

## Auction Catalogue

Auction conducted by mjunction services ltd

SALE OF INDUSTRIAL BY-PRODUCTS MANAGEMENT DIVISION MATERIALS OF TATA STEEL- Ex JSR and CRM Bara/ Rej Packing Strips (Arising Basis) /Jan'15/REAUCTION/REV-01  
being sold on **“AS-IS-WHERE-IS” and “NO-COMPLAINT” basis**

Mandate Number:	TS 142 MT/10
Seller:	Tata Steel Limited
Auction website:	auction.metaljunction.com
e-Auction Date & Time:	28 <sup>th</sup> Jan 2015 at 02:30 PM
Inspection Date & Time:	REAUCTION
Contact Details:	<p><b>Category Manager</b> Paromita Bhattacharya - 033 6610 6205</p> <p><b>Auction Room</b> <b>033 - 66031760-61, 033 - 66031763-72, 033 - 44091760-61, 033 - 44091763-72</b></p> <p><b>Contact person for Inspection :</b> K.M.Singh (09771434248)</p> <p><b><u>CONTACT DETAILS FOR TATA STEEL POST SALES MNGT SYSTEM AT MJUNCTION</u></b></p> <p>Anamul Haque - 033 -6610 6029 / 91633 48182</p> <p>E Mail - mjbpo.group@mjunction.in</p> <p>Money Receipt Section - 033 -6610 6077 / 033 -4409 1807 / 033 -4409 1805 / 033 -4409 1877</p> <p>Delivery Order Section: - 033 -44091806 / 033 -4409 1878 / 033 -4409 1883</p> <p>Refund Section: - 033 -6610 6418 / 033 -4409 1875</p> <p>Confirmation Section: - 033 -6610 6326 / 033 -4409 1804</p> <p>CST Section: -033 -4409 1803 / 033 -6610 6048</p> <p>TCS Section: - 033 -6610 6326</p> <p>Customer Communication &amp; Central helpdesk: 033 -6610 6004 / 91633 48290</p> <p>Demand Note/Disablement/Deviation Mngt: 033 -6610 6030</p> <p>BPO Accounts: - 033 -4409 1809</p> <p>BPO Jamshedpur: - 0657 651 9985 / 8873002784 / 0657 651 9990 / 8873002755</p> <p><b>mjunction Jamshedpur : Vikram Prasad ( <a href="mailto:8873002765,vikram.prasad@mjunction.in">8873002765,vikram.prasad@mjunction.in</a> )</b></p> <p><b>For any unresolved Issues at mj beyond two (02) days mail to : M Kumar ( 09771475240 , <a href="mailto:madhurendra.kumar@mjunction.in">madhurendra.kumar@mjunction.in</a> )</b></p> <p><b>Copy to</b> Anup Jagnania - <a href="mailto:anup.jagnania@mjunction.in">anup.jagnania@mjunction.in</a> Deepak Bhattacharyya - <a href="mailto:deepak.bhattacharyya@mjunction.in">deepak.bhattacharyya@mjunction.in</a></p> <p><b>commercial issues with TSL :Surajit Sen (<a href="mailto:surajits@tatasteel.com">surajits@tatasteel.com</a>)</b></p> <p><b>for delivery related issues : CRM Bara : Sunil Kumar (<a href="mailto:krsunil.tatasteel.com">krsunil.tatasteel.com</a>)</b></p>
CCO Contact Details	Praveen Kumar – Ghaziabad -9717010458 Nirmal Ghosh – Faridabad -9958001157 Harjinder Singh – Ludhiana -9216960169

	Vikas Sonkar – Kanpur –09794002333 Kamlesh Ghode – Bhillai -9009777860 K M Singh – Jamshedpur -9771434248 Susant Das – Kolkata - 9163348229 Sanjoy Singha – Howrah - 9163348269 Somnath Mukherjee – Rourkela -9937065924 Rajan Pandey – Bokaro -8873036025 Vishwanath Pandey – Mumbai -7738021128 Rajesh Addakula – Mumbai - 9004797513 S Raghavendra – Chennai - 9840935953 M Raghavendra – Hyderabad - 8008666855 Ravi Uppu – Bangalore - 09741355588
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A.: Material details

