

# PACKAGES CONVERTORS LIMITED

Document type: Work Instructions

Title: Work Instruction for protocol against damage

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## Art Department

RISK: In Art department, Full or partial damage by Fire, explosion or any other reason.

SPONSOR: **Business Unit Manager Folding Carton**

REMARKS: Disturbance in operations due to perils resulting in loss of production and non-supply of final outputs to the concerned departments for further processing and resulting revenue and goodwill loss.

Probability	Severity	Over All Risk Rating
Very Low	High	Medium
PREVENTIVE MEASURES		RESPONSIBILITY
<ul style="list-style-type: none"> <li>○ In case of fire activates, Emergency action plan should be followed for fire fighting &amp; evacuation of all people.</li> <li>○ Regular training of personal about fire prevention and fire fighting.</li> <li>○ Regular inspection of firefighting equipment to maintain them in best state.</li> <li>○ Regular inspection of electrical systems.</li> <li>○ No smoking zone.</li> <li>○ Regular fire fighting &amp; bomb disposal evacuation drills.</li> </ul>		Safety Coordinator  Safety Coordinator  I/C Electrical dept Manager Art Safety Coordinator
○ CONTINGENCY PLANS		RESPONSIBILITY
1. Retrieval of backup data 2. Installation of / working on temporary work station / department 3. Backup availability of critical equipment (like workstation, Server) 4. Hiring of such equipment from third party		Safety Coordinator E.R.P Manager E.R.P Manager  E.R.P Manager



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ACTIVATION CRITERIA	DE-ACTIVATION CRITERIA
Any damage in the Art department, which requires more than 3 days to recover operations.	Recovery to normal operations