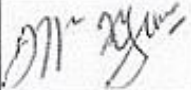

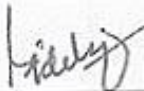
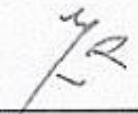

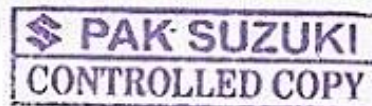


STANDARD OPERATING PROCEDURE FOR SAFETY & FIRE (Safety & Fire Department)

	DESIGNATION	SIGNATURE	DATE
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Distribution: -

- M.D and D.M.D
- All Functional/Divisional Heads
- All Departmental Heads
- All IMS and Safety Coordinators



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AMMENDMENT SHEET

S.#	DATE	INITIATED BY	PAGE		SECTION	NATURE OF AMMENDMENT
			No.	Rev#		
1	07.06.2023	S1 (S&F)	05	01	3.2	Weekly Safety Round has been replaced with Daily Safety Round
2			06	01	3.3	Incorporation of Suzuki Basic Safety Principle
3			06	01	3.4	Addition of approved jobs i.e work permit approval, safety training, KY activity before starting of project.
4			07	01	3.7	Job of CMO has been added as per existing practiced in case of injury.
5			08	01	4.1	Addition of name PWH for preparation of Safety Organogram and Safety Action Plan.
6			08	01	4.3	Accident category for "WITH STITCH" & "WITHOUT STITCH" has been added.
7			09	01	4.3.1	Current practices are being updated related to accident information, accident Genba, Details of Genba Team.
8			10 & 11	01	4.4.1	Current practices are being updated related to environmental accident information, accident Genba, Details of Genba Team.
9			12	01	4.7	Daily Safety round details are mentioned instead of weekly safety round.
10			12	01	4.8	Name of Safety Coordination meeting has been replaced with Safety Coordinators Meeting along with other details as it is now being conducted for Safety Coordinators only.
11			13	01	4.10.1	Safety training details are updated by adding small group session on shop floor.
12			13	01	4.10.4	Frequency for fire staff drill has been revised from twice in a month to thrice in a month.
13			13	-	4.10	Housekeeping activity details are removed
14			13	-	4.12	Safety Week Activities are removed.
15			14	-	4.16	Safety Precautions during maintenance removed
16			14 & 15	01	4.11.6	Process flow for work permit system has been added.
			15	-	-	Activities during shut down removed as it is covered in work permit procedures.
17			15	01	4.11.7	Installation / Modification & Relay-outing of Machine / Stations
18			15	01	4.12	Incorporate Fire Protection Impairment System
19			16	01	4.13	Safety Audits procedure for Overhead cranes, Safety Devices and Emergency buttons are added.
20			17	01	4.15	Fire Fighting Procedure has been updated with minor modifications
21			18	01	4.15.3	Reporting procedure in case of fire during non-working hours has been updated.
22			19	01	4.16.3	Change name from Sectional Head to Fire Supervisor for carrying out monthly audit of firefighting equipment
23			20	01	4.16.5	Frequency for checking of fire appliance at other PSMC operational locations has been updated.
24			20	01	4.17	Emergency Mock drill procedure updated.
25	-	-	-	Safety Annexures are removed for incorporation in Safety Manual.		



ABBREVIATIONS

SOP	Standard Operating Procedures	MSP	Management System Procedure
CMO	Chief Medical Officer	HH	(Hiyari Hato) Japanese word
PPE's	Personnel Protective Equipment's	OPS	Operation Procedure Sheet
KYT	(Kiken Yuchi Training) Japanese word	MSDS	Material Safety data sheet
PDCA	Plan Do Check Action	Fire Tender	Fire Fighting Vehicle
Call Point	Fire Alarm indicator for fire staff	dBa	A weighted decibels, abbreviated dBA, or dBa, or dB(a), are an expression of the relative loudness of sounds in air as perceived by the human ear.
NEQS	National Environment Quality Standards		

DEFINITIONS

TERMS	DEFINITIONS
Emergency	An emergency is an unexpected and difficult or dangerous situation, especially an accident which happens suddenly, and which required quick action to deal with it.
Safety Coordinators	Nominated staff of each department / shops to perform actions in case of emergency.
Mock Drill	A mock drill is a method of practicing how a building would be evacuated in the event of a fire or other emergency
Assembly Area	A Designated place where people gather for head counting in-case of an emergency.
Evacuation Plan	An evacuation plan lays out how to exit a building safely during an emergency.
Accident	An unplanned event that results in personal injury or property damage.
Hazard	Hazard is something that can cause harm.
Hiyari Hatto	Near miss/ Narrow escape from undesired accident
KYT	Problem solution training to solve all dangerous factors in advance. Activity to identify hidden dangers at workplace.
Fire protection impairment	When a fire protection or detection system, fire alarm system or other system designed to maintain the fire resistance of the building element or structure is taken out of service, either wholly or in part,



1. **PURPOSE:**

- a) To ensure that all PSMC employees are aware of their responsibilities related to Safety, Fire and Emergency Preparedness.
- b) To maintain / provide a safe work environment and to control the unsafe actions of people and unsafe condition of equipment through inspections.
- c) To minimize the loss in case of any emergency through necessary trainings related to Safety and Fire for all employees as well as for Vendors, Visitors and Contractors.
- d) Develop a system of accountability to ensure that all employees adhere to safety and fire rules / procedures at all times.

