

SOP Document (Standard Operating Procedure) No. 1**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.1****SOP Title : Disposal of various solid waste generated during civil activities****1.0 PURPOSE -** Safe shifting & disposal of various solid waste with respect to Environment & OHS safety.**2.0 FREQUENCY OF ACTIVITY TO CARRY OUT -** Routine Monthly**3.0 SCOPE -** GNFC Dahej plant premises**4.0 RESPONSIBILITY -** Manager**5.0 PERFORMANCE CRITERIA -**
1) Safe disposal of various solid waste (C&D waste as per rules)
2) Zero Environmental & OHS incident / accident during shifting / disposal**6.0 ASSOCIATED ACTIVITY -**

Type	Ref. No.	Description
OHSMS	Act :0.00	Materials handling/shifting/transportation by tractor-trailor
	Haz :0.00	Spillage of diesel
OHSMS	Act :0.00	Materials handling/shifting/transportation by tractor-trailor
	Haz :0.00	Mechanical failure
OHSMS	Act :0.00	Materials handling/shifting/transportation by hand trolley
	Haz :0.00	Injury due to loading /unloading of materials
OHSMS	Act :0.00	Materials handling/shifting/transportation by hand trolley
	Haz :0.00	Injury due to overturning/toppling of trolley
OHSMS	Act :0.00	Materials handling/shifting/transportation by hand trolley
	Haz :0.00	Constant loading/ unloading of materials
OHSMS	Act :0.00	Materials handling/shifting/transportation by tractor-trailor
	Haz :0.00	Constant loading/ unloading of materials
OHSMS	Act :0.00	Materials handling/shifting/transportation by tractor-trailor
	Haz :0.00	Injury due to loading /unloading of materials
EMS	Act : 4.00	Dismantling of RCC, masonry or other civil Work
	Asp : 3.00	Generation of steel scrap
EMS	Act : 3.00	Civil Construction Work (Masonry, RCC, plastering, etc.) work
	Asp : 6.00	Generation of steel scrap
EMS	Act : 2.00	Civil Material Management including handling & storage (Cement, Concrete, Steel, Brick & other materials, etc.)
	Asp : 1.00	Disposal of generated packing material such as cardboard, tins of paint material, RF binding wire, etc.
EMS	Act : 4.00	Dismantling of RCC, masonry or other civil Work
	Asp : 2.00	Generation of Debris
EMS	Act : 5.00	Disposal of civil debris/ wastage
	Asp : 1.00	Generation of heap
EMS	Act : 9.00	Aluminium Joinery, Partition, Falls Ceiling, PVC door, False flooring work
	Asp : 1.00	Generation Waste / scrape material
EMS	Act : 10.00	Flooring Work (Kota Stone, Marble, Granite, tiles, ceramic tiles)
	Asp : 1.00	Generation Waste
EMS	Act : 12.00	Asbestos & Galvallium Roof Sheeting work.
	Asp : 1.00	Generation of Asbestos & Galvallium Roof Sheet scrap & dust.
EMS	Act : 14.00	Use of glass, mirror & acrylic sheets
	Asp : 1.00	Generation of glass, mirror & acrylic sheets waste
EMS	Act : 3.00	Civil Construction Work (Masonry, RCC, plastering, etc.) work
	Asp : 1.00	Generation of civil waste material

7.0 CROSS REFERENCES -

SOP Document (Standard Operating Procedure) No. 1**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.1****SOP Title : Disposal of various solid waste generated during civil activities**

Clause Type	Clause No	Description
ISO14001	8.1	Operational planning and control
ISO14001	5.2	Environmental policy
ISO45001	5.2	OH S Policy
ISO45001	8.1	Operational planning and control
ISO14001	6.1.3	Compliance obligations
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities
ISO14001	9.1.1	Monitoring, measurement, analysis and evaluation_General
Other	0	Construction & Demolition waste management rules 2016
ISO14001	6.1.2	Environmental aspects

8.0 ACTIVITY DETAILS -

Sr.No	Activity Description	Responsibility
1	Collection of various solid waste from respective sites.	Engineer
2	Proper segregation of various generated waste.	Technician
3	Proper housekeeping after completion of job.	Technician
4	Proper management, storage & carting of civil solid waste items.	Technician
5	Collection of various steel/ civil scraps from the site due to frequent modification of structures/buildings.	Technician
6	Ensure the proper transferring/shifting of materials for disposal.	Technician
7	Construction waste should be dumped at designated dumping area & dumping should be done in layer wise as suggested.	Technician
8	Saleable civil scrap/wastes are to be deposited in stores in segregated manner	Engineer
9	Non Saleable civil scrap/ wastes are to be deposited in earmarked area	Technician
10	The disposal is to be carried out in a controlled manner with out any spill over	Technician
11	In case of spill over, the material should be collected and to be disposed	Technician
12	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement)	Technician
13	To instruct the contractor's supervisor that the work should be done as repetitive modification in the work can be eliminate.	Technician
14	To instruct contractor to train the manpower regarding generation & disposal of various solid waste with respect to Environment & OHS safety	Technician
15	To instruct contractor for proper handling & dispos of sheet,glass scraps	Technician
16	To ensure that no injury should take place while loading/unloading of materials or overturning of hand trolleys.	Technician
17	To ensure that constant loading/unloading activities for longer duration needs small break, for preventing momentary discomfortness to labours.	Technician
18	To instruct to contractor's supervisor that preventive maintenance of tools/tackles should be done regularly so it can be prevent from mechanical failure, spillage of oil, etc.	Technician

9.0 REFERENCE DOCUMENTS -

Sr.No.	Document Title	Document Location
1	Nil	Nil

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
2	Scrap disposal form	Civil Dept.-in respective work file	1 Years
1	Procedure deviation register	ISO Cell management system	3 Years

11.0 SENSITIVE EQUIPMENT LIST -

SOP Document (Standard Operating Procedure) No. 1

Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.1

SOP Title : Disposal of various solid waste generated during civil activities

Equipment Name	Calibration Frequency	Record location

12.0 Amendment History -

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS Implementation.		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.00	12.01	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 2**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.2****SOP Title : Cleaning of Storm/plant water drains/channels in plant premises**

1.0 PURPOSE - Prevention of water flow obstruction by cleaning of channel with maintaining zero incident / accident.

2.0 FREQUENCY OF ACTIVITY TO CARRY OUT - Routine Monthly

3.0 SCOPE - GNFC Dahej plant premises

4.0 RESPONSIBILITY - Manager

5.0 PERFORMANCE CRITERIA -

- 1) Zero accident / incident.
- 2) Maintaining cleanliness & hygiene in overall plant.
- 3) Habitation of Snakes & other harmful animals can be decrease.

