

APPENDIX 'E'

(Revision 5.0 dated 25.11.2025)

SAFETY GUIDELINES TO BE ADOPTED BY THE CONTRACTORS AT GRSE PREMISES

1. **General.** The GRSE has started adopting the outsourcing route for meeting various production, maintenance and construction requirements needing involvement of outside agencies /contractors firms having their own employees and set-up. These contractor firms besides other obligations like PF, ESI, Minimum Wages are bound to be adopting and implementing safety norms, fire precautions and also become liable for facing legal consequences arising out of non-compliance of provisions contained under The Factories Act, 1948 and Rules framed thereunder. As such, the contractors will be governed by all the statutory requirements. Accordingly, the contractor shall ensure fulfillment of safety guidelines laid down by Safety Department of GRSE. The contractor shall provide proper Personal Protective Equipment (PPEs) and tools & tackles to their workmen. In case of non-compliance, the GRSE reserves the right to impose penalty for any of the following reasons: -

- a) Unsafe acts being adopted by the individual workman and/ or the contractor.
- b) Non-compliance to safety norms and contract terms.
- c) Creating unsafe conditions at place of work.
- d) Serious accidents due to the reasons mentioned under (a), (b) & (c) above.

Safety Rules.

2. The Contractor firm shall abide by the safety rules framed under "The Factories Act, 1948" and shall take all safety precautions, provide adequate **supervision & control** for his workmen in order to carry out the job safely. The Contractor shall report to the concerned Officer of executing Department as well as the Chief Safety Officer of Safety Department immediately on award of contract along with contract documents & job instructions from the contract awarding Department and shall obtain brief for the job and the safety rules & procedures to be followed. The Contractor shall obtain clearance from Safety Department before starting the job. The contractor shall engage workers to do the contract job only when he is satisfied that the unsafe conditions, if any, of gas / electricity / moving machinery etc are removed from the area of work. The Contractor shall supply required PPEs like safety-shoes, helmets, hand gloves, safety goggles etc. depending upon working condition(s). Further, the contractor shall be liable for adopting any other PPE recommended by Safety Department.

3. The necessary safety precautions, proper tools and equipment including personal protective equipment for contractors' men are to be arranged by the contractors for safety of the personnel employed by them. **The Site In-charge of the firm shall be accountable to the respective Officer of the executing Department in all matters related to safety of their personnel at work including all activities carried out by them.**

4. The Contractor shall take all reasonable precautions to prevent fire of any nature arising out of his operations and shall be held accountable for all damages from fire resulting due to adopting unsafe practices by any one on behalf of the contractor's firm.

5. Prior to taking part in the subject tender, the contractor firm has to assess all the safety hazards by visiting GRSE at site and **Safety Assurance Plan** must be submitted along with the technical bid.

6. The Contractor shall ensure attendance of their workmen and other personnel deployed by them, in the scheduled safety-briefings before starting of job, appropriate use of required PPEs and adoption of various safety measures in their respective workplaces.

7. The Contractor shall provide adequate and appropriate PPEs conforming to IS / EN standards, as mentioned at PPE table section, at their own cost and ensure that their workmen mandatorily use those PPEs as specified PPE table section or as advised by Safety Department from time to time, according to the job requirement.

8. The Contractor shall ensure submission of PPE Issue Matrix Register to the user department before commencement of work. Such Register should comprise of the name of the contractor, P.O No., name of the workmen being deployed, allotment of PPEs and signature of contractors' workmen substantiating allotment of PPEs to them as per the IS parameter laid down in PPE table.

9. Every contractor should ensure that their workmen have undergone safety training programme, as per their nature of work, prior to commencement of work. Contractor has to submit a report to the engaging / user department after completion of safety training program for obtaining permission to commence work under the particular P.O. A copy of that report has to be forwarded to Safety Department for information and record.

10. In the event of any accident, the concerned contractor / their site In-charges / supervisors must immediately inform the respective dealing officer of user department regarding occurrence of such accident, who in turn will inform Works Manager of the respective unit and Officer from Safety Department for initiation of further necessary action.

11. The Contractor shall ensure that no workman or other personnel deployed by them should loiter or work in shop floor, onboard ship or in the yard without wearing basic PPEs like Safety Helmet, Safety Shoes etc.

12. The indicative standard safety precautions are enumerated below to be adopted by the contractor firms:-

(a) **Personal Protective Equipment (PPEs)**. The contractor shall provide & ensure use of ISI marked Industrial Safety Shoes, Safety Helmets, Retractable type Full Body Harness (Double Lanyard), Welding Fume Respirator, Safety Goggles, Hand Gloves, Boiler Suits & other necessary Personal Protective Equipment (PPEs) depending upon the nature of job while at work. The area of applicability of PPE w.r.t. personal protection is PPE table section.

(b) **Hot Work Safety (Gas Cutting, Welding etc.)**.

(i) Prior to commencement of hot work, surrounding areas (including other side of the bulkhead & deck) shall be inspected for the presence of any inflammable materials and no Hot Work shall be carried out without obtaining **Hot Work Permit** from Fire Fighting Department of GRSE with fill-up of respective checklist and manpower list.

(ii) Adequate ventilation must be arranged while working in confined spaces throughout the period of carrying hot work.

(iii) Damaged gas hoses & welding cables should not be used for gas cutting & welding job. **Use of Aluminum Welding Cable is prohibited during construction activities from fire safety point of view.**

(iv) The gas cutting hose should be separated from welding cables & electric cables.

(v) The welding holders, if energized, should not be left unattended.

(vi) All gas cutting torches shall be ISI marked of reputed make and gas cutting torches, cylinders, portable manifold must be fitted with standardized FLASH BACK ARRESTOR (ISO 5175-part – 1 / IS 11006).

(vii) Full insulated welding holders (ISI marked IS 2641 / EN 60974) shall be used in construction jobs and it shall be good condition.

(viii) During recess period (Lunch time and at the end of day's work) or when work is suspended for more than half an hour, the gas cutting

hoses shall be disconnected from the cylinder valves and removed inside from ship and keep the same in an open area / Main Deck.

(ix) All gas equipment shall be subjected to "Water Dip" test daily, before taking those on board. A record of the testing to be maintained by the person carrying out such test.

(x) Electric power shall be cut off from welding transformer end during recess period, at the end of day's work.

(xi) During hot work activity at the overhead location and on the bulk head, a person must be deputed at the opposite side of hot work from fire safety point of view.

(xii) Use of LPG for gas cutting is strictly prohibited in the shipyard.

(xiii) Always one responsible person is to be deputed at opposite side of deck / bulkhead / overhead position for continuous surveillance during hot work.

(xiv) Gas Cutting Hoses (IS: 447) and Gas Cutting Torches (IS: 7653) are IS Marked.

(xv) Welding Cables are IS Marked (IS:9857) & defect free.

(xvi) Gas pressure regulator shall be good condition and as per IS 6901.

(xvii) All the D.P. (Dye Penetrant) canes (as flammable one) to be kept in metal box, covering with fire-retardant cloth.

(c) **House Keeping.**

(i) All inflammable wastes like cotton waste, plastic, broken wooden planks / parts, jute, cloth, electrodes packets, paper cartoon, refused cable insulation etc. should be removed by the contractors from the ship every day.

(ii) Gas cutting hose & welding cables shall not be used / laid on board in a haphazard manner and to be hanged properly on suitable hook / support towards avoiding fire & electrocution hazard.

(iii) AC Ducts are to be placed properly to avoid stumbling hazard on board vessels.

(iv) Ingress /exit hatch must be cleared.

(v) Iron dust generated from gas cutting, grinding and welding butts must be removed immediately after completion of the Job to avoid any slip & trip hazards.

(vi) Leakage/ Seepage of hydraulic oil, lube oil on deck floor are to be removed at the earliest to avoid fall hazards & residual diesel /leakage/ seepage must be removed due to fire hazard/slip hazard.

(vii) Residual Paints/ paints drums, thinner, D.P. containers & hardener containers etc. must be removed from ship after the Job completion or during the recess hours by the contractors.

(viii) All housekeeping staff must wear proper ISI marked PPE's like – Safety Shoe, helmet, gum boots, hand gloves, rubber hand gloves, goggles and musk etc.

(ix) During cleaning of water from ship's tank / compartment, no personnel should be allowed to work in bare foot. All such cleaning personnel should use "**RUBBER GUM BOOT**".

(d) **Electrical Safety.**

(i) Portable Safety Hand Lamp (24 Volts) should be used on board vessel.

(ii) All electrical connections should be of permanent type as far as possible.

(iii) Industrial type Plug & Sockets shall be used for electrical connections.

(iv) Mandatorily use of Industrial Type Extension board (proper earthing) with industrial plug and industrial socket with MCB in conjunction with RCCB.

(v) Use of **Damaged Electrical Extension Board** (i.e. without having M C B , damaged Plug & Socket) is **prohibited**.

(vi) The 440 V / 220 V supply lines should be provided with distinguishing mark & identified with red stickers at every meter distance.

(vii) 440 Volt supply lines should be taken at overhead location.

(viii) Armoured cable to be used for 440 V power supply from shore to on board vessel.

(ix) Use of 440 V Welding Machine is strictly prohibited in side ship's compartment / confined spaces. However, under inescapable situation it may be permitted for specific reason / requirement, subject to approval PL / PCO of the ship, L&W Department and Safety Department.

(x) The dedicated electrical panel of the Welding Machine should be earthed at two separate points.

(xi) The electrical panel and Welding Machines placed on board vessels should be covered with metallic shed to prevent ingress of rain water and be secured on the Main Deck alongside the railing to prevent inadvertent fall due to stormy weather.

(xii) Electrical rubber mat should be placed in front 440 V electrical panel.

(xiii) 440 V electrical cables of the Welding Machine should be taken overhead (at least above the man height) for preventing any damage due to contact with sharp edge or hot work from the below deck.

(xiv) Suitable Canopy to be provided over welding machine to prevent ingress of water.

(xv) Electrical cables should be separated from Signal cable, Gas Hose, Compressed air line, Welding cables etc. (i.e. Electrical cables should not be entangled with Signal cable, Gas hose line, Compressed air line, Welding cable line etc.)

(e) **Safety during Painting.**

(i) Painting work should not be undertaken, while hot work is in progress either in the compartments or in the adjacent areas.

(ii) A board indicating "Painting in Progress" in Hindi, Bengali & English be displayed near entrance of the compartment.

(iii) While painting, a safety hand lamp fitted with insulated handle, wire case and glasscover over the lamp shall only be used.

(iv) While painting in confined space / closed compartments, one person must be posted near the entry point for constant coordination with the person working inside the confined space.

(v) During spray painting activity, Work Permit to be taken by the contractor firm as per GRSE norms.

(vi) While painting is to be carried out in the compartment, suitable ventilation system (exhaust as well as fresh air) should be arranged during painting, and after painting, to prevent accumulation of inflammable gas/ fumes inside the compartment. Fresh air shall be taken from ship's Main Deck or available nearest open Deck. Suitable exhaust ventilation arrangement shall be made available for dispersal of Paint fumes from the ship's confined spaces / tanks at the outside of the ship's compartment in to the open air, so that the discharged paint fumes does not affect / influence the adjacent area of work / compartment / tanks.

(vii) Ventilation of the compartment should be continued at least for 24 hrs. after the spraying is stopped (or) until the compartment is gas free, whichever is longer.

(viii) Storage of paints / thinners, other Inflammable materials are not to be allowed on board ship.

(ix) Regularly all empty or in use paint drums/chemical /substance must be removed from the vessel immediately after completion of work & handover used/empty drum to the Paint Shop in charge.

(x) Safety hand gloves, safety goggles and face mask respirator, fitted with suitable filtering media / canister should be used during painting.

(xi) During painting activity inside the confined spaces the painter must use either Full Face Piece type respirator fitted with Supplied Air Line from the outside of the ship or Full-Face Mask Respirator fitted with suitable filtering media / canister which will give protection against the paint fumes inside the confined spaces as per recommendation of the OEM of the PPE. Helper shall use Full-Face Mask Respirator, fitted with suitable filtering media / canister, which will give protection against the paint fumes as per recommendation of the OEM of the PPE.

(xii) Pre-employment & Periodical Medical Health Checkup (quarterly / half yearly) of all the painters are to be carried out through qualified MBBS Doctor & Report to be submitted at GRSE Medical Department

through Paint Shop to issue Fitness Certificate of the painter prior to deployment at GRSE.

(xiii) Only non-sparking spray guns and tools should be used. Metal parts of paint brushes and rollers should be insulated. Staging should be erected in a manner which ensures that it is non-sparking.

(xiv) The vendor should close the painting permit after their day's work & return back the original permit to Paint shop.

(f) **Safety during Grinding.**

(i) All grinding machines shall be provided with standardized & non-expired grinding wheels of reputed make and shall be fitted with protective metal guards during grinding job.

(ii) Use of **oversize** grinding wheel is **strictly prohibited**.

(iii) All grinding wheels shall be of reputed brand & make and shall be stored / handled carefully prior to taking into use.

(iv) Damaged grinding wheel shall be replaced forthwith for avoiding likely hood bursting of the wheel.

(v) Suitable impact resistant Safety Goggles / Transparent Face Shield to be used for protection of eyes against foreign body.

(vi) Double insulated type portable Grinding Machines to be used.

(vii) Grinding work often produces sparks that can easily get into holes or gaps in floors, walls, and ceilings, or may fall on combustible materials. Therefore, foremost requirement is removing of flammable and combustible materials and liquids within a 5-metre radius of the work. If overhead hot work needs carrying out, then you may need to extend this radius. It must ensure that the atmosphere does not contain flammable or explosive vapours, gas, dust, painting fumes etc. Also cover these areas with suitable flameproof sheeting, purpose-made blankets, drapes, or screens before commencing grinding work.

(viii) Do not drop grinding wheel on the floor. Don't use damaged plug top and electrical cables.

(ix) Make sure the rotation of wheel is downwards against the job.

- (x) Make sure a machine will not run when unattended, by checking the dead main switch.
- (xi) Always use the side handle installed on the grinder to hold it firmly.
- (xii) Don't adjust work while the grinding wheel is in motion.
- (xiii) Don't wear loose clothing, articles, or jewelry while grinding.
- (xiv) Don't clean or make any adjustments on a moving grinder.
- (xv) Wear all appropriate safety gears like safety helmet, shoe, transparent face shield/safety goggles, hand gloves, ear plug/muff, dust respirator (if required) etc.
- (xvi) Before installing an abrasive wheel, visually inspect it for cracks or flaws and perform a "Ring Test".
- (xvii) Make sure the disc speed limit (rpm) is greater than the angle grinder operating speed.
- (xviii) Always use wheel guard during grinding. Ensure the wheel guard opening is opposite to the body.
- (xix) All grinding machines shall be provided with standardized & non-expired grinding wheels of reputed make and shall be fitted with protective metal guards during grinding job.
- (xx) Ensure the correct flange and locking nut is used for the type of disc. Otherwise the disc can shatter at high speed.
- (xxi) Allow the grinder to "run up" to operating speed before applying it to the job. Before starting the grinding work with a new grinding wheel, run the machine for 1 minute freely.
- (xxii) Ensure the grinder operates smoothly and does not vibrate.
- (xxiii) Hold the grinder against the work piece with minimum pressure so the disc doesn't "dig in" and cause it to kick back.
- (xxiv) Never put a grinder down until the disc stops rotating.
- (xxv) Disconnect power before changing discs.

(xxvi) Ensure angle grinders have a cut-off switch.

(xxvii) Do not carry a grinder by the power cord. Do not pull on the power cord to disconnect it from the power supply.

