



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:03

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 03

ENERGY CONSERVATION

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Purpose	To ensure that all energy conservation points are identified and response plan established for all identified situation/ points.	Scope	ISG
Responsibility	Concerned HODs / Head/SOX		
Performance criteria	No. of incidents / accidents on such cases		
Cross reference	ISO : 14001		

PPEs and Precautions



Switch power off after use

Procedures and Controls

S. No.	Activity	Responsibility
A.	Illumination :	
1.	Switch off tube lights, lamps, fans, etc. when not required	All staff
2.	Prefer task lighting instead of uniform one all over	Supervisor
3.	Follow recommended illumination levels for area Energy	Supervisor
4.	Use energy efficient lamps & luminaries	HOD/Site in-charge
5.	Keep all lighting equipment & reflectors clean	Supervisor
6.	Optimize use of natural lighting	Supervisor
7.	Prefer electronic ballast in place of conventional chokes	Supervisor
8.	Prefer Compact Fluorescent Lamps.	Supervisor
9.	Use current / voltage reducer	Supervisor
B.	At the work place	
1.	Use high efficiency and optimum size equipment	Supervisor
2.	Optimize use of plant utilities such as steam, cooling water, compressed air, etc.	Supervisor
3.	Monitor and control all plant parameters strictly	Supervisor
4.	Install monitoring instruments like flow meters, pressure & temperature gauges, ammeter, etc. wherever necessary	Supervisor
5.	Carry out preventive maintenance and remove the scaling/ sedimentation regularly	Supervisor
6.	Stop all leakage. Avoid unnecessary long distribution pipelines	Supervisor
7.	Use thermostatic controller for cooling tower fans	Supervisor
8.	Optimize need of refrigeration and also the refrigeration temperature	Supervisor
9.	Don't use weak or broken insulation	Supervisor
10.	Check regularly all measuring MMD for their calibration	Supervisor
11.	Use gravity wherever possible for liquid flow.	Supervisor
	The Kitchen / Mess	
1.	Keep the entire cooking material ready before lighting the stove	Supervisor
2.	Let cold material attain room temperature before cooking	Supervisor



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3.	Soak the grains and cereals before cooking them	Supervisor
4.	Avoid using excessive water before cooking	Supervisor
5.	Use utensils having broad bases. Use lid on cooking utensils	Supervisor
6.	Prefer small burner and light flame	Supervisor
7.	Ensure stable, bright and blue flame. Reduce flame when boiling starts	Supervisor
8.	Use only ISI mark stoves and kerosene wicks stove	Supervisor
9.	Use pressure cookers	Supervisor
10.	Cook different types of food simultaneously by using separators	Supervisor
11.	Avoid often re-heating of food, store food in insulated containers.	Supervisor
	On the road	
1.	Get the vehicle regularly serviced and engine tuned	Driver
2.	Maintain correct tyre pressure	Driver
3.	Clean air filter regularly	Driver
4.	Drive in correct gears and at optimum and uniform speed	Driver
5.	Keep your foot off the clutch and use it only when changing gears	Driver
6.	Avoid idle running of engine	Driver
7.	Make the vehicle lighter, reduce unnecessary load	Driver
8.	Plan your trips and route and avoid rush-hour traffic.	All staff

Site Safety department to identify all possible Energy Conservation Areas and ensure control as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.

Records:

Record Title	Record No.	Location	Responsibility	Retention Period
Record for required illumination level in various work area	1	HOD office	HOD	1 year
MMD calibration record	2	Concerned area	Supervisor	1 year
Waste record on fuel /oil leakage	3	Concerned area	Supervisor	1 year
Preventive maintenance record for various equipment	4	HOD office	HOD	1 year
Vehicle service record	5	Concerned area	Supervisor	1 year

Verification, Corrective and Preventive Action:



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HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)