LOT NO	MATERIAL	QUANTITY (MT)	E.D.+ (Cess Extra)	VAT	TCS	LOADING OPTION	Location	Auction Type
CRM/RM/0701/1	Rejected Packing Strips (Arising for the months of Feb’15 to Mar’15) (Stock – 2 MT - ARISING 4 MT / month) and “AS-IS-WHERE-IS” and “NO-COMPLAINT” basis.	10	12%	5%	1%	Self	CRM Bara	English No Ties

**Note :** TSL reserves the right to track IP address, MAC number and geolocation of bidding customers whenever customers participate in any auction on the mjunction auction platform for TATA Steel. Further, Customers are requested to install the necessary apps in the devices we use for log in and bidding in mjunction auction platform to enable tracking of the MAC number and geolocation.

There is no GUARANTEE for quantity.  
Quantity mentioned above is indicative.

**B: Payment and Lifting Schedule:**

PAYMENT SCHEDULE (No. of working days from the date of Lot Confirmation)			LIFTING SCHEDULE (No. of working days from the date of Delivery Order)
Lot No.	EMD	Installment	Validity of Contract is till completion of total quantity as mentioned above (refer 'A') or till 31 <sup>st</sup> March'15 whichever occurs earlier.
All Lots	10% of the lot value within 2(Two) working day from the date of confirmation	For Stock and arising for Jan'15 & Feb'15 - 04 days For arising of Mar '15 – payment to be made 26 <sup>th</sup> Feb '15	

(a) \* Material is offered on “as-is-where-is” and “no-complaint” basis. The offer is subject to availability of material at Tata Steel Ltd.

Quantity mentioned above is indicative only and there is no guarantee for the same. In case of lesser generation in any calendar month, the balance amount will be carried forward and adjusted with payment for succeeding month

**1. Requirements of participation:**

1.1 Registration: Before participation in the e-Auction, a prospective bidder shall be required to get registered with mjunction services limited. For details visit [www.auction.metaljunction.com](http://www.auction.metaljunction.com)

1.2 Security Deposit: Non-Interest bearing security deposit of Rs. 50000 (Rupees Fifty Thousand only) through Online Payment only : Details as under :

- Beneficiary Name: MJUNCTION SERVICES LIMITED, Beneficiary Bank name: HDFC BANK LTD, Bank Address: 2/6, Sarat Bose Road, Central Plaza; Kolkata - 700020,
- Beneficiary Account Number: 00140310003480, RTGS/NEFT IFSC: HDFC0000014, MICR NO.: 700240003.
- Beneficiary Name: MJUNCTION SERVICES LIMITED, Beneficiary Bank name: HDFC BANK LTD, Bank Address: 2/6, Sarat Bose Road, Central Plaza; Kolkata - 700020, Beneficiary Account Number: 00140310003480, RTGS/NEFT IFSC: HDFC0000014, MICR NO.: 700240003.

**2. Inspection registration & policy :**

All parties to send their request for registration of inspection through e-mail to Mr. K.M Singh ([km.singh@mjunction.in](mailto:km.singh@mjunction.in)), with a copy to Vikram Prasad ([vikram.prasad@mjunction.in](mailto:vikram.prasad@mjunction.in)) , one day prior to the date of inspection or register themselves by visiting MJ JSR office physically between 9:00AM to 9:30AM on the day of inspection and get their names registered for making gate pass. No one will be entertained beyond 9.30 AM.