6.0 ASSOCIATED ACTIVITY -

Type	Ref. No.	Description
EMS	Act : 13.00	Plant Drain Cleaning work to allow liquid flow & not to cause any stagnation.
	Asp : 2.00	Accumulation of mud/muck on road
EMS	Act : 13.00	Plant Drain Cleaning work to allow liquid flow & not to cause any stagnation.
	Asp : 3.00	Spillage of mud/muck on road during shifting
OHSMS	Act :0.00	Storm water drain cleaning
	Haz :0.00	Chances of infection due to Skin contact
EMS	Act : 13.00	Plant Drain Cleaning work to allow liquid flow & not to cause any stagnation.
	Asp : 1.00	Generation of Bed odor
OHSMS	Act :0.00	Storm water drain cleaning
	Haz :0.00	Chances of snake/other insect bite during cleaning activities

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO14001	5.2	Environmental policy
ISO14001	6.1.2	Environmental aspects
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities
ISO14001	8.1	Operational planning and control
ISO45001	8.1	Operational planning and control
ISO45001	6.2.2	Planning to achieve OH & S objectives

8.0 ACTIVITY DETAILS -

Sr.No	Activity Description	Responsibility
1	Contractor shall ensure that he provides suitable safety equipments like gloves, gum shoes, escape mask, etc. to all his workmen.	Technician
2	Manually removing mud / muck from drains	Technician
3	Removal of mud/muck by collection in trailer/trolley.	Technician
4	Disposing the mud/muck at earmarked area	Technician
5	The disposal is to be carried out in a controlled manner with out any spillover	Technician
6	In case of spill over,the mud/muck should be collected and to be disposed	Technician
7	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) to avoid skin infection or injuries during work.	Technician
8	The contractor shall ensure house keeping of the work area.	Technician
9	Ensure proper handling of mud/muck after removal of mud from drain	Technician
10	Ensure timely shifting of mud/muck after removal of mud from drain	Technician
11	To instruct the contractor to ensure hand trolley or trolley with tractor having proper lock & arrangements which can eliminate spillage of mud/muck.	Technician
12	Ensure no overloading of mud/muck in trolley while shifting.	Technician

9.0 REFERENCE DOCUMENTS -

SOP Document (Standard Operating Procedure) No. 2**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.2****SOP Title : Cleaning of Storm/plant water drains/channels in plant premises**

Sr.No.	Document Title	Document Location
1	Nil	Nil

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
2	Procedure deviation register	ISD	3 Years
1	Drain cleaning work order/JMR/register.	Civil Dept.,SAP	1 Years

11.0 SENSITIVE EQUIPMENT LIST -

Equipment Name	Calibration Frequency	Record location

12.0 Amendment History -

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS Implementation.		12.00	S N CHAPLA	U J SHAH
14-Mar-2022	Re-analyzed the SOP & more specific performance criteria is updated.	12.00	12.01	S N CHAPLA	R C ROUT
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.01	12.02	S N CHAPLA	R C ROUT
25-Dec-2025	Additional Hazard is identified - "Chances of snake/other insect bite during cleaning activities"	12.02	12.03	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 3**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.3****SOP Title : Maintenance of acid brick lining/ LDPE lining****1.0 PURPOSE -** To maintain Leak proof and acid/alkali resistant lining/acid tiles in the plant area.**2.0 FREQUENCY OF ACTIVITY TO CARRY OUT -** Routine Monthly**3.0 SCOPE -** GNFC Dahej plant premises**4.0 RESPONSIBILITY -** Manager

5.0 PERFORMANCE CRITERIA -

- 1) Zero accident/incident
- 2) To prevent deterioration of RCC surface.
- 3) Cleanliness of surface becomes easy & fast.

6.0 ASSOCIATED ACTIVITY -

Type	Ref. No.	Description
EMS	Act : 11.00	Acid Brick lining, LDPE Lining other lining works
	Asp : 2.00	Generation of Smoke
EMS	Act : 11.00	Acid Brick lining, LDPE Lining other lining works
	Asp : 1.00	Leakage/ Seepage of water/ acid or effluent to underground
OHSMS	Act :0.00	Acid / Alkaline resistant lining work
	Haz :0.00	Injury due to tools used in tiling work.

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO9001	5.2	Policy
ISO14001	5.2	Environmental policy
ISO9001	4.2	Understanding the needs and expectations of interested parties
ISO14001	6.1.2	Environmental aspects
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities
ISO14001	8.1	Operational planning and control
ISO14001	9.1.1	Monitoring, measurement, analysis and evaluation_General

8.0 ACTIVITY DETAILS -

Sr.No	Activity Description	Responsibility
1	Proper cleaning of surface	Technician
2	Failure reports from plants.	Engineer
3	Repair/Replacement of the lining.	Engineer
4	Don't allow to spill any AR tiles debris in storm water drain or in workplace area	Technician
5	Housekeeping of removed AR tiles/bitumen waste/packaging materials,etc. after completion of site	Technician
6	Proper pointing in all gaps between tiles & other hair crack/gaps.	Technician
7	Acid itching on AR tile surface, after final pointing is done.	Technician
8	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement)	Technician
9	Start the job only after getting necessary cold/hot/height work permit.	Engineer
10	The contractor shall ensure house keeping of the work area.	Technician
11	Contractor to ensure optimal usage of resources in particular of water and electricity which is provided free of cost by GNFC.	Technician
12	Contractor shall rectify replace / maintain the defective tools, tackles, machineries, equipment etc.	Technician
13	To instruct contractor to train the manpower regarding execution work for Leak proof and acid/alkali resistant lining/acid tiles	Technician
14	To ensure workmanship that repetitive failure of AR tiles can be eliminate.	Technician
15	Use of wet cloth, if necessary while operating furnace.	Technician
16	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) to avoid injuries during work.	Technician

9.0 REFERENCE DOCUMENTS -

SOP Document (Standard Operating Procedure) No. 3**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.3****SOP Title : Maintenance of acid brick lining/ LDPE lining**

Sr.No.	Document Title	Document Location
1	Nil	Nil

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
3	Work Order	SAP, Civil Dept.	1 Years
1	Hot/Cold Work permit	Hot work permit file, OPS	1 Years
2	Procedure deviation register	ISO cell management system	3 Years

11.0 SENSITIVE EQUIPMENT LIST -

Equipment Name	Calibration Frequency	Record location
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12.0 Amendment History -

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS implementation		12.00	S N CHAPLA	U J SHAH
14-Mar-2022	Re-analyzed the SOP & more specific performance criteria is updated.	12.00	12.01	S N CHAPLA	R C ROUT
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.01	12.02	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 4**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.4****SOP Title : Plumbing work****1.0 PURPOSE -** Maintenance of plumbing fixture of buildings**2.0 FREQUENCY OF ACTIVITY TO CARRY OUT -** Routine Monthly**3.0 SCOPE -** GNFC Dahej plant premises**4.0 RESPONSIBILITY -** Manager**5.0 PERFORMANCE CRITERIA -** No frequent leakage from plumbing fixture.**6.0 ASSOCIATED ACTIVITY -**

Type	Ref. No.	Description
EMS	Act : 8.00	Plumbing Work, Fixing, Piping work, etc.
	Asp : 1.00	Chance of wastage of water
OHSMS	Act :0.00	Plumbing and drainage work
	Haz :0.00	Injury due to tools
OHSMS	Act :0.00	Plumbing and drainage work
	Haz :0.00	Injury during handling of metallic pipes