2. **SCOPE:**

This procedure applies to all employees of PSMC as well as persons who are visiting the company premises i.e. vendors, contractors, suppliers.

3. **RESPONSIBILITIES:**

3.1 Executive Management

- a) All Divisional, Departmental Heads are responsible to make this procedure effective among all permanent and contractual employees at their respective workplace and also in the company at large in coordination with Safety & Fire Department.
- b) Authorizes necessary expenditures to provide safe work conditions.
- c) Guide and approves necessary procedures as documented by Safety & Fire Department.
- d) Participates in different program as planned by Safety & Fire Department (conducts safety round, reviews and responds to incident & accident reports, ensures safety awareness among all).

3.2 Safety & Fire Department is responsible

- a) For the overall Safety & Fire program implemented in the company,
- b) To have open communication with all safety coordinators (especially) and all other employees (generally),
- c) To keep shop floor accident / incident records and follow up for countermeasures.
- d) To supervise and appraises accident investigations,
- e) *To conduct Daily Safety Round in all shops along with Safety Coordinators¹.*
- f) *To conduct Daily Safety Round at project site to find out the abnormalities for its rectification and education¹.*
- g) To Conduct Safety and Fire Trainings for all employees of PSMC as well as for Vendors, Contractors before starting of any project activity.
- h) To conduct hazard identification activity at New Machines/Facility after formal request received from concerned department and submit "Safety inspection report" to management.
- i) To conduct activities to stimulate and maintain interest in safety among employees.
- j) To conduct safety coordinators meeting on monthly basis.
- k) To monitor the staff of vendors and contractor inside company premises and ensure strict compliance of defined rules. if the staff repeatedly found guilty (i.e. not following of defined rule) the contractor/vendor was asked to suspend the worker entry inside company premises.
- l) Responsible to carry out all firefighting activities both during working and non-working hours.



3.3 Departmental Heads

Prepare and enforce policies to establish a culture by focusing “Suzuki Basic Safety Principles”¹

- **SAFETY FIRST**
 - **All Industrial Accidents are Preventable**
 - **Safety is everyone’s responsibility**
- a. Evaluate practices, procedures and facilities to assess risk related to Safety & Fire.
 - b. All shops of production departments, Warehouse and Admin to develop and execute workplace safety plans.
 - c. Investigate accidents or incidents to discover root causes and **countermeasures¹**.
 - d. Report on safety and fire awareness, issues and statistics.
 - e. Review and assess potential for emergencies and accidents associated with activities and operations under their control
 - f. Ensure education of contractor staff working in company premises for any assigned project activity.
 - g. *Inform all sub ordinates regarding any accident/incident occurred inside PSMCL as well as overseas plant¹.*

3.4 Prod. Engineering Division, Prod. Division, Operation Division

- a) Ensures that contractor maintains company worksites and properties free from the accumulation of debris created during the course of work, and leave the company premises and property in a clean, and ready to use condition.
- b) Ensures timely information before start of any project activity to Safety & Fire department **through work permit approval by the management¹**.
- c) *Ensure that the workers working in the project are properly trained through safety training before start of work. Only trained staff should work on the project. Attendance sheet of all contractor labors should be maintained on daily basis¹.*
- d) *KY activity will be performed on daily basis through defined fire & safety check sheet¹.*
- e) Cooperates in devising safety equipment, guards, and appliances **related to machines and equipments¹**.

3.5 Area Leader, Team Leader & Safety Coordinators

- a) Inspects work area for compliance with safe work practices and safety rules before starting of any job as well as during the job (as per requirement).
- b) Educates employees to work safely.
- c) corrects unsafe conditions and unsafe acts independently or in coordination with Safety & Fire Department.
- d) Obtains prompt first aid for the injured through company dispensary.
- e) Reports and investigate accidents and determine cause and correct problem along with its countermeasures.
- f) Analyzes work to identify potential hazards in area of responsibility
- g) Maintains physical protections in work areas
- h) Reinforces employee training through performance feedback and, if needed, enforcement of safe work practices
- i) Checking of staff under their supervision if any of their staff found not wearing PPEs, verbal warning shall be issued however, if the concerned staff don’t refrain from above activities, report shall be forwarded to concerned departmental head.
- j) Departmental head after receiving complaint from Area / Team Leader shall call the concerned person and perform actions as per **SOP-Discipline**.



- k) Maintaining a current Emergency Evacuation Layouts on Various locations of their shop.
- l) Checking the site emergency evacuation layout along with Coordinator of Safety & Fire department on time to time basis.
- m) Maintain effective communication in between all concern authorities,
- n) Ensures that vital records are identified and protected.
- o) Inform all staff of his department regarding the emergency evacuation plan.
- p) Implementing decisions and directives from the Head of Department,

Concerned HODs and their nominated Safety Coordinators in coordination with Safety & Fire Department are mainly responsible to implement these above-mentioned procedures.

3.6 Employee

- a) Works in accordance with accepted safety practices.
- b) Reports unsafe conditions and practices to his / her seniors or representative of Safety & Fire department.
- c) Observes and obey safety rules and regulations.
- d) Makes safety suggestions
- e) Asks for assistance or further explanation when needed, etc.
- f) Identify Hazards on Hiyari Hatto Memo at their work place and notifies concerned supervisor, safety coordinator for its rectification
- g) Actively participate in safety activities and give suggestions on continuous basis for improvement in working environment and working condition.