(xxviii) Never use a cut off wheel for grinding or a grinding disc for cutting.

(xxix) Dispose of any disc that has been dropped, Cracked or weakened discs can shatter in use.

(g) **Safety while working at height**

(i) Suitable scaffolding structure having working platform of adequate strength with fencing shall be provided for workmen for all works that cannot be done safely from the ground/low level.

(ii) Damaged / defective wooden planks shall not be used for staging purposes.

(iii) Wooden planks are to be secured at both ends for preventing over turning of the planks.

(iv) Use of oil drums for staging purpose is strictly prohibited. The Steel Stools / staging materials are to be used for staging purpose and to be used in safe manner.

(v) While working at height, from where a person is likely to fall and injured, **retractable type Full Body Harness with double lanyard** shall be used with proper anchorage to the life line / rigid structure.

(vi) Every floor opening shall be securely guarded.

(vii) Automatic Fall Arrestors must be used for ascending / descending purpose.

(viii) Rigid point is to use for anchoring of Safety Belt double lanyard full body harness) /Life Line.

(ix) Safety Net of suitable mesh size is to be provided underneath the job location while working at height work.

(x) Loose material should not be kept / store unnecessary on scaffolding structure platform.

(xi) Workmen engaged for hot work at a certain height /on roof have to remove or enclose the underneath flammable materials (if any) with fire retardant cloths before starting of the job. Also cordoning the underneath area.

(xii) A Bosun's chair (or Boatswain's chair) with double lanyard full body harness should be used for cleaning & painting of high rise building (where scaffolding is not possible to erect).

(xiii) Passageway, or a scaffold, platform or any other working elevated surface which is in a slippery and dangerous condition should not be used and water, grease, oil or other similar substances which may cause the surface slippery shall be removed or sanded, saw dusted or covered with suitable material to make it safe.

(xiv) Before starting of height work, height Work Permit to be taken by the contractor firm as per GRSE norms. The vendor should close the height Work Permit after their validity of work & return back the original permit to Civil Dept./ to the height work permit issuing department (as the case may be).

(h) **Safety during erection of scaffolding structure:**

(i) The scaffolding platform shall be provided with suitable railing, toe guard & waist guard on each open side and shall be secured at both ends for preventing overturning of the planks.

(ii) All personnel, engaged for erection of scaffolding structure must wear safety belt (double lanyard full body harness).

(iii) All scaffolding materials such as steel tubular pipes, couplers are to be in good physical condition.

(iv) Stability of the scaffolding structure to be established before any person is allowed to work on the scaffolding platform.

(v) The scaffold platforms to be provided with suitable hard barricading at the open sides. Top rail must be at least 42", mid 21", toe board 4" from the working surface.

(vi) While erecting scaffold, care should be taken to ensure that the distance between two transoms is not more than one meter.

(vii) Frequent checks must be made to ascertain condition of the staging to ensure that they are safe.

(viii) The staging / scaffolding planks should be so arranged that there is no gap between them.

(ix) If the erection of scaffolding is under vendor's scope as per SOTR, then concerned firms must provide certificate of scaffolder and inspector to the controlling GRSE officer and Safety dept. before erection or dismantling of the scaffolding and engage only approved trained & certified scaffolding gang & certified supervisor for erection or dismantling of the scaffolding. Tag (Red, Yellow, and Green) to be used during erection of scaffolding.

(x) Base plate must be provided during erection of scaffolding structure (as per requirement).

(xi) Passageway, or a scaffold, platform or any other working elevated surface which is in a slippery and dangerous condition should not be used and water, grease, oil or other similar substances which may cause the surface slippery shall be removed or sanded, saw dusted or covered with suitable material to make it safe.

(i) **Safety while working on fragile roof**

(i) The fragile sheets dismantling activity shall be in compliance to the Rule 51 A of W.B. Factories Rules, 1958.

(ii) All the metal access ladders (if not available at site, in that case to be erected) shall be provided with IS / EN marked vertical fall arrester for vertical ascending or descending of personnel from the fragile roof.

(iii) Sufficient number of dedicated Roof Ladders / Crawling Boards / Duck Ladders (Load Tested at 500 Kgs and manufacturers load test certificate to be submitted) shall be used on the fragile roof according to site requirements. All personnel, required to work on fragile roof, shall be well trained and conversant with the use of Roof Ladder / Crawling Board / Duck Ladder, as the case may be.

(iv) Overlay type P.P. Safety Net, having suitable mesh size, to be used underneath the working location for arresting inadvertent fall of man and materials (small nuts & bolts, broken asbestos sheets etc.) from height.

(v) The underneath area of work shall be cordoned with cautionary tape with a minimum site clearance of 5 mtr. in all direction from the

location of work and sufficient number of Cautionary Notice (in Bengali & Hindi Language) to be displayed & maintained at site as stipulated in Rule 51 A (c) of W.B. Factories Rules, 1958.

(vi) IS / EN Marked Double lanyard Full Body Harness (with retractable attachment) and sufficient number of horizontal life lines to be erected above the fragile roof for anchoring of Full Body Harness during dismantling of asbestos sheets. If required, safety posts of adequate strength to be erected for laying of horizontal life lines for anchoring the lanyards of Full Body Harness.

(vii) Before starting of the job, the contractor must submit individual Medical Fitness Certificate against every engaged employee, issued by MBBS Doctor, in favour of the workers required to work at height declaring that all such worker(s) are fit to work at height.

(viii) Firm has to engage trained and experienced personnel at GRSE site and trade wise training / experience certificate of the individual concerned to be submitted to GRSE.

(ix) **'Safety Tool Box'** to be conducted by the Site In-charge on regular basis prior to commencement of day's work and a register of the personnel attended the Tool Box Talk to be maintained at site with signature of the individuals, duly endorsed by the Site In charge of the firm.

(x) Suitable Scaffolding Platform with fencing, having adequate strength shall be provided for workmen for all works that cannot be done safely from the ground / low level.

(xi) "Height Work Permit" shall be obtained by the Site In-charge of the contractor's firm on daily basis, duly endorsed by the concerned executing Dept. of GRSE & certified by GRSE Safety Department.

(xii) All roads and open areas adjacent to the work site shall be suitably protected by erecting vertical safety net and PVC woven cloth for arresting the fall of fragmented materials during dismantling activity.

(j) **Safety while working with Acetone**

(i) The persons while working with Acetone must wear impervious gloves and flame retardant anti-static protective clothing. For handling in a closed ventilation, the persons must wear safety glasses with side-shielded.

(ii) Do not undertake any Hot Work (including grinding / drilling) in the vicinity of vapor, if formed and also do not use Electric switches. Safety clearance similar to hot work in extant is to be followed i.e. Work permit system should be implemented by concerned Department with a copy to Fire/ Safety Department before starting any job.

(iii) In case of spillage of Acetone, soak up with inert absorbent materials (e.g. Sand, Saw dust) and shovel into suitable container for disposal. Do not use sparking tools. Do not allow product to enter sewer or waterways. Use personal protective equipment. Remove all sources of ignition. Ensure adequate ventilation.

(iv) During normal handling, ensure all equipment is electrically grounded before beginning transfer operation. Ensure adequate ventilation. Do not allow product to contact skin, eyes and clothing. Do not breathe vapors. Keep away fire, sparks and heated surfaces. Keep container tightly closed in a dry and well ventilated place. Do not use plastic buckets, which may lead to spillage.

(v) Keep all Acetone containers in a well-ventilated space. Empty container may retain product residue including flammable or explosive vapors. Store in area designed for storage of flammable liquids.

(vi) Do not cut, drill, grind or weld near full/ partially full or empty product containers. Keepaway from heat and source of ignition.

(vii) Re-open used container with caution. Containers which are opened must be resealed and kept upright to prevent leakage.

(viii) Provide local and general exhaust ventilation to effectively remove and prevent build- up of vapors or mists generated from handling of the product.

(k) **Deployment of Trained Employees by the contractors**

(i) Each contractor has to depute trained & experienced personnel in the respective trade(s) for working at GRSE Site.

(ii) Contractor has to submit requisite trade training certificate of the individual to the executing dept. before commencement of job & issuance of Gate Entry Permit.

(l) Safety during Handling/ Storage/ Disposal of Oil Drums and Hazardous Wastes

- (i) The oil drums shall be handled in such a manner so that no damage to oil drums takes place / spill on the ground.
- (ii) The oil drums should not be rolled on the ground. It should be carried with the help of proper trolley.
- (iii) Oil drums should not be left / kept in haphazard manner, instead it should be stored at dedicated storage place.

(m) Safety in using of material handling equipment such as crane, hydra and forklift truck etc.

(i) Statutory Requirements.

(aa) **Valid Driving License of the vehicle operator.** The operator of the Crane, Hydra, Forklift Truck, Dumper Dozer, Lorry, Tractor etc shall have valid Driving License as applicable for the particular class of vehicle.

(ab) **Valid eye test certificate of the operator and the persons giving signal.** The Eye Test and Colour vision test Certificate of the operator of Crane, Hydra, Forklift Truck, Dumper Dozer, Lorry, Tractor etc. and the person(s) giving signals to the Crane Operator to be obtained from a qualified Ophthalmologist as per Rule 49 of the W.B. Factories Rules, 1958 and the same should be checked & verified by GRSE Medical Department through proper channel. The eye sight and colour vision of the person as referred above shall be re-examined at least once in every period of 12 months up to the age of 45 years and once in every 6 months beyond that age. The record of examination and re-examination carried out shall be maintained by the service provider in Form 17A as specified in Rule 49 of the W.B. Factories Rules, 1958.

(ac) **Valid Load test certificate of the Lifting Machines.**

As per Section 29 of the Factories Act, 1948, the annual statutory Load Test Certificate of the Crane, Hydra, Forklift Truck etc. including all lifting tackles (Rope Sling, Chain Sling, Hook, Shackle, Swivel, Coupling, Socket, Clamp, Tray or similar appliance, whether fixed or movable, used in connection with the raising or lowering of loads or persons by use of lifting machines) to be obtained from the Competent Person as certified by the Chief

Inspector of Factories. The service provider, prior to taken into use of the aforesaid lifting machine and lifting tackles at GRSE site, shall submit the copy of valid statutory load test certificate(s) of the aforesaid items in Form - 8 (issued Under Rule 55 of the W.B. Factories Rules, 1958) along with a copy of Competency Certificate of the person issuing the test certificate in Form 8.

(ii) **General Requirements.**

(aa) All personnel engaged for operating the Crane, Hydra, Forklift Truck, Dumper, Lorry, Tractor etc. and their helper(s) shall wear IS mark Personal Protective Equipment in the factory premises. The PPEs shall be supplied by the service provider and also ensure use of the same while at work .

(ab) The operator of Crane, Hydra, Forklift Truck, Dumper, Dozer, Lorry, Tractor etc. and their helper must be provided with fluorescent type Jacket / Vest for better visibility from distance.

(ac) During material handling with the help of Crane, Hydra etc. in suspended condition, the swinging of the load being handled shall be controlled from remote with help of guide rope.

(ad) The helper of the Crane, Hydra, Forklift Truck, Lorry, Tractor etc. should have a whistle for giving signal to the personnel in the close vicinity during operation of the aforesaid vehicles.

(ae) One pair Walkie -Talkie set should be supplied by the service provider to the crane driver & and the person(s) giving signals to the Crane Operator, for maintaining communication between them during crane operation.

(af) Use of Mobile Phone and (or) Ear Phone is strictly prohibited during operation of the aforesaid vehicles.

(ag) Safety Orientation programme to be carried out by the service provider for their employees before commencing of the activity at GRSE and also periodically during execution of the job.

(ah) Material handling job shall be monitored and controlled by a competent supervisor of the service provider.

(aj) Further the service provider shall be liable for adoption of additional safety measure(s) as and when recommended by GRSE as per requirement.

(n) **Safety precautions to be adopted during work in confined spaces.**

(i) **General: -**

Sl. No	Description	Action By
aa	Identify the confined space and display the name and location of confined space in front of ship.	PL/PCO consultation with Design dept. and planning dept.
ab	Adequate safety briefing is to be conducted for identification of hazards, use of oxygen meter multi gas meter etc.	Safety Dept. & vendor supervisor/ safety.
ac	Adequate quantity of supply and exhaust ventilation equipment, low voltage (24V) supply, flameproof lights and fittings (for flammable atmosphere), appropriate respiratory protection etc to be made available for use during working in Confined Space.	PL/PCO & vendor supervisor.
ad	Analyze the work being carried out in adjacent compartment / space at the same time. Combination of work in both compartments must not create hazardous situation for either compartment / space. Such simultaneous activity / work should not be permitted. In case of hot work adjacent compartment also should be checked for presence of hydrocarbon vapour, paint fumes, combustible dust etc.	Vendor supervisor & PL/PCO to check and analyze. Fire / Safety Dept. to verify.

ae	Vendor rep/ entry supervisor/ job requisitioner should inform PL/PCO well in advance about requirement of working in confined space and submit confined work permit form duly filled to PL/PCO for checking the information provided in work permit, checking adequacy of preparation and simultaneous activity / work posting hazard in adjacent compartment, if any.	Vendor supervisor & PL/PCO
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(ii) Action before starting work inside confined space: -

Sl. No	Description	Action By
aa	Oxygen level to be examined before starting of work the Confined Space.	Safety Dept. & vendor supervisor
ab	Access and escape route to be kept clear. Ensure proper means of exit is available in case of emergency.	Vendor supervisor & PL/PCO/Berth officer / Controlling officer
ac	Appropriate ventilation is to be arranged (Exhaust and Inlet air supply). If the confined space can't be properly ventilated, the worker must use either Full Face Piece type respirator fitted with Supplied Air Line from the outside of the ship.	Vendor supervisor & PL/PCO
ad	All valves of the piping entering the confined space should be closed and locked.	Vendor supervisor & PL/PCO
ae	Unwanted moving machine parts should be stopped and prevented from starting.	Vendor supervisor & PL/PCO

af	All manhole lids and other cover should be removed.	Vendor supervisor & PL/PCO
ag	Ladder, staging, platforms should be provided and they are secured.	Vendor supervisor & PL/PCO
ah	Sufficient Nos. of fire extinguishers should be kept ready and at least one worker should be familiar with the operation of the extinguishers.	Vendor supervisor & Fire Dept.
ai	Checking the whole Confined Space before starting work. Check that the work being carried out concurrently in adjacent compartment / space does not create hazardous situation for either compartment / space.	Vendor supervisor & PL/PCO/Berth officer / Controlling officer to check.
aj	Ensure attendant to be present outside the confined space with PPE, rope arrangement.	vendor supervisor. & PL/PCO/Berth officer / Controlling officer
ak	Ensure worker enter inside the confined space must be with PPE.	vendor supervisor & PL/PCO/Berth officer / Controlling officer.
al	24V electric supply tools hand lamp used and electrical equipment must be connected through RCCB and proper earthed. All electrical equipment and cables should be fully operational with no damage.	Vendor supervisor & PL/PCO/Berth officer / Controlling officer
am	Where flammable gases can cause danger of fire or explosion.	Vendor supervisor & PL/PCO/Berth

	<p>(a) All the light fittings or other electrical equipment should be flameproof.</p> <p>(b) There should be no equipment or footwear or other articles that may produce sparks.</p> <p>(c) There should be no open fire or flame.</p> <p>(d) There should be adequate mechanical ventilation (force & exhaust ventilation).</p> <p>(e) No person is allowed to smoke or carry match box.</p>	officer / Controlling officer
an	Confined space permit must be taken before starting of work in the confined space and maintain of register.	Vendor supervisor & PL/PCO, Berth officer /Machinery Officer/ Plumbing Officer

(iii) During the work inside confined space: -

Sl.No	Description	Action By
aa	Stand by person should maintain visual contact / communication / use lifeline to ensure wellbeing of worker working inside the Confined Space. He should never enter the Confined Space in case of accidental / hazardous situation. In any situation the stand by person shall not leave the area without intimation and deputing to alternative stand by person.	vendor supervisor & PL/PCO/Berth officer / Controlling officer
ab	External monitor should always keep work permit with him till the work is completed.	vendor supervisor & PL/PCO/Berth officer / Controlling officer

ac	Ensure the worker use the proper ISI/EN standard PPE.	vendor supervisor/concern officer
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(iv) After completion of work inside confined space: -

Sl.No	Description	Action By
i	Work permit to be handed over to PL/PCO & Safety Dept.	vendor supervisor & Controlling officer
ii	Go to the Confined Space and ensure that everything is alright. Ensure nobody and no materials is left inside the Confined Space. No gas cutting torch / blowpipe should be left unattended inside the confined spaces during lunch/tea time. Blowpipes, gas cutting torch and hoses should be removed from the confined space at the end of the day's work. Lid of the confined space to be closed. Restore the compartment's integrity.	vendor supervisor & PL/PCO to check and analyze. Fire / Safety Dept. to verify.
iii	Closing of work permit.	vendor supervisor & Controlling officer

v. General safety precautions to be followed;

aa. Harmful atmospheric contaminants such as dust, fumes, gases as far as practicable be rendered harmless by removal, suppression or other effective means.

ab. When harmful atmospheric contaminants cannot be rendered harmless, worker exposed to them should be provided with respiratory protective equipment.

ac. in order to prevent danger, the atmosphere of workplaces should be tested for harmful contaminants at suitable intervals by competent persons and a record should be kept for atmospheric tests and inspections showing

date, time, nature, results and any instruction given by the inspecting persons after the inspection or test.

ad. No person should enter in confined space in which toxic, inert, flammable or other dangerous gases may accumulate, or oxygen may be deficient. In exceptional cases, a person may enter these spaces provided that:-

(i) The atmosphere has been tested and found safe and an entry certificate has been issued by a competent authority.

