

## SOP - STANDARD OPERATING PROCEDURES

Standard Operating Procedures (SOPs) covering various safety and operational procedures in different contexts:

1. Methanol Decanting:
  - Purpose: To ensure safe handling and decanting of methanol.
  - Procedures: Use appropriate personal protective equipment (PPE), work in a well-ventilated area, use approved containers, label containers properly, and handle with care.
2. Lifting and Manual Handling:
  - Purpose: To minimize the risk of injuries during lifting and manual handling tasks.
  - Procedures: Assess the load, use correct lifting techniques, seek help for heavy objects, and use mechanical aids when necessary.
3. ISPS (International Ship and Port Facility Security):
  - Purpose: To ensure maritime security in compliance with ISPS Code.
  - Procedures: Access control measures, identification checks, reporting suspicious activities, and emergency response procedures.
4. Working at Height:
  - Purpose: To ensure safe working practices when working at elevated positions.
  - Procedures: Properly secure the area, use appropriate fall protection equipment, conduct a pre-work assessment, and have a rescue plan in place.
5. Decanting Waste Chemicals:
  - Purpose: To safely transfer waste chemicals from one container to another for disposal.
  - Procedures: Use suitable PPE, work in a designated area, follow waste segregation guidelines, and use approved containers.
6. Welding :
  - Purpose: To ensure safe welding operations in the workplace.
  - Procedures: Wear appropriate protective gear, inspect welding equipment, have fire extinguishing equipment nearby, and follow proper welding techniques.
7. Gas Welding and Gas Cutting:
  - Purpose: To provide guidelines for safe gas welding and cutting operations.
  - Procedures: Use appropriate PPE, inspect equipment, ensure proper ventilation, follow correct welding and cutting techniques, and store gas cylinders safely.
8. Arc Welding and Cutting:
  - Purpose: To establish safety protocols for arc welding and cutting processes.
  - Procedures: Wear suitable PPE, inspect equipment, ensure proper grounding, follow correct arc welding and cutting techniques, and store electrodes safely.
9. Confined Space Entry:
  - Purpose: To establish safety protocols for working in confined spaces.

- Procedures: Conduct a thorough risk assessment, use gas monitoring equipment, have a confined space entry permit system, and employ a trained standby person.

#### 10. Ventilation and Protection in Welding, Cutting, and Heating:

- Purpose: To minimize exposure to hazardous fumes, gases, and radiation during welding, cutting, and heating operations.
- Procedures: Ensure proper ventilation in the work area, wear appropriate PPE, use local exhaust ventilation systems, and follow safe welding, cutting, and heating techniques.