3.7 Role of CMO in case of fire or any other emergency

- a) The CMO (Chief medical officer) is responsible for providing immediate care to injured persons, as well as collecting and compiling of health and medical-related disaster information. The CMO may help coordinate offsite medical assistance.
- b) In case of Fire, fire staff immediately informs company CMO (Chief medical officer) or Paramedical staff deputed at company dispensary and paramedical staff to rush at place of incident along with Ambulance.
- c) *In-case of any injury CMO will give necessary treatment to injured persons and inform Safety & Fire Department!*



4. PROCEDURE:

- 4.1 Safety Organogram and Safety Action Plan
- 4.2 Risk Management
- 4.3 Accident Reporting Procedure (Injury)
- 4.4 Accident Reporting Procedure (Environment)
- 4.5 Circulation of information on overseas Safety / Fire accident reports
- 4.6 OPS (Operation Procedure Sheet) Review Round
- 4.7 **Daily Safety Round¹**
- 4.8 Safety Coordinators Meeting
- 4.9 Use of Personal Protective Equipment
- 4.10 Safety & Fire Trainings
- 4.11 Work Permit System
- 4.12 **Fire Protection impairment¹**
- 4.13 Safety Audit of Overhead Crane, **Safety Devices and Emergency Buttons¹**
- 4.14 Safety Precautions during driving inside company premises
- 4.15 Fire Fighting Procedure
- 4.16 Procedure for Inspection / Checking of Fire Fighting Equipment
- 4.17 Emergency Evacuation Mock Drill
- 4.18 Fire arrangement certificate.

4.1 Safety Organogram and Safety Action Plan

Safety Organogram is prepared by concerned shops and **Warehouse¹** to organize the safety management team in every shop, safety action plan is prepared annually to prevent Fire and injuries. All shops take signature from Head Safety & Fire Department. Monthly activities like Safety education, awareness and Safety presentations mentioned in Safety Action Plan of every shop.

4.2 Risk Management

Systematic approach for identifying, evaluating and controlling process hazards as identified as per **MSP-19 Hazard Identification, Risk Assessment and determining control.**

4.3 Accident/ Incident Reporting Procedure (In case of injury)

Accidents related to injuries are categorized as **Stitch and without stitch¹** as per below chart.

Fatal	One or multiple fatalities
Major	Accident occurred and injured person having any amputation or serious burn injury and avail medical bed rest for long period. This type of accident reported as major accident.
Minor	Accident occurred and injured person send outside for treatment and the person got only the stitches. This type of accident reported as minor accident. (with stitches)¹.
Small	Accident occurred and injured person sent to company dispensary for treatment afterward he resumes his duty. This type of accident reported as small accident. (without stitches)¹.



All type of accident / incident report shall be reported to the management along with the accident report submitted by the concerned departmental head. Joint safety Gemba related to any accident will be perform after the approval from the management¹.

Following process is to be followed in case of accident / incident at all operational locations of PSMC.

4.3.1 Accident Information & Management

- a. In case of accident / incident inside company premises Area / Team leader escort victim at company dispensary for treatment and **inform his HOD immediately¹**.
- b. **After receiving of information Concerned Department / Shop In charge immediately inform Head Safety & Fire and concerned Divisional Head¹**.
- c. **Gemba shall be performed related to the accident as per management approval¹**.
- d. **During Joint Safety Gemba concerned HOD explain about the reason and countermeasures of accident along with his safety coordinator¹**.

Team members of joint safety gemba shall consist of following officials.

- DMD, **DFH¹**
- **Concerned Div. Head¹**
- Head Safety & Fire
- Japanese official of concerned shop
- HOD (Concerned area)
- All HODs of Production, PE, **Parts Warehouse, QA division and Administration¹**
- **All Safety Coordinators of Production, PE, Parts Warehouse QA division and Administration¹**
- Area / Team leaders of concerned area

Team members must focus on following points during joint safety gemba

- Check the condition of accident area.
 - Analyze the reasons of accident.
 - Consider (temporary, short-term, long-term countermeasure and clarify approximate implementation period.)
- e. After deciding of Temporary, Short term, Long term countermeasures concerned area HOD submit the report on prescribed accident / incident reporting format i.e. (IMS-FRM-26) after the incident for information to management,
 - f. Concerned area HOD, Safety Coordinators, Area / Team leaders and staff of Safety & Fire department ensures effective implementation on decided countermeasures.
 - g. In case of accident / incident occurred at any other operational location of PSMC then Head (Safety & Fire) in consultation with the **management shall select team members for joint safety Gemba accordingly¹**.



Apart from Prod. Division Below are the detail responsibilities of Divisions/Departments to report accidents / incidents of other staff.

PE division	Contractors Working on assigned projects.
Central Maintenance Department	Contractors Working on assigned projects.
Marketing division	Drivers deputed at Vehicle Stock Yard Area Offices Motorcycle Showrooms
Supply Chain Function	Vendors, Suppliers
Administration Department	Canteen Workers Scrap yard Workers. Gardening Contractor Janitorial Staff. Drivers of Pool Vehicles
Security Department	Security Guards

4.4 **Accident/ /Incident Reporting Procedure (environment)**

An environmental accident or an emergency means one of the following cases:

- Hazardous chemical material spills and may contaminate water or soil
- An environmental disaster takes place because of fire, floods or an earthquake.
- A situation where recovery is not possible although it was tried as per standard established by the manufacturer.
- Rain cyclone
- Utility failure.