(ii) The person entering is wearing suitable respiratory protective equipment such as self-contained breathing apparatus, wherever applicable.

(iii) Requisite safety belts and lifelines should be kept readily available.

(iv) A standby person should continuously supervision the work.

(v) If the space to be entered contains an oxygen deficiency atmosphere (below 19.5%), the space shall be labelled "Not Safe for Workers" or, if oxygen-enriched (above 23.5%), "Not Safe for Workers—Not Safe for Hot Work." If an oxygen-deficient or oxygen-enriched atmosphere is found, ventilation shall be provided.

ae. When cleaning work is being carried out on in a tank or space that has contained corrosive liquids, or is being cleaned with such liquids, or contains sludge or deposits from petrol with lead additives, workers should wear suitable protective clothing.

af. In spaces where harmful lacquers or paints have been applied, or where lacquers or paints have been removed with harmful or flammable solvent; no subsequent work should be allowed until the space has been thoroughly ventilated and the air tested and found to be safe.

ag. Manholes should not be less than 400X350 mm if elliptical and 400 mm diameter if circular.

ah. Work in confined spaces should be so organized that hot work and painting activity are not carried out simultaneously.

aj. Before testing compartment with water or isolated structures by flushing with water or blowing air, the controlling officer should make sure that no workers are in the compartment or structures, and the manholes should then be closed.

aj. If freshly painted confined spaces are left open, notices should be pasted at the entrance prohibiting workers from entering unless authorized by a competent person.

ak. Covers of tanks should be opened carefully so as to avoid any sparking.

al. In the course of work in any oil tank or in any compartment or space adjacent to an oil tank, if any pipe or tank joint is opened or broken, or any other risk arises that oil vapour may enter or form in the oil tank or any compartments or space adjacent to it:

(i) The work must be suspended.

(ii) Existing work permit and hot work permits should be treated as cancelled.

al. No portable electric light or any other electric appliance of voltage exceeding twenty-four volt shall be permitted for use inside the confined space. However, in escape able situation, following safety measures to be taken for entry of electrical appliance more than 24 volt.

(i) Electrical appliance has proper earthing.

(ii) No cable damage or joint.

(iii) Electrical appliance to be connected through electrical extension board which is mounted with MCB & RCCB.

(iv) Cut out or electrical extension board is near to stand by person who can switch off the electrical power supply in emergency.

am. The person who enter into the confined space must wear suitable breathing apparatus and a belt securely attached to a rope the free end of which is held by a standby person posted outside the confined space.

an. The confined space register to be available at PL/PCO porta cabin. IN time & OUT time of worker and other parameters to be written in the register.

ao. Before leaving, hot work area and the surrounding area should be thoroughly inspected. After 30 mins (at least) of completion of last hot work, entire area is to be checked by the concern worker / vendor to avoid any ignition / fire later.

(o) **Safety precautions while undertaking air pressure testing.**

The primary goal of pressure testing is to ensure that the system can withstand its operating pressure without leakage or fail. However, the process itself can be hazardous. The high pressures involved can cause catastrophic failures if the system is compromised, leading to serious injuries or fatalities. Hence, safety must be the top priority during pressure testing.

Potential Hazards and Mitigation

i. Bursting and Explosions

- High-pressure systems can burst if they fail, releasing energy violently.
- Impact from the blast of an explosion or release of compressed gas or liquid.
- Impact from parts of equipment that fail or any flying debris.
- Mitigation: Use equipment rated for the test pressure, inspect systems thoroughly, and employ pressure relief devices. Suitable temporary locking arrangement (where there is a possibility to open the lid during APT like testing lid of intake pipe line of Diesel engine - D.E.) can be to be done across the lid which is fitted over pipe for APT, so that accidentally opening of lid or popping of lid can be arrested.

ii. Leaks and Contamination

- Leaks can occur during testing, leading to potential contamination of the environment or exposure to hazardous substances.
- Mitigation: Conduct pre-test inspections and monitor the system continuously.

iii. Injuries from Flying Debris

- A failure in the system can result in flying debris, posing a significant risk to personnel.

Mitigation: Establish exclusion zones, use barriers or shields, and ensure personnel are at a safe distance.

iv. Failure of hoses

- Failure of flexible hoses, causing unsupported length of hose to whip or snake violently.
- Mitigation: use of whiplash arrestor.

iv. Electrical hazards:

- Not insulated the live parts of cable of Ty. electrical light or other equipment after disconnection for APT activity.
- Mitigation: Disconnect the power cable / proper insulation to be done of the live electrical parts.

v. General Safety precautions:

aa. Pre-Test Inspection and Planning

- Conduct a thorough inspection of the system to identify potential weak points, corrosion, or defects.
- Ensure that all personnel involved are trained and familiar with the test plan and safety protocols.
- No gas will be used other than Compressed Air for APT of Tank / Compartment.
- No worker inside / entrapped into the compartment where APT to be performed.

ab. Use of Appropriate Equipment

- Utilize equipment that is rated for the test pressure and compatible with the test medium (water, air, etc.).
- Ensure that pressure gauges, relief valves, and other instruments are calibrated and functioning correctly.
- Couplings and connections of flexible hoses subjected to the pressure should be adequately secured to prevent injury due to "flailing" in the event of failure. Flexible hoses under pressure must have secure couplings and connections to prevent injury from "flailing" in case of failure. This can be achieved by using safety devices like whip checks.

ac. Controlled Environment

- Conduct pressure testing in a controlled environment, away from non-essential personnel and operations.
- Establish a clear exclusion zone around the test area to minimize the risk of injury from potential failures.
- Barriers, barricades, warning signs, and DANGER tapes shall be used to indicate the restricted access area.

- Suitable temporary locking arrangement (where there is a possibility to open the lid during APT like testing lid of intake pipe line of Diesel Engine D.E.) can be to be done across the lid which is fitted over pipe for APT, so that accidentally opening of lid or popping of lid can be arrested.
- Disconnect the power cable / proper insulation to be done of the live electrical parts.

ae. Personal Protective Equipment (PPE)

- Require all personnel involved in the testing to wear appropriate PPE, including safety glasses, gloves, safety goggles, faceshield and protective clothing.

af. Gradual Pressurization

- Increase the pressure gradually to the desired test level, monitoring the system closely for signs of leakage or stress.
- Avoid sudden pressure changes that can cause shock and potential system failure.

ag. No Hot work, No Hammering

- It is generally not safe to perform hot work (such as welding, cutting, or grinding) during an air pressure test. This is because the pressurized air can create a hazardous environment, increasing the risk of fire, explosion, or injury. No hot work board in Bengali, English and Hindi with date of test and duration of test to be displayed.
- No 'hammer test' while the system is under pressure.
- Where leakage is detected in joints or fittings, whether on the item under test or on the test equipment itself, pressure should be reduced to atmospheric pressure prior to rectifying the leakage.

ah. Emergency Preparedness

- Have emergency response plans in place, including procedures for shutting down the test and evacuating personnel if necessary.
- Ensure that first aid kits and emergency contact information are readily accessible.

ai. APT Permit

- PL/PCO/Controlling officer shall ensure that no APT activity will be started without "Air Pressure testing Permit" which is issued in specified Format by the designated Officials.

- The vendor rep./supervisor shall check the APT arrangement before commencement of APT & confirm to comply according to the checklist.

aj. Clear the area

- After completion of testing, vendor shall clear the area in all respect including disconnect the hose from source and remove the hose from the area.
- Close the APT permit.

(n) **Safety guidelines for using ladders.**

- i. Portable ladder shall be as per IS 3696 (Part - 2).
- ii. All ladders shall be constructed to carry to their intended loads safely. Before use, all ladders shall be tested for load test. They shall have, not only adequate strength but rigidity as well. For load test, a test load of 1.5 times the mass of worker plus the mass of 16 bricks shall be hung from each rung. The rung and the ladder shall not show any distress or noticeable bending. The lower rungs may be tested by reversing the ladder. Unless otherwise specified, the mass of worker shall be taken as 68 kg.
- iii. Side rails of metal ladders shall be of sufficient cross-section to prevent excessive deflection in use.
- iv. No ladder having a missing, defective rung. Rung should be damage free and in good condition.
- v. Both ladder ends should be fixed or secured. It should be stable.
- vi. Ladders shall not be used as guys, braces or skid or for any other purpose for which they are not intended. They shall not be used in horizontal position as runways. They shall not be over-crowded.
- vii. To prevent slipping, a ladder shall be secured at the bottom end.
- viii. If the surface of the floor on which the ladder rests is smooth or sloping, the ladder shall be provided with non-slip bases.
- ix. No ladder shall be placed. or leant against window panes, sashes or such other unsafe or yielding objects, nor placed in front of door opening towards it. If set up in driveways, passageways or public walkways, it shall be protected by suitable barricades.

- x. When ascending or descending, the user shall face the ladder, use both his hands and place his feet near the ends of the rungs rather than near middle.
- xi. Every vertical and horizontal sections shall be free from sharp edge, oil, grease free.
- xii. One extra support hand hold should be provided near the ladder at the top landing area.
- xiii. Ladders, for having access to the staging platform, should be placed at an angle of 75 degrees to the horizontal. Follow the 4:1 rule.
- xiv. Men using the ladder should not carry anything in his hand. Maintain three points of contact. always keep either two hands and one foot, or two feet and one hand on the ladder. Tool kit should be used while carrying small tool like wrench, spanner, screw driver etc. Material should be hoisted and handed by suitable equipment such as pulley blocks, chains, ropes etc.
- xv. Be cautious while using ladder. Don't over load a ladder and don't overreach a ladder or stepladders.
- xvi. The rung ladders shall have a provision for use of fall arrestor used to reach the top should have a landing at every 6 meters to allow the persons to rest.
- xvii. Never stand on the top step of the ladder. Always keep your body near the middle of the step.
- xviii. Don't place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- xix. Don't move or shift a ladder while a person or equipment is on the ladder.
- xx. Wooden ladder to be used for any electrical work.
- xxi. When two or more separate ladders are used to reach an elevated work area, make sure that the ladders are offset with a platform or landing between the ladders.

Contractor's liability for non-compliance of Safety Rules & Regulations

13. Each contractor firm shall be solely responsible for any untoward incident arising out of adopting unsafe practices while working at GRSE premises and in the event of any accident happening in the yard, resulting in physical injury to the contractor personnel

or loss of lives or otherwise damaging any part of the property, the contractor shall be required to make good the loss to the Company and shall be responsible for all consequences that follow from loss and / or injuries to the persons involved in such accidents/ litigation expenses or litigation consequences etc.

14. It will be liability of the contractor firm to ascertain the standard safety precautions for discharging his work as per the prevailing safety standards in GRSE. The decision of GRSE Management in all matters concerning to safety, shall be final and binding on the contractor.

15. The vendor shall maintain their equipment, tools and tackles in good conditions with proper maintenance. The vendor shall inspect their equipment, tools and tackles as per available GRSE inspection check list and provide tag on their equipment, tools and tackles after inspection. All Inspection checklist with green tag on equipment and maintenance record of their equipment to be made available and shall produce on demand by any GRSE Officers / Safety Dept./ other statutory body at any time.

16. The vendor shall ensure that no worker will work at GRSE without getting of safety training & receive of PPE. PPE issue register and training record as per GRSE format to be maintained by vendor and shall produce on demand by any GRSE officers / Safety Dept./ other statutory body at any time

17. For compliance of requisite safety norms, **each contractor firm will deploy their own qualified Safety Officer** at GRSE site.

18. On completion of work in any location (either on-board / in the yard), the contractor firm or his agents must ensure that the place is left in a reasonably clean state and all scraps are transferred to nearby scrap-bins / removed from GRSE premises as per terms and conditions.

19. GRSE reserves its right to suspend the work in the event of the contractor not complying with the rules / instructions with regard to safety practices for which no claim of any kind will be entertained. The executing department or the Head of Safety Dept., upon his satisfaction that the Contractor is not conforming to the safety requirement(s), **may direct stoppage of work** and require the Contractor to remedy the defects or supply the Omission/s as the case may be. The Contractor shall not proceed with the work until his compliance with such directions to the satisfaction of the executing department or the Head of Safety Department.

20. The vendor shall ensure that **no workers should stand or take rest under any fabricated block or suspended loads or ship block when situated over trestle**

21. The vendor shall use of cylinder cage and keep the all gas cylinders in the cage, securing with chain. Moreover, where cylinder cage is not feasible due to narrow space

or other issues, the vendor must ensure that cylinders are tied with secured structure with chain.

22. GUTKHA/PAN in the company premises is strictly prohibited.

23. Without prejudice to the right conferred by the clause (s) above for stoppage of work for violating safety requirements, the Contractor shall be liable for a penalty as below: -

The quantity of penalty during a calendar year:

Sl.No.	Type of violation	Penalty (in Rupees)			Penalty 4th instance
		1st instance	2nd instance	3rd instance	
(a)	Any worker not having / not using PPEs properly	10,000/-	15,000/-	20,000/-	Discontinued / Debarred
(b)	Use of defective / non IS PPEs	5000/-	10,000/-	15,000/-	
(c)	Found adopting Unsafe Act (wilful violation of safety norms)	25000/-	37500/-	50000/-	Discontinued / debarred from participating in future tender upto 06 months / 02 consecutive tenders, whichever is later
(d)	Creation of unsafe condition	25000/-	37500/-	50000/-	
(e)	Non deployment of trained personnel (Trade wise)	25000/- per untrained personnel	50000/- per untrained personnel	75000/- per untrained personnel	
(f)	Major violation of safety guidelines of the Tender terms and / or safety Guidelines issued by Safety Dept. from time to time	50000/-	100000/-	150000/-	

Note:-

(i). In case of permanent disability / fatal accident during the execution of the contract, a penalty will be imposed on the contractor on the basis of recommendation of contract awarding Department on case to case basis. **In such case the penalty may be banning of business dealing with GRSE or penalty of up to 10% of contract value to a minimum of Rs 50,000/- (fifty thousand) or both.**

(ii) In the case of repeated violation of safety guidelines, i.e, for more than 04 (four) instances during any Financial Year, GRSE shall have the sole discretion to terminate all / such affected contracts of the concerned non-complying contractor. GRSE may also impose Tender Holiday up to maximum period of 03 years in the event of more than 04 Violations and / or on the severity of the violations as decided by the management. Tender Holiday will be issued on recommendation of existing Standing Committee and approval of Competent Authority.

