

मशीनी औजार आदिरूप फैक्टरी
आर्मर्ड व्हीकल निगम लिमिटेड कीइकाई
भारत सरकार का उद्यम
रक्षा मंत्रालय



MACHINE TOOL PROTOTYPE FACTORY
UNIT OF ARMoured VEHICLES NIGAM LIMITED
A GOVT. OF INDIA ENTERPRISE
MINISTRY OF DEFENCE

CIN-U35990TN2021GOI145504

ACCEPTANCE LETTER No: 0503/14/2022-23/EO/MPF Dt. 11.08.2023

AGS Enterprises,
Near Gupta House, House No. 839,
Defence Colony, Ambernath (W) 421502
Email: abdulmiyasaudager@gmail.com

Dear Sirs,

Type of Work: Item Rate

- Sub : Repairs to waterproofing treatment to RCC flat roof of MPF D Type Quarters at Ord. Estate Ambernath
Ref: i) Fy Tender Ref. No. 0503/14/2022-23/EO/MPF Dated 26/04/23 (Opened on: 05/05/23).
ii) Your Bid ID No 550188 on etenders.gov.in portal

For and on behalf of the President of India, I hereby convey the acceptance of your tender by the competent financial authority for the above mentioned work for a total value of **Rs.31,89,965.00 (Rupees Thirty One Lakh Eighty Nine Thousands Nine Hundred Sixty Five Only)** and order the services detailed in the schedule enclosed herewith at the item rates quoted by you in Schedule 'A' of the Tender documents as per the terms, conditions and specifications laid therein. List of items, to be issued by factory, is given in Schedule 'B'.

2. The contract is allotted with No. **0503/14/2022-23/EO/MPF Dated 11/08/2023** which will have to be quoted by you in all future correspondence in connection with this contract.

3. In accordance with condition No. 22 of the General Condition of Contract (IAFW-2249), please submit the security deposit of **Rs. 86,575.00 (Rupees Eighty Six Thousand Five Hundred Seventy Five Only)** in favour of "**Chief General Manager, Machine Tool Prototype Factory Ambernath**" as mentioned in tender condition. The Security Deposit shall be submitted **within 30 days of issue of this letter**, failing which no payment will be processed from Factory side.

The maturity date of security Deposit shall be minimum 12 months from scheduled date of the completion of contract. If Security Deposit is submitted in form of Bank Guarantee, the validity of bank guarantee shall be such that it covers the warranty period plus two months.

4. The contract shall be governed by the terms and conditions as per the contract documents enclosed and general condition of contract MES IAFW 2249. The deviation limit shall be as per the clause No.19.1.1 & 19.1.2 of MES Contract Manual (latest revision).

5. **SHRI VIKAS POONIA WM/Civil** and **SHRI SANTOSH S. KAMBLE JWM(SG)/BM** are nominated as Engineer-in-Charge and Site In-charge for the subject work respectively.

6. You are requested to contact the Engineer-in-Charge within 7 days of receipt of this letter for taking over of site and to make time and progress chart. You will also maintain wage-cum-muster roll and all other records as required in Contract Labour Rules and Acts.

7. Please acknowledge receipt of this letter and return two copies duly signed by you in proof of acceptance within seven days from the date of receipt of this communication.

VIKAS POONIA

FOR & ON BEHALF OF PRESIDENT OF INDIA

Copy to :

- SHRI IMRAN KHAN DGM/HR (Technical Examiner) – for Kind Information
- SHRI VIKAS POONIA WM/CIVIL (Engg in Charge) – for information & Necessary action please.
- SHRI SANTOSH S. KAMBLE JWM(SG)/BM (Site In Charge) – for information & Necessary action please.

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IN LIEU OF IAFW-1823(REVISED)
CONTRACTORS' ORDER SHEET

Work Order/Deviation Order No	01/110823 Dated 11/08/2023
Acceptance letter No.	0503/14/2022-23/EO/MPF
Contractor's Name	M/s AGS Enterprises, Ambarnath
Name of the work	Repairs to waterproofing treatment to RCC flat roof of MPF D Type Quarters at Ord. Estate Ambarnath
CA amount	Rs.31,89,965.00

PARTICULARS

1. Authority	CWC decision No. I Dtd. 27.07.2023
2. Brief Description of work to be carried out	As per details in sheet attached and adhering to your firm quotation for Tender Ref No. 0503/14/2022-23/EO/MPF, Your Bid ID No 550188 on etenders.gov.in portal. Opened on 05/05/23 for all Terms & Conditions therein & rate quoted in Schedule 'A' enclosed with tender documents.
3. Time effect	
a. Date of handing over of the site	12/08/23 09:00 AM
b. Date of commencement of work	12/08/23 09:00 AM
c. Date of Completion as per contract	12/12/24 09:00 AM
d. Date for completion shown in previous Orders	NA
e. Revised date of completion	NA
4. Financial effect (Rs.)	
a. Present order	Rs.31,89,965.00
b. Contract amount as adjusted by previous orders	NA
c. Contract amount adjusted up to and including this order	NA
5. Expenditure to be booked under code Head No	2079/111/809/02
6. Certified that no special rate is involved	
7. Technical Examiner	SHRI IMRAN KHAN DGM/HR
8. Approved	VIKAS POONIA WM / Civil
9. Accepted	M/s AGS Enterprises, Ambarnath

