

STANDARD OPERATING PROCEDURE (SOP)

for

Operation and Maintenance

of

Rail and Road Weighbridges

in

CCL command Area

**STANDARD OPERATING PROCEDURE (SOP) FOR OPERATION OF
ROAD WEIGHBRIDGES UNDER CCL COMMAND AREA**

PLANNING , PROCUREMENT & INSTALLATION :-

1. Planning of Road weighbridges:

Planning for Road WBs are to be done either as per PR provision or Scheme or against Surveyed off.

- a. If the requirement of Road WB is as per PR provision, then P&M indent will be made by PE(E&M) duly signed by PO and other signatories completely observing all formalities of area and the same should be forwarded to CCL HQ for competent approval.
- b. If it is need based, a Scheme should be prepared giving details as under:
 1. Production of project.
 2. Dispatch of project.
 3. Existing no. of WBs in Project and WB wise dispatch of each WB in project for last six months.
 4. Reason why dispatch target can not be met from existing WBs.
 5. How much dispatch will be increased by installation of new WBs.
 6. Whether the targeted dispatch can be achieved by relocating the existing WBs of the Area to increase the availability of trucks for weighment or not?
- c. If it is against Surveyed off , P&M indent with approved surveyed off report duly signed by all signatories of the area should be sent to CCL , HQ for competent approval.

Responsibility –

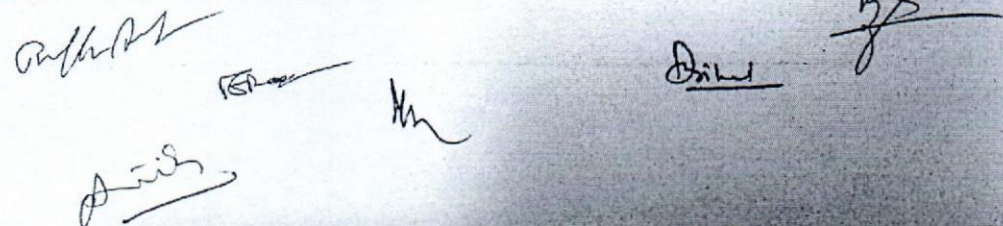
- (i) **Planning of WB :-** Manager & Project Officer.
- (ii) **Vetting the requirement of WBs at Area level:** vetting by SO(Sales),SO(P&P) duly recommended by SO(Mining)/AGM and agreed by Area GM.

2. **Indenting :-** Once Proposal is agreed by Area GM, an indent will be made by PE(E&M) duly signed by all concerned authority of project and area and the same should be forwarded to GM(E&M) for obtaining competent approval for procurement.

Responsibility :PE(E&M) & SO(E&M)

3. **Competent Approval & preparation of Technical parameters and proveness criteria :** Once proposal got competent approval , Technical requirement and TPS will be prepared by concerned engineer looking after job of Road WB at E&M dept.CCL HQ and then P&M indent will be forwarded to MM dept. for necessary procurement action
Responsibility: E&M Engineer(WB) and GM (E&M) CCL HQ.

4. **Procurement. :-** **Responsibility: GM(MM) .**



5. **Installation of Road WBs –**

Site selection: Prime responsibility of Manager and PO and agreed by Area GM.

I.

Following points should be taken care of during site selection:-

- a) Site for installation of Road WB should be at entry/exit point for dispatch or receiving purposes so that weighted coal trucks can't enter the coal stock yard again.
- b) Site should be such to ensure maximum utilization of WB.
- c) Sufficient space should be made available for proper movement of trucks for weighing to avoid jamming at WB.
- d) Dispatches guideline / circulars issued time to time should be followed.
- e) Site should be selected to ensure BOTH END WEIGHMENT (dispatch end and receiving end) of coal.
- f) Site can be easily connected with network for IT initiatives.

II. Installation & Commissioning: Responsibility :- PE(E&M) & SO(E&M)

As per Supply order

A. E&M related jobs:-Responsibility: PE(E&M)/SO(E&M)

- a) Power supply arrangement minimum 2 phase and three phase is preferred.
- b) Stabilized power supply of 220 Volt AC
- c) N-E voltage should be less than 2 volt.(Neutral must be continuous and earthed at transformer point.)

B. Civil related jobs:-Responsibility: PE(Civil)/SO(Civil)

- a) RCC ramp should be available at both sides of WB.
- b) All the approach roads and ramp on either side of Road WBs should be made with RCC.
- c) Drainage arrangement should be made available at each WB to avoid jamming with mud during rainy season.

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Operation

(Overall Responsibility of operation of Road Weighbridge - Dispatch officer , PO & SO(Sales))

1. Weighbridge must be operated by designated / authorized trained persons only.
2. All IT related guidelines should be followed as per SOP circulated by Coal India vide :CIL/VIGIL/16/14/0002/2018/1710-1729 dtd:29.03.18and further guidelines/circulars circulated time to time.
3. All statutory guidelines circulated time to time should be followed.
4. Arrangement/up-keeping of drainage system to avoid jamming of WB platform during rainy season.
5. Weighbridge should not be operated without printers.
6. Digitizer of the weighbridge must be sealed by Weight and Measure dept of Govt. of Jharkhand.

Responsibility of WB In-Charge & Dispatch Officer:-

1. A LOG BOOK should be maintained and kept in WB to record each and every activity done for operation and maintenance of WB
2. Daily status of the WB to be noted and deficiencies should be reported to concerned dept. in writing.
3. All electrical parameters should be maintained otherwise same to be reported to E&M dept.
4. End variation test is to be carried out everyday at least for three positions by placing trucks at (front, middle and back) position of the WB platform. It should be duly recorded in the LOG BOOK .
5. Daily status (OK /NOT OK) of the WB system must be recorded on daily basis in the LOG BOOK in the following format –

Date	Digitizer	PC	Printer	UPS	Battery	AC	Fan	Light	Cleanliness of room	Condition of Doors & windows	CCTV camera	Internet connectivity	Any remarks

Responsibility of WB Operator on duty:-

1. Zero reading of the Digitizer should be verified & recorded in the LOG BOOK before the starting of each shift on daily basis before commencement of operation of WB .
2. WB is to be isolated during raining /thundering.

