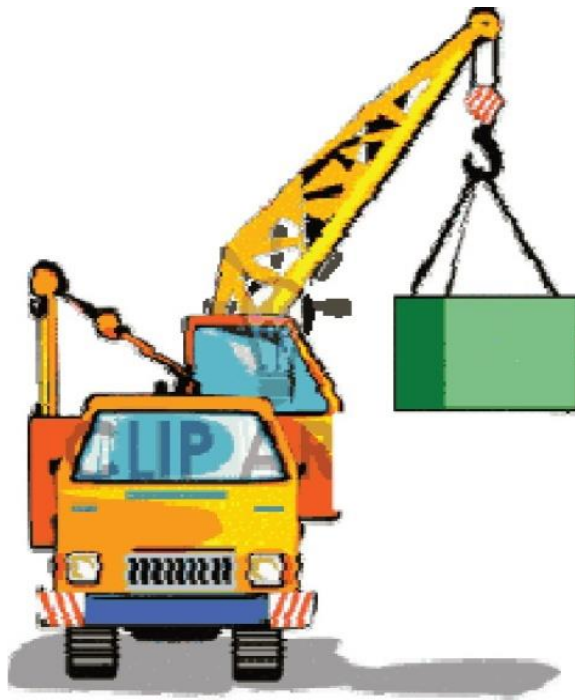




Revised dated 23.03.2017

EQUIPMENT HIRING & DEPLOYMENT POLICY



TATA STEEL UTILITIES AND INFRASTRUCTURE SERVICES LIMITED
(Formerly Jamshedpur Utilities & Services Company Limited)

Registered Office : Sakchi Boulevard Road Northern Town Bistupur Jamshedpur 831 001 India
Tel 91 657 6652101 Fax 91 657 2424219
Corporate Identity Number U45200JH2003PLC010315
Website www.tatasteeluisl.com



In Scope & Out Scope

This policy covers heavy & mobile equipment only and does not cover light vehicles, tools, pumps etc.

1 Provenances Criteria

- 1.1 The make, type, model & date of manufacturing of the equipment must be mentioned by vendor and must have all valid statutory compliances as applicable.
- 1.2 Permissible age of supplied equipment for operation is maximum 7 years.
However in case equipment's age exceeds 7 years but below 15 yrs & in working condition may be engaged on deviation basis with additional checklist & conditions as given under:
 - a) 3rd party certification / verification by equipment manufacturer representative
 - b) Additional certification by FMC post inspection
 - c) Daily physical verification & record at site
 - d) Recertification every 6 month
- 1.3 The supplier shall guarantee that the availability of the equipment shall not be less than 85% (schedule available hours - break down hours) / schedule available hours.x100). Penalty clause can be imposed in case of failure.
- 1.4 Vendor should have minimum 1year of experience in the respective field.
(proof of the previous work experiences i.e. work orders, customer feedback to be produced as and when required)
- 1.5 Self-declaration, if required, has to be submitted by vendor about the firm (i.e. if blacklisted from any previous company. If yes for what reason)

2 Inspection Criteria

- 2.1 Before deployment, the equipment must get certified through joint inspection by vendor representative, FMC (Fleet Management Center) representative and Tata Steel Utilities and Infrastructure Services Limited certified Third Party Agency. If required the inspection may also be conducted at vendor premises.
- 2.2 History of the equipment must be produced i.e. periodic services been done as per recommendation of OEM.
- 2.3 Vendor will get maximum 7 days' time after inspection for compliance of identified snags.
- 2.4 After deployment of the equipment, the third party agency inspection must be carried out every year with Tata Steel Utilities and Infrastructure Services Limited site representative.
- 2.5 This policy will be applicable irrespective of any type of contract e.g. directly hired by Tata Steel Utilities and Infrastructure Services Limited, hired by contractor against work contract by Tata Steel Utilities and Infrastructure Services Limited.

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3 Statutory Norms Criteria

Supplied equipment must have all statutory clearances i.e.

- 3.1 Valid registration
- 3.2 Valid fitness from Motor Vehicle Inspector.
- 3.3 Valid pollution clearance certificate From Authorized Agency by Pollution Control Board.
- 3.4 Valid insurance (minimum third party insurance for moving equipment and P&M Policy for equipment's).
- 3.5 Valid load test (if applicable) by Govt. approved competent agency.

4 Minimum Safety Requirement

- 4.1 Three pieces Rear-view mirrors
- 4.2 Hand brakes in working condition
- 4.3 Run over protection on both sides
- 4.4 Reverse horns
- 4.5 Indicator light & horn
- 4.6 Seatbelts
- 4.7 Safe Loading Indicator for cranes (If applicable)
- 4.8 Load and range chart (if applicable)
- 4.9 Operation & Maintenance manual should be available with equipment.
- 4.10 Hazard indicators where ever applicable
- 4.11 Fire extinguisher should be available inside driver's cabin of the equipment.
- 4.12 Vendor to provide all required PPEs to his operator & helper of equipment as per site requirement.

5 Maintenance Criteria

- 5.1 The supplier shall perform routine servicing and maintenance in accordance with the manufacturer's published recommendation, including changing, oils oil filters and air filters, lubrication, changing identified consumables. Compliance of the same to be submitted to site in-charge periodically which will have to be certified by the third party during schedule inspection. The Supplier shall produce all records related to maintenance history including change of any major components
- 5.2 The supplier shall guarantee to maintain daily operator checklist, schedule maintenance checklist as per manufacturer / Tata Steel Utilities and Infrastructure Services Limited and the same must be counter signed by the authorized person / engineer concerned at site.
- 5.3 The supplier shall guarantee maintaining a log-book for each shift where in the working hours, break down times, maintenance hours, idle time, etc. shall be recorded must be counter signed by the authorized person / engineer concerned.

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6 Operator & Helper Criteria

- 6.1 Operator should have valid license for the respective equipment.
- 6.2 Operator should submit any valid identity document.
- 6.3 Eye test certificate should be produced.
- 6.4 Necessary documents like Registration Certificate, Insurance, Driving License, Fitness Certificate of Equipment and Pollution Clearance Certificate must be available with equipment at any point of time.

7 How to implement

- 7.1 At Purchase requisition stage department must specify whether hiring of equipment will be part of said job / contract or not. Equipment specific safety requirements shall be specified in Purchase requisition. It is preferable to go for long term planning with minimum assured engagement.
- 7.2 Link of policy will go along with Request for Quotation / Contract.
- 7.3 FMC will be communicated by the department regarding deployment of any equipment to plan and arrange for equipment inspection & certification. Services of 3rd party competent agency may be availed by FMC as required.

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