Distribution to:--

1. Ms. D. Chakravorty DGM / Finance
2. SHRI Imran Khan, DGM/ HR
3. HOS/BM
4. Security Officer / MPF
5. M/s AGS Enterprises. Ambarnath
6. JGM/Safety Internal Audit cell, Test Audit,

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SCHEDULE – "A"

Item Code	Item Description	Quantity	Unit	Rate/Unit	Total Cost
1	Dismantling Single layer Mangalore pattern or similar tiles in roofing, stacking removed tiles neatly for reuse etc all complete as directed by Engg in Charge. Note: Contractor shall neatly stack old removed tiles. Any breakage in handling shall be rectified by Contractor at his own risk & cost.	687.00	Sq.m	45.00	30915.00
2	Refixing old Roof tiles, Mangalore pattern, interlocking at side joints, laid dry etc all complete as directed by Engg in Charge.	687.00	Sq.m	75.00	51525.00
3	M&L APP based polymeric membrane minimum weighing 3kg/sqm and minimum 3mm thick reinforced with polyester non wove fabric (wt. not less than 150 gms/sqm) land on primed surface by forced application complete all as specified etc including removing of old water proofing treatment, preparation of surface to receive new waterproofing treatment etc all complete as directed by Engg in Charge Make Tiki dan / Pidilite. Sample should be approved by Engg in Charge before Starting Work.	6001.00	Sq.m	425.00	2550425.00
4	M&L Brickwork with subclass 'B' bricks, straight or curved on plan exc 6m mean radius built in CM 1:4 including dismantling of brickwork for repairs built in cement mortar etc all complete as directed by Engg in Charge.	15.00	Cu.m	4500.00	67500.00
5	M & L Rendering cement plaster 20mm thick in CM 1:4 on fair faces of brick work or concrete surfaces etc, including Taking down old plaster in cement or lime mortar all complete as directed by Engg in Charge.	1500.00	Sq.m	250.00	375000.00
6	M & L for External wall painting in Two Coats including Applying one coat of Exterior Wall Primer (Make: Asian / Nerolac), Applying two coats of Exterior Emulsion, (Make: Apex Weather Proof Exterior Paint from Asian Paints / Excel Total Acrylic Exterior Emulsion from Nerolac Paints) etc all complete as directed by the Engg in Charge.	1500.00	Sq.m	60.00	90000.00
7	M&L for demolition of concrete in Roofs, floors (other than ground floors), beams, staircases, landing, chajjas and similar work of old RCC water tank and foundation of the same including reinforcement cut as required to facilitate demolition, removing debris out of the premises etc all complete as directed by Engg in Charge.	41.00	Cu.m	600.00	24600.00
Total of Items Rs.					3189965.00
Add Taxes as applicable Rs. (Not Applicable, as rates are inclusive of all Taxes)					0.00
Gross Total Rs.					3189965.00

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TERMS & CONDITIONS:

1 Special Condition: The Material required for the subject work which be brought inside the factory by the contractors, should be noted along with challan / vouchers etc., and a copy of the same are to be given to the engineering office for record and copy to be submitted to the contractors along with the bill while claiming the payment.

2 Payment Clause: The contractor has to pay the minimum daily wages to the skilled/semi skilled/unskilled labourers engaged in their work as has been specified by the Government, latest rate and displayed in the wages notice Board at factory and a record contractor has to maintain attendance and wages register has to pay their workmen in presence of Site-In-Charge of the work who is the authorised representative of principle employer. The Site-In-Charge shall endorse in the wages register that payment is made in his presence.

3 Safety Clause: Annexure-B of MES Safety Code, IAFW 2249 must be observed in general. Work Permit shall be obtained for overhead/hazardous work condition. All the safety precautions/measures have to be taken by the contractor. However, a few points of safety measures to be followed for working at height and on the roof are mentioned hereby :

Use of safety belt and helmet of proper quality is mandatory for all workers working on roofs at height of above 3.00 meters and also in the underground areas Safety belt with life line should be properly tied at some firm support.

- (i) In case any difficulty is faced in proper fastening and securing of safety belt, a safety net may be provided below the work spot so that in case of accident fall, there might not be any fatality.
- (ii) A crawling ladder or roof walker must be used for movement on Asbestos/CGI roofing.
- (iii) Work Permit System should be followed in proper spirit. Contractors shall start the work after obtaining the work permit, wherever applicable. Contractor's Supervisor and Site In Charge should brief on Safety precautions to be observed by the Workmen before start of the work. The workers should be clearly explained about the danger of standing or sitting on an apparently stout and new & neat looking asbestos / CGI sheet which is intrinsically weak.
- (iv) The contractor shall clear the site in all respect including removal of all debris outside Factory premises after completion of work to the entire satisfaction of the Engg in Charge
- (v) The contractor must employ the labour force duly insured against life risk.
- (vi) The contractors shall ensure compliance of all applicable statutory rules and regulations.