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3. When operators leave the WB room , they must switch off and isolate the WB system and record it in the LOG BOOK that power of WB has been isolated . When the operator will reach in WB Room for operation, they should investigate & record as under in the LOG BOOK itself .

- | | |
|-----------------------------------|----------------------|
| a. System was in operation | yes/no |
| b. All system was isolated | yes/no |
| c. Room is clean | yes/no |
| d. AC/ Fan/Stabilizer/ UPS fitted | working /not working |

Responsibility of WB Operator on duty & WB In-charge:-

1. WB should be maintained clean.

Responsibility of Security Personnel on duty & WB Operator on duty:-

1. Outsiders/ Unauthorized persons should not be allowed inside the WB room.
2. Loading/unloading of coal keeping trucks on WB platform should not be allowed within 50 mtrs radius from WB.

Responsibility of Security Personnel on duty:-

1. It should be ensured that vehicles are allowed to enter the WB for weighment in queue only to avoid jamming of trucks near WB.
2. Safety and security of WB building and premises.

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Maintenance (Overall Responsibility – Project Officer & SO(E&M)

1. Electrical maintenance: Responsibility :- PE(E&M)

- i. Availability of minimum 2 phase power supply 220 volt ac. One phase for system and other phase for lighting and air conditioner.
- ii. Availability of CVT/stabilizer for weighing system and UPS with minimum 2 hours back up.
- iii. Maintenance of minimum 3 earth pit of earth resistance less than 1 ohm and well connected with the system, platform, lightening arrestor preferably with GI strip of size from 25mm x 6mm to 50mm x 10mm or copper strip of size from 30mm x 3.5mm. to 30mm x 6 mm.
- iv. Surge protector for power supply should be connected with separate earth pit.
- v. Arrangement of isolation of system from power supply in case of lightening and heavy rain with clear instruction displayed at isolation point to isolate the system.
- vi. Earth neutral voltage should be maintained less than 2 volt.
- vii. Air conditioner and fan to be maintained.
- viii. All the maintenance activity done by E&M dept is to be recorded in the LOG BOOK kept at the WB for operation & maintenance purpose.
- ix. A separate LOG BOOK must be kept and maintained at each and every Weighbridges exclusively for AMC Holder, for recording each and every maintenance /repair work done by AMC Holder and the same should be signed by WB staff on duty ,PE(E&M),Dispatch Officer & AMC Holder.
- x. Junction Box to be kept inside room. In case it is kept outside arrangement may be made to keep inside before next stamping.

2. Civil maintenance: PE(Civil)/SO(Civil)

- RCC ramp to be maintained.
- RCC road at both side of ramp.
- Proper drainage to avoid any water logging and mud at WB .
- All doors , windows, auto door closer to be maintained properly to avoid dust.
- Cleaning arrangement to be done inside WB Room and surrounding of WB & to avoid dust in radius of minimum 50 mtrs of WB.

TSR *M* *Dis* *g*

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3. Annual verification /Re-verification/Stamping of the WBs:
Responsibility :-PE(E&M),Dispatch Officer, PO from project and SO(E&M) and SO(Sales) from area.
4. Action for Annual Stamping must be taken in the beginning of the due Quarter. Responsibility :- PE(E&M)
5. AMC of WBs .: AMC for all weighbridges are to be done in time
Responsibility :- PE(E&M)/SO(E&M)
6. Repairing of system:-
 - a. Old system is property of CCL
 - b. Hard Disc if changed should be kept in custody of Dispatch Officer or area sales officer and it should be recorded accordingly.
 - c. Repairing by AMC holder will be the responsibility of PE(E&M) and SO(E&M).
7. Patch/Application software and its security /maintenance for integration with weighbridge software and Coal Net software - Area System Officer/GM(System)/GM(M&S)
8. Following report is to be prepared & maintained by PE(E&M) duly signed by AMC holder and PE(E&M) and countersigned by SO(E&M) on monthly basis:-
 - a. Stabilizer/UPS available with the system Yes/No
 - b. Availability of 2/3 nos. of Earth Pits Yes/No
 - c. Earth pit is well connected with system, platform & lightening arrestor separately. Yes/No
 - d. Value of Earth pit resistance (in Ohm) at least quarterly.
 - e. Any other improvement required in operation of WB to be recorded.
 - f. Surge protector in Power Supply with earth pit Yes/No.
 - g. Condition of WB room: Clean/Dusty/Remarks if any.
 - h. Door/window: Ok/broken/Remarks if any.
 - i. Coal or coal dust available within 50 mtr. Radius Yes/No.
 - j. Loading/unloading of coal near or at WB. Yes/No.
9. IT activity: A SOP is circulated by Coal India vide : CIL/VIGIL/16/14/0002/2018/1710-1729 dtd : 29.03.18 . to be followed with other guidelines circulated time to time CCL.

Responsibility: GM(E&T)/GM(System) from CCL HQ and PO and GM from Area.

