

OCCUPATIONAL HEALTH & SAFETY (OHS) POLICY

Policy Number	ACPFL-OHS-001
Version	1.0
Effective Date	01 April 2025
Review Date	31 March 2028
Approved By	Ashok Kumar Mahansaria, Managing Director
Policy Owner	Anand Kumar Mahansaria, Factory & Production Manager
Applicable To	All employees, contract workers, trainees and third-party contractors at the Darbhanga factory and broiler farming operations
Legislation Ref.	Factories Act, 1948; The Occupational Safety, Health and Working Conditions Code, 2020; Bihar Factories Rules, 1950; Environment Protection Act, 1986

1. Purpose

Ashoka Cattle & Poultry Feeds Limited (hereinafter "the Company") is committed to providing a safe, healthy, and hazard-free working environment for all persons at its factory premises located at Shade No. A/4, New Industrial Estate, Bela, Darbhanga – 846004, Bihar, India. This Policy establishes the framework for identifying, assessing, controlling, and eliminating occupational health and safety risks across all manufacturing, warehousing, and farming operations, ensuring full compliance with applicable Indian laws and regulations.

2. Scope

This Policy applies to:

- All permanent employees across all shifts (Day, Evening, Night)
- All contract and casual labour engaged through labour contractors
- All third-party contractors, vendors and service personnel working on Company premises
- Visitors and trainees admitted to the factory or broiler farm
- All operations including feed mixing, pelletisation, grinding, packaging, warehousing, loading/unloading, boiler operations, and broiler bird management

3. Policy Statement

The Company declares that:

- Occupational safety and health is a core management responsibility and is not subordinate to production, quality, or cost considerations.
- All occupational injuries, illnesses, and near-miss incidents are preventable.
- Every worker has the right to refuse unsafe work without fear of victimisation or penalty.
- The Company shall provide, maintain, and improve systems, plant, equipment, and processes that are safe and without risk to health.
- All statutory OHS requirements under the Factories Act, 1948, the OSH Code, 2020 and the Bihar Factories Rules, 1950 shall be strictly complied with at all times.

4. Definitions

Term	Definition
Hazard	Any source, situation, or act with potential for harm in terms of human injury, ill health, or a combination thereof.
Risk	Combination of the likelihood of occurrence of a hazardous event and the severity of injury or damage that can result.
Incident	Any unplanned event resulting in, or having the potential for, injury, ill health, damage or loss.
Near Miss	An unplanned event that did not result in injury, illness or damage but had the potential to do so.
HIRA	Hazard Identification and Risk Assessment — the systematic process of identifying hazards and evaluating associated risks.
PPE	Personal Protective Equipment as defined in Policy ACPFL-PPE-003.
Competent Person	A person trained, experienced and qualified to perform specific safety-related tasks as defined under the Factories Act, 1948.

5. Responsibilities

5.1 Managing Director

- Overall accountability for OHS performance of the Company.
- Ensure adequate financial and human resources are allocated for OHS compliance.
- Review OHS performance reports at least once per quarter.
- Approve this Policy and all major amendments.

5.2 Factory & Production Manager

- Day-to-day implementation and enforcement of this Policy.
- Ensure all machinery, plant, and equipment meets statutory safety standards under the Factories Act, 1948.
- Conduct or supervise Hazard Identification and Risk Assessment (HIRA) for all work areas and processes at least annually and after every major incident.
- Maintain all statutory registers, records, and returns required under the Bihar Factories Rules.
- Ensure all employees, including contractors, receive induction and ongoing safety training.
- Report all incidents and near-misses to the MD within 24 hours.

5.3 HR & Admin Manager

- Maintain employment and medical fitness records for all employees.
- Coordinate pre-employment and periodic medical examinations as required under the Factories Act.
- Ensure all labour contractors have valid licences and that contract workers are covered under ESI and PF.
- Track and report OHS training attendance and refresher schedules.

5.4 Shift Supervisors / Line Leaders

- Enforce safe working practices, PPE usage, and housekeeping standards during each shift.
- Report all incidents, near misses, and unsafe conditions to the Factory Manager immediately.

- Conduct daily pre-shift safety briefings (toolbox talks) of not less than 5 minutes.
- Ensure no machine is operated without proper guarding and that all lockout-tagout (LOTO) procedures are followed.

5.5 All Employees and Workers

- Comply with all safety rules, procedures and instructions applicable to their work area.
- Use PPE as prescribed and report any defects or damage to PPE immediately.
- Report all hazards, near misses, and incidents to their immediate supervisor without delay.
- Not tamper with, remove, or make ineffective any safety device, guard or warning system.
- Participate in safety training, mock drills, and evacuation exercises.

6. Key Safety Requirements

6.1 Hazard Identification & Risk Assessment (HIRA)

- A formal HIRA shall be conducted for every work area, process, and operation within the factory and broiler farm.
- HIRA shall be reviewed annually, or whenever there is a change in process, raw material, machinery, or layout.
- Risk controls shall follow the hierarchy: Elimination → Substitution → Engineering Controls → Administrative Controls → PPE.
- HIRA records shall be maintained in the HIRA Register and made available during factory inspections.