4. DEVIATION CLAUSE:

- (i) Deviations ordered on items of any individual trade included in the contract shall not exceed *plus/minus* 25% of the value of that trade in the contract as a whole or half the deviation limit, whichever is less.
- (ii) For freakishly higher or lower rate quoted items it shall be $\pm$ 5%.
- (iii) Deviation Limit:
 - 20% of Work Order value (Contract value maximum Rs.10 lakhs)
 - 10% of Work Order value (Contract value exceeding Rs.10 lakhs)

5. Enclosures:

- (i) Working at Height procedure at MTPF Ambernath
- (ii) Instruction while Carrying out Electrical Works at MTPF Ambernath

मशीनो औजार आदेरूप नेमोणो अम्बरनाथ
MACHINE TOOL PROTOTYPE FACTORY AMBERNATH
जिलाथाणे, महाराष्ट्र 421502-
Dist-Thane, Maharashtra - 421502
दूरभाष सं./Phone no: 251-2613884, ईमेल/E-mail: mpf@ord.gov.in

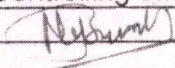
पंजीकृत पतारोड .नि.वा.भा ., आवडी, चेन्नई 054 600-
REGD. ADDRESS: HVFROAD, AVADI, CHENNAI- 600 054
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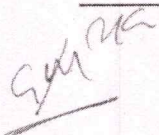
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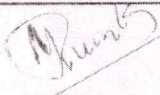
**MACHINE TOOL PROTOTYPE FACTORY
AMBARANTH – 421502**

WORK HEIGHT PROCEDURE

Rev no		Prepared by	Review	Approved by
Rev : 01	SOP	V.E.Nehate	CSO	Controlling officer
				

Pl approve for distribution:-





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For M/S AGS ENTERPRISES


Proprietor

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1. **OBJECTIVE:** Objectives of this procedure is to protect employees from the hazards of working at heights and to establish mandatory requirements for practices to protect personnel from hazards associated with Working at Height.
2. **SCOPE:** This procedure applies Employee of MPF as well as Contractor involving in Work at Height Jobs with in MPF Premises.
3. Expected results ::
 - 3.1. Manage work at Height job being done under "Permit- To – Work" safely..
 - 3.2. Control of incidents related to work at height job.
 - 3.3. Compliance to Regulatory requirements to make work place safety
4. **Accountability and Responsibility:** Following officer will be responsible for ensuring Compliance of this SOP for Work at Height
 - 1) Head of Section: Where work is planned to be execute.
 - 2) Head of Section –Arranging Execution of the work.
 - 3) HOS/Safety section
 - 4) Safety Officer
 - 5) Site In-charge
 - 6) Head of section -/Electrical Maintenance.

5. **Glossary /Definitions:**

Anchor Point: A secure point attachment for life line/s , lanyards or retractable life lines. Structural steel or process piping of 2"(5 cm) diameter or greater may be used as an anchor point. Sprinkler piping, instrument tubing or conduit shall not be used as an anchor point.

Continuous Tie-Off: The requirement that a person be tied off at all times when working in an elevated areas where the potential for fall exists. This is most commonly accomplished by using double lanyards, a vertical life line or retractable life line.

Double Lanyard : a system utilising two lanyards connected in a "Y" Configuration, which allows one lanyard to be attached to an anchor point while second lanyard is being moved to a new anchor point, thus providing protection from falls at all times.

Double Action Locking Snap Hook: A device for securing lanyards that required to separate locking pins be depressed before snap will open.

Full Body Harness (Safety Belts):

A Class 3 body harness heavy duty with leg straps, Double lanyards along with shock absorber.

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Hazard Identification and Risk Assessment::

Hazard Identification and Risk Assessment is to identify and evaluate the hazards risk and put control measure for safe execution of activities.

Hazard: Source or situation with potential for harm, something that can cause body injury/ occupational illness, damage factory property.

Job: A piece of physical work defines by time or other limits and that has a clear start and end point.

JOB Safety Analysis: Job safety analysis (JSA) is a procedure which helps integrate accepted safety and health principles and practices in to a particular task or job. In a JSA for each basic step of the job, it is to identify potential hazards and to recommend the safest way to do the job.

Lanyard: A flexible line to secure the wearer of a safety harness to a life line or fixed tie-off point.

Work Permission of Height work : The written / printed document issue to permit to start work at height.

Work Permit- Work At Height (Daily Basis): is document which permit individual to progress the work at height on daily basis particular work activity carried out, it is a document which permit individual to progress the work at height on daily basis for particular work activity carried out .

Risk Assessment: A systematic and structured process whereby hazards present in a work place, or arising from workplace activity, are identified, risks assessed/ evaluated and decision prioritize in order to reduce risks to acceptable levels.

Shall: Mandatory requirement

Should: Optional requirement

Shock Absorber – A device used in combination with lanyards that is designed to reduce the force when fall is broken.

For MIS & GS ENTERPRISES


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6 Foreword

6.1 Working at Height has the potential to cause serious injuries due to fall for which safeguards like Fencing, use of Toe Boards, safe access to working platforms, Safety Nets, Safety Belts ..etc are needed. Different types of protective measures need to be adopted suiting the particular task with proper planning and thorough understanding of protective measure and its limitations.

Three meters is limiting height above which the work should be carried out with utmost care and work permit system has to be followed. Moreover the job should also be carried out under the strict supervision of an experienced person, well conversant with the work and the use of proper PPEs.