Etac 02/02/19
HOD (E&T Dept)
CCL HQ

Nm 02/02/19
HOD (VTS/RFID)
CCL HQ

KB 02/02/19
HOD (Weighbridge)
CCL HQ

Drilal 2-2-19
GM (M&S)
CCL, HQ

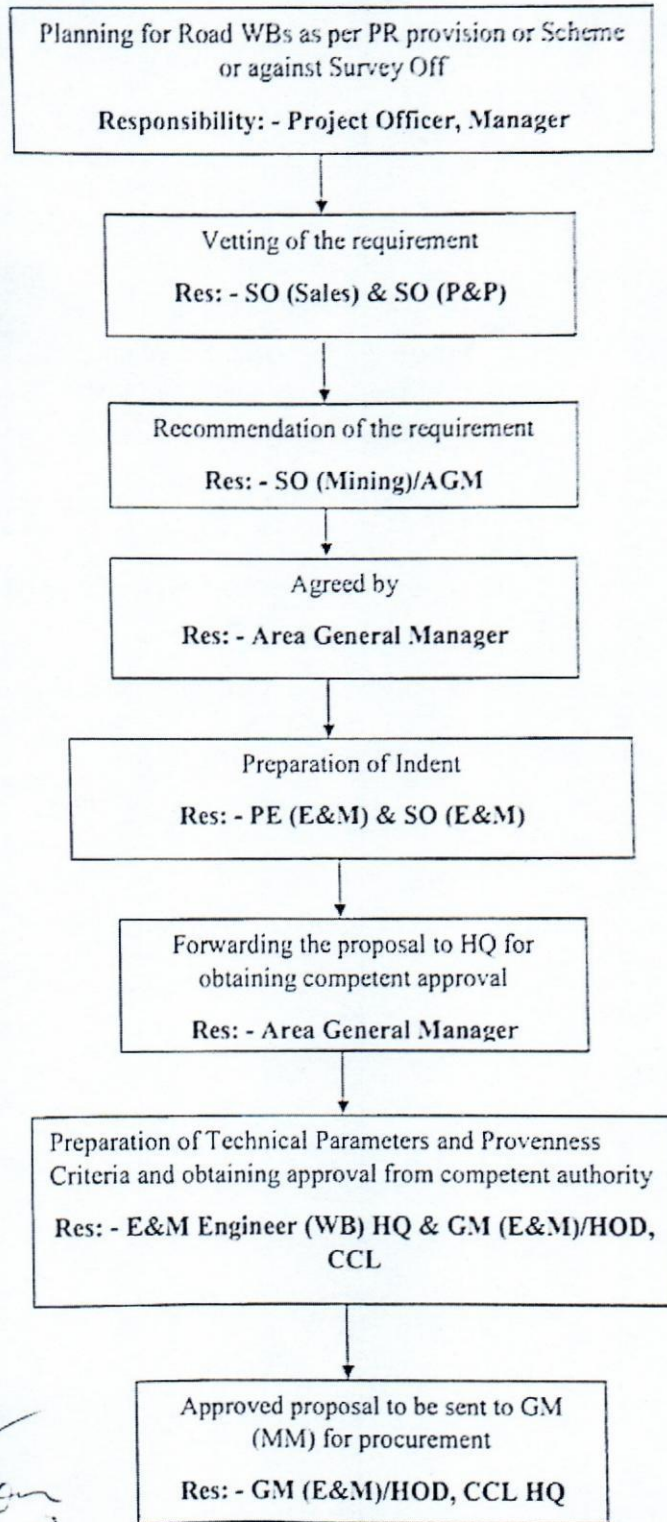
Drilal 02-19
GM (System)
CCL HQ

Drilal 02/02/19
GM (E&M)/HOD
CCL HQ

RESPONSIBILITY MATRIX OF ROAD WEIGH BRIDGE SOP

I. PLANNING, PROCUREMENT & INSTALLATION

1. PLANNING-



Pathik Gh
Director

RE

M

Devi *SB*

2. PROCUREMENT

Procurement of Road Weighbridge
Res: - GM (MM)/HOD, CCL HQ

3. INSTALLATION

Site Selection

Res: - Project Officer & Manager
Agreed by Area General Manager

Installation & Commissioning

Res: - PE (E&M) & SO (E&M) for E&M related
jobs
&
PE (Civil) & SO (Civil) for Civil related jobs