Accidents related to environments are categorized as *follows*.

Fatal	Emission or spillage spread over a large area or effecting communities beyond immediate neighborhood
Major	Emission or spillage likely to result in significant adverse effects on the environmental aspects in breach of any NEQS parameter.
Minor	Emission or spillage likely to result in local impacts on environmental aspects that is controllable and of short duration
Small	Emission or spillage that results in minor contamination of environmental aspects and can be readily controlled.

4.4.1 **Accident Information & Management (Environment)**

- In case of environment accident / incident inside company premises Area / Team leader escort victim (if any) at company dispensary for treatment and inform **his HOD immediately¹**.
- After receiving of information Concerned Department / Shop Incharge immediately inform Head Safety & Fire, Head (CP) and concerned Divisional Head. Head Safety & Fire in coordination with Head (CP) shall arrange Joint Safety Gemba as per management approval¹.**
- During Joint Safety Gemba concerned HOD explain about the reason and countermeasures of accident along with his safety coordinator, later on team members investigate actual root cause(s) and define corrective & preventive measure to avoid recurrence of the same situation.



Team members of joint safety gemba shall consist of following officials.

- DMD, **DFH¹**
- Concerned Div. Head
- Head (Safety & Fire)
- HOD (CP)
- Japanese official of concerned shop
- HOD (Concerned area)
- All HODs of Production, PE, **Parts Warehouse and QA division¹**.
- All Safety Coordinators of Production, PE, **Parts Warehouse and QA division¹**.
- Area / Team leaders of concerned area

Team members must focus on following points during joint safety gemba

- Check the condition of accident area.
 - Analyze the reasons of accident.
 - Consider (temporary, short-term, long-term countermeasure and clarify approximate implementation period.)
- a. After deciding of Temporary, Short term, Long term countermeasures concerned area HOD submit the report on prescribed accident / incident reporting format i.e. (IMS-FRM-26) after the incident for information to management,
 - b. Concerned area HOD, Safety Coordinators, Area / Team leaders and staff of Safety & Fire department ensures effective implementation on decided countermeasures.
 - c. In case of accident / incident occurred at any other operational location of PSMC then Head (Safety & Fire) in consultation with the management shall select team members for joint safety Gemba accordingly.

4.5 Circulation of information on Overseas Safety & Fire Accident Reports

Upon receiving of any overseas Safety or Fire accident report Safety & Fire department shall distribute the same among all departmental heads and safety coordinators of company the main purpose of its distribution is to create awareness and prevention from reoccurrence of such incident inside PSMC plant.

4.6 OPS (Operation Procedure Sheet) Review Round

- a) OPS review round will be carried out as per action plan prepared by Safety & Fire department along with Safety/OPS coordinators to find out the violations related to OPS for its improvement. Head Safety & Fire will review the noted OPS violation / improvement later on circulate to concerned shops for its implementation and further education to concerned process worker.
- b) PDCA round will be carried out by staff of Safety & Fire department after the improvement carried out by concerned department.



4.7 Daily Safety Round¹

Safety Officers from Safety & Fire Department carrying daily Safety Rounds¹ in different shops along with Safety Coordinators to identify unsafe condition, unsafe act and its countermeasures then forwarded critical observations to Concerned Departmental Head and Head Production. Safety & Fire Department ensure elimination of all unsafe findings in consultation with concern Department Head.

Some examples of unsafe conditions are as follows:

- a) Slip or trip hazards such as cords or torn or broken floor covers,
- b) Foreign materials that could cause loss of balance such as food, grease, oil, liquids, trash, etc.
- c) Temporary accumulation of flammable or combustible materials,
- d) Storage and use of chemical products and other hazardous materials,
- e) Presence of Cigarettes' Bud (stab of the cigarettes), etc.
- f) Working ability of machine safety devices.
- g) Loose wiring hazard or electrical hazard, Earthing etc.
- h) Movement of people and vehicle hazard control,
- i) Movement of lifter it's loading, unloading procedure.

4.8 Safety Coordinators Meeting¹

- a) On monthly basis, Safety Coordinators Meeting held for all shop Safety Coordinators to discuss on identified existing and potential unsafe activities noted during daily shop floor rounds (last month). The finding shared with all for the improvement and parallel implementation in other areas for its improvement as well as elimination/rectification to avoid Accident/Incident.
- b) Electrical loose wiring cases also reviewed and its status is monitored on regular basis to avoid Electric Fire Hazard.
- c) Review of previous Accidents / Incidents of plant along with its root causes and countermeasures as well as overseas Accident / Incident also discussed with all as an awareness and parallel implementation in all respective areas where same situation exists.

4.9 Use of Personal Protective Equipment

4.9.1 Head Protection:

All personnel entering in the production plant areas wears hard hat. Hard hats need not be worn while inside the office or vehicle with a hard roof. For official purposes, Cap is used by Plant and Head Office employees.

All employees wear the company supplied hard hat in areas where overhead crane operated (Press Shop, Plastic Shop and Die casting etc.) as per the color code assigned to their respective departments. The color coding of safety helmet is as (**White Helmet** for Staff Manager and above, **Blue Helmet** for S4~S2 and team leaders, **Green Helmet** for Safety Staff and all Safety Coordinators, **Yellow Helmet** for Permanent/JCW workers and **Red Helmet** for Fire Staff.