24. **Penalty for Non-Cleaning of Work Area Post-Job Completion:**

Non-cleaning of work area after job completion causes waste accumulation, workflow disruptions, and safety hazards. Some of the examples are as follows:

- a. non-removal of blasting grits after blasting activity,
- b. left over remaining electrodes, plastic welding spool after welding activity,
- c. left over Oxyfuel gas hose of gas cutting sets after gas cutting activity,
- d. Remain Welding set in on condition,
- e. left over damaged/unused grinding wheel/cutting wheel after grinding and cutting activity,
- f. left over empty paint drums, thinner drums, painting machines and Spray-painting kit after painting activity,
- g. left over scraps & loose material after fabrication activity,
- h. left over Die Penetrant testing kit after D.P. test,
- i. left over cotton jute & waste after cleaning activity,
- j. left over plastic wrappers removed from machinery items,
- h. left over excess / unused/cut piece cable after cable laying work,
- i. left over excess / unused insulation materials, cartoon box, gasket, drawing paper, plastic bottles and polyethene's, etc.,
- j. Any flammable or hazardous items (liquid or solid).

In addition, spitting pan & gutkha & do urinal inside the ships not only affects swacchata of the workplace but also gives a bad impression of cleanliness culture of GRSE.

To address this issue, the following guidelines are being enforced:

- i. Responsibility of Cleaning Work Areas: Contractors must ensure that work areas are cleaned immediately after the completion of tasks and no worker should spit inside the compartments onboard the ships.
- ii. Penalty for Non-Compliance: Failure to clean the work area and spitting will result in the imposition of stringent penalties, including but not limited to:
 - a) Monetary fines: Rs. 5000/- per instance on defaulter company.
 - b) Debar the concerned contractors' workman from entering the unit for maximum 10 (ten) days period in each instance of violation.
 - c) Temporary or permanent debarment from participating in future tenders of GRSE.

Procedure to be followed for imposing penal action

25. Action by User Department

- (a) In the event of safety violation by the contractor or his worker / supervisor etc. the concerned officer of User Dept. (WDC issuing authority) shall inform the contractor in writing of such violations and subsequently initiate action to deduct the penal amount as per Para 6 of this policy from the next bill of the contractor or Security Deposit / Earnest Money Deposit etc. The penalty is to be implemented and advised for deduction by the concerned Officer of the user department at the time of issuing next WDC (Work Done Certificate) to the contractor.
- (b) The concerned officer of User Dept. shall simultaneously inform the above penal action to the Safety Dept., VD Cell, Contract Cell and HR Dept. / Contract Labour Cell mentioning name of the firm, contract / P.O. no., date of safety violation, type of violation, penalty amount and instance of violation.
- (c) Inform HR Department (Central Contract Labour Cell, Main unit and / or unit HR Officers) the name of the errant contractors' workmen found to be violating the policy for debarring their gate-passes.

26. **Action by Safety Dept.** Safety Department can also inform the user dept. regarding violation of safety guidelines and submit a report to the user department (WDC issuing authority) for taking necessary action. The fortnightly MIS of safety violations will be forwarded to Contract Cell and Occupiers. Inform HR Department (Central Contract

Labour Cell, Main unit and / or unit HR Officers) the name of the errant contractors' workmen found to be violating the policy for debarring their gate-passes.

27. **Action by Contract Cell.** Based on the fortnightly MIS reports, Contract cell will issue caution letter to the defaulting contractors regarding debarring them in the event of safety violation after the 3rd instance. In case the violation takes place for more than 04 (four) times during a FY, the Contract Cell will initiate action for putting the defaulting contractor under Tender Holiday as per the laid down procedure.

28. **Action by HR Dept.** Upon receiving information of Safety violation by a contractors' workman, the concerned HR Officer will inform the nodal Officer of Security department to debar the concerned contractors' workman from entering the unit for maximum 10 (ten) days period in each instance of Safety violation.

29. **Action by Security Dept.** Security Dept. will debar the concerned defaulting contractors' workman based on advisories by user department / Safety department and recommendations by Contract Labour Cells of HR Dept. for each instance of Safety violation.

The penalty amount shall be recoverable from any Bill / Security Deposit / Earnest Money Deposit or from other dues of the contractor.

30. **The above rules and procedures are only illustrative and not exhaustive.**

PPE TABLE

Sl. No.	Description	Name of PPE	Applicable area of Protection	Purpose	Standard
1	Head Protection	Safety Helmet	In the shop floor / on board ship / working at height / under the suspended load or any other place where there is any possibility of head injury.	To protect the head from injury due to falling or moving objects, impact on stationary objects and from impact due to fall	IS: 2925 or EN 397.
2	Foot Protection	Safety Shoes	<p>(a) Mandatorily wear safety shoe while working in shop floor / on board ship/ Stores/ Dock floor or any other place where there is possibility of foot injury.</p> <p>(b) Mandatorily wear closed footwear while entering the shipyard.</p> <p>(c) Wear Rubber Gumboot while working in water logged condition for removing of water from ship's tank, compartment, Dock Galley etc., cleaning of Dock floor / acid pickling area/ canteen cooking and washing areas etc.</p>	To protect the feet from risks ranging from crush and impact injuries to contact with hot surface, slips, cuts, penetration wounds, electric shock etc.	<p>(a) IS 15298 / EN ISO 20345</p> <p>(b) Non ISI</p> <p>(c) IS: 12254</p>

Sl. No.	Description	Name of PPE	Applicable area of Protection	Purpose	Standard
3	Eye Protection	Safety Goggles	When engaged for welding / gas cutting / grinding / chipping / painting / chemical handling or any other activity where there is a possibility for eye injury due to penetration of flying particles / ultra violet radiation / splashing of chemical etc.	To protect eyes from damage or penetration due to flying particles, ultra violet radiation impact, burns, splashes etc.	ANSI Z87.1 or EN166.
4	Ear Protection	Ear Plug	In high noise area (>90 db).	Use of hearing protection appropriate for reducing the sound levels of noisy equipment and processes to acceptable levels.	IS: 9167/ EN 352
5	Hand Protection	Hand Gloves	<p>(a) <u>Leather Hand Gloves.</u> During material handling / welding / gas cutting or any other activity where there is possibility of hand injury due to contact with sharp edges, hot spatter from welding or gas cutting processes.</p> <p>(b) <u>Electrical Rubber Hand Gloves.</u> While executing any electrical maintenance jobs.</p> <p>(c) <u>Acid / Alkali Proof Rubber Hand gloves.</u> During handling of</p>	To protect the hand from injuries such as cuts, abrasions, burns, ingress of chemicals & electric shock.	<p>(a) IS:6994/EN 407 for heat applications (gas cutting / welding) / EN 420 for general requirement / EN 388 for mechanical hazard</p> <p>(b) IS13774 (earlier IS 4770)</p> <p>(c) EN 374</p>

Sl. No.	Description	Name of PPE	Applicable area of Protection	Purpose	Standard
			acid, skin irritants chemical & solvent etc.		
6	Respiratory Protection	Welding Fume Respirator, Paint Fume Respirator or, Dust mask	<p>(a) <u>Dust Respirator.</u> To be worn during grinding job, floor cleaning, dusting or any other activity where there is possibility of producing dust.</p> <p>(b) <u>Welding Fume Respirator.</u> To be worn during welding, gas cutting, brazing job etc.</p> <p>(c) <u>Chemical Respirator.</u> To be worn during painting, mixing of paint with solvents & FRP activities handling of acid, skin irritants, chemical & solvents etc.</p>	To protect against respiratory hazards.	<p>(a) IS: 9473 / EN: 149</p> <p>(b) IS: 9473 / EN: 149</p> <p>(c) IS: 15323 (Selection to be made according to the particular chemical hazard)</p>
7	Fall Protection	Double lanyard Safety Belt & harness, automatic fall arrestor	<p>To be worn while working in height:</p> <p>(a) <u>Double Lanyard Full Body Harness</u> . During working at height such as on scaffolding structure / suspended working platform / ship's mast / fragile roof / inclined surface on the roof top or at any other height where there is a possibility of person to fall and get injured.</p>	To protect the personnel from falling while working at height such as on scaffolding structure / platform, ship's mast, fragile roof, inclined surface on the roof top etc.	(a) IS: 3521

Sl. No.	Description	Name of PPE	Applicable area of Protection	Purpose	Standard
			(b) <u>Automatic fall arrestor (in addition to full body harness)</u> . To be worn during carrying out job in the vertical ascending / descending on the scaffolding structure, working on the suspended working platform and inclined surface on the roof top, horizontal movement at height.		(b) EN 361
8	Electric Arc Flash Protection	Electric Arc rated flash suit jacket, pant, hood and gloves	To be worn during operation & maintenance of electrical installations inside the HT Switch Gear Rooms.	To protect the personnel from accidental exposure to high temperature of electric arc flash during operation & maintenance of electrical installations inside the HT Switch Gear Rooms.	As per guideline of NFPA-70E
9	Fire-Fighting protection	(a) Three Layer Fire Close Proximity Suit (b)Self-Contained Breathing Apparatus (SCBA) Set	Personnel engaged in Fire Fighting service should wear Fire Close Proximity Suit and use Self-Contained Breathing Apparatus (SCBA) Set during combating fire in a hazardous environment.	To protect the Fire Fighting personnel during Combating Fire in a Hazardous Environment / High Level Respiratory Protection	Fire Proximity Suit approved by EN-469:2005 + A1: 2006 +AC: 2006D and CE. Jacket & Trouser (EN-469) Hand Gloves (EN-659) Outer Head Protection

Sl. No.	Description	Name of PPE	Applicable area of Protection	Purpose	Standard
					Helmet (EN-443/1997) and inner Protection EN 1391, Self-Contained Breathing Apparatus(S CBA) Set, as per approval of CE and EN-137 CLASS II standards and Approval of PESO
10	Face protection	Industrial safety face shields with plastic visor	When person engaged for grinding / chipping / buffering or any other activity where there is a possibility for face injury due to penetration of flying particles	To protect the face from flying particle	IS 8521 Design of visor may be selected as per design of safety helmet
11	Protective Clothing	Cotton boiler-suit	In the shop floor / on board ship / production floor and in any other areas of operation.	To protect the whole body of a contractors' workman from dirt, dust etc.	IS: 177-1989 (Reaffirmed in 2003), Variety 3 standard
	Note : Cotton-boiler suits should bear name of the contractors' firm on the back-side of the boiler-suit in legible manner for easy identification				

DIFFERENT PERMIT FORMAT

ब्लास्टिंग / पेंटिंग गतिविधि अनुमति

BLASTING / PAINTING ACTIVITY PERMIT (DAY / NIGHT SHIFT)

परमिट सं./ Permit No.

दिनांक /Date:

यार्ड/ YARD:

विक्रेता /VENDOR:

कार्य की अवधि /DURATION OF JOB: दिनांक /Date: से/From तक/ To

1. स्थान विवरण /Location Details: 2. पर्यवेक्षक का नाम एवं मोबाइल संख्या /Name & Mob. No of the Supervisor:

3. गेट पास नं. के साथ ऑपरेटर/ ब्लास्टर (ओं) / पेंटर और हेल्पर (ओं) का नाम / Name of Operator/Blaster (s)/Painter & Helper(s) with Gate Pass No:

(i)

(iv)

(ii)

(v)

(iii)

(vi)

फर्म के पर्यवेक्षक के हस्ताक्षर
Signature of the Supervisor of the firm

4. स्वीकृत /Approved: से/From तक/ To

5. अनुमोदित नहीं होने के लिए कारण (यदि आवश्यक हो)/Reasons for not approved (If Reqd.):

6. उत्पादन और पेंट शॉप से संबंधित अधिकारी (ओं) के हस्ताक्षर /Signature of the concerned Officer(s) of Production & Paint Shop:

पेंट शॉप /PAINT SHOP

पीएल/पीसीओ-_____

अग्नि/ संरक्षा विभाग

PL/PCO-_____

FIRE/SAFETY DEPT.

7. पेंट / ब्लास्टिंग का काम पूरा होने का समय / Completion time of Paint / Blasting Work:

पेंट / ब्लास्टिंग वर्क परमिट समाप्ति

: दिनांक _____

समय

Painting/Blasting Work Permit Closed on: Date _____ time _____

ठेकेदार का नाम और हस्ताक्षर

पेंट शॉप

अग्नि /संरक्षा विभाग

Name & Signature of Contractor's

PAINT SHOP

FIRE/SAFETY DEPT

नोट 1: ब्लास्टिंग क्षेत्र की पर्याप्त कवरिंग और ब्लास्टिंग / पेंटिंग साइट पर उपयुक्त चेतावनी बोर्ड को प्रदर्शित किया जाना है।

Note 1: Adequate covering of the blasting area & suitable warning boards are to be displayed at blasting / painting site.

नोट 2: ब्लास्टिंग/ पेंटिंग कार्य के लिए लगे सभी कार्मिक उचित पीपीई जैसे हैंड ग्लव्स, सेफ्टी शू और हेलमेट, नोज मास्क, सेफ्टी गॉगल्स, एयर लाइन रेस्पिरेटर, प्रोटेक्टिव कपड़े / ब्लास्टिंग सूट आदि का उपयोग करेंगे।

Note 2: All personnel engaged for blasting / painting work shall use proper ISI mark PPEs such as Hand Gloves, Safety Shoe & Helmet, Nose Mask, Safety Goggles, Air Line Respirator, Protective Clothing / Blasting suit etc.

गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
(भारत सरकार का एक उपक्रम)
Garden Reach Shipbuilders & Engineers Ltd.
(A GOVT. OF INDIA UNDERTAKING)

ऊंचाई कार्य परमिट / HEIGHT WORK PERMIT

परमिट सं./ **Permit No.:**

दिनांक /Date: -

1. स्थान /Location :

2. किए जाने वाले कार्य का विवरण/ Description of work to be done:

क्रं. सं./ Sl. No	क्षेत्र/स्थान/Area/ Location	कार्य का विवरण /Job Description	श्रमिकों की संख्या /Nos. of Workers	टिप्पणियों REMARKS
i)				
ii)				
iii)				
iv)				

विभाग का नाम / कार्य को क्रियान्वित करने वाले अभिकरण :

(पी.ओ संख्या)./Name of Dept./ Agency executing the job :

(P.O No.).

4. व्यक्ति को नियोजित किया जाना है : श्रमिकों की सूची संलग्न है (..... सं. प्रमुख)

Person to be employed : List of workers are attached (..... Nos. Heads).

5. कार्य के लिए पर्यवेक्षक का नाम : श्री साइट इंजीनियर (मोबाइल:-)

: श्री साइट पर्यवेक्षक (मोबाइल :-

)

Name of Supervisor for the job : Mr. Site Engineer (Mob: -

)

: Mr. Site Supvr. (Mob: -

)

परमिट की वैध अवधि : दिनांक- से तक समय- बजे से बजे तक ।

Period of validity of Permit : **Date-** From To Time- AM to PM.