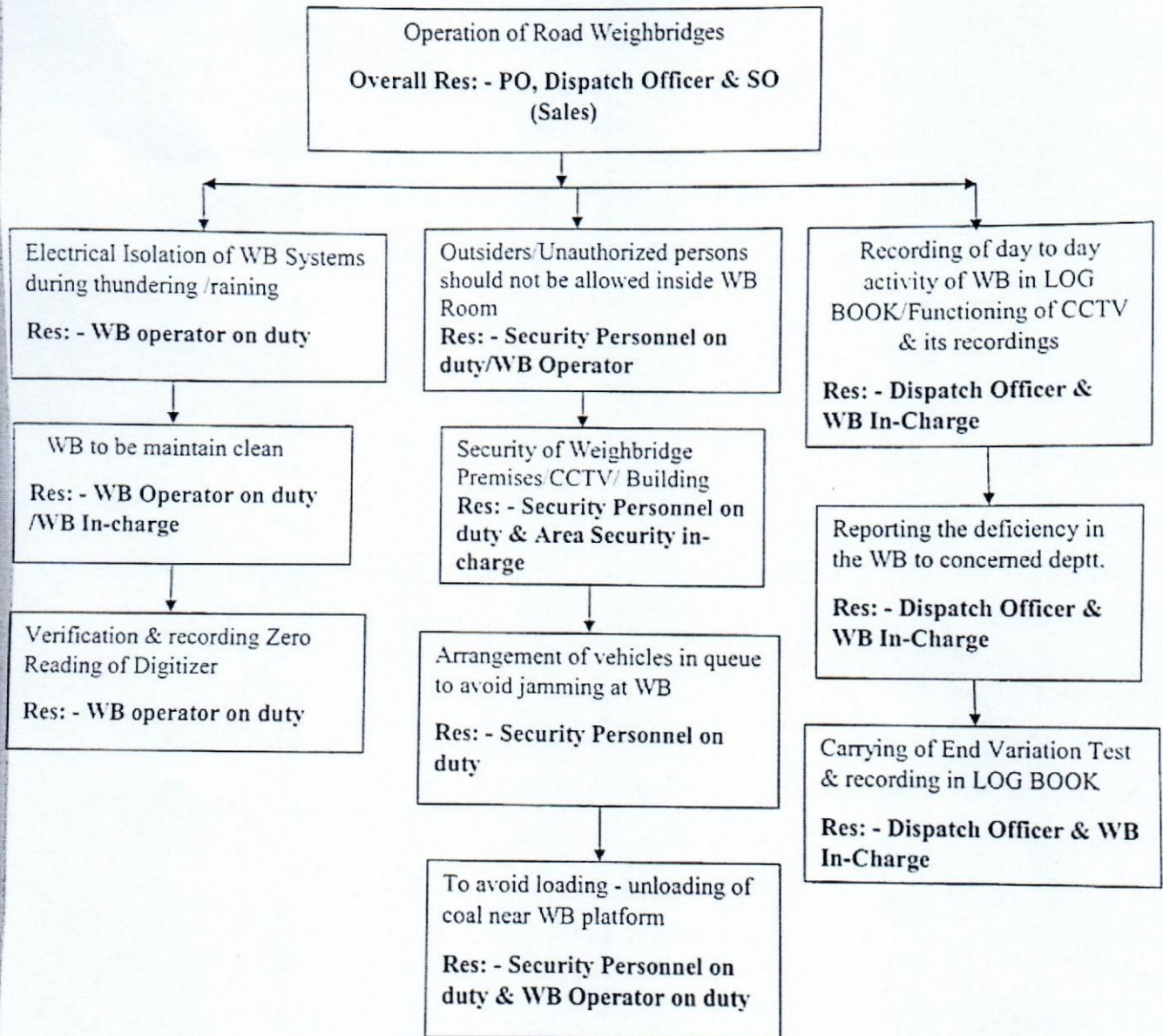
Amthof

GP / *M*
Jones

Dilip

JS

II. Operation



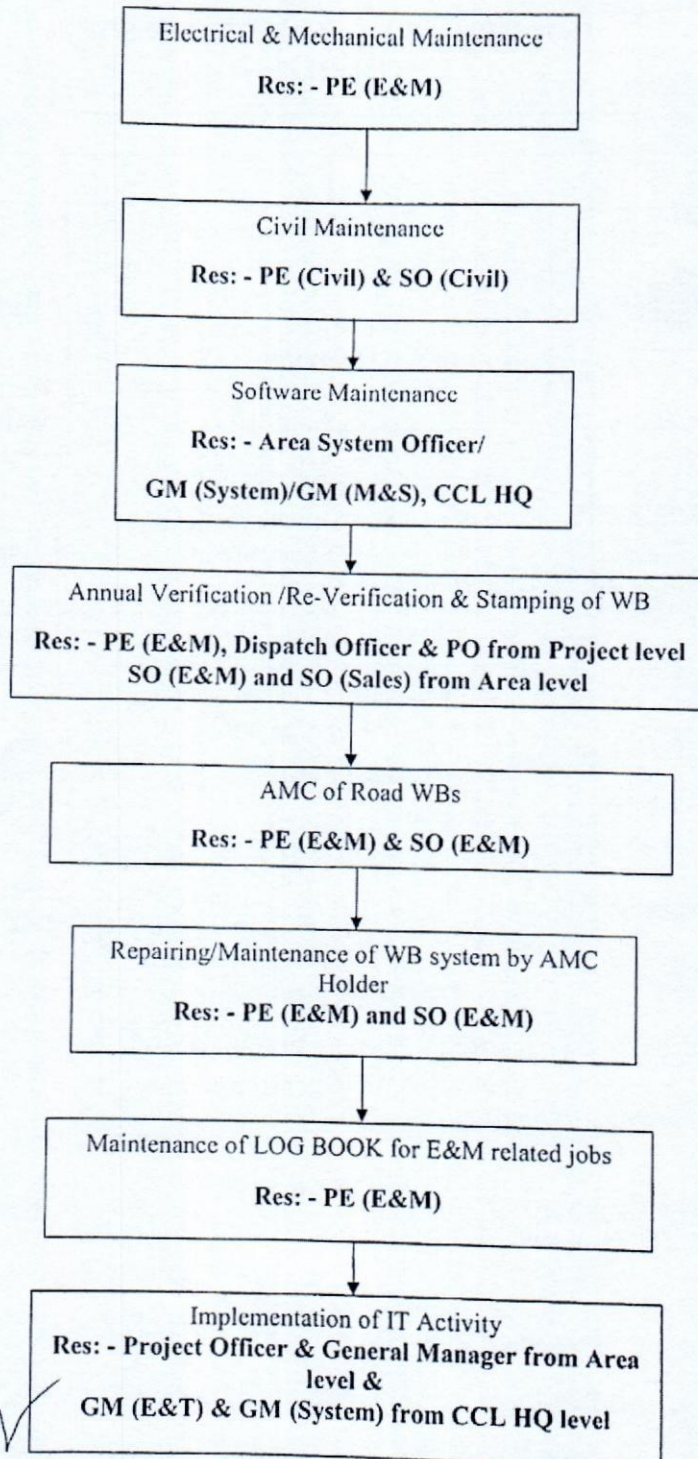
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III. Maintenance

(Overall Responsibility: - Project Officer & SO (E&M))



Auth *Dis* *ES* *M* *Dalup* *ES*

**STANDARD OPERATING PROCEDURE (SOP) FOR OPERATION OF
RAIL WEIGHBRIDGES UNDER CCL COMMAND AREA**

PLANNING, PROCUREMENT & INSTALLATION:-

1. **Planning of Rail weighbridges:** Planning for Rail WBs are to be done either as per PR provision or Scheme or against Survey off.
 - a) If the requirement of Rail WB is as per PR provision, then P&M indent will be made by PE (E&M) duly signed by PO and other signatories observing all formalities of Area and the same should be forwarded to CCL HQ for approval.
 - b) If it is need based then a Scheme should be prepared giving details as under:
 1. Production of Project.
 2. Dispatch of Project/Siding.
 - c) If it is against surveyed off, P&M indent with approved survey off report duly signed by all signatories of the Area may be sent to CCL, HQ for approval.