Visitors are provided with hard hats by the concerned shop in-charge while entering the operating plant / shop which shall be returned while leaving the company.



4.9.2 Foot / Hand and Eye Protection:

All company employees and contractor personnel wear the recommended foot protection (safety shoes) and hand protection gloves (where required) at all times while working in the plant areas or scrap yard. Visitors entering the plant areas need not wear the recommended foot protection, provided they wear sound shoes.

All employees and contractor personnel wear the recommended eye protection at all times in the following areas:

1. Weld Shop
2. Maintenance Workshops (Kaizen Shops)
3. For any maintenance activity inside or outside the buildings

Head / Eye protection for visitors to be arranged by the concern shops.

4.9.3 Hearing Protection

- a) Work operations with noise level equivalent to 75 dBA during day time or 65 dBA during night time is posted as hearing protection-designated area.
- b) Area In-charges ensure that employees and visitors obtain and wear hearing protection in any work location where the noise level exposure is equivalent as defined above.
- c) In addition to this Shop SOPs, also described the requirements of PPEs in detail.
- d) In-case of abnormal noise immediately calculates the noise level and take countermeasure regarding rectification of machine issue and wear hearing PPE's.

4.9.4 Wearing of PPEs at Shop Floor.

Wearing of Personal Protective Equipment's (PPEs) are essential before entering into workplace as defined by each shop.

4.10 Safety & Fire Trainings

4.10.1 Schedule for safety training:

Employees are trained to become familiar with the Safety requirements in their operating area. Safety & Fire Department provides training in small groups on the shop floor in-coordination with concerned departmental heads and safety coordinators¹.

4.10.2 Schedule for firefighting training:

Firefighting training is conducted as per the Schedule planned on yearly basis by Safety & Fire Department in consultation with all concerned of Production and Head Office. (SNF-PLN-002). After conducting basic Fire Fighting training a written test also taken to assess the Fire Fighting awareness and knowledge of employees.

Practical training also provided to the employees and record is maintained¹.

4.10.3 Training Syllabus:

Firefighting training is conducted according to the syllabus. (SNF-PLN-003)

Shop Wise monitoring of Fire Fighting Training is to be carried out by all shops for verifying the actual status of Fire Fighting Training on Monitoring Sheet of Fire Fighting Training Plan.

4.10.4 Fire drill of Fire Staff:

Firefighting staffs carry out firefighting rehearsals **thrice¹** in a month to ensure optimum utilization of firefighting resources in an organized and effective manner.



4.11 Work Permit System

A work permit is document that identifies the work to be done, and the precautions to be taken. It ensures that all precautions have been considered before work begins. Work permits should always be used when work is performed by contractor or in-house employer.

There are following type of work permits

- Hot work
- Cold Work
- Height Work
- Excavation Work
- Confined space work

4.11.1 Hot Work

All temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding.

4.11.2 Cold Work

General Civil Work, Insulation, Painting, Mechanical Maintenance, Equipment Greasing, Fire Equipment Maintenance, Piping, etc. are known as Cold Work.

4.11.3 Height Work

Work at height means work in any place where, if precautions were not taken, a person could fall a distance liable to cause personal injury. You are working at height if you:

- Work above ground/floor level (above 1.8 m).
- Could fall from an edge, through an opening or fragile surface.

4.11.4 Excavation Work

Excavation work generally means work involving the removal of soil or rock from a site to form an open face, hole or cavity using tools, machinery or explosives).