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO14001	6.1.2	Environmental aspects
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities
ISO45001	5.2	OH S Policy
ISO14001	5.2	Environmental policy

8.0 ACTIVITY DETAILS -

Sr.No	Activity Description	Responsibility
1	To arrest the leakages in underlying pipes , caused due to excavation work, errosion/corrosion of pipelines or pipeline joints.	Engineer
2	To instruct the contractor's supervisor that the work should be done as repetative modification in the work can be elliminate.	Engineer
3	Inspection of plumbing fixtures of buildings/plants after any complaint/request.	Technician
4	Attending water leakage on inspection/ intimation by users	Technician
5	Disposal of plumbing waste should be done properly & as suggested.	Technician
6	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) to avoid injuries during work.	Technician
7	The contractor shall ensure house keeping of the work area.	Technician
8	Contractor to ensure optimal usage of resources in particular of water and electricity which is provided free of cost by GNFC.	Technician
9	Contractor shall rectify replace / maintain the defective tools, tackles, machineries, equipment etc.	Technician
10	Ensure of getting Signature & surety of respective department is obtained on every completed job.	Technician

9.0 REFERENCE DOCUMENTS -

Sr.No.	Document Title	Document Location
1	Nil	Nil

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
2	Signature/Surety of respective Dept. Engineer	Civil Dept.	1 Years
1	Procedure deviation register	ISO cell management system	1 Years

11.0 SENSITIVE EQUIPMENT LIST -

SOP Document (Standard Operating Procedure) No. 4

Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.4

SOP Title : Plumbing work

Equipment Name	Calibration Frequency	Record location

12.0 Amendment History -

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS implementation		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.00	12.01	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 5**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.5****SOP Title : Carpentry work at plant premises****1.0 PURPOSE -** To avoid any injury during work & any resource loss.**2.0 FREQUENCY OF ACTIVITY TO CARRY OUT -** Non-Routine**3.0 SCOPE -** GNFC Dahej plant premises**4.0 RESPONSIBILITY -** Manager

5.0 PERFORMANCE CRITERIA -

- 1) No injury
- 2) Minimum loss of resource (Mainly Wooden & aluminium scrap)

6.0 ASSOCIATED ACTIVITY -

Type	Ref. No.	Description
EMS	Act : 9.00	Aluminium Joinery, Partition, Falls Ceiling, PVC door, False flooring work
	Asp : 1.00	Generation Waste / scrape material
OHSMS	Act :0.00	Door / Window / Ventliator/ rolling shutter removal or fixing work
	Haz :0.00	Injury due to tools used in carpentry work
OHSMS	Act :0.00	Door / Window / Ventliator/ rolling shutter removal or fixing work
	Haz :0.00	Injury due to glass, metallic materials and shaft and gears of rolling shutter

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO14001	5.2	Environmental policy
ISO14001	8.1	Operational planning and control
ISO45001	5.2	OH S Policy
ISO45001	8.1	Operational planning and control
ISO14001	6.1.2	Environmental aspects

8.0 ACTIVITY DETAILS -

Sr.No	Activity Description	Responsibility
1	Inspection of carpenter fixtures is carried out.	Technician
2	To instruct the contractor's supervisor that the work should be done as repetative modification in the work can be ellminate.	Technician
3	Attending carpenry related issues on inspection/ intimation by user	Technician
4	Disposal of carpentry waste should be done properly & as suggested.	Technician
5	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) to avoid injuries during work	Technician
6	The contractor shall ensure house keeping of the work area.	Technician
7	Contractor to ensure optimal usage of resources in particular of water and electricity which is provided free of cost by GNFC.	Technician
8	Ensure of getting Signature & surety of respective department is obtained on every completed job.	Technician

9.0 REFERENCE DOCUMENTS -

Sr.No.	Document Title	Document Location
1	Nil	Nil

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
1	Signature/Surety of respective Dept. Engineer	Civil Dept.	1 Years
2	Procedure Deviation Register	ISO cell management system	3 Years

11.0 SENSITIVE EQUIPMENT LIST -

Equipment Name	Calibration Frequency	Record location
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SOP Document (Standard Operating Procedure) No. 5

Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.5

SOP Title : Carpentry work at plant premises

12.0 Amendment History -

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS Implementation.		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.00	12.01	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 6**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.6****SOP Title : Painting work at plant premises****1.0 PURPOSE -** Ensure health & safety and minimize loss of resources during painting work.**2.0 FREQUENCY OF ACTIVITY TO CARRY OUT -** Non-Routine**3.0 SCOPE -** GNFC Dahej plant premise**4.0 RESPONSIBILITY -** Manager**5.0 PERFORMANCE CRITERIA -** Zero environment or OHS incident during the painting work**6.0 ASSOCIATED ACTIVITY -**

Type	Ref. No.	Description
EMS	Act : 6.00	Fabrication of Steel Structure for construction work
	Asp : 2.00	Chances of corrosion in Structure after fabrication
EMS	Act : 7.00	Painting Work in plant & non plant area
	Asp : 1.00	Chances of paint spillage
OHSMS	Act :0.00	Surface cleaning of painting work
	Haz :0.00	Injury due to tools & tackles used for scrapping or grinding the surface.
OHSMS	Act :0.00	Surface cleaning of painting work
	Haz :0.00	Dust / metal / paint particles in breathing air
OHSMS	Act :0.00	Surface cleaning of painting work
	Haz :0.00	Dust / metal / paint particles in eyes
OHSMS	Act :0.00	Painting work
	Haz :0.00	Chances of Paint materials splashes into eyes
OHSMS	Act :0.00	Painting work
	Haz :0.00	Volatile organic chemical in breathing air

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO45001	8.1	Operational planning and control
ISO14001	6.1.2	Environmental aspects
ISO14001	5.2	Environmental policy
ISO14001	8.1	Operational planning and control
ISO45001	5.2	OH S Policy
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities

8.0 ACTIVITY DETAILS -

SOP Document (Standard Operating Procedure) No. 6**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.6****SOP Title : Painting work at plant premises**

Sr.No	Activity Description	Responsibility
1	Keep all paint/thinner containers in closed/sealed condition and at proper storage room.	Technician
2	Keep paint containers on polythene base	Technician
3	Thinners should be stored in confined area because they are highly flammable.	Technician
4	Follow instruction while doing painting work at height like : barricading, standby supervisor, safety belt, escape mask, etc	Technician
5	Do not throw paint, thinner etc. on ground /storm water drain	Technician
6	Do not throw empty paint containers here and there and place only at a specified place	Technician
7	To follow proper work order instruction for applying of paint system	Engineer
8	Regular painting activities to be done in corrosive environment areas.	Senior Manager
9	There should not be any pinholes on paint containers	Technician
10	To instruct contractor's supervisor to maintain mixing ratio & consistency for paint system as per standard's manufacturer specifications & workorder instruction.	Engineer
11	Proper elevated storage place for paint materials should be maintained for storage purpose.	Technician
12	Keep paint material at proper place and prepare paint at a safe working area	Technician
13	Clean empty paint container and brush with thinner and store residue in a tank at one place.	Technician
14	Use only steel scaffolding material while working at height.	Engineer
15	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) to avoid injuries, dust / metal / paint particles in breathing air,eyes, etc	Technician
16	Take necessary cold/hot/height work permit from concerned dept. prior to job & explain the nature of job & activities include.	Engineer
17	Start the job only after getting necessary hot/height/cold work permit	Engineer
18	The contractor shall ensure house keeping of the work area.	Technician
19	Ensure proper illumination at work place.	Technician
20	Contractor to ensure optimal usage of resources in particular of water and electricity which is provided free of cost by GNFC.	Technician
21	Contractor shall rectify replace / maintain the defective tools, tackles, machineries, equipment etc.	Technician
22	To ensure no paint materials splashes into eyes of worker , or nearby standing person.	Technician
23	To avoid much direct exposure to volatile organic chemical in breathing air by using proper PPE's.	Technician

9.0 REFERENCE DOCUMENTS -

Sr.No.	Document Title	Document Location
1	Nil	Nil

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
1	PROCEDURE DEVIATION REGISTER	ISO Cell management system	3 Years
2	Cold/Height permit for painting work	Civil Dept.	1 Years

11.0 SENSITIVE EQUIPMENT LIST -

Equipment Name	Calibration Frequency	Record location

12.0 Amendment History -

SOP Document (Standard Operating Procedure) No. 6

Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.6

SOP Title : Painting work at plant premises

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS Implementation		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.00	12.01	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 7**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.7****SOP Title : Fabrication & Erection work at plant premises****1.0 PURPOSE -** Ensure health & safety during fabrication work**2.0 FREQUENCY OF ACTIVITY TO CARRY OUT -** Routine Weekly**3.0 SCOPE -** GNFC Dahej plant premises**4.0 RESPONSIBILITY -** Manager**5.0 PERFORMANCE CRITERIA -** Zero injury & zero environmental incident**6.0 ASSOCIATED ACTIVITY -**

Type	Ref. No.	Description
OHSMS	Act :0.00	Grinding work of steel surface
	Haz :0.00	Dust or metal particle inhalation
EMS	Act : 6.00	Fabrication of Steel Structure for construction work
	Asp : 2.00	Chances of corrosion in Structure after fabrication
EMS	Act : 6.00	Fabrication of Steel Structure for construction work
	Asp : 4.00	Generation of fumes/smoke due to gas cutting / grinding / welding
OHSMS	Act :0.00	Grinding work of steel surface
	Haz :0.00	Chances of dust or metal particles going into eyes
EMS	Act : 6.00	Fabrication of Steel Structure for construction work
	Asp : 3.00	Chances of Fire during fabrication work
OHSMS	Act :0.00	Structural Steel work, Use of tools handling of steel materials welding work
	Haz :0.00	Injury due to tools
OHSMS	Act :0.00	Structural Steel work, Use of tools handling of steel materials welding work
	Haz :0.00	Injury due to steel materials
OHSMS	Act :0.00	Structural Steel work, Use of tools handling of steel materials welding work
	Haz :0.00	Exposure to welding fumes
OHSMS	Act :0.00	Structural Steel work, Use of tools handling of steel materials welding work.
	Haz :0.00	Welding light exposure
OHSMS	Act :0.00	Grinding work of steel surface
	Haz :0.00	Injury due to tools used for grinding purpose
OHSMS	Act :0.00	Grinding work of steel surface
	Haz :0.00	Sparkling / lightening in eyes
OHSMS	Act :0.00	Grinding work of steel surface
	Haz :0.00	Noise pollution
EMS	Act : 6.00	Fabrication of Steel Structure for construction work
	Asp : 1.00	Wastage of steel during cutting or welding
OHSMS	Act :0.00	Erection work
	Haz :0.00	Fall of materials from height
OHSMS	Act :0.00	Erection work
	Haz :0.00	Injury due to tools & tackles used for erection purpose

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO14001	6.1.2	Environmental aspects
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities
ISO45001	8.1	Operational planning and control
ISO45001	5.2	OH S Policy
ISO14001	5.2	Environmental policy

8.0 ACTIVITY DETAILS -

SOP Document (Standard Operating Procedure) No. 7**Document No - GNFC DU - - IMS/F/09 (Main - SOP) - Civil - 4.7****SOP Title : Fabrication & Erection work at plant premises**

Sr.No	Activity Description	Responsibility
1	Use safety appliances as per instructions written in work permit	Engineer
2	Take safety precautions as per instructions	Technician
3	Training regarding use of PPES, escape mask, emergency preparedness, location of assembly points, wind direction detection, emergency siren, etc. shall be given .	Engineer
4	Safety equipments such as safety belt, escape mask, safety gloves, glasses, gum boots, earplugs, gas/welding shields/ sets, and safe electrical equipments with proper earthing	Technician
5	workmen do not interfere with or disturb electrical and other electrical equipment belonging to GNFC	Technician
6	Use only steel scaffolding material while fabrication work is to be done at height.	Engineer
7	Ensure that welding sparks do not fall through floor opening / floor grating on equipment / cable etc	Technician
8	Proper & safe machineries should be use for fabrication work	Technician
9	To instruct contractor to follow fabrication/erection work as per drawing detailing & guidelines.	Engineer
10	To instruct for applying primer after fabrication of any structural items to resist it from corrosion.	Engineer
11	To instruct the contractor to use of safe & non-faulty gas cylinders, so any incident/accident of leakage or fire can be eliminate.	Engineer
12	To instruct contractor's supervisor to use standard welding rods, cutter blade, grinding wheel, etc.	Engineer
13	To instruct the contractor's supervisor that the work should be done as repetative modification in the work can be eliminate.	Technician
14	Proper housekeeping after completeion of job.	Technician
15	Ensure proper illumination at the work place.	Technician
16	Provide earthing directly on welding machine.	Technician
17	Use of fire blanket to resist the sparks /lumps of welding/cutting dropping on any equipments/chemicals/ground,etc., if required or instructions written in work permit.	Technician
18	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) to avoid injuries, exposure to welding fumes, welding light exposure, etc.	Technician
19	To obtain Hot work permit for the job from plant area incharge & consulted with Fire & safety Dept.	Engineer
20	Start the job only after getting necessary hot/height/cold work permit.	Engineer
21	Take necessary cold/hot/height work permit from concerned dept. prior to job & explain the nature of job & activities include.	Engineer
22	Contractor to ensure optimal usage of resources in particular of water and electricity which is provided free of cost by GNFC.	Technician
23	Contractor shall rectify replace / maintain the defective tools, tackles, machineries, equipment etc.	Technician
24	To ensure use of PPE's such that incidence like insertion of dusting,sparkling into the eyes can be eliminate.	Technician
25	Ear plugs/ear muffs shall be provided if required.	Technician
26	To ensure & preventive actions to be taken up so as to avoid injury due to free fall of tools/tackles from height during erection work.	Engineer

9.0 REFERENCE DOCUMENTS -

Sr.No.	Document Title	Document Location
1	Hot Work permit	Civil Dept.

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
1	Procedue Deviaton Register	ISO Cell management system	3 Years

11.0 SENSITIVE EQUIPMENT LIST -

SOP Document (Standard Operating Procedure) No. 7

Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.7

SOP Title : Fabrication & Erection work at plant premises

Equipment Name	Calibration Frequency	Record location

12.0 Amendment History -

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS Implementation.		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.00	12.01	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 8**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.8****SOP Title : Working at Height****1.0 PURPOSE -** To avoid falling from height during working at heightened location.**2.0 FREQUENCY OF ACTIVITY TO CARRY OUT -** Routine Weekly**3.0 SCOPE -** GNFC Dahej plant premises**4.0 RESPONSIBILITY -** Manager**5.0 PERFORMANCE CRITERIA -** Zero accident due to falling from height.**6.0 ASSOCIATED ACTIVITY -**

Type	Ref. No.	Description
OHSMS	Act :0.00	Erection work
	Haz :0.00	Fall of materials from height
OHSMS	Act :0.00	Erection Work
	Haz :0.00	Injury due to tools & tackles used for erection purpose
OHSMS	Act :0.00	Shuttering for concrete work
	Haz :0.00	Injury due to tools used for shuttering
OHSMS	Act :0.00	Shuttering for concrete work
	Haz :0.00	Fall of shuttering materials from height
OHSMS	Act :0.00	Concrete / Brick masonry dismantling work
	Haz :0.00	Injury due to tools
OHSMS	Act :0.00	Concrete / Brick masonry dismantling work
	Haz :0.00	Chances of collapse of Structure
OHSMS	Act :0.00	Working at height
	Haz :0.00	Fall from height during plastering, painting, cleaning, roofing and construction work.

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO45001	9.1.1	Monitoring, measurement, analysis and performance evaluation_General
ISO45001	4.2	Understanding the needs and expectations of workers and other interested parties
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities
ISO45001	8.1	Operational planning and control
ISO45001	5.2	OH S Policy
ISO45001	6.1.3	Determination of Legal requirements and other requirements
ISO45001	7.2	Competence

8.0 ACTIVITY DETAILS -

SOP Document (Standard Operating Procedure) No. 8**Document No - GNFC DU - - IMS/F/09 (Main - SOP) - Civil - 4.8****SOP Title : Working at Height**

Sr.No	Activity Description	Responsibility
1	To obtain Height work permit for the job from plant area incharge & consulted with Fire & safety Dept.	Engineer
2	Workers/ persons with height phobia are to be identified by the contractor ,at the time of engaging. Persons with height phobia should not be deputed for working at height.	Technician
3	Training regarding use of PPE's, escape mask, double lifeline safety belt, emergency preparedness, location of assembly points, wind direction detection, emergency siren, etc. shall be given .	Engineer
4	Use only steel scaffolding material while working at height	Engineer
5	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement)	Technician
6	A safe procedure shall be prepared in advance by the concerned plant incharge to taking-up the job at height in consultation with the supervising engineer.	Engineer
7	All efforts shall be put to prevent fall from heights by proper approaches, scaffolding, platform, ladder, safety-net, safety belts with double life lines/hoist/lift etc.	Engineer
8	All elevated work surfaces should be well illuminated	Technician
9	Barricade work area, ensure safety net in place, install sign boards prominently and ensure supervisor presence.	Engineer
10	Work should not be taken up or avoided during the windy and/or rainy atmosphere.	Senior Manager
11	Ladder can be use for proper approach with firm supports and ladder of adequate strength and size.	Technician
12	Start the job only after getting necessary height/hot work permit.	Engineer
13	Take necessary cold/hot/height work permit from concerned dept. prior to job & explain the nature of job & activities include.	Engineer
14	The contractor shall ensure house keeping of the work area.	Technician
15	Ensure proper illumination at the work place.	Technician
16	Contractor to ensure optimal usage of resources in particular of water and electricity which is provided free of cost by GNFC.	Technician
17	Contractor shall rectify replace / maintain the defective tools, tackles, machineries, equipment etc.	Technician
18	To ensure & preventive actions to be taken up so as to avoid injury due to free fall of tools/tackles/civil materials from height during erection work.	Engineer

9.0 REFERENCE DOCUMENTS -

Sr.No.	Document Title	Document Location
1	Height work permit	Civil Dept.

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
1	Procedure Deviation Register	ISO Cell management system	3 Years

11.0 SENSITIVE EQUIPMENT LIST -

Equipment Name	Calibration Frequency	Record location

12.0 Amendment History -

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS Implementation		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.00	12.01	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 9**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.9****SOP Title : Storage & Handling of Gas Cylinders by Civil Contractors**

1.0 PURPOSE - To avoid / reduce any Incident of gas exposure / fire / Explosion during handling & storage of Gas cylinders of Oxygen / Oxy acetylene / dissolved acetylene.

2.0 FREQUENCY OF ACTIVITY TO CARRY OUT - Routine Daily

3.0 SCOPE - GNFC Dahej plant premises

4.0 RESPONSIBILITY - Manager

5.0 PERFORMANCE CRITERIA - No incident of gas exposure / fire / Explosion

6.0 ASSOCIATED ACTIVITY -

Type	Ref. No.	Description
OHSMS	Act :0.00	Gas cutting work
	Haz :0.00	Chances of explosion/ fire due to improper Storage and handling of gas cylinders
OHSMS	Act :0.00	Gas cutting work
	Haz :0.00	Blast of gas cylinder
EMS	Act : 6.00	Fabrication of Steel Structure for construction work
	Asp : 3.00	Chances of Fire during fabrication work

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO14001	5.2	Environmental policy
ISO14001	6.1.2	Environmental aspects
ISO14001	8.1	Operational planning and control
ISO14001	8.2	Emergency preparedness and response
ISO14001	9.1.1	Monitoring, measurement, analysis and evaluation_General
ISO45001	5.2	OH S Policy
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities
ISO45001	8.1	Operational planning and control
ISO45001	8.2	Emergency preparedness and response
ISO45001	9.1.1	Monitoring, measurement, analysis and performance evaluation_General
ISO45001	9.1.2	Evaluation of compliance
Other	0	Gas cylinder rules 2016

8.0 ACTIVITY DETAILS -

Sr.No	Activity Description	Responsibility
1	Take hot work permit before starting any welding or hot work.	Engineer
2	To instruct the contractor to use of safe & non-faulty gas cylinders, so any incident/accident of leakage/fire/explosion or blasting of cylinders can be eliminate.	Engineer
3	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) are to be used while handling Gas cylinders.	Technician
4	Contractor shall rectify replace / maintain the defective tools, tackles, machineries, equipment etc.	Technician
5	Gas cylinders should have their designated color code like Oxygen(Black), etc.	Technician
6	Ensure Upright position of cylinder and put safety chain to avoid toppling.	Technician
7	To instruct contractors that cylinders should be stored in a well-ventilated, dry and fireproof place. Good weather protection is essential for outdoor storage of cylinder.	Technician
8	To instruct contractors that discolored or poorly labeled cylinders should not be accepted.	Technician
9	In case of leakage of gas, immediately shut OFF cylinder valve should be operate and shift the cylinder to open space. Inform Fire & Safety department in case of any emergency.	Technician
10	Follow procedure mentioned in EPR document in case of any emergency.	Engineer

SOP Document (Standard Operating Procedure) No. 9**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.9****SOP Title : Storage & Handling of Gas Cylinders by Civil Contractors****9.0 REFERENCE DOCUMENTS -**

Sr.No.	Document Title	Document Location
2	EPR of Civil Dept.	Civil Dept.
1	ROR of Gas cylinder rules 2016	ISO Cell Intranet

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
1	Procidure deviation register	ISO Cell management system	3 Years

11.0 SENSITIVE EQUIPMENT LIST -

Equipment Name	Calibration Frequency	Record location
NA	-	-

12.0 Amendment History -

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS Implementation.		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.00	12.01	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 10**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.10****SOP Title : Excavation work****1.0 PURPOSE -** Ensure health & safety during excavation work**2.0 FREQUENCY OF ACTIVITY TO CARRY OUT -** Routine Weekly**3.0 SCOPE -** GNFC Dahej plant premises**4.0 RESPONSIBILITY -** Manager**5.0 PERFORMANCE CRITERIA -** Zero environment or OHS incident during the excavation work**6.0 ASSOCIATED ACTIVITY -**

Type	Ref. No.	Description
OHSMS	Act :0.00	Earth excavation work
	Haz :0.00	Collapse of earth leading to injury
OHSMS	Act :0.00	Earth excavation work
	Haz :0.00	Physical Injury due to tools
OHSMS	Act :0.00	Earth excavation work
	Haz :0.00	Electric shock due to damage of under ground cable
OHSMS	Act :0.00	Earth excavation work
	Haz :0.00	Dust in breathing air
OHSMS	Act :0.00	Earth excavation work
	Haz :0.00	Fall in pit during shallow excavation, upto 2 mts.
EMS	Act : 1.00	Earthwork Excavation in dry/wet soil
	Asp : 1.00	Accumulation of Earth/soil/mud
OHSMS	Act :0.00	Earth excavation work
	Haz :0.00	Fall in pit during deep excavation, more than 2 mts.
EMS	Act : 1.00	Earthwork Excavation in dry/wet soil
	Asp : 2.00	Dusting of sand or earth particles

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO45001	5.2	OH S Policy
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities
ISO45001	8.1	Operational planning and control
ISO14001	5.2	Environmental policy
ISO14001	6.1.2	Environmental aspects

8.0 ACTIVITY DETAILS -

SOP Document (Standard Operating Procedure) No. 10**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.10****SOP Title : Excavation work**

Sr.No	Activity Description	Responsibility
1	Clearance from the relevant departments shall be taken. Additional precautions must be made as the excavation progresses to positively locate and protect the utility.	Technician
2	No excavation work should be initiated during severe weather conditions accompanied by rain	Engineer
3	Use appropriate method of excavation i.e. Using machinery or manual mode to minimize the damages	Technician
4	For excavation in black cotton soil (GNFC site), care will be taken to provide shoring and shuttering to unsupported soil to prevent collapse	Technician
5	For deep excavation, appropriate arrangement like provision of ladder and / or provision of slope should made available so that incidence of any injury due to collapse of earth can be eliminate.	Engineer
6	During excavation, if, any service lines, cables is encountered, work be stopped and should be notified to area incharge or supervisor so that any incident of electric shock can be avoid.	Engineer
7	Excavated soil should be disposed as company's guidelines	Technician
8	Transferring of excavated earth to the designated place.	Technician
9	Proper housekeeping after completion of excavation job.	Technician
10	In case of very dry soil excavation, spray/ sprinkle some water on soil, to reduce dusting in surrounding environment.	Technician
11	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) to avoid any physical injuries, dusting in breathing air during work.	Technician
12	If an excavation is beneath or adjacent to a structure, then support to the structure shall be provided.	Technician
13	Excavation must be secured by sloping/benching, shoring, or shielding wherever required.	Technician
14	Start the job only after getting necessary cold/hot work permit.	Engineer
15	Follow insturction while doing deep/ shallow excavation work like barricading, stand by man power, sign boards etc.	Engineer
16	Take necessary cold/hot work permit from concerned dept. prior to job & explain the nature of job & activities include.	Engineer
17	The contractor shall ensure house keeping of the work area.	Technician
18	Ensure proper illumination at the work place.	Technician
19	Contractor shall rectify replace / maintain the defective tools, tackles, machineries, equipment etc.	Technician
20	Proper baricadding of excavated area to be provided so incidence of any kind of fall into the excavated pit can be eliminate.	Engineer

9.0 REFERENCE DOCUMENTS -

Sr.No.	Document Title	Document Location
1	Cold permit	Civil Dept.

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
2	PROCEDURE DEVIATION REGISTER	ISO CELL MANAGEMENT SYSTEM	3 Years
1	WORK PERMIT FOR EXCAVATION WORK	OPS	1 Years

11.0 SENSITIVE EQUIPMENT LIST -

Equipment Name	Calibration Frequency	Record location

12.0 Amendment History -

SOP Document (Standard Operating Procedure) No. 10

Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.10

SOP Title : Excavation work

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS implementation		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.00	12.01	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 11**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.11****SOP Title : Concrete and masonry work in plant premises****1.0 PURPOSE -** Ensure health & safety during concrete & masonry work**2.0 FREQUENCY OF ACTIVITY TO CARRY OUT -** Routine Daily**3.0 SCOPE -** GNFC Dahej plant premises**4.0 RESPONSIBILITY -** Manager**5.0 PERFORMANCE CRITERIA -** Zero environment or OHS incident during the concrete & masonry work**6.0 ASSOCIATED ACTIVITY -**

Type	Ref. No.	Description
OHSMS	Act :0.00	Brick Work
	Haz :0.00	Fall of bricks on person
OHSMS	Act :0.00	Brick work
	Haz :0.00	Injury due to tools used for brick masonry work.
OHSMS	Act :0.00	Concrete / Brick masonry dismantling work
	Haz :0.00	Injury due to tools
OHSMS	Act :0.00	Concrete / Brick masonry dismantling work
	Haz :0.00	Chances of spattering of Dust / concrete particles in eyes
OHSMS	Act :0.00	Concrete / Brick masonry dismantling work
	Haz :0.00	Chances of collapse of Structure
OHSMS	Act :0.00	Concrete / Brick masonry dismantling work
	Haz :0.00	Operation of breaker machine for longer durations
OHSMS	Act :0.00	Drilling in concrete / masonry work
	Haz :0.00	Chances of Injury due to tools / vibration fatigue
OHSMS	Act :0.00	Drilling in concrete / masonry work
	Haz :0.00	Chances of spattering of dust particles in eyes
EMS	Act : 3.00	Civil Construction Work (Masonry, RCC, plastering, etc.) work
	Asp : 2.00	Generation noise during construction
OHSMS	Act :0.00	Shuttering for concrete work
	Haz :0.00	Injury due to tools used for shuttering
OHSMS	Act :0.00	Shuttering for concrete work
	Haz :0.00	Fall of shuttering materials from height

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO14001	6.1.2	Environmental aspects
ISO14001	5.2	Environmental policy
ISO45001	5.2	OH S Policy
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities

8.0 ACTIVITY DETAILS -

SOP Document (Standard Operating Procedure) No. 11**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.11****SOP Title : Concrete and masanory work in plant premises**

Sr.No	Activity Description	Responsibility
1	Keep all raw construction material like sand, cement, bricks, etc. near work place with barricade.	Technician
2	Training regarding use of PPES, escape mask, emergency preparedness, location of assembly points, wind direction detection, emergency siren, etc. shall be given.	Engineer
3	Prepare sand/cement/aggregate mix on non permeable sheet or hard floor	Technician
4	Keep cement bags on wooden pallets or above road level	Technician
5	Don't allow to spill any civil construction material in storm water drain or in workplace area	Technician
6	Proper & safe machinaries should be use for concrete, steel and masanory work	Technician
7	To instruct contractor to follow concrete ,masonry construction work as per drawing detailing & guidelines.	Engineer
8	To instruct the contractor's supervisor that the work should be done as repetative modification in the work can be elliminate.	Technician
9	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) to avoid any incidence of injury during work	Technician
10	Keep all raw construction materials like sand,aggregates, cement, bricks, etc. near work place such as non-obstructive to any plant activities/person.	Technician
11	Start the job only after getting necessary cold/hot/height work permit.	Engineer
12	Take necessary cold/hot/height work permit from concerned dept. prior to job & explain the nature of job & activities include.	Engineer
13	The contractor shall ensure house keeping of the work area.	Technician
14	Ensure proper illumination at the work place.	Technician
15	Contractor to ensure optimal usage of resources in particular of water and electricity which is provided free of cost by GNFC.	Technician
16	Contractor shall rectify replace / maintain the defective tools, tackles, machineries, equipment etc.	Technician
17	To ensure & preventive actions to be taken up so as to avoid injury due to free fall of tools/tackles/civil materials/collapse of any structure from height during erection work.	Engineer
18	To ensure that constant breaking/vibration activities for longer duration needs small break, for preventing momentary discomfortness, eye irritation to labours.	Technician
19	In case of old building/office dismantling activities, prior to work commencement, its corresponding construction drawings should be referred	Engineer
20	A safe procedure should be followed for dismantling activities in consultation with the supervising engineer/supervisor.	Engineer

9.0 REFERENCE DOCUMENTS -

Sr.No.	Document Title	Document Location
1	Cold/Hot/Height work permit	Civil Dept.

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
1	Procedure deviation register	ISO Cell management system	3 Years
2	Cold/Hot/Height work permit as applicable	Civil Dept.	1 Years

11.0 SENSITIVE EQUIPMENT LIST -

Equipment Name	Calibration Frequency	Record location

12.0 Amendment History -

SOP Document (Standard Operating Procedure) No. 11**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.11****SOP Title : Concrete and masanory work in plant premises**

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS implementation		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.01	12.02	S N CHAPLA	R C ROUT
16-Dec-2022	Associated activity of "Shuttering for concrete work" and their associated OHS Hazards / Risks are added.	12.00	12.01	S N CHAPLA	R C ROUT
28-Aug-2025	Activity Details are updated.	12.02	12.03	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 12**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.12****SOP Title : Roof sheeting work**

1.0 PURPOSE - Ensure health & safety and minimize loss of resources during AC (Asbestos) roof sheeting or Galvallium roof sheeting work.

2.0 FREQUENCY OF ACTIVITY TO CARRY OUT - Non-Routine

3.0 SCOPE - GNFC Dahej plant premises

4.0 RESPONSIBILITY - Manager

5.0 PERFORMANCE CRITERIA - Zero environment or OHS incident during the roof sheeting work

6.0 ASSOCIATED ACTIVITY -

Type	Ref. No.	Description
OHSMS	Act :0.00	Asbestos cement sheet roofing / clading work
	Haz :0.00	Fall from height due to breakage of roof sheet
OHSMS	Act :0.00	Asbestos cement sheet roofing / clading work
	Haz :0.00	Injury due to tools & tackles used for installing or removing AC sheet
OHSMS	Act :0.00	Metalic / asbestos / PVC sheet roofing / clading work
	Haz :0.00	Injury due to tools
OHSMS	Act :0.00	Metalic / asbestos / PVC sheet roofing / clading work
	Haz :0.00	Injury during handling of sheets
OHSMS	Act :0.00	Asbestos cement sheet roofing / clading work
	Haz :0.00	Chances of exposer to Asbestos dust particles while cutting with chisel and hammer

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO14001	6.1.2	Environmental aspects
ISO45001	5.2	OH S Policy
ISO14001	5.2	Environmental policy
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities

8.0 ACTIVITY DETAILS -

SOP Document (Standard Operating Procedure) No. 12**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.12****SOP Title : Roof sheeting work**

Sr.No	Activity Description	Responsibility
1	Contractor shall ensure to start the work after taking safety permit from respective dept	Engineer
2	Contractor shall ensure that he provides suitable safety equipments like safety belts, escape mask, etc. & provide safe working condition to all his workmen.	Technician
3	Proper & safe machineries should be use for roof sheeting work	Technician
4	To instruct the contractor's supervisor that the work should be done as repetative modification in the work can be eliminate.	Technician
5	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) to avoid any injuries,insertion of asbestos/dust particles during work.	Technician
6	Start the job only after getting necessary hot/height/cold work permit.	Engineer
7	Take necessary cold/hot/height work permit from concerned dept. prior to job & explain the nature of job & activities include.	Engineer
8	The contractor shall ensure house keeping of the work area.	Technician
9	Ensure proper illumination at the work place.	Technician
10	Contractor to ensure optimal usage of resources in particular of water and electricity which is provided free of cost by GNFC.	Technician
11	Contractor shall rectify replace / maintain the defective tools, tackles, machineries, equipment etc.	Technician
12	Area of work shall be properly barricaded.	Technician
13	The waste sheets shall be disposed in the designated area as instructed.	Technician
14	Contractor shall ensure to wear safety helmet/mask during dismantling/ cutting work of Asbestos/Galvallium sheet.	Technician
15	To ensure correct preventive methods use of PPE's,tools,tackles so incidence like fall/injury to labours can be eliminate completely & safe environment can be maintained.	Engineer

9.0 REFERENCE DOCUMENTS -

Sr.No.	Document Title	Document Location
1	Hot/Height work permit	Civil Dept.

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
2	Hot/Height work permit	Civil Dept.	1 Years
1	Procedure deviation register	ISO cell management system	3 Years

11.0 SENSITIVE EQUIPMENT LIST -

Equipment Name	Calibration Frequency	Record location
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12.0 Amendment History -

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS implementation		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.00	12.01	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 13**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.13****SOP Title : Steel reinforcement work**

1.0 PURPOSE - Ensure health & safety and minimize loss of Steel scrap during execution of steel reinforcement cutting, binding, placing work.

2.0 FREQUENCY OF ACTIVITY TO CARRY OUT - Routine Weekly

3.0 SCOPE - GNFC Dahej plant premises

4.0 RESPONSIBILITY - Manager

5.0 PERFORMANCE CRITERIA - Zero environment or OHS incident during the Steel reinforcement work

6.0 ASSOCIATED ACTIVITY -

Type	Ref. No.	Description
OHSMS	Act :0.00	Renforcement. Steel work
	Haz :0.00	Injury due to tools & tackles used for binding, cutting & placing of reinforcement steel.
OHSMS	Act :0.00	Renforcement Steel work
	Haz :0.00	Injury due to steel bars
OHSMS	Act :0.00	Grinding work of steel surface
	Haz :0.00	Injury due to tools used for grinding purpose
OHSMS	Act :0.00	Grinding work of steel surface
	Haz :0.00	Sparkling / lightening in eyes
OHSMS	Act :0.00	Grinding work of steel surface
	Haz :0.00	Dust or metal particle inhalation
OHSMS	Act :0.00	Grinding work of steel surface
	Haz :0.00	Chances of dust or metal particles going into eyes
OHSMS	Act :0.00	Grinding work of steel surface
	Haz :0.00	Noise pollution
EMS	Act : 3.00	Civil Construction Work (Masonry, RCC, plastering, etc.) work
	Asp : 6.00	Generation of steel scrap
EMS	Act : 3.00	Civil Construction Work (Masonry, RCC, plastering, etc.) work
	Asp : 2.00	Generation noise during construction

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO14001	5.2	Environmental policy
ISO14001	6.1.2	Environmental aspects
ISO45001	5.2	OH S Policy
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities

8.0 ACTIVITY DETAILS -

SOP Document (Standard Operating Procedure) No. 13**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.13****SOP Title : Steel reinforcement work**

Sr.No	Activity Description	Responsibility
1	Contractors shall ensure proper stacking of material over hand trolleys/ trailer	Engineer
2	Training regarding use of PPE's, escape mask, emergency preparedness, location of assembly points, wind direction detection, emergency siren, etc. shall be given .	Engineer
3	Proper & safe machinaries should be use for steel reinforcement work	Technician
4	To instruct contractor to follow construction work as per drawing detailing & guidelines.	Engineer
5	To instruct contractor's supervisor to use standard welding rods, cutter blade, grinding wheel, etc.	Engineer
6	To instruct the contractor's supervisor that the work should be done as repetative modification in the work can be elliminate.	Technician
7	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) to avoid any injuries during work.	Technician
8	Start the job only after getting necessary cold/hot/height work permit.	Engineer
9	Take necessary cold/hot/height work permit from concerned dept. prior to job & explain the nature of job & activities include.	Engineer
10	The contractor shall ensure house keeping of the work area.	Technician
11	Ensure proper illumination at the work place.	Technician
12	Contractor to ensure optimal usage of resources in particular of water and electricity which is provided free of cost by GNFC.	Assistant
13	Contractor shall rectify replace / maintain the defective tools, tackles, machineries, equipment etc.	Technician
14	Contractor shall ensure proper maintenance of material handling equipments.	Technician

9.0 REFERENCE DOCUMENTS -

Sr.No.	Document Title	Document Location
1	Nil	Nil

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
1	Procedure deviation register	ISO cell management system	3 Years
2	Hot work permit	Civil dept.	1 Years

11.0 SENSITIVE EQUIPMENT LIST -

Equipment Name	Calibration Frequency	Record location

12.0 Amendment History -

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS implementation		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.00	12.01	S N CHAPLA	R C ROUT

SOP Document (Standard Operating Procedure) No. 14**Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.14****SOP Title : Maintenance of Water supply/ Effluent supply pipeline****1.0 PURPOSE -** To avoid loss of water & spillage of effluent through leakages from supply pipelines.**2.0 FREQUENCY OF ACTIVITY TO CARRY OUT -** Non-Routine**3.0 SCOPE -** GNFC Dahej plant premises**4.0 RESPONSIBILITY -** Manager

5.0 PERFORMANCE CRITERIA -

- 1) No leakage in supply pipelines.
- 2) Zero environment or OHS incident during the maintenance of pipelines.

6.0 ASSOCIATED ACTIVITY -

Type	Ref. No.	Description
OHSMS	Act :0.00	Plumbing and drainage work
	Haz :0.00	Injury due to tools
OHSMS	Act :0.00	Plumbing and drainage work
	Haz :0.00	Injury during handling of metallic pipes

7.0 CROSS REFERENCES -

Clause Type	Clause No	Description
ISO14001	5.2	Environmental policy
ISO14001	6.1.2	Environmental aspects
ISO45001	5.2	OH S Policy
ISO45001	6.1.2	Hazard identification and assessment of risks & opportunities
ISO45001	8.1	Operational planning and control

8.0 ACTIVITY DETAILS -

Sr.No	Activity Description	Responsibility
1	Attending water/effluent leakages on inspection/ intimation by users	Engineer
2	To instruct the contractor's supervisor that the work should be done as repetative modification in the work can be eliminate.	Technician
3	Ensure use of PPE's (safety helmet, safety shoes, goggles, safety belts, hand gloves, escape mask,etc. as per requirement) to avoid injuries during handling of tools/tackles/pipes, & other works.	Technician
4	The contractor shall ensure house keeping of the work area.	Technician
5	Ensure proper illumination at the work place.	Technician
6	Contractor to ensure optimal usage of resources in particular of water and electricity which is provided free of cost by GNFC.	Technician
7	Contractor shall rectify replace / maintain the defective tools, tackles, machineries, equipment etc.	Technician

9.0 REFERENCE DOCUMENTS -

Sr.No.	Document Title	Document Location
1	Nil	Nil

10.0 RECORDS -

Record No.	Record Title	Location	Retention Time
1	Procedure deviation register	ISO cell management system	3 Years

11.0 SENSITIVE EQUIPMENT LIST -

Equipment Name	Calibration Frequency	Record location
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12.0 Amendment History -

SOP Document (Standard Operating Procedure) No. 14

Document No - GNFCDU - - IMS/F/09 (Main - SOP) - Civil - 4.14

SOP Title : Maintenance of Water supply/ Effluent supply pipeline

Revision Date	Description of changes made	Revision No		Prepared By	Authorized
		Old	New		
19-Apr-2019	IMS implementation		12.00	S N CHAPLA	U J SHAH
09-Jan-2024	Responsibility designation changes as earlier designated employee was retired.	12.00	12.01	S N CHAPLA	R C ROUT