Responsibility:-

(a) **Planning of Rail WB -Project Officer , SO(Sales)**

(b) **Vetting the requirement of WBs at Area: SO (Sales), SO (P&P) and duly recommended by SO (Mining)/AGM and agreed by Area GM.**

2. **Indenting:** - Once Proposal is agreed by Area GM, an indent as per prevailing Railway's RDSO Specifications & Guidelines should be made by PE (E&M) duly signed by all concerned authority of Project and Area and the same should be forwarded to GM (E&M)/HOD,CCL HQ for getting competent approval for procurement.
Responsibility: PE (E&M) & SO (E&M)

3. **Competent Approval & Preparation of Technical Parameters and Proveness criteria** : Once proposal got competent approval , Technical requirement and TPS will be made by concerned Engineer of WB in E&M Dept at CCL HQ and then P&M indent will be forwarded to MM dept .
Responsibility: E&M Engineer (WB), HQ and GM (E&M)/HOD, CCL HQ.

4. **Procurement. :-** **Responsibility: GM(MM)/HOD,CCL HQ**

5. **Installation of Rail WBs -**

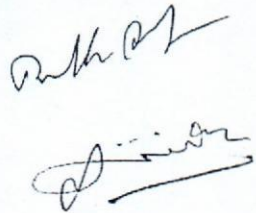
I. **Site selection:**

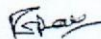
Responsibility :-Site selection is the responsibility of PO and Area Sales Officer agreed by Area GM after vetting by concerned dept at Area and it should be in accordance with the prevailing RDSO Specifications & Guidelines (in consultation with Railways)

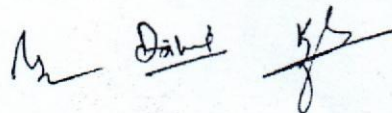
II. **Installation & Commissioning:** As per Supply order (**Overall Responsibility :- PE(E&M) & SO(E&M)**)

A. **E&M:-Responsibility: PE(E&M)/SO(E&M)**

- a. Power supply arrangement - minimum 2 phase and three phase is preferred..
- b. Stabilized power supply of 220 Volt AC
- c. N-E voltage should be less than 2 Volt. (Neutral must be continuous and earthed at transformer point.)







Maintenance (Overall Responsibility – Project Officer & SO(E&M)

1. Electrical & Mechanical maintenance: Responsibility :- PE(E&M).

- Availability of minimum 2 phase power supply 220 Volt AC. One phase for system and other phase for lighting and air conditioner.
- CVT/Stabilizer and UPS with proper back up of minimum 2(Two) hours.
- Maintenance of minimum 3 earth pits of earth resistance less than 1 ohm and well connected with the system, platform, lightening arrestor preferably with GI strip of size from 25mm x 6mm to 50mm x 10mm or copper strip of size from 30mm x 3.5mm. to strip 30mm x 6mm.
- Surge protector connected with earth pit.
- Arrangement of isolation of system from power in case of lightening and heavy rain.
- Measurement of earth neutral voltage and it should be less than 2 Volt.
- Air conditioner and fan to be maintained.
- Monthly report to be recorded in a register kept at WB duly signed by PE (E&M).
- Junction Box to be kept inside room. In case it is kept outside, arrangement may be made to keep it inside before next Stamping.
- All the maintenance activities done by E&M dept is to be recorded in the LOG BOOK kept at the WB for operation & maintenance purpose.
- A separate LOG BOOK must be kept and maintained at each and every Weighbridges exclusively for AMC Holder, for recording each and every maintenance /repair work done by AMC Holder and the same should be signed by WB staff on duty ,PE(E&M),Siding Incharge & AMC Holder.

2. Civil Maintenance: PE(Civil)/SO(Civil)

- i. All doors, windows, auto door closer of WB Room to be maintained properly.
- ii. Railway Track cleaning –

Responsibility: - PE (Civil), SO (Civil) & Siding I/C

3. Annual Verification/Re-Verification & stamping of Rail WB:

Responsibility:-

- (1.) PE(E&M) & PO from Project :- Deposit of requisite fees to Railways for providing FIO Test Van , liasioning with railway authority and liasioning with Weight & Measure Dept , Govt. of Jharkhand .
- (2.) SO (E&M) and SO (Sales) from Area must be present at site while stamping.

Action for Annual Stamping must be taken in the beginning of the due quarter.

Responsibility: - PE(E&M)

4.CAMC of WBs .: Proper comprehensive AMC is to be done for Rail WB as per existing practice or any other modification done time to time as per guideline from higher authority .

Responsibility: E&M Engineer(WB),HQ & GM(E&M)/HOD,CCL HQ.

PE(E&M) *M* *Siding* *D. Singh* *J. Singh*

5. Repairing of Computer system-

- Old system is property of CCL
- Hard Disc if changed should be kept in custody of Dispatch Officer or Area sales officer and it should be recorded accordingly.
- Repairing by AMC holder will be the responsibility of PE (E&M) and SO (E&M) from Area and E&M Engineer (WB), HQ & GM(E&M)/HOD from CCL HQ.

6. **Software:** Patch/Application software and its security /maintenance for integration with weighbridge software and Coal Net software (if introduced in future)

Responsibility - Area System Officer/GM (System)/GM (M&S),CCL HQ

7. **Report:** A report is to be prepared and signed by AMC holder and PE(E&M) and countersigned by SO(E&M) on monthly basis:-

- Stabilizer available with the system Yes/No
- Availability of 2/3 nos. of Earth Pits Yes/No
- Earth pit is well connected with system, platform & lightening arrestor separately. Yes/No
- Checking & Recording of Earth pit resistance (in Ohm) at least quarterly.
- Any other improvement required in operation of WB to be recorded.
- Surge protector in Power Supply with earth pit Yes/No
- Condition of WB room: Clean/Dusty/Remarks if any.
- Doors/windows: Ok/broken/Remarks if any.
- Coal or coal dust available within 50 mtr. Radius Yes/No.