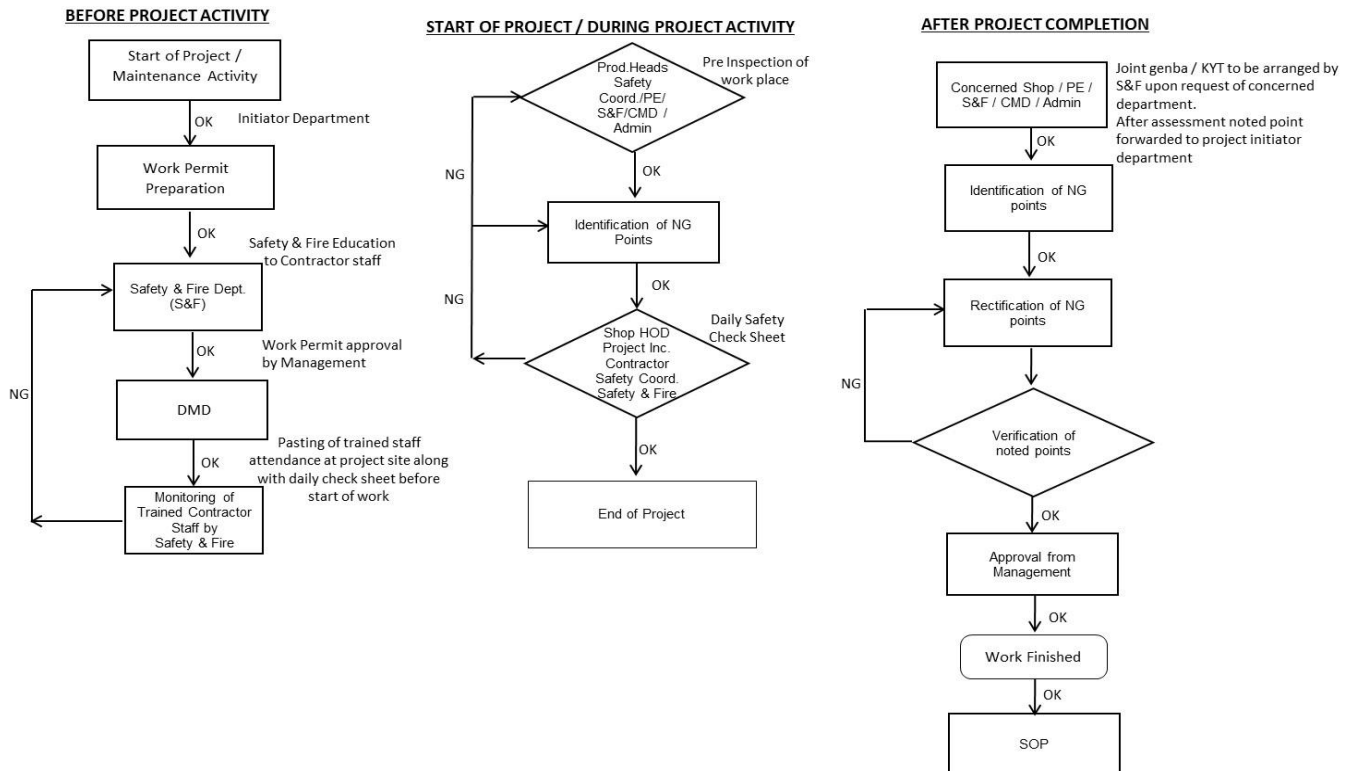
4.11.5 Confined space work

a confined space: Is large enough for an employee to enter fully and perform assigned work. Is not designed for continuous occupancy by the employee.

4.11.6 Procedure for Work Permit System

In case of any planned work all departments / shops are required to initiate Work Permit request i.e. (SNF-DOC-010) later on following steps are required to be followed Before, During and After project activity!





If hot work is planned in a highly hazardous area, such as in Paint (2W & 4W) and Plastic (4W) areas, the work shall be permitted after 24 hours of production. Ensure removal of fumes in case hot work is planned inside Paint Booths, permit the work after 24 hours of production¹.

4.11.7 Installation / Modification & Relay-outing of Machine / Stations

Activities during Installation / Modification or Relay outing of Machine or Stations procedure defined in 4.11.6 is to be followed along with defined (POS 3W-20.11-006) of Safety & Fire Department¹.

4.12 Fire Protection Impairment

Any department / shop who impairs a fire protection system in whole or part through their Kaizen Teams or Contractors must first notify Safety & Fire Department through Fire System Impairment Permit¹.

There are following types of fire impairments

Preplanned Impairment

Fire protection system impairments that occur during normal business hours to accomplish inspection, testing, and maintenance activities and minor alterations to alarm or suppression systems.

- **Level 1 impairment**

Shutdown of an entire fire protection system, or major portion, significantly affecting area / building occupant life safety.

- **Level 2 impairment**

When a limited number of components of a fire protection system are found defective or removed from service having minimal impact to the overall life safety of the area / building occupants.



4.12.1 Emergency Impairments and Extended Preplanned Impairments

Fire protection system impairments that become necessary through equipment malfunction or breakage or planned major alterations that will extend past normal business hours.

4.12.2 Concealed Impairment

A concealed impairment is an unknown impairment. It occurs when a fire protection system is left out of service or removed from service by an unauthorized person.

4.12.3 Sectional Head Fire / Fire Supervisor

Sectional Head Fire or Fire Shift Supervisor shall ensure following.

- a. Determine the level of impairment due to a shutdown, in whole or part, of a fire protection system.
- b. Responsible for deputation of the fire watch, if it has been determined in Fire System Impairment Permit that a fire watch is necessary.
- c. Responsible to provide alternate firefighting equipment at the location of fire impairment.

4.12.4 Fire Watch

A fire watch consists of trained personnel who continuously patrol the affected area. Ready access to fire extinguishers and the ability to promptly notify Safety & Fire department. During the patrol of the area, the fire watch is not only looking for fire, but making sure that the other fire protection features of the area / building such as emergency exit routes and alarm systems are available and functioning properly

4.13 Safety Audits

*On **half yearly** basis in coordination with concerned shops Safety & Fire department shall conduct safety audit of **overhead cranes, Safety devices and Emergency stop buttons** as per defined checklist (SNF-CKL-008) and (SNF-CKL-016) ¹.*

4.14 Safety Precautions during driving inside company premises

- a) Maintain 20 km / hr. inside company premises to avoid any type of incident.
- b) Maintain 10 km / hr. outside and 05 km / hr. inside shops while driving Fork lifter and Erica.
- c) Do not use mobile phone while driving.
- d) Proper Stacking loads
- e) Always secure load
- f) During night proper usage of Head and Rear lights



4.15 Fire Fighting Procedure

Fire staff of PSMC performs duty 24 / 7 365 days in a year, minimum 1 fire staff is required every time to be present inside fire office area to cater any emergency call received from the plant. Following is the step by step details for actions incase of fire during working hours, fire outside company premises and during non-working hours¹.

4.15.1 Actions in the event of fire during working hours:

On discovery of Fire:

The person who observes the fire shouts "FIRE FIRE" ("AAG AAG") and calls other workers for help. Use nearest fire call point OR.

The person who observes fire immediately use nearest fire call point and informs Safety & Fire staff on following telephone numbers stating his name and exact location of fire.