6.2 The following some examples of working at height

1. Repair /replacement of Cranes and alignment of their gantries.
2. Repair to exhaust fans /sky jet fans.
3. Repair/replacement of electrification fittings.
4. Cutting of trees and their branches fouling with over head lines.
5. Cutting of wild growths of tree on the wall of buildings.
6. Cleaning of high roofs.
7. Painting of walls, roof trusses and chimney.
8. Plastering of roof, wall, stairs.
9. Casting of R.C.C, roof, beam and columns.
10. Demolition of old building and structures.
11. Replacement /repair of fragile Roof Sheets.

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7. NECESSARY DOCUMENTATIONS :

- 7.1 **Work Permission for Height work (Working At Height above 3 Meter /Fragile Roof)** : To be completed before commencing of work as per Format (Annexure -III MPF/WP/ WAH/01/ FORMAT-003)
- 7.2 **Work Permit- Work At Height (Daily Basis)**: Before starting of Height work as per format (Annexure VI: MPF/DWP/ WAH/01/ FORAMAT-006).
- 7.3 **Medical Examination** of the worker: Every worker to be deployed for working height shall be examined for physical and mental fitness and to be certified by a registered medical practitioner at least once in six months. The fitness will include freedom from (a) Epilepsy (b) High BP (c) Obesity (d) Vertigo (e) Mental Fitness...etc. along with general fitness and also fairly good eyesight. (Annexure - III : Sample format for Medical Certificate MPF/ MC/WAH/01/ FORMAT-005).
- 7.4 **Risk Assessment for Safe work**: Before starting a work at height, all the safety requirement (like use of safety Belts/ Full Body Harness (Shock Absorber), lifelines protection, Helmet and Safety nets...etc.) shall be decided as per the need of the site by the EIC/SIC in consultation with safety officer and contractor where applicable, as per statutory requirements & according to lifting plan at work height job requirements.(To be documented) as per Hazard Identification and Risk Analysis. (Annexure-VII: Sample format for HIRA: MPF/HIRA/ WAH/01/ FORAMAT-007).
- 7.5 **Post Training Certification (in case of contract's labourer)**: After successful completion of training and tests, the workers should be issued a height pass which shall be valid for a maximum period of one year. On expiry, it shall be renewed after the worker passes the tests once again.. Necessary certification from Reputed Institute Like National Safety Council, RLI /CLIetc may be produced for Height pass.
- 7.6 **Safety talk** : Before commencement of work all worker shall be given safety talk by giving details of work. To be recorded by Safety officer before Height Pass.
- 7.7 **Electrical Power**: Electrical power shut down should be taken as per Action plan.
- 7.8 **Responsibility and Compliances**: To ensure by HOS /Executing section and Safety officer.

For M/S AGS ENTERPRISES


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8. WORK ENVIRONMENT AND REQUIREMENTS FOR WORKERS IN WORKING AT HEIGHT :

- 8.1 Shut Down of Process, moving equipment..etc. Before commencement, all equipments under the height roof sheet where work is to be carried out shall be shutdown.
- 8.2 Workers should be conversant with the use of Retractable fall arrester, Lifelines, Safe Work Ladder, Duck Ladder, Crawling Boards....etc. The work of fixing Safety Net be carried out by experienced person and precaution be taken so that the Net is fixed to structural member sufficiently strong to bear at least one ton load and sagging under the load of fall net should not strike a machine structure, part of building or crane..etc to be ensured.
- 8.3 Each worker should keep one Lifeline always intact and use preferably two Lifelines to avoid any risk to life due to failure of one. Each Lifeline should be strong enough to bear the shock load due to fall known to supervisor and worker.
- 8.4. Use of Hydraulic / Power elevators if used should be known to supervisor and workers.
- 8.5. Responsibility and compliances: Supervisor & Site in-charge.

9. General Requirement for PPEs and Safety Gadgets.

- 9.1 Use of Helmet, proper shoes and other PPE's like Safety Belts, Lifelines with Shock Absorber, Full Body Harness ...etc. is necessary to prevent a fall and to reduce , severity of injuries consequent upon an accident. PPE's and other safety equipment should be provided as per the recommendation of safety officer/ site engineer. Use of Retractable Fall Arrester can eliminate almost all risks and danger of fall down.
- 9.2 Examination of PPE's and gadgets e.g. Fall arrester, Safety belts, Full Body Harness and Safe work ladder..etc. will be done in presence of Safety Officer at least once six months.
- 9.3 Each ladder should have a nylon rope for tying on top and bottom with suitable self Locking Hooks, Screws, Rings...etc.
- 9.4 If situation permits the use of Fall Arrester and Shock Absorber can be made taking life lines from a firm structure /structural member of suitable strength or by tying rope of web of adequate strength with it for this purpose.

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9.5 A safety net of suitable strength below the working area should invariably be fixed to cover 2.5 meter all round the work area to arrest a fall. The fixing of such a Net to be carried out by experienced person and precaution be taken to have minimum distance of fall and that the likely sag of safety Net will not cause collision with any plant or machine or a part thereof cranes, structure..etc.

9.6 Responsibility and Compliances : To ensure by Safety section / Safety officer

10 EXECUTION OF WORK AT HEIGHT: To Ensure

10.1 Safety Net should be used wherever considered necessary and feasible by EIC/SIC and Safety officer.

10.2 Warning Sign:: Sign boards in Hindi , English and local languages shall be placed at conspicuous places indicating that work is under progress Area should be barricaded no other person shall allow to enter the site barricaded area..

