

*For Restricted Circulation only.*

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|-------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------|-------------------------|
| <br><b>SHAKAMBHARI GROUP</b><br>#SteelWithin |                    | <b>SHAKAMBHARI ISPAT &amp; POWER LTD.</b><br>(Formerly known as Ess Dee Aluminium Ltd.) |                         |
| <b>STANDARD OPERATING PROCEDURE</b>                                                                                           |                    |                                                                                         |                         |
| <b>Title:</b> Authorization of Maintenance Work                                                                               |                    |                                                                                         | <b>Page No.</b> 1 of 2  |
| <b>SOP No.</b>                                                                                                                | <b>Version No.</b> | <b>Effective Date</b>                                                                   | <b>Next review date</b> |
| SIPL/ENS/001                                                                                                                  | 00                 | 07.07.2026                                                                              | 06.07.2028              |

**1.0 PURPOSE**

- 1.1 To define a procedure for authorization of any kind of maintenance work to be carried out in company premises.

**2.0 SCOPE**

- 2.1 This SOP applies to any maintenance work activity in the plant.

**3.0 REFERENCE(S) & ATTACHMENTS****3.1 References**

- 3.1.1 In-house

**3.2 Attachments**

- 3.2.1 Attachment- I : Hot Work Permit SIPL/ENS/001/F01/00

**4.0 RESPONSIBILITY****4.1 Engineering Department Person:**

- 4.1.1 To prepare the SOP.  
4.1.2 To prepare a list of the SOP in Engineering Department.

**4.2 Engineering 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.  
4.3.2 To maintain the original copy of the SOP.  
4.3.3 To issue controlled copy of the SOP.  
4.3.4 To maintain issuance record of SOP.  
4.3.5 To retrieve the controlled copy of the SOP when it is superseded/obsolete and maintain its record.

**4.4 QA Head:**

- 4.4.1 To approve new or revised SOP.  
4.4.2 To ensure the implementation of the defined system.

**4.5 Plant Head / Department Head:**

- 4.5.1 To approve new or revised SOP.  
4.5.2 To ensure the implementation of the defined system.

**5.0 DISTRIBUTION**

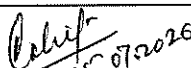
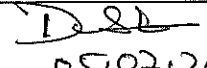
- 5.1 Quality Control  
5.2 Production  
5.3 Engineering

**6.0 DEFINITION(S) & ABBREVIATION(S)****6.1 Definitions**

- 6.1.1 Hot Work: Any temporary operation which involves open flame or produces sparks/heat.  
6.1.2 Cold Work: Any temporary operation which does not involve open flame or produce sparks/heat.

**6.2 Abbreviations**

- 6.2.1 Nil

|                                                                                                   |                                                                                                |                                                                                                     |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Prepared By:</b>                                                                               | <b>Checked By:</b>                                                                             | <b>Approved By:</b>                                                                                 |
| <br>05.07.2026 | <br>05.7.26 | <br>05.07.2026 |

# MASTER COPY

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| <b>STANDARD OPERATING PROCEDURE</b>                                                                                        |                                                                                         |                       |                         |
| Title: Authorization of Maintenance Work                                                                                   |                                                                                         |                       | Page No. 2 of 2         |
| <b>SOP No.</b>                                                                                                             | <b>Version No.</b>                                                                      | <b>Effective Date</b> | <b>Next review date</b> |
| SIPL/ENS/001                                                                                                               | 00                                                                                      | 07.07.2026            | 06.07.2028              |

## 7.0 PROCEDURE

### 7.1 Hot Work:

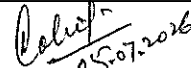
- 7.1.1 When there is no alternate to hot work, then only hot work shall be done.
- 7.1.2 For any temporary operation which involves open flame or produces sparks/heat, a 'Hot Work Permit' shall be necessary.
- 7.1.3 If the hot work is internal, the permit shall be filled by the person who is performing the hot work. The Maintenance Head shall check the completeness and accuracy of the work permit and sign.
- 7.1.4 If the hot work is to be performed by an external agency, the form shall be filled up by the engineer of the agency. The Maintenance Head shall check the completeness and accuracy of the work permit and sign.
- 7.1.5 The work permit shall be authorized by the head of the area where the hot work is to be performed.
- 7.1.6 During the work, one trained maintenance/operation person shall be present for monitoring of the entire activity.
- 7.1.7 Upon completion of the task, completion details shall be filled by the performer/user.
- 7.1.8 Cleaning of the area where hot work has been performed shall be ensured by the performer/user.

### 7.2 Cold Work:

- 7.2.1 Any maintenance work except hot work shall be considered as cold work.
- 7.2.2 Authorization shall be taken verbally by the maintenance person/external agency from the respective department head before start of the maintenance activity.
- 7.2.3 The area shall be checked for any safety/quality issue prior to work.
- 7.2.4 If the activity is scheduled (e.g. preventive maintenance, calibration, etc.), the respective department head shall ensure the availability/area clearance, and then hand over the area to the engineer.

## 8.0 REVISION HISTORY

|                              |    |                |            |        |    |
|------------------------------|----|----------------|------------|--------|----|
| Revision No.                 | 00 | Effective Date | 07.07.2026 | CC No. | NA |
| Details of revision: New SOP |    |                |            |        |    |

|                                                                                                   |                                                                                                   |                                                                                                     |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Prepared By:                                                                                      | Checked By:                                                                                       | Approved By:                                                                                        |
| <br>05.07.2026 | <br>05.07.2026 | <br>05.07.2026 |