EPay 02/02/19
HOD (E&T Dept)
CCL HQ

A. Srinivas 2.2.19
GM (M&S)
CCL, HQ

Manu 2/2/19
HOD (VTS/RFID)
CCL HQ

Panthe 02-02-19
GM (System)
CCL HQ

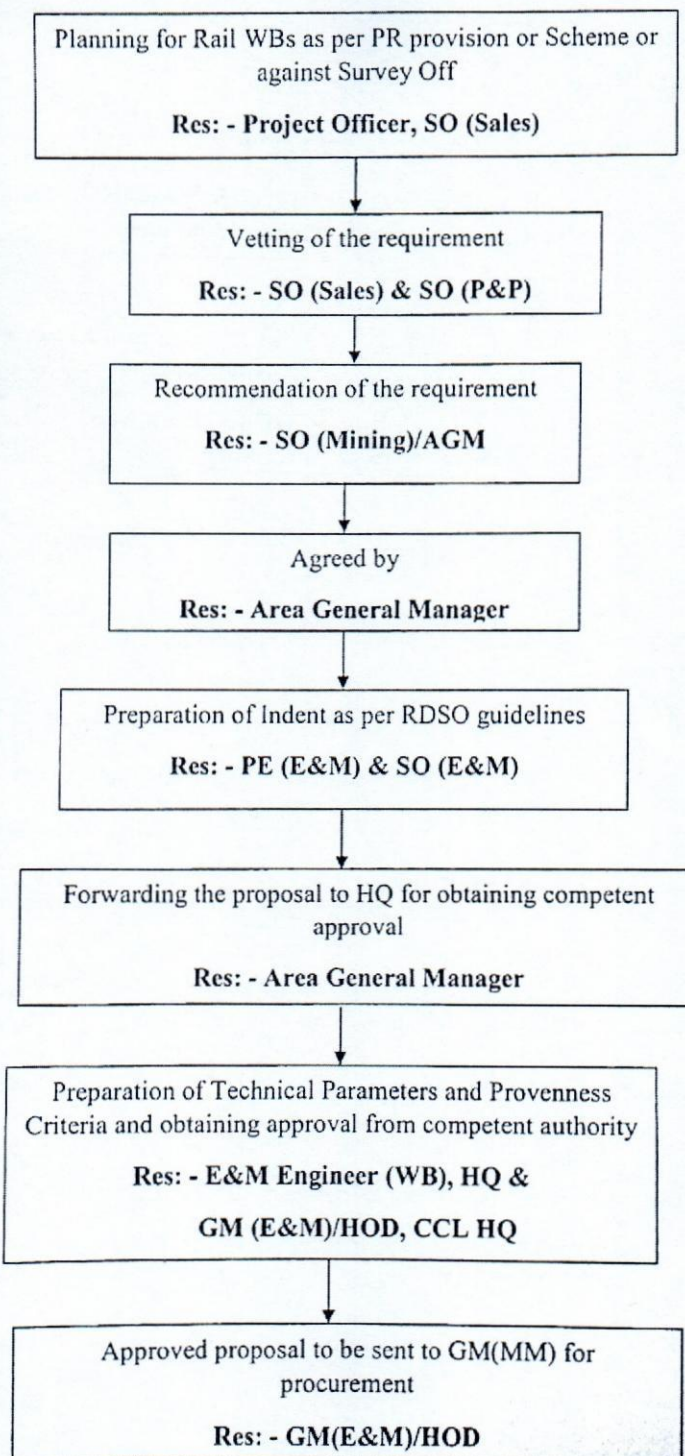
K. S. 2/2/19
HOD (Weighbridge)
CCL HQ

D. Srinivas 02/02/19
GM(E&M)/HOD
CCL HQ

RESPONSIBILITY MATRIX OF RAIL WEIGH BRIDGE SOP

I. PLANNING, PROCUREMENT & INSTALLATION

1. PLANNING-



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2. PROCUREMENT

Procurement of Rail Weighbridge
Res: - GM (MM), HQ

3. INSTALLATION

Site Selection
Res: - Project Officer & SO (Sales)
Agreed by General Manager

Installation & Commissioning
Res: - PE (E&M) & SO (E&M)

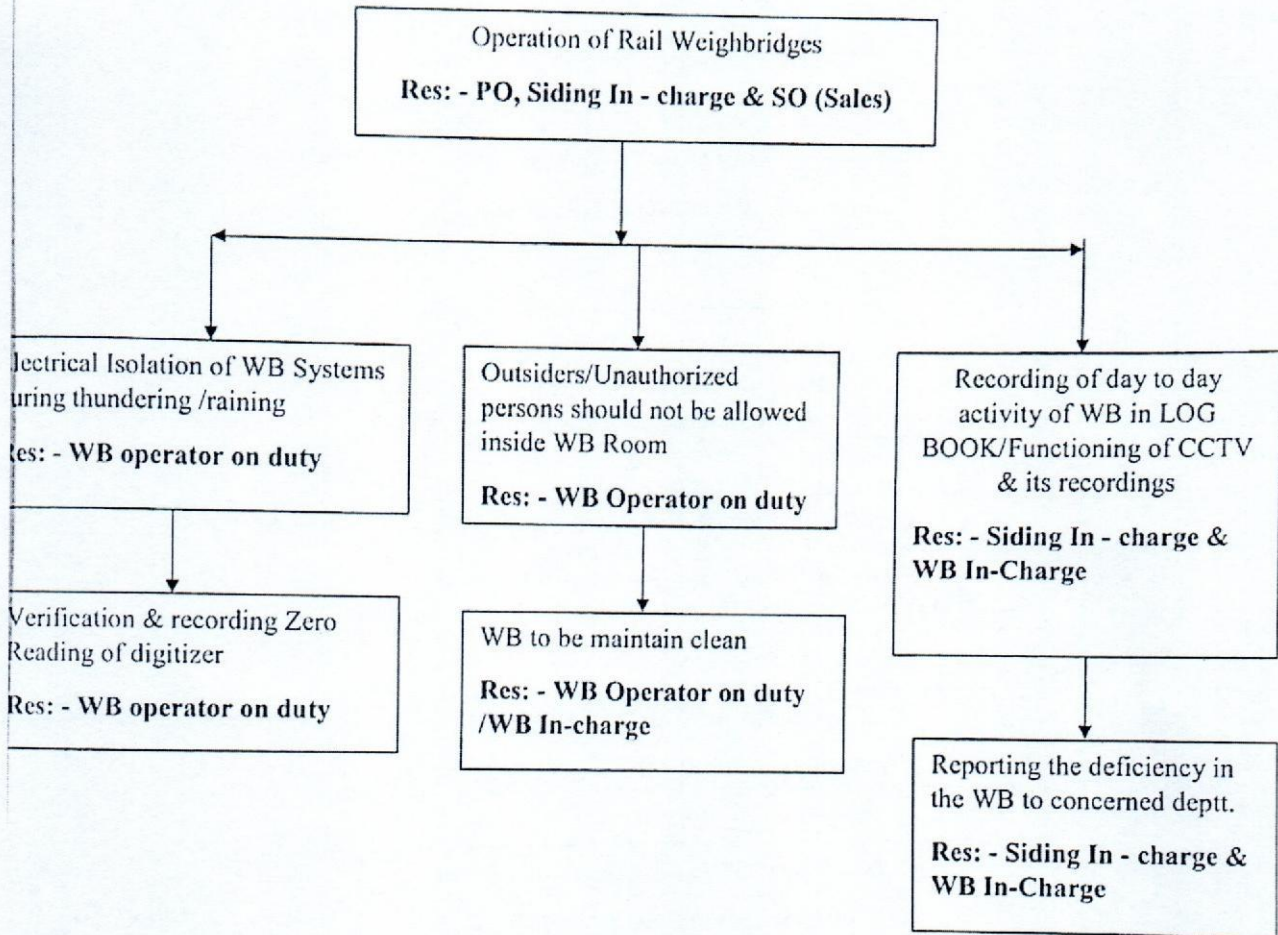
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GM
CC

