious of Health Safety Issues.</li> </ul>
13.	Statutory Licence, Approval/Record	✓		<ul style="list-style-type: none"> <li>○ The Company has all the Valid Statutory Licenses . Factory Licence is applied for approval. MPCB</li> </ul>

				Consent and factory Plan Approval from the Concerned Departments.
14.	Motivational Activities	✓		○ Motivational activities Like Essay Competition, Puzzles, Posters, Quiz etc.
15.	Safety Training	✓		○ An EHS Training Plan is prepared
16.	Housekeeping	✓		○ The Housekeeping is found ok.
17.	Machine & Gen Area Guarding	✓		○ All the machines guarded properly.
18.	Material Handling	✓		○ Proper Materials handling is done. ○ Mechanical material handling devices to be Tested & certified. From Competent persons.
19.	Electrical Safeguarding	✓		○ It is done properly and checked regularly.

20.	Handling of Chemicals	✓		<ul style="list-style-type: none"> <li>○ SOP' is followed.</li> <li>○ Storage Facility is OK.</li> </ul>
21.	MSDS	✓		<ul style="list-style-type: none"> <li>○ MSDS is maintained.</li> </ul>
22.	Spill Control	✓		<ul style="list-style-type: none"> <li>○ Spill Kit available</li> </ul>
23.	Bulk Chemical Storages	✓		<ul style="list-style-type: none"> <li>○ Maintained Properly.</li> <li>○ Testing &amp; Examination Done Regularly</li> <li>○ Emergency handling</li> <li>○ Leak Detection system</li> </ul>
24.	Gas Cylinders Storages	NA		NA
25.	Labeling & color code to pipelines	✓		<ul style="list-style-type: none"> <li>○ Proper Color Coding done?</li> <li>○ Color code displayed?</li> </ul>
26.	Fire fighting Facilities	✓		<ul style="list-style-type: none"> <li>○ The Fire Fighting Equipments are sufficient.</li> <li>○ Display of Fire Fighting Plan is done.</li> <li>○ Fire Equipments Handled &amp; Maintained properly.</li> <li>○ Placement is</li> </ul>

				<ul style="list-style-type: none"> <li>○ done properly.</li> <li>○ Fire Extinguishers spares maintained.</li> </ul>
27.	Emergency Exits	✓		<ul style="list-style-type: none"> <li>○ Exits are well marked and highlighted?</li> <li>○ The Rescue path highlighted and ear marked in the entire plant.</li> <li>○ Adequate Exits provided.</li> </ul>
28.	Fire Detection & Alarm	✓		<ul style="list-style-type: none"> <li>○ The arrangement for Fire Detection &amp; Emergency Alarm system?</li> </ul>
29.	Fire Drill	✓		<ul style="list-style-type: none"> <li>○ Regular fire drill takes place.</li> </ul>
30.	Fire Fighting Training	✓		<ul style="list-style-type: none"> <li>○ Fire training done &amp; records are maintained?</li> </ul>
31.	Ventilation Condition	✓		<ul style="list-style-type: none"> <li>○ Ventilation is maintained &amp; followed as per statute.</li> </ul>

32.	Illumination	✓		<ul style="list-style-type: none"> <li>○ Proper and sufficient.</li> </ul>
33.	Noise Level	✓		<ul style="list-style-type: none"> <li>○ High Noise Areas identified</li> <li>○ Proper PPE is used.</li> </ul>
34.	First Aid Facilities	✓		<ul style="list-style-type: none"> <li>○ First aid Boxes Available</li> <li>○ Replenished timely.</li> </ul>
35.	Medical Examination Records	✓		<ul style="list-style-type: none"> <li>○ Whether Medical Examinations Conducted for all Employees</li> </ul>
36.	Visiting Doctor/Hospital	✓		<ul style="list-style-type: none"> <li>○ Name of Doctor &amp; Tel No.s Displayed.</li> </ul>
37.	Personal Protective Equipments	✓		<ul style="list-style-type: none"> <li>○ PPE's provided</li> <li>○ Record of PPE'S issued to all workers. Maintained</li> </ul>
38.	Accident Investigation	✓		<ul style="list-style-type: none"> <li>○ No Reportable Accident occurred.</li> </ul>
39.	Accident Reporting	✓		<ul style="list-style-type: none"> <li>○ Accident Register filled &amp; maintained.</li> </ul>

40.	Emergency Preparedness	✓		<ul style="list-style-type: none"> <li>○ Emergency Plan prepared?</li> <li>○ Emergency Handling Procedure displayed.</li> <li>○ Drills done regularly</li> </ul>
41.	Emergency Plan	✓		<ul style="list-style-type: none"> <li>○ List of key Persons Displayed at all Locations.</li> <li>○ Rescue Path &amp; Assembly points?</li> <li>○ Teams designated</li> <li>○ Duties explained to the team</li> <li>○ Regular drill takes Place</li> <li>○ Emergency signaling procedures.</li> </ul>
42.	Frequency of Internal Safety Audits	✓		<ul style="list-style-type: none"> <li>○ Internal Safety Audit is carried out regularly.</li> <li>○ External Audit is done &amp; updated in every 2 years.</li> </ul>



43.	Plant Safety Inspections	✓		<ul style="list-style-type: none"> <li>○ Daily Plant Safety Inspections are conducted as per checklist.</li> </ul>
44.	Maintenance Schedule	✓		<ul style="list-style-type: none"> <li>○ Proper Plant maintenance Procedure.</li> </ul>
45.	MPCB consent/Waste Disposal	✓		<ul style="list-style-type: none"> <li>○ Valid consent.</li> <li>○ Waste Disposal System in place. Tie up with MEPL, Ranjangaon.</li> </ul>
46.	Electrical Audit		✓	<ul style="list-style-type: none"> <li>○ Electrical Safety Audit should be considered.</li> </ul>
47.	Electrical Inspections	✓		<ul style="list-style-type: none"> <li>○ All Electrical Hazard Precautionary Measures are taken.</li> </ul>
48.	Pressure Vessels/Lifting Tools Certificate	✓		<ul style="list-style-type: none"> <li>○ Records in form No. 12 &amp; 13 should be maintained.</li> </ul>
49.	Stability Certificate	✓		<ul style="list-style-type: none"> <li>○ Valid Building Stability certificate available?</li> </ul>
50.	Approved Drawings ,Factory Licence	✓		<ul style="list-style-type: none"> <li>○ Valid approved drawings &amp; Factory</li> </ul>

				licence is applied for.
51.	Walkways/Roadways			<ul style="list-style-type: none"> <li>○ All the walkways kept free always.</li> <li>○ Properly marked &amp; highlighted.</li> </ul>

**Observations of the Audit:**

The overall view from the Safety Point the Factory is safe and further Housekeeping to be improved. Regular Mock Drills & Safety Training should be provided. Issue of PPE's should to be recorded. Testing of equipments from competent persons should be done regularly. Fire Equipments tom be checked regularly and refilled timely. Tie up with Hospital and Doctor to be considered for better approach to First Aid facilities. List of Emergency Telephone numbers to be displayed at 2-3 Places in the Premises. Health & Safety Policy to be prepared and displayed at 2-3 locations in the plant in Local Language.