



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:42

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 42

ELECTRICAL MAINTENANCE

Page 1 of 2

Purpose	To ensure safe working during electrical maintenance	Scope	ISG
Responsibility	Concerned HOS / Safety co-ordinator		
Performance criteria	No. of incidents/ accidents reported		
Cross reference	OHSAS : 18001		

PPEs Used

	Insulated rubber gloves		Appropriate insulated rubber footwear		Good safety helmet secured with chin strap
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Procedures and Controls

S. No.	Activity	Responsibility
1.	Raise work permit for carrying electrical maintenance work mentioning required isolations, precautions.	HOS (Electrical)
2.	Obtain sanctioned work permit and ensure that required isolations are carried out.	HOS (Electrical)
3.	For HT system, ensure power incomers are racked out, control supply switched off and fuse removed.	HOS (Electrical)
4.	Electrical isolations are to be confirmed as per scheme applicable.	HOS (Electrical)
5.	Earthing of HT feeders may be carried out with feeder earthing truck, as and where available as an added safety.	HOS (Electrical)
6.	Use PPE like electrical gloves of correct voltage rating, safety shoe, rubber mats for carrying out the work.	HOS (Electrical)
7.	Display caution tags at the electrical isolation points (viz. DO NOT OPERATE, MEN AT WORK, DANGER etc)	HOS (Electrical)
8.	Where ever lockable EPBs are available, same to be locked in OFF position with "Do not operate" tag.	HOS (Electrical)
9.	All electrical equipment, like cables, motors, generators after isolation to be earthed by earthing rods/ cables.	HOS (Electrical)
10.	Carry out maintenance work.	HOS (Electrical)
11.	Before recharging the system, ensure all earthings are removed.	HOS (Electrical)
12.	Ensure all connections are restored.	HOS (Electrical)
13.	Fill up work permit stating completion of work and return permit.	HOS (Electrical)
14.	Remove all isolations and restore system for normal operation.	HOS (Electrical)



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Page 2 of 2

Site Safety department to identify all possible Hazard Areas related to electrical maintenance 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

Verification, Corrective and Preventive Action:

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)