(Mail request should contain – Person Name, Firm Name, Mobile No. & Name of the Auction)

**Customers are advised to ensure that they inspect the materials on offer on the scheduled date as mentioned in the catalogue, before participating in the auction. It is reiterated that all materials are offered / sold by Tata Steel on “AS-IS-WHERE-IS” and “NO-COMPLAINTS” basis and no complaint what so ever shall be entertained regarding the quality of materials after the sale. “ TATA Steel would not accept any claim from any customer for non-inspection of materials”**

(All interested parties are to report at MJ JSR Office between 9.00 am to 9.30 am) (All are required to bring safety Goggles, Safety Helmet & Safety Shoes. Without the safety equipment's no one will be allowed to inspect the material)

Only registered customers / bidders / representatives of firms shall be allowed for inspection of materials, subject to their fulfilling the safety requirement of the steel works.

Note: Taking photographs of the material is strictly prohibited

**3. Bidding modalities:**

3.1 Price Bid Basis: In Indian rupees as per unit of measurement as given in Material List. Price to be quoted is basic, ex- location exclusive of excise duty, Sales tax and any other statutory levies. Bid Increment Rs.100/- (Rupees Hundred Only)

3.2 Type of Auction:

3.3 English No Ties : As per material annexure

3.4 Bid Validity: Bid shall be valid for six working days from the date of auction.

3.5 Bid Duration : 30 Minutes

**4. Taxes & duties:**

4.1 VAT / Sales Tax : As applicable

4.2 Excise Duty : As applicable

4.3 TCS : As applicable

4.4 CST: The differential CST of 3% has to be made separately and deposited along with EMD. The same will be refunded after receiving complete endorsed C form. CST 3% security deposit is to be made available at mjunction Kolkata / Jamshedpur office on or before the due date of EMD payment. Mode of payment of CST security deposit are:

- In form of demand draft in favor of "MJUNCTION SERVICES LIMITED" Payable at Kolkata.
- NEFT & bank deposit facility is available for CST security submission. Details available online (INTIMATION tab) Call 9163348082 for queries.  
Beneficiary Name: MJUNCTION SERVICES LIMITED, Beneficiary Bank name: HDFC BANK LTD, Bank Address: 2/6, Sarat Bose Road, Central Plaza; Kolkata - 700020, Beneficiary Account Number: 00140310004118, RTGS/NEFT IFSC: HDFC0000014, MICR NO.: 700240003.
- Bank Guarantee is also accepted in lieu of differential CST deposit. For details please contact **Anamul Haque- 91633 48182**
- Charge of Sales Tax (VAT / CST) and issue of Statutory Forms----please refer to annexure - 1

4.5 Any change in Excise duty, taxes and levies applicable at the time of lifting shall be applicable.

**5. Payment terms & conditions :**

**5.1 Payments:**

- In favour of Tata Steel LTD.
- EMD & Installment payments shall be accepted only by RTGS/NEFT.  
For details please contact 033-44091801

5.2 EMD: 10% of the lot value. This will be adjusted against the payment due for the last installment. No extension will be provided for the payment of EMD.

5.3 Payment through RTGS Mode: Two days additional grace period with Delayed Payment Charges (DPC) @ Rs. 0.05 per Rs 100 per day  
Additional grace period is not applicable for EMD payment

5.4 Sundays are excluded for arriving of payment schedule.

5.5 In the event of Non-Receipt of Payment within the stipulated period of Payment, the Sale Offer for the approved Lot shall stand withdrawn automatically.

5.6 **TIN of TSL : 20251001839**

6. **Lifting terms & conditions:**

6.1 DOs will be handed over to authorized representatives of bidders on receipt of payment.

Lifting date is calculated from the next day of DO Release date. Note: Sundays are optional for the purpose of arriving at the lifting schedule.

6.2 Loading Charges: As given in material annexure

6.3 Loading Time: 8 AM to 5 PM

Loading shall be given strictly as per the statutory norms & safety norms of Tata Steel Ltd.

6.4 Suitable extension of due date for payment and lifting will be accorded in case of any eventualities like Strike/ Bundh / Special restriction on vehicular movement imposed by the local Admn. etc.

