

MASTER COPY

For Restricted Circulation only

 SHAKAMBHARI GROUP #SteelWithin	SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)		
STANDARD OPERATING PROCEDURE			
Title: Operation for Core Cutter Machine			Page No. 1 of 2
SOP No.	Version No.	Effective Date	Next review date
SIPL/PDI/009	00	06.07.2026	05.07.2028

1.0 PURPOSE

- 1.1 To establish a standard procedure for the safe and efficient operation of the Core Cutter Machine used for cutting paper cores to the required length.

2.0 SCOPE

- 2.1 This SOP applies to Production Department.

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References

- 3.1.1 In-house

3.2 Attachments

- 3.2.1 Nil

4.0 RESPONSIBILITY

4.1 Production Department Person:

- 4.1.1 To prepare the SOP.

4.2 Production Head

- 4.2.1 To ensure the training of the SOP to all concerned personnel involved in implementation of the SOP.

- 4.2.2 To ensure the implementation of the SOP after training.

4.3 Quality Assurance Person

- 4.3.1 To check the SOP and to maintain the original copy of the SOP.

- 4.3.2 To issue the controlled copy of the SOP and maintain its issuance record. To retrieve the controlled copy of the SOP when it is superseded/obsolete and maintain its record.

4.4 QA Head / Plant Head

- 4.4.1 To approve new or revised SOP.

- 4.4.2 To ensure the implementation of the defined system.

5.0 DISTRIBUTION

- 5.1 Machine Operator

- 5.2 Production Supervisor

6.0 DEFINITION(S) & ABBREVIATION(S)

6.1 Definitions

- 6.1.1 Nil

6.2 Abbreviations

- 6.2.1 Nil

Prepared By:	Checked By:	Approved By:
<i>Sannat Banerjee</i> 04.07.2026	<i>Chait</i> 04.07.2026	<i>[Signature]</i> 04.07.2026

MASTER COPY

For Restricted Circulation only

 SHAKAMBHARI GROUP #SteelWithin	SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)		
STANDARD OPERATING PROCEDURE			
Title: Operation for Core Cutter Machine			
Page No. 2 of 2			
SOP No.	Version No.	Effective Date	Next review date
SIPL/PDI/009	00	06.07.2026	05.07.2028

7.0 PROCEDURE

- 7.1 First clean the machine and check whether the machine is working properly.
- 7.2 Fit the paper core in the core shaft and make sure the core is held properly by the check nut.
- 7.3 Set the size as per customer requirement.
- 7.4 Switch on the machine and apply pressure with the cutter blade on the core tube.
- 7.5 Obtain the core of the required size.
- 7.6 If the same size is required again, repeat steps 7.2 and 7.4.
- 7.7 If there is any change in size, set the size again and repeat steps 7.2, 7.3 and 7.4.

8.0 REVISION HISTORY

Revision No.	00	Effective Date	06.07.2026	CC No.	NA
Details of revision: New SOP					

Prepared By:	Checked By:	Approved By:
<i>Samarat Banerjee</i> 04.07.2026	<i>Chait</i> 04.07.2026	<i>DEB</i> 04.07.2026