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II. Operation



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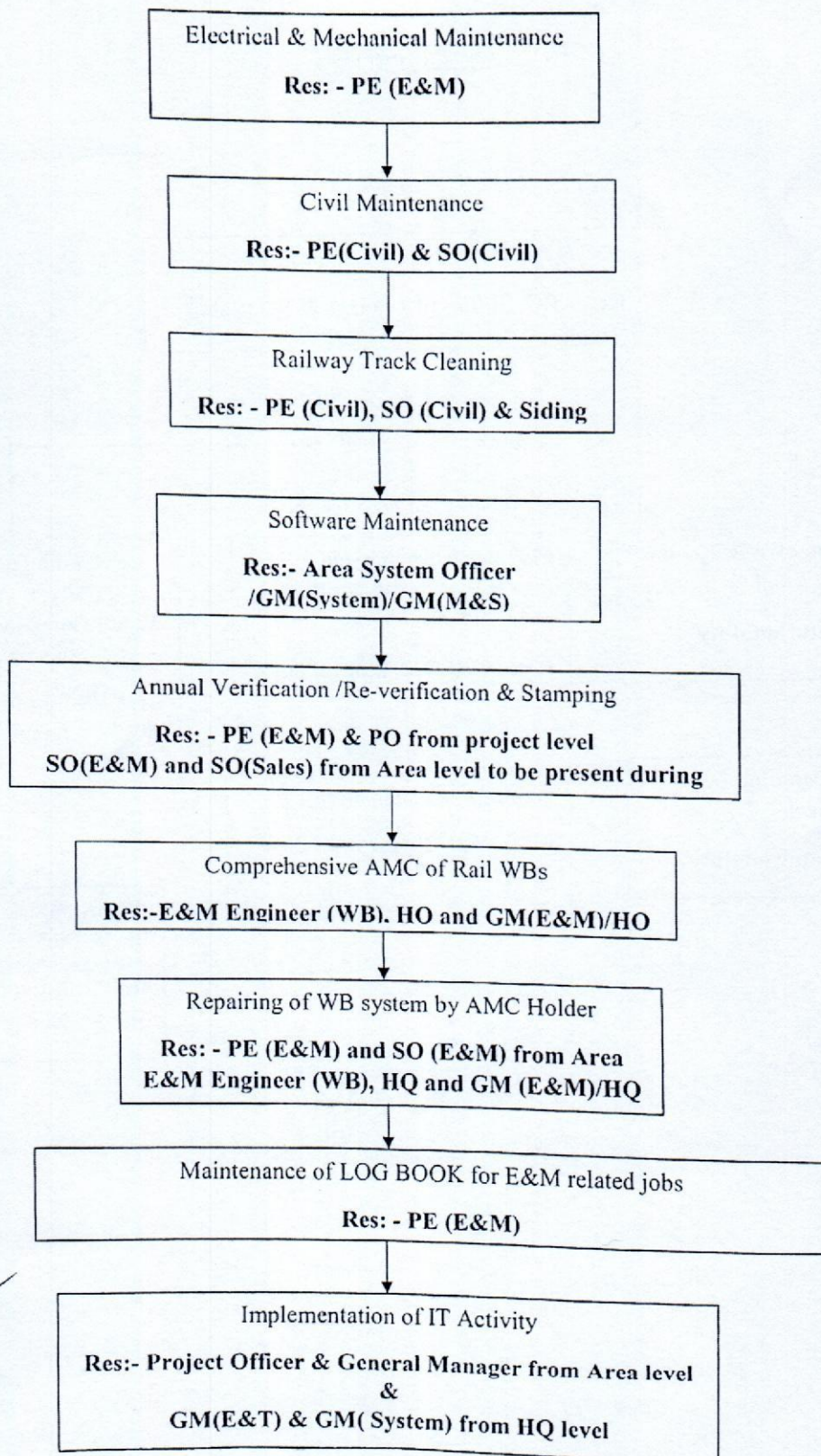
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III. Maintenance
(Overall Responsibility:- Project Officer & SO(E&M)



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महो (E&M) / GM(E&M)
कार्यालय नं. 1, 240/220 (1R)
दिनांक/Date: 17/01/18

Sub:- Approval to constitute a Committee to formulate Standard Operating Procedure (SOP) in respect of operation & maintenance of Rail & Road Weighbridge in CCL command area.