6. ऊंचाई पर कार्य करते वक्त साइट पर निम्नलिखित सुरक्षा एहतियात बनाए रखा जाता है (जो लागू नहीं है मिटा दें) /The following safety precautions are being maintained at site while performing works at height (strike out which is not applicable):

क) सभी सुरक्षा उपकरण और ISI mark पीपीई (सेफ्टी शू, फुल बॉडी हार्नेस सेफ्टी बेल्ट, सेफ्टी हेलमेट, रूफ लैडर / क्रॉलिंग बोर्ड, वर्टिकल फॉल अरेस्टर, सेफ्टी नेट, यदि लागू हो आदि) ऊंचाई पर काम शुरू करने से पहले ही उपलब्ध करा दिया जाता है । / (a) All safety equipment's and ISI marked PPEs (Safety Shoe, Full Body Harness Safety Belt, Safety Helmet, Roof Ladder /

Crawling board, vertical fall arrestor, Safety Net, if applicable etc.) has been provided before starting work at Height.

ख) ऊंचाई पर गतिविधि के दौरान, कार्यकर्ता लाइफ लाइन, फुल बॉडी हार्नेस, सेफ्टी बेल्ट का उपयोग कर रहे हैं और उन्हें बेल्ट को फर्म संरचना/लाइफ लाइन के साथ एंकर कर देना चाहिए। (b) During movement on the height, worker are using Life Line, Full Body Harness, Safety Belt and they must anchor the belt with firm structure/Life line. ग) काम शुरू करने से पहले, यदि आवश्यक हो तो/आवश्यकतानुसार डीएसएल/इलेक्ट्रिकल लाइव लाइनों को डी-एनर्जेटिक किया जाएगा। (c) DSL/Electrical live lines under the roof will be De-energized before starting of work, if necessary/as required.

घ) काम करने वाले प्लैटफॉर्म के साथ स्काफ़ोल्डिंग संरचना और आदमी और सामग्री के भार को झेलने के लिए पर्याप्त शक्ति होने के कारण खड़ा किया गया है। (d) Scaffolding structure with working platform and fencing, having adequate strength to withstand the load of man and material has been erected.

ड) बारिश और तूफान के समय के दौरान श्रमिकों को किसी भी प्रकार की ऊंचाई के कार्य की अनुमति नहीं दी जाएगी। (e) During the time of rain & storm workers will not be allowed for any type of height work.

च) संबंधित साइट के अलावा अन्य मानव गतिविधि को नियंत्रित करने के लिए कार्य स्थल के नीचे के क्षेत्र को सावधानी टेप से घेरा जाएगा। (f) The area underneath the working site will be cordoned by cautionary tape for controlling human movement other than the concerned firm.

छ) ठेकेदार मेसर्स..... किसी भी अवांछित घटना से बचने के लिए कार्य स्थल पर उचित सुरक्षा सुनिश्चित करेगा। (g) The Contractor M/S will ensure proper safety at working site to avoid any unwanted incident.

ज) ठेकेदार ने सुनिश्चित किया है कि प्रशिक्षित और अनुभवी कर्मचारी काम पर लगे होंगे। (h) The Contractor has ensured that trained & experienced workers will be engaged at work.

हस्ताक्षर/Signature:

ठेकेदार (साइट इंजीनियर) जीआरएसई संरक्षा विभाग **जीआरएसई सिविल विभाग/ एंजिनिंग अथॉरिटी**

Contractor (Site Engineer) GRSE Civil Dept./ Engaging Dept. GRSE Safety Dept
कार्य पर लगे हुए कार्मिकों की सूची /

7. LIST OF PERSONNEL ENGAGED FOR HEIGHT WORK

ठेकेदार का नाम/Name of the Contractor:

क्र.सं./ Sl.No.	नाम/ Name	गेट पास/Gate Pass	पद/Designation

8. मैं पदनाम..... मेसर्स..... यह पुष्टि करता हूँ कि उपर्युक्त सभी कार्मिक (ऊँचाई कार्य के लिए लगे) ISI MARK डबल डोरी, फॉल अरेस्टर, लाइफलाइन, सेफ्टी नेट (जो लागू नहीं है, मिटा दें) के साथ फुल बॉडी हार्नेस (सेफ्टी बेल्ट) का इस्तेमाल करेंगे, । /

I Designation..... of M/s..... hereby confirmed that all the above mentioned personnel (engaged for height work) shall use ISI mark Full Body Harness (Safety Belt) with double lanyard, fall arrestor, lifeline, Safety Net (strike out which is not applicable).

ठेकेदार का नाम और हस्ताक्षर
Name & Signature of Contractor's
साइट प्रभारी / साइट पर्यवेक्षक
Site In charge / Site Supervisor

परमिट सं./Permit No. :
(संरक्षा विभाग द्वारा जारी/Issued by Safety Dept.)

हाइट वर्क परमिट का विस्तार/Extension of Height Work Permit

क्र.सं./ Sl. No.	विस्तार सं./ Extension No.	विस्तार अवधि/Extension Period (दिनांक और समय /Date and time)		ठेकेदार का नाम एवं हस्ताक्षर / Name & Signature of Contractor's	सिविल विभाग/ एंगेजिंग अथॉरिटी का नाम एवं हस्ताक्षर/ Name & signature of Civil Dept./ Engaging Dept.	संरक्षा विभाग का नाम और हस्ताक्षर/ Name and Signature of Safety Dept.
		कब से / From	कब तक / To			

हाइट वर्क परमिट का समापन / Closing of Height Work Permit

कार्य पूर्णता/अस्थायी रूप से बंद/ स्थगित

Job Completion/Temporary Closed/Postponed: दिनांक/Date _____ समय/time

हाइट वर्क परमिट बंद करने का अनुरोध /

Request to close the Height Work Permit _____

ठेकेदार का नाम एवं हस्ताक्षर /Name & Signature of Contractor's

हाइट वर्क परमिट समाप्ति : दिनांक _____ समय _____

Height Work Permit Closed on: Date _____ time _____

स्ताक्षर/Signature

नाम / Name

जीआरएसई सिविल विभाग / एंगेजिंग अथॉरिटी / GRSE Civil Dept./ Engaging Dept.

हस्ताक्षर/Signature

नाम / Name

जीआरएसई संरक्षा विभाग(जीआरएसई) / GRSE Safety
Dept (GRSE)

हाइट वर्क जॉब की दैनिक पूर्णता / हाइट वर्क परमिट का दैनिक समापन

Daily Completion of Height Work Job / Daily Closing of Height Work Permit

क्र.सं. / Sl. No.	परमिट सं. (संरक्षा विभाग द्वारा जारी)/ Permit No. (Issued by Safety Dept.)	दिनांक Date	हाइट वर्क जॉब आरंभ का समय/ Starting time of the height work job	हाइट वर्क जॉब समाप्ति का समय / Completi on time of height work job	ठेकेदार का नाम एवं हस्ताक्षर / Name & Signature of Contractor's	सिविल विभाग/ एंजेजिंग अथॉरिटी का नाम एवं हस्ताक्षर/ Name & signature of Civil Dept./ Engaging Dept.	संरक्षा विभाग का नाम और हस्ताक्षर/ Name and Signature of Safety Dept..

HOT Work Permit

HOT WORK DONE BY CONTRACTOR:	Enter Permit No.
Date:	PO NO.
Construction /Building: Location:	
Room/ Compartment	
DK and Frame	
NATURE OF JOB	
Name of Contractor	
I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work	
Competent Hot Work Supervisor	
Contact #	
PERMIT REQUEST :	DATE: Time AM PM
PERMIT REQUEST :	DATE: Time AM PM
SIGNATURE OF CHWA(Contractor)	
Approval from PL/PCO/Engaging Officer/designated Engineer (GRSE Ltd.)	
Checked by Fire & Safety Department:	

हॉट वर्क परमिट हेतु अनुलग्नक /Enclosure to Hot Work Permit
(इस अनुलग्नक के बिना कोई हॉट वर्क परमिट जारी नहीं किया जाएगा)
(No Hot Work Permit will be issued without this enclosure)

परमिट सं. / Permit No.
Dated :

दिनांक /

हॉट वर्क हेतु नियुक्त कार्मिकों का विवरण /Details of the personnel engaged for the Hot Work:

विक्रेता के नाम / Name of the Vendor :				
शाँप यार्ड सं. / Shop / Yard No :				
क्र.सं. SI No.	कार्मिक के नाम / Name of the personnel	पदनाम ,वेल्डर,गैस कटर) (हेल्पर आदि / Designation (Welder, Gas Cutter, Helper etc.)	जीआरएसई गेट पास सं. / GRSE Gate Pass No.	ईएसआई सं. / ESI No.
1.				
2.				
3.				
4.				
5.				
6.				

नोट / Note यह प्रमाणित किया जाता है कि : / This is to certify that :

- 1) उपर्युक्त सभी कार्मिकों को आवश्यक निजी सुरक्षा उपकरण (पीपीई) / संरक्षा गैजेट दिए गए हैं और यह अच्छी स्थिति में है /All the personnel mentioned above have been provided requisite Personal Protective equipment (PPE) / Safety gadgets & it is in good condition.
- 2) हॉट वर्क परमिट में उल्लिखित हॉट वर्क स्थल की जांच की गई है और वहाँ कोई भी ज्वलनशील / दहनशील सामग्री नहीं पाई गई है /The Hot Work place mentioned in the Hot Work Permit have been checked & found free from any flammable / combustible materials.

- 3) हॉट वर्क एरिया और आस पास के स्थान पर कोई पेंटिंग गतिविधि नहीं-चल रही है / No Painting activity is in Progress at hot work area & adjacent place.
- 4) एग्जॉस्ट वेंटिलेशन और ताजी हवा की आपूर्ति की व्यवस्था की गई है)यथा लागू / (Exhaust ventilation & supply of fresh air has arranged (as applicable).

कंपनी मुहर के साथ ठेकेदार फर्म के
साइट प्रभारीपर्यवेक्षक के हस्ताक्षर/
Signature of Site In charge/Supervisor
of the Contractor Firm with Co's seal

ऑन बोर्ड प्रेशर टेस्टिंग (एपीटी) गतिविधि अनुमति / ON BOARD AIR PRESSURE TESTING (APT)

परमिट सं./ Permit No.

दिनांक /Date:

यार्ड/ YARD:

विक्रेता /VENDOR:

कार्य की अवधि /DURATION OF JOB: दिनांक /Date: से/From तक/ To

1. स्थान विवरण /Location Details:

2. पर्यवेक्षक का नाम एवं मोबाइल संख्या /Name & Mob. No of the Supervisor:

**3. प्रेशर टेस्टिंग (एपीटी) पर लगे हुए कार्मिकों की सूची गेट पास नं. के साथ /
List of personnel Engaged for PRESSURE TESTING (APT) with Gate Pass No:**

- (i)
- (ii)
- (iii)
- (iv)
- (v)

फर्म के पर्यवेक्षक के हस्ताक्षर
Signature of the Supervisor of the firm

4. स्वीकृत /Approved: दिनांक /Date: से/From तक/ To

5. अनुमोदित नहीं होने के लिए कारण (यदि आवश्यक हो)/Reasons for not approved (If Reqd.):

6. उत्पादन और पेंट शॉप से संबंधित अधिकारी (ओं) के हस्ताक्षर /Signature of the concerned Officer(s):

हल/एमएफओएस/प्लम्बिंग अधिकारी
Hull /MFOS/Plumbing Officer

पीएल/पीसीओ-
PL/PCO-

जीआरएसई संरक्षा विभाग
GRSE Safety Dept

7. ऑन बोर्ड प्रेशर टेस्टिंग (एपीटी) का काम पूरा होने का समय / Completion time of PRESSURE TESTING (APT): दिनांक (Date) _____ समय(Time) _____

8. मैंने उस क्षेत्र को पूरी तरह से क्लियर किया है, जिसमें होस को स्रोत से अलग करना और उस क्षेत्र से होस को हटाना भी शामिल है।/I clear the area in all respect including disconnect the hose from source and remove the hose from the area.

प्रेशर टेस्टिंग (एपीटी) वर्क परमिट समाप्ति / PRESSURE TESTING (APT) Work Permit Closed : दिनांक (Date) _____ समय (Time) _____

ठेकेदार का नाम और हस्ताक्षर
Name & Signature of Contractor's

पीएल/पीसीओ
PL/PCO

गुणवत्ता आश्वासन विभाग
Quality Assurance Dept.

नोट 1: मैं पदनाम..... मेसर्स..... का, एतद्वारा यह पुष्टि करता हूँ कि टैंक/कम्पार्टमेंट के छः साइडों में कोई भी हॉट वर्क नहीं हो रहा है।

Note 1: IDesignation..... of M/s..... hereby confirmed that no hot works is going on in six sides of the tank / compartment.

नोट 2: बांग्ला और हिंदी भाषा में "नो हॉट वर्क" का उल्लेख करने वाले नोटिस बोर्ड को जॉब स्थान, जो अभी दबाव के अधीन है, के सभी तरफ प्रदर्शित किया गया है।

Note 2: Notice Board mentioning "NO HOT WORK" in Bengali & Hindi Language is displayed at all sides of the job location which is under pressure.

सीमित स्थान प्रवेश परमिट / CONFINED SPACE ENTRY PERMIT

परमिट सं./ Permit No. दिनांक /Date:

यार्ड/ YARD:

विक्रेता /VENDOR:

कार्य की अवधि /DURATION OF JOB: दिनांक /Date: से/From तक/ To

1. स्थान विवरण /Location Details:
2. पर्यवेक्षक का नाम एवं मोबाइल सं. / Name & Mob. No of the Supervisor:
3. मौजूद व्यक्ति का नाम एवं मोबाइल सं. / .Name & Mob. No of the stand by person:
4. गेट पास सं. के साथ सीमित स्थान में प्रवेश करने वाले कार्मिकों की सूची /

List of personnel enter into confined space with Gate Pass No:

क्र.सं. / SI No.	सीमित स्थान में प्रवेश करने वाले कार्मिक का नाम / Name of the personnel enter into confined space	पदनाम (वेल्डर, गैस कटर, हेल्पर आदि) / Designation (Welder, Gas Cutter, Helper etc.)	जीआरएसई गेट पास सं. / GRSE Gate Pass No.	ईएसआई सं. / ESI No.	आईएसआई / ईएन मानक पीपीई / ISI/EN standard PPE
1.					
2.					
3.					

फर्म के पर्यवेक्षक के हस्ताक्षर / Signature of the Supervisor of the firm

5. स्वीकृत /Approved: दिनांक /Date: से/From तक/ To
6. अनुमोदित नहीं होने के लिए कारण (यदि आवश्यक हो)/Reasons for not approved (If Reqd.):
7. सीमित स्थान रजिस्टर में बताए गए सीमित जगह में आवक और जावक समय: (हां/नहीं) /
IN time and OUT time of entry in confined space mentioned in Confines space Register: (Yes/NO)
8. उत्पादन और पेंट शॉप से संबंधित अधिकारी (ओं) के हस्ताक्षर /Signature of the concerned Officer(s):

हल/एमएफओएस/प्लंबिंग/पेंट अधिकारी
Hull /MFOS/Plumbing/Paint Officer

पीएल/पीसीओ
PL/PCO

जीआरएसई संरक्षा विभाग
GRSE Safety Dept

7. सीमित स्थान के अंदर कार्य पूरा होने का समय / Completion time of work inside confined space:

दिनांक (Date) _____

समय(Time) _____

8. मैंने जाँच और सुनिश्चित कर लिया है कि सीमित स्थान पर कोई भी नहीं है और ना ही कोई सामग्री है। /
checked and ensue that nobody and no materials are left inside the confined space.
सीमित स्थान परमिट को बंद करने का अनुरोध / Request to close the Confined space permit.