- Fire Section 333-226
- Telephone Exchange 9 – 285

On hearing the fire alarm, the employees other than the designated parties rush and gather in their respective Assembly Areas¹.

4.15.2 Actions Fire Staff in case of discovery of fire (outside company premises):

The person who observes the fire outside / near company premises and informs on telephone to fire office on extension # 333 or on wireless set to control room for help then following procedure is adopted.

On duty fire supervisor will inform Head Safety & Fire who will inform DFH (Manufacturing) and after permission Head Safety & Fire will take immediate action and instruct fire staff for further action. Detailed report will be submitted to Management after the Incident.

The staff available in the company will call on the following number in-case of any emergency¹.

- Pakistan Steel Fire Station **021-34750273**
- Central Fire Brigade Station **021-39215007-8**
- Landhi Fire Brigade Station **021-35015888 / 988**
- Cattle Colony Fire Brigade Station **34100491**
- Edhi Ambulance **115 / 32310066 / 32310077**
- Aman Ambulance **(021) 111-11-8324**
- Chippa Ambulance **1020**
- Bomb Disposal Squad **39212651 / 39205670**
- Police Emergency **15**
- Sui Gas Emergency **119**
- KE Emergency **118**

Head Safety & Fire will submit the initial information to Management immediately regarding fire incident¹.

4.15.3 Actions in the event of fire during non-working hours:

On discovery of Fire:

The person who observes the fire shouts "FIRE FIRE" ("AAG AAG") and immediately breaks the glass or pull nearest fire call point and also informs the fire supervisor on extension number **333 / 226** stating his name and exact location of fire.

Fire supervisor on duty ensure prompt action to extinguish the fire and arrange the immediate evacuation of persons working on overtime with the help of Security Staff.

The fire supervisor also informs Head Safety & Fire, later on Head Safety & Fire informs the management through Fire Alarm Group on WhatsApp messenger¹.

4.15.4 Actions by firefighting team in Case of Fire:

On discovery of fire, firefighting team rush to the location of fire by siren blowing fire tender as quickly as possible and control the fire in the shortest possible time as per the instructions given below:

In every shift fire team numbers are predefined and team members know their positions to act as No 1, 2 or 3

- Person No. 1 will drive the fire tender and operate the control panel.
- Person No. 2 will act as branch pipe man.
- Person No. 3 will assist No. 2 branch pipe man.
- Fire Supervisor will supervise all firefighting activities.

Fire Supervisor will decide the firefighting material to be used i.e. foam, water, CO² and dry powder as per the nature of fire, monitor the working of fire pumps and will call the technical staff if necessary as well as also ensure SAFETY FIRST for fire fighters during firefighting.

Firefighting team assists the fire brigade by providing information about location of fire and plans of offices and plant.

4.15.5 Actions by Security Staff in case of Fire:

- To keep strict control on exit points regarding smooth flow of traffic.
- To exercise vigilance so that no untoward incident/pilferage takes place during the outbreak of fire
- To stop entry of any Press media, Security Agency personnel or photographer would not be allowed inside the premises except for other fire fighting vehicles, Ambulances etc.
- To assist the firefighting team in firefighting if asked by the Sectional Head (Fire).
- If asked, the security supervisor assist the fire supervisor to contact and call for the fire brigade of Pakistan Steel, Cattle colony and Landhi fire stations mentioned in clause 4.15.2
- To guide outside fire brigades i.e. (steel mills, city district government) to the place of fire.
- To assist and evacuate the casualties if any from the fire site to the ambulance.
- To ensure that all employees, visitors, vendors and dealers representatives are in Assembly area and no one is left in the affected shop/building.



4.15.6 After putting off the fire following action will be taken:

- Fire Supervisor ensure that all events during the fire i.e. start time, nature of fire; firefighting arrangements, information to all concerned, additional help requested, stoppage of production, loss of life and property, time to extinguish fire or any other additional information is properly entered in the Daily Task Register.

4.15.7 Caution:

While dealing with outside agencies or conversing on telephone, polite language is to be used with a strict sense of responsibility and self-control no statement is given to any outside agency without the prior approval of management.

4.15.8 DOCUMENTS / RECORDS MAINTAINED BY FIRE STAFF:

S. No	Title
1	Fire Fighting General Correspondence
2	Fire Fighting Tender Record
3	Fire Fighting Training of workers and officers of the company
4	Fire equipment's procurement record
5	Fire equipment's scrap record
6	Fire occurrence Report
7	Fire Alarm System check sheets
8	Monthly checking of fire equipment's check sheets
9	Firefighting rehearsals record for fire staff
10	Daily task register
11	Fire training attendance register
12	Emergency evacuation mock drills record
13	Monthly audit check sheets for fire equipment's by fire supervisors
14	Fire arrangement certificates from fire office of CDGK (city district government Karachi).

4.16 Procedure for Inspection / Checking of Fire Fighting Equipment

4.16.1 Monthly Preventive Maintenance of Fire Fighting Equipment

Two firefighters are deputed in "A" Shift on monthly basis in rotation to accomplish the scheduled tasks other than their routine work and at the end of month they submit monthly report of preventive maintenance tasks. (SNF-CKL-001)

4.16.2 Monthly Inspection of Fire Fighting Equipment

Different areas / locations have been assigned to the firefighters who carry out the monthly inspection of fire equipment as per the checklist issued to them (SNF-CKL-002).

