

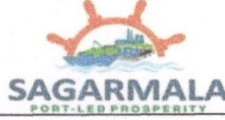


कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
प्रशासनिक प्रभाग
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CIRCULAR

Sub: Standard Operating Procedure (SOP) for carrying out Hot Works at different areas under Haldia Dock Complex.

In order to have a uniform procedure of issuing Hot Work Permits and its renewal from time to time, if any, as approved by the competent authority of Haldia Dock Complex, Kolkata Port Trust, the following Standard Operating Procedure (SOP) for carrying out Hot Works inside any of the Oil Jetty or Barge Jetty enclosures / area in vicinity of other berths at HDC / area inside Custom Bound area of HDC, shall be followed:-

1.a For area inside any of the Oil Jetties or Barge Jetty enclosures:-

The intending party will apply to General Manager (Marine)/Manager (MO)/ Deputy Manager (MO) for obtaining Hot Work permission for carrying out such works at the oil jetty enclosures [berth nos. 16(O), 17(O), 18(O)], POL Barge Jetties as well as the pipelines connected to the Oil Jetty / Barge Jetty enclosures falling within port areas.

General Manager (Marine) I/C / Manager (MO)/ Deputy Manager (MO) upon examination of the requests, will issue Hot Work permission after taking consent of Sr. Fire & Security Officer and other officers as may be decided by GM(M)I/c / M(MO)/ DM(MO). The Hot Work permission shall inter alia, mention the precautions to be taken by the parties concerned.

1.b For area in the vicinity of other berths at HDC / inside Custom bound area of HDC :-

The intending party will apply to General Manager (Traffic) / Sr. Deputy Manager (Sh&CH) for obtaining Hot Work permission for carrying out such works in vicinity of other berths at HDC/ inside Custom Bound area including back up areas [excepting the areas covered under the Thermal Coal Berth (Berth no. 3)].

General Manager (Traffic) / Sr. Deputy Manager (Sh&CH) upon examination of the requests will issue Hot Work permission after taking consent of Sr. Fire & Security Officer and other officers as may be decided by GM (T) / SDM (Sh&CH). The Hot Work permission shall inter alia, mention the precautions to be taken by the parties concerned.

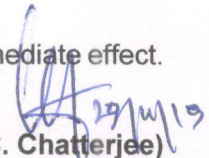
1.c For Thermal Coal Berth [Berth No. 3] area including its back up area & Coal Wagon Tippler area:-

The intending party will apply to General Manager (Engg.) / Sr. Deputy Manager (P&E) for obtaining Hot Work permission for carrying out such works at the Coal Berth including back up area & Tippler areas.

General Manager (Engg.) / Sr. Deputy Manager (P&E) upon examination of the requests will issue Hot Work permission after taking consent of Sr. Fire & Security Officer and other officers as may be decided by GM (Engg.) / SDM (P&E). The Hot Work permission shall inter alia, mention the precautions to be taken by the parties concerned.

2. The Hot Work permission initially will be granted for a maximum period of 7 days. In case such permission is required beyond 7 days, the original permission will be renewed by the Sr. Fire & Security Officer from time to time under the same terms and conditions.

All concerned port users /stakeholders are requested to abide by the above SOP with immediate effect.


(C. Chatterjee)
Sr. Dy. Manager (Admn).