ठेकेदार का नाम एवं हस्ताक्षर /Name & Signature of Contractor's

सीमित स्थान परमिट बंद / Confined space Permit Closed:

दिनांक (Date) _____

समय (Time) _____

हल/एमएफओएस/प्लंबिंग/पेंट अधिकारी
Hull /MFOS/Plumbing/Paint Officer

पीएल/पीसीओ
PL/PCO

जीआरएसई संरक्षा विभाग
GRSE Safety Dept

CHECKLIST

संरक्षा निरीक्षण जांचबिन्दु /SAFETY INSPECTION CHECKLIST
हाईट वर्क /HEIGHT WORK

फर्म का नाम / Name of the firm: / ओ.सं. एवं तिथि. P.O. No. & date:
स्थान / .यार्ड सं/Location / Yard No.: / रिपोर्टिंग की तिथि Date of reporting:

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1.	क्या 'हाईट वर्क परमिट' प्राप्त किया गया है? Whether 'Height Work Permit' has been obtained?				
2.	क्या सभी पीपीई (आईएसआई/ईएन चिह्नित) उपलब्ध हैं? Whether all PPEs (ISI / EN Marked) are available?				
3.	क्या फुल बॉडी हार्नेस (डबल डोरी के साथ) की शारीरिक स्थिति अच्छी है? Whether Physical Condition of Full Body Harness (with Double Lanyard) is good?				
4.	क्या असेंडिंग/डिसेंडिंग उद्देश्य हेतु स्वचालित फॉल अरेस्टर का उपयोग किया जा रहा है? Whether automatic Fall Arrestors are being used for ascending / descending purpose?				
5.	क्या ऊंचाई पर काम करने हेतु रिट्रैक्टबल फॉल अरेस्टर का उपयोग किया जाता है? Whether Retractable Fall Arrestor is used for work at height?				
6.	क्या संरक्षा नेट प्रदान किया गया है? Whether Safety Net is provided?				
7.	क्या स्कैफोल्डिंग और उपयुक्त सीढ़ी प्रदान की जाती है? Whether scaffolding and suitable ladder is provided?				
8.	क्या टो गार्ड, मिड रेल और टॉप-रेल में स्कैफोल्डिंग की व्यवस्था की गई है और दोनों सिरों पर लकड़ी के तख्तों को बांधा गया है? Whether Toe guard, mid-rail & top-rail are provided with scaffolding and wooden planks are tied up at both ends?				
9.	क्या सेफ्टी बेल्ट लाइफ लाइन के एंकरिंग हेतु/रिजिड बिंदु उपलब्ध हैं? Whether rigid points are available for anchoring of Safety Belt / Life Line?				
10.	क्या ऊंचाई के काम हेतु क्षैतिज जीवन रेखा ऐरेक्ट की जाती है? Whether horizontal life line is erected for height work?				

11.	क्या काम शुरू करने से पूर्व डीएसएल इलेक्ट्रिकल लाइव लाइनें/ डी-एनर्जीकृत की जाती हैं? Whether DSL / Electrical live lines are De-energized before starting of work?				
12.	क्या हाईट वर्क हेतु मौसम की स्थिति अनुकूल है? Is the weather condition is favourable for height work?				
13.	क्या हाईट वर्क (सूर्यास्त के बाद) हेतु पर्याप्त रोशनी की व्यवस्था की गई है? Whether adequate Lighting arrangement is provided for height work (After Sunset)?				
14.	क्या कार्य क्षेत्र की घेराबंदी की गई है? Whether cordoning of the work area has been done?				

अतिरिक्त टिप्पणियां / यदि कोई हो ,Additional Remarks, If any

मुहर सहित विक्रेता के संरक्षा अधिकारी स्थल/
प्रभारी अथवा पर्यवेक्षक का हस्ताक्षर/
Signature of the vendor's
Safety Officer / Site In-charge or
Supervisor with Stamp

संरक्षा निरीक्षण जांचबिन्दु / SAFETY INSPECTION CHECKLIST
औद्योगिक इलेक्ट्रिकल एक्सटेंशन बोर्ड / INDUSTRIAL ELECTRICAL EXTENSION BOARD

फर्म का नाम / Name of the firm:

पी / ओ.सं. एवं तिथि.P.O. No. & date:

स्थान / .यार्ड सं/Location / Yard No.:

/ रिपोर्टिंग की तिथि

Date of reporting:

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1.	क्या औद्योगिक प्रकार के इलेक्ट्रिकल एक्सटेंशन बोर्ड का उपयोग किया जाता है ? Whether the industrial type electrical extension board is used?				
2.	क्या औद्योगिक एक्सटेंशन बोर्ड में औद्योगिक प्रकार का -3पिन प्लग टॉप प्रदान किया गया है ? Whether the industrial type -3pin plug top provided in Industrial Extension Board?				
3.	पुष्टि करें कि -3पिन प्लग क्षतिग्रस्त नहीं हैं । Confirm -3pin plugs are not damaged.				
4.	क्या साइट पर केबल का कोई अनुचित जुड़ाव मौजूद है ? Is any improper jointing of Cables are prevailing at Site?				
5.	क्या कनेक्शन एमसीबीआरसीसीबी के माध्यम से रूट किए गए हैं/? Whether the connections are routed through MCB / RCCB?				
6.	क्या अर्थिंग की निरंतरता की जाँच की जाती है? Whether the continuity of earthing is checked?				
7.	पुष्टि करें कि एक्सटेंशन बोर्ड पर खुले तार का उपयोग नहीं किया गया है। Confirm bare wire is not used on the extension board.				
8.	क्या केबल और एक्सटेंशन बोर्ड की स्थिति ठीक है? Whether the condition of Cable and extension board is ok ?				
9.	क्या एक्सटेंशन बोर्ड के सॉकेट क्षतिग्रस्त हैं ? Whether sockets of the extension board is damaged?				
10.	क्या प्लग एंड सॉकेट की रेटेड क्षमता का उपयोग किया जाता है? Whether rated capacity of Plug & Socket is used?				
11.	पुष्टि करें कि सॉकेट अधिक लोड नहीं लिए है। Confirm that Socket is not over loaded.				
12.	पुष्टि करें कि औद्योगिक प्रकार का इलेक्ट्रिकल एक्सटेंशन बोर्ड गीला नहीं है। Confirm that industrial type electrical extension board is not soaked with water.				

अतिरिक्त टिप्पणियां / अगर कोई हो ,Additional Remarks, If any:

मुहर सहित विक्रेता के संरक्षा अधिकारी/
स्थल प्रभारी अथवा पर्यवेक्षक के हस्ताक्षर
Signature of the vendor's Safety Officer
/ Site In-charge or Supervisor with Stamp

संरक्षा निरीक्षण जांचबिन्दु / SAFETY INSPECTION CHECKLIST**ग्राइंडिंग गतिविधि /GRINDING ACTIVITY**

फर्म का नाम / Name of the firm:

पी / ओ.सं. एवं तिथि.P.O. No. & date:

स्थान / .यार्ड सं/Location / Yard No.:

/ रिपोर्टिंग की तिथि

Date of reporting:

क्र.सं. SI No.	मानदंड Criteria	हाँ Ye s	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1.	जाँब हेतु व्हील के प्रकार और आकार सही है ? Wheel type and size are right for the job?				
2.	ग्राइंडिंग मशीन पर व्हील गार्ड लगाया गया है ? Wheel guard is fitted on the grinding machine?				
3.	क्या उचित पीपीई उपलब्ध है)आईएस / ईएन स्टैंडर्ड बॉयलर सूट, सेफ्टी शू, सेफ्टी हेलमेट, डस्ट मास्क, हियरिंग प्रोटेक्टर्स, ग्राइंडिंग गॉगल्स फुल/फेस (शील्ड-? Whether Proper PPE is available (IS / EN Standard Boiler Suit, Safety Shoe, Safety Helmet, Dust Mask, Hearing protectors, Grinding Goggles/ full face-shield) ?				
4.	ग्राइंडिंग मशीन के संचालन की गति व्हील पर अंकित गति से अधिक नहीं होती है। Grinding Machine operating speed does not exceed what is marked on the wheel.				
5.	क्या बिजली का स्रोत ठीक से ग्राउंडेड है और कनेक्शन अच्छी स्थिति में हैं ? Whether electrical power source is properly grounded and connections are in good condition ?				
6.	पुष्टि करें कि कार्य क्षेत्र में कोई पानी या अन्य तरल नहीं है जो बिजली के झटके की संभावना पैदा कर सकता है। Confirm the work area contains no water or other liquid that could create electric shock potential.				
7.	पुष्टि करें कि कार्य क्षेत्र में कोई ज्वलनशील पदार्थ तरल नहीं है जो चिंगारी से प्रज्वलित/ हो सकता है। Confirm there is no inflammable material / liquid in the work area that could be ignited by sparks.				
8.	क्या कार्य क्षेत्र की रोशनी पर्याप्त है। Whether the work area lighting is adequate.				
9.	पुष्टि करें कि ग्राइंडिंग व्हील माउंटिंग करने से पूर्व रिंग टेस्ट" पास कर चुका है।" Confirm Grinding Wheel has passed "ring test" before mounting.				

अतिरिक्त टिप्पणियां / यदि कोई हो ,Additional Remarks, If any:

मुहर सहित विक्रेता के संरक्षा अधिकारी/
स्थल प्रभारी अथवा पर्यवेक्षक/के हस्ताक्षर

Signature of the vendor's Safety Officer / Site In-charge or Supervisor with Stamp

संरक्षा निरीक्षण जांच बिन्दु / SAFETY INSPECTION CHECKLIST
हॉट वर्क (गैस कटिंग एवं वेल्डिंग)/ HOT WORK (GAS CUTTING AND WELDING)

फर्म का नाम / Name of the firm:

पी.ओ.सं. एवं तिथि / P.O. No. & date:

स्थान/यार्ड सं. / Location / Yard No.:

रिपोर्टिंग की तिथि / Date of reporting:

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियाँ Remarks
1.	क्या गैस कटिंग /वेल्डिंग शुरू करने से पहले अग्निशमन विभाग/हॉट वर्क नियंत्रक अधिकारी से लिखित मंजूरी (हॉट वर्क परमिट) प्राप्त कर ली गई है?/ Prior to starting Gas Cutting / Welding whether written clearance (Hot Work Permit) has been obtained from Fire Fighting Department / Hot Work Controlling Officer?				
2.	क्या किसी पेंटिंग गतिविधि की योजना बनाई गई है या आसपास / विपरीत बल्कहेड / कम्पार्टमेंट के नीचे में की जा रही है?/ Whether any Painting Activity is planned or been carried out in the close vicinity / opposite bulkhead / compartment below?				
3.	हॉट वर्क से पहले, क्या पेंट का खाली ड्रम सहित दहनशील या ज्वलनशील सामग्री को डेक/बल्कहेड के विपरीत दिशा सहित उक्त स्थान से हटा दिया गया है?/ Before Hot Work, whether combustible or flammable materials including empty paint drums have been removed from the location including the opposite side of deck / bulkhead?				
4.	क्या हॉट वर्क स्थान/आस-पास के क्षेत्र में पेंट की धूआं/ज्वलनशील गैस की कोई उपस्थिति है?/ Is there any presence of paint fume / flammable gas in the hot work location / in the surrounding zone?				
5.	क्या हॉट वर्क के दौरान निरंतर निगरानी के लिए डेक के विपरीत दिशा में /बल्कहेड/ ओवरहेड स्थिति में किसी जिम्मेदार व्यक्ति को नियुक्त किया गया है?/ Is there any responsible person has been deputed at opposite side of deck / bulkhead / overhead position for continuous surveillance during hot work?				

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियाँ Remarks
6.	क्या उचित पीपीई उपलब्ध है (आईएस / ईएन स्टैंडर्ड बॉयलर सूट, सेफ्टी शू, सेफ्टी हेलमेट, मास्क, गॉगल्स/फुल फेस-शील्ड) ? Whether Proper PPE is available (IS / EN Standard Boiler Suit, Safety Shoe, Safety Helmet, Mask, Goggles/ full face-shield)?				
7.	क्या गैस कटिंग होसेस (आईएस: 447) और गैस कटिंग टॉर्च (आईएस: 7653) आईएस मार्क के हैं?/ Whether Gas Cutting Hoses (IS: 447) and Gas Cutting Torches (IS: 7653) are IS Marked?				
8.	क्या फ्लैश बैक अरेस्टर (आईएस 11006 / आईएसओ: 5175 - भाग 1 चिह्नित) गैस काटने के उपकरण पर लगाया जाता है?/ Whether Flash Back Arrestor (IS: 11006 / ISO : 5175 -Part 1 Marked) is fitted on Gas Cutting equipment?				
9.	क्या वेल्डिंग केबल्स आईएस मार्क (IS:9857) और दोष मुक्त हैं?/ Whether Welding Cables are IS Marked (IS:9857) & defect free?				
10.	क्या वेल्डिंग होल्डर (IS 2641/EN 60974 - part 2) फुल इंसुलेटेड प्रकार का है और अच्छी भौतिक स्थिति में है?/ Whether Welding Holder (IS 2641 / EN 60974 - part 2) is Full Insulated Type and in good physical condition?				
11.	गैस काटने वाले होसेस विद्युत/वेल्डिंग केबलों से नहीं उलझे हैं?/ Gas cutting hoses are not entangled with electrical / welding cables.				
12.	क्या गैस कटिंग टॉर्च (जो उपयोग में नहीं है) को टैंक या सीमित स्थान से हटाया जाता है?/ Is gas cutting torch (which is not in use) is removed from the tank or confined spaces?				
13.	क्या हॉट वर्क प्रारंभ करने से पहले पर्याप्त वेंटिलेशन की व्यवस्था की जाती है?/ Whether adequate ventilation is arranged prior to commencement hot work?				
14.	क्या गैस प्रेशर रेगुलेटर आईएस मार्क (IS:6901) और दोष मुक्त है? Whether Gas pressure regulator shall be good condition and as per IS 6901.				

टिप्पणियाँ /Remarks:

(a) गैस कटिंग होसेस को दिन का कार्य समाप्त होने के पश्चात गैस सिलेंडर / गैस मैनीफ़ोल्ड से पृथक किया जाएगा और बंद स्थान / कम्पार्टमेंट से हटा दिया जाएगा और खुले डेक पर रखा जाएगा।/Gas cutting hose will be isolated from the gas cylinder / gas manifold after the end of day's work and will be removed from the confined space / compartment & keep on the open deck.

(b) दिन का कार्य समाप्त होने के पश्चात सभी वेल्डिंग मशीनों को विद्युत शक्ति स्रोत से स्विच ऑफ कर दिया जाएगा।/ After the end of day's work all Welding Machines will be SWITCHED OFF from electrical power source.

