



Consolidated Construction Consortium Ltd.

PROCEDURE NO. : **CSP- 4.4.6**

**PROCEDURE FOR
PREPARATION AND ISSUE OF OPERATIONAL
CONTROL PROCEDURES**

REV. NO. 0

DATE: 16-04-2008

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**PROCEDURE FOR PREPARATION AND ISSUE OF
OPERATIONAL CONTROL PROCEDURES**

0	16-04-2008	First issue
REV. NO.	DATE	BRIEF RECORD OF REVISIONS

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1.0 OBJECTIVE

To prepare and issue “Operational Control Procedures” to ensure operations and activities are carried out under specified conditions.

2.0 SCOPE

This procedure covers all activities performed at project sites and offices.

3.0 RESPONSIBILITY

As defined in the procedure.

4.0 PROCEDURE

- 4.1 PC/PM/SE along with the Construction Engineers will identify the significant aspects & risk levels as per procedures [CSP-4.3.1A](#) & [CSP-4.3.1B](#).
- 4.2 Based on the above PM/SE to identify the need for developing Operational Control procedures for controlling the significant aspects/hazards.
- 4.3 SE/SS to prepare Operational Control procedures (OCPs) in areas including non routine activities where the absence of which could lead to deviations from the stated HSE - Policy and the objectives and targets.
- 4.4 OCP to be duly linked to relevant aspects/impacts/hazards/risks.
- 4.5 SE/SS to prepare the OCP in consultation with the group performing the activity/service. The OCP will cover purpose, area of control including permits-to-work, responsibility and description of the operation as per guidelines detailed in Annexure.
- 4.6 PM to review and approve the OCPs and issue for implementation.
- 4.7 PM/SE to communicate the ‘OCP’ to concerned operating personnel / suppliers and sub-contractors as applicable for compliance.
- 4.8 PM/SE to identify training needs of the individuals responsible as identified in the OCP and ensure proper training.
- 4.9 Construction Engineer can also identify the requirement of making OCP for non-significant aspects in certain activities to prevent the non-significant aspect/hazard from becoming significant, if not effectively monitored and controlled.



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ANNEXURE

**GUIDELINES FOR THE PREPARATION OF OPERATIONAL CONTROL
PROCEDURE**

1.0 PURPOSE

The HSE aspect/hazard related to the activity causing the significant impact/risk is to be addressed. The purpose of OCP is to control/maintain the significant HSE impacts/risks.

2.0 AREA

Areas for which this OCP is applicable shall be clearly mentioned. There can be more than one area where this OCP may be applicable in the concerned area.

3.0 RESPONSIBILITY

- a) It shall cover both the supervisory and operational responsibility. Supervisory responsibility shall be given to the person who checks/verifies/ ensures that a procedure is being effectively performed.
- b) Operational responsibility shall be given to a performer who carries out an activity in a step by step manner. An overall responsibility shall also be defined to oversee the implementation of OCP(s).

4.0 DESCRIPTION

4.1 Points of Operation

The step by step function of an activity with the inclusion of key operational parameters. Essentially, these are the steps that a performer/operator shall follow.

4.2 Points of checking with periodicity

The list of routine checks along with periodicity. The type of checks to be done to monitor the procedure written in points of operation. The identification of person/level also needs to be addressed.



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4.3 Permits-to-work

- a) The permit work shall be taken for hot work and other hazardous work activities such as deep excavation, confined space, etc.

4.4 Points of preventive maintenance with periodicity

The list of preventive maintenance checks along with periodicity shall be maintained. Here not only preventive maintenance for the machines but also preventive actions to be taken to minimize nonconformity situations shall be addressed.

4.5 Points of corrective action in case of deviations

In case of deviations, the corrective action to be immediately taken shall be addressed.

4.6 Records

4.6.1 The records in the form of filled in formats / log books to be maintained shall include title, location and retention period. The records shall have the information /data /evidence that an OCP is being effectively practiced.

4.6.2 The place /area where an OCP is required to be implemented, it shall be displayed and made available to the persons performing and checking the concerned activity.