6.5 All customers to note that presentation of following set of documents to TATA STEEL authorities is COMPULSORY at the time of reporting of vehicles at TSL designated Gate for entry of Customer trucks/vehicles.

- a. Driving License of driver,
- b. Registration Card,
- c. Commercial Certificate,
- d. Fitness Certificate of Vehicle,
- e. Re-registration for vehicles older than 15 years
- f. Insurance

The checklist form will be filled in at TSL designated Gate for entry of Customer trucks/vehicles before entry of vehicle.

7. **Penalties:**

7.1 The following penalties shall be applicable in the eventuality of a buyer defaulting in making the payment of EMD (wherever applicable) or First (Single) installment, as per the stipulated schedule for each lot, in a financial year:-

- In the first instance, a penalty of Rs. 50,000/- (Rupees Fifty Thousand only) shall be recovered from the customer.
- In the second instance, a penalty of Rs. 100,000/- (Rupees One Lakh only) shall be recovered from the customer.
- In the third, and any subsequent instance, a penalty of Rs. 150,000/-(Rupees One Lakh and Fifty Thousand only) shall be recovered and the customer shall be debarred from participating in any auction for a period of three months from the date of debarment.

In the event of any default, the customer's user id will be disabled and the customer will be blocked from participating in any auction of TSL with immediate effect.

The defaulting customer shall be allowed 06 (six) working days to deposit the penalty as mentioned above. In case the penalty is not received within the stipulated period, the customer's security deposit shall be forfeited, and the defaulting customer shall be debarred from participating in any auction of TSL.

7.2 If, after making payment of EMD, the installment payment/s are not made by the customer as per stipulated schedule for each lot, the entire EMD amount against such lot shall be forfeited.

7.3 In case of non- lifting of respective month of quantity after making full payment, a penalty equivalent to 20% of the material value for the un-lifted quantity of the respective month against each lot shall be recovered from the customer.

7.4 Penalty for dishonor of cheques:

In case of dishonor of a payment instrument deposited by a customer for any reason whatsoever, the following shall be recovered from the customer:-

- Rs 1000/- (Rupees one thousand in form of Demand Draft ) towards bankers charges per instrument.
- Delayed payment charges @ 5 paise per Rs 100/- per day for the period of delay beyond the due date.
- Penalty @ 1% of the dishonored amount, subject to a maximum of Rs. 25000/- ( Rupees Twenty Five Thousand Only) per dishonored instrument

In case of non- compliance by the bidder the penalties as given in clause no. 7.1 shall be applicable.

7.5 Penalty for dishonor of cheques submitted for CST payment :

In case of dishonor of a payment instrument deposited by a customer for any reason whatsoever, the following shall be recovered from the customer:-

- Rs 1000/- (Rupees one thousand in form of Demand Draft) towards bankers charges per instrument.

8. **Lot closure norms :**

For Lot Closure the Tolerance would be 5% or 1MT whichever is lower, at Sellers Option

9. **Refund :**

9.1 Tata Steel shall endeavor to issue the refund cheque for the balance amount, if any, to the customer within 7 (seven) working days from the date of closure of DO (Delivery Order).Else, the customer is entitled to claim Delayed Refund Charges (DRC) @ 12% per annum for the period of delay beyond seven working days as aforementioned.

Such DRC shall be payable only against a written claim, to be submitted by the customer to MJ within one month from the date of refund cheque.

9.2 MJ undertakes to refund the security deposit collected against concessional CST within 7 working days of receipt of duly endorsed C Forms complete in all respects, failing which MJ shall pay Delayed Refund Charges (DRC) to the customer @ 12% p.a. for the delayed period.

Such DRC shall be payable only against a written claim, to be submitted by the customer to MJ within 1 month from the date of receipt of such refund.

