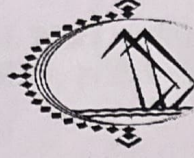


DEENDAYAL PORT AUTHORITY

(आईएसओ 9001:2008 एवं आईएसओ 14001:2004 प्रमाणित पोर्ट)

[OFFICE OF THE EXECUTIVE ENGINEER [ELECTRICAL], ROOM NO: 05, GROUND FLOOR, NIRMAN BUILDING, NEW KANDLA -
KUTCH - GUJARAT - 370 205]



No: EL/AC/Misc. Corresp/2025 [244]/ 287

Dated : 16 / 03 / 2026

*** C I R C U L A R ***

*** STANDARD OPERATING PROCEDURE (SOP) & CHECKLIST For Start-Up and Operation of 11 KV feeder JB ***

Deputy Conservator and CME [I/c], DPA has been pleased to accord his kind approval to **SoP & Check List** for operation of Port HMCs in Electrical Mode at inside the Port area "as per attached Annexure.

Authority: Approved by Deputy Conservator & CME [I/c], DPA under G/Note No: 05 dated: 18.12.2025, in E-Office File No: CME/Electrical/2555/SOP for 11 kv Power Junction Box for Operate to HMC in sl Electric Mode/2025 dated: 18.12.2025.

[Signature]
14/03/26
**Executive Engineer (Elect.),
Deendayal Port Authority**

Discussed
PA
Please fwd to
all Association by
ATM (B)
17/3/26

Copy to :-

1. Traffic Manager – For wide circulation amongst Stevedores & HMC User.
2. M/s. Italgru India Ltd., New Delhi / M/s. RETS, Anjar / M/s. R.S. Electricals, Gandhidham - Ensuring Compliance of SOP & Check List
3. Safety Officer – Ensuring Compliance of SOP & Check List.

यातायात विभाग
आवक सं 1967
दिनांक 16-03-26

ANNEXURE

DEENDAYAL PORT AUTHORITY 11 KV feeder Junction Box– PRE-START-UP CHECKLIST

Date:___

Sr. No.	Item / Check	Yes	No	Remarks
1	Check Position of Socket.			
2	Check all internal fuses.			
3	Check all measuring instruments (Both End)			
4	Check On/Off position of RMU.			
5	Check Cleaning of inside 11 KV feeder JB.			
6	Check all cable terminal connections.			
7	Check the Earthing position.			
8	Logbook updated; defects reported to JE/SDO(C)/EE(E)/SE (E) of CME Dept. if any.			

The Location details, of the 11 KV feeder JB are as under;

- 1 JB 1 In between Panel No. (57-58)
- 2 JB 2 In between Panel No. (66-67)
- 3 JB 3 In between Panel No. (145-146)
- 4 JB 4 In between Panel No. (152-153)
- 5 JB 5 In between Panel No. (168-169)

1. Purpose

To ensure safe and reliable operation, connection, and disconnection of 11 KV JB used for the power supply to Mobile Harbour Cranes, at DPA.

To ensure the safe cargo handling operations near the 11 KV Junction Box on the berth, preventing electrical hazards, equipment damage, and accidents.

2. Scope

This SOP applies to:

- Stevedores, Crane Operators, Forklift Operators, Riggers, and Labour engaged in cargo operations.
- Electrical and Safety personnel will monitor JB areas.
- All the cargo operations shall not be carried out within 5 meters radius of 11 KV JB at the berth.

3. Responsibilities

- Berth/Shift In-charge (Traffic Operations): Ensure cargo handling complies with electrical safety measures.
- Shift - In-charge (Electrical & Cranes): Maintain 11 Kv feeder JB & RMU power in safe condition and provide clearance for work/ handling and also maintain daily Pre- check list, before Switch On the power. Ensure power supply will be switch off condition before plug in / Plug Out the Male socket in to the 11 KV Feeder JB. Adhere the all Electrical safety for safe of operation of Cranes in Electrical Mode.
- Equipment Operators & Stevedores: Follow instructions and maintain safe distance from JB.

4. Safety Precautions

1. Prohibited Zone:
 - A minimum of 2–3 meters shall be barricaded safety zone must be maintained around the JB.
 - No cargo, lifting gear, or machinery movement inside barricaded area.
2. Marking & Signage:
 - Display Danger – 11 KV High Voltage signage in English, Hindi & Gujarati.
3. Permit-to-Work (PTW):
 - If heavy cargo handling is to be done very close (within 3 m) to JB, a joint clearance from Electrical & Safety departments is mandatory.
4. Ensure valid permit-to-work (PTW) or switch on approval before operation.
5. Use full Personal Protective Equipment (PPE):
 - Before going to connect, putting hand; it should be ensured of switched- off of the socket.
 - Electrical arc flash suit
 - Insulated gloves (11 KV rated)
 - Face shield and safety helmet
 - Safety shoes and rubber mat
6. Verify that the JB is properly earthed before opening or handling.
7. Ensure no cargo handling equipment or cranes are connected to the plug point during operation.

8. Follow lock-out/tag-out (LOTO) procedures.
9. Use approved and tested HV insulating tools.

5. Procedure for Cargo Handling Near JB

5.1 Pre-Operation

- Inspect JB for any visible damage oil spillage from any source (in case of oil-filled equipment).
- Ensure barricading is intact and area is prohibited for unauthorized persons.
- Safety co-ordinator to brief stevedores and operators on restricted zone.

5.2 During Operation

- Cranes, forklifts, and trailers must maintain safe clearance from JB.
- Ensure lifting gears, hooks, and wires do not swing towards JB.
- No stacking of cargo within the safety zone.
- No water/oil spillage near JB (slip + electrical hazard).
- If JB door is found open/damaged during operation → *Stop cargo work immediately in that portion and inform Electrical staff of DPA.*

5.3 Post Operation

- Ensure no cargo is left within barricaded area.
- Inspect ground condition (no debris, no oil spill near JB).
- Report any abnormal sound, smell, or heat from JB to Electrical Dept.

6. Emergency Measures

- In case of electrical flash, fire, or cable fault at JB:
 - Stop cargo handling immediately in that area.
 - Evacuate area within 10 meters radius.
 - Inform Electrical Department & Fire Team immediately.
 - Do not attempt to touch or extinguish JB fire with water/foam → only use CO₂/DCP extinguisher.
 - Do not re-energize until fault rectification and testing are completed.

7. Records & Compliance

- Daily pre- checklist for electrical JBs to be maintained.
- Safety audits by port HSE team once per month.
- Non-compliance to be recorded and reported to Port Management.