4.16.3 Monthly Audit of Fire Fighting Equipment by Fire Supervisors

Fire Supervisor¹ carryout the monthly audit of firefighting equipment in the light of Daily Preventive Maintenance Report and Monthly Inspection of Fire Fighting Equipment carried out by the firemen during the month.

4.16.4 Daily Inspection of Fire Tender / Engine

Two firefighters in each shift carryout inspection of fire tender as per the checklist. (SNF-CKL-004)



4.16.5 Inspection of Fire Appliances at Area Offices Motorcycle Showrooms and Suzuki Houses

Firefighters of Pak Suzuki inspects the fire appliances installed at area offices, showrooms and Suzuki houses as per following schedule¹.

Location	Checking frequency
Regional Office South (Karachi)	Monthly ¹
Motorcycle Showrooms in Karachi	
Suzuki Houses	
Regional Office Central Punjab (Lahore)	Quarterly
Regional Office North (Pindi)	
Regional Office South Punjab (Multan)	
Motorcycle Showrooms in Punjab	

Its record maintained on checklist (SNF-CKL-024). Education regarding inspection of fire appliances also provided to concerned staff of Area Offices Motorcycle Showrooms and Suzuki Houses in case of any problem regarding fire appliances concerned staff may contact Departmental Head Safety & Fire /Sectional head fire for necessary guidance and rectification. POS (3W-20.11-027 & 3W-20.11-028) related to Preventive Maintenance of Fire Appliances and Actions in case of fire during non-working hours is prepared and distributed at all Area Offices¹.

4.17 Emergency Evacuation Mock Drill

Evacuation drill is conducted on yearly basis subject to the approval of Management in PSMCL and Area Offices. The employees of the company including contractor/vendor/visitor/dealer staff (Head Office, Plant/Warehouse and Area Office) participates in emergency preparedness drill. Location and procedure for performing mock drill will be decided by the management¹.

Following is the Step by Step guide before execution of emergency evacuation drill.

4.17.1 Nominations for fire training

Concerned department is requested for sending nomination for firefighting training of FIRE, SALVAGE and CORDON Parties in which they are briefed about their responsibilities, mainly head counting, attendance and follow evacuation route.

4.17.2 Training of different parties for emergency evacuation

Training of Fire Parties, Salvage Parties and Cordon Parties of Head Office and Plant is conducted to define the clear-cut responsibilities of each party in case evacuation of Plant / Head Office due to any emergency.

Role of Fire, Salvage & Cordon parties in case of fire are given below.

Fire party

- Fire Party tries to control the fire by using fire equipment before the arrival of fire squad and later on assists them.

Salvage party

- Bring the injured/casualty to dispensary.
- Bring out valuable items/equipment from the affected shop/building.

Cordon party

- Switch off all electrical and gas equipment.
- Ensure the immediate evacuation of workers to the safest place (Assembly Area) in front of affected shop.
- Cordon all affected area and control unnecessary traffic/interference by others.



4.17.3 Assembly Area:

Team of Safety & Fire department in coordination with concern will check the assembly areas like placement of identification sign boards on prominent locations and also ensures that all personnel on leaving the affected shop/building immediately assemble in their respective Assembly Area (Responsible persons of affected department check that all employees of their department along with visitors, vendors, suppliers and dealers are present in assembly area and inform Fire Personnel / Head Safety & Fire.

It is also to be ensured that all Departments / Shops must have their actual attendance record on daily basis so that it can be used for head counting in case of any emergency.

4.17.4 Routine check and preparation by Section Head fire for Mock Drill

Sectional Head (Fire) gave following instructions to fire fighters.

- Brief Fire staff for readiness / preparation to meet any emergency situation.
- Brief Security Staff about their duty mainly traffic control.
- Depute Fire Fighters in all Shops
- Instruct Fire Alarm Technician for alarming hooter of concerned area.
- Ensure Fire tender start moving at the time of alarming the hooter.
- Ensures that Ambulance from company dispensary also arrives along with fire tender.
- Ensures that all concerned departments / shops have nominated persons who will shutoff equipment in case of emergency.

4.18 Fire arrangement certificate

The fire arrangements of the company are inspected by the team of Fire Brigade Officials (City District Government, Karachi) annually to assess the operational worthiness of firefighting equipment installed in the company. A fire arrangement certificate to this effect is issued by Chief Fire Officer, after the inspection.

4.19 Related document:

- a) *Three Years Commitment Plan & Organogram*¹.
- b) Fire Fighting, First Aid Training Syllabus
- c) *Schedule for Preventive Maintenance Fire Fighting equipment*¹
- d) List of parties (Salvage, Fire, Cordon)
- e) MSP-18 Accident incident reporting and investigation
- f) *PSMC Organization for environment*¹.
- g) MSP-19 Hazard Identification, Risk Assessment and determining control.
- h) Monitoring sheet for Fire Fighting Training and Monthly Check list of Fire Extinguishers
- i) Emergency Phone Numbers

4.20 Related Records:

- a) Daily shop observation and feedback report
- b) *OPS (Operation Procedure Sheet)*¹
- c) Accident / Incident Reports.
- d) *Log of Fire/Injuries*¹
- e) Education/Awareness Record Sheet of PSMCL/Contractor staff
- f) *Audit sheet fire Fighting Arrangements*¹
- g) Daily Check List of Fire Tender / Engine
- h) Monthly Check List of Fire Equipment's and Monthly report of preventive maintenance.