10. **Complaints :**

Complaints, if any, with regard to any transaction, shall have to be lodged by the buyer within three months from the date of last invoice. No complaint shall be entertained thereafter, under any circumstances. **Customers can log their complaints at [fsc@mjunction.in](mailto:fsc@mjunction.in)**

11. **Jurisdiction :**

Any dispute arising out of any contract shall be decided in Jamshedpur by the courts in Jamshedpur and by no other courts. The courts in Jamshedpur shall have exclusive jurisdiction to adjudicate upon any such dispute.

12. **General terms & conditions:**

**12.1Any dispute on quality of material and bid cancellation shall not be entertained at any point after the auction.**

12.2 Materials shall be sold on “as is where is basis” and “no complaint basis” for all lots.

12.3 Lot transfer will not be allowed. Payment and invoicing has to done in the name of the H1 bidder, subject to the prices being approved.

12.4 Material purchased should be the only material being lifted from the designated location. Tata Steel has the right to check any vehicle at any moment of time.

If material lifted differs from the material that is purchased by the buyer, and then the buyer/authorised representative will be permanently debarred. Also Tata Steel can take any penal action against the buyer/authorised representative. All the material loaded in the vehicle is to be covered in order to follow the safety compliance of Tata Steel works. If the safety compliance is not followed then Tata Steel can penalize the buyer/authorised representative as deemed fit.

12.5 These terms and conditions as stated above supersede the relevant terms & conditions that are given in Tata Steel secondary general terms and conditions.

The terms & conditions not covered above will be as per Tata Steel’s Secondary General Terms and Conditions.

Revised Standard Terms & Conditions For Tata Steel Secondary Products Auction w.e.f. 1-April-05

### **13 Compliance to safety norms**

13.1 Authorized persons (of the customer) involved in lifting of the materials will be allowed only with Personal Protective Equipments (PPE) i.e., Safety Shoes, Safety Helmet, Safety Goggles, Fluorescent Jacket and Hand Gloves. No "people movement" shall be allowed at the time of loading/delivery of materials from the yards" Tata Steel will not be responsible for any delays arising out of Non- Compliance to the Safety Norms.

13.2 In addition to earlier safety norms , the following would be compulsory w.e.f 15th June '2014 :

The drivers of the vehicle must have the eye test certificate. The frequency of the testing would be as below :

1. If the age of the person is less than 45 years - Once in a year

2. If the age of the person is 45 years or more , the testing is required to be done once in every 6 months

Please ensure to comply with the safety norms





(For instance goods shipped to within Jharkhand would attract VAT even though the SOLD-TO customer is registered outside Jharkhand. Similarly in case of goods being shipped to outside Jharkhand, CST would be chargeable even if the SOLD-TO customer is from within the state of Jharkhand)

2. C Form against concessional inter-state sales would be issued **only** by the SOLD-TO customer. Under no circumstances, the Form issued by SHIP-TO customer would be accepted
3. E1 form would be issued **only** to the SOLD-TO customer against submission of C Form by the same. Under no circumstances, the Form would be issued to SHIP-TO customer.
4. JVAT404 Form for local sales tax (VAT) would be issued **only** to the SOLD-TO customer, subject to VAT being charged on the **Tax Invoice**. Under no circumstances, the Form would be issued to SHIP-TO customer.
5. Timelines for submission of Forms / request for issue of Forms ( Pt. 2-4, above ) would be as below:

- a. **Submission of C Form:** All C Forms against concessional inter-state sales must be submitted by the customers (complete in all aspects) and received at MJ office for every quarter by the last day of the subsequent quarter ( except for the E1 customers wherein it has to be submitted within 60 days from the end of the quarter , so that E1 form can be issued well in time ).

In case of non-receipt of C form as aforesaid; Debit Notes for the differential tax would be raised in the following month, after the end of succeeding respective quarter.

- b. **Request for issue of E1 Form: Customers eligible for issue of E1 Forms, are required to provide Quarterly E1 transaction details in the specified format, on or before the 5th working day of the subsequent month.**

Requisite documents alongwith the enclosures should be submitted within 60 days of the end of the quarter . This shall be entertained subject to receipt of C Forms along with correct endorsement as mentioned above.

Any requests / applications / details / documents (as mentioned above), received beyond the above timelines shall not be accepted or processed under any circumstances.

- c. **Application for JVAT404:** All applications for JVAT404 from eligible customers need to be received at MJ office within 2 month from the end of the financial year. Any application received beyond this point shall not be entertained under any circumstances.

## STANDARD OPERATING PROCEDURE

FORM .NO.EHSMSM/446/4013

FORM REV.NO.:01

EFFECTIVE DATE:01.04.2009

SOP NO.	MRD/OPN/Safe bundling and loading of remelting scrap from CRM Bara	EFFECTIVE DATE	10.09.2014	REVISION NO.	00
SOP	Safe bundling and loading of remelting	SECTION	MRD OPERATION		

DESCRIPTION	scrap from CRM Bara		
DEPARTMENT	MR&SPP(MRD)	PAGE	Of 10

STEP NO.	ACTIVITY (WHAT)	ASSOCIATED REQUIREMENTS/ HAZARDS/IMPACTS	RESPONSIBILITY (WHO)	PROCESS/TOOLS/PPEs (HOW)	REMARKS/ REFERENCES
01	General Awareness	<b>Safety:</b> a)Unaware of the hazards of steel plant. b)Unaware of the use of PPEs c)Unaware of Tata steel safety standards.  <b>Environment:</b> N/A  <b>Quality:</b> N/A	Supervisor	<ul style="list-style-type: none"> <li>Ensure that the employees are trained at LTC and have a valid safety pass.</li> <li>Train the employees on the SOP and maintain record.</li> </ul>	SS/ENGG-07
			All employees	<ul style="list-style-type: none"> <li>Use PPEs e.g. safety helmet, safety shoe, safety goggles, florescent jacket etc. of specified standard.</li> <li>Check all the PPEs before application.</li> <li>Replace the defective one immediately.</li> </ul>	
			Supervisor+ Employees	<ul style="list-style-type: none"> <li>Start the job only after getting a valid work permit (duly filled up &amp; signed).</li> <li>Ensure pre hazard assessment of the job.</li> </ul>	SS/GEN-25
			Supervisor	<ul style="list-style-type: none"> <li>Ensure that the employees are trained on relevant Tata steel safety standards.</li> <li>Ensure that the operator of crane and the operator of other vehicle possess necessary documents.</li> </ul>	
02	Garage out of vehicle	<b>Safety:</b> Malfunction /breakdown of vehicle.  <b>Environment:</b> Emission from the vehicle.  <b>Quality:</b> N/A	Supervisor+ Trailer operator+ Dumper operator +Crane operator	<ul style="list-style-type: none"> <li>Ensure proper inspection of the vehicle as per the standard check list of TATASTEEL and keep record.</li> <li>The operator must be medically fit and possess valid driving license.</li> <li>Inspect the mobile crane thoroughlyby competent person as per statute and record is available in the crane .</li> <li>Ensure that the crane has a valid load test certificate.</li> <li>Ensure that the crane operator is trained and has a valid licence.</li> </ul>	SS/GEN-12  SS/GEN-14
			Trailer operator+Dumper operator	<ul style="list-style-type: none"> <li>Don't take out the vehicle/Crane if not found fit as per check list.</li> <li>Adjust the three piece mirrors to ensure that all the three views visible.</li> <li>Before starting the engine, ensure that no body is around or below the vehicle.</li> <li>The vehicle must have the valid emission check certificate.</li> </ul>	

03.	Taking the vehicle to the Weigh bridge for tare weighment.	<b>Safety:</b> a) Collision a) Runover c) Rolling down of vehicle  <b>Environment:</b> N/A  <b>Quality:</b> N/A	Vehicle (truck/dumper) operator	<ul style="list-style-type: none"> <li>Confirm about the weigh bridge to be used. (information to be collected by driver from his contractor's supervisor)</li> <li>Follow all road safety rules while driving.</li> <li>Use the retractable type safety belt while in driver's seat.</li> <li>Do not use cell phones while driving</li> <li>Give proper traffic signal at appropriate time.</li> <li>Follow speed limit <b>(35 KM/HR)</b> or <b>(16 KM/HR)</b> as specified by the company.</li> <li>Do not park the vehicle in a <b>No parking area</b>.</li> <li>At weigh bridge, park the vehicle safely if the vehicle has to wait for the weighment.</li> <li>Move the vehicle slowly and straight on the weigh bridge platform after getting signal from the weighbridge crew.</li> <li>After proper placement apply the hand breaks and put off the engine &amp; come out of the cabin.</li> <li>After weighment collect necessary document and proceed.</li> <li>Keep safe distance from the preceding / succeeding vehicle.</li> <li>Move the vehicle after getting signature from the weighbridge crew.</li> <li>After weighment collect necessary document and proceed.</li> </ul>	
04.	Taking the vehicle to the loading point	<b>Safety:</b> a) Collision b) Runover. c) Rolling down of vehicle.  <b>Environment:</b> N/A  <b>Quality:</b> N/A	Trailer operator + Dumper Operator	<ul style="list-style-type: none"> <li>Follow all road safety rules while driving.</li> <li>Use the retractable type safety belt while in driver's seat</li> <li>Do not use wacky talky or cell phone while driving.</li> <li>Give proper traffic signal at appropriate time.</li> <li>Follow speed limit <b>(35KM/HR)</b> or <b>(16KM/HR)</b> as specified by the company.</li> <li>Do not park the vehicle in a <b>No parking area</b>.</li> <li>Take a valid permit from the department before entering the mill.</li> <li>Take parking permit wherever applicable.</li> </ul>	SS/GEN-12
05	Marching of crane to the loading point	<b>Safety:</b> a) Collision b) Runover. <b>Environment:</b> N/A <b>Quality:</b> N/A	Supervisor + Crane operator	<ul style="list-style-type: none"> <li>Ensure that the crane is of adequate capacity and suitable for use in all terms.</li> <li>March the crane to the loading point during the specified time slot.</li> </ul>	SS/GEN-12

06	Placing the vehicle(truck/dumper)and crane at loading point.	<b>Safety:</b> a)unawarenessof surrounding hazards.  b) Rolling down of the truck/trailor.  <b>Environment:</b> N/A  <b>Quality:</b> N/A	Supervisor+ Vehicle operator	<ul style="list-style-type: none"> <li>Take permit from the area owner and discuss about the surrounding and proximity hazards before approaching the loading point.</li> <li>Ensure that the vehicle (truck/trailer) is properly protected from getting rolled down and parked at the designated place.</li> </ul>	
			Vehicle operator.	<ul style="list-style-type: none"> <li>Apply hand brake.</li> <li>Put scotch block.</li> </ul>	
			Supervisor+ Crane operator +Crane crew	<ul style="list-style-type: none"> <li>Place the mobile crane as required for handling of scraps.</li> <li>Ensure that the crane is firmly parked for lifting the load.</li> <li>For outriggers, use proper wooden blocks.</li> <li>Barricade the probable swing or movement area of the crane.</li> </ul>	
			Supervisor	<ul style="list-style-type: none"> <li>Make all workers aware of the proximity hazards &amp; precautions to be taken.</li> </ul>	
07	Loading of scrap at loading point.	<b>Safety:</b> a)Rolling down of the vehicle.  b) Fall of load during handling by crane.  c) De-coiling or opening of scrap while loading by use of wire rope slings.	Vehicle operator.	<ul style="list-style-type: none"> <li>Apply hand brake.</li> <li>Put scotch block.</li> </ul>	
			Supervisor+ Crane operator +Crane crew	<ul style="list-style-type: none"> <li>Place the mobile crane as required for handling of scraps.</li> <li>Ensure that the crane is firmly parked for lifting the load.</li> <li>For outriggers, use proper wooden blocks.</li> <li>Barricade the probable swing or movement area of the crane.</li> </ul>	
			Supervisor	<ul style="list-style-type: none"> <li>Make all workers aware of the proximity hazards &amp; precautions to be taken.</li> </ul>	

