

For Restricted Circulation only

SHAKAMBHARI ISPAT & POWER LTD.
(Formerly known as Ess Dee Aluminium Ltd.)

STANDARD OPERATING PROCEDURE

Title: Participation and Consultation

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SOP No.	Version No.	Effective Date	Next review date
SIPL/QAS/027	00	07.07.2026	06.07.2028

1.0 PURPOSE

- 1.1 To establish, implement & maintain a procedure for participation and consultation with regard to IMS concerns / quality / aspects / hazards and Quality, Environmental, Occupational Health & Safety Management Systems.

2.0 SCOPE

- 2.1 This procedure is applicable to participation and consultation by workers on activities, processes, products & services of SIPL covered under Quality, Environmental, and Occupational Health & Safety Management Systems.

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References

- 3.1.1 In-house

3.2 Attachments: Nil

4.0 RESPONSIBILITY:

- 4.1 All concerned HODs / Line Managers, as applicable, to encourage as much as possible participation and consultation by workers.

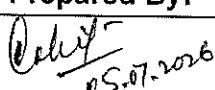
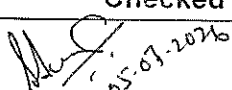
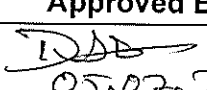
5.0 DISTRIBUTION

- 5.1 Quality Control
5.2 Production
5.3 Warehouse
5.4 Admin & HR
5.5 Engineering

6.0 DEFINITION(S) & ABBREVIATION(S)

6.1 Definitions

- 6.1.1 **Participation and Consultation:** It is the process of meaningful interaction among persons of SIPL & external interested parties, as applicable, related to the IMS.
- 6.1.2 **Participation:** Employees / workers are involved in:
- 6.1.2.1 Aspect and impact analysis.
- 6.1.2.2 Hazard risk identification & risk assessment.
- 6.1.2.3 Identification of necessary control measures.
- 6.1.2.4 Their contribution in meeting objectives.
- 6.1.2.5 Their involvement in incident investigation & details of the investigation process.

Prepared By:	Checked By:	Approved By:
 05.07.2026	 05.07.2026	 05.07.2026

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6.1.3 Consultation on Health and Safety matters:

6.1.3.1 Development and review of systems to manage IMS risks.

6.1.3.2 Any change that affects workplace safety and health.

6.1.3.3 Any other health and safety matters.

6.1.3.4 Input for the meeting also includes feedback on concerns from interested parties.

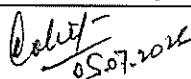
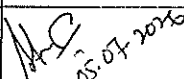
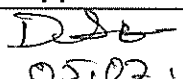
6.1.3.5 The decisions and further actions are circulated to the concerned personnel for action.

6.1.3.6 HR maintains minutes of safety committees.

6.2 Abbreviations

6.2.1 IMS: Integrated Management System

6.2.2 MR: Management Representative

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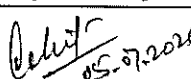
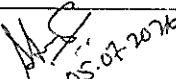
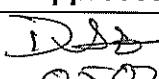
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7.0 PROCEDURE

- 7.1 Participation and consultation with workers shall be done in order to ensure that:
- 7.1.1 Internal functions at various levels are aware of the IMS, including the significant aspects / hazards in their working area.
 - 7.1.2 Issues are discussed in Safety Committee Meetings.
 - 7.1.3 Objectives arising out of issues, needs & expectations and activities are made aware to workers.
 - 7.1.4 The decisions taken regarding the concerned IMS issues raised by any of the workers shall be routed through the MR.
 - 7.1.5 IMS performance is communicated.
 - 7.1.6 The IMS Policy shall be circulated to all in order to generate awareness about environment & safety.

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:
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Record Reference

1. Concerns / suggestions from interested parties: Minutes of Meeting of Safety Committee.

Prepared By:**Checked By:****Approved By:**
05.07.2026
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