मुहर सहित विक्रेता के संरक्षा अधिकारी/स्थल
प्रभारी अथवा पर्यवेक्षक का हस्ताक्षर/
Signature of the vendor's

Safety Officer / Site In-charge or Supervisor with
Stamp

संरक्षा निरीक्षण जांचबिन्दु /SAFETY INSPECTION CHECKLIST
पेंटिंग /PAINTING

फर्म का नाम / Name of the firm:
date:

पी / ओ.सं. एवं तिथि.P.O. No. &

स्थान / .यार्ड सं/Location / Yard No.:

/ रिपोर्टिंग की तिथि

Date of reporting:

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1.	कंपार्टमेंट/बल्कहेड के विपरीत दिशा में/निकटवर्ती क्षेत्रों में कोई हॉट वर्क प्रगति पर नहीं है।/No hot work is in progress either in the compartment / opposite side of the bulkhead / in the adjacent areas.				
2.	हैच / कंपार्टमेंट / पेंटिंग जॉब / पेंट किए गए क्षेत्रों के पास के प्रवेश द्वार के पास हिंदी, बंगाली और अंग्रेजी में "पेंटिंग कार्य प्रगति पर है - नो हॉट वर्क" इंगित करने वाला एक बोर्ड प्रदर्शित किया गया है।/A board indicating "PAINTING IN PROGRESS – NO HOT WORK" in Hindi, Bengali and English is displayed near entrance of the HATCH / COMPARTMENT / ADJACENT TO PAINTING JOB / PAINTED AREAS				
3.	टैंक / बंद डिब्बे में निकास वेंटिलेशन और ताजी हवा की आपूर्ति की व्यवस्था है। Exhaust ventilation & supply of fresh air is arranged in the tank / closed compartment.				
4.	उपयुक्त पीपीई उपलब्ध (उपयुक्त आईएस/एन मानक पेंट फ्यूम रेस्पिरैटर/ आपूर्ति की गई एयर लाइन रेस्पिरैटर, बॉयलर सूट, संरक्षा जूता, संरक्षा हेलमेट) है और यह अच्छी स्थिति में है।/Proper PPEs available (suitable IS/ EN Standard Paint Fume Respirator / supplied Air Line respirator, Boiler Suit, Safety Shoe, Safety Helmet) & it is in good condition.				
5.	कोई नेकड लैंप का उपयोग नहीं किया जाना चाहिए । पेंटिंग करते समय, यदि हैंड लैंप का उपयोग किया जाना है, तो इसे इंसुलेटेड हैंडल और बिना जुड़े उचित इंसुलेटेड तार, वायर मेष कवर और लैंप के ऊपर ग्लास कवर के साथ फिट किया जाना चाहिए।/No naked lamp to be used. While painting, if hand lamp to be used, it should be fitted with insulated handle and proper insulated wire without joining, wire mesh cover and glass cover over the lamp				

6.	सभी कामगार संरक्षा प्रशिक्षण प्राप्त किए हैं। All workmen have undergone safety training.				
7.	सीमित स्थान पर पेंटिंग कार्य के दौरान सुपरवाइजर/हेल्पर की उपलब्धता, यह सुनिश्चित करने के लिए कि उस डिब्बे के सभी सिक्स साइड कोई हॉट वर्क नहीं किया जा रहा है और सीमित स्थान के अंदर काम करने वाले पेंटर की समस्या की निगरानी की जा रही है।/Availability of supervisor/Helper during painting work at confined place to ensure that, no hot work is executed at all the six sides of that compartment & to monitor problem of the Painter working inside of the confined space.				

टिप्पणियां /Remarks: मैं आश्वासन देता हूं कि दिन के पेंटिंग कार्य के पश्चात, खाली आंशिक रूप से भरे / पूर्ण पेंट ड्रम या कंटेनर जिसमें सभी सामान, कपास अपशिष्ट शामिल हैं, को पोत /बंद स्थानों से पूरी तरह से हटा दिया जाएगा।/ I assure that after day's painting work, the empty / partially filled / full paint drums or containers including all accessories, cotton wastes will be removed completely from the ship / confined spaces.

नोट/ NOTE: इस प्रारूप को भरा जाना चाहिए, हस्ताक्षरित और मुद्रित किया जाना चाहिए तथा अनिवार्य रूप से पेंटिंग वर्क परमिट के साथ संलग्न किया जाना चाहिए।This format to be filled up, signed & stamped and mandatorily to be attached with the Painting Work Permit.

मुहर सहित विक्रेता के संरक्षा अधिकारी स्थल/
प्रभारी अथवा पर्यवेक्षक का हस्ताक्षर/
Signature of the vendor's
Safety Officer / Site In-charge or
Supervisor with Stamp

संरक्षा निरीक्षण जांचबिन्दु / SAFETY INSPECTION CHECKLIST
ऑन बोर्ड प्रेशर टेस्टिंग (एपीटी) /ON BOARD PRESSURE TESTING (APT)

फर्म का नाम / Name of the firm:
स्थान / .यार्ड सं/Location / Yard No.:

पी.ओ. सं. एवं तिथि/P.O. No. & date:
रिपोर्टिंग की तिथि /Date of reporting:

क्र.सं. Sl No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1	क्या टैंक/कम्पार्टमेंट के छः साइडों में सभी हॉट वर्क के पूरा होने की पुष्टि प्राप्त की गई है ?/ Whether confirmation regarding completion of all hot works in six sides of the tank / compartment is obtained?				
2	क्या सभी ओपनिंग्स को रिक्त करने की पुष्टि हो गई है ?/ Whether blanking of all openings is confirmed?				
3	रिक्त स्थानों की संख्या दर्शाई जाएं । /No of blanks to be indicated.				
4	क्या परीक्षण योजना (दबाव एवं होल्डिंग समय की पुष्टि) के अनुसार प्रेशर एवं होल्डिंग समय की पुष्टि की गई है ?/ Whether pressure & holding time is confirmed as per testing plan? (Pressure & holding time to be indicated).				अधिकतम प्रेशर समय/ Max Pr. Time:
5.	क्या कैलिब्रेटेड परीक्षण उपकरण का उपयोग किया जाता है ?/ Whether Calibrated test equipment are used?				
6.	अंतिम कैलिब्रेटेड तिथि/Last calibrations Date:				
7	क्या लीकेज की जांच की गई है ?/ Whether Check for leakages have been done?				
8	क्या बांग्ला और हिंदी भाषा में 'नो हॉट वर्क" का उल्लेख करने वाले नोटिस बोर्ड को जॉब स्थान के सभी तरफ, जो दबाव में है, प्रदर्शित किया जाता है ? Whether Notice Board mentioning "NO HOT WORK" in Bengali & Hindi Language is displayed at all sides of the job location which is under pressure?				नोटिस बोर्ड का स्थान/ Location of display Board:
9	क्या टैंक/ कम्पार्टमेंट के एपीटी हेतु कंप्रेसड एयर की व्यवस्था है ?/ Whether compressed air is arranged for APT of Tank / Compartment?				जेटी पॉइंट संख्या /Jetty Point No
10	क्या स्टैंडर्ड कमप्रेसड वायु लाइन हेतु मानकीकृत उच्च दबाव रबर होस का उपयोग किया जाता है ?/				

	Whether standardised high-pressure rubber hose is used for compressed air line?				
11.	क्या कर्मचारियों को संरक्षा संबंधी ब्रीफिंग प्राप्त हुई/Whether the workers received the safety briefing				
12.	क्या एपीटी कार्य क्षेत्र बैरिकेडेड है /Whether APT work area is barricaded				
13.	क्या व्हिपलैश अरेस्टर और संरक्षा क्लैप का उपयोग किया गया है/ Whether whiplash arrestor and safety clamp is used				
14.	एपीटी के लिए पाइप के ऊपर लगे ढक्कन के पार उपयुक्त अस्थायी लॉकिंग व्यवस्था की जा सकती है, ताकि ढक्कन के गलती से खुलने या पॉपिंग को रोका जा सके (जहां एपीटी के दौरान ढक्कन खुलने की संभावना हो जैसे डी.ई. की इनटेक पाइप लाइन के ढक्कन का परीक्षण)/Suitable temporary locking arrangement can be to be done across the lid which is fitted over pipe for APT, so that accidentally opening of lid or popping of lid can be arrested (where there is a possibility to open the lid during APT like testing lid of intake pipe line of D.E.)				
15.	टाई. लाइट केबल (यदि कोई हो) काट दिया गया है और ठीक से इंशूलेड किया गया है।/Ty. light cable (if any) disconnected & properly insulated.				

टिप्पणियां: यह प्रमाणित किया जाता है कि एपीटी टैंक/कम्पार्टमेंट हेतु कंप्रेसड एयर के अलावा किसी अन्य गैस का उपयोग नहीं किया जाएगा ।

Remarks: It is confirmed that no gas will be used other than Compressed Air for APT of Tank / Compartment.

मो॰ नंबर सहित विक्रेता के संरक्षा अधिकारी/
पर्यवेक्षक का हस्ताक्षर/
Signature of the vendor's
Safety Officer / Supervisor with Mob No

मो॰ नंबर सहित विक्रेता फर्म के साइट प्रभारी /
पर्यवेक्षक का हस्ताक्षर
Signature of the vendor's Site In charge /
Supervisor of the Contractor with Mob No

संरक्षा निरीक्षण जांच बिन्दु / SAFETY INSPECTION CHECKLIST
टैंक / सीमित स्थान / TANK / CONFINED SPACE

फर्म का नाम / Name of the firm:
date:

पी.ओ.सं. एवं तिथि / P.O. No. &

स्थान/यार्ड सं. / Location / Yard No.:

रिपोर्टिंग की तिथि / Date of reporting:

क्र.सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1.	क्या आपके पास सीमित स्थान में प्रवेश हेतु लिखित अनुमति है? Do you have a written permit for confined space entry?				
2.	क्या गैस डिटेक्टर के साथ प्रवेश जांच से पहले सीमित स्थान संक्षारक, ईंधन या खतरनाक पदार्थों, यदि कोई हो, से पूरी तरह से खाली/शुद्ध और धोए गए हैं? Are confined spaces thoroughly emptied / purged and rinsed of corrosive, fuel or hazardous substances, if any? Before entry check with Gas Detector.				
3.	क्या सीमित स्थानों में पर्याप्त वेंटिलेशन समय प्रदान किया जाता है? Is adequate ventilation time provided in confined spaces?				
4.	क्या टैंक/ सीमित स्थानों के अंदर और आसपास के क्षेत्र में भी पर्याप्त सामान्य रोशनी उपलब्ध है? Whether adequate general illumination is available inside the tank / confined spaces and also in the close vicinity?				
5.	क्या डेक/बल्कहेड के विपरीत दिशा सहित आसपास के क्षेत्र में किसी ज्वलनशील/विस्फोटक/पेंट भाप या वाष्प/संवेदनशील सामग्री की कोई उपस्थिति है? Is there any presence of any flammable/explosive/ paint fume or vapour/ sensitive material in surrounding zone including the opposite side of deck/ bulkhead?				
6.	सीमित स्थानों/टैंकों आदि में हॉट वर्क करने से पूर्व क्या ज्वलनशील गैस (एलईएल) की मौजूदगी की जांच की गई है और इसे सुरक्षित घोषित किया गया है? Prior to undertaking hot work in confined spaces / tanks etc. whether existence of flammable gas (LEL) has been checked and declared safe?				
7.	क्या टैंक/सीमित स्थान के बाहर किसी जिम्मेदार व्यक्ति को टैंक/सीमित स्थान के अंदर काम करने वाले व्यक्ति के साथ निरंतर पर्यवेक्षण और बातचीत हेतु प्रतिनियुक्त किया गया है? Is there any responsible person has been deputed at the outside of the Tank / Confined space for continuous				

	supervision and interaction with the person working inside the Tank / Confined space?				
8.	क्या सीमित स्थानों में किए जाने वाले कार्य हेतु 24 वोल्ट की आपूर्ति और इंसुलेटेड सेफ्टी हैंड लैंप प्रदान किया गया है? Whether 24 Volts supply and insulated Safety Hand Lamp is provided for the work to be performed in the confined spaces?				
9.	क्या बिजली के झटके से सुरक्षा हेतु सीमित स्थानों के अंदर उपयोग किए जाने वाले सभी पोर्टेबल उपकरण ग्राउंडेड या इंसुलेटेड और आरसीसीबी के साथ फिट हैं? Is all portable equipment used inside confined spaces grounded or insulated and fitted with RCCB for electric shock protection?				
10.	सीमित स्थानों के अंदर गैस कटिंग/वैल्डिंग से पूर्व, क्या गैस होज और कटिंग टॉर्च की वाटर डिप टेस्ट के साथ लीक हेतु जाँच की जाती है? Before gas cutting / welding inside the confined spaces, are gas hoses and cutting torches are checked for leaks with Water Dip Test?				
11.	सीमित स्थान/टैंक तक पहुँचने का सुरक्षित साधन (उपयुक्त और सुरक्षित सीढ़ी) प्रदान किया गया है? Safe means of access (suitable & safe ladder) to confined space / tank is provided?				
12.	उपयुक्त निजी सुरक्षा उपकरण (आईएस / ईएन स्तर) प्रदान किया जाता है? Suitable Personal Protective Equipment (IS / EN Standard) is provided?				
13.	क्या किसी आपात स्थिति हेतु उचित बचाव योजना/उपकरण उपलब्ध है? Whether proper rescue plan / equipment is available for any emergency?				
14.	क्या कर्मचारियों को संरक्षा ब्रीफिंग मिली / Whether the workers received the safety briefing				
15.	क्या रस्सी,बेल्ट और सीटी उपलब्ध हैं / Whether the rope, belt and whistle are available				

अतिरिक्त टिप्पणियां, यदि कोई हो / Additional Remarks, If any:

मोबाइल सं. सहित विक्रेता संरक्षा अधिकारी/
पर्यवेक्षक के हस्ताक्षर/
Signature of the vendor's Safety Officer /
Supervisor with Mob No

मोबाइल सं. सहित ठेकेदार फर्म के साइट प्रभारी /
पर्यवेक्षक के हस्ताक्षर /
Signature of the vendor's Site In charge /
Supervisor of the Contractor with Mob No

संरक्षा निरीक्षण जांच बिन्दु/SAFETY INSPECTION CHECKLIST

वेल्डिंग मशीन/WELDING MACHINE

फर्म का नाम /Name of the firm:

पीओ.सं. एवं तिथि./P.O. No. & date:

स्थान / .यार्ड सं/Location / Yard No. :
inspection:

संरक्षा निरीक्षण की तिथि/Date of safety inspection:

	जाँच की जाने वाली मद/ Item to be	मानदंड /Criteria	हाँ Yes	नहीं No	लागू नहीं
1.	वेल्डिंग मशीन WELDING MACHINE	क्या वेल्डिंग मशीन अच्छी कार्यशील स्थिति में है?/Is welding machine in good working condition?			
		क्या वेल्डिंग मशीन में अर्थिंग या ग्राउंडिंग प्रदान की जाती है?/Is welding machine provided with earthing or grounding?			
		क्या डबल्यू/एम ठीक से ढका हुआ है और बारिश से सुरक्षित है?/Is W/M properly covered & protected from rain?			
		क्या वेल्डिंग मशीन में कोई पहचान संख्या/चिह्न है? मेक: आईडी मार्क /Have welding machine any identification number / mark?			
		क्या 3-पिन प्लग टॉप (पोर्टेबल मशीन के लिए) प्रदान किया गया है?/Is 3- pin plug top provided (for portable machine)?			
2.	टर्मिनल / जाइंट्स TERMINAL / JOINTS	क्या टर्मिनल/जोड़ काम करने की अच्छी स्थिति में हैं?/Are terminal/joints in good working condition?			
		क्या टर्मिनल/ जाइंट्स सुरक्षित और प्रभावी रूप से पृथक हैं?/Are terminal/joints secured and effectively			
3.	वेल्डिंग केबल WELDING CABLE	क्या वेल्डिंग केबल ठीक से इंसुलेटेड है और कोई खुला केबल नहीं है?/Is welding cable properly insulated and no exposed cables?			
		क्या कॉपर कोर की आईएसआई मार्क वाली वेल्डिंग केबल (आईएस: 9857) प्रतिष्ठित बनावट की है?/Is welding cable of copper core with ISI marked (IS: 9857) of reputed make?			