As per directives of Vigilance department, CCL, there must be a Standard Operating Procedure (SOP) in respect of operation & maintenance of Rail & Road Weighbridge in CCL. At present there is no SOP for Rail & Road WBs. Hence it is proposed to constitute a committee of following members to formulate Standard Operating Procedure (SOP) in respect of operation & maintenance of Rail & Road Weighbridge in CCL command area.

1. GM(E&M)/HOD
2. GM(System)
3. GM(M&S)
4. HOD(Weighbridge)
5. HOD (E&T Dept)
6. HOD(VTS/RFID)

Proposal is submitted for kind approval.

[Signature]
12/01/18
HOD(Weighbridge)

~~GM(E&M)/HOD~~

It is recommended for approval to
the Committee for SOP.

~~DT(O), CCL~~

~~DT(OP)~~

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15/1/18

[Signature]
13/01/18

GM(E&M)



सेंट्रल कोलफील्ड्स लिमिटेड

CENTRAL COALFIELDS LIMITED

(A Subsidiary of Coal India Limited)

A Mini Ratna Cat-I Company

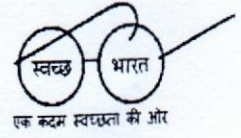
Office of the General Manager (E&M)/HOD

DARBHANGA HOUSE, RANCHI-834001, JHARKHAND.

Phone:0651-2360788, FAX :0651-2360389.

Website: www.centralcoalfields.in

E-mail: enmhod@gmail.com



Ref No:- GM(E&M)/Comm Hec/18/4264-72

Dated : 4/10/18

OFFICE ORDER

A committee has been formed consisting of following members to formulate Standard Operating Procedure (SOP) in respect of operation & maintenance of Rail & Road Weighbridges in CCL command area.

Members:-

1. GM(E&M)/HOD
2. GM(System)
3. GM(M&S)
4. ✓ HOD(Weighbridge)
5. HOD (E&T Dept)
6. HOD(VTS/RFID)

This has approval from competent authority

Doihai
05/10/18
General Manager (E&M)/HOD
JS

Copy to:

1. DT(O), CCL for kind information
2. CVO, CCL for kind information
3. TS to CMD for kind information
4. Committee members
5. Weighbridge file

Sub:- Approval of Standard Operating Procedure (SOP) in respect of operation & maintenance of Rail & Road Weighbridges in CCL command area.

A committee was constituted with the approval of competent authority, to formulate Standard Operating Procedure (SOP) in respect of operation & maintenance of Rail & Road Weighbridges in CCL command area. The committee comprises of following members -

1. GM(E&M)/HOD
2. GM(System)
3. GM(M&S)
4. HOD(Weighbridge)
5. HOD(E&T Dept)
6. HOD(VTS/RFID)

Accordingly the matter was communicated to all the members vide office order no: GM(E&M)/committee/18/4264-72 dtd: 04.10.18.

Draft SOP is prepared by E&M Deptt HQ and e-mailed to all Area GMs, All SO(E&M)s, GM(CMC), GM(M&S), GM(co-ordination) for their valuable comment and suggestions. Final SOP has been put up before committee for acceptance and deliberation in a meeting scheduled on dated 02.01.2019 vide letter no : GM(E&M)/WB SOP/18/5737-41 dtd : 31.12.2018

The matter was discussed in detail by the committee and the committee members are of the opinion that SOP is suitable for CCL in existing working condition of the company. If any suggestion will come in future, the same may be incorporated in the SOP.

In view of above the SOP for Road Weighbridge and Rail Weighbridge is put up for competent approval before circulating for its implementation under CCL command area.

[Signature]
02/02/19
HOD(E&T Dept)
CCL HQ

[Signature]
2/2/19
HOD(VTS/RFID)
CCL HQ

[Signature]
2/2/19
HOD(Weighbridge)
CCL HQ

[Signature]
2.2.19
GM(M&S)
CCL, HQ

[Signature]
02-02-19
GM(System)
CCL HQ

[Signature]
02/02/19
GM(E&M)/HOD
CCL HQ

[Signature]
4/2/19
Director (Tech) (Op)
CCL

[Signature]
02/02/19
GM(E&M)

[Signature]
HOD(WB)

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 5/2/19
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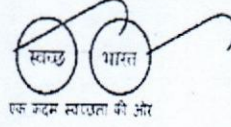
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सेंट्रल कोलफील्ड्स लिमिटेड
CENTRAL COALFIELDS LIMITED

(A Subsidiary of Coal India Limited)
A Mini Ratna Cat-I Company

Office of the General Manager (E&M)/HOD
DARBHANGA HOUSE, RANCHI-834001, JHARKHAND.
Phone:0651-2360788, FAX :0651-2360389.
Website: www.centralcoalfields.in
E-mail:cnmhod@gmail.com



Ref.No.:- GM(E&M)/WB SOP /18/ 5737 - 41

31/12/2018

To,

1. GM(System), CCL HQ
2. GM(M&S),CCL HQ
3. HOD(Weighbridge)
4. HOD(E&T Dept)
5. HOD (RFID/VTS)

Sub:- Meeting on 02.01.2019 regarding finalization of Standard Operating Procedure (SOP) of Rail & Road Weighbridges.

Ref:-Office Order- GM(E&M)/Committee/18/4264-72 dtd: 04.10.18

Dear Sir/s,

With reference to above office order ,a committee has been constituted with the approval of DT(Op). CCL to formulate Standard Operating Procedure (SOP) in respect of operation & maintenance of Rail & Road Weighbridges in CCL command area.

A meeting on above referred matter has been scheduled on dated 02.01.2019 at 11:00 AM in the office of GM(E&M)/HOD, CCL HQ . You are requested to kindly attend the meeting and finalize the SOP.

Yours Faithfully,

Dolat
31/12/18
General Manager (E&M)/HOD

Ahan
31-12-18