		<p>d)Personal injury while disengaging the wire rope sling</p> <p><b>Environment:</b> Emission from the vehicle. Spillage.</p> <p><b>Quality:</b>N/A</p>	Operator of trailer/Dumper	<ul style="list-style-type: none"> <li>• Park the vehicle at the assigned loading point.</li> <li>• Ensure that the trailer/dumper is properly protected from getting rolled down.</li> <li>• Apply hand brake.</li> <li>• Put scotch blocks.</li> <li>• Use PPE'S like hand gloves, safety goggles, dust mask, safety helmet, safety shoes and florescent jacket.</li> <li>• Ensure that the area is free from stumbling hazard.</li> </ul>	
08	Taking the vehicle to the weigh Bridge for gross weighment.	<p><b>Safety:</b> a)Refer activity#3  b)Fall or spillage of material.</p> <p><b>Environment:</b>Emission from the vehicle.</p> <p><b>Quality:</b> N/A</p>	Trailer operator	<ul style="list-style-type: none"> <li>• Confirm about the weigh bridge to be used.(Information to be collected by operator from his supervisor)</li> <li>• Refer the activity#3 for road safety.</li> <li>• Always follow the defined route.</li> <li>• Park the vehicle safely if the vehicle has to wait for weighment</li> <li>• Move the vehicle slowly and straight on the weigh bridge platform after getting signal from the weighbridge crew.</li> <li>• After proper placement apply the hand breaks and put off the engine &amp; come out of the cabin.</li> <li>• After weighment collect necessary document and proceed.</li> <li>• Keep safe distance from the preceding/ succeeding vehicles.</li> <li>• Move the vehicle after getting signal from the weighbridge crew.</li> <li>• After weighment collect necessary document and proceed.</li> </ul>	<p>SS/GEN-12</p> <p>SS/GEN-29</p>

09.	Emergency preparedness.	<p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>a) Fire during processing.</li> <li>b) Physical Injury of any workmen during execution.</li> <li>c) Road accident</li> </ul> <p><b>Environment:</b>N/A</p> <p><b>Quality:</b></p> <ul style="list-style-type: none"> <li>a) The operational condition of fire extinguisher.</li> <li>b)Expiry of the first aid items.</li> </ul>	Supervisor + all employees of the contractor.	<ul style="list-style-type: none"> <li>• Keep fire extinguishers and first aid box at all working site as well as in vehicles and train all employees to operate the fire extinguisher.</li> <li>• Ensure that all fire extinguishers are in operating condition.</li> <li>• Ensure that no expired items are there in the first aid box.</li> <li>• In case of any emergency situation e.g. - fire, accident, physical injury etc. inform to the following agencies immediately mentioning the exact location of the incident clearly.</li> <li>• If the location is at a little interior, keep a person as a guide, who will escort the agencies to the exact spot.</li> <li>• Report near misses.</li> </ul> <p>Fire Brigade - 101(Tisco),06572645101(Mobile)</p> <p>First Aid (East)- 43214(Tisco)</p> <p>First Aid (West)- 43412 (Tisco)</p> <p>Safety officer - 42613(Tisco)</p> <p>Asst.Manager(P&amp;SC,MRD)- 7763807686(Mobile)</p> <p>Manager(MRD) - 9204058754(Mobile)</p> <p>Head(Mr&amp;SPP) - 9234501262(Mobile)</p>	SS/GEN-33
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