		क्या आसान पहचान के लिए वेल्डिंग केबल में उचित कलर कोडिंग दी गई है?/Is welding cable provided with proper Colour coding for easy identification?			
		क्या वेल्डिंग केबल अच्छी स्थिति में है?/Is welding cable in good condition?			
4.	इलेक्ट्रोड होल्डर / क्लैप ELECTRODE HOLDER / CLAMP	क्या इलेक्ट्रोड होल्डर त्रुटि मुक्त है और पूरी तरह से इंसुलेटेड है?/Is electrode holder free from defects & fully insulated?			
		क्या रिटर्न केबल क्लैप त्रुटि मुक्त है?/Is return cable clamp free from defects?			
		क्या उपयोग में नहीं होने पर इलेक्ट्रोड अलग हो जाता है?/Is electrode detached when not in use?			
5.	कार्य क्षेत्र WORK AREA	क्या आस-पास कोई दहनशील या ज्वलनशील पदार्थ हैं?/Are there any combustible or flammable materials in vicinity?			
		क्या वेल्डिंग मशीनों के पास अग्निशामक उपलब्ध है?/Is Fire extinguisher provided near welding Machines?			
		क्या अच्छी हाउसकीपिंग मेन्टेन किया जा रहा है?/Is good housekeeping maintain?			

- अग्नि संरक्षा की दृष्टि से निर्माण गतिविधियों के दौरान एल्यूमीनियम वेल्डिंग केबल का उपयोग निषिद्ध है / **Use of Aluminium Welding Cable is prohibited during construction activities from fire safety point of view.**

अतिरिक्त टिप्पणियां / यदि कोई हो, ADDITIONAL REMARK, IF ANY:

मुहर सहित विक्रेता के संरक्षा अधिकारी स्थल/
प्रभारी अथवा पर्यवेक्षक का हस्ताक्षर/
Signature of the vendor's Safety Officer/
Site In-charge or Supervisor with Stamp

संरक्षा निरीक्षण जांचबिन्दु / SAFETY INSPECTION CHECKLIST
सीढ़ी/LADDER

फर्म का नाम / Name of the firm:

पी.ओ. सं. एवं तिथि/P.O. No. & date:

स्थान/ यार्ड सं./Location / Yard No.:

रिपोर्टिंग की तिथि/Date of reporting:

क्र सं. SI No.	मानदंड Criteria	हाँ Yes	नहीं No	लागू नहीं N/A	टिप्पणियां Remarks
1	सीढ़ियों में कोई क्षति, गायब या ढीला स्टेप/जंग नहीं होना चाहिए/ Ladders should not have any damage, missing, loose steps/rungs				
2	सीढ़ियों पर तेल, ग्रीस या फिसलन वाली चीजें नहीं होनी चाहिए/ Ladders shall be free of oil, grease, or slippery materials				
3	सीढ़ियों के किनारे नुकीले, कोने और खुरदरे नहीं होने चाहिए/ Ladders shall be free of sharp edges, corners and burrs				
4	सीढ़ी के दोनों सिरे फिक्स या सुरक्षित होने चाहिए / Both ladder ends should be fixed or secured				
5	लैंडिंग या वॉकवे तक जाने वाली सीढ़ियां लैंडिंग से कम से कम एक मीटर ऊपर होनी चाहिए/Ladders leading to landings or walkways shall extend at least one metre above the landing				
6	मंच तक पहुँचने के लिए सीढ़ियों को क्षैतिज से 75 डिग्री के एंगल पर रखना चाहिए। 4:1 नियम का पालन करें। Ladders, for having access to the staging platform, should be placed at an angle of 75 degrees to the horizontal. Follow the 4:1 rule.				
7	सीढ़ियों में कोई भी ढीला कील, स्कू, बोल्ट या अन्य धातु का हिस्सा नहीं होना चाहिए / Ladders should not have any loose nails, screws, bolts or other metal parts				
8	टॉप लैंडिंग एरिया में सीढ़ी के पास हाथ से पकड़ने की सुविधा दी जाएगी Hand hold shall be provided near the ladder at the top landing area				

टिप्पणी/Remarks: पुष्टि किया गया है कि ऊपर दिए गए सभी मद ठीक से जांच किए गए हैं और सीढ़ी चढ़ने और उतरने के लिए सुरक्षित है। जांच की तिथि वाला हरा टैग लगा हुआ है / It is confirmed that all above points are properly checked and ladder is safe for ascending and descending. Green tag with inspection date is fitted.

मो॰ नंबर सहित विक्रेता के संरक्षा अधिकारी/
पर्यवेक्षक का हस्ताक्षर/
Signature of the vendor's
Safety Officer / Supervisor with Mob No

मो॰ नंबर सहित विक्रेता फर्म के साइट प्रभारी /
पर्यवेक्षक का हस्ताक्षर
Signature of the vendor's Site In charge /
Supervisor of the Contractor with Mob No

Name of the Vendor:

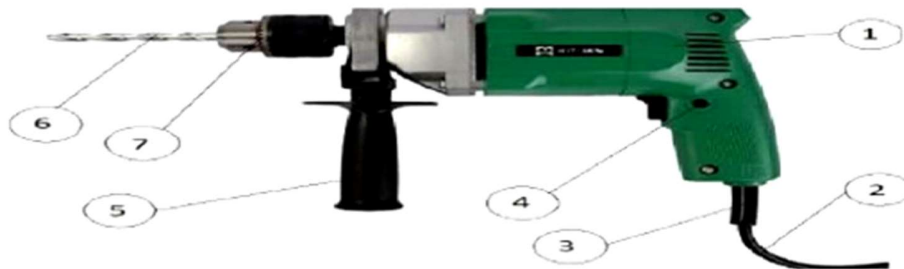
Project:

Location:

Date:

Identification No (M/c Sl. No., Make & Model);

DRILLING MACHINE



DRILLING MACHINE

SL NO	CHECKING POINTS	YES / NO	SL NO	CHECKING POINTS	YES / NO
1	Drill machine should be in good and working condition.		2	Power cable should be free from damages and connected with 3 pin industrial plug..	
3	A flexible cord should be provided to keep cable free from damage.		4	Dead man switch should be in working condition.	
5	Handle should be provided for better control.		6	Drill bit should be in good condition and free from defect.	
7	Always use designated key for removing and changing drill bit.		8	Drill machine should be double insulated otherwise grounded.	
9	Machine operated by competent person.				

*** Observations:**

Signature of Electrical In charge of the firm:

Signature of Safety Officer of the firm:

Name of the Vendor:

Project:

Location: Date:

Identification No. :

GAS CUTTING SET INSPECTION CHECKLIST



SL NO	CHECK ITEM	PHOTOS	Y/N	SL NO	CHECK ITEM	PHOTOS	Y/N
1	Protective valve cap firmly fixed for both cylinder(Check for damage/crack in the valve cap)			2	Pressure gauges two for each cylinder(inlet & out)are in working condition(both Oxygen & Acetylene gas)		
3	Flash back arrestor (FBAs) is provided for acetylene & oxygen cylinders			4	Non return valves (NRVs) is provided for both acetylene & oxygen cylinders.		
5	Tight Crimping of hoses with jubilee clamps.			6	Hose free from damage(cut and cracks)		
7	Cylinder secured by chain to the trolley.			8	Trolley tire shall be free from damages.		
9	Availability of industrial type lighter(no match box / commercial lighters).			YES(Y) <input type="radio"/> NO(N) <input checked="" type="checkbox"/>			

SL NO	CHECKING POINTS	YES/NO	SL NO	CHECKING POINTS	YES/NO
10	FBA are BIS : IS: 11006 // ISO -5175 (Certified) & Gas Cutting Torches (IS: 7653)		11	Lever is properly working & no physical damage of torch	
12	Availability of Fire-retardant cloth to cover on DA cylinder		13	Gas hoses are IS-447 Certified & marked the vendor name on gas hoses at 1mtr. interval	

* Observations:

Signature of Engineer/Supervisor of the firm:

Signature of Safety Officer of the firm:

Name of the Vendor:

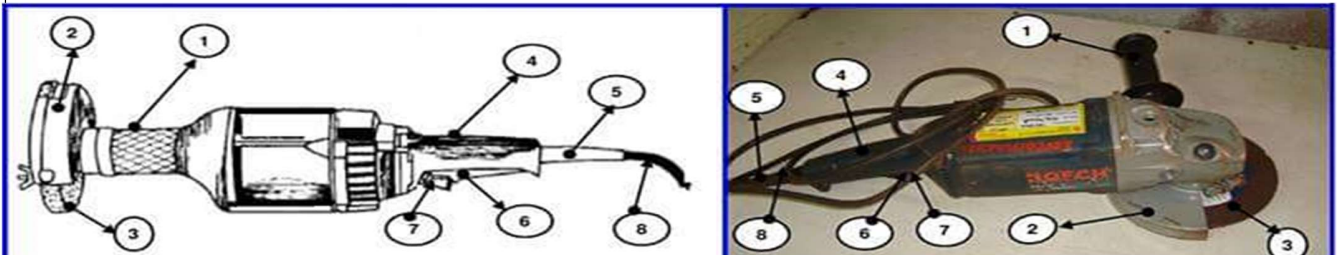
Project:

Location:

Date:

Identification No. (M/c Sl. No., Make & Model) :

GRINDING MACHINE INSPECTION CHECKLIST



SL NO	CHECK ITEM	PHOTOS	Y/N	SL NO	CHECK ITEM	PHOTOS	Y/N
1	Fore handle without damage.			2	Wheel guard (covering 3/4th area).		
3	Grinding wheel without any crack.			4	Rear handle without any damage.		
5	Presence of Cord strain reliever (glands).			6	Trigger switch without damage.		
7	Presence of Switch lock.			8	Electric wire without cuts and joints.		

SL NO	CHECKING POINTS	YES/NO	SL NO	CHECKING POINTS	YES/NO
9	Expiry date is valid for Wheel.		10	Grinding M/C Speed is mentioned on Machine. Grinding Wheel Speed more than Grinding M/C Speed.	
11	Condition of Industrial Plug		12	Presence of Auto Off-Switch & Its Condition.	
13	Grinding machine should be double insulated otherwise grounded.		14	Power cable should be free from damages and connected with 3 pin industrial plug.	

Observation: -

Signature of Electrical In charge of the firm:

Signature of Safety Officer of the firm:

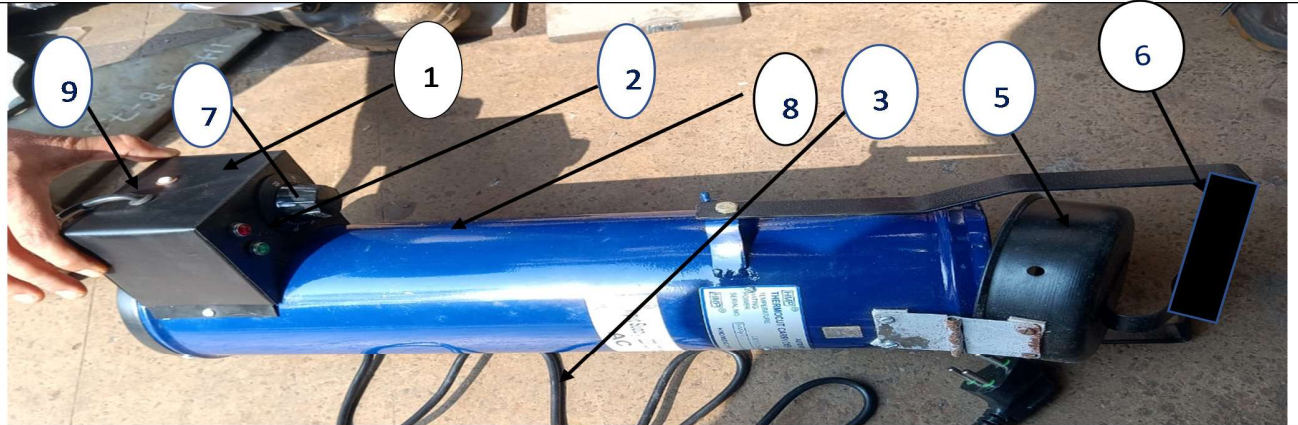
Name of the Vendor:

Project:

Location:

Date:

Identification No (M/c Sl. No., Make & Model):



CHECK LIST OF OVEN USED FOR WELDING ELCTRODE DRYING

SL NO	CHECKING POINTS	YES / NO	SL NO	CHECKING POINTS	YES / NO
1	Thermostat should be calibrated and working condition.		2	Lamp should be function properly.	
3	Power cable to double insulated with earthing.		4	Insulation inside oven to be good condition.	
5	Lid is fitted properly in opening.		6	Insulated handle is provided.	
7	Temperature range to be marked.		8	Casing is good and sound condition and have body earthing	
9	A flexible gland should be provided to keep cable free from damage				

Observations :

Signature of Electrical
In charge of the firm

Signature of Safety
Officer of the firm:

Name of the Vendor:

Project:

Location:

Date:

INDUSTRIAL TYPE ELECTRICAL EXTENSION BOARD INSPECTION CHECK LIST

SL. NO	IDENTIFICATION NO:	RATED RCCBO, MCB	RATED PLUG & SOCKET	CONDITION OF BOARD	BODY EARTHINING	INTERNAL CONNECTION OF RATED 3-CORE WIRE)	INSULATION OF WIRE(POWER CORD)	REMARKS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

DATE:

CHECKED BY (responsible person of the firm) :

Signature of Safety Officer of the firm:

Name of the Vendor:

Project:

Location: Date:

SAFETY BELT (FULL BODY HARNESS) INSPECTION CHECK LIST

SL. NO	IDENTIFICATION NO: (Make & Model)	IS Mark	D-CLIP	DOUBLE LANYARD	BUKLE/D-RING	HOOK	SHOCK ABSORBER	CLEAN LINESS	FULL BODY	STRAP INSPECTION	STICHES ON THE STRAP	REMARK
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

DATE:

CHECKED BY :

Signature of Safety Officer of the firm:

Name of the Vendor:

Project:

Location:

Date:

Identification No (M/c Sl. No., Make & Model);

WELDING MACHINE INSPECTION CHECKLIST



SL NO	CHECK ITEM	PHOTOS	Y/N	SL NO	CHECK ITEM	PHOTOS	Y/N
1	ON / OFF knob is provided(Check for damage and uninsulated knob)			2	Regulator with indicator is provided		
3	Welding cables connected to the welding machine with lugs at the joints			4	No damage in the insulation of welding cables		
5	Electrode rod holder and earthing holder are without damage			6	Industrial type Plug for power tapping cable of welding machine		
7	No internal live electrical parts of welding machine is exposed	30MA ELCB should be used.		8	Trolley without damaged wheels		
9	Fire extinguisher and fire bucket with sand availability						

SL NO	CHECKING POINTS	YES/ NO	SL NO	CHECKING POINTS	YES/ NO
10	Body earthing (Double Points)		11	MCB	
12	Wheels are rubber mounted		13	Rubber Mat Placed below Welding Machine.	
14	Is welding cable of copper core with ISI marked (IS: 9857) of reputed make				

*** Observations :**

Signature of Electrical In charge of the firm:

Signature of Safety Officer of the firm:

EQUIPMENT ID TAG

EQUIPMENT NAME:

SERIAL NO / ID MARK

TEST DATE:

DUE DATE:

TESTED BY:

SIGNATURE:

VENDOR NAME: