

VOLUME – IA

Part I & II

TECHNICAL
CONDITIONS OF
CONTRACT
(TCC)

BHARAT HEAVY ELECTRICALS LIMITED



TECHNICAL CONDITIONS OF CONTRACT (TCC)

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VOLUME - IA PART – I CHAPTER – I PROJECT INFORMATION

1.1.1	PROJECT TITLE	KUDANKULAM NUCLEAR POWER PROJECT UNIT 3 & 4
1.1.2	PLANT CAPACITY	2X 1000 MWe
1.1.3	TYPE OF PROJECT	GREEN FIELD
1.1.4	OWNER	NUCLEAR POWER CORPORATION OF INDIA LIMITED
1.1.5	PLANT LOCATION	KUDANKULAM PO, RADHAPURAM TALUK, TIRUNELVELI DISTRICT, TAMILNADU - 627106
1.1.6	NEAREST TOWN	NAGERCOIL (41KM)
1.1.7	NEAREST RAILWAY STATION	KANYAKUMARI (35KM)
1.1.8	NEAREST AIRPORT	TUTICORIN (131KM)

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VOLUME-IA PART-I CHAPTER – II

SCOPE OF WORKS

The scope of the work will comprise of but not limited to the following:

(All the works mentioned hereunder shall be carried out within the accepted rate unless otherwise specified.)

1.2.1 BROAD SCOPE OF WORK

Design, Supply, Erection & Commissioning, Operation & Maintenance of Temporary Ventilation System in Main Reactor Building On Rental Basis for Kudankulam Nuclear Power Project Unit 3 & 4 Tamilnadu.

1.2.2 INTRODUCTION:

Controlled atmosphere to limit dust and chloride to have clean environment inside reactor building is essential during the erection, assembly of the critical equipments and components like Reactor Pressure Vessel (RPV), Main Coolant Piping (MCP), Steam Generator (SG), Reactor Coolant Pump (RCP), Pressurizer (PRZ) and other important safety system piping to prevent corrosion as per equipment designer/ manufacturer requirements. Establishing clean room condition during construction stage at work location will also improve the quality of work.

1.2.3 TEMPORARY VENTILATION IN REACTOR BUILDING:

The Reactor building is a cylindrical structure, which starts with +6.00 m floor. The inner containment wall forms the boundary of the reactor building. Hermetic enclosure Accident Localizing Zone (ALZ) inside the reactor building houses all the major equipment & piping related to Nuclear Steam Supply System (NSSS), ventilation system for cooling of reactor cavity area during normal operation and other instrumentation sensors etc. ALZ is sub divided into various floors viz.

- (a) Floor at +6.0m el and below +14.0 m.el.
- (b) Floor at +14.0 m el. & below +31.0 m.el.
- (c) Working area outside ALZ within reactor building.

The erection of major equipments and piping inside the reactor building starts along with the civil construction. Inside ALZ, many parallel activities like erection of piping, structural supports, welding, heat treatment, NDT inspection

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etc. will be carried out at a very rapid pace in order to meet the construction schedule. During this period of construction permanent ventilation system will not be available. It is mandatory to make clean room condition before taking up the erection and assembly of NSSS components. Hence, it is required to design a temporary ventilation system for ensuring;

- a. Clean room environment limiting the chloride & other salts deposition on surface within the acceptable limit for taking up erection of equipments and piping of NSSS.
- b. Removal of dust, welding fumes and gases.
- c. Removal of sensible and latent heat generated during construction and mechanical erection (welding/ grinding/ cutting/ rigging/ Pre heating/ Post weld Heat Treatment) inside ALZ.
- d. Removal of stale air/ odour.

The temperature and humidity of air parameters within the reactor building are ensured to avoid condensation of moisture, buildup of moisture, which may induce defects in the welding.

1.2.4 DESIGNING OF VENTILATION SYSTEM:

The scope includes design, supply, erection, commissioning, operation & up keeping and periodic & preventive/ brake down maintenance of temporary ventilation by the contractor. The requirements for the designing of temporary ventilation and the site conditions are given below.

1.2.3.1 Design Parameters:

A. Outdoor parameter:

- i. Temperature and relative humidity (of 97.5 % probability) :
 - DBT = 36⁰ C, Avg temperature 34.5⁰ C
 - RH = 75% (max) Avg RH 70%
- ii. Barometric pressure: 760 mm Hg
- iii. Dust content in the air: 260 $\mu\text{g}/\text{m}^3$
- iv. Wind speed: 7.7 m/s
- v. Type of atmosphere: marine (seashore)
- vi. Contamination of the atmosphere:
 - a. Chlorides deposition rate on to exposed surface: 100 mg/m² d
 - b. Sulphates :50 mg/m² .day
 - c. Content of HCO₃ and Ca ions: insignificant

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B. Indoor parameters to be maintained using temporary ventilation:

- i. Temperature - DBT: 27 to 29 deg C, not more than 30 deg C
- ii. RH- Average 65% and not more than 70%.
- iii. Chloride deposition rate inside the controlled environment area: less than 0.3 mg/m²day.
- iv. Chloride content inside controlled environment area: less than 0.0015 mg/m³

1.2.3.1.1 Input data for heat load estimation for the ALZ volume at + 6.0 m el. and beneath +14.4 m el.:

- i. Approximate free volume = 5,000 cu m
- ii. Approximate floor area =450 Sq.m
- iii. Area lighting (approx)= 540 lumen/ sqm
- iv. Approximate number of crews for pipe welding = 5 *
- v. Approximate number of ventilation ducting crew = 2 *
- vi. Structural erection and welding crew = 2*.
- vii. Rigging crew for shifting equipment, pipe, valve etc. = 2*.
- viii. Approximate quantity of fresh air supply = 20,000 CMH

1.2.3.1.2 Input data for heat load estimation for the ALZ volume at + 14.4 mel. and beneath +31.0 m el.:

- i. Approximate free volume = 7,000 cu m
- ii. Approximate floor area =450 Sq.m
- iii. Area lighting (approx) = 540 lumen/ sqm
- iv. Approximate number of crews for pipe welding = 5 *
- v. Approximate number of ventilation ducting crew = 2 *
- vi. Structural erection and welding crew = 2 *.
- vii. Heat load due to pre heat and post weld heating of piping = 16 kW (approx)*
- viii. Rigging crew for shifting equipment, pipe, valve etc. = 2*.
- ix. Approximate quantity of fresh air supply = 20,000 CMH

1.2.3.1.3 Input data for heat load estimation for the outside ALZ volume from + 6.0 mel. and upto +31.0 m el.:

- i. Approximate free volume = 7,000 cu m
- ii. Area lighting (approx) = 540 lumen/ sqm
- iii. Approximate number of crews for pipe welding = 2 *
- iv. Approximate number of ventilation ducting crew = 1 *

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v. Structural erection and welding crew = 2 *.

Note: * - The value given is only for understanding & estimation of heat load, however the actual numbers of crews / manpower working at any time depends on the numbers of resources proposed by contractor to complete the main package work within the stipulated period. The number of manpower will vary from 60 to 70 persons.

1.2.3.2 ALZ at + 6.0 m el. and beneath +14.0 m el.

ALZ floor at +6.0 m el. houses many process systems piping (reactor cavity area), ventilation equipment, connected ducting and chilled water systems. Architecture layout drawing of ALZ is shown in Figure-1.

1.2.3.3 ALZ at +14.4 m el and beneath +31.0 m el.

Above +14.4 m el. upto + 31.0 slab of ALZ houses all main equipment and piping of NSSS, mainly Reactor, SGs, RCPs, MCP, and other piping systems. Clean room environment is necessary before taking the NSSS equipment/ piping to the location and starting of erection activities. The layout at +14.4 m el. is shown in Figure-2.

1.2.3.4 Basic Scheme:

Dilution method in combination with localized dust and smoke removal system is proposed for eliminating the accumulation of welding fumes and gases in the work location. For ensuring the area temperature within the required limit it is envisaged to install area coolers at different locations. The temporary ventilation system shall consist of following subsystem;

- a) Exhaust system – with wall / duct / pipe mounted axial fans
- b) Local duct / smoke removal system with filter – smoke extractors
- c) Supply of fresh air system with air filtering arrangement (G3, F9 & H11) for ensuring the dust and chloride control.
- d) Local area coolers of required capacity cooled by chilled water with piping network.
- e) Modular Chiller of adequate capacity with air cooled condensers.
- f) Ducting network of permanent/ temporary ducts for drawl of fresh air, supplying inside reactor building.
- g) Ducting network of temporary/ flexible duct with flow splitters / plenum for re- circulation of air inside reactor building.
- h) Air curtains of adequate size and capacity for preventing

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uncontrolled entry of dust and air inside the reactor building at three air lock.

1.2.3.4.1 Exhaust system:

Wall/ duct / pipe mounted exhaust systems are proposed for installation at various location on the wall of ALZ, inner containment for exhausting the welding fumes, gases and hot air. 4 nos. on ALZ wall and 4 nos. on inner containment wall mounted exhaust fans size approx 400 mm dia. are envisaged to be installed in the spare/ wall opening of the ALZ. The cumulative capacity of these exhaust fans is not less than 40,000 Cum/Hr. Similarly, minimum one Exhaust fan of size 600 mm to 800 mm with cumulative FAD 25,000 CMH is envisaged to be erected in the ventilation duct penetration of IC wall of the reactor building for removal of hot air above +31.7 mel.

1.2.3.4.2 Smoke/ Dust Extractor:

Local smoke extractors are intended to be used for removal of smoke and fumes generated during hot work inside the building. The smoke extractor shall have re cleanable type of filters of fine and HEPA and carbon filter elements. The smoke extractor shall have flexible hose (elephant trunk) arrangement and spark arrester for extraction and cleaning of air. The capacity of each smoke/ fume extractor shall not be less than 1800 CMH. Minimum of 7 nos. of smoke extractors are envisaged to be placed in use for constant removal of smoke and fumes from ALZ. The location of the smoke extractors shall be identified in such a way that it shall divert smoke towards exhaust system.

1.2.3.4.3 Fresh Air supply system:

Fresh air into the reactor building is supplied by combination of permanent ventilation system KLA21 and KLA41 with minor modification in the permanent system arrangement. The main equipments like fan, filter housing assembly of KLA21 system are located at 14.4 m el. of reactor auxiliary building (UKC). Temporary air duct is laid for drawl of fresh air from vent shaft at UKC, +18 m el. Course filter of grade G3 is erected at the air inlet point in the shaft. The air is passed through the ventilation filter housing having of F9 and H11 filter elements, which will ensure the limiting of chloride content in the air within the allowable limit. The ventilation system ducting KLA21 and KLA41 are interconnected in UKC +14 m el. floor before entering into the reactor building through the penetration.

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The fresh supply air from UKC building after H11 filter shall pass through air cooler cooled by chilled water from modular chiller plant. The chilled water cooling of fresh air shall be designed to bring down the outside filtered atmospheric air to 27°C. The cooled air is supplied inside ALZ below +14.4 m el and above +14.4 m el. The schematic arrangement of air supply system is enclosed as **Figure-5**.

Main parameters of the supply air systems:

- a) Radial Fan: Capacity: 39,000 CMH @ 6000 Pa.
- b) Filter housing for F-9, H11 filters
- c) Course filter – G3 (total capacity 40,000 CMH)
- d) Fresh air inlet ducting – Carbon Steel duct 2 mm thick
- e) Air cooler with chilled water cooled cooling coil minimum capacity **30 TR** (indicative) and to handle 40,000 CMH of air installed in the ducting supplying air inside reactor building. (Note: The actual capacity of chiller shall be designed by the contractor)
- f) Air temperature before cooler : 34 °C (approx)
- g) Air temperature after cooler : 27 °C (approx)
- h) Ducting for supply of filtered cool air into the reactor.

1.2.3.4.4 Local Air Coolers:

Inside reactor building for removal of sensible and latent heat generated during the welding/ grinding/ heat treatment and other erection activities, local area coolers having fan and chilled water cooling system are proposed at the identified locations. Air within the ALZ is cooled and re-circulated inside the building with flexible air duct of split connection from the equipment. 6 nos. of area coolers each of capacity about 15 TR (combined cooling capacity of 90 TR) are envisaged. The units shall be easily dismountable type. The flexible ducts along with clamps are used for delivery of air to the required location. Each AHU unit shall have multiple outlet connection with quick release attachments for connecting flexible ducts of approximate length 6 meters.

The schematic diagram of air coolers and their probable location envisaged based on the area clearance availability is enclosed as **Figure-1, 2 and 3**.

1.2.3.4.5 Chiller and chilled water piping network:

Independent modular chiller units with independent air cooled condenser

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each of capacity approximately 20 TR (approx) are envisaged for the supply of chilled water to the air coolers located at various locations. The chillers and the condenser units are proposed to be located on the roof of Reactor auxiliary building (UKC) at +27 m el.

Technical characteristics of Chiller units:

- a) Total no. of chiller: 6 nos. (depending on the availability and capacity)
- b) Capacity of individual unit: 20 TR (Approx)/ total capacity 120 TR min. (the cooling capacity will be finalised based on the detailed design submitted by the contractor).
- c) Condenser: Air cooled
- d) Condenser tube material: Copper with anticorrosive blue fins.
- e) Refrigerant: R410A/ 407C/ 134a

The individual chiller units shall be interconnected to get the total design capacity. Also, provision shall be made available for isolation of any individual chiller from the group for taking up maintenance without affecting the working of other chillers.

Carbon steel pipe of IS 1239, and the size and routing shall be designed and finalised by the contractor. The pipes shall have nitrile rubber insulation class O type of adequate thickness with inbuilt woven glass fibre covering shall be used. The schematic diagram of chiller, chilled water network including pumps & valves, AHUs is shown in **Figure – 4**.

The overall proposed scheme of temporary ventilation including the temporary ducting arrangement in UKC, Fan & Filters is shown at **Figure – 5**.

1.2.3.4.6 Air Curtains:

To prevent uncontrolled dust entry from outside into the reactor building through the air locks, air curtains are proposed to install at the doors.

The equipment air lock at +31 m.el shall be closed temporarily, and an opening of width 2.4 m and height 2.5 m shall be installed in the location for personnel movement during the construction time. Air curtain of adequate capacity shall be installed at this door.

Similarly, at the entry to the reactor building from UKC building through main & emergency air lock (2 nos.) shall be provided with the air curtain

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(air lock door size 1.0 m width).

1.2.5 SCOPE OF WORK:

This specification gives the input data and describes the various schemes for designing of temporary ventilation and air conditioning system for reactor building. The specification also describes contractor's scope in execution of the temporary ventilation system.

1.2.4.1 Contractor's Scope of Work:

The contractor's scope includes following but not limited to;

- a. Estimation of overall heat load inside reactor building due to various construction and erection activities.
- b. Engineering and Designing of Temporary ventilation scheme based on the input data and submission for acceptance of Engineer.
- c. Procurement, Supply and erection of-
 - i. Equipment like modular chiller plant, chilled water circulation pumps, carbon steel piping, valves, strainers, makeup water system for cooling water circulation and AHU/ air coolers, drain lines from air coolers, main distribution electrical panel, control panels as per the approved scheme.
 - ii. Temporary ventilation ducting, metal mesh inside reactor building as well as minor modification/ extensions required in the permanent system ducting in reactor auxiliary building for drawl of fresh air and supply into the reactor building.
 - iii. Various size flexible duct hose with quick release connections to AHUs for delivering cold air at the required place inside the building.
 - iv. Various temporary structural supports/ approach platform members required for equipments, pumps, filters, ducts, pipes.
 - v. Various types of air filters of type G3, F9 and H11 for filtering outside fresh air.
 - vi. Air curtains at the equipment air lock, main air lock and emergency air lock as per the requirement.
 - vii. Ancillaries such as pressure & temperature gauges and other instrumentation parts as recommended by the manufacturer of

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air cooler, chiller, pump or any other equipment supplied as the part of temporary ventilation scheme for satisfactory operation of the system.

- viii. Local smoke/ fume/ dust extractor with filter arrangement for local air and dust removal from inside the reactor building.
- ix. Wall mounted exhaust fans for exhausting welding fumes, gases.
- d. Modification in permanent carbon steel ducting in reactor auxiliary building for installation of air cooler and the coarse filters.
- e. Preparation of foundations for chiller plant, AHUs as specified by the equipment manufacturer.
- f. Arrangement of makeup cooling water, refrigerants, lubricants etc. required during system operation and for maintenance of system.
- g. Commissioning of the total system.
- h. Day to day operation of system and Periodic preventive/ break down maintenance of system by providing operators, technician, helpers and any other skilled personnel.
- i. Maintaining the adequate spares of different components as recommended by the manufacturer for the contract period.
- j. Preparation & approval of erection, commissioning & operation procedures, maintaining records of operation such as logbook, check lists etc.
- k. Supply of consumables such as filters (G3, H11, F9) elements, refrigerants, components, required during operation of system and for attending the any maintenance issues.
- l. Arrangements of various tools and tackles, instrumentation items and machineries required for execution, operation and maintenance of system.
- m. Dismantling of total temporary ventilation system after completion of work as specified in the contract with approval of engineer.

In general design, supply, erection, commissioning, trouble free operation & maintenance of temporary ventilation system other than item envisaged under NPCIL scope are included in the scope of contractor. The contractor shall ensure continuous operation of the system satisfactorily without any major outage for minimum of 24 months period per unit.

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During the designing stage, the contractor can suggest alternate scheme for providing effective ventilation. The acceptance of such an alternative scheme will be only after comparing merits and demerits of each scheme. The decision of Engineer is final in this regard.

1.2.6 SUMMARY OF EQUIPMENTS AND COMPONENTS ENVISAGED FOR TEMPORARY VENTILATION:

Brief summary of temporary ventilation requirements along with the scope of contractor is given below;

Sr. No.	Particular	Technical specification	Tentative Quantity for one Reactor building	Scope
1	Ventilation fan for supply of fresh air Located in UKC +14.4mel)	39,000 CMH, 6,000 Pa	01 NO/01 ST	NPCIL Scope
2	Ventilation filter housing	12,000 CMH capacity each	4 NO/ 2 ST	NPCIL Scope
3	Supply and installation of Course Filter	Type G3; efficiency 95% upto 5 microns Total capacity 40,000 CMH (min);	As per the design	Contractor scope.
4	Fine filter	Type F9 and size 610x610x292, with MDF board; Each capacity 3000 CMH	16 nos. for initial loading	Contractor scope
5	HEPA filter	Type H11 and size 610x610x292, with MDF board; Each capacity 3000 CMH	16 nos. for initial loading	
6	Supply and installation of Air cooler with chilled water cooling coil at UKC +14 mel.	Min cooling capacity 30 TR. Air handling capacity of 40,000 CMH.	01 no	Contractor scope

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Sr. No.	Particular	Technical specification	Tentative Quantity for one Reactor building	Scope
7a	Ducting inside UKC KLA21 and KLA41 System permanent ducting.	Carbon steel (CS) ducting of 2 mm thick	200 Sqm approx	NPCIL Scope
7b	Temporary duct in UKC for air intake, fixing of G3 filter arrangements, air cooler	Carbon steel (CS) ducting of 2 mm thick	150 Sqm approx	Contractor scope
8	Ducting inside UJB	CS ducting 2 mm thick	300 Sqm	Contractor scope
9	Ducting inside UJA (including temporary modifications for connecting air coolers and supply to various floors as per the scheme)	Stainless Steel (SS) ducting of 2 mm thick	300 Sqm	Contractor scope
10	Supply and installation of Air coolers/ AHU (Inside reactor building) The air cooler shall be of modular type with easy dismantling and assembling arrangement	Chilled water cooled Each capacity of 15 TR approx. depending on the finalisation of scheme. The total cooling capacity shall not be less than 120TR.	5 to 6 nos. to depending on the finalisation of scheme, individual capacity and total estimated cooling load	Contractor scope.
11	Flexible ducts for distributing the chilled air	Size of the flexible duct shall be as suited to the air flow capacity. The duct shall be fire resistant type.	Approx. 6 RM per AHU	Contractor scope

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Sr. No.	Particular	Technical specification	Tentative Quantity for one Reactor building	Scope
12	Supply and installation of Modular type Chiller with air cooled condenser.	Capacity of 20 TR approx. to ensure total cooling capacity not less than 120TR However the total capacity shall match with the total heat load as calculated and submitted by the contractor.	6 to 8 nos. depending on the finalisation of scheme, individual capacity and total estimated cooling load	Contractor scope
13	Construction of foundation for modular chiller	As per the dimension required for the modular chiller unit	As per the requirement	Contractor scope
14	Supply and welding and erection of CS pipe and fitting for circulation of chilled water and draining of equipments	As per IS 1239; Size of piping meeting the design requirement	Approximate weight 20 MT per Unit	Contractor scope
15	Insulation of Chilled water line	Class 'O' Nitrile rubber of required thickness. With built in woven glass fabric	As per requirement	Contractor scope
16	Supply and installation of Wall mounted exhaust fan	Size 600 to 800 mm dia; FAD: 25,000 CMH (min)	01	Contractor scope
17	Supply and installation of Wall mounted exhaust fan	Size 400 mm dia; capacity FAD: 8,000 CMH (min)	07	Contractor scope
18	Supply and installation of smoke and dust extractor for local air cleaning	Capacity approx 1800 CMH, with self-cleaning filter set. The system shall have flexible hose with elephant trunk type	07	Contractor scope

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Sr. No.	Particular	Technical specification	Tentative Quantity for one Reactor building	Scope
		and with diffuser fitted with spark arrester for extracting smoke		
19	Supply and installation of Recirculation pumps for chilled water pumps	2x 50 % design capacity	02 NO/ 01 ST	Contractor scope
20	Supply and installation of Check valves for Chilled water system	Size as per the design	As per final scheme	Contractor scope
21	Supply and installation of Isolating valves	Size as per pipelines One each at inlet and outlet of air cooler	As per final scheme	Contractor scope
22	Supply and installation of Expansion tank for chilled water	As per design	01	Contractor scope
23	Supply and installation of Air curtains to suit to dimensions of air lock.	Equipment air lock, main air lock and emergency air lock	3 nos.	Contractor scope
24	Supply and installation of Electrical power distribution panel	As per the approved specification	01	Contractor scope
25	Supply and installation of Cabling from control panel to individual air coolers	As per the approved specification	01	Contractor scope

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Sr. No.	Particular	Technical specification	Tentative Quantity for one Reactor building	Scope
26	Commissioning of temporary ventilation system	Under manufacturers supervision	As required	Contractor scope
27	Periodic operation & maintenance of total system.	Including supply of spares and consumables,	24 months	Contractor scope
27a	Deployment of dedicated manpower (indicative)	Trouble free operation & maintenance of entire system	1 crew per shift consists of (01 - Operator 01 – AC/ Chiller mechanic 02 – Helper) & 01 - Supervisor common for both unit. High skilled mechanic – on call basis for attending any breakdowns.	Contractor scope
28	Dismantling of total system, including chilled water piping, temporary ducting, equipments, chillers, concrete pedestals etc.	As per the instruction of Engineer		Contractor scope

NO: Normal operation, ST: Standby

1.2.7 RECOMMENDED SUPPLIER FOR VARIOUS EQUIPMENTS:

The contractor shall supply of various equipments and components required for the temporary ventilation as per following NPCIL approved makes;

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SI No	Item	Make
1	Modular Chillers with air cooled condenser	Blue star/ Voltas/ Carrier/ Kirloskar/ LG
2	AHUs	Blue star/ Voltas/ Carrier/ LG/ York/ ETA/TRANE/ ZECO/ Waves
3	Recirculation chilled water Pumps	Kirloskar/ Grandfos/ CRI
4	Exhaust Fans	Havels/ Almonard/ EPC/ CBdoctor
5	Cold insulation	Armaflex, K-Flex, Aeroflex
6	Carbon steel pipe, pipe fittings, valves, online instruments etc.,	Reputed make approved by NPCIL.
7	Filter elements for G3, F9, H11	Reputed make approved by NPCIL.

Contractor may propose alternate make and manufacturer for the components, however, the contractor shall obtain NPCIL approval before supply of such items.

1.2.8 Erection requirements:

- a) Erection of chiller plant shall be carried out as per manufacturer instruction using skilled and qualified erectors.
- b) All piping welding to be done using qualified welders and on completion of erection & welding hydro testing shall be done at shut off pressure of chilled water pump.
- c) Structural works such as equipment, pipe supports, approach & maintenance platforms.
- d) Drain piping shall be erected from equipment in consultation with engineer.
- e) Cold insulation of chilled water piping shall be taken after completion of hydro testing as per insulation supplier recommendations.

1.2.9 OPERATION AND MAINTENANCE OF SYSTEM:

The contractor scope includes operation and maintenance of total systems. The contractor shall depute minimum of following persons per shift for each unit.

- a) Operator – 01 no., min qualification of DME, 2 years of industrial experience.
- b) AC mechanic/ Chiller mechanic- 01 no: min ITI with AC mechanic, 5

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years of industrial experience of AC and chiller maintenance.

- c) Helper – 02 nos: 10th pass with basic knowledge of air conditioning
- d) Supervisor – 01 no. Common for both units– DME with minimum of 2 years of experience

Contractor shall prepare a detailed operation and maintenance procedure along with the checklist for the acceptance of engineer. The contractor shall also arrange high skilled mechanic on call basis from the various equipment supplied for temporary ventilation purpose for attending the break down and healthiness checkups of units every quarterly.

Following are the some of the activities that are to be carried out on daily basis by the operation and maintenance crew for temporary ventilation system;

- i. Checking & recording of healthiness of chiller units and chilled water circulation pumps.
- ii. Checking & recording of healthiness of AHUs.
- iii. Checking & recording of pressure drop across the filter banks course, fine and HEPA filters.
- iv. Monitoring & recording of indoor parameters inside ALZ like temperature, Humidity, and chloride content once in every 4 Hrs.
- v. The contractor shall take adequate measures for replacement of choked filter such as HEPA, fine and course filter units. The cost of supply of new filters is included in the quoted rates.

1.2.8.1 Normal Working Hours

- i. Satisfactory operation and maintenance of temporary ventilation system for each unit of reactor building for minimum of 2 shifts of 9 Hrs including the breaks for Lunch, tea etc.
- ii. Allotment of weekly and other holidays for crew is at the discretion of BHEL and will be decided by BHEL site according to the requirements from time to time. Only holidays as declared by BHEL apart from weekly holidays have to be followed. This may have to be adjusted by operators and his crew to suit the requirement of site. If necessary, Operator with his crew shall be available for the operation of equipment round the clock at normal working days and holidays in exigency within the quoted rates.
- iii. Holiday working and extended hour working shall be as per site requirement. No extra payment shall be allowed in this regard.

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1.2.8.2 Penalty for lapses in operation and maintenance:

- i. Penalty of Rs. 1000/- per shift per person will be recovered from bill, for every absence of operator/ mechanic.
- ii. Penalty of Rs. 650/- per shift per person will be recovered from bill, for every absence of helper/assistant.
- iii. Penalty of Rs. 1500/- per shift per person will be recovered from bill, for every absence of Supervisor.
- iv. Repair of chiller unit – beyond 2 days from the date of complaint/ deficiency recorded a penalty of Rs. 1000/- per day per unit will be recovered.
- v. Repair of AHU/ air coolers – beyond 2 days from the date of complaint/ deficiency recorded a penalty of Rs. 1000/- per day will be recovered.
- vi. Repair of Exhaust fan and smoke extractor – beyond 2 days from the date of complaint/ deficiency recorded a penalty of Rs. 500/- per day will be recovered.
- vii. A sum of Rs. 500/- per incident shall be charged towards noncompliance of the routine activities indicated in the scope of work.
- viii. In case the contractor fails in timely arrangement of spare and consumable required for smooth running of temporary ventilation system, penalty of 2 times the actual expenditure incurred by BHEL/NPCIL in arranging the item will be recovered from the bills of the contractor.

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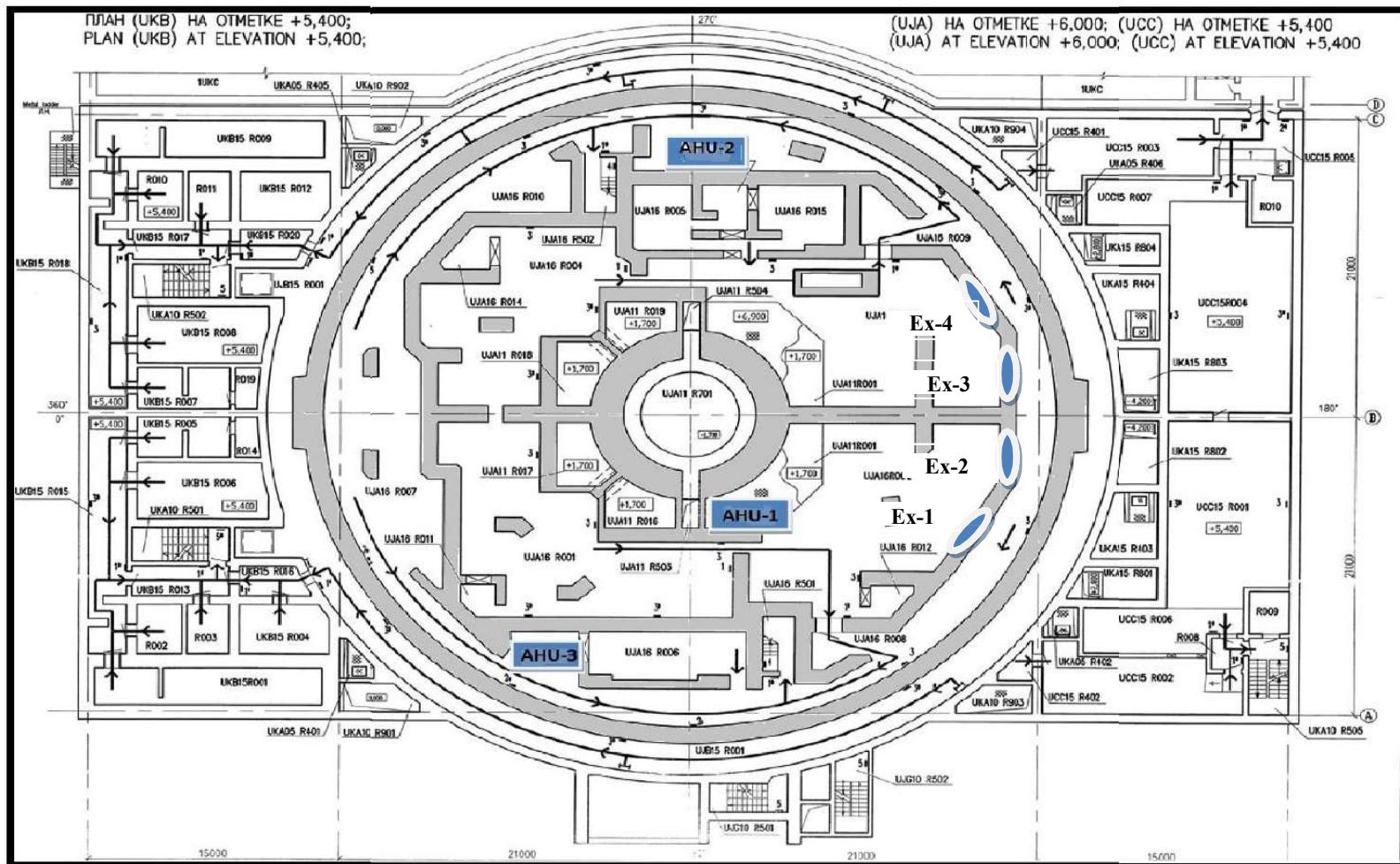


Figure 1: Tentative Location of AHU units inside UJA at + 6.0 mel.

Tender Specification No.: BHEL: PSSR: SCT: 1924

TECHNICAL CONDITIONS OF CONTRACT (TCC)

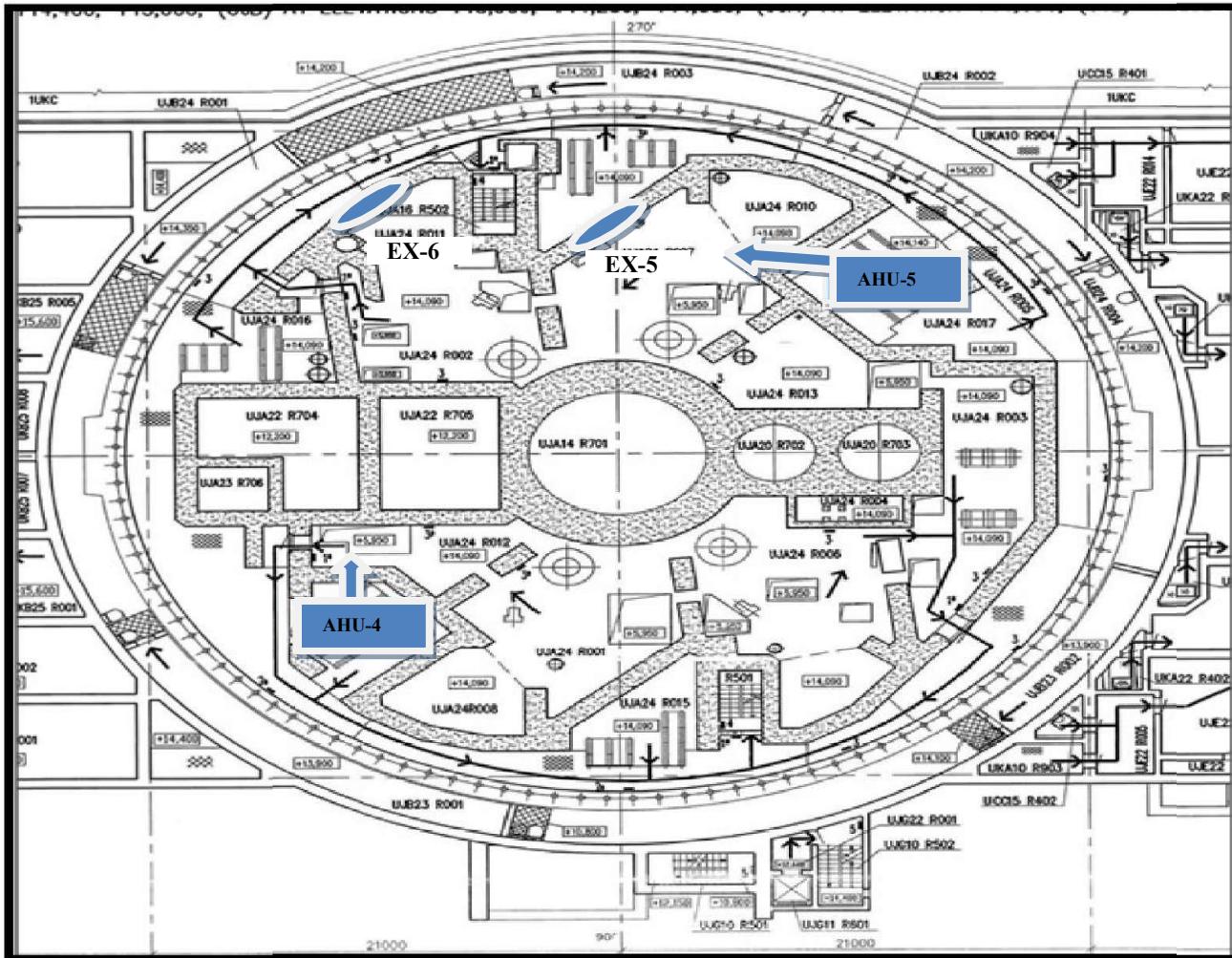


Figure 2: Tentative Location of AHU, Exhaust fans units inside UJA at + 14.4/ 20.0 mel.

Tender Specification No.: BHEL: PSSR: SCT: 1924

TECHNICAL CONDITIONS OF CONTRACT (TCC)

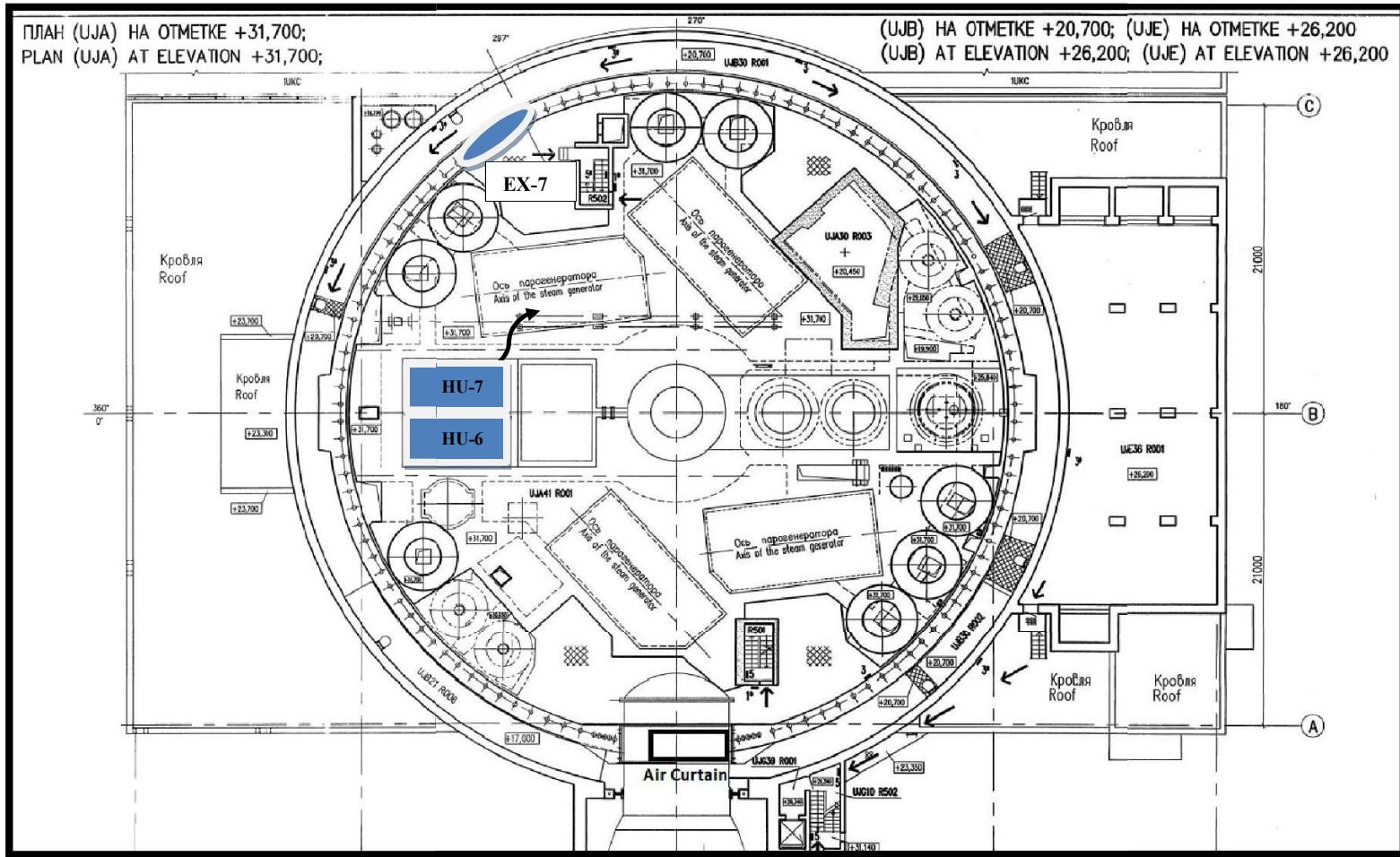


Figure 3: Tentative Location of AHU, Exhaust fans and air curtain

Note: The location of AHU shown in the figure 1 to 3 are only tentative, the location shall be decided jointly after the discussion with engineer.

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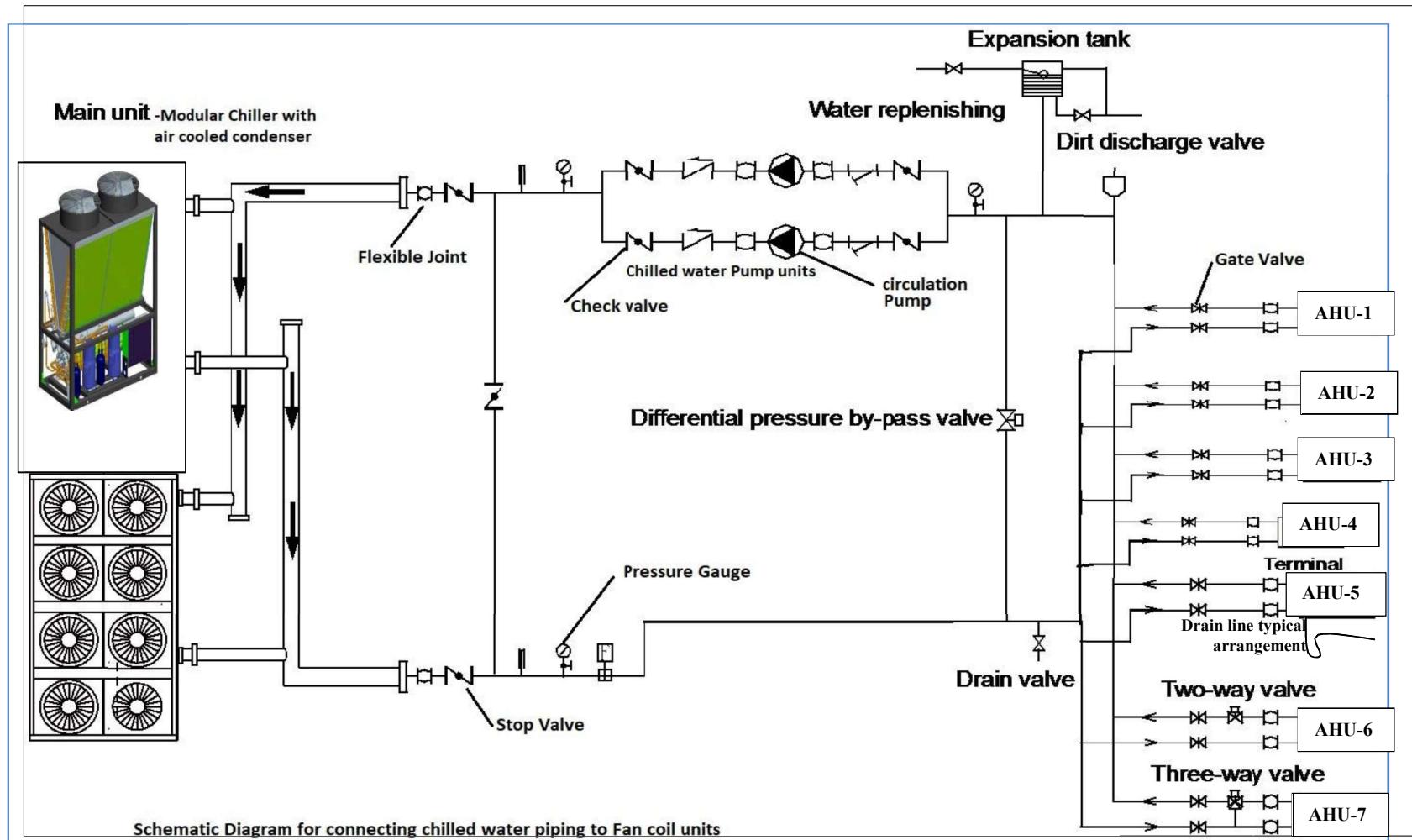


Figure 4: Schematic Diagram for Chilled water piping connecting AHUs.

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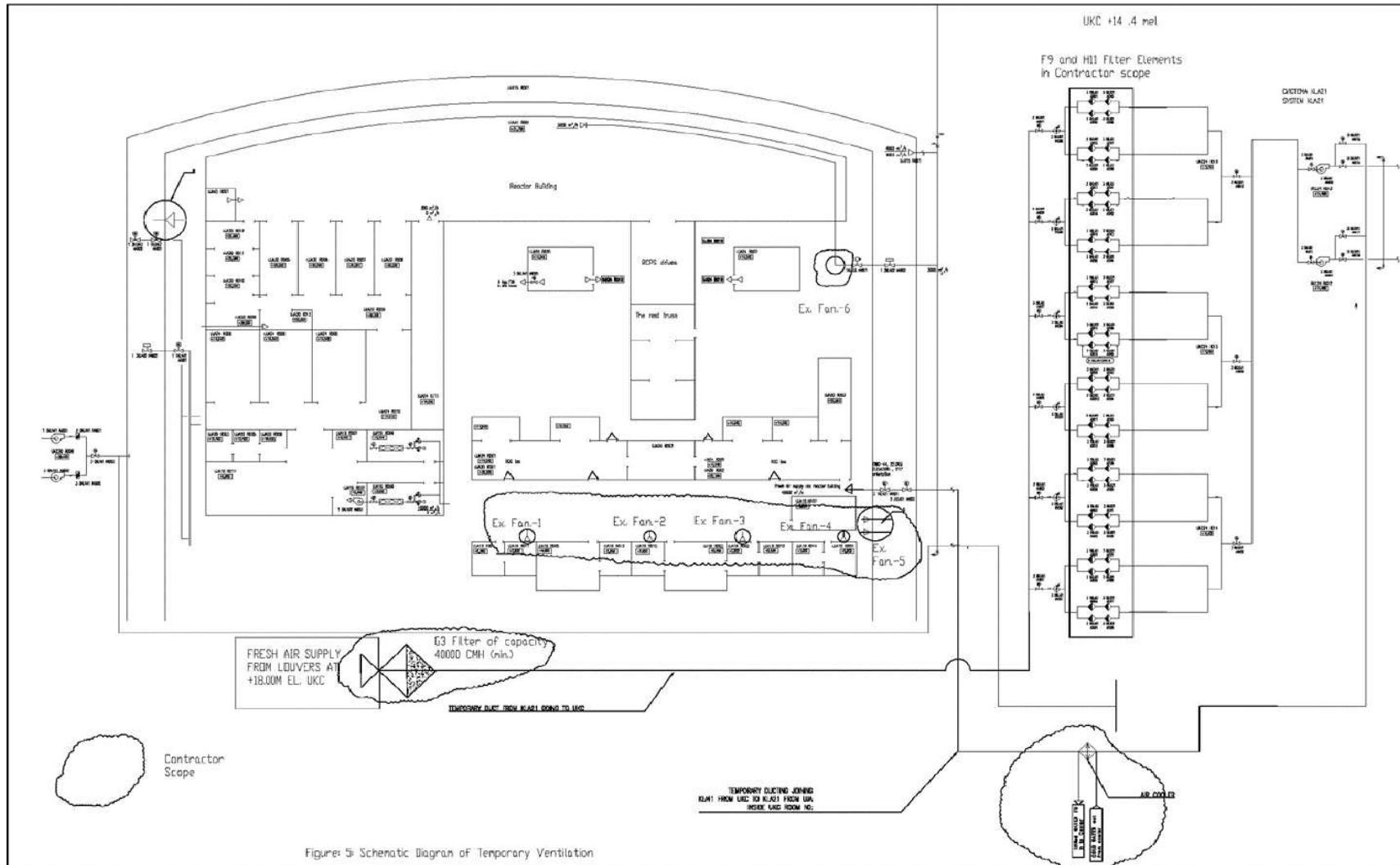


Figure 5- Schematic diagram of temporary ventilation system

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TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME IA PART – I CHAPTER – III

FACILITIES IN THE SCOPE OF CONTRACTOR / BHEL (SCOPE MATRIX)

Sl.No	Description	Scope to be taken care by		Remarks
		BHEL	Bidder	
1.3.1	PART I			
1.3.1.1	ESTABLISHMENT			
1.3.1.1.1	FOR CONSTRUCTION PURPOSE:			
1.3.1.1.1.1	Open space for office	Yes		Free
1.3.1.1.1.2	Open space for storage	Yes		Free
1.3.1.1.1.3	Construction of bidder's office and storage building including supply of materials and other services		Yes	
1.3.1.1.1.4	Bidder's all office equipments, office / store		Yes	
1.3.1.1.1.5	Firefighting equipments like buckets, extinguishers etc		Yes	
1.3.1.1.1.6	Fencing of storage area, office of the bidder		Yes	
1.3.1.2	ELECTRICITY			
1.3.1.2.1	Electricity for running of AC/ Ventilation system (i.e Providing Electricity near to reactor building by BHEL)	Yes		Free
1.3.1.2.1.1	Single/Multiple point source	Yes		As per requirement
1.3.1.2.1.2	Further distribution for the work to be done which include supply of materials and execution		Yes	
1.3.1.2.2	Electricity for the office, stores etc of the bidder		Yes	
1.3.1.2.2.1	Distribution from single/Multi point including supply of materials and service		Yes	
1.3.1.2.2.2	Demobilization of the facilities after completion of works		Yes	
1.3.1.3	WATER SUPPLY			
1.3.1.3.1	For construction purposes:	Yes		
1.3.1.3.1.1	For drinking purpose		Yes	

TECHNICAL CONDITIONS OF CONTRACT (TCC)

1.3.1.4		LIGHTING		
1.3.1.4.1		The Lighting facilities as required for running and operation AC/ Ventilation system equipment's shall be arranged including materials	Yes	
1.3.1.4.2		Maintaining of lighting facilities till completion of contract	Yes	

1.3.2. LAND FOR SITE OFFICE & STORAGE AREA

- 1.3.2.1. Minimum Open space as made available by customer will be provided at free of charges to the contractor, for construction of temporary office shed, storage area, storage shed etc. inside the plant area. All the arrangements will be subject to the approval of Engineer prior to setting up of such facility.
- 1.3.2.2. The contractor's office shall be semi-permanent structure and built with standard construction materials. No make shift structures are permitted. The facilities to be built by the contractor shall be aesthetically pleasing and shall match with the general surrounding of KKNPP site.
- 1.3.2.3. BHEL shall not provide to the contractor any residential accommodation to any of his staff and the contractor has to make his own arrangements. Contractor has to make his own arrangements for labour colony.
- 1.3.2.4. Location and area requirement for office / storage sheds / fabrication yard shall be discussed and mutually agreed to.

1.3.3. ELECTRICITY:

Electricity supply for running of AC/ Ventilation equipment's shall be provided by BHEL free of cost. LT Power supply point shall be provided by BHEL near to Reactor building.

1.3.4. CONSTRUCTION WATER

Service water as required for running the AC/ ventilation equipment shall be provided by BHEL at free of cost. Service water tank shall be located near to reactor building by BHEL and water as required shall be arranged by BHEL at free of cost. Necessary pipelines and fill pump as required from the tank to equipments shall be arranged by the contractor within the quoted rates.

1.3.5. DRINKING WATER

Drinking water shall be arranged by the contractor at their cost from outside the plant area.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

1.3.6. STATUTORY REQUIREMENTS

Kudankulam Nuclear Power Project is guided by Central government rules and regulations. Contractor shall comply all statutory regulations of State / Central Governments and NPCIL like Pradhan Mantri Rojgar Protsahan Yojana (PMRKY) scheme, Pradhan Mantri Garib Kalyan Yojana (PMGKY) scheme etc. Any guide lines / orders/ notifications/ circulars issued by statutory body of both central /state governments and NPCIL from time to time is applicable for this contract.

1.3.7. FAIR WAGES

The bidders shall note that the minimum rates of remuneration to the various categories of workmen to be deployed under this contract shall not be less than the following:

- i. Higher of the minimum wages as declared by the Labour Authority of Centre/State from time to time for the respective category of workmen to be paid. The contractor shall pay to his workmen any increase in the minimum wages as notified from time to time during the period of contract.
- ii. The contractor has to provide free transport facility to his workmen.
- iii. Bonus as per the statutory requirements (at present @ 8.33% of the wages) shall be paid to the workers separately either once or twice in a year (as per present regulation). Wage ceiling for calculation of bonus is minimum wage for the scheduled employment, as per para 15 (i) or Rs 7000/-, whichever is higher. Any changes as per statutory requirement shall be complied with from time to time.
- iv. EPF shall be paid as per the statutory requirements for all the workers (at present @ 13.15% of the wages by limiting the maximum wages as Rs.15000/-, even for those whose wages is more than Rs. 15000/-). Contractor should mandatorily have EPF registration irrespective of number of workers to be engaged by him. Further, contractor has to ensure PF coverage to all his workers at KKNPP irrespective of their exemption as per rules. He shall ensure regularly depositing of EPF as per prevailing statutory norms for the workmen deployed for the subject work and proof of deposit shall be produced along with monthly R.A. bills for processing of the next R.A. bill. The contractor shall comply with all the existing/revised provisions of the employee's provident funds and miscellaneous provisions Act, 1952. The contractor should maintain record of statutory EPF amount deposited in the respective EPF accounts of his workers and submit the same with every RA Bill. Contractor is also required to submit EPF returns details of all workers employed in this contract in the prescribed forms 3A, 6A and 12A to the EPF authority with copy to the Engineer.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

v. Contractor shall make payments to the workmen only through Bank. For this purpose, the Contractor shall ensure that all the workers are having a bank account and if not, he shall facilitate the worker for opening of an account. In isolated cases, if it is not possible to make payments to any workers through Bank account, the approval of KKNPP Unit Head shall be obtained for making the payment by cash. In the event of cash payment to any contract workers, the same shall be witnessed by an official of NPCIL HR section duly authorized by the Head of HR group of KKNPP. Every month the Contractor shall submit documentary evidence (Bank statement of deposit of amount in each worker's bank account) to Engineer for verification, in the absence of which processing of next RA bill will not be done.

1.3.8. CONTRACTOR'S OBLIGATION ON COMPLETION

On completion of the work, all temporary buildings, structures, pipelines, cables etc. shall be dismantled and leveled and debris shall be removed as per instruction of BHEL by the contractor at his cost. In the event of failure to do so within the specified time, the expenditure towards clearance of the same will be recovered from the contractor. The decision of BHEL Engineer in this regard is final.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART-I CHAPTER – IV

T&PS and MMEs TO BE DEPLOYED BY CONTRACTOR

- 1.4.1. For transportation, material handling, loading & unloading of all components / equipments, the contractor has to make his own arrangements at his own cost. BHEL will not provide any crane / T&Ps for unloading the above components. All necessary T&P such as, Trailers, Cranes Winches, Welding generators, Slings, Jacks, Sleepers, Rails etc. are to be arranged by the contractor.
- 1.4.2. All the T & P, lifting tackles including wire ropes, slings, shackles and electrically operated equipment shall be got tested by NPCIL approved competent person of statutory authority. Test certificates obtained from the statutory authority shall be submitted to BHEL/NPCIL for their review and approval. NPCIL Safety clearance shall be obtained before they are actually put on use.
- 1.4.3. List of special tools and instruments:

The contractor shall arrange following minimum measuring equipments, tools and instruments for recording the various parameters. The quantity/ nos. are as per site requirement.

- i. Digital Thermometer, and humidity meter for air parameter measurement.
- ii. Instrument for measurement of chloride content in air.
- iii. Digital vane type anemometer.
- iv. Infrared Temperature gun.
- v. Vacuum pump and refrigerant charging module for chiller.
- vi. Vibration meter for monitoring vibration of chiller/ AHU/ pumps etc.
- vii. Digital multi meter.
- viii. Digital tong tester.
- ix. Laptop/ computer with printer and scanner for recording the various parameters and preparing reports.

Any other special tool and instrument required for measurement and recording of data for smooth functioning of the total system shall be arranged by the contractor without any additional cost.

- 1.4.4. Contractor shall have at all times experienced operators and technicians for routine and breakdown maintenance of the equipment. Any delay in

TECHNICAL CONDITIONS OF CONTRACT (TCC)

rectification of defects will warrant BHEL rectifying the defect and charging the cost to the contractor.

- 1.4.5. Any other T& P and special tools and measuring instruments are required to complete the entire scope of work shall be arranged by contractor with in the quoted rates.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART-I CHAPTER - V

T&Ps AND MMEs TO BE DEPLOYED BY BHEL

ON SHARING BASIS

Not Applicable

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART-I CHAPTER - VI

TIME SCHEDULE

1.6.1 Contract Period

The commencement of contract period, entire contract period comprising of Design, Mobilization, operation & demobilization period are as mentioned below.

Description	UNIT 3		UNIT 4	
	Start	Completion	Start	Completion
Design	1 st Month	3 rd Month	1 st Month	3 rd Month
Supply, erection and commissioning of equipment	4 th Month	6 th Month	12 th month	14 th Month
Operation period	7 th Month	30 th Month	15 th Month	38 th Month
Dismantling	31 st Month	32 nd Month	39 th Month	40 th Month

1.6.2 Commencement of Contract Period

- 1.6.2.1 The date of commencement of contract period shall be the mutually agreed date between the bidder and BHEL engineer.
- 1.6.2.2 The commencement operation period will start from successful commissioning of systems in each unit & requirement of system for erection as decided by BHEL engineer.
- 1.6.2.3 In case of discrepancy of above, the decision of BHEL engineer is final and binding of the contractor.
- 1.6.3 The scope of work under this contract is deemed to be completed only when so certified by the site Engineer.
- 1.6.4 The contract period shall be 40 (Forty) months from the 'COMMENCEMENT OF CONTRACT PERIOD' as specified earlier.
- 1.6.5 If necessary, BHEL will extend the operation period on same rate and terms & conditions for a period of 12 months from the date completion of 48 months' operation period based on site conditions.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART-I CHAPTER - VII TERMS OF PAYMENT

1.9.1 Price Variation Compensation (PVC), Overrun Compensation (ORC), Secured Advance and Advance of Mobilisation are not applicable for this tender.

1.9.2 Stage Payments

Item no	Description	Stage-1		Stage-2		Stage-3	
		%	Description	%	Description	%	Description
1	Temporary ventilation: Design, supply, erection, testing and operation of capacity 120 TR temporary Ventilation and air conditioning system.						
1.1	Design approval	100%	After submission and approval of design by NPCIL				
1.2	Supply, handling transportation, storage, erection and commissioning of equipment separately for each unit as per approved design. Note: The list of equipments of each unit shall be approved by BHEL engineer after design completion.	50%	After supply of equipment	30%	Erection of equipment and piping	20 %	Commissioning of the system

TECHNICAL CONDITIONS OF CONTRACT (TCC)

1.3	Operation of air conditioning system with spares for trouble free operation with qualified manpower.	100%	After successful completion of the activity. Paid on monthly basis				
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NOTE: For Performance Security Deposit, please refer SI No. 16 of Technical Conditions of Contract (Volume- I Book- I) Part II Chapter 1: Corrections/ Revisions in Special Conditions of Contract, General Conditions of Contract and Forms & Procedures.

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VOLUME-IA PART-I CHAPTER - VIII

TAXES AND OTHER DUTIES

- 1.8.1 Goods and Service Tax (GST) & Cess
- 1.8.1.1 The successful bidder shall furnish proof of GST registration with GSTN Portal in the State in which the Project is being executed, covering the services under this contract. Registration should also bear endorsement for the premises from where the billing shall be done by the successful bidder on BHEL for this project/ work.
- 1.8.1.2 Contractor's price/rates shall be exclusive of GST & Cess (if applicable) (herein after termed as GST). Contractor shall submit to BHEL the GST compliant tax invoice/debit note/revised tax invoice on the basis of which BHEL will claim the input tax credit in its return. Since this is a works contract, the applicable rate shall be @ 18% GST, as applicable presently
- 1.8.1.3 Bidder shall note that the GST Tax Invoice complying with GST Invoice Rules wherein the 'Bill To' details will as below:

BHEL GSTN- 33AAACB4146P2ZL
NAME - BHARAT HEAVY ELECTRICALS LIMITED
ADDRESS - KUDANKULAM NUCLEAR POWER PROJECT, UNIT 3 & 4,
2X 1000 MWe KUDANKULAM PO, RADHAPURAM TALUK,
TIRUNELVELI DISTRICT, TAMILNADU - 627106
- 1.8.1.4 GST charged in the tax invoice/debit note/revised tax invoice by the contractor shall be released separately to the contractor only after contractor files the outward supply details in GSTR-1 on GSTN portal and input tax credit of such invoice is matched with corresponding details of outward supply of the contractor and has paid the GST at the time of filing the monthly return.
- 1.8.1.5 In case BHEL has to incur any liability (like interest / penalty etc.) due to denial/reversal / delay of input tax credit in respect of the invoice submitted by the contractor, for the reasons attributable to the contractor, the same shall be recovered from the contractor.
- 1.8.1.6 Further, in case BHEL is deprived of the Input tax credit due to any reason attributable to contractor, the same shall not be paid or Recovered if already paid to the contractor.
- 1.8.1.7 Tax invoice/debit Note/revised tax invoice shall contain all such particulars as prescribed in GST law and comply to the timelines for issue of the same. Invoices shall be submitted on time to the concerned BHEL Engineer In Charge.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

- 1.8.1.8 TDS under GST (if/ as & when applicable) shall be deducted at prevailing rates on gross invoice value from the running bills.
- 1.8.1.9 E-way bills / Transit passes / Road Permits, if required for materials / T&P etc., bought into the project site is to be arranged by the Contractor only.
- 1.8.1.10 BHEL shall not reimburse any amounts towards any interest / penalty etc., incurred by contractor. Any additional claim at a later date due to issues such as wrong rates / wrong classification by contractor shall not be paid by BHEL.

1.8.2 **All taxes and duty other than GST & Cess**

The contractor shall pay all (except the specific exclusion viz GST & Cess) taxes, fees, license charges, deposits, duties, tools, royalty, commissions, Stamp Duties, or other charges / levies, which may be levied on the input goods & services consumed and output goods & services delivered in course of his operations in executing the contract and the same shall not be reimbursed by BHEL. In case BHEL is forced to pay any of such taxes, BHEL shall have the right to recover the same from his bills or otherwise as deemed fit.

1.8.3 **Statutory Variations**

Statutory variations are applicable under the GST Acts, against production of proof. The changes implemented by the Central / State Government during the tenure of the contract viz. increase / decrease in the rate of taxes, applicability, etc. and its impact on upward revision / downward revision are to be suitably paid/ adjusted from the date of respective variation. The bidder shall give the benefit of downward revision in favour of BHEL. No other variations shall be allowed during the tenure of the contract.

1.8.4 **New Taxes/Levies**

In case Government imposes any new levy / tax after submission of bid during the tenure of the contract, BHEL shall reimburse the same at actual on submission of documentary proof of payment subject to the satisfaction of BHEL that such new levy / tax is applicable to this contract.

1.8.5 **Direct Tax**

BHEL shall not be liable towards Income Tax of whatever nature including variations thereof arising out of this contract as well as tax liability of the bidder and their personnel. Deduction of tax at source at the prevailing rates shall be effected by BHEL before release of payment as a statutory obligation, unless exemption certificate is produced by the bidder. TDS certificate will be issued by BHEL as per the provisions of Income Tax Act.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART-I CHAPTER -IX

BILL OF QUANTITY

As mentioned in the Volume II, Price Bid, Part-C

NOTE TO BOQ:

- A) The Price bid contains the consolidated list of BOQ with brief description of items. The quantity indicated in the BOQ / Price bid is approximate only and is liable for variation. Payment will be as per actual quantity executed as certified by BHEL Engineer.
- B) Before filling the Rates in the Price bid, the bidder shall go through the detailed specification of all items of BOQ as well as Scope of Work as specified in relevant Clause of this document
- C) Bidders shall refer Volume II, Price Bid, Part –A for Instructions.
- D) Bidders shall quote 'Total Amount' in the format named 'SCT 1924 Format to quote Total Amount' available in e-Procurement portal and uploaded under 'Packet details - > Tender covers -> Finance '(Cover Type Description – Price Bid).
- E) Any other entry elsewhere in the price bid shall be treated as Null and Void. Quoting of rates in any other form/formats will not be entertained.
- F) The above mentioned 'Total amount' is for the entire Bill of Quantity (BOQ) given in Part -C of the Price Bid.
- G) BHEL has pre-fixed the weightages for the amount of individual items of Bill of Quantity with respect to the 'Total Amount' in Part-C.
- H) Based on the pre-fixed weightages, the amount for the individual items of the Bill of Quantity shall be arrived at. This amount shall be rounded off to the nearest rupee.
- I) Based on the quantities of individual item and the amount arrived in Sl.No.: H) above, unit rate of individual items shall be derived. This unit rate shall be rounded off to four decimal places.
- J) Bidders to note that this is an item rate contract. Payment shall be made for the actual quantities of work executed at the unit rate arrived at as per Sl.No. I) above.

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART-I CHAPTER -X GENERAL

1.10.0 In addition to the clause 2.8 of General Conditions of Contract (Volume-1C of Book-II) the contractor shall comply with the following:

1.10.1 Payment Bidders are requested to furnish the following at PSSR-HQ, Chennai immediately after release of Letter of Intent (LOI)

- I. Security Deposit and Additional Security Deposit (As applicable).
- II. Unqualified Acceptance for Detailed LOI/ Work Order.
- III. Rs.100/- Stamp Paper for preparation of Contract Agreement.
- IV. Option (whether a or b of said clause) exercised towards Performance Security Deposit for the subject contract as per Sl. No. 16 of Volume IA Part II Chapter 1 of TCC.

1.10.2 Bidders are requested to furnish the proof of documents for the following at PSSR- Site.

- I. PF Regn No.
- II. Labour License No.
- III. Workmen Insurance Policy No.

1.10.3 In addition to the clause 2.8 of General Conditions of Contract (Volume-1C of Book-II) the contractor shall comply with the following.

1.10.4 BOCW Act & BOCW Welfare Cess Act

1.10.4.1 The Contractor Should Register their Establishment under BOCW Act 1996 read with rules 1998 by submitting Form I (Application for Registration of Establishment) and Form IV (Notice of Commencement /Completion of Building Other Construction Work) to the respective Labour Authorities i.e.,

- a) Assistant Labour Commissioner (Central) in respect of the project premises which is under the purview of Central Govt.–NTPC, NTPL etc.
- b) Appropriate State authorities in respect of the project premises which is under the purview of State Govt.

1.10.4.2 The Contractor should comply with the provisions of BOCW Welfare Cess Act 1996 in respect of the work awarded to them by BHEL.

1.10.4.3 The contractor should ensure compliance regarding Registration of Building Workers as Beneficiaries, Hours of work, welfare measures and other conditions of service with particular reference to Safety and Health measures like Safety Officers, safety committee, issue of Personal

TECHNICAL CONDITIONS OF CONTRACT (TCC)

protective equipments, canteen, rest room, drinking water, Toilets, ambulance, first aid centre etc.,

- 1.10.4.4 The contractor irrespective of their nature of work and manpower (Civil, Mechanical, Electrical works etc) should register their establishment under BOCW Act 1996 and comply with BOCW Welfare Cess Act 1996.
- 1.10.4.5 Contractor shall make remittance of the BOCW cess as per Act in consultation with BHEL as per the rates in force (presently 1%). BHEL shall reimburse the same upon production of documentary evidence. However, BHEL shall not reimburse the Fee paid towards the registration of establishment, fess paid towards registration of beneficiaries and contribution of beneficiaries remitted.
- 1.10.4.6 Non-compliance to provisions of the BOCW act and BOCW welfare Cess act is not acceptable. In case of any non-compliance, BHEL reserves the right to withhold any sum it deems fit. Only upon total compliance to the BOCW act and also discharge of total payment of Cess under the BOCW Cess act by the contractor, BHEL shall consider refund of the amounts.

1.10.5 PROVIDENT FUND

- 1.10.5.1 The contractor is required to extend the benefit of Provident Fund to the labour employed by the contractor in connection with this contract as per the Employees Provident Fund and Miscellaneous Provisions Act 1952. For due implementation of the same, the contractor is hereby required to get themselves registered with the Provident Fund authorities for the purpose of reconciliation of PF dues and furnish to us the code number allotted to them by the Provident Fund authorities within one month from the date of issue of this letter of intent. Please note that in the event of contractor's failure to comply with the provisions of said Act, if recoveries therefore are enforced from payments due to BHEL by the customer or paid to statutory authorities by BHEL, such amount will be recovered from payments due to the contractor.
- 1.10.5.2 The final bill amount would be released only on production of clearance certificate from PF / ESI and labour authorities as applicable.

1.10.6 OTHER STATUTORY REQUIREMENTS

- 1.10.6.1 The Contractor shall submit a copy of Labour License obtained from the Licensing Officer (Form VI) u/r25 read with u/s 12 of Contract Labour (R&A) Act 1970 & rules and Valid WC Insurance copy or ESI Code (if applicable) and PF code no along with the first running bill. Labour license is compulsory in Kudankulam Nuclear power plant irrespective of number of labour engaged by contractor.
- 1.10.6.2 The contractor shall submit monthly running bills along with the copies of

TECHNICAL CONDITIONS OF CONTRACT (TCC)

monthly wages (of the preceding month) u/r78(1)(a)(1) of Contract Labour Rules, copies of monthly return of PF contribution with remittance Challans under Employees Provident Fund Act 1952 and copy of renewed WC Insurance policy or copies of monthly return of ESI contribution with Challans under ESI Act 1948 (if applicable) in respect of the workmen engaged by them.

- 1.10.6.3 The Contractor should ensure compliance of Sec 21 of Contract Labour (R&A) Act 1970 regarding responsibility for payment of Wages. In case of "Non-compliance of Sec 21 or non-payment of wages" to the workmen before the expiry of wage period by the contractor, BHEL will reserve its right to pay the workmen under the orders of Appropriate authority at the risk and cost of the Contractor.
- 1.10.6.4 The Contractor shall submit copies of Final Settlement statement of disbursal of retrenchment benefits on retrenchment of each workman under ID Act 1948, copies of Form 6-A (Annual Return of PF Contribution) along with Copies of PF Contribution Card of each member under PF Act and copies of monthly return on ESI Contribution – Form 6 under ESI Act1948 (If applicable) to BHEL along with the Final Bill.
- 1.10.6.5 In case of any dispute pending before the appropriate authority under ID act 1948, WC Act 1923 or ESI Act 1948 and PF Act 1952, BHEL reserve the right to hold such amounts from the final bills of the Contractor which will be released on submission of proof of settlement of issues from the appropriate authority under the act.
- 1.10.6.6 In case of any dispute prolonged/pending before the authority for the reasons not attributable to the contractor, BHEL reserves the right to release the final bill of the contractor on submission of Indemnity bond by the contractor indemnifying BHEL against any claims that may arise at a later date without prejudice to the rights of BHEL.

1.10.7 DEPLOYMENT OF SKILLED / SEMI-SKILLED TRADESMEN

The following clause is applicable in case the contract value / contract price is Rs. Five crores and above.

The contractor shall, at all stages of work deploy skilled / semi-skilled tradesmen who are qualified and possess certificate in particular trade from CPWD Training Institute / Industrial Training Institute / National Institute of Construction Management and Research (NICMAR), National Academy of Construction, CIDC or any similar reputed and recognized Institute managed / certified by State / Central Government. The number of such qualified tradesmen shall not be less than 20% of total skilled / semi-skilled workers required in each trade at any stage of work. The contractor shall submit number of man days required in respect of each trade, its scheduling and

TECHNICAL CONDITIONS OF CONTRACT (TCC)

the list of qualified tradesmen along with requisite certificate from recognized Institute to Engineer-in-Charge for approval. Notwithstanding such approval, if the tradesmen are found to have inadequate skill to execute the work of respective trade, the contractor shall substitute such tradesmen within two days of written notice from Engineer-in-Charge. Failure on the part of contractor to obtain approval of Engineer-in-Charge or failure to deploy qualified tradesmen will attract a compensation to be paid by contractor at the rate of Rs. 100 per such tradesman per day. Decision of Engineer-in-Charge as to whether particular tradesman possesses requisite skill and amount of compensation in case of default shall be final and binding.

1.10.8 RECOVERY OF COMPENSATION PAID TO VICTIM(S) BY BHEL IN CASES OF DEATH/ PERMANENT INCAPACITATION OF PERSON DUE TO AN ACCIDENT DURING THE WORKS

BHEL shall recover the amount of compensation paid to victim(s) by BHEL towards loss of life / permanent disability due to an accident which is attributable to the negligence of contractor, agency or firm or any of its employees as detailed below.

- 1.10.8.1 Victim: Any person who suffers permanent disablement or dies in an accident as defined below.
- 1.10.8.2 Accident: Any death or permanent disability resulting solely and directly from any unintended and unforeseen injurious occurrence caused during the manufacturing / operation and works incidental thereto at BHEL factories/ offices and precincts thereof, project execution, erection and commissioning, services, repairs and maintenance, trouble shooting, serving, overhaul, renovation and retrofitting, trial operation, performance guarantee testing undertaken by the company or during any works /during working at BHEL Units/ Offices/ townships and premises/ Project Sites.
- 1.10.8.3 Compensation in respect of each of the victims:
 - (i) In the event of death or permanent disability resulting from Loss of both limbs: Rs. 10,00,000/- (Rs. Ten Lakh)
 - (ii) In the event of other permanent disability: Rs. 7,00,000/- (Rs. Seven Lakh)
- 1.10.8.4 Permanent Disablement: A disablement that is classified as a permanent total disablement under the proviso to Section 2 (l) of the Employee's Compensation Act, 1923.

1.10.9 GENERAL

1.10.9.1 Site Visit by the Bidder

Prior to submitting his tender for the work, the bidder shall visit, examine and acquire full knowledge & information of necessary conditions prevailing at

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the site and its surroundings of the plant premises together with all statutory, obligatory, mandatory requirements of various authorities about the site of works at his own expense, and obtain and ascertain for himself on his own responsibility that may be for preparing his tender and entering into a contract, and take the same into account in the quoted contract price for the work.

1.10.9.2 The bidder shall satisfy themselves about the following factors:

- i) Site conditions including access to the site, existing and required roads and other means of transport/communication for use by him in connection with the work including diverting and re-routing of services.
- ii) Requirement and availability of land and other facilities of his enabling works, establishment of his nursery, office, stores etc.
- iii) Ground conditions including those bearing upon transportation, disposal, handling and storage of materials required for the work or obtained there-from.
- iv) Source and extent of availability of suitable materials, including water etc., and labour (skilled and unskilled) required for work, and laws and regulations governing their use and employment.
- v) Geological, meteorological, topographical and other general features of the site and its surroundings as are pertaining to and needed for the performance of the work.
- vi) The limit and extent of surface and subsurface water to be encountered during the performance of the work, and the requirement of drainage and pumping.
- vii) The type of equipment and facilities needed, for and in the performance of the work;
- viii) The extent of lead and lift required for the work in complete form over the entire duration of the contract, and
- ix) All other information pertaining to and needed for the work including information as to the risks, contingencies and other circumstances which may influence or affect the work or the cost thereof under this contract.

1.10.9.3 The bidder should note that information, if any, in regard to the local conditions, as contained in these tender documents, has been given to tenderer merely for guidance and is not warranted to be complete.

1.10.9.4 A bidder shall be deemed to have full knowledge of the site, whether he inspects it or not, and no extra charges consequent on any

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misunderstanding or otherwise shall be allowed.

- 1.10.9.5 The bidder and any of his personnel or agents will be granted permission by the Site-In-Charge or his authorized nominee, on receipt of formal application in respect thereof a week in advance of the proposed date of inspection of site, to enter upon his premises and lands for purpose of such inspection, but only on the express condition that the tenderer (and his personnel and agents) will relieve and indemnify the Employer (and his personnel and agents) from and against all liability in respect thereof and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused which, but for the exercise of such permission, would not have arisen.
- 1.10.9.6 Scope of work covered under this specification requires quality workmanship, engineering and green belt management along with the supply of all consumables, tools and tackles and testing instruments. The contractor shall ensure timely completion of work. The contractor shall have adequate tools, measuring instruments etc. in his possession. He shall also have adequate trained, qualified and experienced engineers, supervisory staff and skilled personnel. The manpower deployment identified by contractor shall match with above scope of works.
- 1.10.9.7 It is not the intent to specify herein all details of all material. Any item related to this work not covered by this but necessary to complete the system will be deemed to have been included in the scope of the work.
- 1.10.9.8 All the necessary certificates and licenses required to carry out this scope of work are to be arranged by the contractor then and there at no extra cost.
- 1.10.9.9 Site testing wherever required shall be carried out for all items / materials installed by the contractor to ensure proper installation and functioning in accordance with drawings, specifications and manufacturer's recommendations.
- 1.10.9.10 The contractor shall carryout additional tests, if any, which the Engineer feels necessary because of site conditions and also to meet system specification.
- 1.10.9.11 The work shall be executed under the usual conditions without affecting power plant construction / operation and in conjunction with other operations and contracting agencies at site. The contractor and his personnel shall co-operate with the personnel of other agencies, co-ordinate his work with others and proceed in a manner that shall not delay or hinder the progress of work as a whole.
- 1.10.9.12 All the work shall be carried out as per instructions of BHEL engineer. BHEL engineer's decision regarding the correctness of the work and method of working shall be final and binding on the contractor.

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- 1.10.9.13 Wherever Construction sequences are furnished by BHEL, the contractor shall follow the same sequence.
- 1.10.9.14 Contractor shall execute the supply and works as per sequence prescribed by BHEL at site engineer. No claims for extra payment from the contractor will be entertained on the grounds of deviation from the methods of execution of similar job in any other site or for any reasons whatsoever.
- 1.10.9.15 If required by BHEL, the contractor shall change the sequence of his operation so that work on priority sectors can be completed within the projects schedule. The contractor shall afford maximum assistance to BHEL in this connection without causing delay to agreed completion date.
- 1.10.9.16 Contractor shall, transport all materials to site and unload at site / working area for inspection and checking. All material handling equipment required shall be arranged by the contractor.
- 1.10.9.17 Contractor shall retain all T&P / Testing instrument / Material handling equipment's etc. at site as per advice of BHEL engineer and same shall be taken out from site only after getting the clearances from engineer in charge.
- 1.10.9.18 The contractor at his cost shall arrange necessary security measures for adequate protection of his machinery, equipment, tools, materials etc. BHEL shall not be responsible for any loss or damage to the contractor's construction equipment and materials. The contractor may consult the Engineer-in-Charge on the arrangements made for general site security for protection of his machinery equipment tools etc.
- 1.10.9.19 The Contractor may have to execute work in such a place and condition where other agencies also will be under such circumstances. However, completion time for construction, agreed will be subject to the condition that contractor's work is not hampered by the agencies.
- 1.10.9.20 Contractor has to work in close co-ordination with other agency at site. BHEL engineer will co-ordinate area clearance. In a project of such magnitude, it is possible that the area clearance may be less / more at a particular given time. Activities and Construction program have to be planned in such a way that the milestones are achieved as per schedule/ plans. Contractor shall arrange & augment the resources accordingly.
- 1.10.9.21 The contractor must obtain the signature and permission of the security personnel of the customer / BHEL for bringing any of their materials inside the site premises. Without the Entry Gate Pass these materials will not be allowed to be taken outside.
- 1.10.9.22 Contractor shall remove all scrap materials periodically generated from his working area and collect the same at one place earmarked for the same. Load of scraps is to be shifted to a place earmarked by BHEL. Failure to

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collect the scrap is likely to lead to accidents and as such BHEL reserves the right to collect and remove the scrap at contractor's risk and cost if there is any failure on the part of contractor in this respect.

- 1.10.9.23 The contractor shall ensure that his premises are always kept clean and tidy to the extent possible. Any untidiness noted on the part of the contractor shall be brought to the attention of the contractor's site representative who shall take immediate action to clean the surroundings to the satisfaction of the Engineer-in-Charge.
- 1.10.9.24 The contractor is strictly prohibited from using BHEL's regular components like angles, channels, beams, plates, pipe / tubes, and handrails etc. for any temporary supporting or scaffolding works. Contractor shall arrange himself all such materials. In case of such misuse of BHEL materials, a sum as determined by BHEL engineer will be recovered from the contractor's bill. The decision of BHEL engineer is final and binding on the contractor.
- 1.10.9.25 No member of the already erected structure / buildings, other component and auxiliaries should be removed / modified without specific approval of BHEL engineer.
- 1.10.9.26 Contractors shall ensure that all their Staff / Employees are exposed to periodical training programme conducted by qualified agencies/ personnel on latest ISO 9001 Standards.
- 1.10.9.27 Some time it may be required to re-schedule the activities to enable other agencies to commence / continue the work so as to keep the overall project schedule.
- 1.10.9.28 The terminal points decided by BHEL are final and binding on the contractor for deciding the scope of work and effecting the payment for the work done up to the terminals.
- 1.10.9.29 Crane operators deployed by the contractor shall be tested by BHEL before he is allowed to operate the cranes.
- 1.10.9.30 On Completion of work, all the temporary buildings, structures, pipe lines, cable etc. shall be dismantled and leveled and debris shall be removed as per instruction of BHEL by the contractor at his cost. In the event of his failure to do so, the expenditure towards clearance of the same will be recovered from the contractor. The decision of BHEL Engineer in this regard is final.
- 1.10.9.31 It is the responsibility of the contractor to do the checking, testing etc. if necessary, repeatedly to satisfy BHEL Engineer with all the necessary tools and tackles, manpower etc. without any extra cost. The testing will be completed only when jointly certified so, by the BHEL Engineer.
- 1.10.9.32 If any item not covered but requires being executed, same shall be carried out by the contractor. Equivalent or proportional unit rate shall be considered

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wherever possible from the BOQ. The rates quoted by the contractor shall be uniform as far as possible for similar items appearing in rate schedule.

1.10.9.33 The contractor's work shall not hinder other work, either underground or over ground, such as electrical, phone lines, water or sewage lines, etc. In areas of overlap, the contractor shall work in coordination with other related contractors. Any damage by the landscape contractor's team to such utilities will be penalized and contractor shall be responsible for cost for such damages.

1.10.9.34 SITE INSPECTION

1.10.9.34.1 BHEL or his authorized agents may inspect various stages of work during the currency of the contract awarded to him. The contractor shall make necessary arrangements for such inspection and carry out the rectification pointed out by the owner / employer without any extra cost to the owner / employer. No cost whatsoever such duplication of inspection of work be entertained.

1.10.9.34.2 BHEL / Customer will have full power and authority to inspect the works at any time, either on the site or at the contractor's premises. The contractor shall arrange every facility and assistance to carry out such inspection. On no account will the contractor be allowed to proceed with work of any type unless such work has been inspected and entries are made in the site inspection register by customer / BHEL.

1.10.9.34.3 Wherever the performance of work by the contractor is not satisfactory in respect of workmanship, deployment of sufficient labour or equipment, delay in execution of work or any other matter, BHEL shall have the right to engage labour at normal ruling rates and get the work executed through other agency and debit the cost to the contractor and the contractor shall have no right to claim compensation thereof. In such a case, BHEL shall have the right to utilize the materials and tools brought by the contractors for the same work.

1.10.9.35 DOCUMENTATION

1.10.9.35.1 Record of Quantity of FREE / Chargeable items issued by BHEL must be maintained during contract execution. Also reconciliation statement to be prepared at regular intervals.

1.10.9.35.2 The under mentioned Records/ Log-books/ Registers applicable to be maintained.

- a) Hindrance Register.
- b) Site Order Book.
- c) Test Check of measurements.

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- d) Steel & Cement Supply and Consumption Daily Register
- e) Records of Test reports of Field tests.
- f) Records of manufacturer's test certificates.
- g) Records of disposal of scraps generated during and after the work completion.
- h) List of T&Ps and MMEs

1.10.9.35.3 Other documents / records as specified in chapter -Progress of work in PART- I of Technical conditions of Contract Volume IA (Volume I Book I).

1.10.9.35.4 Schedule as specified in chapters of Technical conditions of Contract Volume IA (Volume I Book I).

VOLUME – IA PART-I CHAPTER – XI

PROGRESS OF WORK

- 1.11.1** The progress reports shall indicate the progress achieved against plan, indicating reasons for delays, if any. The report shall also give remedial actions which the contractor intends to make good the slippage or lost time so that further works can proceed as per the original plan the slippages do not accumulate and affect the overall programme.
- 1.11.2** It is the responsibility of the contractor to provide all relevant information on a regular basis regarding progress, labour availability, equipment deployment, testing, etc.
- 1.11.3** Tenderers have to furnish a list of Tools and Plants which they propose to deploy for this work.
- 1.11.4** Contractor is required to draw mutually agreed monthly programs in consultation with BHEL well in advance. Contractor shall ensure achievement of agreed program and shall also timely arrange additional resources considered necessary at no extra cost to BHEL.
- 1.11.5** Progress review meetings will be held at site during which actual progress during the week vis-a-vis scheduled program shall be discussed for actions to be taken for achieving targets. Contractor shall also present the program for subsequent week. The contractor shall constantly update / revise his work program to meet the overall requirement. All quality problems shall also be discussed during above review meetings. Necessary preventive and corrective action shall be discussed and decided upon in such review meetings and shall be implemented by the contractor in time bound manner so as to eliminate the cause of nonconformities.
- 1.11.6** The contractor shall submit daily, weekly and monthly progress reports, manpower reports, materials reports, consumables report and other reports as per Performa considered necessary by the Engineer as per the BHEL formats.
- 1.11.7** The manpower reports shall clearly indicate the manpower deployed, category wise specifying also the activities in which they are engaged.

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1.11.8 The contractor shall submit a report of any damage, shortage, discrepancy etc., every week detailing in this regard.

1.11.9 The monthly report shall be submitted at the end of every month as a booklet and shall contain the following details: -

- a. Progress, percentage of work completion, completed as relevant to the respective work areas against planned.
- b. Site Organization chart of engineers & supervisors as on the last day of the month with further mobilization plan
- c. Category- wise man hours engaged during the previous month under the categories of operators, technician, helpers, security etc.
- d. Safety implementation report in the format

1.11.10 The contractor to reflect actual progress achieved during the month and will be submitted to BHEL, so that slippages can be observed and necessary action taken in order to ensure that the situation does not get out of control will update the construction schedule forming part of this contract each month.

1.11.11 During the course of contract if the progress is found unsatisfactory or in the opinion of BHEL, if it is found that the skilled workmen like operators, technicians and Helpers employed are not sufficient, BHEL will induct required additional workmen to improve the progress and recover them from contractor's bill, all charges incurred on this account including all expenses together with BHEL overheads.

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VOLUME - IA PART – I CHAPTER – XII SAFETY CLAUSE/ CONDITIONS

In addition to the clauses in Chapter IX of Special Conditions of Contract (Volume-1B of Book-II) the contractor shall comply with the following. (The clause mentioned in this chapter will prevail in case of contradiction between the clauses in this Chapter and that of Chapter IX of Special Conditions of Contract (Volume-1B of Book-II)).

1.12.1 PROJECT SAFETY PLAN

A project specific Health and Safety plan shall be developed by the Contractor and submitted for approval from BHEL, prior to commencement of the work.

1.12.2 SAFETY ORGANIZATION OF THE CONTRACTOR:

The following minimum requirement shall be fulfilled:

Sr. No.	Manpower per Shift	No. of Safety Officers to be appointed per shift	No. of Safety Supervisors to be appointed per shift
1	Up to 20	01	01
2	21 to 100	01	02
3	101 to 200	01	03
4	201 to 350	02	04
5	351 to 500	02	05
6	Above 500	1 for every addl. 500 workers in addition to number mentioned against Sr. No. 5	1 for every addl. 200 workers in addition to number mentioned against Sr. No. 5

1.12.3 QUALIFICATION OF SAFETY PROFESSIONAL SHALL BE AS FOLLOWS:

- **SAFETY OFFICER:**

Degree in Engineering and Diploma in Industrial Safety, recognized by the Central / State Government

- **SAFETY SUPERVISOR:**

Diploma in Engineering and Diploma in Industrial Safety recognized by the Central/ State Government or 6 years supervisory experience.

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1.12.4 TRAINING REQUIREMENTS

- i. The Contractor shall provide mandatory Industrial Safety Training to all workmen. For the works where deployment of safety supervisor is not applicable, industrial safety training shall be provided by NPCIL.
- ii. For all works having manpower less than or equal to 100 persons, the safety training shall be carried out at NPCIL's safety training centre.
- iii. For all works having manpower more than 100, the Contractors shall establish their own safety training centre having adequate seating capacity and infrastructure for training.
- iv. Induction safety training shall be provided to all personnel of the Contractors within the first three days of entry into plant site, failing which the workmen shall not get plant entry pass for further extended period.
- v. After the induction safety training, the workmen should undergo refresher training once in every six months. Safety training card in prescribed format shall be issued to all workmen after completion of training.
- vi. The duration of the training shall be minimum four hours. The typical syllabus for the training is as follows:
 - a) Hazards at construction sites. Use of personal protective equipment and their practical demonstration. Mock drill to ensure proper use of PPEs. Need for preventing accidents.
 - b) Aims and Objectives of safety, pep talk, and housekeeping. Safety Work Permit and Authorization to work on system equipment. Height Pass training and briefing about hazard prompt list.
 - c) DOs and DON'Ts on construction activities. Briefing about location of First aid/Fire station/Safety Section and their telephone numbers. Good safety practices of NPCIL projects.
 - d) Films on construction safety and feedback.
- vii. The safety supervisors and the safety engineers will have to undergo refresher safety training in safety supervision and accident prevention techniques conducted by National Safety Council or other recognized institutions once in a year.

1.12.5 REQUIREMENTS AND SPECIFICATION OF PPES

- i. Contractor shall submit a list of PPEs that shall be used during the course of the work, to BHEL before the commencement of work.
- ii. Contractors must maintain adequate stock of Personal Protective Equipment (PPE) and safety gears such as safety nets, fall arrestor systems, safety barricades, signage etc. conforming to relevant Indian

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standards (or relevant international standards), required to be used during execution of the work.

iii. These PPE's, tools and appliances must be inspected quarterly by Safety officer / Supervisor of Contractor and records of such inspection shall be submitted to BHEL along with monthly safety report.

1.12.6 PERSONAL PROTECTIVE EQUIPMENT

1.12.6.1 GENERAL

a) Although the primary approach in any safety effort is that the hazard to the workmen should be eliminated or controlled by engineering methods rather than protecting the workman through use of personal protective equipment (PPE). Engineering methods could include design change, substitution, ventilation, mechanical handling, atomisation etc. Under those situations when it is not possible to introduce any effective engineering methods for controlling hazards, it is necessary that workman use appropriate type of PPE. For example, in construction work there is the possibility of a hand tool, a bolt, or some loose material to fall from an elevated level and striking the head of workman working below. It is therefore necessary that construction worker wear a safety helmet. It is for such situations, both the Factories Act 1948 and the Atomic Energy (Factories) Rules, 1996 have provisions for use of appropriate type of PPE.

b) It is thus recognised that use of PPE is an important and necessary consideration in the development of a safety programme. Once the safety professional decides that PPE is to be used by workmen, it is essential to select right type of PPE and management should ensure that workman uses it and also PPE is correctly maintained.

1.12.6.2 PERSONAL PROTECTIVE EQUIPMENT (PPE)

a) All personal protective equipment as considered necessary should be made available for the use of the persons employed on the site and maintained in a condition suitable for immediate use. Also, adequate steps should be taken by engineer-in-charge to ensure proper use of PPE.

b) All the PPEs in use should be as per relevant IS standards as referred in the AERB safety guidelines on 'PPE'(AERB/SG/IS-3).

c) All persons employed at the construction site should use safety helmets. Safety helmet should be with BIS mark and should have its headband with back support and chin strap.

d) Workers employed on mixing asphaltic materials, cement and lime mortars

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should use protective goggles, protective foot wears, hand gloves and respirators as required.

- e) Persons engaged in welding and gas-cutting works should use suitable welding face shields. The persons who assist the welders should use suitable goggles. Protective goggles should be worn while chipping and grinding.
- f) Stonebreakers should use protective goggles. They should be seated at sufficiently safe distances from one another.
- g) Safety goggles should be of shatterproof type and with zero power.
- h) Persons engaged in or assisting in shot blasting operations and cleaning the blasting chamber should use suitable gauntlets, overalls, shatterproof and dust-proof goggles and self-contained breathing apparatus set.
- i) All persons working at heights more than 3.5 m above ground or floor and exposed to risk of falling down should use full body harness safety belts, unless otherwise protected by cages, guard railings, etc. In places where the use of safety belts is not feasible, suitable net of adequate strength fastened to substantial supports should be used.
- j) When workers are employed in sewers and inside manholes that are in use, it should be ensured that the manholes are opened and are adequately ventilated at least for an hour. After it has been well ventilated, the atmosphere inside the space should be checked for the presence of any toxic gas or oxygen deficiency by a competent person and recorded in the register before the workers are allowed to get into the manholes. A pilot team should enter the area donning self-contained breathing apparatus (SCBA). The manholes opened should be cordoned off with suitable railing and provided with warning signals or caution boards to prevent accidents. There should be proper illumination in the night. Depending upon the work situation, the facility should provide PPE including the SCBA as recommended by Head, industrial safety.

1.12.7 WORK PRACTICES

1.12.7.1 GENERAL

- a) Prior to taking up the day's work, Pre-Job Briefing/Pep talks will be carried out by Contractors' Site Engineer, Safety officer, Safety Supervisor or Site in charge involving all the workers.
- b) The Contractor shall make arrangements for adequate and qualified supervision during the execution of jobs.

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- c) The Contractor shall ensure that safety work permits are taken for each high-risk job as per project procedures.
- d) Job Hazard Analysis (JHA) shall be carried out for all high-risk jobs or as advised by BHEL/NPCIL Engineer-in-charge or Safety Officer.

1.12.7.2 WORK AT HEIGHT

- a) For carrying out work at height of more than 3.5 meters above floor/ground level, height pass should be provided for all the workers involved in the work as per procedure, which includes ascertaining medical fitness by Registered Medical Practitioner and worker's physical test etc. If any worker is found working at height without required height pass, penalty as per Sr. No.5 of table below shall be imposed.
- b) Height work permit shall be obtained for all the works carried out on temporary staging, platforms etc. above a height of 3.5 meters from stable floor or ground floor. All implements used for height work such as scaffold, access stairs/ladders, platform, railings etc should be certified by concerned Engineer prior to its use and to the effect that they should have a display card as "Safe for use". Wood, bamboo or other combustible materials shall not be used for making staging/scaffolds.
- c) The minimum 1m width of working platforms shall be maintained. All scaffolds or staging shall have guard rails, mid rails and toe boards. Safe means of access by means of portable or fixed ladders, stairways or ramps shall be provided for all workplaces at height. Cross bracings or frames of scaffold shall not be permitted as means of access.
- d) Safety nets, fall arrestor system, lifelines and other such additional safety measures commensurate with the location and nature of work shall also be provided. Full body safety harness with double lanyard shall only be allowed for work at height.

1.12.7.3 ELECTRICAL SAFETY

- a) All electric supply lines and electrical apparatus used at site shall be of sufficient ratings for power, insulation and estimated fault current and of sufficient mechanical strength, for the duty which they may be required to perform under the environmental conditions of installation, and shall be constructed, installed, protected, worked and maintained in such a manner as to ensure safety of human beings, animals and property. All such material and apparatus shall conform to requirements under relevant codes of Bureau of Indian Standards.

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- b) Earth pits in accordance with Rule 61 of Indian Electricity Rules, 1956 and as specified in IS 3043:1987, shall be provided and maintained at Contractor's work premises. Healthiness of earthing shall be checked physically at least once in a month and earth pit resistance shall be measured at least once in 6 months.
- c) All power distribution boards, electrically operated equipment/tools, cables, power extension boards etc. shall be inspected every month for ensuring their healthiness. Inspection stickers shall be affixed on all such equipment/tools.
- d) Metal clad power sockets and plugs shall be used at worksites for extension of power to equipment. MCBs shall be used as isolation switch as well as overload protection device. Flexible cables used for extension of power shall be double sheathed three core type. Twisted insulated wires shall not be used for this purpose. The cables used shall be free of joints as far as practically possible. Where joints are essential, the same shall be made as per standard industrial practices. Joints made with insulating tapes shall not be allowed at workplaces.
- e) Earth leakage protection shall be provided to all electrical equipment/ tools/ appliances using ELCB (sensitivity 30mA). ELCBs shall be inspected every month for their healthiness. Apart from the power distribution boards, all extension boards shall also be provided with ELCBs. The specifications for power distribution boards and extension boards shall be in accordance with the requirements of NPCIL.
- f) If use of electrical energy is required for execution of the work, the Contractor shall deploy qualified and licensed electrician(s). Minimum qualification for such electrician shall be ITI in electrical trade. He should also possess electrician/wireman license issued by concerned state government authority.
- g) At least one portable fire extinguisher (DCP or CO₂) shall be provided near each power distribution board.
- h) Rubber mats conforming to IS:15652 shall be used in front of all Power distribution boards.
- i) Rubber hand gloves conforming to IS:4770 and Safety shoes shall be used by personnel working on electrical systems

1.12.7.4 MATERIAL HANDLING

- a) All machinery, tools and tackles used for material handling such as cranes, chain pulleys, slings, shackles etc. shall be inspected at least once in 12

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months by a Competent Person and records of such inspection shall be maintained. All machinery, tools and tackles used for material handling shall be conspicuously marked with safe working load, date of inspection/test and next due date for inspection/test.

- b) All tools and tackles used for material handling shall be inspected once in a month at site prior to use and damaged/faulty/worn out equipment/tackles shall be immediately removed from the worksite.
- c) Operation of cranes, fork lift trucks, winches etc. shall be carried out only by operators authorized for the purpose. Trained, experienced and authorized signalmen shall be deputed to give signals to the operators of material handling equipment. Except the designated signalman, no one should be allowed to give signals during material handling operations.
- d) All cranes, fork lift trucks, winches etc. shall be thoroughly inspected once in a month at site by the Contractor.

1.12.7.5 WELDING, GAS CUTTING AND OTHER HOT WORKS

- a) Welding machines, gas cutting sets, blow torches, gas cylinders and accessories etc. as well as the connections shall be inspected for their healthiness prior to use.
- b) The return cable of arc welding machine shall be connected to the job. Connecting the return cable to nearest earthed structure shall not be permitted for this purpose. Standard connectors shall be used for connecting welding cables to the welding machine. The current regulator shall also be connected using standard connectors. Use of unsafe means to connect welding cables or regulator shall be avoided.
- c) Welding cables shall be free from joints. In unavoidable cases, the joints shall be adequately insulated both thermally and electrically.
- d) Flashback arrestors shall be provided at torch end as well as cylinder end in gas cutting sets.
- e) Suitable trolleys shall be used to securely keep and shift the oxygen and DA/LPG cylinders.
- f) Industrial LPG cylinders shall only be used for hot work. Domestic or commercial LPG cylinders shall not be used for this purpose.
- g) At least one fire extinguisher shall be provided at each location of hot work.
- h) All the gas cylinders shall be painted as per standard colour coding. Valve caps shall be provided on cylinder, when not in use.
- i) Gas cylinders shall not be dropped or rolled.
- j) During carrying out hot works, suitable fire preventive measures like, removal

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of combustible material from the work area, use of fire-resistant blankets etc. shall be strictly followed.

1.12.8 SAFE STORAGE OF MATERIAL

- a) Contractors shall ensure suitable and adequate place for storage of their material as well as material issued by BHEL/NPCIL. The storage shall be done as per the standard storage requirements based on physical and chemical properties of the material.
- b) Steel structural material, reinforcement rods etc. shall be properly stacked with adequate spacers. The height of the stacked material shall be restricted so as to maintain stability of the pile.
- c) Gas cylinders shall not be stored in open places exposed to sunlight & rain. Storage of gas cylinders shall be done in designated sheds/rooms. Empty and filled cylinders shall be stored separately. Flammable gas cylinders shall not be stored along with oxygen cylinders. Valve caps shall be provided on the cylinders and adequate chaining arrangement shall be provided for protecting the cylinders against falling.
- d) Flammable liquids shall be stored in pre-designated areas having adequate ventilation and firefighting arrangements.
- e) Corrosive chemicals shall be stored in accordance with the instructions given in Material Safety Data Sheet (MSDS). First aid measures for neutralizing the effects of the chemical shall be made available near the storage area.
- f) Smoking of beedi/cigarettes shall be strictly prohibited and sources of ignition shall be strictly controlled in storage areas.

1.12.9 FIRE PROTECTION AND FIREFIGHTING ARRANGEMENTS

- a) In accordance with the nature of material used during the execution of the job, suitable fire protection and firefighting arrangements, shall be provided by the Contractor.
- b) Based on the fire load, sufficient numbers of portable fire extinguishers shall be made available at worksites.
- c) All unwanted combustibles shall be removed from the worksites on daily basis.

1.12.10 TRANSPORTATION OF MAN AND MATERIAL

- a) Contractor shall ensure safe movement of man and material as well as vehicles within site premises as per applicable rules/regulations. Non-roadworthy vehicles shall not be allowed at worksites.

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- b) Vehicles used for transportation of material shall not be used to transport workers.
- c) Overloading of vehicles shall be strictly prohibited.
- d) Protective helmets (IS 4151:1993) shall be used by all two-wheeler drivers.
- e) Vehicles shall have a valid registration, fitness and PUC certificates. Drivers shall have valid driving license.
- f) Vehicles shall be inspected for healthiness once in a month.
- g) Material transported on flat bed trailers shall be properly lashed to prevent fall of material.
- h) Transportation of ODC/OWC material shall be done only with prior permission from BHEL & NPCIL. Adequate warning flags/lights and escorts shall be provided during such movements.
- i) Reversing horns shall be provided in all vehicles.

1.12.11 HOUSEKEEPING

- a) The Contractor shall at all times keep his work spot, site office and surroundings clean and tidy from rubbish, scrap, surplus materials and unwanted tools and equipment.
- b) Welding and other electrical cables shall be so routed as to allow safe traffic by all concerned.
- c) No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public. The Engineer-In-Charge may require the Contractor to remove any materials which are considered to be of danger or cause inconvenience to the public. If necessary, the Engineer-In-Charge may cause them to be removed at the Contractor's cost.
- d) At the completion of the work, the Contractor shall have removed from the work premises all scaffoldings, surplus materials, rubbish and all huts and sanitary arrangements used/installed for his workmen on the site.
- e) The Engineer-In-Charge has the right to stop work if the Contractor fails to improve upon the housekeeping after having been notified.
- f) The safety requirements to be followed at worksites are not limited to those mentioned above. All statutory safety requirements mandated under various applicable Acts and Rules enacted by the Government of India shall invariably be followed at KKNPP. Violation of statutory requirements shall attract punitive/penal actions. In addition, the safety violations during the execution of the present contract will be used as one of the factors for the

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performance evaluation of the Contractor, which in turn will be used for evaluation of future contracts.

- g) Similarly, the requirements brought out in AERB Safety Guidelines 'Control of Works', which is a part of the contract documents, shall also invariably be followed.
- h) Violation of such statutory and regulatory requirements shall attract a penalty mentioned in Annexure-1 under respective categories.
- i) Detailed procedures, guidelines, manuals etc. on various aspects of industrial safety periodically issued by NPCIL as a part of the continual improvement process, shall also be followed by the Contractors.
- j) All concerned Section Heads/Engineers-in-charge of the works contract shall be responsible for implementation of these instructions during all stages of execution of the work.
- k) The quantum of penalty to be imposed shall be recommended during monthly Sectional Safety Committee meetings, based on the status of compliance of Safety Related Deficiencies (SRD) reports issued to respective Contractors. The committee shall assess the status of compliance of SRD reports by carrying out survey of workplace. Concerned Engineers-in charge shall deduct the recommended amount of penalty from the monthly RA bill.
- l) The cumulative amount of penalty shall not exceed 2% of the total work-order value.

PENALTY STRUCTURE FOR NON-COMPLIANCE OF SAFETY REQUIREMENTS

Sl. No.	Safety Parameters	Penalty structure for noncompliance of safety requirement
1.0	<u>Safety Professional</u> Penalty for not deploying minimum nos. of Safety Professional	Safety Officer - Rs 1500 per day per Safety officer Safety Supervisor- Rs 1000 per day per Safety Supervisor <i>Note: The penalty will also be imposed in case of absence of deployed safety personnel without acceptable replacement.</i>

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		<i>However, the work will be stopped if regular safety personnel is not deployed back within 7 days.</i>
2.0	<p><u>Safety Training</u></p> <ul style="list-style-type: none"> ➤ Worker found without safety induction training or refresher training ➤ Worker found without safety training card 	Rs 1000 per violation
3.0	<ul style="list-style-type: none"> ➤ Non-compliance of Pre-job Briefing, non-availability of JHA, Safety Work Permit or Safe Working Procedure for high risk jobs. 	Rs 1000 per violation
4.0	<ul style="list-style-type: none"> ➤ Not providing required PPEs to the workmen ➤ Not using PPEs or using PPEs in incorrect manner or using defective PPEs. 	Rs 2000 per violation Rs 500 per violation
5.0	<p><u>Work at Height</u></p> <ul style="list-style-type: none"> ➤ Workers working at height without height pass. ➤ Working at height without Height work permit ➤ Working at height without safe means of access ➤ Width of platform less than 1m Not providing adequate handrails, mid rails & toe guards ➤ Not providing adequate anchorage point for safety harness 	Rs. 10,000 per violation
	<ul style="list-style-type: none"> ➤ Unsafe working platform ➤ Not providing safety nets, fall arrestors, life line etc. where required ➤ Using uncertified scaffolds/working platforms ➤ Not providing inspection tags on scaffolds/working platforms 	Rs. 10,000 per violation

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6.0	<p><u>Electrical Safety</u></p> <ul style="list-style-type: none"> ➤ Use of unsafe/damaged /nonstandard electrical equipment/ appliances ➤ Drawing power supply from power socket without plug ➤ Drawing power without or bypassing ELCB ➤ Faulty/inadequate earthing ➤ Unsafe cable joints ➤ Use of non-standard power distribution boards, extension boards ➤ Not carrying out periodic inspection of electrical system/equipment (without inspection stickers on PDBs, extension boards, power tools etc.) ➤ Not providing fire extinguisher & rubber mat near PDBs. ➤ Using polycarbonate switches, plugs and sockets instead of metal clad sockets and plugs ➤ Non-deployment of electrician 	Rs 20,000 per violation
7.0	<p><u>Material Handling</u></p> <ul style="list-style-type: none"> ➤ Use of machinery, tools and tackles not having valid inspection certificate ➤ Use of faulty/ damaged material handling equipment ➤ Operation of MH machine/equipment by unauthorized personnel ➤ Not deploying trained signalmen ➤ Not displaying safe working load, date of inspection and next due date on material handling equipment 	Rs 15,000 per violation
8.0	<p><u>Welding, Gas cutting and other hot works</u></p> <ul style="list-style-type: none"> ➤ Using faulty/ unsafe welding, gas cutting, hot work equipment ➤ Using earthed structure as welding return circuit 	Rs 5000 per violation

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	<ul style="list-style-type: none"> ➤ Un-insulated joints in welding cable Not using flashback arrestor in gas cutting set ➤ Not ensuring colour coding or valve cap on cylinders ➤ Unsafe handling of gas cylinders Not following fire prevention measures 	
9.0	<u>Safe storage of material</u> <ul style="list-style-type: none"> ➤ Unsafe stacking of structural steel material, reinforcement rods etc. ➤ Unsafe storage of gas cylinders, non-chaining of cylinders ➤ Unsafe storage of flammable/ corrosive liquids 	Rs 1000 per violation
10.0	<u>Fire protection and Fire fighting arrangements</u> <ul style="list-style-type: none"> ➤ Not providing fire protection and fire fighting arrangements ➤ Not providing adequate numbers of fire extinguishers ➤ Not removing unwanted combustibles from worksites 	Rs 5000 per violation
11.0	<u>Transportation of man and material</u> <ul style="list-style-type: none"> ➤ Using material transport vehicle for transporting people ➤ Overloading of vehicle ➤ Two-wheeler drivers not using protective helmet ➤ Vehicles used without valid certificates ➤ Unsafe transportation of material Vehicles with faulty reversing horns, head lamps, horns, brakes etc. 	Rs 1000 per violation
12.0	<u>Housekeeping</u> <ul style="list-style-type: none"> ➤ Non compliance of Housekeeping requirements. ➤ Urinating/ defecating in non-designated places 	Rs 1500 per violation

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	<ul style="list-style-type: none">➤ Spitting in workplaces.➤ Smoking in workplaces➤ Writing graffiti in workplaces➤ Temporary sheds in unauthorized places	
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1.12.12 WORK SPECIFIC SAFETY MEASURES

1.12.12.1 GENERAL

- a) The occupier should ensure that safety precautions are taken during the execution of awarded work and work areas are maintained safe at all times. At the end of each shift and at all times when the work is suspended, it should be ensured that the work area is left safe in such a way that no materials and equipment that can cause damage to existing property, personal injury or interfere with the other works of the project or station are left in an unsafe manner.
- b) The occupier should ensure to provide and maintain all lights, guards, fencing, warning signs, caution boards and other safety measures and provide for vigilance as and when necessary for the protection of workers and for the safety of others. The caution boards should also have appropriate symbols.
- c) Adequate lighting facilities such as floodlights, hand lights and area lighting should be provided at the site of work, storage area of materials and equipment and temporary access roads within the working area.
- d) All works should be planned so as to avoid interference with other facilities, works of other contractors or sub-contractors at the site. In case of any interference, necessary coordination should be ensured for safe and smooth working.
- e) It should be ensured that the instructions given by the safety officer or his designated nominee regarding safety precautions, protective measures, housekeeping requirements, etc. are complied with. The safety officer with due intimation to engineer-in-charge should have the right to stop the work, if in his opinion, proceeding with the work will lead to an unsafe and dangerous condition. Engineer-in charge should arrange to get the unsafe condition rectified and/ or provide appropriate protective equipment.
- f) Engineer-in-charge should ensure that each job with a hazard whether small or big is intimated to the safety officer of the facility well before it is taken up.

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- g) The facility should be fully responsible for non-compliance of any of the safety measures or requirements, implications, injuries, fatalities, dangerous occurrences and compensation arising out of such situations or incidents.
- h) Maximum duty hours of an individual should be as per the Factories Act 1948 or its latest amendment.
- i) Illumination levels should be as per the statutory requirements.

1.12.12.2 ROCK BLASTING

- a) All blasting operations should be carried out on the basis of procedures approved by Head, industrial safety and engineer-in charge. All works in this connection should be carried out as per BIS specification/code (IS 4081: 1986. Title: - Safety code for blasting and related drilling operations (First Revision)). Barricades, warning signs etc. should be placed on the roads/open area.
- b) Blasting permit should be obtained from Head, industrial safety at least one day before the blasting operation and precautions mentioned there in shall be ensured by the engineer-in-charge before blasting operation.
- c) The blaster should have a licence from competent authority under Explosive Rules, 1983 for blasting work. It should also be ensured that he knows about the risks involved.
- d) Blasting should be done under the supervision of competent engineer/ supervisor.
- e) Blasting in the open site should only be carried out during fixed hours every day/fixed day in the week between sunrise and sunset. Residents of adjacent area should be informed in advance about the blasting schedule.
- f) No blasting should be undertaken during thunderstorm.
- g) Necessary precaution should be taken to ensure the stability/integrity/ safety of the adjacent structure by limiting the peak particle velocity.
- h) No loose material, such as tools, drilling equipment, etc. should be left on the surface to be blasted. Proper muffling arrangement of the blasting area should be ensured to avoid flying of blasted material.
- i) Authorised blaster should personally ensure that all the personnel/ equipment has been removed from the blasting area before the blasting operations.
- j) Blasting area should be free of detonating gas, inflammable objects, sparking or damaged wiring system, stray currents and static electricity.
- k) All electrical lines in blasting area should be de-energised.

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- I) Entry of unauthorised personnel should be prevented by displaying warning signs.
- m) In case of misfire, no person should be allowed to approach the blasting site unless it is inspected and cleared by a competent engineer/supervisor.
- n) Explosives and blasting material should be stored only in clean, dry, well-ventilated, suitably constructed bullet/ magazine which should be fire resistant and securely locked. Stock book should be kept accurate and maintained. Licence should be obtained for storage of explosive as per the Explosives Act, 1884.
- o) Blasting caps, electric blasting caps or primers and detonators should not be stored in the same box, container or room with other explosives.
- p) Precautions against lightening should be provided in accordance with Indian Electricity Rules, 1956 (amended in 2000).
- q) The explosives should be transported in specially designed vehicles bearing a special sign or inscription entitled 'DANGER EXPLOSIVES'. Also, detonators separated from other explosive should be transported in a separate compartment.

1.12.12.3 EXCAVATION, TRENCHING AND EARTH REMOVAL

- a) Before taking up excavation work, necessary permission should be obtained from the engineer-in-charge with reference to existing underground services.
- b) The engineer-in-charge of the works should exercise full care to ensure that no damage is caused by him or his workmen, during the operation/excavation etc., to the existing water supply, sewerages, power or telecommunication lines or any other services or works. He should provide and erect before construction, substantial barricades, guardrails, and warning signs around the work area. He should also furnish, place and maintain adequate warning lights, display board, signals etc., as required.
- c) All trenches 1.2 m or more in depth should at all times be supplied with at least one ladder for every 30 m along the trench. Ladders shall extend from bottom of the trench to at least 1 m above the surface of the ground.
- d) The sides of the trench/pit in soil, which are 1.2 m or more in depth should be stepped back to give suitable slope (angle of repose) or securely held by timber bracing or appropriate shoring/support, to avoid the danger of soil slides from collapsing. The excavated material should not be placed within 1.5 m or half of the depth of the pit whichever is more from edges of the trench/pit. Cutting should be done from top to bottom. Under no circumstances mining or undercutting should be done.

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- e) Workers should not be exposed to the danger of being buried by excavated material or collapse of shoring. Measures to prevent dislodgment of loose or unstable earth, rock or other material from falling into the excavation by proper shoring shall be ensured.
- f) The stability and safety of the excavation, adjacent structures, services and other works should be ensured.
- g) All excavated area should be fenced off by suitable railing and installation of caution board to warn the persons from slipping or/ falling into the excavation pit/ mound.
- h) All excavated areas shall have an illumination level of at least 20 lux for night work and a red danger light shall be displayed at prominent place near the excavation site to warn approaching traffic and men.
- i) For removal of earth from an earth mound/excavated heap a written permission should be obtained from the engineer-in-charge of the work. As far as practical, earth should be removed mechanically. Wherever manual removal of earth is involved, earth should be removed from the top by maintaining a slope equal to the angle of re-pose of the earth. Such work should be constantly supervised to ensure that no under-cutting is done and to ensure that no person is trapped.
- j) Dumping of excavated soil should be done at a specified area under proper supervision with respect to signaling, illumination and safety clearance.
- k) It should be ensured that at a construction site of a building or other construction work, every vehicle or earth moving equipment is equipped with a) silencers, b) tail lights, c) power and hand brakes, d) reversing alarm e) search light for forward and backward movement, which are required for the safe operation of such vehicle or earth moving equipment and f) the cab of the vehicle or earth moving equipment is kept at least one meter from the adjacent face of a ground being excavated. g) indicator etc.
- l) It should be ensured that when a crane or shovel is traveling, the boom of such crane or shovel is in the direction of such travel and the bucket or scoop attached to such crane or shovel is raised and without load, except when it is traveling downhill.
- m) Before loading or unloading power trucks or trailers attached to tractors, the brakes should be applied and if vehicle is on a sloping ground, the wheels should be blocked. Handcart should not be used for the transfer of construction/erection materials in the construction area. However, if the exigency demands urgent transfer of light materials a small handcart may be

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permitted with the prior approval of the engineer-in-charge.

It should be ensured that at a construction site of a building or other construction work:

- (i) All transport or earth moving equipment and vehicles are inspected at least once in a week by responsible persons and in case any defect is noticed in such equipment or vehicle, it is immediately taken out of service.
- (ii) Safe gangways are provided for to and fro movement of building workers engaged in loading and unloading of lorries, trucks, trailers and wagons.
- (iii) All earth moving equipment, vehicles or other transport equipment be operated only by such persons who are adequately trained and possess such skills as required for safe operation of vehicles or other transport equipment.
- (iv) Trucks and other equipment are not loaded beyond their safe carrying capacity, which should be clearly marked on such trucks and other equipment.
- (v) No unauthorised person rides the transport equipment employed in such work.

It should be ensured at a construction site of a building or other construction work that:

- (i) A shovel or an excavator whether operated by steam or electric or by internal combustion used for such work is constructed, installed, operated, tested and examined as required under any law for the time being in force and the relevant national standards.
- (ii) Buckets or grabs of power shovels are propped to restrict the movement of such bucket or grabs while being repaired or while the teeth of such bucket or grabs are being changed.

It should be ensured at a construction site of a building or other construction work that:

- (i) An operator of a bulldozer before leaving – applies the brakes, lowers the blade and ripper and puts the shift lever into neutral.
- (ii) A bulldozer is parked on level ground at the close of the work.
- (iii) The blade of a bulldozer is kept low when such bulldozer is moving uphill.
- (iv) Bulldozer blades are not used as brakes except in an emergency.

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It should be ensured at a construction site of a building or other construction work that:

- (i) A tractor and a scraper are joined safely at the time of its operation
- (ii) The scraper bowls are propped while blades of such scraper are being replaced.
- (iii) A scraper moving downhill is driven in low gear.

It should be ensured at a construction site of a building or other construction work that:

- (i) Before a road roller is used on the ground, such ground is examined for its bearing capacity and general safety, especially at the edges of slopes such as embankments on such grounds.
- (ii) A roller is not moved downhill with the engine out of gear.

Vehicle carrying excavated material should have proper cover over the driver's cabin.

1.12.12.4 SAFE MEANS OF ACCESS/PLATFORMS

- a) Adequate safe means of access and exit should be provided for all work places, at all elevations.
- b) Suitable scaffolds should be provided for workmen for all works that cannot be done safely from the ground, or from solid platform except such short duration work that can be done safely from ladders. Bamboo/wooden scaffolding should not be permitted.
- c) Where the platform for working is more than 3.5 m above ground, the width of the platform should be minimum 1 m.
- d) Ladder should be of rigid construction having sufficient strength for the intended loads. Wooden/bamboo/rope ladders should not be permitted. All ladders should be maintained in good condition. The ladders should be fixed to the ground or rigid platforms. An additional person should be engaged for holding the ladder, if ladder is not securely fixed. Ladder shall be extended from floor to at least one meter above the platform.
- e) A portable ladder should be given an inclination not steeper than 1 in 4 (1 horizontal and 4 vertical). Ladders should not be used for climbing while carrying materials in hands. While climbing both the hands should be free.
- f) Any working platform on scaffolding or staging more than 3.5 m above the ground or floor should have a guard rail attached, bolted, braced at least 1 m

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high above the floor or platform of such scaffolding or staging along with mid-rail.

- g) The planks used for any working platform should not project beyond the end supports to a distance exceeding four times the thickness of the planks used. The planks should be rigidly fixed at both ends to prevent sliding, slipping or tilting. The thickness of the planks should be adequate to take load of men and materials and should not collapse. Plywood or packing wood should not be used as planks.
- h) The guardrail should extend along the entire exposed length of the scaffolding with only such opening as may be necessary for the delivery of materials. Standard railing should have posts not more than 2 m apart and an intermediate rail halfway between the floor or platform of the scaffolding and the top rail. Such scaffolding or staging should be so fastened as to prevent it from swaying from the building or structure. Scaffolding and ladder should conform to IS 3696 (Part 1): 1987 and (Part II): 1996.
- i) Working platforms of scaffolds should have toe boards at least 15 cm in height to prevent materials from falling down.
- j) A sketch of the scaffolding proposed to be used should be prepared and approval by the engineer-in-charge obtained prior to start of erection of scaffolding. All scaffolds should be examined by engineer in-charge before use.
- k) Working platform, gangways and stairways should be so constructed that they should not sag unduly or unequally and if the height of the platform or gangway or stairway is more than 3.5 m above ground level or floor level. They should have adequate width for easy movement of persons and materials and should be suitably guarded.
- l) No single portable ladder should be used for access to a height of more than 4.5 m. For ladders up to 3m in length the width between styles (side bars)/width in the ladder should in no case be less than 300 mm. For longer ladders this width should be increased by at least 20 mm for each additional meter of length. Step/rungs spacing should be uniform and should not exceed 300 mm. Portable ladder should be used only for access to work place. In case work place is higher than 4.5 meters, pre-fabricated steel staircase should be used.

1.12.12.5 WORK AT HEIGHT

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- a) Person to work at height should be medically fit and should have height pass issued by safety section. (Appendix A Part A, B and C). Safety training should be imparted before working at height.
- b) Safety work-permit system for working at height should be obtained from industrial safety section.
- c) At elevated places, secure access and foothold should be provided. Adequate and safe means of access and exit should be provided at all work places for all elevations. Means of access may be portable or fixed ladder, ramp or a stairway. The use of crosses, braces or framework, as a means of access to the working platform should not be permitted.
- d) Linear movement at height should be reduced to minimum. In case of such movement provision for anchoring the safety belt should be made.
- e) Where barricades cannot be installed, a safety net of adequate strength should be installed close to the level at which there is a danger of fall of personnel/fall of objects.
- f) In case where 'work at height' is on asbestos roof, crawling board, roof ladder should be used to walk across the asbestos roof.

1.12.12.6 ELECTRICAL SAFETY

- a) All electrical installations shall comply with the appropriate statutory requirements given below and shall be subject to approval of the electrical engineer and safety officer.
 - i. The Electricity Act, 2003
 - ii. The Indian Electricity Rules 1956 (as amended in 2000)
 - iii. The National Electricity Code 2008
 - iv. Atomic Energy (Factories) Rules, 1996
 - v. Other relevant rules of statutory bodies and power supply authority
 - vi. Relevant standards of BIS

In addition to the above statutory provisions, the clauses indicated in this document shall also be complied.

- b) It shall be the responsibility of the user seeking temporary power supply to indicate in writing, if any of the clauses (requirements noted in above regulations and in this document) are conflicting with each other and for which the user cannot decide the course of action regarding safe installation, commissioning, operation, maintenance and decommissioning of the electrical installations.
- c) The electrical engineer and safety officer of the facility providing temporary power supply shall interpret the concerned conflicting clauses and approve

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in writing the safe course of action.

- d) The Application Form-1 (Form-1A, 1B and 1C) as mentioned in Appendix-B should be submitted by the user for getting the temporary power supply.
- e) After installation of temporary electrical panels, wiring works by the user, certificates as per Form-1D (Appendix-B) should be submitted to the provider.
- f) Certificate of safety officer and authorisation of electrical engineer for energisation of temporary power supply should be filled as per Form-1E (Appendix-B).

1.12.12.7 MATERIAL HANDLING AND LIFTING MACHINES AND TACKLES

- a) It should be made compulsory to supervise jobs like lifting/placing/loading/unloading/carrying/transporting etc. of heavy material by qualified supervisor having knowledge about hazards involved and precautions to be taken for such job.
- b) The line managers should ensure that the material handling equipment used is adequate to handle the load.
- c) Manual pulling of heavy equipment and trolley loaded with heavy material is not to be permitted.
- d) Stacking and handling of heavy materials should be done on a firm ground to prevent settlement.
- e) No lifting machine and no chain, rope or lifting tackle, except a fiber rope or fiber rope sling, shall be taken into use in any factory for the first time in that factory unless it has been tested and all parts have been thoroughly examined by a competent person. A certificate of such a test and examination specifying the safe working load or loads and signed by the person making the test and the examination has been obtained and is kept available for inspection.
- f) Use of lifting machines and tackles should conform to relevant BIS requirements [IS 13367 (Part 1): 1992 Reaffirmed 2003, IS 4573: 1982 (Reaffirmed 2000) and IS 13834 (Part 1): 1994 Reaffirmed 2003 etc. The accessories and the attachments, anchorages and supports etc. should be ensured in healthy conditions by regular inspections at defined frequencies.
- g) Every rope used in hoisting or lowering materials or as a means of suspension should be of good quality and adequate strength and free from any defect. This should be ensured by regular inspection as per IS 2762: 1982- Specification for wire rope slings and sling legs (first revision).

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- h) Every crane operator or lifting appliance operator should be authorised. No person under the age of 18 years should be in charge of any hoisting machine or give signal to an operator of such machine.
- i) In case of every lifting machine (and of every chain, ring, hook, shackle, swivel and pulley block used in hoisting or as a means of suspension) the safe working load should be ascertained and clearly marked. In case of a lifting machine having a variable safe working load, each safe working load and the conditions under which it is applicable should be clearly indicated. No part of any machine should be loaded beyond the safe working load except for the purpose of testing. This should be approved by the engineer-in-charge and head, industrial safety.
- j) In case of facilities machines, the safe working load should be notified by the engineer-in-charge. As regards the contractor's machines, the contractor should declare the safe working load of the machine to the engineer-in-charge whenever he brings any machinery to site of work and get it verified by the engineer-in-charge, supported by a valid test certificate by the competent person.
- k) Thorough inspection and load testing of lifting machines and tackles should be done in the presence of competent person at least once in every 12 months and records of such inspections and testing should be maintained.
- l) No mobile crane should be allowed to move under live high-tension power transmission line.
- m) While lifting loads, cranes should be located on level ground.
- n) A thorough load analysis should be carried out before using cranes in tandem.
- o) Motors, gear transmission, couplings, belts, chain drives and other moving parts of hoisting appliances should be provided with adequate safeguards. Hoisting appliances should be provided with such means, which will reduce the risk of any part of a suspended load becoming accidentally displaced or lowered.
- p) It should be ensured that the cabin of the lifting machine in outdoor service:
 - (i) Is made of fire-resistant material,
 - (ii) has a suitable seat, a footrest and protection from vibration,
 - (iii) affords the operator an adequate view of the area of operation,
 - (iv) affords the operator adequate protection against the weather, and
 - (v) Is provided with fire extinguisher.

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1.12.12.8 WELDING AND GAS CUTTING

- a) Welding and gas cutting operations should be done by qualified and authorized persons only.
- b) Safety work permit should be obtained (wherever necessary like presence of flammable or combustible material etc.) before flame cutting/welding is taken up.
- c) Welding and gas cutting should not be carried out in places where flammable or combustible materials are kept and where there is danger of explosion due to presence of gaseous mixtures. In case the requirement cannot be avoided, specific approval and procedure should be ensured and adequate precautions should be taken.
- d) Welding and gas cutting equipment including hoses and cables should be maintained in good condition.
- e) Barriers should be erected to protect other persons from harmful rays from the work. When welding or gas cutting is done in elevated positions, precautions should be taken to prevent sparks or hot metal falling below on persons or combustible materials.
- f) Suitable type of protective clothing consisting of fire resistant gauntlet gloves, leggings, boots and aprons should be provided to workers as protection from heat and hot metal splashes. Face shields with filter glasses of appropriate shade should be worn.
- g) Adequate ventilation should be provided while welding, brazing and cutting the metals like zinc, brass, bronze, galvanised or lead coated material.
- h) Welding and gas cutting on drums, barrels, tanks or other containers should be taken up only after ascertaining that they have been emptied, cleaned thoroughly and made free of flammable material.
- i) Fire safety measures should be available as required near the location of welding/cutting operations.
- j) Flash back arrestor should be provided with gas cutting and gas welding sets.
- k) For electric (Arc) welding the following additional safety precautions should be taken:
 - i. When electrical welding is undertaken the return lead of welding machine should be directly connected to the job invariably.
 - ii. Provision must be in place in electric welding machine to prevent physical contact with live parts.
 - iii. The welding cables and power cables should be routed separately to avoid entanglement.

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- iv. The electric welding set should have suitable earth connections. There should be an electrical isolation device in the input power supply side on the welding machine.
- v. Double gauges should be used for all gas cylinders used for cutting/welding. Pressure gauges/regulators should be in healthy condition.

1.12.12.9 ROTARY CUTTERS/ GRINDERS

- a) All portable cutter/grinders should be provided with the wheel guard in position.
- b) Grinding wheels of specified diameter only should be used on all grinders in order to limit the prescribed peripheral speed.
- c) In pedestal grinder, the gap between tool rest and grinding wheel should be maintained less than 3 mm.
- d) Goggle/face shield should be used during grinding operation.
- e) No grinding wheel should be used after its expiry date.
- f) Ear muff/ear plug should be used during the welding/cutting jobs.
- g) Portable appliances, which are powered by single phase AC supply, shall be provided with three-core cable and three pin plug, otherwise the whole body should be double insulated.
- h) Safety work permit should be obtained (wherever necessary like presence of flammable or combustible material etc.) before grinding is taken up.
- i) Fire safety measures should be available as required near the location of grinding operations.

1.12.12.10 CONCRETE MIXING EQUIPMENT

- a) Cement bags should be stacked on wooden planks in dry and leak proof area, 150 mm to 200 mm from the floor and 450 mm away from walls. Height of the stack should not be more than 15 bags or 1.5 meters whichever is lower. Width of the stack should not be more than 4 bags or 3 meters. Lateral loading of the walls of the storage room by stacking should not be permitted. Stacking of the bags should not be used as a working platform.
- b) Shuttering and supporting structures should be of adequate strength and approved by engineer-in-charge. This should be ensured before concrete is poured.
- c) If the mixer has a charging skip the operator should ensure that the workmen are out of danger before the skip is lowered.

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- d) Adequate walking platforms (as per the AERB directives) are to be provided in the reinforcement area to ensure safe walking for pouring concrete on the roof.
- e) When workmen are working/cleaning the inside of the drum of mixer, the power of the mixer should be switched off and "Do not operate" tag should be provided. The plant operation and cleaning of mixing pan should be carried out as per equipment supplier's instructions.
- f) Interlocks between the cover and the mixer rotor shall be established to ensure that the agitator does not start when the cover is in open condition.
- g) It should be ensured that moving parts of the elevators, hoists, screens, bunkers, chutes and grouting equipment used for concrete work and of other equipment used for storing and transporting of ingredients of concrete are securely fenced to avoid contact of workers with such moving parts.
- h) It should be ensured that screw conveyors used for cement, lime and other dusty material are completely enclosed.
- i) Workers engaged for handling bulk cement in a confined place should be provided with tight fitting goggle, approved respirators and protective clothing, which will fit snugly around the neck, wrist and ankles.

The following should be ensured for every pipe carrying pumped concrete:

- i. The scaffolding carrying a pipe for pumped concrete should be strong enough to support such pipe at a time when such pipe is filled with concrete or water or any other liquid and to bear safely all the building workers who may be on such scaffold at such time.
- ii. Securely anchored at its end point and each curve on it.
- iii. Provided with an air release valve near the top of such pipe; and securely attached to a pump nozzle by a bolted collar or other adequate means.

The following should be ensured while using the electric vibrators in concreting work at a construction site of a building or other construction work such that:

- i. Such vibrators are earthed.
- ii. The leads of such vibrators are heavily insulated.
- iii. The current is switched off when such vibrators are not in use.

For obtaining a clearance for first pour of concrete and regular operation of ready-mix concrete (RMC) plant, checklist given in Appendix-C shall be submitted to AERB along with the application for clearance.

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1.12.12.11 PAINTING

- a) Appropriate breathing air respirators should be provided for use by the workers when paint is applied in the form of spray, or a surface having lead paint is dry rubbed or scraped.
- b) Only the quantity of paint, thinner and polish required for the day's work should be kept at the work spot. Excess storage should not be permitted at the work spot.
- c) Smoking, open flames or sources of ignition should not be allowed in places where paints, varnish, thinner and other flammable substances are stored, mixed or used. A caution board, with the instructions written in national language and regional language, 'SMOKING - STRICTLY PROHIBITED' should be displayed in the vicinity where painting is in progress or where paints are stored. Symbols should also be used on caution boards.
- d) All electrical equipment of paint storage room should be of explosion proof design. Suitable fire extinguishers/sand buckets should be kept available at places where flammable paints are stored, handled or used.
- e) When painting work/hot resin mix is done in a closed room or in a confined space, adequate ventilation should be provided and ensured. In addition, suitable respirators should be provided. No portable electric light or any other electric appliance of voltage exceeding 24 volts should be permitted for use inside any confined space. Walkie-talkie or other means of communication should be provided. Rescue arrangement like full body harness with lifeline, tripod with pulley and extra BA sets should be available.
- f) The workers should use PVC gloves and/or suitable barrier creams to prevent the skin contact with Epoxy resins and their formulations used for painting.

1.12.12.12 DEMOLITION

- a) Before any demolition work is commenced and also during the progress of the work, all roads and open area adjacent to the work site should either be closed or suitably cordoned. Appropriate warning signs should be displayed for cautioning approaching persons/ vehicles.
- b) Before demolition operations begin, it should be ensured that all the service lines are de-energized.
- c) Persons handling demolition operations shall use appropriate PPE.
- d) All demolition operations should be carried out with safe and duly approved procedures which shall include following but not limited to:

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- i. No masonry/material should be permitted to fall in such masses or volume or weight so as to endanger the structural stability of any floor or structural support.
- ii. No wall, chimney or other structure or part of a structure is left unguarded in such a condition that it may fall, collapse or weaken due to wind pressure or vibration.
- iii. No floor, roof or other part of the building should be overloaded with debris or materials as to render it unsafe.
- e) After the demolition, the debris and other materials collected should be disposed safely and not permitted to be dropped freely.
- f) Entries to the demolition area shall be restricted to authorised persons wearing safety helmets and safety shoes.

1.12.12.13 TRAFFIC

- a) All the vehicles moving at sites should conform and comply with the requirements of Motor Vehicles Act, 1988 and the Rules made there under. All the drivers/operators of vehicles should possess valid driving license as per Motor Vehicles Act, 1988 or its latest amendment.
- b) The facility should conduct operations so as to interfere as little as possible with the use of existing roads at or near locations where the work is being performed. When interference to traffic is inevitable such as road cutting or transit unloading of heavy equipment etc. notice of such interference should be given to the engineer-in-charge and safety officer well in advance with the details of start of the work and time required.
- c) A cleaner/assistant must be available for all heavy vehicles whenever vehicles move forward as well as in the reverse direction. All vehicles should be fitted with proper reverse horns, back view mirrors and indicator signals.
- d) Facility should ensure that the assessment of the driver's visual ability is carried out as per Rule 55 of the Atomic Energy (Factories) Rules, 1996/guidelines of advisory committee on occupational health (ACOH), AERB or as per the latest amendments in statutes.
- e) Effective speed breakers with yellow stripes on the roads to regulate the speed at the vulnerable points should be installed. Effective barricading with

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adequate caution signs should be placed to warn the vehicle drivers whenever the jobs are carried out on the road.

- f) All vehicles moving at the site should have roadworthiness certificate issued by the concerned authority.
- g) Special limit boards and caution boards indicating turns should be installed wherever necessary.
- h) In general, the following maximum speed limits should be specified and implemented. Vehicles speed limits should be as per Motor Vehicle Act or 20 Km/h. Extra precautions and care should be exercised particularly during heavy material/equipment movements.
- i) Safety awareness programmes should be conducted for all the drivers of the light, medium and heavy vehicles.

1.12.12.14 WORK IN RADIATION AREA

The facility should follow the stipulated procedure under Atomic Energy Radiation Protection Rules, 2004 and AERB safety manual on 'Radiation Protection for Nuclear Facilities' (AERB/NF/SM/O-2) regarding work in the radiation area and other works related with radiography.

1.12.12.15 WORK IN AND AROUND WATER BODIES

- a) When work is done at a place where there is risk of drowning, all necessary rescue equipment such as life buoys and life jackets should be provided and kept ready for use.
- b) All necessary steps shall be taken for prompt rescue of any person in danger and adequate provision should be made for prompt first-aid treatment of all injuries likely to be sustained during the course of the work. Proper record of entry/exit to and from water bodies shall be maintained on shift basis and search operation shall be conducted as soon as any person is detected to be missing.
- c) Caisson Work
 - (i) Safe means of access should be provided to the place of work in the caisson and adequate means should be provided to safely reach the top of caisson in the event of inrush of water
 - (ii) The work relating to construction, positioning, modification or dismantling of caisson shall be done under the supervision of a responsible person

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1.12.12.16 FIRE SAFETY

- a) All provisions for fire safety shall be complied as per AERB safety standard on 'Fire Protection Systems for Nuclear Facilities' [AERB/ NF/SS/FPS (Rev. 1)].
- b) All necessary precautions should be taken to prevent outbreak of fires at the construction site. It should be ensured that all hot work is carried out under valid work permit.
- c) Combustible materials such as wood, cotton waste, oil, coal, paints, chemicals etc., should be segregated and kept to the required bare minimum quantity at work place.
- d) Containers of paints, thinners and allied materials should be stored in a separate room which should be well ventilated and free from excessive heat, sparks, flame or direct rays of the sun. The containers of paint should be kept covered or properly fitted with lid and should not be kept open except while using.
- e) Adequate number of trained persons from approved fire training centre required to extend fire safety coverage should be ensured.
- f) Fire extinguishers as approved by the engineer-in-charge/in-charge of fire station/safety-in-charge should be located at the construction site at appropriate places.
- g) Adequate number of trained workmen in fire fighting who can operate fire extinguishers should be ensured.
- h) Portable fire extinguishers with periodic inspection, maintenance and re-filling complying with the mandatory requirements should be ensured.
- i) Availability of adequate water for fire fighting should be ensured.
- j) Implementation of the provisions of various statutory licenses for storing gas cylinders, petroleum products, explosives etc. as per the relevant acts and rules should be ensured wherever required.

1.12.12.17 ENVIRONMENTAL SAFETY

Relevant provisions of the state/central statutory authority regarding environment protection should be adhered to.

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1.12.13 PUBLIC PROTECTION

The Facility should make necessary provisions to protect the public. He should be bound to bear the expenses in defence of every action or other proceedings at law that may be brought by any person for injury sustained owing to neglect of any precaution required to be taken to protect the public. He should pay for the any such damage and cost which may be awarded in any such suit, action or proceedings to any such person, or the amount, which may be fixed as a compromise by any such person.

1.12.14 SAFETY OF VISITORS

- a) Visitors for the project shall be given health and safety induction before they are allowed in to the construction project. It shall include the minimum PPE to be used, hazards and risks at the work area, restricted areas of entry, emergency response arrangements, etc.
- b) Visitors shall always be accompanied by one of the employees of the project site.
- c) Visitors shall not be allowed in the hazardous areas unless they are competent and trained to work in such areas.

1.12.15 HOUSEKEEPING

- a) It should be recognised that a proper place for everything and everything in its place is maintained for a good housekeeping.
- b) The material required for immediate use only should be brought to the designated workplace and stacked properly and labelled suitably.
- c) All work spots, site office and surroundings should all times be kept clean and free from debris, scrap, concrete muck, surplus materials and unwanted tools and equipment. A day-to-day collection and disposal of scraps/debris should be done safely at designated place.
- d) Electrical cables, leads and hoses should be so routed as to allow safe traffic by all concerned. Cable should be preferably supported on the brackets fixed along the wall to maintain safe access. Wherever routing on the floor cannot be avoided, care should be taken to ensure mechanical protection of these cables and safe access is not disturbed.
- e) No material on any work place should be so stacked or placed or disposed off as to cause danger, inconvenience or damage to any person or

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environment.

- f) All unused scaffoldings, surplus/scrap materials and equipment/ systems like temporary electrical panels etc. should not be allowed to accumulate and shall be removed from the premises at the earliest.
- g) Accumulation of water/oil spillages on the floor or any other workplace should be avoided.
- h) Proper aisle space marking should be provided in all workplaces.

1.12.16 OTHER STATUTORY PROVISIONS

Notwithstanding the clauses in the above subsections, there is nothing in these clauses to exempt the Facility from the provisions of any other act or rules in force in the Republic of India. In particular, all operations involving the transport, handling, storage and use of explosives should be as per the standing instructions and conform to the Indian Explosives Act, 1884 and the Explosives Rules, 1983. Handling, transport, storage and use of compressed gas cylinders and pressure vessels should conform to the Gas Cylinder Rules 2004 and Static and Mobile Pressure Vessels (Unfired) Rules 1981. In addition, The Indian Electricity Act 2003 and Indian Electricity Rules 2005, the Atomic Energy Act, 1962, the Radiation Protection Rules, 2004, the Atomic Energy (Factories) Rules, 1996 and AERB safety manual on 'Radiation Protection for Nuclear Facilities' (AERB/NF/SM/O-2) should be complied with.

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APPENDIX-A

APPLICATION FOR HEIGHT PASS

PART- A

Group/Section: _____

Agency: _____

1. Applicant's Name : _____
2. Facility address : _____
3. Residential address : _____
4. Age : _____
5. Sex : _____
6. Height : _____
7. Gate Pass No. : _____
8. Name of contractor/agency with whom engaged at present : _____
9. Height pass required for work at : _____ m. Height
10. Description of present job : _____
11. Previous experience of working at height : _____

S.No.	Name of the Employer	Duration of Employment	Work Experience
1.			
2.			

12. Does the applicant suffer from any of the following ailments? (If yes details to be given):
 - (a) Blood pressure _____ (b) Epilepsy _____
 - (c) Flat foot _____
 - (d) Frequent headache or reeling sensation _____
 - (e) Mental depression _____ (f) Limping gait _____
 - (g) Aerofobia _____

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Declaration:

I hereby declare that the above information furnished by me is true and correct. I shall always wear the safety belt and tie the life-line whenever working at unguarded heights of 3 m and above. I shall not misuse the height pass issued to me or transfer it to any other person. I shall never come to duty or work at height/depth under the influence of alcohol/drugs.

Date:

Name:

Sign:

(Applicants name and signature or loss time injury (L.T.I) incase he cannot sign. In case of LTI an authorised person shall explain each point/item to the individual and certify on that behalf below the LTI)

I certify that I am satisfied with the above certification of the individual for the application of height pass and request for issue of height pass to him.

Name :

Sign :

(Agency Concerned)

Countersigned by:

Section Head (Facility)

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PART- B

MEDICAL FITNESS CERTIFICATE

Certified that I, Dr. _____ have examined Shri _____ aged _____ on (date) _____ who has signed below in my presence. General & physical examinations of Shri _____ do not reveal any abnormality. He does not suffer from any acute/chronic skin disease or any contagious or infectious disease. His eye sight is normal with/without glasses. In my opinion, Shri _____ is physically and mentally fit for working at height.

Details of examinations are given below:

Personal attributes:	Medical aspects:
1. Height: _____	1. Urine: _____
2. Chest: _____	2. Blood pressure: _____
3. Weight: _____	3. Epilepsy: _____
4. Hearing: _____	4. Flat foot: _____
5. Sight: _____	5. Frequent headache or reeling sensation: _____
6. Skin: _____	6. Mental depression: _____
7. Heart beating: _____	7. Limping gait: _____
	8. Aerophobia: _____

Signature of workman:

Name:

Sign:

Rubber Stamp of
Medical Practitioner
with Reg. No.

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PART-C

INDUSTRIAL SAFETY SECTION

(Considering the above medical certificate, the applicant has appeared on the following practical tests conducted by industrial safety section and the results are given below (strike off whichever is in-applicable)

- (a) Wearing a safety belt and tying the rope knot : Pass/fail
- (b) Walking over a horizontal structure at 3 m. height wearing a safety belt : Pass/fail
- (c) General physique (OK/Not OK)

The above applicant's performance in the above tests has been satisfactory/ unsatisfactory due to the following.

So I certify and issue this height pass to Shri _____ with Registration No. _____ in the height pass register. This is valid for one year from the date of issue i.e. up to _____

Date:

Name:

Sign.:
Scientific Assistant (Safety)

Safety Officer:

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APPENDIX-B

FORM - 1

APPLICATION FOR TEMPORARY POWER SUPPLY AND USE OF ELECTRICITY AT WORK SITE DURING CONSTRUCTION

[Prescribed under clause 4.6(d)]

1.	Name and address of user.	
2.	Reference of tender or work order (if applicable)	:
3.	Name & designation of tender/work order issuing authority.	:
4.	Power supply application number [†]	:
5.	Name and designation of tender/work order/work supervising authority (engineer-in-charge).	:
6.	Expected date of commencement of temporary supply	:
7.	Expected date of decommissioning of temporary supply	:
8.	Voltage level (LV/MV/HV)	
9.	Type of connection (1Ph/3Ph)	
10.	Connected load (Kw)	
11.	Maximum demand (KVA)/Power factor	
12.	Single line diagram* of proposed power distribution scheme along with equipment data sheet (downstream installation after point of connection).	Enclosed (Form-1A)/Not enclosed
13.	Name of overall supervisor and available qualified Staff	Enclosed (Form-1B)/Not enclosed
14.	Auxiliary equipment data sheet (meters, fire extinguisher, first aid box etc)	Enclosed (Form-1C)/Not enclosed
15.	Name and designation of provider's representative to whom the application is addressed.	:
16.	Name and designation of authorized signatory of user, who had submitted this application	:

† Power supply application number shall be different for same user with multiple applications for temporary supply

* All the drawings and tables shall be signed by user's representative indicated against 16 above.

Signature of authorised signatory of user

Signed endorsement of work order
supervising authority indicated
against 5 above.

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FORM - 1A

**EQUIPMENT DATA SHEET FOR OBTAINING TEMPORARY POWER
SUPPLY AND USE OF ELECTRICITY AT WORK SITE DURING
CONSTRUCTION**

(Prescribed against item-12 of form-1)

Name and address of user:

Power supply application

Number:

Amendment No. -

References:- Single line diagram (SLD) of the power distribution scheme with all equipment details (Attach the SLD)

Signature of authorised signatory of user

Explanation of column headers:

1. Identity:- Identification mark/number/tag of equipment in single line drawing and layout drawing. Every equipment in single line drawing and layout drawing shall have suitable identification mark/number/tag.
2. Type:- Cable/CB/MCB/MCCB/ELCB/transformer/lightning arrestor/earthing station/earthing connection/motor/lighting fixture/switch/fuse/switch, socket box etc.
3. Make and model:- manufacturer's name and corresponding model no.
4. Manufacturer's S. No:- serial number and date in name plate if available. Else NA
5. Fixed/portable:- Equipment is installed/laid/anchored to surface or portable.
6. Size:- depending upon type of equipment and as desired by provider representative e.g. length for cables or all dimensions if heavy equipment like transformer.
7. Last used date, date of last use else NEW
8. Last test date, latest test date by user or by manufacturer if NEW
9. Latest test data:- IR, HV, resistance, functional test data depending upon the type of equipment as desired by provider's representative.
10. Rating:- name plate rating of equipment like voltage, current, power (apparent, active, reactive), IP of enclosure, size(cable cross section) etc. depending upon the type of equipment and as desired by provider's representative.

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FORM - 1C

AUXILIARY EQUIPMENT DATA SHEET FOR OBTAINING TEMPORARY POWER SUPPLY AND USE OF ELECTRICITY AT WORK SITE DURING CONSTRUCTION (Prescribed against item-14 of form-1)

Name and address of user:

Power supply application

Number:

Amendment No.:-

Reference:- Layout drawing No. /

1. Identity	2. Type	3. Make and model	4. Manufacturer's S. No	5. Fixed/Portable	6. Size	7. Last used date

Signature of user's representative

Explanation of column headers:

1. Identity:- identification mark/number/tag of equipment in layout drawing.
2. Type:- earthing rod/megger/multi meter/earth resistance meter/fire extinguisher/s and bucket/first aid box/resuscitation chart/rubber mat etc.
3. Make and model:- manufacturer's name and corresponding model no.
4. Manufacturer's S. No:- serial number and date in name plate if available. Else NA
5. Fixed/portable:- equipment is installed/laid/anchored to surface or portable.
6. Size:- depending upon type of equipment and as desired by provider representative.
7. Last used date: NEW for new equipment. NA for passive devices like chart/mat etc.

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FORM-1D

[Prescribed under clause 4.6(e)]

Name of user agency

Power supply application number:-

CERTIFICATE BY THE LICENSED ELECTRICAL CONTRACTOR

Certified that subject installations have been carried out by us or checked by us and is in accordance with I.E. Rules. The documents submitted with subject temporary power supply application (Form-1) is verified by us and the complete installation confirms to these documents.

We shall periodically inspect/check the installation so that no unsafe situation arises during use of this temporary power supply system. We understand that for the entire duration of existence of this temporary power supply system we shall be responsible for any unsafe installation, operation, maintenance, testing of the same which results into any loss of life or material. We shall immediately report to the provider's representative and ensure de-energisation of supply if any unsafe situation arises during use of this temporary power supply system.

Signature of the authorised signatory of licensed electrical contractor

Rubber seal of licensed electrical contractor

Date

CERTIFICATE BY THE USER

Certified that my/our installations have been carried out in accordance with the I.E. Rules and that I/We have employed competent agency/staff to handle the installations which is strictly as per the staff data sheet submitted in Form-1B.

We understand that for the entire duration of existence of this temporary power supply system we shall be responsible for any unsafe installation, operation, maintenance, testing of the same which results into any loss of life or material. We shall immediately report to the provider's representative and ensure de-energisation of supply if any unsafe situation arises during use of this temporary power supply system.

Signature of the authorised signatory of user

Name of signatory

Date

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FORM -1E

[Prescribed under clause 4.6(f)]

CERTIFICATE BY THE SAFETY OFFICER

Certified that I have inspected the electrical installation referred here in after satisfying myself about the safe condition of the installation, I hereby recommend that the service connection be given to the contractor.

Signature of the safety officer

Name:

Date:

AUTHORISATION BY THE ELECTRICAL ENGINEER

The subject power supply application along with completed installation, necessary certificates (as per Form-1 of Appendix-B) is scrutinised by us. The proposal found to be in order and the installation can be energised on _____ in presence of your designated overall supervisor as indicated in Form-1B. Enclosed herewith the test report data sheet Form-1F. You are requested to carry out the periodic testing of equipment and submit the test report periodically as per this form.

Signature of the electrical engineer
of provider

Name of signatory

Date

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FORM - 1F

TEST/MAINTENANCE REPORT DATA SHEET OF EQUIPMENTS OF TEMPORARY POWER SUPPLY SYSTEM AT WORK SITE DURING CONSTRUCTION

(Prescribed against form-1E)

Name and address of user:

Power supply application

Number:

Amendment No.:-

1. Identity	2. Type	3. Last tested date	4. Next due date of any test	5 Frequency of IR test	6 Frequency of HV test	7. Frequency of earth resistance test	8. Other tests

Signature of electrical engineer of provider

Explanation of column headers:

1. Identity:- identification mark/number/tag of equipment in single line drawing and layout drawing. Every equipment in single line drawing and layout drawing shall have suitable identification mark/number/tag.
2. Type:- Cable/ CB/ MCB/ MCCB/ ELCB/transformer/lightning arrester/earthing station/ earthing connection/motor/lighting fixture/switch/fuse/switch, socket box etc.
3. Last test date:- latest test date indicated in Form-1A.
4. Next due date of any test:- as worked out by frequency of tests indicated in subsequent columns.
5. Frequency of IR test:- required frequency depending upon type of equipment and location of installation. NA if not required after installation.
6. Frequency of HV test:- required frequency depending upon type of equipment and location of installation. NA if not required after installation.
7. Frequency of earth resistance test:- required frequency depending upon type of equipment and location of installation. NA if not required after installation.
8. Other tests:- name and description of any other essential tests/maintenance activity and required frequency depending upon type of equipment and location of installation. NA if not required after installation.

VOLUME-IA PART-I CHAPTER - XIII

NPCIL SECURITY RULES & MEDICAL MANAGEMENT

1.13.1 SECURITY RULES

It may be noted that the construction site is within the purview of the Central Industrial Security Force / other security agency engaged by NPCIL. The contractor shall follow all security rules as may be framed by Corporation from time to time regarding removal / movement of materials, equipment and personnel to and from site.

1.13.1.1 ENTRY/ EXIT OF MANPOWER

To ensure traceability/identity each and every person engaged by the contractor will be required to furnish bio-data of labourers / staff in standard format which includes individual photograph, name, present and permanent address, identification mark, and any of the following identity proofs for issue of temporary pass for period of maximum 15 days.

- a) Voter ID
- b) Aadhar Card
- c) Ration Card
- d) Passport
- e) Bank Account Passbook of any Nationalized Bank
- f) Any document certified by a Gazetted Officer which provides photo identity and address of the individual
- g) Driving License
- h) Identity certificate from Native Village Administrative Officer or Elected Panchayat President
- i) PAN Card

Within 15 days of issue of temporary pass the Contractor shall submit the police verification certificate and Medical fitness certificate along with standard application format for issue of Regular pass (RFID).

For regular entry pass, the contractor engineer / supervisor / staff & labors must obtain the Police verification certificate and regular pass cannot be issued without police verification. The police verification must be carried out by the Police under the Police Station area(s) where the contract person was staying for the last two to three years. The police verification shall be valid for only three years.

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Minors or physically unfit persons shall not be deployed for the work. On completion of work or on leaving of labour, the RFID cards shall be returned back to NPCIL. **Penalty of Rs 3000 per RFID card (or as revised from time to time) will be levied for non-return / loss of RFID cards/ Damage of RFID. The RFID passes not used for a period of 30 days will be disabled in the system preventing entry of said person. This can be re-validated only through separate approval.**

The contractor and his personnel shall abide by all security measures imposed by the NPCIL from time to time. Contractor shall also follow all rules and regulations applicable to the area being declared / pronounced from time to time by the authorities of existing Nuclear Power Station in the vicinity or any other statutory orders. The contractor, his employees and agents shall not disclose any information or drawings furnished to him by Corporation. Any drawings, reports and other information prepared by the contractor / by Corporation or jointly by both for the execution of the contract shall not be disclosed without prior written approval of the NPCIL. **No mobile phone with camera is allowed inside the plant premises.**

On completion of the contract, it shall be the responsibility of contractor to collect the regular passes (RFID) from labourer and return to the Security Section. The contractor shall obtain a certificate in this regard from SECURITY and submit it to EIC along with submission of the final bill.

1.13.1.2 ENTRY/ EXIT OF MATERIALS

During the entry and exit of all the materials brought by contractors at KKNPP 3&4 Project site, the details shall be entered in the Material entry/exit register maintained at security gate. One copy of documents pertaining to materials being taken inside shall be kept with security. While taking the material out, this shall be cross-checked with the inward documents and confirmed.

Contractors will be allowed to take their materials in/ out of the construction areas from/ to their workshops inside plant premises through material movement format approved by the Project Manager/ Site- in-charge of the contract. For taking materials onward/outward of KKNPP-3&4 Project Site areas (in/ out of the main plant boundary), gate pass in standard format shall be approved through NPCIL. The contractor shall print gate pass book in quadruplicate in approved format of NPCIL for the entry/exit of materials to/from project premises.

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Loading of materials belonging to contractors inside plant premises, on to trucks/ tractor-trailers/ any other vehicles for taking out of plant premises shall be carried out in the presence of security personnel. A formal request for deployment of security personnel stating the time of loading of materials should invariably be sent to security through Engineer well in advance. Contractor's Project Manager/ Site in-charge shall issue a certificate certifying that contractor's materials are only being loaded / shifted out of plant premises.

1.13.1.3 ENTRY/ EXIT OF VEHICLES

Entry and exit of contractor's vehicles at KKNPP-3&4 Project site shall be controlled through vehicle pass and the application shall be submitted in standard format.

Free issue materials could be loaded/ unloaded at Central Stores/ Warehouse between 0900 hours and 1700 hours with the approval of Engineer on the request submitted by the Contractor.

Entry pass for contractor's vehicles will be issued on submission of valid registration, insurance and driving license of driver.

1.13.1.4 MOBILE PASSES

Contractors' staff / labour shall be allowed to carry basic model mobile without camera/data card /internet facility in to KKNPP-3&4 Project site areas only on approval. However, entry of mobile in main plant area will be limited / not permitted. The mobile pass issued shall be restricted from time to time. They shall submit the application for mobile pass in standard format through Engineer.

1.13.1.5 PHOTOGRAPHY IN PROJECT PREMISES

Photography in Project Premises is strictly Prohibited.

1.13.2 EMERGENCY PREPAREDNESS DRILL

KKNPP- 3 to 4 is in the vicinity of operating units KKNPP 1&2. KKNPP Unit 1&2 performs annual mock emergency exercises in accordance with the stipulations of Atomic Energy Regulatory Board as a part of emergency preparedness plan.

All the contractor's workmen engaged for KKNPP 3 to 4 works may have to

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undergo awareness program on emergency preparedness which shall be arranged by NPCIL. The contractor's workmen may require assembling in the identified areas and registering their presence for accounting purpose as and when required. The rates quoted by contractor shall include the cost of delay due to such interruptions.

1.13.3 LABOUR EMPLOYMENT

EMPLOYMENT OF UNSKILLED PERSONS FROM AMONG THE DISPOSSESSED FAMILIES

In addition to Contractor's own labour force, he shall also employ unskilled laborers out of suitable persons from the families within Kudankulam Nuclear Power Project areas whose lands have been acquired for setting up the Project. It is also encouraged to employ the local labour /staff from the neighbourhood of the Project to the maximum possible extent.

1.13.4 CORPORATE SOCIAL RESPONSIBILITY

The contractor shall note the fact that Kudankulam Project is located in an area which is surrounded by many villages. The contractor may have to carry out welfare activities in these villages to generate goodwill among the people. A few projects may be taken up in the villages under Corporate Social Responsibility Scheme of Contractor's organization as per provisions of section 135 of Company's Act 2013.

1.13.5 MEDICAL MANAGEMENT

1.13.5.1 FIRST AID CENTRE & AMBULANCE FACILITY

One First aid centre and Ambulance service are equipped by BHEL inside the Plant Premises. Services of the same will be extended to the workers injured /ill, while working, inside plant area. Running expenditure to be shared among contractors of BHEL on proportionate basis of contract value. BHEL Engineer decision is final in this regard.

In addition to above the contractor has to make following arrangements within their quoted rates.

1.13.5.2 MEDICAL FACILITIES

- a) Medical facilities conforming to the provisions of the Atomic Energy (Factories) Rules, 1996 should be provided at all work sites.

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- b) Well-maintained first aid boxes should be kept at each location of the work by the Facility/contractor and availability of the personnel trained in first aid should be ensured.
- c) The facility management/contractor shall make arrangements for the first aid and medical services for the injured or ill persons for prompt attention or aid.
- d) The arrangement can be made by the contractor or an agreement can be in vogue with the facility.
- e) Display of emergency contact numbers of important persons and hospitals and route map of site shall be maintained at designated places.
- f) It should be ensured by the occupier that occupational health monitoring of contract workers is carried out as per provisions of the Factories Act 1948 as per the latest amendment and the stipulations/directions given by Atomic Energy Regulatory Board from time to time.

1.13.5.3 MEDICAL MANAGEMENT OF SERIOUS INJURIES

- a) In case of serious injuries, the injured should be shifted to the nearest first-aid centre at site immediately. The opinion of medical officer/certifying surgeon should be sought immediately for medical management.
- b) After providing the first aid treatment the injured should be shifted to designated medical facility of the site/hospital for further medical assistance, in an ambulance along with a nursing attendant.
- c) The doctor at the medical facility of the site/hospital attending the case shall assess the extent of injuries and render immediate medical aid. If the situation warrants trauma/special care the injured shall be shifted to the referral hospital, having all the requisite facilities for specialised treatment in ambulance along with a medical attendant.
- d) A list of such referral hospitals for specialised medical management facilities for the injured persons should be available with the project management/Head, industrial safety and Head, medical services of the site for ready reference.

VOLUME-IA PART-I CHAPTER – XIV

HOUSEKEEPING

1.14.1 MAINTENANCE OF CLEAN SITE CONDITIONS AND HOUSEKEEPING

1.14.1.1 CONSTRUCTION MATERIALS AND DEBRIS

During the execution of work the Contractor shall keep the entire site in neat and tidy conditions always by proper housekeeping and stacking of construction materials at site and by removing all debris and waste material regularly, on day to day basis if necessary.

Contractor shall arrange suitable portable metallic storage bins to store construction materials at site. No material shall be allowed to be spread at site directly on roads / floors. All the garbage and waste material shall be disposed off regularly at the designated area as specified by the Engineer.

Accumulation and piling up of construction materials /debris/ tool boxes will not be permitted except only at the locations approved for this purpose. Material required for use for next 3 days only shall be stacked in the building keeping a clear passage for movement of personnel.

1.14.1.2 CONTRACTOR'S CONSTRUCTION SITE OFFICE

Contractor's site office within the construction area for his engineers and labour shall be established using the standard Porta Cabins or containers and no site office shall be allowed inside the building. No make shift structures are permitted. The facilities to be built by the contractor shall be aesthetically pleasing and shall match with the general surrounding of KKNPP site.

1.14.1.3 OTHER REQUIREMENTS

It is also essential that contractor keeps all his moving machinery viz. vehicles etc. in neat and clean condition during entry & exit to/ from plant site and to achieve this contractor shall keep suitable arrangement for washing at his own cost.

The service lines viz. water, air, power cable, welding lead etc. shall not run on the floor but shall be routed by providing hangers on the walls and ceiling.

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Smoking, chewing of tobacco/Pan etc is not permitted in the Project premises; hence these shall not be brought into the project site. Identity card/Entry pass of any person found indulging in any such activities will be confiscated and will be removed from site without any explanations.

1.14.2 HOUSE KEEPING WORK PRACTICES:

Housekeeping is very essential to provide safe working area for construction personnel and for movement of the machineries. In order to achieve this objective; a two-part housekeeping policy is adopted. As first part Contractor has to maintain certain housekeeping practices for his own works. In addition to this, for up keeping of overall plant area and areas where multiple agencies work simultaneously, different package Contractors shall be responsible for maintaining general housekeeping in the allocated specific area to them.

1.14.3 HOUSEKEEPING OF OWN WORKS:

- a) The Contractor shall at all-time keep his work spot, site office, workshops and surroundings clean and tidy from rubbish, scrap, surplus materials and unwanted tools and equipment.
- b) Welding and other electrical cables shall be so routed to allow safe traffic by all concerned. Cables shall not be spread on floor; it shall be properly supported / clamped along the wall.
- c) No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public. The Engineer-In-Charge may require the Contractor to remove any materials which are considered to be of danger or cause inconvenience to the public. In case Contractor fails to comply with the instruction of Engineer-In-Charge, he may get the work done at the risk and cost of the Contractor.
- d) The Contractor shall on day to day basis remove from the work place all unwanted scaffoldings, surplus materials, rubbish, etc.
- e) The Engineer-In-Charge has the right to stop work if the Contractor fails to improve upon the housekeeping after having been notified.

1.14.4 HOUSEKEEPING OF THE ASSIGNED AREA / BUILDING:

From the time of release of area/fronts Contractor is responsible for maintaining and up keeping of the all the areas/ SSC under this contract. He shall ensure his sub-contractors maintain proper housekeeping. While handing over the area from the civil Contractor, it shall be ensured that civil

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works have been substantially completed. This point of time onwards till all works of the Contractor in the building is completed, notwithstanding the fact that other Contractors are also working in the same area; it shall be the responsibility of the Contractor to maintain general cleanliness in the area assigned to him. In order to maintain general cleanliness in the area, the Contractor may take the help / assistance from the agencies working in the same area and he shall also extend all cooperation to other Contractors for such works. However, overall responsibility of housekeeping of the assigned area shall lie with the Contractor.

1.14.5 DISPOSAL OF WASTE AND DEBRIS

During the execution of work, the Contractor shall keep the entire site in neat and tidy conditions always by proper housekeeping and stacking of construction materials at site and by removing all debris and waste material regularly, on day to day basis if necessary.

Contractor shall arrange suitable portable metallic storage bins to store construction materials at site. No material shall be allowed to be spread at site directly on roads / floors. All the garbage and waste material shall be disposed off regularly at the designated area as specified by the Engineer. The curing water shall be constantly removed from various areas / floors by adopting temporary dewatering scheme in the buildings and maintain the site in hygienic condition.

All soil, filth or other matter of an offensive nature taken out of any trench, sewer, drain, cesspool or other place shall not be deposited on the surface, but shall at once be carried away by contractor, from the site of work for suitable and proper disposal.

VOLUME-IA PART – II CHAPTER 1

CORRECTIONS / REVISIONS IN SPECIAL CONDITIONS OF CONTRACT, GENERAL CONDITIONS OF CONTRACT AND FORMS & PROCEDURES

SI No: 1

Clause 4.1.11 under 'Obligations of Contractor' in SCC is deleted.

SI No: 2:

OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT MANAGEMENT/ QUALITY ASSURANCE PROGRAMME

The following clauses in Occupational Health, Safety & Environment Management / Quality Assurance Programme published in Chapter-IX of Special Conditions of Contract (Volume I Book-II) is revised as under.

Chapter IX Clause 9.1 is modified as below:

Contractor will comply with HSE (Health, Safety & Environment) requirements of BHEL as per the "HSE Plan for Site Operations by Subcontractor" (Document No. HSEP: 14 Rev01) enclosed.

Chapter IX Clause 9.1.1 to 9.1.25 stands deleted.

Chapter IX Clause 9.2 to 9.62 stands deleted.

SI No: 3:

Clause No. 10.5 on RA Bill Payments, in Special Conditions of Contract (SCC), Volume-IB, Book-II, is revised as under:

The payment for running bills will normally be released within 30 days of submission of running bill complete in all respects with all documents. It is the responsibility of the contractor to make his own arrangements for making timely payments towards labour wages, statutory payments, outstanding dues etc., and other dues in the meanwhile.

SI No: 4:

Earnest Money Deposit (EMD) clause 1.9 in General Conditions of Contract (GCC) (Volume I Book-II) is revised as under.

1.9 EARNEST MONEY DEPOSIT

- 1.9.1 Every tenderer shall submit the prescribed amount of Earnest Money Deposit (EMD) to BHEL PSSR, only in the following forms: -
 - i. Electronic Fund Transfer credited in BHEL account (before tender opening)

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- ii. Through Online EMD payment portal of BHEL with SBI (before tender opening) by following steps as below:-
 1. Visit www.onlinesbi.com -> Go to State Bank Collect (In the tab section)
 2. Click Check box to proceed for payment -> Click on Proceed
 3. Under State of Corporate/ Institution ->Select Tamilnadu
 4. Under Type of Corporate/ Institution -> Select PSU – Public Sector Undertaking ->Go
 5. Under PSU – Public Sector Undertaking Name -> Select BHEL PSSR CHENNAI and Submit
 6. Under Select Payment Category ->> SCT TENDER EMD & TENDER FEES
- iii. Banker's cheque or Pay order or Demand Draft in favour of 'Bharat Heavy Electricals Limited' (along with offer) and payable at Chennai.
- iv. Fixed Deposit Receipt (FDR) issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act (FDR should be in the name of the Contractor, a/c BHEL) along with the offer.
- v. In case EMD amount is more than Rs. Two Lakhs, Tenderer has the option to submit Rs. Two lakhs in the forms described above in clause no. 1.9.1. (i) to (iv) and the remaining amount over and above Rs. Two Lakhs in the form of Bank Guarantee from Scheduled Bank (along with the Offer).

Note:

- a) Proforma of Bank Guarantee (in lieu of Earnest Money)- Form WAM 23 is enclosed with this Tender.
- b) The Bank Guarantee shall be valid for at least six months from the due date of tender submission mentioned in the Notice Inviting Tender.
- c) Date of Expiry of Claim shall be as given in Proforma of Bank Guarantee (in lieu of Earnest Money)- Form WAM 23.

Bank Details for the purpose of Taking EMD

Name and Address of Beneficiary:	Bharat Heavy Electricals Ltd. Tek Towers, No. 11, Old Mahabalipuram Road, Okkiyam Thoraipakkam, Chennai - 600097
Name of Bank:	State Bank Of India
Bank Branch Address:	SBI Saidapet Branch, EVR Periyar Building, Nandanam, Anna Salai, Chennai - 600035
IFSC Code :	SBIN0000912
Account No. :	10610819499

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Details for SFMS (Structured Financial Messaging System) transmission of BG

Bank and Branch	SBI TFCPC Branch
Branch Code	5056
IFSC Code	SBIN0005056

1.9.2 EMD shall not carry any interest.

1.9.3 EMD by the Tenderer will be forfeited as per NIT Conditions, if:

- After opening the tender and within the offer validity period, the Tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
- The Contractor fails to deposit the required Security deposit or commence the work within the period as per LOI/Contract.

1.9.4 EMD given by all unsuccessful tenderers will be refunded normally within 15 days of award of work.

1.9.5 EMD of successful tenderer will be retained as part of Security Deposit.

1.9.6 EMD by the tenderer shall be withheld in case any action on the tenderer is envisaged under the provisions of extant" Guidelines on Suspension of Business dealings with suppliers/contactors" and forfeited / released based on the action determined under these guidelines.

SI No: 5

SECURITY DEPOSIT The SECURITY DEPOSIT (SD) clause 1.10 published in General Conditions of Contract (Volume I Book-II) is revised as under.

1.10 Security Deposit:

1.10.1 Upon acceptance of Tender, the successful Tenderer should deposit the required amount of Security Deposit for satisfactory completion of work, as given below:

1.10.2 The total amount of Security Deposit will be 2% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.

1.10.3 The security Deposit should be furnished before start of the work by the contractor.

1.10.4 Modes of deposit:

1.10.4.1 The balance amount to make up the required Security Deposit of 2% of the contract value may be furnished in any one of the following forms

- Cash (as permissible under the extant Income Tax Act)

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- ii. Local cheques of Scheduled Banks (subject to realization)/ Pay Order/ Demand Draft/ Electronic Fund Transfer in favour of BHEL
- iii. Bank Guarantee from Scheduled Banks / Public Financial Institutions as defined in the Companies Act. The Bank Guarantee format for Security Deposit shall be in the prescribed formats.
- iv. Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the contractor, A/C BHEL, duly discharged on the back.
- v. Securities available from Indian Post offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Contractor furnishing the security and duly endorsed/ hypothecated/ pledged, as applicable, in favour of BHEL and discharged on the back)

(Note: BHEL will not be liable or responsible in any manner for the collection of interest or renewal of the documents or in any other matter connected therewith)

- 1.10.5 At least 50% of the Security Deposit including the EMD should be deposited in any form as prescribed before start of the work and the balance 50% of the Security Deposit will be recovered by deducting 10% of the gross amount progressively from each running bills of the contractor till the total amount of the required Security Deposit is collected.
- 1.10.6 The recoveries made from running bills (cash deduction towards balance SD amount) will be released against submission of equivalent Bank Guarantee in the prescribed formats, but only once, before completion of work.
- 1.10.7 The Security Deposit shall not carry any interest.
- 1.10.8 If the value of work done at any time exceeds the contract value, the amount of Security Deposit shall be correspondingly enhanced and the excess Security Deposit due the enhancement shall be immediately deposited by the Contractor or recovered from payment/s due to the Contractor.
- 1.10.9 A) The validity of Bank Guarantees towards Security Deposit shall be initially upto the completion period as stipulated in the Letter of Intent/Award + 3 months, and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the Contractor, by BHEL

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B) Date of Expiry of Claim shall be as given in the prescribed formats for Bank Guarantee towards Security Deposit

1.10.10 BHEL reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the Contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contract. BHEL reserves the right to set off the Security Deposit against any claims of other contracts with BHEL.

1.10.11 Penalty for Delayed Remittance of Security Deposit
If the contractor fails to furnish SD before start of work, in line with 1.10.3 above, Simple Interest against delayed remittance of the Security Deposit shall be deducted from the sub-contractor at the rate of SBI PLR + 2% on the value of 50% SD of the contract, for the delayed period (i.e., period between start of work and date of remittance of Initial SD, i.e., atleast 50% of SD). In case, the delayed period has different SBI PLR rates, Simple Interest shall be calculated based on different rates by considering the corresponding time period. On similar lines Penalty shall be levied for delayed remittance of Additional Security Deposit (if applicable).

Note: - Bank details & SFMS details provided above in Sl. No. 04 (Earnest Money Deposit) may be used for the purpose of arranging Bank Guarantees towards Security Deposit / Additional Security Deposit also.

SI No: 6

Clause 2.7.2 and 2.7.3 in GCC regarding Rights of BHEL is revised as under:

2.7.2.

2.7.2.1 To terminate the contract or withdraw portion of work and get it done through other agency, at the risk and cost of the contractor after due notice of a period of 14 days' by BHEL in any of the following cases:

- Contractor's poor progress of the work vis-à-vis execution timeline as stipulated in the Contract, backlog attributable to contractor including unexecuted portion of work does not appear to be executable within balance available period considering its performance of execution.
- Withdrawal from or abandonment of the work by contractor before completion of the work as per contract.

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- iii. Non-completion of work by the Contractor within scheduled completion period as per Contract or as extended from time to time, for the reasons attributable to the contractor.
- iv. Termination of Contract on account of any other reason (s) attributable to Contractor.
- v. Assignment, transfer, subletting of Contract without BHEL's written permission.
- vi. Non-compliance to any contractual condition or any other default attributable to Contractor.

Risk & Cost Amount against Balance Work:

Risk & Cost amount against balance work shall be calculated as follows: Risk & Cost Amount= $[(A-B) + (A \times H/100)]$

Where,

A= Value of Balance scope of Work (*) as per rates of new contract

B= Value of Balance scope of Work (*) as per rates of old contract being paid to the contractor at the time of termination of contract i.e. inclusive of PVC & ORC, if any.

H = Overhead Factor to be taken as 5

In case (A-B) is less than 0 (zero), value of (A-B) shall be taken as 0 (zero).

* Balance scope of work (in case of termination of contract):

Difference of Contract Quantities and Executed Quantities as on the date of issue of Letter for

'Termination of Contract', shall be taken as balance scope of Work for calculating risk & cost amount. Contract quantities are the quantities as per original contract. If, Contract has been amended, quantities as per amended Contract shall be considered as Contract Quantities.

Items for which total quantities to be executed have exceeded the Contract Quantities based on drawings issued to contractor from time to time till issue of Termination letter, then for these items total Quantities as per issued drawings would be deemed to be contract quantities.

Substitute/ extra items whose rates have already been approved would form part of contract quantities for this purpose. Substitute/ extra items which have been executed but rates have not been approved, would also form part of contract quantities for this purpose

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and rates of such items shall be determined in line with contractual provisions.

However, increase in quantities on account of additional scope in new tender shall not be considered for this purpose.

NOTE: Incase portion of work is being withdrawn at risk & cost of contractor instead of termination of contract, contract quantities pertaining to portion of work withdrawn shall be considered as 'Balance scope of work' for calculating Risk & Cost amount.

LD against delay in executed work in case of Termination of Contract:

LD against delay in executed work shall be calculated in line with LD clause no. 2.7.9 of GCC, for the delay attributable to contractor. For limiting the maximum value of LD, contract value shall be taken as Executed Value of work till termination of contract.

Method for calculation of "LD against delay in executed work in case of termination of contract" is given below.

- i). Let the time period from scheduled date of start of work till termination of contract excluding the period of Hold (if any) not attributable to contractor = T1
- ii). Let the value of executed work till the time of termination of contract= X
- iii). Let the Total Executable Value of work for which inputs/fronts were made available to contractor and were planned for execution till termination of contract = Y
- iv). Delay in executed work attributable to contractor i.e. $T2=[1-(X/Y)] \times T1$
- v). LD shall be calculated in line with LD clause (clause 2.7.9) of the Contract for the delay attributable to contractor taking "X" as Contract Value and "T2" as period of delay attributable to contractor.

2.7.2.2 In case Contractor fails to deploy the resources as per requirement, BHEL can deploy own/hired/otherwise arranged resources at the risk and cost of the contractor and recover the expenses incurred from the dues payable to contractor. Recoveries shall be actual expenses incurred plus 5% overheads or as defined in TCC.

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2.7.3 Recoveries arising out of Risk & Cost and LD or any other recoveries due from Contractor

Following sequence shall be applicable for recoveries from contractor:

- a) Dues available in the form of Bills payable to contractor, SD, BGs against the same contract.
- b) Demand notice for deposit of balance recovery amount shall be sent to contractor, if funds are insufficient to effect complete recovery against dues indicated in (a) above.
- c) If contractor fails to deposit the balance amount to be recovered within the period as prescribed in demand notice, following action shall be taken for balance recovery:
 - i) Dues payable to contractor against other contracts in the same Region shall be considered for recovery.
 - ii) If recovery cannot be made out of dues payable to the contractor as above, balance amount to be recovered, shall be informed to other Regions/Units for making recovery from the Unpaid Bills/Running Bills/SD/BGs/Final Bills of contractor.
 - iii) In-case recoveries are not possible with any of the above available options, Legal action shall be initiated for recovery against contractor.

SL No: 7: PENALTY FOR INTERMEDIATE MILESTONES– Not applicable

SL No: 8: OVERRUN COMPENSATION (ORC) -Not applicable

SI No: 9

Clauses 2.13.1, 2.13.6 & 2.13.7 in GCC on Interest Bearing Recoverable Advances,

9.1 Clauses 2.13.1,2.13.6 & 2.13.7 in GCC is revised as under:

9.1.1 Clause 2.13.1 in GCC is revised as “Normally no advance payment shall be payable to the contractor. Mobilization advance payment in exceptional circumstances shall be interest bearing and secured through a Bank Guarantee and shall be limited to a maximum of 5% of contract value. This ‘Interest Bearing Recoverable Advance’ shall be payable in not less than two installments with any of the installment not exceeding 60% of the total eligible advance”.

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9.1.2 Clause 2.13.6 in GCC is revised as “The rate of interest applicable for the above advances shall be the Base rate of State Bank of India prevailing at the time of disbursement of the advance + 6%, and such rate will remain fixed till the total advance amount is recovered”.

9.1.3 Clause 2.13.7 in GCC is revised as “Unadjusted amount of advances paid shall not exceed 5% of the total contract value at any point of time. Recovery of advances shall be made progressively from each Running Bill such that the advance amounts paid along with the interest is fully recovered by the time the contractor's billing reaches 90% of contract value.”

SI. No: 10: Void

SI No: 11: PRICE VARIATION COMPENSATION (PVC) – Not applicable

SI No: 12

Clauses 2.21 in GCC regarding Arbitration is amended as below

2.21 ARBITRATION & CONCILIATION

2.21.1 ARBITRATION:

2.21.1.1 Except as provided elsewhere in this Contract, in case Parties are unable to reach amicable settlement (whether by Conciliation to be conducted as provided in Clause 2.21.2 herein below or otherwise) in respect of any dispute or difference; arising out of the formation, breach, termination, validity or execution of the Contract; or, the respective rights and liabilities of the Parties; or, in relation to interpretation of any provision of the Contract; or. in any manner touching upon the Contract (hereinafter referred to as the 'Dispute'), then, either Party may, commence arbitration in respect of such Dispute by issuance of a notice in terms of section 21 of the Arbitration & Conciliation Act, 1996 (hereinafter referred to as the 'Notice'). The Notice shall contain the particulars of all claims to be referred to arbitration in sufficient detail and shall also indicate the monetary amount of such claim. The arbitration shall be conducted by a sole arbitrator to be appointed by the Head of the BHEL Power Sector Region issuing the Contract within 60 days of receipt of the complete Notice. The language of arbitration shall be English.

The Arbitrator shall pass a reasoned award.

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Subject as aforesaid, the provisions of Arbitration and Conciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made thereunder as in force from time to time shall apply to the arbitration proceedings under this clause. The seat of arbitration shall be **Chennai** (the place from where the contract is issued). The Contract shall be governed by and be construed as per provisions of the laws of India. Subject to this provision 2.21.1.1 regarding ARBITRATION, the principal civil court exercising ordinary civil jurisdiction over the area where the seat of arbitration is located shall have exclusive jurisdiction over any DISPUTE to the exclusion of any other court.

- 2.21.1.2 In case of Contract with Public Sector Enterprise (PSE) or a Government Department, the following shall be applicable:
In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD (Administrative Mechanism for Resolution of CPSEs Disputes) as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018 as amended from time to time.
- 2.21.1.3 The cost of arbitration shall initially be borne equally by the Parties subject to the final allocation thereof as per the award/order passed by the Arbitrator.
- 2.21.1.4 Notwithstanding the existence of any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of its obligations under this Contract with due diligence and expedition in a professional manner unless the dispute inter-alia relates to cancellation, termination or short-closure of the Contract by BHEL.

2.21.2 CONCILIATION:

If at any time (whether before, during or after the arbitral or judicial proceedings), any Disputes (which term shall mean and include any dispute, difference, question or disagreement arising in connection with construction, meaning, operation, effect, interpretation or breach of the

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agreement, contract), which the Parties are unable to settle mutually, arise inter-se the Parties, the same may, be referred by either party to Conciliation to be conducted through Independent Experts Committee (IEC) to be appointed by competent authority of BHEL from the BHEL Panel of Conciliators.

Notes:

1. No serving or a retired employee of BHEL/Administrative Ministry of BHEL shall be included in the BHEL Panel of Conciliators.
2. Any other person(s) can be appointed as Conciliator(s) who is/are mutually agreeable to both the parties from outside the BHEL Panel of Conciliators.

The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided in Procedure 2.3 enclosed in Vol 1A Part II Chapter 4. The Procedure 2.3 together with its Formats will be treated as if the same is part and parcel hereof and shall be as effectual as if set out herein in this GCC.

The Contractor hereby agrees that BHEL may make any amendments or modifications to the provisions stipulated in the Procedure 2.3 enclosed in Vol 1A Part II Chapter 5 from time to time and confirms that it shall be bound by such amended or modified provisions of the Procedure 2.3 with effect from the date as intimated by BHEL to it.

2.21.3 No Interest payable to Contractor

Notwithstanding anything to the contrary contained in any other document comprising in the Contract, no interest shall be payable by BHEL to Contractor on any moneys or balances including but not limited to the Security Deposit, EMD, Retention Money, RA Bills or the Final Bill, or any amount withheld and/or appropriated by BHEL etc., which becomes or as the case may be, is adjudged to be due from BHEL to Contractor whether under the Contract or otherwise.

SI No: 13

The chapter Reverse auction procedure published in 'Forms and Procedures' of Volume I Book-II stands deleted. **Reverse Auction is not applicable for this tender.**

SI No: 14: Monthly Plan and Review with Contractor– Not applicable

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SI No: 15: Monthly Performance Evaluation of Contractor– Not applicable

SI No: 16

Clause 2.22 in GCC regarding Retention Amount is revised as under:

2.22 Performance security Deposit

2.22.1 After award of work, before commencement of work at site Vendor shall submit 5% of the contract value towards Performance Security Deposit, in the form of (a) or (b) below. In addition, Performance Security deposit on PVC will be recovered at the rate of 5% from every running bill.

- (a) CASH (DD/Online payment), 5% of the contract Value towards Performance security deposit, before commencing the contract.
(or)
- (b) Recovery 5% from Each Running Bill towards Performance security deposit.
(Note: Subcontractor has to choose either Option (a) or (b) before issue of Detailed LOI).

2.22.2 Refund of Performance Security Deposit:

100% of performance security deposit shall be released along with the final bill.

SI No: 17

Existing format for Integrity Pact, as available in Volume ID Forms and procedure stands Deleted. Revised Format is enclosed in NIT.

SI No: 18

Existing format for BANK GUARANTEE FOR SECURITY DEPOSIT, as available in Form No. F-11 (Rev 00) of Volume ID Forms and procedures stands deleted. Refer Proforma of Bank Guarantee (in lieu of Security Deposit)-Form WAM 22 provided in Chapter-10, Part-II of Volume-IA Technical Conditions of Contract.

SI No: 19

Clause 2.15.5 of GCC in Extra Works is revised as under:

2.15.5: After eligibility of extra works is established and finally accepted by BHEL engineer / designer, payment will be released on competent authority's approval at the following rate.

MAN-HOUR RATE FOR ELIGIBLE EXTRA WORKS:

Single composite average labour man-hour rate, including overtime if any, supervision, use of tools and tackles and other site expenses and incidentals,

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consumables for carrying out any major rework / repairs / rectification / modification / fabrication as certified by site as may arise during the course of erection, testing, commissioning or extra works arising out of transit, storage and erection damages, payment, if found due will be at Rs 108/- per man hour.

SI No: 20

The following clauses of General Conditions of Contract (GCC), Special Conditions of Contract (SCC) and Forms & Procedures are Not Applicable for this tender.

GCC

- 2.7.9 – Liquidated Damages
- 2.9.2 to 2.9.4 – Progress Monitoring, Monthly review and Performance Evaluation
- 2.12 – Overrun compensation
- 2.13 – Interest Bearing Recoverable Advances
- 2.17 – Price Variation Compensation

SCC

- 4.1.4- TIG wire for boiler TIG Filler wire for Boiler, Filler wires and Electrodes for P91 / T91 piping
- 4.1.10- Transportation of oil drums....
- 4.2.2- Obligations in respect of T&Ps and MMEs provided by BHEL

Forms and Procedures

- 1.14 – Monthly plan and review with contractors (Form F-14 Rev 01)
- 1.15 – Monthly Performance Evaluation of Contractor (Form F-15 Rev 02)

TECHNICAL CONDITIONS OF CONTRACT (TCC)

VOLUME-IA PART – II CHAPTER 2 to CHAPTER 5

In the next 99 pages as below:

CHAPTER	Details	No. of sheets
CHAPTER 2	HSE PLAN FOR SITE OPERATIONS BY SUBCONTRACTOR	82
CHAPTER 3	Proforma of Bank Guarantee (in lieu of Earnest Money)- Form WAM 23	03
CHAPTER 4	Proforma of Bank Guarantee (in lieu of Security Deposit)- Form WAM 22	03
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HEALTH, SAFETY and ENVIRONMENT PLAN



**for
SITE
OPERATIONS
by
SUB-
CONTRACTORS**

POWER SECTOR

HSE PLAN FOR SITE OPERATIONS BY BHEL'S SUBCONTRACTORS

AT A GLANCE

BEFORE START

SIGNING OF MOU	
Agree to comply to HSE requirement- Statutory and BHEL's	

PLAN

HSE ORGANISATION	
Manpower <ul style="list-style-type: none">• 1 (one) safety officer for every 500 workers or part thereof• 1(one) safety-steward/ supervisor for every 100 workers	HSE Roles and responsibilities <ul style="list-style-type: none">• Site In-charge- As per clause 7.2.1• Safety officer- As per clause 7.2.2
Qualification As per Cl. 7.1	

PROVIDE

HSE Planning for Man, Machinery/Equipment/Tools & Tackles	
--------------------------------------------------------------	--

TRAIN

HSE INFRASTRUCTURE	
<ul style="list-style-type: none">• PPEs• Drinking Water• Washing Facilities• Latrines and Urinals• Provision of shelter for rest• Medical facilities	<ul style="list-style-type: none">• Canteen facilities• Labour Colony• Emergency Vehicle• Pest Control• Scrapyard• Illumination

COMMUNICATE

HSE TRAINING , AWARENESS & PROMOTION	
Training <ul style="list-style-type: none">• Induction training• Height work and other critical areas• Tool Box talk & Pep Talk	Awareness & Promotion <ul style="list-style-type: none">• Signage• Poster• Banner• Competition• Awards

HSE COMMUNICATION	
Incident Reporting <ul style="list-style-type: none">• Accident- Fatal & Major• Property damage• Near Miss	Event Reporting <ul style="list-style-type: none">• Celebrations• Training• Medical camp

NON CONFORMANCE

CHECKS

EXECUTE SAFELY

OPERATIONAL CONTROL PROCEDURES

PERMIT TO WORK

Height work (above 2 metres), Hot Work, Heavy Lifting, Confined Space, Radiography, excavation (More than 4 metres)

SAFETY DURING WORK EXECUTION

<ul style="list-style-type: none">• Welding• Rigging• Cylinder- storage & Movement• Demolition work• T&Ps• Chemical Handling• Electrical works	<ul style="list-style-type: none">• Fire• Scaffolding• Height work• Working Platform• Excavation• Ladder• Lifting• Hoisting appliance
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HOUSE KEEPING

WASTE MANGEMENT

TRAFFIC MANAGEMENT

ENVIRONMENTAL CONTROL

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

HSE AUDITS & INSPECTION

<ul style="list-style-type: none">• Daily Checks• Inspection of PPEs• Inspection of T& Ps• Inspection of Cranes & Winches	<ul style="list-style-type: none">• Inspection of Height work• Inspection of Welding and Gas cutting• Inspection of elevators etc.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------

HSE PERFORMANCE EVALUATION PARAMETERS

PENALTY for NON CONFORMANCE

Refer Clause 16

Incremental penalty

For repeated violation by the same person, the penalty would be double of the previous penalty

For repeated fatal incident in the same Unit incremental penalty to be imposed. The subcontractor will pay 2 times the penalty compared to previously paid in case there are repeated cases of fatal incidents under the same subcontractor for the same package in the same unit.

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REVISION HISTORY SHEET

Date	Revision No.	Details of Changes	Reason	Prepared	Reviewed	Approved
12.08.2014	00	First Issue	First Issue	S. B. Jayant, Dy Manager- FQA & Safety	A. K. Sinha, GM-FQA & Safety	Anuj Bhatnagar, ED-FQA & Safety
20.01.2020	01	Formats added: HSEP:14-F30 – Monthly HSE Planning & Review (Page 11, Clause 8.0 - updated) HSEP:14-F13E-Excavation Inspection Format (part of F30)) HSEP:14-F32B – Job Safety Analysis Format (part of F30) HSEP:14-F31A – Daily HSE Reporting (Page 18, Clause 10.3 – added) HSEP:14-F33 – HSE Performance Evaluation (Page 31, Clause 13 – revised)	IOM No. PSHQHSE/M ONREP/02 Dated 08-Jan-2020	Rohit Kumar		Santosh Nair, GM (MSX & HSE)



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1.0 PURPOSE

- 1.1 The purpose of this HSE Plan is to provide for the systematic identification, evaluation, prevention and control of general workplace hazards, specific job hazards, potential hazards and environmental impacts that may arise from foreseeable conditions during installation and servicing of industrial projects and power plants.
- 1.2 This document shall be followed by BHEL's subcontractors at all installation and servicing sites. In case customer specific documents are to be implemented, this document will be followed in conjunction with customer specific documents.
- 1.3 Although every effort has been made to make the procedures and guidelines in line with statutory requirements, in case of any discrepancy relevant statutory guidelines must be followed.
- 1.4 In case the customer has any specific requirement, the same is to be fulfilled.

2.0 SCOPE

The document is applicable for BHEL's Subcontractors at all installation / servicing activities of BHEL Power Sector as per the relevant contractual obligations.

3.0 OBJECTIVES AND TARGETS

The HSE Plan reflects that BHEL places high priority upon the Occupational Health, Safety and Environment at workplaces.

- Ensure the Health and Safety of all persons at work site is not adversely affected by the work.
- Ensure protection of environment of the work site.
- Comply at all times with the relevant statutory and contractual HSE requirements.
- Provide trained, experienced and competent personnel. Ensure medically fit personnel only are engaged at work.
- Provide and maintain plant, places and systems of work that are safe and without risk to health and the environment.
- Provide all personnel with adequate information, instruction, training and supervision on the safety aspect of their work.
- Effectively control, co-ordinate and monitor the activities of all personnel on the Project sites including subcontractors in respects of HSE.
- Establish effective communication on HSE matters with all relevant parties involved in the Project works.
- Ensure that all work planning takes into account all persons that may be affected by the work.
- Ensure fitness testing of all T&Ps/Lifting appliances like cranes, chain pulley blocks etc. are to be certified by competent person.
- Ensure timely provision of resources to facilitate effective implementation of HSE requirements.
- Ensure continual improvements in HSE performance
- Ensure conservation of resources and reduction of wastage.
- Capture the data of all incidents including near misses, process deviation etc. Investigate and analyze the same to find out the root cause.
- Ensure timely implementation of correction, corrective action and preventive action.



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HSE TARGETS

EXPLOSION	ZERO
FATALITY	ZERO
LOST TIME INJURY	ZERO
FIRE	ZERO
VEHICLE INCIDENTS	ZERO
ENVIRONMENTAL INCIDENTS	ZERO

4.0 BHEL POWER SECTOR HEALTH, SAFETY & ENVIRONMENT POLICY

Health, Safety & Environment Policy of BHEL

In BHEL, Health, Safety and Environment (HSE) responsibilities are driven by our commitment to protect our employees and people we work with, community and environment. BHEL believes in zero tolerance for unsafe work/non-conformance to safety and in minimizing environmental footprint associated with all its business activities. We commit to continually improve our HSE performance by:

- Developing safety and sustainability culture through active leadership and by ensuring availability of required resources.
- Ensuring compliance with applicable legislation, regulations and BHEL systems.
- Taking up activities for conservation of resources and adopting sound waste management by following Reduce/Recycle/Reuse approach.
- Continually identifying, assessing and managing environmental impacts and Occupational Health & Safety risks of all activities, products and services adopting approach based on elimination/substitution/reduction/control.
- Incorporating appropriate Occupational Health, Safety and Environment criteria into business decisions, design of products & systems and for selection of plants, technologies and services.
- Imparting appropriate structured training to all persons at workplace and promoting awareness amongst customers, contractors and suppliers on HSE issues.
- Reviewing periodically this policy and HSE Management Systems to ensure its relevance, appropriateness and effectiveness.
- Communicating this policy within BHEL and making it available to interested parties.

sd/-

CMD, BHEL

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5.0 MEMORANDUM OF UNDERSTANDING:

After award of work, subcontractors are required to enter into a memorandum of understanding as given below:

Memorandum of Understanding

BHEL, Power Sector _____ Region is committed to Health, Safety and Environment Policy (HSE Policy).

**M/s _____ do hereby also commit to comply with the same HSE Policy while
executing the Contract Number _____**

**M/s _____ shall ensure that safe work practices as per the HSE plan. Spirit and
content therein shall be reached to all workers and supervisors for compliance.**

**In addition to this, M/S _____ shall comply to all applicable statutory and regulatory requirements
which are in force in the place of project and any special requirement specified in the contract document of the
principal customer.**

**M/s _____ shall co-operate in HSE audits/inspections conducted by BHEL /customer/
third party and ensure to close any non-conformity observed/reported within prescribed time limit.**

Signed by authorized representative of M/s -----

Name : _____

Place & Date:

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6.0 TERMS AND DEFINITIONS

6.1 DEFINITIONS

6.1.1 INCIDENT

Work- related or natural event(s) in which an injury, or ill health (regardless of severity), damage to property or fatality occurred, or could have occurred.

6.1.2 NEAR MISS

An incident where no ill health, injury, damage or other loss occurs, but it had a potential to cause, is referred to as "Near-Miss".

6.1.3 MAN-HOURS WORKED

The total number of man hours worked by all employees including subcontractors working in the premises. It includes managerial, supervisory, professional, technical, clerical and other workers including contract labours. Man-hours worked shall be calculated from the payroll or time clock recorded including overtime. When this is not feasible, the same shall be estimated by multiplying the total man-days worked for the period covered by the number of hours worked per day. The total number of workdays for a period is the sum of the number of men at work on each day of period. If the daily hours vary from department to department separate estimate shall be made for each department and the result added together.

6.1.4 FIRST AID CASES

First aids are not essentially all reportable cases, where the injured person is given medical treatment and discharged immediately for reporting on duty, without counting any lost time.

6.1.5 LOST TIME INJURY

Any work injury which renders the injured person unable to perform his regular job or an alternative restricted work assignment on the next scheduled work day after the day on which the injury occurred.

6.1.6 MEDICAL CASES

Medical cases come under non-reportable cases, where owing to illness or other reason the employee was absent from work and seeks Medical treatment.

6.1.7 TYPE OF INCIDENTS & THEIR REPORTING:

The three categories of Incident are as follows:

Non-Reportable Cases:

An incident, where the injured person is given medical help and discharged for work without counting any lost time.



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Reportable Cases:

In this case the injured person is disable for 48 hours or more and is not able to perform his duty.

Injury Cases:

These are covered under the heading of non-reportable cases. In these cases the incident caused injury to the person, but he still continues his duty.

6.1.8 TOTAL REPORTABLE FREQUENCY RATE

Frequency rate is the number of Reportable Lost Time Injury (LTI) per one Million Man hours worked. Mathematically, the formula read as:

$$\frac{\text{Number of Reportable LTI} \times 1,000,000}{\text{Total Man Hours Worked}}$$

6.1.9 SEVERITY RATE

Severity rate is the Number of days lost due to Lost Time Injury (LTI) per one Million Man hours worked. Mathematically, the formula reads as:

$$\frac{\text{Days lost due to LTI}}{\text{Total Man Hours Worked}} \times 1,000,000$$

6.1.10 INCIDENCE RATE

Incidence Rate is the Number of LTI per one thousand manpower deployed. Mathematically, the formula reads as:

$$\frac{\text{Number of LTI} \times 1000}{\text{Average number of manpower deployed}}$$

7.0 HSE ORGANISATION

Number of safety officers:

The subcontractor must deploy one safety officer for every 500 workers or part thereof in each package. In addition, there must be one safety-steward/safety-supervisor for every 100 workers.

Deployment: The subcontractor should deploy sufficient safety officers and safety-steward/Safety-supervisor, as per requirement given above, since initial stage and add more in proportion to the added strength in work force. Any delay in deployment will attract a penalty of Rs.30,000/- per man month for the delayed period.

7.1 QUALIFICATION FOR HSE PERSONNEL

Sl.no	Designation	Qualification	Experience
1	Safety officer (Construction Agency)	Degree or Diploma in Engineering with full time diploma in Industrial Safety with construction safety as one of the subjects	Minimum two years for degree holder and five years for diploma holder in the field of Construction of power plant/ major industries



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2	Safety-Steward/ Safety-Supervisor	Degree or diploma in any discipline with full time diploma in Industrial Safety with construction safety as one of the subjects	Minimum two years
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7.2 RESPONSIBILITIES

7.2.1 SITE IN -CHARGE OF SUBCONTRACTOR

- Shall sign Memorandum of Understanding (MoU) for compliance to BHEL's HSE Plan for Site Operations as per clause 5.0.
- Shall engage qualified safety officer(s) and steward (s) as per clause 7.0
- Shall adhere to the rules and regulations mentioned in this code, practice very strictly in his area of work in consultation with his concerned engineer and the safety coordinator.
- Shall screen all workmen for health and competence requirement before engaging for the job and periodically thereafter as required.
- Shall not engage any employee below 18 years.
- Shall arrange for all necessary PPEs like safety helmets, belts, full body harness, shoes, face shield, hand gloves etc. before starting the job. Shall ensure that no working men/women carry excessive weight more than stipulated in Factory Rule Regulation R57.
- Shall ensure that all T&Ps engaged are tested for fitness and have valid certificates from competent person.
- Shall ensure that provisions stipulated in contract Labour Regulation Act 1970, Chapter V C.9, canteen, rest rooms/washing facilities to contracted employees at site.
- Shall adhere to the instructions laid down in Operation Control Procedures (OCPs) available with the site management.
- Shall ensure that person working above 2.0 meter should use Safety Harness tied to a life line/stable structure.
- Shall ensure that materials are not thrown from height. Cautions to be exercised to prevent fall of material from height.
- Shall report all incidents (Fatal/Major/Minor/Near Miss) to the Site engineer /HSE officer of BHEL.
- Shall ensure that Horseplay is strictly forbidden.
- Shall ensure that adequate illumination is arranged during night work.
- Shall ensure that all personnel working under subcontractor are working safely and do not create any Hazard to self and to others.
- Shall ensure display of adequate signage/posters on HSE.
- Shall ensure that mobile phone is not used by workers while working.
- Shall ensure conductance of HSE audit, mockdrill, medical camps, induction training and training on HSE at site.
- Shall ensure full co-operation during HQ/External /Customer HSE audits.



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- Shall ensure submission of look-ahead plan for procurement of HSE equipment's and PPEs as per work schedule.
- Shall ensure good housekeeping.
 - Shall ensure adequate valid fire extinguishers are provided at the work site.
 - Shall ensure availability of sufficient number of toilets /restrooms and adequate drinking water at work site and labour colony.
 - Shall ensure adequate emergency preparedness.
 - Shall be member of site HSE committee and attend all meetings of the committee
 - Power source for hand lamps shall be maximum of 24 v.
- Temporary fencing should be done for open edges if Hand – railings and Toe-guards are not available.

7.2.2 HEALTH, SAFETY AND ENVIRONMENT OFFICER OF SUBCONTRACTOR

- Carry out safety inspection of Work Area, Work Method, Men, Machine & Material, P&M and other tools and tackles.
- Facilitate inclusion of safety elements into Work Method Statement.
- Highlight the requirements of safety through Tool-box / other meetings.
- Help concerned HOS to prepare Job Specific instructions for critical jobs.
- Conduct investigation of all incident/dangerous occurrences & recommend appropriate safety measures.
- Advice & co-ordinate for implementation of HSE permit systems, OCPs & MPs.
- Convene HSE meeting & minute the proceeding for circulation & follow-up action.
- Plan procurement of PPE & Safety devices and inspect their healthiness.
- Report to PS Region/HQ on all matters pertaining to status of safety and promotional program at site level.
- Facilitate administration of First Aid
- Facilitate screening of workmen and safety induction.
- Conduct fire Drill and facilitate emergency preparedness
- Design campaigns, competitions & other special emphasis programs to promote safety in the workplace.
- Apprise PS- Region on safety related problems.
- Notify site personnel non-conformance to safety norms observed during site visits / site inspections.
- Recommend to Site In charge, immediate discontinuance of work until rectification, of such situations warranting immediate action in view of imminent danger to life or property or environment.
- To decline acceptance of such PPE / safety equipment that do not conform to specified requirements.
- Encourage raising Near Miss Report on safety along with, improvement initiatives on safety.
- Shall work as interface between various agencies such customer, package-in-charges, subcontractors on HSE matters

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8.0 PLANNING BY SUBCONTRACTOR

Monthly planning and review of HSE activities shall be carried out by subcontractor as per format No. HSEP:14-F30 jointly along with BHEL.

8.1 MOBILISATION OF MACHINERY/EQUIPMENT/TOOLS BY SUBCONTRACTOR

- As a measure to ensure that machinery, equipment and tools being mobilized to the construction site are fit for purpose and are maintained in safe operating condition and complies with legislative and owner requirement, inspection shall be arranged by in-house competent authority for acceptance as applicable.
- The machinery and equipment to be embraced for this purpose shall include but not limited to the following:
 - Mobile cranes.
 - Side Booms.
 - Forklifts.
 - Grinding machine.
 - Drilling machine.
 - Air compressors.
 - Welding machine.
 - Generator sets.
 - Dump Trucks.
 - Excavators.
 - Dozers
 - Grit Blasting Equipment.
 - Hand tools.
- Subcontractor shall notify the engineer, of his intention to bring on to site any equipment or any container, with liquid or gaseous fuel or other substance which may create a hazard. The Engineer shall have the right to prescribe the condition under which such equipment or container may be handled and used during the performance of the works and the subcontractor shall strictly adhere to such instructions. The Engineer shall have the right to inspect any construction tool and to forbid its use, if in his opinion it is unsafe. No claim due to such prohibition will be entertained.

8.2 MOBILISATION OF MANPOWER BY SUBCONTRACTOR

- The subcontractor shall arrange induction and regular health check of their employees as per schedule VII of BOCW rules by a registered medical practitioner.
- The subcontractor shall take special care of the employees affected with occupational diseases under rule 230 and schedule II of BOCW Rules. The employees not meeting the fitness requirement should not be engaged for such job.
- Ensure that the regulatory requirements of excessive weight limit (to carry/lift/ move weights beyond prescribed limits) for male and female workers are complied with.
- Appropriate accommodation to be arranged for all workmen in hygienic condition.



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8.3 PROVISION OF PPEs

- Personnel Protective Equipment (PPEs), in adequate numbers, will be made available at site & their regular use by all concerned will be ensured
- The following matrix recommends usage of minimum PPEs against the respective job.

Sl. No	Type of work	PPEs
1	Concrete and asphalt mixing	Nose mask, hand glove, apron and gum boot
2	Welders/Grinders/ Gas cutters	Welding/face screen, apron, hand gloves, nose mask and ear muffs if noise level exceeds 90dB. Helmet fitted with welding shield is preferred for welders
3	Stone/ concrete breakers	Ear muffs, safety goggles, hand gloves
4	Electrical Work	Rubber hand glove, Electrical Resistance shoes
5	Insulation Work	Respiratory mask, Hand gloves, safety goggles
6	Work at height	Double lanyard full body harness, Fall arrestor (specific cases)
7	Grit/Sand blasting	Blast suit, blast helmet, respirator, leather gloves
8	Painting	Plastic gloves, Respirators (particularly for spray painting)
9	Radiography	As per BARC guidelines

- The PPEs shall conform to the relevant standards as below and bear ISI mark.

Relevant is-codes for personal protection

IS: 2925 – 1984	Industrial Safety Helmets.
IS: 4770 – 1968	Rubber gloves for electrical purposes.
IS: 6994 – 1973 (Part-I)	Industrial Safety Gloves (Leather & Cotton Gloves).
IS: 1989 – 1986 (Part-I-II)	Leather safety boots and shoes.
IS: 5557 – 1969	Industrial and Safety rubber knee boots.
IS: 6519 – 1971	Code of practice for selection, care and repair of Safety footwear.
IS: 11226 – 1985	Leather Safety footwear having direct molding sole.
IS: 5983 – 1978	Eye protectors.
IS: 9167 – 1979	Ear protectors.
IS: 1179-1967	Eye & Face protection during welding
IS: 3521 – 1983	Industrial Safety Belts and Harness
IS:8519 -1977	Guide for selection of industrial Safety equipment for body protection
IS:9473-2002,14166-1994,14746-1999	Respiratory Protective Devices

The list is not exhaustive. The safety officer may demand additional PPEs based on specific requirement.



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- Where workers are employed in sewers and manholes, which are in use, the subcontractor shall ensure that the manhole covers are opened and ventilated at least for an hour before the workers are allowed to get into manhole, and the manholes so opened shall be cordoned off with suitable railing and provided with warning signals or boards to prevent incident to the public
- Besides the PPEs mentioned above, the persons shall use helmet and safety shoe. The visitors shall use Helmet and any other PPEs as deemed appropriate for the area of work.

Colour scheme for Helmets:

1. Workmen: Yellow
2. Safety staff: Green or white with green band
3. Electrician: Red
4. Others including visitors: White

- All the PPEs shall be checked for its quality before issue and the same shall be periodically checked. The users shall be advised to check the PPEs themselves for any defect before putting on. The defective ones shall be repaired/replaced.
- The issuing agency shall maintain register for issue and receipt of PPEs.
- The Helmets shall have logo or name (abbreviation of agency name permitted) affixed or printed on the front.
- The body harnesses shall be serial numbered.

8.4 ARRANGEMENT OF INFRASTRUCTURE

8.4.1 DRINKING WATER

- Drinking water shall be provided and maintained at suitable places at different elevations.
- Container should be labeled as "Drinking Water"
- Cleaning of the storage tank shall be ensured atleast once in 3 months indicating date of cleaning and next due date.
- Potability of water should be tested as per IS10500 at least once in a year.

8.4.2 WASHING FACILITIES

- In every workplace, adequate and suitable facilities for washing shall be provided and maintained.
- Separate and adequate cleaning facilities shall be provided for the use of male and female workers. Such facilities shall be conveniently accessible and shall be kept in clean and hygienic condition and dully illuminated for night use.
- Overalls shall be supplied by the subcontractor to the workmen and adequate facilities shall be provided to enable the painters and other workers to wash during the cessation of work.

8.4.3 LATRINES AND URINALS

- Latrines and urinals shall be provided in every work place.
- Urinals shall also be provided at different elevations.
- They shall be adequately lighted and shall be maintained in a clean and sanitary condition at all times, by appointing designated person.
- Separate facilities shall be provided for the use of male and female worker if any.

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8.4.4 PROVISION OF SHELTER DURING REST

Proper Shed & Shelter shall be provided for rest during break

8.4.5 MEDICAL FACILITIES

8.4.5.1 MEDICAL CENTRE (As per Schedule V, X and XI of BOCW central Rules, 1998)

- A medical centre shall be ensured/identified at site with basic facilities for handling medical emergencies. The medical center can be jointly developed on proportionate sharing basis with permission from BHEL
- A qualified medical professional, not less than MBBS, shall be deployed at the medical centre
- The medical centre shall be equipped with one ambulance, with trained driver and oxygen cylinder.
- Medical waste shall be disposed as per prevailing legislation (Bio-Medical Waste –Management and Handling Rules, 1998)

8.4.5.2 FIRST AIDER

- Ensure availability of Qualified First-aider throughout the working hours.
- Every injury shall be treated, recorded and reported.
- Refresher course on first aid shall be conducted as necessary.
- List of Qualified first aiders and their contact numbers should be displayed at conspicuous places.

8.4.5.3 FIRST AID BOX (as per schedule III of BOCW)

- The subcontractor shall provide necessary first aid facilities as per schedule III of BOCW. At every work place first aid facilities shall be provided and maintained.
- The first aid box shall be kept by first aider who shall always be readily available during the working hours of the work place. His name and contact no to be displayed on the box.
- The first aid boxes should be placed at various elevations so as to make them available within the reach and at the quickest possible time.
- The first aid box shall be distinctly marked with a Green Cross on white background.
- Details of contents of first aid box is given in Annexure No. 01
- Monthly inspection of First Aid Box shall be carried out by the owner as per format no. HSEP:14-F01
- The subcontractor should conduct periodical first –aid classes to keep his supervisor and Engineers properly trained for attending to any emergency.

8.4.5.4 HEALTH CHECK UP (As per schedule VII and Form XI)

The persons engaged at the site shall undergo health checkup as per the format no. HSEP:14-F02 before induction. The persons engaged in the following works shall undergo health checkup at least once in a year:

- a. Height workers
- b. Drivers/crane operators/riggers



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- c. Confined space workers
- d. Shot/sand blaster
- e. Welding and NDE personnel

8.4.6 PROVISION OF CANTEEN FACILITY

- Canteen facilities shall be provided for the workmen of the project inside the project site.
- Proper cleaning and hygienic condition shall be maintained.
- Proper care should be taken to prevent biological contamination.
- Adequate drinking water should be available at canteen.
- Fire extinguisher shall be provided inside canteen.
- Regular health check-up and medication to the canteen workers shall be ensured.

8.4.7 PROVISION OF ACCOMODATION/LABOUR COLONY

- The subcontractor shall arrange for the accommodation of workmen at nearby localities or by making a labour colony.
- Regular housekeeping of the labour colony shall be ensured.
- Proper sanitation and hygienic conditions to be maintained.
- Drinking water and electricity to be provided at the labour colony.
- Bathing/ washing bay
- Room ventilation and electrification.

8.4.8 PROVISION OF EMERGENCY VEHICLE

- Dedicated emergency vehicle shall be made available at workplace by each subcontractor to handle any emergency

8.4.9 PEST CONTROL

Regular pest control should be carried out at all offices, mainly laboratories, canteen, labour colony and stores.

8.4.10 SCRAPYARD

- In consultation with customer, scrapyard shall be developed to store metal scrap, wooden scrap, waste, hazardous waste.
- Scrap/Waste shall be segregated as Bio-degradable and non-bio-degradable and stored separately.

8.4.11 ILLUMINATION

- The subcontractor shall arrange at his cost adequate lighting facilities e.g. flood lighting, hand lamps, area lighting etc. at various levels for safe and proper working operations at dark places and during night hours at the work spot as well as at the pre-assembly area.
- Adequate and suitable light shall be provided at all work places & their approaches including passage ways as per IS: 3646 (Part-II). Some recommended values are given below:



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S. No.

Location

Illumination
(Lux)

A. Construction Area

1.	Outdoor areas like store yards, entrance and exit roads	20
2.	Platforms	50
3.	Entrances, corridors and stairs	100
4.	General illumination of work area	150
5.	Rough work like fabrication, assembly of major items	150
6.	Medium work like assembly of small machined parts rough measurements etc.	300
7.	Fine work like precision assembly, precision measurements etc.	700
8.	Sheet metal works	200
9.	Electrical and instrument labs	450

B. Office

1.	Outdoor area like entrance and exit roads	20
2.	Entrance halls	150
3.	Corridors and lift cars	70
4.	Lift landing	150
5.	Stairs	100
6.	Office rooms, conference rooms, library reading tables	300
7.	Drawing table	450
8.	Manual telephone exchange	200

- Lamp (hand held) shall not be powered by mains supply but either by 24V or dry cells.
- Lamps shall be protected by suitable guards where necessary to prevent danger, in case of breakage of lamp.
- Emergency lighting provision for night work shall be made to minimise danger in case of main supply failure.

If the subcontractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instructions issued by the authorized BHEL official, BHEL shall have the right to take corrective steps at the risk and cost of the subcontractor

9.0 HSE TRAINING& AWARENESS

9.1 HSE INDUCTION TRAINING

All persons entering into project site shall be given HSE induction training by the HSE officer of BHEL /subcontractor before being assigned to work.

In-house induction training subjects shall include but not limited to:

- Briefing of the Project details.
- Safety objectives and targets.
- Site HSE rules.
- Site HSE hazards and aspects.
- First aid facility.
- Emergency Contact No.
- Incident reporting.
- Fire prevention and emergency response.
- Rules to be followed in the labour colony (if applicable)

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- Proper safety wear & gear must be issued to all the workers being registered for the induction (i.e., Shoes/Helmets/Goggles/Leg guard/Apron etc.)
- They must arrive fully dressed in safety wear & gear to attend the induction.
- Any one failing to conform to this safety wear& gear requirement shall not qualify to attend.
- On completing attending subcontractor's in-house HSE induction, each employee shall sign an induction training form (format no. HSEP:14-F03) to declare that he had understood the content and shall abide to follow and comply with safe work practices. They may only then be qualified to be issued with a personal I.D. card, for access to the work site.

9.2 HSE TOOLBOX TALK

- HSE tool Box talk shall be conducted by frontline foreman/supervisor of subcontractor to specific work groups prior to the start of work. The agenda shall consist of the followings:
 - Details of the job being intended for immediate execution.
 - The relevant hazards and risks involved in executing the job and their control and mitigating measures.
 - Specific site condition to be considered while executing the job like high temperature, humidity, unfavorable weather etc.
 - Recent non-compliances observed.
 - Appreciation of good work done by any person.
 - Any doubt clearing session at the end.
- Record of Tool box talk shall be maintained as per format no. HSEP:14-F04
- Tool box talk to be conducted at least once a week for the specific work.

9.3 TRAINING ON HEIGHT WORK

Training on height work shall be imparted to all workers working at height by in-house/external faculty at least twice in a year. The training shall include following topics:

- Use of PPEs
- Use of fall arrester, retractable fall arrester, life line, safety nets etc.
- Safe climbing through monkey ladders.
- Inspection of PPEs.
- Medical fitness requirements.
- Mock drill on rescue at height.
- Dos & Don'ts during height work.

9.4 HSE TRAINING DURING PROJECT EXECUTION

- Other HSE training shall be arranged by BHEL/ subcontractor as per the need of the project execution and recommendation of HSE committee of site.
- The topics of the HSE training shall be as follows but not limited to:
 - Hazards identification and risk analysis (HIRA)
 - Work Permit System
 - Incident investigation and reporting
 - Fire fighting
 - First aid
 - Fire-warden training
 - EMS and OHSMS
 - T & Ps fitness and operation



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- Electrical safety
- Welding, NDE & Radiological safety
- Storage, preservation & material handling.
- A matrix shall be maintained to keep an up-to-date record of attendance of training sessions carried out.

9.5 HSE PROMOTION-SIGNAGE, POSTERS, COMPETITION, AWARDS ETC

9.5.1 Display of HSE posters and banners

- Site shall arrange appropriate posters, banners, slogans in local/Hindi/English languages at work place

9.5.2 Display of HSE signage

- Appropriate HSE signage shall be displayed at the work area to aware workmen and passersby about the work going on and do's and don'ts to be followed

9.5.3 Competition on HSE and award

- Site will arrange different competition (slogan, poster, essay etc.) on HSE time to time (Safety day, BHEL day, World Environment Day etc.) and winners will be suitably awarded.

9.5.4 HSE awareness programme

- Subcontractor shall arrange HSE awareness programme periodically on different topics including medical awareness for all personnel working at site

10.0 HSE COMMUNICATION

10.1 INCIDENT REPORTING

- The subcontractor shall submit report of all incidents, fires and property damage etc to the Engineer immediately after such occurrence, but in any case not later than 24 hours of the occurrence. Such reports shall be furnished in the manner prescribed by BHEL. (Refer HSE procedure for incident investigation, analysis and reporting for details)
- In addition, periodic reports on safety shall also be submitted by the subcontractor to BHEL from time to time as prescribed by the Engineer. Compiled monthly reports of all kinds of incidents, fire and property damage to be submitted to BHEL safety officer as per prescribed formats.
- HSE incidents of site shall be reported to BHEL site Management as per Procedure for Incident Investigation and Reporting in format no. HSEP:14-F15. Corrective action shall be immediately implemented at the work place and compliance shall be verified by BHEL HSE officer and until then, work shall be put on hold by Construction Manager.

10.2 HSE EVENT REPORTING

- Important HSE events like HSE training, Medical camp etc. organized at site shall be reported to BHEL site management in detail with photographs for publication in different in-house magazines
- Celebration of important days like National Safety Day, World Environment Day etc. shall also be reported as mentioned above.

10.3 DAILY HSE ACTIVITY REPORTING

Daily HSE activities shall be reported by subcontractor to BHEL as per Format No. HSEP:14-F31A



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11.0 OPERATIONAL CONTROL

All applicable OCPs (Operational control procedures) will be followed by subcontractor as per BHEL instructions. This will be done as part of normal scope of work. List of such OCPs is given below. In case any other OCP is found to be applicable during the execution of work at site, then subcontractor will follow this as well, within quoted rate. These OCPs (applicable ones) will be made available to subcontractor during work execution at site. However for reference purpose, these are kept with Safety Officer of BHEL at the Power Sector Regional HQ, or available in downloadable format in the website, which may be referred by subcontractor, if they so desire.

LIST OF OCPs

Safe handling of chemicals	Safety in use of cranes	Hydraulic test
Electrical safety	Storage and handling of gas cylinders	Spray insulation
Energy conservation	Manual arc welding	Trial run of rotary equipment
Safe welding and gas cutting operation	Safe use of helmets	Stress relieving
Fire safety	Good house keeping	Material preservation
Safety in use of hand tools	Working at height	Cable laying/tray work
First aid	Safe excavation	Transformer charging
Food safety at canteen	Safe filling of hydrogen in cylinder	Electrical maintenance
Illumination	Vehicle maintenance	Safe handling of battery system
Handling and erection of heavy metals	Safe radiography	Computer operation
Safe acid cleaning	Waste disposal	Storage in open yard
Safe alkali boil out	Working at night	For sanitary maintenance
Safe oil flushing	Blasting	Batching
Steam blowing	DG set	Piling rig operation
Safe working in confined area	Handling & storage of mineral wool	Gas distribution test
Safe operation of passenger lift, material hoists & cages	Drilling, reaming and grinding(machining)	Cleaning of hotwell / deaerator
Electro-resistance heating	Compressor operation	O&M of control of AC plant & system
Air compressor	Passivation	Safe Loading of Unit
Safe EDTA Cleaning	Safe Chemical cleaning of Pre boiler system	Safe Boiler Light up
Safe Rolling and Synchronization		

11.1 HSE ACTIVITIES

HSE activities shall be conducted at site based on the HSEMSM developed by Power Sector and issued to site by Regions.

While planning for any activity the following documents shall be referred for infrastructural requirements to establish control measures:

- 1) HSE Procedure for Register of OHS Hazards and Risks
- 2) HSE Procedure for Register of Environmental Aspects and Impacts
- 3) HSE Procedure for Register of Regulations



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- 4) Operational Control Procedures
- 5) HSE Procedure for Emergency Preparedness and Response Plan
- 6) Contract documents

11.2 WORK PERMIT SYSTEM

- The following activities shall come under Work Permit System
 - a. Height working above 2 metres
 - b. Hot working at height
 - c. Confined space
 - d. Radiography
 - e. Excavation more than 4 meter depth
 - f. Heavy lifting above 50 tonRefer Annexure 05 for Work permit formats.
- "HSE Procedure for Work Permit System" shall be followed while implementing permit system. Where customer is having separate Work Permit System the same shall be followed.
- Permit applicant shall apply for work permit of particular work activity at particular location before starting of the work with Job Hazard Analysis.
- Permit signatory shall check that all the control measures necessary for the activity are in place and issue the permit to the permit holder.
- Permit holder shall implement and maintain all control measures during the period of permit .He will close the permit after completion of the work. The closed permit shall be archived in HSE Department of site.

11.3 SAFETY DURING WORK EXECUTION

Respective OCPS are to be followed and adherence to the same would be contractually binding

11.3.1 WELDING SAFETY

All safety precautions shall be taken for welding and cutting operations as per IS-818. All safety precautions shall be taken for foundation and other excavation marks as per IS-3764.

11.3.2 RIGGING

Rigging equipment shall not be loaded in excess of its recommended safe working load. Rigging equipment, when not in use, shall be removed from the original work area so as not to present a hazard to employees.

11.3.3 CYLINDERS STORAGE AND MOVEMENT

All gas cylinders shall be stored in upright position. Suitable trolley shall be used. There shall be flash-back arrestors conforming to IS-11006 at both cylinder and burner ends. Damaged tube and regulators must be immediately replaced. No of cylinders shall not exceed the specified quantity as per OCP

Cylinders shall be moved by tilting and rolling them on their bottom edges. They shall not be intentionally dragged, struck or permitted to strike each other violently.



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When cylinders are transported by powered vehicle they shall be secured in a vertical position.

11.3.4 DEMOLITION WORK

Before any demolition work is commenced and also during the process of the work the following shall be ensured:

- All roads and open areas adjacent to the work site shall either be closed or suitably protected.
- No electric cable or apparatus which is liable to be a source of danger nor a cable or an apparatus used by the operator shall remain electrically charged.
- All practical steps shall be taken to prevent danger to persons employed from the risks of fire or explosion or flooding. No floor, roof or other part of the building shall be so overloaded with debris or materials as to render them unsafe.

11.3.5 T&Ps

All T&Ps/ MMEs should be of reputed brand/appropriate quality & must have valid test/calibration certificates bearing endorsement from competent authority of BHEL..Subcontractor to also submit monthly reports of T&Ps deployed and validity test certificates to BHEL safety Officer as per the format/procedure of BHEL.

11.3.6 CHEMICAL HANDLING

Displaying safe handling procedures for all chemicals such as lube oil, acid, alkali, sealing compounds etc , at work place. Where it is necessary to provide and/or store petroleum products or petroleum mixture & explosives, the subcontractor shall be responsible for carrying out such provision / storage in accordance with the rules & regulations laid down in the relevant petroleum act, explosive act and petroleum and carbide of calcium manual, published by the chief inspector of explosives of India. All such storage shall have prior approval if necessary from the chief inspector of explosives or any other statutory authority. The subcontractor shall be responsible for obtaining the same.

11.3.7 ELECTRICAL SAFETY

- Providing adequate no. of 24 V sources and ensure that no hand lamps are operating at voltage level above 24 Volts.
- Fulfilling safety requirements at all power tapping points.
- High/ Low pressure welders to be identified with separate colour clothings. No welders will be deployed without passing appropriate tests and holding valid welding certificates. Approved welding procedure should be displayed at work place.
- The subcontractor shall not use any hand lamp energized by Electric power with supply voltage of more than 24 volts in confined spaces like inside water boxes, turbine casings, condensers etc.
- All portable electric tools used by the subcontractor shall have safe plugging system to source of power and be appropriately earthed. Only electricians licensed by appropriate statutory authority shall be employed by the subcontractor to carry out all types of electrical works. Details of earth resource ad their test date to be given to BHEL safety officer as per the prescribed formats of BHEL
- The subcontractor shall use only properly insulated and armored cables which conform to the requirement of Indian Electricity Act and Rules for all wiring, electrical applications at site.



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- BHEL reserves the right to replace any unsafe electrical installations, wiring, cabling etc. at the cost of the subcontractor.
- All electrical appliances used in the work shall be in good working condition and shall be properly earthed.
- No maintenance work shall be carried out on live equipment.
- The subcontractor shall maintain adequate number of qualified electricians to maintain his temporary electrical installations.
- Area wise Electrical safety inspection is to be carried out on monthly basis as per "Electrical Safety Inspection checklist" and the report is to be submitted to BHEL safety officer
- Adequate precautions shall be taken to prevent danger for electrical equipment. No materials on any of the sites of work shall be so stacked or placed as to cause danger or inconvenience to any person or the public
- The subcontractor shall carefully follow the safety requirement of BHEL/ the purchaser with the regard to voltages used in critical areas.

11.3.8 FIRE SAFETY

- Providing appropriate fire fighting equipment at designated work place and nominate a fire officer/warden adequately trained for his job.
- Subcontractor shall provide enough fire protecting equipment of the types and numbers at his office, stores, temporary structure in labor colony etc. Such fire protection equipment shall be easy and kept open at all times.
- The fire extinguishers shall be properly refilled and kept ready which should be certified at periodic intervals. The date of changing should be marked on the Cylinders.
- All other fire safety measures as laid down in the "codes for fire safety at construction site" issued by safety coordinator of BHEL shall be followed.
- Non-compliance of the above requirement under fire protection shall in no way relieve the subcontractor of any of his responsibility and liabilities to fire incident occurring either to his materials or equipment or those of others.
- Emergency contacts nos must be displayed at prominent locations
- Tarpaulin being inflammable should not be used (instead, only non-infusible covering materials shall be used) as protective cover while preheating, welding, stress relieving etc. at site.

11.3.9 SCAFFOLDING

- Suitable scaffolds shall be provided for workman for all works that cannot safely be done from the ground, or from solid construction except in the case of short duration of work which can be done safely from ladders.
- When a ladder is used, it shall be of rigid construction made of steel. The steps shall have a minimum width of 45 cm and a maximum rise of 30 cm. Suitable handholds of good quality wood or steel shall be provided and the ladder shall be given an inclination not steeper than 1/4 horizontal and 1 vertical.
- Scaffolding or staging more than 3.6 m above the ground floor, swung or suspended from an overhead support or erected with stationery support shall have a guard rail properly bolted, braced or otherwise secured, at least 90 cm above the floor or platform of such scaffolding or staging and extending along the entire length of the outside and ends thereof with only such openings as may be necessary for the delivery of materials. Such scaffolding or staging shall be so fastened as to prevent it from saver, from swaying, from the building or structure.

11.3.10 WORK AT HEIGHT:

- Guardrails and toe-board/barricades and sound platform conforming to IS:4912-1978 should be provided.



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- Wherever necessary, life-line (pp or metallic) and fall arrestor along with Polyamide rope or Retractable lifeline should be provided.
- Safety Net as per IS:11057:1984 should be used extensively for prevention/ arrest of men and materials falling from height. The safety nets shall be fire resistant, duly tested and shall be of ISI marked and the nets shall be located as per site requirements to arrest or to reduce the consequences of a possible fall of persons working at different heights.
- Reaching beyond barricaded area without lifeline support, moving with support of bracings, walking on beams without support, jumping from one level to another, throwing objects and taking shortcut must be discouraged.
- Use of Rebar steel for making Jhoola and monkey-ladder (Rods welded to vertical or inclined structural members), temporary platform etc. must be avoided.
- Monkey Ladder should be properly made and fitted with cages.
- Jhoola should be made with angles and flats and tested like any lifting tools before use.
- Lanyard must be anchored always and in case of double lanyard, each should be anchored separately.
- In case of pipe-rack, persons should not walk on pipes and walk on platforms only.
- In case of roof work, walking ladder/ platform should be provided along with lifeline and/ or fall arrestor.
- Empty drums must not be used.
- For chimney or structure painting, both hanging platform and men should be anchored separately to a firm structure along with separate fall arrestor. Rope ladder should be discouraged.

11.3.11 WORKING PLATFORM

Working platforms, gangways and stairways shall be so constructed that they do not sag unduly or unequally and if the height of the platform gangways provided is more than 3.6 m above ground level or floor level, they shall be closely boarded and shall have adequate width which shall not be less than 750 mm and be suitably fenced as described above. Every opening in the floor or a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be 90 cm.

11.3.12 EXCAVATION

Wherever there are open excavation in ground, they shall be fenced off by suitable railing and danger signals installed at night so as to prevent persons slipping into the excavations.

11.3.13 LADDER SAFETY

Safe means of access shall be provided to all working places. Every ladder shall be securely fixed. No portable single ladder shall be over 9 m in the length while the width between side rails in rung ladder shall in no case be less than app. 29.2 cm for ladder upto and including 3 m in length. For longer ladders this width shall be increased at least $\frac{1}{4}$ " for each additional foot of length.

A sketch of the ladders and scaffolds proposed to be used shall be prepared and approval of the Engineer obtained prior to Construction.

11.3.14 LIFTING SAFETY

- It will be the responsibility of the subcontractor to ensure safe lifting of the equipment, taking due precaution to avoid any incident and damage to other equipment and personnel.



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- All requisite tests and inspection of handling equipment, tools & tackle shall be periodically done by the subcontractor by engaging only the Competent Persons as per law.
- Defective equipment or uncertified shall be removed from service.
- Any equipment shall not be loaded in excess of its recommended safe working load.

11.3.15 HOISTING APPLIANCE

- Motors, gearing, transmission, electric wiring and other dangerous parts of hoisting appliances should be provided with efficient safe guards.
- Hoisting appliance should be provided with such means as will reduce to the minimum the risk of any part of a suspended load becoming incidentally displaced.
- When workers employed on electrical installations which are already energized, insulating mats, wearing apparel, such as gloves, sleeves and boots as may be necessary should be provided.
- The worker should not wear any rings, watches and carry keys or other materials which are good conductor of electricity.

11.4 ENVIRONMENTAL CONTROL

Environment protection has always been given prime importance by BHEL. Environmental damage is a major concern of the principal subcontractor and every effort shall be made, to have effective control measures in place to avoid pollution of Air, Water and Land and associated life. Chlorofluorocarbons such as carbon tetrachloride and trichloroethylene shall not be used. Waste disposal shall be done in accordance with the guidelines laid down in the project specification.

Any chemical including solvents and paints, required for construction shall be stored in designated bonded areas around the site as per Material Safety Data Sheet (MSDS).

In the event of any spillage, the principle is to recover as much material as possible before it enters drainage system and to take all possible action to prevent spilled materials from running off the site. The subcontractor shall use appropriate MSDS for clean-up technique

All subcontractors shall be responsible for the cleanliness of their own areas.

The subcontractors shall ensure that noise levels generated by plant or machinery are as low as reasonably practicable. Where the subcontractor anticipates the generation of excessive noise levels from his operations the subcontractor shall inform to Construction Manager of BHEL accordingly so that reasonable & practicable precautions can be taken to protect other persons who may be affected.

It is imperative on the part of the subcontractor to join and effectively contribute in joint measures such as tree plantation, environment protection, contributing towards social upliftment, conversion of packing woods to school furniture, keeping good relation with local populace etc.

The subcontractor shall carry out periodic air and water quality check and illumination level checking in his area of work place and take suitable control measure.

11.5 HOUSEKEEPING

- Keeping the work area clean/ free from debris, removed scaffoldings, scraps, insulation/sheeting wastage /cut pieces, temporary structures, packing woods etc. will be in the scope of the subcontractor. Such cleanings has to be done by



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subcontractor within quoted rate, on daily basis by an identified group. If such activity is not carried out by subcontractor / BHEL is not satisfied, then BHEL may get it done by other agency and actual cost along with BHEL overheads will be deducted from contractor's bill. Such decisions of BHEL shall be binding on the subcontractor

- Proper housekeeping to be maintained at work place and the following are to be taken care of on daily basis.
- All surplus earth and debris are removed/disposed off from the working areas to identified locations.
- Unused/Surplus cables, steel items and steel scrap lying scattered at different places/elevation within the working areas are removed to identified locations.
- All wooden scrap, empty wooden cable drums and other combustible packing materials, shall be removed from workplace to identified locations. Sufficient waste bins shall be provided at
- Different work places for easy collection of scrap/waste. Scrap chute shall be installed to remove scrap from high location.
- Access and egress (stair case, gangways, ladders etc.) path should be free from all scrap and other hindrances.
- Workmen shall be educated through tool box talk about the importance of housekeeping and encourage not to litter.
- Labour camp area shall be kept clear and materials like pipes, steel, sand, concrete, chips and bricks, etc. shall not be allowed in the camp to obstruct free movement of men and machineries.
- Fabricated steel structures, pipes & piping materials shall be stacked properly.
- No parking of trucks/trolleys, cranes and trailers etc. shall be allowed in the camp, which may obstruct the traffic movement as well as below LT/HT power line.
- Utmost care shall be taken to ensure over all cleanliness and proper upkeep of the working areas

11.6 WASTE MANAGEMENT

Take suitable measures for waste management and environment related laws/legislation as a part of normal construction activities. Compliance with the legal requirements on storage/ disposal of paint drums (including the empty ones), Lubricant containers, Chemical Containers, and transportation and storage of hazardous chemicals will be strictly maintained.

11.6.1 BINS AT WORK PLACE

- Sufficient rubbish bins shall be provided close to workplaces.
- Bins should be painted yellow and numbered.
- Sufficient nos. of drip trays shall be provided to collect oil and grease.
- Sufficient qty. of broomsticks with handle shall be provided.
- Adequate strength of employees should be deployed to ensure daily monitoring and service for waste management.

11.6.2 STORAGE AND COLLECTION

- Different types of rubbish/waste should be collected and stored separately.
- Paper, oily rags, smoking material, flammable, metal pieces should be collected in separate bins with close fitting lids.
- Rubbish should not be left or allowed to accumulate on construction and other work places.
- Do not burn construction rubbish near working site.

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11.6.3 SEGREGATION

- Earmark the scrap area for different types of waste.
- Store wastes away from building.
- Oil spill absorbed by non-combustible absorbent should be kept in separate bin.
- Clinical and first aid waste stored and incinerated separately.

11.6.4 DISPOSAL

- Sufficient containers and scrap disposal area should be allocated.
- All scrap bin and containers should be conveniently located.
- Provide self-closing containers for flammable/spontaneously combustible material.
- Keep drainage channels free from choking.
- Make schedule for collection and disposal of waste.

11.6.5 WARNING AND SIGNS

- Appropriate sign to be displayed at scrap storage area
- No toxic, corrosive or flammable substance to be discarded into public sewage system.
- Waste disposal shall be in accordance with best practice.
- Comply with all the requirements of Pollution Control Board (PCB) for storage and disposal of hazardous waste.

11.7 TRAFFIC MANAGEMENT SYSTEM

11.7.1 SAFE WORKPLACE TRANSPORT SYSTEM

- Traffic routes in a work place shall be suitable for the persons or vehicles using them. This shall be sufficient in number and of sufficient size. This shall reflect the suitability of traffic routes for vehicles and pedestrians.
- Where vehicles and pedestrians use the same traffic routes there shall be sufficient space between them. Where necessary all traffic routes must be suitably indicated. Pedestrians or vehicles must be able to use traffic routes without endangering those at work. There must be sufficient separation of traffic routes from doors, gates and pedestrian traffic routes.
- For internal traffic, lines marked on roads / access routes and between buildings shall clearly indicate where vehicles are to pass.
- Temporary obstacles shall be brought to the attention of drivers by warning signs or hazard cones.
- Speed limits shall be clearly displayed. Speed ramps preceded by a warning signs or marker are necessary.
- The traffic route should be wide enough to allow vehicles to pass and re-pass oncoming or parked traffic and it may be advisable to introduce on-way system or parking restrictions.
- Safest route shall be provided between places where vehicles have to call or deliver.
- Avoid vulnerable areas/items such as fuel or chemicals tanks or pipes, open or unprotected edges and structures likely to collapse



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- Safe areas shall be provided for loading and unloading.
- Avoid sharp or blind bends. If this is not possible hazards should be indicated e.g. blind corner.
- Ensure road crossings are minimum and clearly signed.
- Entrance and gateways shall be wide enough to accommodate a second vehicle without causing obstruction.
- Set sensible speed limits which are clearly sign posted.
- Where necessary ramps should be used to retard speed. This shall be preceded by a warning sign or mark on the road.
- Forklift trucks shall not pass over road hump unless of a type capable of doing so.
- Overhead electric cable, pipes containing flammable hazardous chemical shall be shielded by using goal posts height gauge posts or barriers.
- Road traffic signs shall be provided on prominent locations for prevention of incidents and hazards and for quick guidance and warning to employees and public. Safety signs shall be displayed as per the project working requirement and guideline of the state in which project is done. Vehicles hired or used shall not be parked within the 15m radius of any working area. Any vehicle, that is required to be at the immediate/near the vicinity, shall be approved by the person in-charge of the site.

11.7.2 TRAFFIC ROUTE FOR PEDESTRIANS

- Where traffic routes are used by both pedestrians and vehicles road shall be wide enough to allow vehicles and pedestrians safely.
- Separate routes shall be provided for pedestrians to keep them away from vehicles. Provide suitable barriers/guard at entrances/exit and the corners or buildings.
- Where pedestrian and vehicle routes cross, appropriate crossing shall be provided.
- Where crowd is likely to use roadway e.g. at the end of shift, stop vehicles from using them at such times.
- Provide high visibility clothing for people permitted in delivery area.

11.7.3 WORK VEHICLE

Work vehicle shall be as safe stable efficient and roadworthy as private vehicles on public roads. Site management shall ensure that drivers are suitably trained. All vehicle e.g. heavy motor vehicle forklift trucks dump trucks mobile cranes shall ensure that the work equipment conforms to the following:

- A high level of stability.
- A safe means of access/egress.
- Suitable and effective service and parking brakes.
- Windscreens with wipers and external mirrors giving optimum all round visibility.
- Provision of horn, vehicle lights, reflectors, reversing lights, reversing alarms.
- Provision of seat belts.
- Guards on dangerous parts.
- Driver protection - to prevent injury from overturning and from falling objects/materials.
- Driver protection from adverse weather.
- No vehicle shall be parked below HT/LT power lines.
- Valid Pollution Under Control certification for all vehicles

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11.7.4 DAILY CHECK BY DRIVER

- There should also be daily safety checks containing below mentioned points by the driver before the vehicle is used.
 - Brakes.
 - Tires.
 - Steering.
 - Mirrors.
 - Windscreen waters.
 - Wipers.
 - Warning signals.
 - Specific safety system i.e. control interlocks
- Management should ensure that drivers carry out these checks.

11.7.5 TRANSPORTATION OF PERSONNEL AND MATERIALS BY VEHICLES

- All drivers shall hold a valid driving License for the class of vehicle to be driven and be registered as an authorized BHEL driver with the Administration Department.
- Securing of the load shall be by established and approved methods, i.e. chains with patented tightening equipment for steel/heavy loads. Sharp corners on loads shall be avoided when employing ropes for securing.
- All overhangs shall be made clearly visible and restricted to acceptable limits
- Load shall be checked before moving off and after traveling a suitable distance.
- On no account is construction site to be blocked by parked vehicles Drivers of vehicles shall only stop or park in the areas designate by the stringing foreman.
- Warning signs shall be displayed during transportation of material.

All vehicles used by BHEL shall be in worthy condition and in conformance to the Land Transport requirement.

11.7.6 MAINTENANCE

All Vehicles used for transportation of man and material shall undergo scheduled inspections on frequent intervals to secure safe operation. Such inspections shall be conducted in particular for steering, brakes, lights, horn, doors etc. Site management shall ensure that work equipment is maintained in an efficient, working order and in good repair. Inspections and services carried out at regular intervals of time and or mileage. No maintenance shall be carried below HT/LT power lines.

11.8 EMERGENCY PREPAREDNESS AND RESPONSE

- Emergency preparedness and response capability of site shall be developed as per Emergency Preparedness and Response plan issued by Regional HQ
- Availability of adequate number of first aiders and fire warden shall be ensured with BHEL and its subcontractors
- All the subcontractor's supervisory personnel and sufficient number of workers shall be trained for fire protection systems. Enough number of such trained personnel must be available during the tenure of contract. Subcontractor should nominate his supervisor to coordinate and implement the safety measures.
- Assembly point shall be earmarked and access to the same from different location shall be shown
- Fire exit shall be identified and pathway shall be clear for emergency escape.

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- Appropriate type and number of fire extinguisher shall be deployed as per Fire extinguisher deployment plan and validity shall be ensured periodically through inspection
- Adequate number of first aid boxes shall be strategically placed at different work places to cater emergency need. Holder of the first aid box shall be identified on the box itself who will have the responsibility to maintain the same.
- First aid center shall be developed at site with trained medical personnel and ambulance
- Emergency contact numbers (format given in EPRP) of the site shall be displayed at prominent locations.
- Tie up with fire brigade shall be done in case customer is not having fire station.
- Tie up with hospital shall be done in case customer is not having hospital.
- Disaster Management group shall be formed at site
- Mock drill shall be arranged at regular intervals. Monthly report of the above to be given to BHEL safety Officer as per prescribed BHEL formats
- Mock drill shall be conducted on different emergencies periodically to find out gaps in emergency preparedness and taking necessary corrective action

12.0 HSE INSPECTION

Inspection on HSE for different activities being carried out at site shall be done to ensure compliance to HSEMS requirements. The subcontractor shall maintain and ensure necessary safety measures as required for inspection and tests HV test, Pneumatic test, Hydraulic test, Spring test, Bend test etc. as applicable, to enable inspection agency for performing Inspection. If any test equipment is found not complying with proper safety requirements then the Inspection Agency may withhold inspection, till such time the desired safety requirements are met.

12.1 DAILY HSE CHECKS

Both the Site Supervisors and safety officer of Subcontractor are to conduct daily site Safety inspection around work activities and premises to ensure that work methods and the sites are maintained to an acceptable standard. The following are to form the common subjects of a daily safety inspection:

- Personal Safety wears & gear compliance.
- Complying with site safety rules and permit-to-work (PTW).
- Positions and postures of workers.
- Use of tools and equipment etc. by the workers.

The inspection should be carried out just when work starts in beginning of the day, during peak activities period of the day and just before the day's work ends.

12.2 INSPECTION OF PPE

- PPEs shall be inspected by HSE officer at random once in a week as per format no. HSEP:14-F06 for its compliance to standard and compliance to use and any adverse observation shall be recorded in the PPE register.
- The applicable PPEs for carrying out particular activities are listed below.

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12.3 INSPECTION OF T&Ps

- A master list of T&Ps shall be maintained by each subcontractor.
- All T&Ps being used at site shall be inspected by HSE officer once in a month as per format no. HSEP:14-F07 for its healthiness and maintenance.
- The T&Ps which require third party inspection shall be checked for its validity during inspection. The third party test certificate should be accompanied with a copy of the concerned competent person's valid qualification record.
- The validity of T&P shall be monitored as per "Status of T&Ps" format no. HSEP:14-F08

12.4 INSPECTION OF CRANES AND WINCHES

- Cranes and winches shall be inspected by the operator through a daily checklist for its safe condition (as provided by the equipment manufacturer) before first use of the day.
- Cranes and Winches shall be inspected by HSE officer once in a month as per format no. HSEP:14-F09 for healthiness, maintenance and validity of third party inspection.
- The date of third party inspection and next due date shall be painted on cranes and winches.
- The operators/drivers shall be authorized by sub-contractor based on their competency and experience and shall carry the I-card.
- The operator should be above 18 years of age and should be in possession of driving license of HMV man & goods), vision test certificate and should have minimum qualification so that he can read the instructions and check list.

12.5 INSPECTION ON HEIGHT WORKING

- Inspection on height working shall be conducted daily by supervisors before start of work to ensure safe working condition including provision of
 - Fall arrestor
 - Lifelines
 - Safety nets
 - Fencing and barricading
 - Warning signage
 - Covering of opening
 - Proper scaffolding with access and egress.
 - Illumination
- Inspection on height working shall be conducted once in a week by HSE officer as per format no. HSEP:14-F10.
- Medical fitness of height worker shall be ensured.
- Height working shall not be allowed during adverse weather.

12.6 INSPECTION ON WELDING AND GAS CUTTING OPERATION

- Supervisor shall ensure that no flammable items are available in near vicinity during welding and gas cutting activity.
- Gas cylinders shall be kept upright.
- Use of Flash back arrestor shall be ensured at both ends.

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- Inspection during welding and gas cutting operations shall be carried out by HSE officer once a month as per format no. HSEP:14-F11.
- Use of fire blanket to be ensured to avoid falling of splatters during welding or gas cutting operation at height.
- Availability of fire extinguisher at vicinity shall be ensured.

12.7 INSPECTION ON ELECTRICAL INSTALLATION / APPLIANCES

- Ensure proper earthing in electrical installation
- Use ELCB at electrical booth
- Electrical installation shall be properly covered at top where required
- Use appropriate PPEs while working
- Use portable electrical light < 24 V in confined space and potentially wet area.
- Monthly inspection shall be carried out as per format no. HSEP:14-F12.

12.8 INSPECTION OF ELEVATOR

- Elevators shall be inspected by concerned supervisors once in a week as per format no. HSEP:14-F13.
- All elevators shall be inspected by competent person and validity shall be ensured.
- The date of third party inspection and next due date shall be painted on elevator.

12.9 INSPECTION OF EXCAVATION

Excavation activities shall be inspected as per Format HSEP:14-F13A

13.0 HSE PERFORMANCE

- Contractor shall be assessed on monthly basis for HSE Compliance by BHEL Safety In-charge at site. The HSE compliance shall be based on Online HSE Evaluation System of BHEL as per Format No. HSEP:14-F33.
- BHEL shall reserve the right to use this assessment for evaluating bidder's capacity for future tenders
- Suitable HSE reward system shall be developed at site level to promote HSE compliance amongst workmen by the subcontractor.
To decide HSE reward, performance towards HSE shall be evaluated for workmen and it shall be awarded regularly in public gathering.
- If safety record of the subcontractor in execution of the awarded job is to the satisfaction of safety department of BHEL, issue of an appropriate certificate to recognize the safety performance of the subcontractor may be considered by BHEL after completion of the job.

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14.0 HSE PENALTIES

- As per contractual provision HSE penalties shall be imposed on subcontractors for non-compliance on HSE requirement as per format no. HSEP:14-F14. The list in the format is only indicative. For any other violation, not listed in the format, the minimum penalty amount is to be decided as per BOCW act.
- If principal customer/statutory and regulatory bodies impose some penalty on HSE due to the non-compliance of the subcontractor the same shall be passed on to them.
- The penalty amount shall be recovered by Site Finance department from subcontractors from the RA/Final bill.

15.0 OTHER REQUIREMENTS

- In case of any delay in completion of a job due to mishaps attributable to lapses by the subcontractor, BHEL shall have the right to recover cost of such delay from the payments due to the subcontractor, after notifying the subcontractor suitably.
- If the subcontractor fails to improve the standards of safety in its operation to the satisfaction of BHEL after being given reasonable opportunity to do so and/or if the subcontractor fails to take appropriate safety precautions or to provide necessary safety devices and equipment or to carry out instruction regarding safety issued by BHEL, BHEL shall have the right to take corrective steps at the risk and cost of the subcontractor after giving a notice of not less than 7 days indicating the steps that would be taken by BHEL.
- If the subcontractor succeeds in carrying out its job in time without any fatal or disabling injury incident and without any damage to property BHEL may, at its sole discretion, favorably consider to reward the subcontractor suitably for the performance.
- In case of any damage to property due to lapses by the subcontractor, BHEL shall have the right to recover the cost of such damages from the subcontractor after holding an appropriate enquiry.
- The subcontractor shall take all measures at the sites of the work to protect all persons from incidents and shall be bound to bear the expenses of defense of every suit, action or other proceeding of law that may be brought by any persons for injury sustained or death owing to neglect of the above precautions and to pay any such persons such compensation or which may with the consent of the subcontractor be paid to compromise any claim by any such person, should such claim proceeding be filed against BHEL, the subcontractor hereby agrees to indemnify BHEL against the same.
- The subcontractor shall not employ men below the age of 18 years and women on the work of painting with products containing lead in any form. Wherever men above the age of 18 are employed on the work of lead painting, overalls shall be supplied by the subcontractor to the workmen and adequate facilities shall be provided to enable the working painters to wash during the cessation of work.
- The subcontractor shall notify BHEL of his intention to bring to site any equipment or material which may create hazard.
- BHEL shall have the right to prescribe the conditions under which such equipment or materials may be handled and the subcontractor shall adhere to such instructions.



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- BHEL may prohibit the use of any construction machinery, which according to the organization is unsafe. No claim for compensation due to such prohibition will be entertained by BHEL.

16. NON COMPLIANCE

NONCONFORMITY OF SAFETY RULES AND SAFETY APPLIANCES WILL BE VIEWED SERIOUSLY AND BHEL HAS RIGHT TO IMPOSE FINES ON THE SUBCONTRACTOR AS UNDER FOR EVERY INSTANCE OF VIOLATION NOTICED:

SN	Violation of Safety Norms	Fine (in Rs)
01	Not Wearing Safety Helmet	200/- *
02.	Not wearing Safety Belt or not anchoring life line	500/-*
03	Not wearing safety shoe	200/-*
04	Not keeping gas cylinders vertically	200/-
05	Not using flash back arrestors	100/-
06	Not wearing gloves	50/- *
07.	Grinding Without Goggles	50/- *
08.	Not using 24 V Supply For Internal Work	500/-
09.	Electrical Plugs Not used for hand Machine	100/-
10.	Not Slinging properly	200/-
11.	Using Damaged Sling	200/-
12.	Lifting Cylinders Without Cage	500/-
13.	Not Using Proper Welding Cable With Lot of Joints And Not Insulated Property.	200/-
14.	Not Removing Small Scrap From Platforms	500/-
15.	Gas Cutting Without Taking Proper Precaution or Not Using Sheet Below Gas Cutting	500/-
16.	Not Maintaining Electric Winches Which are Operated Dangerously	500/-
17.	Improper Earthing Of Electrical T&P	500/-
18	No or improper barricading	500/-
19.	Activity carried out without Safety work permit (Height work, Lifting activity, Hot work-each person/case)	1000/-
20.	Incident Resulting in Partial Loss in Earning Capacity	25,000/- per victim
21.	Fatal Incident Resulting in total loss in Earning Capacity	1,00,000/- per victim for first instance #

- Legend:-

*: per head. For repeated violation by the same person, the penalty would be double of the previous penalty. Date of "Repeated violation" will be counted from subsequent days.

#: or as deducted by customer, whichever is higher. For repeated fatal incident in the same Unit incremental penalty to be imposed. The subcontractor will pay 2 times the penalty compared to previously paid in case there are repeated cases of fatal incidents under the same subcontractor for the same package in the same unit.

Any other non-conformity noticed not listed above will also be fined as deemed fit by BHEL. The decision of BHEL engineer is final on the above. The amount will be deducted from running bills of the subcontractor. The amount collected above will be utilized for giving award to the employees who could avoid incident by following safety rules. Also the amount will be spent for purchasing the safety appliances and supporting the safety activity at site.



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17.0 HSE AUDIT/INSPECTION

- Regular HSE Audit/inspection shall be carried out by Subcontractor as per Site HSE audit calendar.
- HSE checklist (**Annexure 02**) shall be used for carrying out audit/inspection and report shall be submitted to BHEL site management
- All non-conformities and observations on HSE identified during internal or external HSE audit shall be disposed off by site in a time bound manner and reported back the implementation status
- Corrective action and Preventive action on HSE issues raised by certification body issued by Regional HQs shall be implemented by site and reported to Site management.

18.0 MONTHLY HSE REVIEW MEETING

- Site shall hold HSE review meeting every month to discuss and resolve HSE issues of site and improve HSE performance. It will also discuss the incidents occurred since previous meeting, its root cause and Corrective action and Preventive action. The agenda is given below:
 - Implementation of earlier MOM
 - HSE performance
 - HSE inspection
 - HSE audit and CAPA
 - HSE training
 - Health check-up camp
 - HSE planning for the erection and commissioning and installation activities in the coming month
 - HSE reward and promotional activities
- The meeting shall be chaired by Construction Manager, convened by HSE coordinator and attended by all HOS, Site Incharge of Subcontractors and HSE officer of Subcontractors.
- MOM on the discussion will be circulated to the concerned for implementation.

19.0 FORMATS USED (Details available in Annexure-04)

SL. No.	Format Name	Format No.	Rev No.
01	Inspection of First Aid Box	HSEP:14-F01	00
02	Health Check Up	HSEP:14-F02	00
03	HSE Induction Training	HSEP:14-F03	00
04	Tool Box Talk	HSEP:14-F04	00
05	Monthly Site HSE Report	As specified by BHEL	00
06	Inspection of PPE	HSEP:14-F06	00



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07	Inspection of T&Ps	HSEP:14-F07	00
08	Status of T&Ps	HSEP:14-F08	00
09	Inspection of Cranes and Winches	HSEP:14-F09	00
10	Inspection on Height Working	HSEP:14-F10	00
11	Inspection on Welding & Gas Cutting	HSEP:14-F11	00
12	Inspection on Electrical Installation	HSEP:14-F12	00
13	Inspection on Elevator	HSEP:14-F13	00
14	HSE Penalty	HSEP:14-F14	00
15	Accident /incident / property damage /fire incident report	HSEP:14-F15	00



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20.0 ANNEXURES

ANNEXURE 01

As per Contract Labour (Regulation & Abolition Act), Central Rules, 1971,

(1) The first-aid box shall be distinctively marked with a Red Cross on a white background and shall contain the following items, namely:

(a) For establishments in which the number of contract labour employed does not exceed fifty, each first aid box shall contain the following equipment:

(i)	6 small sterilized dressings
(ii)	3 medium size sterilized dressings
(iii)	3 large size sterilized dressings
(iv)	6 pieces of sterilized eye pads in separate sealed packets.
(v)	6 roller bandages 10 cm wide.
(vi)	6 roller bandages 5 cm wide.
(vii)	One tourniquet
(viii)	A supply of suitable splints
(ix)	Three packets of safety pins.
(x)	Kidney tray.
(xi)	3 large sterilized burn dressings.
(xii)	1 (30ml) bottle containing a two percent alcoholic solution of iodine
(xiii)	1 (30 ml) bottle containing Sal volatile having the dose and mode of administration indicated on the label
(xiv)	1 snake bite lancet
(xv)	1 (30gms) bottle of potassium permanganate crystals.
(xvi)	1 pair scissors
(xvii)	1 copy of the First-Aid leaflet issued by the Director General, Factory Advice Service and Labour Institutes, Government of India.
(xviii)	A bottle containing 100 tablets (each of 5 grains) of aspirin
(xix)	Ointment for burns
(xx)	A bottle of suitable surgical anti-septic solution

(b) For establishment in which the number of contract labour exceeds fifty each first-aid box shall contain the following equipment:

(i)	12 small sterilized dressings
(ii)	6 medium size sterilized dressings
(iii)	6 large size sterilized dressings.
(iv)	6 large size sterilized burn dressings
(v)	6 (15 grams) packets sterilized cotton wool
(vi)	12 pieces of sterilized eye pads in separate sealed packets.



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(vii)	12 roller bandages 10 cm wide.
(viii)	12 roller bandages 5 cm wide.
(ix)	One tourniquet.
(x)	A supply of suitable splints.
(xi)	Three packets of safety pins.
(xii)	Kidney tray.
(xiii)	Sufficient number of eye washes bottles filled with distilled water or suitable liquid clearly indicated by a distinctive sign which shall be visible at all times.
(xiv)	4 per cent Xylocaine eye drops, and boric acid eye drops and soda by carbonate eye drops.
(xv)	1 (60ml) bottle containing a two percent alcoholic solution of iodine
(xvi)	One (two hundred ml) bottle of mercurochrome (2 per cent) solution in water.
(xvii)	1 (120ml) bottle containing Sal volatile having the dose and mode of administration indicated on the label.
(xviii)	1 roll of adhesive plaster (6 cmX1 meter)
(xix)	2 rolls of adhesive plaster (2 cmX1 meter)
(xx)	A snake bite lancet.
(xxi)	1 (30 grams) bottle of potassium permanganate crystals.
(xxii)	1 pair scissors
(xxiii)	1 copy of the First-Aid leaflet issued by the Director-General, Factory Advice service and labour Institutes, Government of India.
(xxiv)	a bottle containing 100 tablets (each of 5 grains) of aspirin
(xxv)	Ointment for burns
(xxvi)	A bottle of a suitable surgical anti septic solution.

(2) Adequate arrangement shall be made for immediate recoupment of the equipment when necessary.



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ANNEXURE 02

HSE AUDIT/INSPECTION CHECKLIST CUM COMPLIANCE REPORT

PROJECT: _____

SUBCONTRACTOR: _____

DATE : _____

OWNER : _____

INSPECTION BY: _____

Note : write 'NA' wherever the items is not applicable

Item	Y e s	N o	Remarks	Action
HOUSEKEEPING				
Waste containers provided and used				
Passageways and walkways clear				
General neatness of working area				
Other				
PERSONNEL PROTECTIVE EQUIPMENTS				
Goggles; shields				
Face protection				
Hearing protection				
Respiratory masks etc.				
Safety belts				
Other				
EXCAVATIONS / OPENINGS				
Openings properly covered or barricaded				
Excavations shored				
Excavations barricaded				
Overnight lighting provided				
Other				
WELDING, CUTTING				
Gas cylinders chained upright				
Cable and hoses not obstructing				
Fire extinguisher (s) accessible				
Others				
SCAFFOLDING				
Fully decked platforms				
Guard and intermediate rails in place				
Toe boards in place				
Adequate shoring				
Adequate access				
Others				
LADDER				
Extension side rails 1 m above				
Top of landing				
Properly secured				



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Angle + 70° from horizontal				
Other				
HOISTS, CRANES AND DERRICKS				
Condition of cables and sheaf OK				
Condition of slings, chains, hooks OK				
Inspection & maintenance log maintained				
Outriggers used				
Signals observed and understood				
Qualified operators				
Others				
MACHINERY, TOOLS & EQUIPMENT				
Proper instruction				
Safety devices				
Proper cords				
Inspection and maintenance				
Other				
VEHICLE AND TRAFFIC				
Rules and regulations observed				
Inspection and maintenance				
Licensed drivers				
Other				
TEMPORARY FACILITIES				
Emergency instructions posted				
Fire extinguishers provided				
Fire-aid equipment available				
General neatness				
Others				
FIRE PREVENTION				
Personnel instructed				
Fire extinguishers checked				
No smoking in prohibited areas.				
Hydrants				
Clearance				
Others				
ELECTRICAL				
Proper wiring				
ELCB's provided				
Ground fault circuit interrupters				
Protection against damage				
Prevention of tripping hazards				
Other				
HANDLING & STORAGE OF MATERIALS				
Properly stored or stacked				
Passageways clear				
Other				
FLAMMABLE GASES AND LIQUIDS				
Containers clearly identified				
Proper storage				
Fire extinguisher nearby				



**HEALTH, SAFETY AND ENVIRONMENT
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POWER SECTOR

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Other				
WORKING AT HEIGHT				
Safety nets				
Safety belts				
Safety helmets				
Anchoring of safety belt to the life line rope				
ENVIRONMENT				
Lubricant waste/engine oils properly dispose.				
Waste from Canteen, offices, sanitation etc. disposed properly.				
Disposal of surplus earth, stripping materials, expired batteries, oily rags and combustible materials done properly.				
HEALTH CHECKS				
Hygienic conditions at labor camps O.K.				
Availability of first-aid facilities				
Proper sanitation at site, office & labor camps.				
Arrangement of medical facilities.				
Measures for dealing with illness.				
Availability of potable drinking water for workmen & staff.				
Provision of crèches for children.				



**HEALTH, SAFETY AND ENVIRONMENT
PLAN FOR
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ANNEXURE 03

REFERENCES

- Contract documents
- Relevant legislations
- HSEMSM
- Relevant Indian standards as listed below (illustrative only):

SL NO	CODE NAME	TITLE
(1)	IS : 818-1888 (Reaffirmed 2003)	Code of Practice for safety and health requirements in Electric and Gas Welding and Cutting operations.
(2)	IS: 1179-1967 (Reaffirmed 2003)	Specification for Equipment for Eye & Face protection during welding.
(3)	IS : 1989 (Part 2):1986 (Reaffirmed 1997)	Specification for Leather Safety Boots & Shoes
(4)	IS:2925 – 1984 (Reaffirmed 2010)	Specification for Industrial Safety Helmets
(5)	IS:3521 : 1999 (Reaffirmed 2002)	Industrial Safety Belts & Harnesses-Specification
(6)	IS:3646(Part II) – 1966 (Reaffirmed 2003)	Code of Practice for Interior Illumination
(7)	IS:3696 (Part I) – 1987 (Reaffirmed 2002)	Safety Code for Scaffolds and Ladders
(8)	IS: 3696(Part 2) : 1991 (Reaffirmed 2002)	Scaffolds and Ladders-Code of Safety
(9)	IS:3786 – 1983 (Reaffirmed 2002)	Method for Computation of Frequency and Severity Rates for Industrial Injuries and Classification of Industrial Incidents
(10)	IS:4770 : 1991 (Reaffirmed 2006)	Rubber Gloves – Electricals purposes-Specification
(11)	IS:4912 : 1978 (Reaffirmed 2002)	Safety Requirements for Floor and Wall Openings, Railings and Toe Boards
(12)	IS: 5983 – 1980 (Reaffirmed 2002)	Specification for Eye-Protectors
(13)	IS:6519 – 1971 (Reaffirmed 1997)	Code of Practice for Selection, Care and Repair of Safety Footwear
(14)	IS:9167:1979	Specification for Ear-Protectors
(15)	IS:6994(Part I)-1973 (Reaffirmed 1996)	Specification for Industrial Safety Gloves Leather and Cotton Gloves
(16)	IS:8519 – 1977 (Reaffirmed 1983)	Guide for Selection of Industrial Safety Equipment for Body Protection.
(17)	IS 11006 : 2011	Flash Back(Flame Arrestor) Specification



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(18)	IS:8520 – 1977 (Reaffirmed 2002)	Guide for Selection of Industrial Safety Equipment for Eye, Face and Ear Protection.
(19)	IS:9473:2002	Respiratory Protective Devices-Filtering Half Masks to protect against Particles-Specification.
(20)	IS:9944:1992 (Reaffirmed 2003)	Natural and Man-made Fiber Rope Slings-Recommendations on Safe working loads.
(21)	IS:11057 – 1884 (Reaffirmed 2001)	Specification for Industrial Safety Nets
(22)	IS:12254:1993 (Reaffirmed 2002)	Polyvinyl Chloride (PVC) Industrial Boots-Specification
(23)	IS:13367(Part 1):1992 (Reaffirmed 20030	Safe Use of Cranes-Code of Practice
(24)	IS:14166:1994 (Reaffirmed 2002)	Respiratory Protective Devices-Full Face Masks Specification
(25)	IS:14746 : 1999 (Reaffirmed 2003)	Respiratory Protective Devices-Half Masks and Quarter Masks - Specification
(26)	IS : 15397 :2003 (Reaffirmed 2008)	Portable Extinguisher Mechanical Foam Type(Stored Pressure)-Specification
(27)	IS: 19011:2002	Guidelines for Quality and/or Environmental Management Systems Auditing



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**ANNEXURE 04 : SAFETY FORMATS
&
ANNEXURE 05 : WORK PERMIT FORMATS**

**POWER SECTOR****INSPECTION OF FIRST AID BOX**

FORMAT NO: HSEP:14-F01
REV NO.: 00
PAGE NO. 01 OF 02

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

Number of employees on the site: - _____

Sl.No.	Item	No. Available	Remarks
1	No. of small sterilized dressings		
2	No of medium sized sterilized dressings		
3	No of large sized sterilized dressings.		
4	No of large sized sterilized burn dressings		
5	No of (15 grams) packets sterilized cotton wool		
6	No of pieces of sterilized eye pads in separate sealed packets.		
7	No of roller bandages 10 cm wide.		
8	No of roller bandages 5 cm wide.		
9	Whether tourniquet available		
10	Whether supply of Suitable splints available.		
11	No of packets of safety pins.		
12	Whether kidney tray available		
13	Whether sufficient number of eye wash bottles, filled with distilled water or suitable liquid, clearly indicated by a distinctive sign which shall be visible at all times, available.		
14	Whether 4%-xylocaine eye drops, and boric acid eye drops and soda by carbonate eye drops available.		
15	Whether (60ml) bottle containing a two percent alcoholic solution of iodine available		
16	Whether (two hundred ml) bottle of mercurochrome (2 per cent) solution in water available.		

**POWER SECTOR****INSPECTION OF FIRST AID BOX**

FORMAT NO: HSEP:14-F01

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Sl.No.	Item	No. Available	Remarks
17	Whether 120ml bottle containing Sal volatile having the dose and mode of administration indicated on the label, available.		
18	Whether roll of adhesive plaster (6 cmX1 meter) available		
19	No of rolls of adhesive plaster (2 cmX1 meter)		
20	Whether snake bite lancet available.		
21	Whether (30 grams) bottle of potassium permanganate crystals available.		
22	Whether a pair scissors available		
23	Whether copy of the First-Aid leaflet issued by the Director-General, Factory Advice service and labour Institutes, Government of India available.		
24	Whether bottle containing 100 tablets (each of 5 grains) of aspirin available		
25	Whether Ointment for burns available		
26	Whether bottle of a suitable surgical anti-septic solution available		

Signature of Subcontractor's Site I/C:

**POWER SECTOR****HEALTH CHECK UP**

FORMAT NO: HSEP:14-F02

REV NO.: 00

PAGE NO. 1 OF 02

Name of Site :	
Name of Sub-Contractor :	
Name of Employee :	

NAME:

History Of Past Illness	H/O Epilepsy
	H/O Drug Allergy
	H/O Diabetics/ Hypertension
	H/O Unconsciousness
Personal History	
EXAMINATION	OBSERVATION
<u>General Physical Examination</u>	
Height	:
Weight	:
BMI	:
Built And nourishment	:
Pallor	:
Temperature	:
Chest Expansion	: Inspiration Expansion
Lymph Node Enlargement	:
<u>Ear, Nose, Throat</u> :	
Ear	:
Nose	:
Throat	:

**POWER SECTOR****HEALTH CHECK UP**

FORMAT NO: HSEP:14-F02

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PAGE NO. 2 OF 02

EXAMINATION	OBSERVATION	
<u>Cardiovascular System Examination :</u>		
Inspection	:	
Palpation	:	Pulse BP
Auscultation (Heart Sounds)	:	
<u>Respiratory System</u> :		
Inspection	:	
Palpation:	:	
Percussion	:	
Auscultation (Breath Sounds)	:	
<u>Examination of Abdomen</u> :		
Inspection	:	
Palpation	:	
Auscultation (Bowel Sounds)	:	
Any Other	:	
<u>Clinical Impression</u>		

Signature of the examining doctor



POWER SECTOR

HSE INDUCTION TRAINING

FORMAT NO: HSEP:14-F03

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site :	
Name of Sub-Contractor :	
Date :	
Name of Training Co-ordinator	

Signature of Training co-ordinator :

**POWER SECTOR****TOOL-BOX TALK**

FORMAT NO: HSEP:14-F04

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site :	
Sub-Contractors Name :	
Date :	

Topic	Name of person delivered Tool Box Talk	No. of Participants attended	Remarks

Signature of Site I/C of Subcontractor :

**POWER SECTOR****PERSONAL PROTECTIVE EQUIPMENTS**

FORMAT NO: HSEP:14-F06

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection :	

Item	Issued this Month	Nos. Issued up to the Month	Percentage of usage at site
Safety Helmet			
Safety Shoes			
Full Body Harness			
Fall Arrestor			
Safety Nets			
Other PPEs.			

Signature of Site I/C of Subcontractor :

**POWER SECTOR****INSPECTION OF T&Ps**

FORMAT NO: HSEP:14-F07
REV NO.: 00
PAGE NO. 01 OF 01

Name of Site :	
Name of Sub-Contractor :	
Date of Inspection :	

Sl.No.	Description	Remarks
1.0	Name of equipment	
2.0	Basic Information of equipment	
2.1	Specification	
2.2	Sr. No. of equipment	
2.3	Make	
2.4	Year of manufacture	
3.0	Major repairs / overhauls(Furnish details of work carried out)	Date(s) of major repair/overhaul
3.1		
3.2		
3.3	Repairs carried out at site	
4.0	Any performance test conducted	Yes/No
5.0	Document Submitted	Yes/No
6.0	Manufacturer's test / guarantee certificate	Available/ Not available
7.0	Performance test	Done/ Not Done
8.0	Acceptance Norms	
9.0	Committee Observations	
10.0	Date of next review (if accepted)	
Signature-Site Safety Officer (BHEL)		Signature-Subcontractor/ Subcontractor's Safety Officer

**POWER SECTOR****STATUS OF T&Ps**

FORMAT NO: HSEP:14-F08

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site	
Name of Sub-Contractor	
Date of Inspection	

Item	Nos. Deployed	Identification No.	Nos. Tested by competent person	Validity of Test Certificate
Winches				
Chain Blocks				
Wire Rope				
Slings				
Man Cages				
D-Shackles				
Air Compressors				
Crawler Cranes				
Mobile Cranes				
Hydra Cranes				
Others				

Signature of Site I/C of subcontractor:

**POWER SECTOR****INSPECTION OF CRANES AND WINCHES**

FORMAT NO: HSEP:14-F09
REV NO.: 00
PAGE NO. 01 OF 03

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection:	

Crane Reg. No (Make/Model) _____

Name of Driver/Operator _____

Sl.no.	Description	Observation	Measures
1	Valid Driving license		
2	Hook & Hook Latch		
3	Over Hoist limit switch		
4	Boom limit switch		
5	Boom Angle Indicator		
6	Boom limit cutoff switch		
7	Condition of Boom		
8	Condition of ropes		
9	Number of load lines		
10	Size and condition of the slings		
11	Stability of the cranes		
12	Soil Condition		
13	Swing Break And Lock		
14	Proper Break And Lock		
15	Hoist Break And Lock		
16	Boom Break And Lock		
17	Main Clutch		
18	Leakage in Hydraulic Cylinders		
19	Out riggers fully extendable		
20	Tyre pressure		
21	Condition of Battery And Lamps		



POWER SECTOR
INSPECTION OF CRANES AND WINCHES

FORMAT NO: HSEP:14-F09
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Sl.no.	Description	Observation	Measures
22	Guards of moving and rotating parts		
23	Load chart provided		
24	Number and position of pendant ropes		
25	Reverse Horn		
26	Load Test Details		
27	Operator's fitness		
28	Pollution under control certificate		
29	Fire extinguisher of appropriate type.		
30	Training of the operator		

WINCH

Sl. No.	Description	YES	NO	NA	Remarks
1	Has the copy of Third Party Inspection certificate been provided in winch machine shed?				
2	Is winch machine operator experienced enough to operate the winch machine?				
3	Is the winch machine operated by someone other than the winch machine operator?				
4	Is there guard provided in all moving parts like wheel and motor's shaft?				
5	Will it protect against unforeseen operational contingencies?				
6	Are brakes, clutch and locking arrangement working properly?				
7	Has it been ensured that the guard does not constitute a hazard by itself?				
8	Are the cranks and the connecting rods protected by guardrails?				
9	Is there provision for fully covered shed with wooden plank roof?				

**POWER SECTOR****INSPECTION OF CRANES AND WINCHES**

FORMAT NO: HSEP:14-F09

REV NO.: 00

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Sl. No.	Description	YES	NO	NA	Remarks
10	Is wire rope free from any kind of damage or wear and tear?				
11	Is split pin provided for the protection of clutch and brake locking arrangement?				
12	Is pulley inspected by competent person and certified before use?				
13	Is pulley free from any wear and tear visually?				
14	Is winch rope barricaded with clipsheet for the protection of rope and person?				
15	Is the wire rope lubricated by cardium oil?				
16	Is there any friction in wire rope which may damage the wire rope rather than the rolling parts?				
17	Is there any oil leakage in the hydraulic system of the winch machine?				
18	Has it been ensured that the guard will not cause discomfort or inconvenience to operator?				
	Total Number of NO:				
	Total Number of NA:				
	% Compliance :				

Signature of Site I/C of subcontractor :

**POWER SECTOR****INSPECTION OF HEIGHT WORKING**

FORMAT NO: HSEP:14-F10

REV NO.: 00

PAGE NO. 01 OF 02

Name of Site :	
Name of Sub-Contractor :	
Inspected by :	
Date of Inspection:	

Sl. No.	Descriptions	Observation (Yes/No)	Remarks
1	All the workers have been explained safe work method?		
2	An established communication system has been established and explained to the workers.		
3	Adequate illumination has been ensured.		
4	Work area inspected prior to the start of the work.		
5	Area below the work place barricaded, particularly below hot work.		
6	Workers provided with bags /box to carry bolts, nuts and hand tools		
7	Arrangement for fastening hand tools made.		
8	All work platforms ensured to be of adequate strength and ergonomically suitable.		
9	Fabricated makeshift arrangements are checked for quality and type of material welding, anchoring etc.		
10.	Work at more than one elevation at the same segment is restricted.		
ACCESS/EGRESS			
1	Walkways provided with handrail, mid-rail and toe guard?		
2	All checkered plates, gratings properly welded/ bolted?		
3	Are ladders inspected and they are in good condition?		
4	Are ladders spliced?		
5	Are ladders properly secured to prevent slipping, sliding or falling?		
6	Do side rails extend 36" above top landing?		
7	Are built up ladders constructed of sound materials?		

**POWER SECTOR****INSPECTION OF HEIGHT WORKING**

FORMAT NO: HSEP:14-F10

REV NO.: 00

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Sl. No.	Descriptions	Observation (Yes/No)	Remarks
8	Are rugs and cleats not over 12" on center?		
9	Metal ladders not used around electrical hazards.		
10	Proper maintenance and storage.		
11	Ladders placed at right slope.		
12	Ladders / staircases welded/ bolted properly.		
13	Any obstruction in the stairs.		
14	Are landing provided with handrails, knee rails, toe boards etc.?		
15	Whether ramp is provided with proper slope.		
16	Proper hand rails / guards provided in ramps.		
	Housekeeping		
1	Walkways, aisles & all overhead workplaces cleared of loose material.		
2	Flammable materials, if any, are cleared.		
3	All the de shuttering materials are removed after de shuttering is done.		
4	Platforms and walkways free from oil/grease or other slippery material.		
5	Collected scrap are brought down or lowered down and not dropped from height.		
	PPE And Safety Devices		
1	Use of safety helmet, safety belts ensured for all workers		
2	Anchoring points provided at all places of work.		
3	Common lifeline provided wherever linear movement at height is required.		
4	Safety nets are use wherever required.		
5	Proper fall arrest system is deployed at critical workplaces.		
6	Crawler boards/Safety system or works on fragile roof are used.		

Signature of Site I/C of subcontractor :

**POWER SECTOR****INSPECTION OF WELDING AND GAS
CUTTING**

FORMAT NO: HSEP:14-F11

REV NO.: 00

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Name of Site	
Name of Sub-Contractor	
Inspected by	
Date of Inspection	

Welding				
Sl.no.	Description	Y e s	N o	Remarks
1	Is electric connection given through 30 mA ELCB/RCCB to welding m/c?			
2	Is electric cable fitted properly in junction box on m/c?			
3	Is electrical cable free from joints?			
4	Are the joints attached firmly & insulated with tape?			
5	Is double earthing given to body of m/c?			
6	Is the physical condition of the m/c good?			
7	Is ON/OFF switch connected to the m/c is working and in good condition?			
8	Are indication lamps on m/c working?			
9	Is the electrode holder in good condition?			
10	Are the cables of the welding m/c lugged & tight properly?			
11	Are return lead connected properly (Rod, Angle, Channels shall not be used)			
	Total No of NO			
	Total No of YES			

**POWER SECTOR****INSPECTION OF WELDING AND GAS
CUTTING**

FORMAT NO: HSEP:14-F11

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Gas Cutting				
Sl. no	Description	Yes	No	Remarks
1	Are Cylinders kept on trolleys?			
2	Physical condition of Gas cylinders Good?			
3	Is there Oil/Grease on valve of the cylinder?			
4	Are pressure regulators in good condition?			
5	Condition of hose pipe OK?			
6	Are hose pipe clamped with hose clip?			
7	Is flash back arrestor & NRV fitted on torch both for O2 and LPG cylinder?			
8	Is nozzle of the torch cleaned?			
	Total Number of NO			
	Total No of YES			
	% Compliance			

Signature of Site I/C of subcontractor :

**POWER SECTOR****INSPECTION OF ELECTRICAL INSTALLATION**

FORMAT NO: HSEP:14-F12
REV NO.: 00
PAGE NO. 01 OF 02

Name of Site	
Name of Sub-Contractor	
Inspected by	
Date of Inspection:	

Sr. No.	Contents	Yes/No	Remarks
A	Cable		
1.	Whether the condition of cable is checked?		
2.	Are cables received from other sites checked for insulation resistance before putting them into use?		
3.	Are all main cables taken either underground / overhead?		
4.	Are welding cables routed properly above the ground?		
5.	Are welding and electrical cables overlapping?		
6.	Is any improper joining of cables/wires prevailing at site?		
B	DBs/SDBs		
1.	Is earth conductor continued up to DB / SDB?		
2.	Whether DBs and extension boards are protected from rain / water?		
3.	Is there any overloading of DBs / SDBs?		
4.	Are correct / proper fuses & CBs provided at main boards and sub-boards?		
5.	Is energized wiring in junction boxes, CB panels & similar places covered all times?		
C	ELCB		
1.	Whether the connections are routed through ELCB?		
2.	Is ELCB sensitivity maintained at 30 mA?		



POWER SECTOR
INSPECTION OF ELECTRICAL INSTALLATION

FORMAT NO: HSEP:14-F12
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Sr. No.	Contents	Yes/No	Remarks
3.	Are the ELCB numbered and tested periodically & test results recorded in a logbook countersigned by a competent person?		
D	Grounding		
1.	Is natural earthing ensured at the source of power (main DB at Generator or Transformer)?		
2.	Whether the continuity and tightness of the earth conductor are checked?		
3.	Mention the gauge of the earth conductor used at the site.		
4.	Mention the value of Earth Resistance.		
E	Electrically operated Machines or Accessories.		
1.	Whether the plug top is provided everywhere.		
2.	Are all metal parts of electrical equipment and light fittings / accessories grounded?		
3.	Is there any shed or cover for welding machines?		
4.	Are halogen lamps fixed at proper places?		
5.	Are portable power tools maintained as per norms?		
6.	Any other information:		

Signature of Site I/C of subcontractor :

**POWER SECTOR****INSPECTION OF ELEVATOR**

FORMAT NO: HSEP:14-F13

REV NO.: 00

PAGE NO. 01 OF 01

Name of Site	
Name of Sub-Contractor	
Inspected by	
Date of Inspection	

Sr. No.	Description	Remarks
1.0	Name of equipment	
2.0	Basic Information of equipment	
2.1	Specification	
2.2	Sr. No. of equipment	
2.3	Make	
2.4	Year of manufacture	
3.0	Major repairs/overhauls(Furnish details of work carried out)	Date(s) of major repair/overhaul
3.1		
3.2		
3.3	Repairs carried out at site	
4.0	Any performance test conducted	Yes/No
5.0	Document Submitted	Yes/No
6.0	Manufacturer's test / guarantee certificate	Available/ Not available
7.0	Performance test	Done/ Not Done
8.0	Acceptance Norms	
9.0	Committee Observations	
10.0	Date of next review (if accepted)	

Signature-Subcontractor/ Subcontractor's
Safety Officer

Signature-Site Safety Officer (BHEL)

	POWER SECTOR		FORMAT NO: HSEP:14-F13E REV NO.: 00 PAGE NO. 01 OF 01
	Inspection of Excavation		
Name of Site :			
Name of Sub-Contractor :			
Inspected by :			
Date of Inspection :			

Sl.no.	Description	Yes	No	Remarks
1	Precautions taken for Underground Electrical Cable			
2	Precautions taken for Under / Above ground sewer/ Drinking Water Line			
3	Precautions taken for Underground Telecommunication Line			
4	Precautions taken for Underground Product/Utility Line			
5	Precautions taken for Underground Fire Water Line			
6	Shoring / Shuttering / Sheet piling done to prevent collapse of excavation walls. Strength of Excavation wall ensured at all times			
7	Slope Cutting / Angle Maintained			
8	Hard Barricading & Edge Protection provided			
9	Separate Safe Access for Man and Vehicle			
10	Lighting arrangement			
11	Banksman Provided			
12	Required basic PPEs provided			
13	Excavated soil / Construction Material / equipment kept away from the edge.			
14	First aid in attendance.			
15	Other:			
	Total No of YES			

Signature-Subcontractor/ Subcontractor's Safety Officer

Signature-Site Safety Officer (BHEL)

**POWER SECTOR****HSE PENALTY**

FORMAT NO: HSEP:14-F14

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Sub: MEMO for Penalty for non-compliances in Safety

Following lapse (tick marked) was observed and penalty is imposed as stated at the bottom of this memo. It is requested that such occurrences be please avoided in future.

Safety Area

SN	Violation of Safety Norms	Fine (in Rs)
01.	Not Wearing Safety Helmet	200/- *
02.	Not wearing Safety Belt or not anchoring life line	500/-*
03.	Not wearing safety shoe	200/-*
04.	Not keeping gas cylinders vertically	200/-
05.	Not using flash back arrestors	100/-
06.	Not wearing gloves	50/- *
07.	Grinding Without Goggles	50/- *
08.	Not using 24 V Supply For Internal Work	500/-
09.	Electrical Plugs Not used for hand Machine	100/-
10.	Not Slinging properly	200/-
11.	Using Damaged Sling	200/-
12.	Lifting Cylinders Without Cage	500/-
13.	Not Using Proper Welding Cable With Lot of Joints And Not Insulated Property.	200/-
14.	Not Removing Small Scrap From Platforms	500/-
15.	Gas Cutting Without Taking Proper Precaution or Not Using Sheet Below Gas Cutting	500/-
16.	Not Maintaining Electric Winches Which are Operated Dangerously	500/-
17.	Improper Earthing Of Electrical T&P	500/-
18.	No or improper barricading	500/-
19.	Activity carried out without Safety work permit (Height work, Lifting activity, Hot work-each person/case)	1000/-
20.	Incident Resulting in Partial Loss in Earning Capacity	25,000/- per victim
21.	Fatal Incident Resulting in total loss in Earning Capacity	1,00,000/- per victim for first instance #

Legend: -

*: per head. For repeated violation by the same person, the penalty would be double of the previous penalty. Date of "Repeated violation" will be counted from subsequent days.

#: or as deducted by customer, whichever is higher. For repeated fatal incident in the same Unit incremental penalty to be imposed. The subcontractor will pay 2 times the penalty compared to previously paid in case there are repeated cases of fatal incidents under the same subcontractor for the same package in the same unit.

**POWER SECTOR****HSE PENALTY**

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Details (if any) related to non- compliance (Name of persons, Nature of deficiency, etc.)

Penalty imposed:

1. Rate as per above chart _____

2. No. of Persons/ machine/ event/ labour _____

3. Total Penalty= 1. X 2. = _____

Signature:

Witnessed by: (Sub- Contractor representative) (BHEL Personnel)

Name _____

Name _____

Distribution: 1 Copy: to Sub- contractor,
1 Copy to Site Construction Manager (BHEL)

**POWER SECTOR- HQ****Incident Report**

(To be submitted within 24 hours of time of incident)

FORMAT NO: HSEP:14-F15

REV NO.: 00

PAGE NO. 01 OF 01

Type of incident: Fatal/Major/ Minor/Fire/Property Damage/Near-miss

1	NAME OF SITE			3	ACTIVITY AREA		
2	SCOPE OF WORK			4	NAME OF CONTRACTOR		
				5	NAME & DESIGNATION OF BHEL ACTIVITY I/C		
6	DATE & TIME OF ACCIDENT			7	DATE RESUMED		
8	NO. OF WORK-DAYS LOST BY VICTIM (If duty not resumed, give estimated figure)						
9	NO. OF MANHOURS LOST BY OTHERS						
10	PERSONAL DETAILS OF INJURED AND / OR DETAILS OF MATERIALS / EQUIPMENT / PROPERTY DAMAGED						
NAME					NAME OF MATERIAL / EQUIPMENT / PROPERTY		
PERIOD OF EMPLOYMENT							
AGE	YRS	SEX	MALE/ FEMALE		ESTIMATED COST	ACTUAL COST	
MARITAL STATUS		SINGLE / MARRIED					
OCCUPATION					NATURE OF DAMAGE		
PART OF BODY INJURED							
NATURE OF INJURY							
AGENCY (OBJECT / EQUIPMENT / SUBSTANCE) MOST RESPONSIBLE FOR CAUSING ACCIDENT / INJURY / DAMAGE							
12	PERSON (NAME & DESIGNATION) WITH MOST CONTROL OVER AGENCY (OBJECT / EQUIPMENT / SUBSTANCE) CAUSING ACCIDENT INJURY / DAMAGE						
13	DESCRIBE CLEARLY HOW THE ACCIDENT OCCURRED (USE ADDITIONAL SHEET, IF REQUIRED)						
ANALYSIS							
14	WHAT ACTS AND / OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS ACCIDENT						
15	WHAT ARE THE BASIC REASON FOR THE EXISTENCE OF THESE ACTS AND / OR CONDITION ?						
16	WHAT CORRECTIVE ACTIONS HAVE BEEN TAKEN TO PREVENT ACCIDENT RECURRENCE ?						
	DATE :				SIGNATURE OF SITE HSE COORDINATOR		
17	COMMENTS OF HEAD / SOX						
	DATE:				SIGNATURE OF HEAD/SOX		

**POWER SECTOR****Format for Monthly HSE Planning & Review**

FORMAT NO: HSEP-14-F30
REV NO.: 00
PAGE NO. 01 OF 3

Note: This is a template and can be modified in consultation with BHEL

Name of the Site		Name of the Subcontractor		PART-B: REVIEW ON
Scope of Work	Date			
PART-A: PLAN OF HSE ACTIVITIES FOR THE MONTH OF				
SN.	Description of HSE Activity & Formats	Plan & Targets for the month	Review	
1	Availability of First Aid Box at Required Places and Inspection thereof as per Format: F01	Areas 1.		
2	Health check-up as per Format: F02	Health check-up for Nos 1. New inductees 2. Drivers & Operators 3. Workers in following high risk areas: a.		
3	Induction training of newly joined workers as per Format: F03	Minimum No. of workers:		
4	Toolbox talks (TBT) conducted before start of work as per Format: F04	Locations of TBTs & No. of workers 1.		
5	PPE Usage and issue as per Format: F06			
6	Inspection of T&Ps as per Format: F07	List of T&Ps to be inspected 1.		
7	Identification & Inspection Status of T&Ps as per Format: F08			
8	Inspection of Cranes & Winches as per Format: F09	List of Cranes & Winches & Nos. 1.		
9	Inspection of Height Working as per Format: F10	Areas: 1.		
10	Inspection of Welding & Gas Cutting operations as per Format: F11	Areas: 1.		
11	Inspection of Electrical Installations as per Format: F12	Locations: 1.		
12	Inspection of Elevators (as applicable) as per Format: F13	Locations: 1.		
13	Inspection of Excavation as per Format: F13E	Locations: 1.		

POWER SECTOR Format for Monthly HSE Planning & Review		FORMAT NO: HSEP:14-F30 REV NO.: 00 PAGE NO. 02 OF 3	
SN.	Description of HSE Activity & Formats	Plan & Targets for the month	
		Activities:	Review
14	Job Safety Analysis as per Format F32B	1. ...	
15	Regular Job Specific Training (Re-training) for workers involved in hazardous activities	Topics/ Hazards & No. of workers 1. ...	
16	Mass housekeeping (HK) drive in work areas	Areas 1. ...	
17	Vertigo Test of Height workers	Minimum No. of workers: 1. ...	
18	Deployment of qualified HSE Officers as per contract	Location(s) & Nos. 1. ...	
19	Deployment of qualified HSE Stewards as per contract	Location(s) & Nos. 1. ...	
20	Deployment of Safety tools & Equipment (Safety Nets, Lifelines, Fall arrestors, Man-cages, flashback arrestors, scaffolding etc.)	Tool/ Equipment & Location 1. ...	
21	Safety Walks by site in charge of agency (4 -Weekly once)	Dates:	
22	Safety walks by departmental head (8-Weekly twice)	Dates:	
23	Availability/ deployment of Safety posters/ placards/ signage at strategic locations	Locations: 1. ...	Nos.
24	Provision of clean drinking water sources for workers	Locations: 1. ...	Nos.
25	Provision of toilets for workers (separate for male & female workers)	Locations: 1. ...	Nos.
26	Rest sheds for workers during lunchtime, rain, dust storm etc.	Locations: 1. ...	Nos.
27	Availability of following in Labor colony	1. Clean drinking water 2. Toilets 3. Cleanliness & Hygiene 4. Grass cutting, 5. Fogging 6. Electrical Inspection ...	

 बीएचई	POWER SECTOR	
	Format for Monthly HSE Planning & Review	

POWER SECTOR		Format for Monthly HSE Planning & Review	
POWER SECTOR		Format for Monthly HSE Planning & Review	
SN.	Description of HSE Activity & Formats	Plan & Targets for the month	Review
28	Availability of dust/ waste bins at various locations	Locations: 1. ...	
29	Availability of Ambulance (individual/joint) in each shift	Ambulance No.	
30	Availability of emergency vehicle in each shift	Emergency vehicle	
31	Deployment/ Availability of tested Fire Extinguishers	Locations & Nos. 1. ...	
32	Tree plantation	Locations & Nos. 1. ...	
33	Waste disposal & Scrap Bins	Locations 1. ...	
34	Illumination checks	Locations 1. ...	
35	Safety award function: 1. Display of good practices Award presentation	Minimum 1 per month	
36	Submission of Daily Reports as per Format No.F3-A	Daily Reports (Night & Day Shifts)	

PLAN		REVIEW	
<u>Agency</u> Name: Sign: Date:	<u>BHEL</u> Name: Sign: Date:	<u>Agency</u> Name: Sign: Date:	<u>BHEL</u> Name: Sign: Date:



FORMAT NO: **HSEP:14-F31A**
REV NO.: 00
PAGE NO. 01 OF 1

Format for Daily HSE Reporting

Note: Following format to be submitted (preferably) in excel/ soft copy by subcontractor daily at the end of each shift. Any photographs/ records to be attached



POWER SECTOR

Job Safety Analysis Format

FORMAT NO: HSEP:14-F32B
REV NO.: 00
PAGE NO. 01 OF 1

HAZARDS

PRECAUTIONS

Name of the Site	
Name of the Subcontractor	
Activity, Area	

(Name)	(Sign)	(Date)	Submitted By (Agency HSE)	Reviewed By (BHEL Execution)	Approved By (BHEL HSE)



Checklist for Evaluation of HSE Performance

SL	Parameter for Measurement	M/ O	Wt	Supporting Documents
1a	Induction training for new workers conducted through audio-visual medium & documented?	M	1	Induction Training Records
1b	Tool box talk conducted regularly as per plan, and documented?	M	1	Toolbox Talk Records
1c	Contractor in charge and safety in charge attended safety meetings?	M	2	Minutes of Meeting
1d	Whether observations in safety meetings are complied before next meeting?	M	2	-do-
1e	Preparation and submission of Monthly HSE report within stipulated time	M	1	Report submission date
1f	Preparation and submission of Incident/near-miss report and RCA Report (as applicable) within stipulated time	M	1	Incident/ Near Miss Records
1g	Carrying out Inspections and submission of Inspection reports within stipulated time	M	1	Inspection Records
1h	Regular Job Specific Training ensured for High Risk Workers (through audio-visual medium) as per plan	M	1	Training & Attendance Records
2a	Whether the contractor is registered under BOCW	M	2	BOCW Registration Certificate
2b	Availability of Qualified safety officer (1 for every 500 labour)	M	2	Safety Officer qualification & experience records
2c	Availability of Qualified safety supervisor (1 for every 100 labour)	M	2	Safety Officer qualification & experience records
2d	All the workers are provided and using safety helmets and safety shoes/gum boots	M	2	PPE Issue Records, Inspection/ non-conformity records
2e	Housekeeping done on regular basis and scrap removal at site	M	1	Housekeeping records, Inspection/ non-conformity records
2f	Usage of Goggles/Face shields and Hand gloves for gas cutter and grinders		1	PPE Issue Records, Inspection/ non-conformity records
2g	Wall openings & floor openings are guarded?		1	Inspection/ non-conformity records
2h	Adequate illumination provided in all working area?		1	Inspection/ non-conformity records
2i	Safety posters, sign boards and emergency contact numbers in all prominent location are displayed?		1	Inspection/ non-conformity records
2j	Availability of automatic reverse horns, Main horn, hook latches for Vehicles, mobile cranes, Hydras		1	Inspection/ non-conformity records
2k	Ban of carrying mobile phones to work place is implemented for workers		1	Inspection/ non-conformity records
2l	Availability of Tags & Inspection Certificates for Cranes of all capacities		1	Master T&P List with internal & external test details
2l.2	Availability of Tags & Inspection Certificates for Winches of all capacities		1	Master T&P List with internal & external test details
2l.3	Availability of Tags & Inspection Certificates, color coding for Chain pulley blocks		1	Master T&P List with internal & external test details
2l.4	Availability of Tags & Inspection Certificates for Vehicles - Trailers, Dozers, Dumpers, Excavators. Mixers etc.		1	Master T&P List with internal & external test details
2l.5	Availability of Tags & Inspection Certificates for Welding machines, grinders, Drilling machines, etc.		1	Master T&P List with internal & external test details
2l.6	Availability of Tags & Inspection Certificates, colour coding for Wire rope slings etc.		1	Master T&P List with internal & external test details
2l.7	Availability of Tags & Inspection Certificates for Batching plants		1	Master T&P List with internal & external test details



Checklist for Evaluation of HSE Performance

SL	Parameter for Measurement	M/ O	Wt	Supporting Documents
2m.1	Use of Lifting Permit as per requirement		1	Permit Records
2m.2	Use of Height Permit as per requirement		1	Permit Records
2m.3	Use of Hot Work Permit as per requirement		1	Permit Records
2m.4	Use of Excavation permit as per requirement		1	Permit Records
2m.5	Use of Confined space work permit as per requirement		1	Permit Records
2m.6	Use of Grating removal and safety net removal permit as per requirement		1	Permit Records
2m.7	Use of Lockout-Tag out permit as per requirement		1	Permit Records
2m.8	Use of Radiography permit as per requirement		1	Permit Records
2m.9	Use of Night/ Holiday Work Permit as per requirement		1	Permit Records
2m.10	Use of Any other Applicable Permit as per requirement		1	Permit Records
3a	Material safety data sheet(MSDS) available for all chemicals and displayed in usage and storage area?		1	Inspection/ non-conformity records
3b	Spillages of oil/concrete and other chemical is controlled and cleaned by proper method in case of spill?		1	Inspection/ non-conformity records
3c	Availability of adequate number of urinals in workplace and in elevations and maintained	M	1	
3d	Availability of rest rooms for workers at site	M	1	
3e	Availability of Drinking water facility at work spot		1	
3f	Hygienic Labour colony is provided for workers.		1	
4a	Is heavy/complex critical lifting permit obtained for heavy, complex materials before handling/erection activity?		1	Work Permit records
4b	Whether area below lifting activities barricaded		1	Inspection/ non-conformity records
4c	Availability of experienced rigging foreman		1	Experience details of rigging foreman
4d	Is agency is following proper storage and handling procedure as per manufacturer standard for all hazardous material?		1	Procedure for storage & handling
4e	Are oxygen and acetylene cylinders are transported to work place from storage area in trolleys		1	
5a	Whether all deep excavation has been protected by barrier		1	Inspection/ non-conformity records
5b	Sloping/benching & shoring provided for excavation as per requirement?		1	-do-
5c	Proper access and egress provided for excavations?		1	-do-
5d	Blasting is done in controlled manner?		2	-do-
6a	Whether Electrical booth is equipped with Co ₂ fire extinguishers and fire buckets filled with sand?		2	Inspection/ non-conformity records
6b	Availability of Illumination lamp in electric booth?		1	-do-
6c	whether Caution Boards have been displayed?		1	-do-
6d	Usage of Metal Plug top for all hand power tools?		1	-do-
6e	Usage of Insulated welding cables.		1	-do-
6f	Electrical Booth/Distribution Board to be covered by proper Canopy.		1	-do-
6g	Availability of functional & individual 30ma ELCB / RCCB and MCB for protection and conducting periodical check-up?		1	-do-
6h	Double earthing for panel boards and all machinery & proper earth pit with regular inspection available?		1	-do-
6i	Whether Electrician is qualified and experienced		1	Qualification & Experience records of electrician
6j	Availability and usage of Rubber hand gloves by electrician?		1	Inspection/ non-conformity records



Checklist for Evaluation of HSE Performance

SL	Parameter for Measurement	M/ O	Wt	Supporting Documents
7a	Whether Scaffolding pipes made with steel or aluminum, are being used and checked periodically by experienced/ certified scaffolder?		2	Inspection/ non-conformity records
7b	8mm Stainless Steel wire rope with plastic cladding is provided for life line (Vertical / Horizontal) during height work?		2	-do-
7c	Availability of emergency lighting in case of power failure		1	-do-
7d	Whether all the openings are covered with Safety Nets made of fire proof Nylon?		1	-do-
7e	Whether MS pipe rails around staircases & platforms in usage are provided with top, middle rails and toe guard ?		1	-do-
7f	Whether Ladder with vertical life line /Fall arrestor is available to climb?		1	-do-
7g	Whether all workers deployed for working at height have been issued height pass after undergoing vertigo test?		1	Height Pass records
7h	Whether all workers deployed for height work / climbing ladder are provided and using Double lanyard safety belt?		1	PPE Issue records, inspection/ non-conformity reports
7i	Is all hand tools/Small material used by height workers is tied firmly to prevent fall?		1	-do-
8a	Flash back arrestors for all gas cutting sets is available on Torch side and cylinder side		1	Inspection/ non-conformity records
8b	Oxygen/Acetylene/LPG cylinders not in use have caps in place and stored separately?		1	-do-
8c	Availability of Face screen, Hand gloves, and Apron, for welders		1	-do-
8d	Protection from falling hot molten metal during metal cutting / welding at height by providing GI sheet below the cutting area especially in fire prone areas		1	-do-
9a	Pre-employment medical check-up done for all workers and submitted?		1	Medical check records
9b	Availability of first aid center, with MBBS doctor(Own or Sharing basis)	M	2	Attendance records
9c	Availability of Ambulance facility 24 hours (Own or sharing basis)	M	2	-do-
9d	Is First aid trained personnel's are available and their names are displayed at site?	M	1	-do-
9e	Availability of Emergency vehicle at site		1	
9f	Periodical medical check-up is conducted for all the workers and submitted?		1	Medical check records
9g	Availability of sufficient number of first aid box as per standard list and maintaining record		1	Inspection records
10a	Availability of Fire extinguishers, buckets at all vulnerable points		2	Fire extinguisher records
10b	Periodic fire mock drill conducted?		1	Fire, Mock drill records
10c	Are all flammable materials are stored separately?		1	
10d	Periodic grass cutting is done in material storage area?		1	
10e	Availability of 24V DC lighting in confined space work area		1	
10f	Availability of exhaust fan in confined space work area		1	

Note:

- **M: Mandatory; O: Optional.** Points other than mandatory can be excluded with appropriate justification (scope etc.) by BHEL
- Additionally: 30 Marks for each Fatal Accident and 10 mark for each major accident shall be deducted.



SAFETY WORK CLEARANCE

Permit no.

Project:

Emergency Contact Nos:

Subcontractor:

BURNING/WELDING /HOT WORK PERMIT

Area : _____ Date: _____ Time: _____

Name of Site Engineer (Permit Requesting Authority): _____ Sign: _____

Name of Work Performing Contractor: _____

Name of Package In charge: _____ Sign: _____ Date: _____

Description of Work: _____

Work Execution Date: _____ Time Valid from: _____ to _____

The above signing person(s) will be responsible to ensure that the above described work will be done under all the safety precautions mentioned on the permit to work.

The following precautions are to be taken:

No.	Item	Yes	Not required
1.	Proper Access/Exit available		
2.	Proper ventilation and /or lighting provided.		
3.	Proper and safe scaffolding, platform, ladder provided.		
4.	Welding machine located in a clean and dry area.		
5.	Welding machine grounded at the equipment and proper leakage current protection device (ELCB) provided for welding machine.		
6.	Emergency STOP buttons are in working condition. Welder /Helper knows how to operate it.		
7.	Welding machine input/output cables, welding holder and weld return clamp (Holder) are insulated and in good condition.		
8.	Welder & Fitter trained to connect ground/work return clamps (Holder) to work place prior to energization of welding machine.		
9.	Gas cylinders are stacked vertically and not below the welding / cutting area. Regulator key is available with cylinder.		
10.	Pressure gauges/Flash back arrestor provided and in working condition.		
11.	Personal Protective equipment Minimum applicable: safety helmet, safety goggles, welding helmet, safety shoes, leather gloves, long sleeve and nose mask -provided		
12.	In case of pits, water removed from the pit and wood/rubber insulation provided.		
13.	Safety signboards are in place.		
14.	Adequate and Suitable nos. of fire fighting extinguisher provided.		
15.	Nearby combustible material removed. Housekeeping done.		
16.	Other		

Name of Contractor Safety Officer: _____ Sign: _____ Date: _____ Time: _____

Reviewed and approved by BHEL Site Engineer (Permit Issuing Authority):

Name: _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Safety Representative: _____ Sign: _____

I understand the precaution to be taken as described above and as per project requirement and hereby confirm that work will be executed under my supervision by following all precaution and Safety Rules.

Name of Work Performing Authority: _____ Sign: _____ Date: _____ Time: _____

Permit Cancellation:

I hereby declare that the work is complete, all workers under my control have been withdrawn and the site restored to safe tidy condition.

Name of Work performing Authority: _____ Sign: _____ Date: _____ Time: _____

Name of Site Engr. (Permit Requesting Authority): _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Site Engr. (Permit Issuing Authority): _____ Sign: _____ Date: _____ Time: _____

(This permit is valid only for the date it is issued)

Original at BHEL site

Second Copy – BHEL SAFETY

Third Copy : Contractor



SAFETY WORK CLEARANCE

Permit no.

Project:

Emergency Contact Nos:

Subcontractor:

LIFTING ACTIVITY PERMIT

Area : _____ Date: _____ Time: _____

Name of Site Engineer (Permit Requesting Authority): _____ Sign: Name of Work

Performing Contractor: _____

Name of Package In charge: _____ Sign: _____ Date: _____

Description of Work: _____

Work Execution Date: _____ Time Valid from: _____ to _____

The above signing person(s) will be responsible to ensure that the above described work will be done under all the safety precautions mentioned on the permit to work.

The following precautions are to be taken:

No.	Item	Yes	Not required
1.	Crane used for lifting activity tested, certified and approved for rated lifting		
2.	All lifting tackles, gears/appliances are tested and certified for lifting works.		
3.	Crane operator is trained and competent for lifting operation.		
4.	Lifting sling/ belt is protected against sharp edge of the jobs to be lifted.		
5.	Access and exit marked and without obstruction.		
6.	Lifting arrangement adequate.		
7.	Unwanted rubbish material removed from work platform.		
8.	Minimum 2 guidelines have been provided for balancing and guiding jobs to be lifted.		
9.	Periphery area of crane booms as well as lifting job is barricaded and unauthorized/no-entry sign board posted.		
10.	Rigger and signal man is trained and competent for lifting work.		
11.	No lifting activity to be carried out during lightening, heavy wind/rain.		
12.	If scaffolding to be used during lift, scaffolding with valid tag available for use.		
13.	Double lanyards safety harness/belt checked an in working condition.		
14.	Safety shoes (non-slip), helmet with chin strap available with employees.		
15.	Others.		

Name of Contractor Safety Officer: _____ Sign: _____ Date: _____ Time: _____

Reviewed and approved by BHEL Site Engineer (Permit Issuing Authority):

Name: _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Safety Representative: _____ Sign: _____

I understand the precaution to be taken as described above and as per project requirement and hereby confirm that work will be executed under my supervision by following all precaution and Safety Rules.

Name of Work Performing Authority: _____ Sign: _____ Date: _____ Time: _____

Permit Cancellation:

I hereby declare that the work is complete, all workers under my control have been withdrawn and the site restored to safe tidy condition.

Name of Work performing Authority: _____ Sign: _____ Date: _____ Time: _____

Name of Site Engr. (Permit Requesting Authority): _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Site Engr. (Permit Issuing Authority): _____ Sign: _____ Date: _____ Time: _____

(This permit is valid only for the date it is issued)

Original at BHEL site

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Third Copy : Contractor



SAFETY WORK CLEARANCE		Permit no.
Project:	Emergency Contact Nos:	
Subcontractor:		

WORKING AT HEIGHT PERMIT

Area : _____ Date: _____ Time: _____

Name of Site Engineer (Permit Requesting Authority): _____ Sign: _____ Name of Work

Performing Contractor: _____

Name of Package In charge: _____ Sign: _____ Date: _____

Description of Work: _____

Work Execution Date: _____ Time Valid from: _____ to _____

The above signing person(s) will be responsible to ensure that the above described work will be done under all the safety precautions mentioned on the permit to work.

The following precautions are to be taken:

No.	Item	Yes	Not required
1.	All workers on job are medically fit for working at height (Person should not have vertigo)		
2.	Scaffolding with valid tag available for use		
3.	Safety harness with life line support/ fall arrester are checked and in working condition		
4.	Safety shoes (non-slip), Helmet with chin strip available with employees		
5.	Safety nets are provided as per design and provided 25 ft. below working area & extending 8 ft beyond.		
6.	Horizontal life lines are provided to cater to design specification of 2300kg per person.		
7.	Ladders have been inspected and provided as per BHEL standard/contract.		
8.	All lifting / tightening tools, hand tools/equipment checked and in good condition		
9.	Access and exit marked and without obstruction.		
10.	Lighting arrangement adequate.		
11.	Unwanted and rubbish material removed from working platform.		
12.	Electrical cable, welding Hose/Compressed air hose properly secured and lay down without obstruction.		
13.	Signboards provided on working platforms		
14.	Hazards in the vicinity are identified and communicated to the worker.		
15.	Other		

Name of Contractor Safety Officer: _____ Sign: _____ Date: _____ Time: _____

Reviewed and approved by BHEL Site Engineer (Permit Issuing Authority):

Name: _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Safety Representative: _____ Sign: _____

I understand the precaution to be taken as described above and as per project requirement and hereby confirm that work will be executed under my supervision by following all precaution and Safety Rules.

Name of Work Performing Authority: _____ Sign: _____ Date: _____ Time: _____

Permit Cancellation:

I hereby declare that the work is complete, all workers under my control have been withdrawn and the site restored to safe tidy condition.

Name of Work performing Authority: _____ Sign: _____ Date: _____ Time: _____

Name of Site Engr. (Permit Requesting Authority): _____ Sign: _____ Date: _____ Time: _____

Name of BHEL Site Engr. (Permit Issuing Authority): _____ Sign: _____ Date: _____ Time: _____

(This permit is valid only for the date it is issued)

Original at BHEL site

Second Copy – BHEL SAFETY

Third Copy : Contractor



Regd Office: BHEL House, Siri Fort, New Delhi-110049

(On non-Judicial paper of appropriate value)
(Para 4.7.6 of Works Accounts Manual)

Bank Guarantee No.....
Date.....

To
(Employer's Name and Address)

.....

Dear Sirs,

In accordance with the terms and conditions of Invitation for Bids/Notice Inviting Tender No.....¹ (Tender Conditions), M/s.² having its registered office at³ (hereinafter referred to as the 'Tenderer'), is submitting its bid for the work of.....⁴ invited by Bharat Heavy Electricals Limited (hereinafter referred to as the 'Employer' which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at *BHEL House, Siri Fort, Asiad, New Delhi – 110049* through its unit at *Bharat Heavy Electricals Limited, Power Sector Southern Region, Tek Towers, No.11, Old Mahabalipuram Road, Okkiyam Thoraipakkam, Chennai – 600097*.

The Tender Conditions provide that the Tenderer shall pay a sum of Rs⁵ as Earnest Money Deposit in the form therein mentioned. The form of payment of Earnest Money Deposit includes Bank Guarantee executed by a Scheduled Bank.

In lieu of the stipulations contained in the aforesaid Tender Conditions that an irrevocable and unconditional Bank Guarantee against Earnest Money Deposit for an amount of⁶ is required to be submitted by the Tenderer as a condition precedent for participation in the said Tender and the Tenderer having approached us for giving the said Guarantee,

we, the(Name & address of the Bank)
..... having our Head Office at(hereinafter referred to as the Bank) being the Guarantor under this Guarantee, hereby irrevocably and unconditionally undertake to forthwith and immediately pay to the Employer without any demur, merely on your first demand any sum or sums of Rs.....⁶ (in words Rupees.....) without any reservation, protest, and recourse and without the beneficiary needing to prove or demonstrate reasons for its such demand.

Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.⁶.

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Tenderer in any suit or proceeding pending before any Court or Tribunal, Arbitrator or any other authority, our liability under this present being absolute and unequivocal.

The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment hereunder and the Tenderer shall have no claim against us for making such payment.

We Bank further agree that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Tender or to extend the time of submission of from time to time or to postpone

for any time or from time to time any of the powers exercisable by the Employer against the said Tenderer and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Tenderer or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said Tenderer or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

The Bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Tenderer and notwithstanding any security or other guarantee that the Employer may have in relation to the Tenderer's liabilities.

This Guarantee shall be irrevocable and shall remain in force upto and including.....⁷ and shall be extended from time to time for such period as may be desired by the Employer.

This Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Tenderer but shall in all respects and for all purposes be binding and operative until payment of all money payable to the Employer in terms hereof. However, unless a demand or claim under this Guarantee is made on us in writing on or before the⁸ we shall be discharged from all liabilities under this Guarantee.

We, Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed.....⁶
- b) This Guarantee shall be valid up to⁷
- c) Unless the Bank is served a written claim or demand on or before⁸ all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank

We, _____ Bank, have power to issue this Guarantee under law and the undersigned as a duly authorized person has full powers to sign this Guarantee on behalf of the Bank.

For and on behalf of
(Name of the Bank)

(Signature of Authorised signatory)

Date.....

Place of Issue.....

¹ Details of the Invitation to Bid/Notice Inviting Tender (Tender Ref. No. Eg. - BHEL PSSR SCT XXXX)

² Name of Tenderer

³ REGISTERED Office Address of the Tenderer

⁴ Details of the Work i.e Tender Description

⁵ EMD Amount as mentioned in Notice Inviting Tender

⁶ BG Amount in words and Figures (BG Amount shall be Minimum of EMD amount less Rs. 2 Lakhs)

⁷ Validity Date

⁸ Date of Expiry of Claim Period (Claim Period shall be minimum of 3 Months after the validity date of Bank Guarantee)

Note:

1. The BG should be on Non-Judicial Stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted or is to be acted upon or the rate prevailing in the State where the BG was executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Vendor/Contractor/Supplier /Bank issuing the guarantee.

2. In Case of Bank Guarantees submitted by Foreign Vendors-
 - a. From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India) can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.
 - b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor Country's Bank)
 - b.1 In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by any of the Consortium Banks only will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter- Guarantee by Foreign Bank in favour of the Indian Bank's (BHEL's Consortium Bank) branch in India. It is advisable that all charges for issuance of Bank Guarantee/ counter- Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.
 - b.2 In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at sl.no. b.1 will required to be followed.
 - b.3 The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time).

PROFORMA OF BANK GUARANTEE (in lieu of SECURITY DEPOSIT)

(On non-Judicial paper of appropriate value)

(Para 4.7.6 of Works Accounts Manual)

Bank Guarantee No.....

Date.....

To

(Employer's Name and Address)

.....

In consideration of Bharat Heavy Electricals Limited (hereinafter referred to as the 'Employer' which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) incorporated under the Companies Act, 1956 and having its registered office at *BHEL House, Siri Fort, Asiad, New Delhi – 110049* through its unit at *Bharat Heavy Electricals Limited, Power Sector Southern Region, Tek Towers, No.11, Old Mahabalipuram Road, Okkiyam Thoraipakkam, Chennai - 600097* having agreed to exempt _____¹ (Name of the Vendor / Contractor / Supplier) with its registered office at _____² (hereinafter called the said "Contractor" which term includes supplier), from demand under the terms and conditions of the Contract arising vide Letter of Intent (LOI) reference No._____ dated _____³ valued at Rs. _____⁴ (Rupees _____ only)⁴ (hereinafter called the said Contract), of Security Deposit for the due fulfilment by the said Contractor of the terms and conditions contained in the said Contract, on production of a Bank Guarantee for Rs. _____⁵ (Rupees _____ only),

We, the(Name & address of the Bank) having our Head Office at(hereinafter referred to as the Bank), at the request of _____ [Contractor(s)], being the Guarantor under this Guarantee, do hereby irrevocably and unconditionally undertake to forthwith and immediately pay to the Employer, an amount not exceeding Rs. _____ without any demur, immediately on demand from the Employer and without any reservation, protest, and recourse and without the Employer needing to prove or demonstrate reasons for its such demand

Any such demand made on the bank, shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____⁵.

We undertake to pay to the Employer any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator or any other authority, our liability under this present being absolute and unequivocal.

The payment so made by us under this guarantee shall be a valid discharge of our liability for payment hereunder and the Contractor(s) shall have no claim against us for making such payment.

We, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the dues of the Employer under or by virtue of the said Contract have been fully paid and its claims satisfied & the Employer certifies that the terms and conditions of the said Contract have been fully and properly carried out by the said contractor(s) or acceptance of the final bill or discharge of this guarantee by the Employer, whichever is earlier. This guarantee shall initially remain in force upto and including _____⁶ and shall be extended from time to time for such period as may

be desired by the Employer. Unless a demand or claim under this guarantee is made on us in writing on or before the _____⁷, we shall be discharged from all the liability under this guarantee thereafter.

We, _____(indicate the name of the Bank) further agree with the Employer that the Employer shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Employer against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by any reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the Employer or any indulgence by the Employer to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

The Bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that the Employer may have in relation to the Contractor's liabilities.

This Guarantee shall not be determined or affected by liquidation or winding up, dissolution or change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money payable to the Employer in terms thereof. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

We, BANK lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything to the contrary contained hereinabove:

- a) The liability of the Bank under this Guarantee shall not exceed.....⁵
- b) This Guarantee shall be valid up to⁶
- c) Unless the Bank is served a written claim or demand on or before _____⁷ all rights under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities under this guarantee irrespective of whether or not the original bank guarantee is returned to the Bank.

We, _____ Bank, have power to issue this Guarantee under law and the undersigned as a duly authorized person has full powers to sign this Guarantee on behalf of the Bank.

Date _____ Day of _____
for _____ (indicate the name of the Bank)

(Signature of Authorised signatory)

¹ NAME OF VENDOR /CONTRACTOR / SUPPLIER

² REGISTERED OFFICE ADDRESS OF THE VENDOR /CONTRACTOR / SUPPLIER.

³ LETTER OF INTENT(LOI) REFERENCE NO. WITH DATE

⁴ CONTRACT VALUE (AS MENTIONED IN LOI)

⁵ BG AMOUNT IN FIGURES AND WORDS

⁶ VALIDITY DATE

⁷ DATE OF EXPIRY OF CLAIM PERIOD (CLAIM PERIOD SHALL BE MINIMUM OF 3 MONTHS AFTER VALIDITY DATE)

Note:

1. The BG should be on Non-Judicial Stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the State(s) where the BG is submitted or is to be acted upon or the rate prevailing in the State where the BG was executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Vendor/Contractor/Supplier /Bank issuing the guarantee.
2. In Case of Bank Guarantees submitted by Foreign Vendors-
 - a. From Nationalized/Public Sector / Private Sector/ Foreign Banks (BG issued by Branches in India) can be accepted subject to the condition that the Bank Guarantee should be enforceable in the town/city or at nearest branch where the Unit is located i.e. Demand can be presented at the Branch located in the town/city or at nearest branch where the Unit is located.
 - b. From Foreign Banks (wherein Foreign Vendors intend to provide BG from local branch of the Vendor Country's Bank)
 - b.1 In such cases, in the Tender Enquiry/ Contract itself, it may be clearly specified that Bank Guarantee issued by any of the Consortium Banks only will be accepted by BHEL. As such, Foreign Vendor needs to make necessary arrangements for issuance of Counter- Guarantee by Foreign Bank in favour of the Indian Bank's (BHEL's Consortium Bank) branch in India. It is advisable that all charges for issuance of Bank Guarantee/ counter- Guarantee should be borne by the Foreign Vendor. The tender stipulation should clearly specify these requirements.
 - b.2 In case, Foreign Vendors intend to provide BG from Overseas Branch of our Consortium Bank (e.g. if a BG is to be issued by SBI Frankfurt), the same is acceptable. However, the procedure at sl.no. b.1 will required to be followed.
 - b.3 The BG issued may preferably be subject to Uniform Rules for Demand Guarantees (URDG) 758 (as amended from time to time).

Procedure-2.3

PROCEDURE FOR CONDUCT OF CONCILIATION PROCEEDINGS

1. The proceedings of Conciliation shall broadly be governed by Part-III of the Arbitration and Conciliation Act 1996 or any statutory modification thereof and as provided herein:
2. The party desirous of resorting to Conciliation shall send an invitation/notice in writing to the other party to conciliate specifying all points of Disputes with details of the amount claimed. The party concerned shall not raise any new issue thereafter. Parties shall also not claim any interest on claims/counter-claims from the date of notice invoking Conciliation till the conclusion of the Conciliation proceedings. If BHEL is to initiate Conciliation, then, the invitation to Conciliate shall be extended to the concerned Stakeholder in **Format 7** hereto. Where the stakeholder is to initiate the Conciliation, the notice for initiation of Conciliation shall be sent in **Format-8** hereto.
3. The party receiving the invitation/notice for Conciliation shall within 30 days of receipt of the notice of Conciliation intimate its consent for Conciliation along with its counter-claims, if any.
4. The Conciliation in a matter involving claim or counter-claim (whichever is higher) up to Rs 5 crores shall be carried out by sole Conciliator nominated by BHEL while in a matter involving claim or counter-claim (whichever is higher) of more than Rs 5 crores Conciliation shall be carried out by 3 Conciliators nominated by BHEL. The appointment of Conciliator(s) shall be completed and communicated by the concerned Department/Group of BHEL Unit/Division/Region/Business Group to the other party and the Conciliator(s) within 30 days from the date of acceptance of the invitation to conciliate by the concerned party in the **Format-9**. The details of the Claim, and counter-claim, if any, shall be intimated to the Conciliator(s) simultaneously in **Format-5**.
5. The Parties shall be represented by only their duly authorized in-house executives/officers and neither Party shall be represented by a Lawyer.
6. The first meeting of the IEC shall be convened by the IEC by sending appropriate communication/notice to both the parties as soon as possible but not later than 30 days from the date of his/their appointment. The hearings in the Conciliation proceeding shall ordinarily be concluded within two (2) months and, in exceptional cases where parties have expressed willingness to settle the matter or there exists possibility of settlement in the matter, the proceedings may be extended by the IEC by a maximum of further 2 months with the consent of the Parties subject to cogent reasons being recorded in writing.

7. The IEC shall thereafter formulate recommendations for settlement of the Disputes supported by reasons at the earliest but in any case within 15 days from the date of conclusion of the last hearing. The recommendations so formulated along with the reasons shall be furnished by the IEC to both the Parties at the earliest but in any case within 1 month from the date of conclusion of the last hearing.
8. Response/modifications/suggestions of the Parties on the recommendations of the IEC are to be submitted to the IEC within time limit stipulated by the IEC but not more than 15 days from the date of receipt of the recommendations from the IEC.
9. In the event, upon consideration, further review of the recommendations is considered necessary, whether by BHEL or by the other Party, then, the matter can be remitted back to the IEC with request to reconsider the same in light of the issues projected by either/both the Parties and to submit its recommendations thereon within the following 15 days from the date of remitting of the case by either of the Parties.
10. Upon the recommendations by the Parties, with or without modifications, as considered necessary, the IEC shall be called upon to draw up the Draft Settlement Agreement in terms of the recommendations.
11. When a consensus can be arrived at between the parties only in regard to any one or some of the issues referred for Conciliation the draft Settlement Agreement shall be accordingly formulated in regard to the said Issue(s), and the said Settlement Agreement, if signed, by the parties, shall be valid only for the said issues. As regards the balance issues not settled, the parties may seek to resolve them further as per terms and conditions provided in the contract.
12. In case no settlement can be reached between the parties, the IEC shall by a written declaration, pronounce that the Conciliation between the parties has failed and is accordingly terminated.
13. Unless the Conciliation proceedings are terminated in terms of para 22 (b), (c) & (d) herein below, the IEC shall forward his/its recommendations as to possible terms of settlement within one (1) month from the date of last hearing. The date of first hearing of Conciliation shall be the starting date for calculating the period of 2 months.
14. In case of 3 members IEC, 2 members of IEC present will constitute a valid quorum for IEC and meeting can take place to proceed in the matter after

seeking consent from the member who is not available. If necessary, videoconferencing may be arranged for facilitating participation of the members. However, the IEC recommendations will be signed by all members. Where there is more than one (1) Conciliator, as a general rule they shall act jointly. In the event of differences between the Members of IEC, the decision/recommendations of the majority of the Members of IEC shall prevail and be construed as the recommendation of the IEC.

- 15.** The Draft Settlement Agreement prepared by the IEC in terms of the consensus arrived at during the Conciliation proceedings between the Parties shall be given by the IEC to both the parties for putting up for approval of their respective Competent Authority.
- 16.** Before submitting the draft settlement agreement to BHEL's Competent Authority viz. the Board Level Committee on Alternative Dispute Resolution (BLCADR) for approval, concurrence of the other party's Competent Authority to the draft settlement agreement shall be obtained by the other party and informed to BHEL within 15 days of receipt of the final draft settlement agreement by it. Upon approval by the Competent Authority, the Settlement Agreement would thereafter be signed by the authorized representatives of both the Parties and authenticated by the members of the IEC.
- 17.** In case the Draft Settlement Agreement is rejected by the Competent Authority of BHEL or the other Party, the Conciliation proceedings would stand terminated.
- 18.** A Settlement Agreement shall contain a statement to the effect that each of the person(s) signing thereto (i) is fully authorized by the respective Party(ies) he/she represents, (ii) has fully understood the contents of the same and (iii) is signing on the same out of complete freewill and consent, without any pressure, undue influence.
- 19.** The Settlement Agreement shall thereafter have the same legal status and effect as an arbitration award on agreed terms on the substance of the dispute rendered by an arbitral tribunal passed under section 30 of the Arbitration and Conciliation Act, 1996.
- 20.** Acceptance of the Draft Settlement Agreement/recommendations of the Conciliator and/or signing of the Settlement Agreement by BHEL shall however, be subject to withdrawal/closure of any arbitral and/or judicial proceedings initiated by the concerned Party in regard to such settled issues.
- 21.** Unless otherwise provided for in the agreement, contract or the Memorandum of Understanding, as the case may be, in the event of likelihood of prolonged

absence of the Conciliator or any member of IEC, for any reason/incapacity, the Competent Authority/Head of Unit/Division/Region/Business Group of BHEL may substitute the Conciliator or such member at any stage of the proceedings. Upon appointment of the substitute Conciliator(s), such reconstituted IEC may, with the consent of the Parties, proceed with further Conciliation into the matter either de-novo or from the stage already reached by the previous IEC before the substitution.

22. The proceedings of Conciliation under this Scheme may be terminated as follows:

- a.** On the date of signing of the Settlement agreement by the Parties; or,
- b.** By a written declaration of the IEC, after consultation with the parties, to the effect that further efforts at conciliation are no longer justified, on the date of the declaration; or,
- c.** By a written declaration of the Parties addressed to the IEC to the effect that the Conciliation proceedings are terminated, on the date of the declaration; or,
- d.** By a written declaration of a Party to the other Party and the IEC, if appointed, to the effect that the Conciliation proceedings are terminated, on the date of the declaration; or,
- e.** On rejection of the Draft Settlement Agreement by the Competent Authority of BHEL or the other Party.

23. The Conciliator(s) shall be entitled to following fees and facilities:

Sl No	Particulars	Amount
1	Sitting fees	Each Member shall be paid a Lump Sum fee of Rs 75,000/- for the whole case payable in terms of paragraph No. 27 herein below.
2	Towards drafting of settlement agreement	In cases involving claim and/or counter-claim of up to Rs 5crores. Rs 50,000/- (Sole Conciliator) In cases involving claim and/or counter-claim of exceeding Rs 5 crores but less than Rs 10 crores. Rs 75,000 (per Conciliator)

Sl No	Particulars	Amount
		<p>In cases involving claim and/or counter-claim of more than Rs 10 crores.</p> <p>Rs 1,00,000/- (per Conciliator)</p> <p>Note: The aforesaid fees for the drafting of the Settlement Agreement shall be paid on the,</p> <p>Signing of the Settlement Agreement after approval of the Competent Authority</p> <p>or</p> <p>Rejection of the proposed Settlement Agreement by the Competent Authority of BHEL.</p>
3	Secretarial expenses	<p>Rs 10,000/- (one time) for the whole case for Conciliation by a Sole Member IEC.</p> <p>Where Conciliation is by multi member Conciliators -Rs 30,000/- (one time)- to be paid to the IEC</p>
4	Travel and transportation and stay at outstation Retired Senior Officials of other Public Sector Undertakings (pay scale wise equivalent to or more than E-8 level of BHEL)	As per entitlement of the equivalent officer (pay scale wise) in BHEL.
	Others	<p>As per the extant entitlement of whole time Functional Directors in BHEL.</p> <p>Ordinarily, the IEC Member(s) would be entitled to travel by air Economy Class.</p>
5	Venue for meeting	Unless otherwise agreed in the agreement, contract or the Memorandum of Understanding, as the case may be, the venue/seat of proceedings shall be the location of the concerned Unit / Division / Region /

Sl No	Particulars	Amount
		Business Group of BHEL. Without prejudice to the seat/venue of the Conciliation being at the location of concerned BHEL Unit / Division / Region / Business Group, the IEC after consulting the Parties may decide to hold the proceedings at any other place/venue to facilitate the proceedings. Unless, Parties agree to conduct Conciliation at BHEL premises, the venue is to be arranged by either Party alternately.

- 24.** The parties will bear their own costs including cost of presenting their cases/evidence/witness(es)/expert(s) on their behalf. The parties agree to rely upon documentary evidence in support of their claims and not to bring any oral evidence in IEC proceedings.
- 25.** If any witness(es) or expert(s) is/are, with the consent of the parties, called upon to appear at the instance of the IEC in connection with the matter, then, the costs towards such witness(es)/expert(s) shall be determined by the IEC with the consent of the Parties and the cost so determined shall be borne equally by the Parties.
- 26.** The other expenditures/costs in connection with the Conciliation proceedings as well as the IEC's fees and expenses shall be shared by the Parties equally.
- 27.** Out of the lump sum fees of Rs 75,000/- for Sitting Fees, 50% shall be payable after the first meeting of the IEC and the remaining 50% of the Sitting Fees shall be payable only after termination of the conciliation proceedings in terms of para 22 hereinabove.
- 28.** The travelling, transportation and stay at outstation shall be arranged by concerned Unit as per entitlements as per Serial No. 4 of the Table at para 23 above, and in case such arrangements are not made by the BHEL Unit, the same shall be reimbursed to the IEC on actuals limited to their entitlement as per Serial No. 4 of the Table at Para 23 above against supporting documents. The IEC Member(s) shall submit necessary invoice for claiming the fees/reimbursements.
- 29.** The Parties shall keep confidential all matters relating to the conciliation proceedings. Confidentiality shall extend also to the settlement agreement,

except where its disclosure is necessary for purposes of its implementation and enforcement or as required by or under a law or as per directions of a Court/Governmental authority/ regulatory body, as the case may be.

- 30.** The Parties shall not rely upon or introduce as evidence in any further arbitral or judicial proceedings, whether or not such proceedings relate to the Disputes that is the subject of the Conciliation proceedings:
 - a.** Views expressed or suggestions made by the other party in respect of a possible settlement of the Disputes;
 - b.** admissions made by the other party in the course of the Conciliator proceedings;
 - c.** proposals made by the Conciliator;
 - d.** The fact that the other Party had indicated his willingness to accept a proposal for settlement made by the Conciliator.
- 31.** The Parties shall not present the Conciliator(s) as witness in any Alternative Dispute Resolution or Judicial proceedings in respect of a Disputes that is/was the subject of that particular Conciliation proceeding.
- 32.** None of the Conciliators shall act as an arbitrator or as a representative or counsel of a Party in any arbitral or judicial proceeding in respect of a Disputes that is/was the subject of that particular Conciliation proceeding.
- 33.** The Parties shall not initiate, during the Conciliation proceedings, any arbitral or judicial proceedings in respect of a Disputes that is the subject matter of the Conciliation proceedings except that a Party may initiate arbitral or judicial proceedings where, in his opinion, such proceedings are necessary for preserving his rights including for preventing expiry of period of limitation. Unless terminated as per the provisions of this Scheme, the Conciliation proceedings shall continue notwithstanding the commencement of the arbitral or judicial proceedings and the arbitral or judicial proceedings shall be primarily for the purpose of preserving rights including preventing expiry of period of limitation.
- 34.** The official language of Conciliation proceedings under this Scheme shall be English unless the Parties agree to some other language.

FORMAT-5

**STATEMENT OF CLAIMS/COUNTER CLAIMS TO BE SUBMITTED TO THE
IEC BY BOTH THE PARTIES**

1. Chronology of the Disputes
2. Brief of the Contract/MoU/Agreement/LOI/LOA
3. Brief history of the Disputes:
4. Issues:
5. Details of Claim(s)/Counter Claim(s):

SI. No.	Description of claim(s)/Counter Claim	Amount (in INR)Or currency applicable in the contract	Relevant contract clause

6. Basis/Ground of claim(s)/counter claim(s) (along with relevant clause of contract)

Note— *The Statement of Claims/ Counter Claims may ideally be restricted to maximum limit of 20 pages. Relevant documents may be compiled and submitted along with the statement of Claims/ Counter Claims. The statement of Claims/ Counter Claims is to be submitted to all IEC members and to the other party by post as well as by email.*

FORMAT-7

**FORMAT FOR NOTICE INVOKING CONCILIATION CLAUSE BY BHEL FOR
REFERRING THE DISPUTES TO CONCILIATION THROUGH IEC**

To,

M/s. (Stakeholder's name)

Subject: **NOTICE FOR INVOCATION OF THE CONCILIATION CLAUSE OF THE
CONTRACT BY BHEL**

Ref: Contract No/MoU/Agreement/LOI/LOA& date _____.

Dear Sir/Madam,

As you are aware, with reference to above referred Contract/MoU/Agreement/LOI/LOA, certain disputes have arisen, which, in-spite of several rounds of mutual discussions and various correspondences have remained unresolved. The brief particulars of our claims which arise out of the above- referred Contract/MoU/Agreement/LOI/LOA are reproduced hereunder:

Sl. No.	Claim description	Amount involved

As you are aware, there is a provision in the captioned Contract/MoU/Agreement/LOI/ LOA for referring disputes to conciliation.

In terms of Clause -----of Procedure i.e., Annexure ----- to the Contract/MoU /Agreement / LOI / LOA, we hereby seek your consent to refer the matter to Conciliation by Independent Experts Committee to be appointed by BHEL. You are invited to provide your consent in writing to proceed with conciliation into the above mentioned disputes within a period of 30 days from the date of this letter along with details of counter-claims, if any, which you might have with regard to the subject Contract/ MoU/ Agreement/ LOI/ LOA.

Please note that upon receipt of your consent in writing within 30 days of the date of receipt of this letter by you, BHEL shall appoint suitable person(s) from the BHEL Panel of Conciliators.

This letter is being issued without prejudice to our rights and contentions available under the contract and law.

Thanking you
Yours faithfully

Representative of BHEL

Note: The Format may be suitably modified, as required, based on facts and circumstances of the case.

FORMAT-8

FORMAT FOR NOTICE INVOKING CONCILIATION CLAUSE BY A STAKEHOLDER FOR REFERRING THE DISPUTES TO CONCILIATION THROUGH IEC

To,

BHEL (Head of the Unit/Division/Region/Business Group)

Subject: **NOTICE FOR INVOCATION OF THE CONCILIATION CLAUSE OF THE CONTRACT BY A STAKEHOLDER**

Ref: Contract No/MoU/Agreement/LOI/LOA& date _____.

Dear Sir/Madam,

As you are aware, with reference to above referred Contract/MoU/Agreement/LOI/LOA, certain disputes have arisen, which, in-spite of several rounds of mutual discussions and various correspondences have remained unresolved. The brief particulars of our claims which have arisen out of the above-referred Contract/MoU/Agreement/LOI/LOA are enumerated hereunder:

Sl. No.	Claim description	Amount involved

As you are aware, there is a provision in the captioned Contract/MoU/Agreement/LOI/ LOA for referring inter-se disputes of the Parties to conciliation.

We wish to refer the above-said disputes to Conciliation as per the said Clause of the captioned Contract/ MoU/ Agreement/LOI/ LOA. In terms of Clause -----of Procedure i.e., Annexure ----- to the Contract/ MoU / Agreement / LOI / LOA, we hereby invite BHEL to provide its consent in writing to proceed with conciliation into the above mentioned disputes within a period of 30 days from the date of this letter along with details of counter-claims, if any, which it might have with regard to the subject Contract/ MoU/ Agreement/ LOI/ LOA and to appoint suitable person(s) as Conciliator(s) from the BHEL Panel of Conciliators.

This letter is being issued without prejudice to our rights and contentions available under the contract and law.

Thanking you

Yours faithfully

Representative of the Stakeholder

Note: The Format may be suitably modified, as required, based on facts and circumstances of the case.

FORMAT-9

FORMAT FOR INTIMATION TO THE STAKEHOLDER ABOUT APPOINTMENT OF CONCILIATOR/IEC

To,

M/s. (Stakeholder's name)

Subject: **INTIMATION BY BHEL TO THE STAKEHOLDER AND CONCILIATOR(S) ABOUT APPOINTMENT OF CONCILIATOR/IEC**

Ref: Contract No/MoU/Agreement/LOI/LOA& date _____.

Sir,

This is with reference to letter dated ----- regarding reference of the disputes arising in connection with the subject Contract No /MoU/Agreement/LOI/LOA to conciliation and appointment of Conciliator(s).

In pursuance of the said letter, the said disputes are assigned to conciliation and the following persons are nominated as Conciliator(s) for conciliating and assisting the Parties to amicably resolve the disputes in terms of the Arbitration & Conciliation Act, 1996 and the Procedure ---- to the subject Contract/MoU/Agreement/LOI/LOA, if possible.

Name and contact details of Conciliator(s)

- a)
- b)
- c)

You are requested to submit the Statement of Claims or Counter-Claims (strike off whichever is inapplicable) before the Conciliator(s) in Format 5 (enclosed herewith) as per the time limit as prescribed by the Conciliator(s).

Yours faithfully,

Representative of BHEL

CC: To Conciliator(s)... for Kind Information please.

Encl: As above

Note: The Format may be suitably modified, as required, based on facts and circumstances of the case.