10.3 Before staring the day's work, the site should be inspected for ensuring compliance of all safety instruction, regulation and other aspects. After ensuring the compliance, the contractor (when engaged), the EIC/SIC and the safety officer will sign the relevant documents before giving clearance for starting the work. In the event of discontinuation of work and before re-starting, the site inspection shall be redone on the same lines.

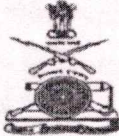
10.4 Use of anchor plates to fix the lifeline..etc. should be done wherever necessary / feasible.

10.5 In case the site condition demands, a safety net may be fixed firmly on the fragile roof with the help of J bolts and this may be used for taking a Life Line. Proper training for the above should be imparted to worker on fragile roof and in case fragile roof should not be taken granted as safe. During the rescue operation safety belt should be avoided as far as possible and full body harness should be used.

10.6 Responsibility and compliances: Supervisor and Site In-charge..

FOR M/S AGS ENTERPRISES


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- 11. LADDER : Recommendation (Do's And Don'ts) :** The use of ladders is so common that we are apt to take them for granted, however they are involved in many accidents in industry which could easily be prevented by observing four simple rules.

Don't use ladders where the job calls for something bigger and safer.
 Use the right kind of ladder for the job.
 Use only a ladder in a good condition.
 Use ladders safely.
 Don't use a ladder too long or too short for the job. For scaffolding and ladders the following maximum lengths be permitted.

For a single ladder : 30 ft.
 For a step ladder : 18 ft.
 For a trestle ladder : 16 ft.

- 11.1 Don't use two ladder sliced together (unless the resulting in ladder is just as strong as a single or extension ladder would be).
 11.2 Don't use light ladders for a heavy construction job.
 11.3 Don't use metal ladders near electrical circuit or power lines to the excellent performance & if unavoidable their insulating rubber shoes should be checked before use.
 11.4 To set up a ladder Safely , the base should be one fourth the ladder length from the veritable plane of the top support (1:4) Tie-off should be adequate to prevent any tipping of the ladder if the climber leans to the side.
 11.5 Don't use a ladder if the side rails are broken or cracked, or if a rung or tread is missing, broken, weakened or in any way defective.
 11.6 Ladder should never be painted because paint tends to hide cracks. They should be kept free of dirt, splashing of paint and moisture. If any preservative is needed it should be a clear varnish or some other transparent coating.
 11.7 The horizontal distance from the wall to the foot of the ladder should be about a quarter of the ladder's length.
 11.8 Don't place the ladder on an uneven footing or on loose objects. Where Possible, fix it so that the top and bottom ends cannot move.
 11.9 Don't place the ladder in front of a door unless the door is fastened open or locked or guarded.

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- 11.10 Don't work above the second top rung on a straight ladder. Hold on with one hand and Don't push, pull or over reach. Don't straddle the space between the ladder and another object.
- 11.11 When going up or coming down have both hands free and face the ladder. Ladders are built to hold only one person at a time Remember this when using ladders.
- 11.12 When leaning a ladder against a window frame fix a board to the top so that the weight is spread safely over the window frame.
- 11.13 Ladders should be tied off or stabilized at the earliest opportunity in such a way that they cannot tip to the side or side in any way.
- 11.14 The three point control while climbing helps ensure that a worker's centre of gravity is within the side rails and capacity exists for holding the ladder if a fall occurs. When ladders are provided with slip-resistance, it should be remembered that the end of the rung is probably the best place to hold a ladder if the ladder rung is rough at these points gloves are required, but the user may still prefer to hold the side rail which does not usually provide a graspable element.
- 11.15 The Portable ladder is preferred to be sloped at the appropriate angle for stability and this slope provides a measure of fall protection when a fall occurs
- 11.16 Since metal ladders conduct electricity do not use them around energised electrical circuits equipment or in places where they may come in contact with electrical circuits. Warn workers using metal ladder about these dangers. Plastic or glass fibre ladders, as well as wood ladders, should be considered for use near electrical hazards. Many construction projects forbid metal ladders.
- 11.17 Inspection Check List for ladder, as per Annexure -II: Sample Format (MPF/LAD/WAH/01/ FORAMAT-002).
- 11.18 Responsibility and compliances: Safety Officer/Supervisor/Site in-charge.

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12 SPECIAL SAFETY PRECAUTION FOR REPAIR OF O.H. CRANES :

A safe system of work should be ensured before any maintenance repair or adjustment is required to carry out work on a crane, a permit to work system may be necessary to achieve safe system of work. To achieve the above following precautions should be ensured.

- 12.1 Electrical power to crane should be disconnected before undertaking any repair..etc.
- 12.1 After repair it should be ensure that all tools, oil, grease..etc. have been removed from work place/site. And also guard has been replaced.
- 12.2 Should be ensured that all limit switches are working to avoid overrun of the crane.
- 12.3 Edges should be provided at wheel to avoid undesirable movement of crane.
- 12.4 Parallelism of the gantry should be checked at specified periodicity.
- 12.5 After every major repair crane should be subjected to load test.
- 12.6 For climbing on crane ladder should be provided with safety cage guard.
- 12.7 During repair warning note should be provided both at the switching box of crane and work site.
- 12.8 Responsibility and compliances: All concerned issuing work permit

13 SPECIAL PRECAUTIONS :

- 13.1 During climbing on roof or on electric pole using ladder or otherwise precautions should be taken to use two self locking hooks with lifelines and as climbing these hooks should be alternatively attached and detached with the cross bars /foot bars to prevent any eventual fall due to slippage..etc. leaving no room for a fall. After reaching the roof the top end of the ladder should be tied to the pole/ fixed structure on top of the roof and work should be started thereafter.
- 13.2 A safe way of climbing on a roof is to use a hydraulic/electric; lift platform which is commercially available for climbing up to 7 meter height and to carry up to 250 kgs. load. These platforms are provided with railing all around which may be used for fixing lifelines with detachable hooks with shock absorbers or else a retractable fall arrester.
- 13.3 The worker working at height should be cautioned not to allow leaving of loose items like broken sheet over the roof after completion of work which can be flown off during the heavy winds. While climbing they should take their tools in a tool box firmly fixed to safety belt and should ensure that nothing is left on the roof at the close of work.
- 13.4 In case of welding or drilling the use of approved quality of cable should be done to lay the electrical lines for connection.
- 13.5 The broken sheet and new sheets should be taken up the roof or lowered from it in properly tied bunches with rope and not many sheets should be taken at a time. The hydraulic platforms and ladder should never be overloaded.
- 13.6 A safety Net be spread and fixed over the roof with J- bolts for safe movement of workers and transportation of materials.
- 13.7 Responsibility and Compliances: Supervisor/Site in-charge

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14. DO's AND DON'T WHILE WORKING AT HEIGHT

Do's

- 14.1 While going to work at height for more than 3 meter, Wear Safety Helmet & Antiskid Shoes
- 14.2 Use Crawling Boards or Roof Ladders while working on the roof of building.
- 14.3 Safety Belt should be worn by the individual while working at height more than 3 meter, Lifeline should be tightened to a fixed structure.
- 14.4 Safety Net should be placed below the place of work at height.
- 14.5 Safety items like Safety Belt, Safety Net, and Safety Helmet and Lifeline should be inspected periodically by the staff or site In-charge/EIC.
- 14.6 Ladders should be tightened to a fixed structure and have Antiskid Shoes.
- 14.7 **Responsible staff should be present continuously at the work spot.**
- 14.8 Scaffolds should be of good construction, sound material and adequate strength.
- 14.9 Only trained and experienced workmen should be allowed to work at height.
- 14.10 Ladder should always be held by helper.

Don't's

- 14.11 Do not work without Work Permit and follow the safety instruction enumerated therein.
- 14.12 Do not leave the tools on the roof top and other places where they are liable to fall cause injuries.
- 14.13 Do not use loose clothing while at work.
- 14.14 Do not smoke while working at height.
- 14.15 Do not forget to position First-Aid Equipment in the work place.
- 14.16 Do not allow individual having a heart problem, giddiness, vertigo, epilepsy, high BP, to work at height.
- 14.17 Work on the roof of the building shall not be carried out in rainy season, windy condition and hot summer.
- 14.18 Do not allow anyone to work in the Shop floor area below the roof work so that accident can be avoided due to hit by fallen material from height.
- 14.16 Do not bend /stretch the body outside the ladder /platform.
- 14.17 Do not place the ladder where they can be struck by doors, vehicles.
- 14.18 Ladder should not have slope more than 4 vertical and 1 horizontal.

- Note: All DO and Don'ts should be followed and duly compliance by site In-charge.

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Annexure –I

MPF/FBHWAH/01/FORM/001

Inspection Check List – Full Body Harness				
Make /Model		Manufacture Date :		
Contractor Name : /Concerned Site In-charge		Date of inspection :		
Sl. No.	Description	Ok	NOT OK	NA
1	Visual Inspection			
	Harness Belts and Seams			
1.1	Manufacture identification well readable			
1.2	Full Body Harness complete in all respect			
1.3	Harness having ISI or CE Mark			
1.4	No tissue, wear or twisted straps, seams open			
1.5	Harness not soiled/damaged by chemical, paints..etc			
1.6	No change in harness strap due to heating (e.g. Welding heat)			
	Metal Fittings			
1.7	Waist buckle no deformation corrosion			
1.8	Both leg strap buckle no deformation corrosion			
1.9	Metal D Ring at back for lanyard, no damage, corrosion			
1.10	Check any other metal fitting provided			
1.11	Any other observation			
2	Function Test			
2.1	Check at buckle by inserting and pulling			
2.2	Harness shall life not expired or manufacture date with in 3 year			
3	Inspection Result			
3.1	Harness safe use			
3.2	Harness rejected and destroyed beyond use			
	Remarks			
	Inspection by (Name & signature)			
	General Instruction			
1	-Inspection check list to filled for each harness by authorised person			
2	-Checking to be done every six month, records shall be maintained for last 1 year.			
3.	Tick in appropriate column; mark N/A for checks not applicable.			
4.	Provide appropriate inspection Tag/stickers.			

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Annexure –II

MPF/LAD/WAH/01/ FORAMAT-002

Inspection Check List For Ladder:

Site area/ Section area/ location (Building No.) : _____

Ladder Tag No. _____

Sl. No.	Checks	Remarks
1	Rail/strings damaged (crack, deformation ...etc)	
2	Rung Broken	
3	Rung Missing	
4.	Rungs Clean	
5.	Rung distance uneven	
6	Bottom non-skid pad damaged /missing	
7.	Top Hook damaged /missing	
8	Rungs loose	
9	Non slip bases	
10	Any other specify	

Inspected by :

Name : _____ Designation : _____ Sign _____ Date : _____

Reviewed by :

Name : _____ Designation : _____ Sign _____ Date : _____

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Annexure -III

MPF/WP/WAH/01/FORMAT -003

MACHINE TOOL PROTOTYPE FACTORY -FORMAT

Work Permission for Height Work (Working At Height above 3 Meters/ Fragile Roof)
(To be completed before commencing the work)

Work Permission Period from _____ to _____

- 1 Name of the work _____
- 2 Exact Location of work _____
- 3 Name of contractor M/s. _____
- 4 Purchase order no. & date _____
- 5 Permit issue at _____ closed _____

Work permit format for working at height above 3 meter / Fragile roof

SL. NO.	Items	Checked and sign by EO (CC)Rep./EM rep./MM rep./BM Rep.	Checked & signed by site in-charge	Checked & signed by HOS of concerned section before start of work.
	Signature	1)	2)	3)
	Before starting the contract work, the site must be inspected by (a) Safety staff (b) Safety officer (c) HOS of concerned section (d) Site in-charge (e) Engineering In-charge for ensuring compliance of all safety instructions, regulations and other aspect which shall be recorded & signed by the all five members which shall be preserved in safety section. Sign : 1) Safety Staff _____ 2) Safety officer _____ 3) HOS/ _____ 4) Site I/C _____ 5) Engg. I/c _____ 6) HOS/EM _____			
	Contractor is not permitted to start of the work without prior written approval and signature of the concerned HOS of the section or nominated staff of concerned section in this WORK PERMIT Sign : _____			
	Work on the roof of the building shall not be carried out in rainy season, during fire, storm and hot summer.			
	Site in charge has to ensure that the entire worker uses at least three PPEs and take other safety precaution as mentioned in this work permit pro-forma till completion of work.			
	Safety items in good and functional condition like safety belt with double lanyards / sling. Safety Helmet, Safety Net, Safety shoes and lifeline should be inspected periodically by the staff or site in-charge. Demarcation of safety net area is to be done on roof / working place at height so that workers are aware about the netted area / safe area.			

FOR M/S AGS ENTERPRISES

For M/S AGS ENTERPRISES

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	Nomination staff of concerned shop shall be checking that contractor's men are always wearing safety PPE's and all instructed safe practices are followed.		
	Work to supervised by site in-charge, contractor supervisor and random supervision by safety staff.		
	Contractor has obtained valid group insurance for the supervisor and worker		
	Electrical shut down is to be taken start of work checked by EM of the concerned shop.	Checked by EM of concerned shop	
	Ladder is in good, sound and functionally okay for the work? (Single ladder up to 30 feet)	If yes _____ Nos.	
	If Safety belt with double lanyards/sling provided which worn by worker during entry at factory gate?	If yes _____ Nos.	
	If safety Helmet Provided which is worn by worker during entry at factory gate?	If yes _____ Nos.	
	If safety shoes provided which is worn by workers during entry at factory gate?		
	Hand gloves provided?	If yes _____ Nos.	
	Safety net provided to complete working area?	If yes _____ nos of size ____ x ____ feet. Each	
	Safe walk ladder provided?	If yes _____ Nos.	
	Work instruction & safety instruction are given to the workmen by site- in-charge before commencement of the work.	Yes, it is instructed to contractor /his supervisor & labour to wear relevant PPE's. Safety belt with double lanyards /sling should be fixed properly to self & tie up other end to the MS Member of structure / rope	

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		fixed at roof area / MS structure during execution of work.		
	Instruction issue for safe walk ladder?	Yes, it is instruction to contractor /his supervisor and labour for Rope should be fixed properly through the roof area and hooks of Safety belt with double lanyards /sling fixed to the same during working on roof / at height . it is also instructed to move safety on the roof / at height on metallic support only above ac roof sheet.		

Permit raised by executing section: -

JWM/EO(Civil)/BM/EM/MM or Rep.

Permit received by

Contractor / Supervisor

Permit issued by Safety officer/Staff

Safety instructions issued to all worker on _____ at _____ to use Safety Belt with double lanyards/ sling. Safety Helmet, Safety shoes & Rope and safety equipments. Rope should be fixed through the roof area and one end of Safety Belt should be fixed at the roof/ MS Structure. All safety instructions issued by safety officer should be followed strictly by the Contractor / contractor's supervisors during execution of work.

निचे हस्तश्रर किये हुए सब कामगार दो जीवन हुक वाले सेफ्टी बेल्ट, हेलमेट पहनकर तथा सेफ्टी बेल्ट खुद को तथा दो जिवक हुक् सपोट वाले लोहे के एन्गल या रस्से को बाँधकर काम करेंगे !
इन सभी कभी की जीम्मेदारी हमारे उपर रहेगी !

SL. NO.	Name of workers	Date of medical examination (Valid only for 06 months)	Age	Signature
1				
2				
3				
4				
5				
6				

HOS / _____

Site In-charge

Safety Officer

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Annexure -IV

MPF/TRG/ WAH/01/ FORAMAT-004

Machine Tool Prototype Factory - Format

Safety Training to contract Labours/Workers by Supervisor / Site in-charge of concerned section: _____

Name of concerned section: _____

Total Numbers of contract labours: _____

Name of the work/ Process/Activity _____

Area / Location of work _____

Name of contractor M/s. _____

Purchase order no. & date _____

Name of contract labour/worker	Age	Training given on related process/ activity	Safety instruction given	Sign of Worker

Above training is imparted as per industrial safety rules.

HOS/ _____

Sign of supervisor /Site in-charge

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Annexure -V

MPF/MC/ WAH/01/ FORAMAT-005

MEDICAL EXAMINATION CERTIFICATE (Work At Height)				
Sl, No.	Name of Employer/ Contractor	:		
1	Name of Employee/ Contract person	:		
2	P. No / T No./ID No.	:		
3	Age	:		
4	Male	:		
5	Height	:		
6	Weight	:		
7	Mental Fitness	:		
8	Any illness (i, e, Free from)	:		
	A. Epilepsy	:		
	B. High B.P.	:		
	C. Obesity	:		
	D. Vertigo	:		
	E. Eye Sight	:		
	F. General Fitness :	:		
	Seal			
			Name of Medical Officer (MBBS/ MD)	
	Date of Medical Fitness :			
	Place :			

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Annexure -VI

MPF/DWP/ WAH/01/ FORAMAT-006

WORK PERMIT

WORK AT HEIGHT (DAILY BASIS)

NAME OF THE CONTRACTOR / FIRM / CONCERN SECTION :

DEPARTMENT & LOCATION/AREA _____

VALID ON DATE _____ FROM _____ TO _____ HOURS _____

DESCRIPTION OF THE JOB _____

JOB TO BE CARRIED OUT BY (No. of persons) _____ DEPT.OR CONTRACTOR

NAME OF SUPERVISORY STAFF/SITE-IN-CHARGE _____

WORK COMPLETED AT _____ AM/PM

SIGN & NAME OF THE RETURNING

AUTHORITY _____

SIGNATURE OF AUTHORIZED PERSON HOS (MM /EM /BM /EO)/ SITE IN-CHARGE /
SUP. Of CONTRACTOR. _____

NO	ITEMS TO BE CHECKED	YES	NO	NOT APPLICABLE
1	Proper secure, safe access provided			
2	Proper scaffolding with secure foot holds & hand hold provided.			
3	Ladders provided. (.....up to Single 30 feet)			
4	Arrangement of securing/safe anchorage of lifelines & Ladders are made.			
5	Safety belts with double lanyards with shock absorber (Full Body Harness) lifelines & it's arrangement of anchorage point made available for the person working.			
6	All persons are properly instructed.			
7	Any other precautions are to be taken (including safety for Portable and all Machine & Equipments), Electrical shut down if required			
8	Area underneath barricaded and warning signs : Caution Boards/ danger board...etc.			
9	Medical Certificate as per OFB letter No.1761/ACC /GEN/ COS, dated 23-12-10.			
10	Fall Protection System : Safety Net/ Scaffold / Lifelines /Anchoring points...etc.			

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Note: - 1) THIS SAFETY WORK PERMIT to be returned to the concerned dept. who will preserve it & show to the inspector of factories on demand.

2) This SAFETY WORK PERMIT is valid for the shift of issue only; fresh WORK PERMIT should be issued if the work is to be continued beyond the shift.

3) After Hazards and Risk Assessment, following safety gadgets to be used accordingly

- | | |
|---------------------------------|-----------------------------------|
| a) Goggles_____ | e) Face Shield_____ |
| b) Gumboots/safety shoes_____ | f) Gloves_____ |
| c) Helmets_____ | g) Safety belts_____ |
| d) Aprons_____ | h) Mask /Breathing apparatus_____ |
| i) Safety Net / Scaffold /..... | |

4) Safety Talk: On Job /Fire and Emergency preparedness related safety Instructions given related work:

If Any other related instructions to follow:

Site In charge /Gr. In-charge
Rep. of section (C/M)

HOS/EM
(Shut down/ if any)

HOS/BM

HOS/Safety Section

HOS/ Concern Section

Sup. Or Rep. Contractor

SAFETY OFFICER

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Annexure –VII

MPF/HIRA/ WAH/01/ FORAMAT-007

HAZARD IDENTIFICATION & RISK ANALYSIS ASSESSMENT

Section /Area:

Date: / /

Description of Job: _____

Activity	Hazards Possible	Risk	Existing Control Measures	Adequate safety arrangement / requirements	Recommended PPE's

Supervisor (Contractor)
Rep. of section (C/M or Gr.JWM)

HOS/
(User Section)

HOS/Executing Section

HOS/Safety Section

HOS/ Concern Section

SAFETY OFFICER

APPROVED

CHIEF SAFETY OFFICER

INSTRUCTION WHILE CARRYING OUT ELECTRICAL WORK

Contractor should produce the Certificate / License from competent authority, for the workers engaged in carrying out Electrical works.

For M/S AGS ENTERPRISES


Proprietor

Signature Not Verified

Digitally signed by YOGESH ATMARAM
BHALERAO
Date: 2023.08.25 15:16:23 IST
Location: eProcurement System for Central
PSUs