6.2 Machinery & Equipment Safety

- All moving parts of machinery (mixers, pellet mills, conveyors, grinders, elevators) shall have adequate guarding as per Schedule 3 of the Factories Act, 1948.
- No machine shall be cleaned, oiled, lubricated, adjusted or repaired while in motion unless specifically permitted under a written procedure.
- Lockout-Tagout (LOTO) procedures shall be mandatory before any maintenance or repair work on powered equipment.
- Pressure vessels, boilers and steam lines shall be inspected and certified by the competent authority before use and at intervals prescribed by law.

6.3 Chemical & Raw Material Safety

- Safety Data Sheets (SDS) shall be maintained for all chemicals, additives, and hazardous raw materials (including mycotoxin binders, synthetic amino acids, antioxidants, and coccidiostats used in feed manufacturing).
- Hazardous raw materials shall be stored in designated, labelled areas with adequate ventilation, away from heat sources and incompatible materials.
- Workers handling chemicals shall be trained on SDS reading, emergency spill response, and decontamination procedures.
- No raw material or chemical shall be used without an approved SDS on file.

6.4 Working in Confined Spaces

- Entry into silos, hoppers, tanks, or any confined space shall require a valid Confined Space Entry Permit issued by the Factory Manager.
- Atmospheric testing for oxygen levels, toxic and flammable gases shall be conducted before and during entry.
- A standby person shall be positioned outside at all times during confined space entry.

6.5 Electrical Safety

- All electrical installations shall comply with the Indian Electricity Rules, 1956 and shall be inspected by a licensed electrical contractor annually.
- Portable electrical equipment shall be visually inspected before each use and PAT tested at least annually.
- Earth leakage circuit breakers (ELCBs) shall be fitted at all sub-distribution boards.

6.6 Occupational Health & Medical Fitness

- Pre-employment medical examination shall be mandatory for all new joiners, with particular focus on workers handling dust, chemicals, and animal products.
- Annual medical check-up shall be provided free of charge to all employees, covering vision, audiometry, respiratory function (spirometry), and blood parameters.
- Workers found medically unfit for specific tasks shall be redeployed to suitable work without loss of wages.
- The Company shall maintain a First Aid Box in every work area (ratio: 1 box per 150 workers) stocked as per Schedule 18 of the Factories Act, 1948, with at least one trained first-aiders per shift.
- An Occupational Health centre or tie-up with a nearby hospital / clinic shall be established for emergency treatment and ambulance support.

6.7 Welfare Facilities

The Company shall provide and maintain the following welfare facilities in compliance with Chapter V of the Factories Act, 1948:

- Adequate washing facilities segregated by gender.
- Separate clean and functional toilets and urinals (at least 1 per 25 workers) for male and female workers.
- Canteen facilities for more than 250 workers as mandated under Section 46 of the Factories Act.
- Clean drinking water points accessible from all work areas.
- Rest rooms and lunch room facilities.
- Crèche facility if more than 30 women workers are employed, as mandated under Section 48.

6.8 Working Hours & Rest

- No worker shall work for more than 9 hours per day or 48 hours per week as per Section 51 of the Factories Act.
- Overtime shall not exceed the limits prescribed under the Factories Act and the Bihar Factories Rules.
- All workers shall be entitled to a 30-minute rest interval after every 5 hours of continuous work.

7. Incident Reporting & Investigation

All incidents, accidents, near-misses and dangerous occurrences shall be reported and investigated as follows:

Category	Reporting & Action
Minor Injury / First Aid	Reported to Shift Supervisor within 30 minutes. Entry in Accident Register. First aid administered.
Reportable Accident	Reported to Factory Manager within 1 hour. Notice to Chief Inspector of Factories within 12 hours as per Section 88 of Factories Act.
Dangerous Occurrence	Immediate stoppage of affected area. Reported to MD within 2 hours. Statutory notice filed.

Category	Reporting & Action
Near Miss	Reported via Near Miss Report Form within 24 hours. Root cause analysis by Factory Manager within 72 hours.
Fatal Accident	Immediate notification to Inspector of Factories, Police, MD and family. Operations in affected area suspended pending investigation.

All investigations shall identify root causes (not just immediate causes) and implement corrective and preventive actions (CAPA) with defined deadlines. CAPA status shall be reviewed in the monthly safety meeting.

8. OHS Training

- Induction training (minimum 4 hours) covering OHS rules, hazards, emergency procedures, and PPE shall be mandatory for all new joiners before deployment.
- Refresher safety training shall be conducted quarterly for all workers.
- Specific training shall be provided for: operation of powered machinery, handling of chemicals, working at heights, confined space entry, and fire safety.
- Training records shall be maintained in the Training Register and made available for statutory inspection.

9. Safety Inspections & Audits

- Daily safety walk-through by the Shift Supervisor in all work areas.
- Weekly safety inspection by the Factory Manager covering machinery, housekeeping, fire systems, and electrical safety.
- Monthly cross-functional safety audit involving HR, Production, and Maintenance.
- Annual third-party safety audit by an empanelled safety consultant.
- All inspection findings shall be documented and closed within timelines recorded in the Inspection Deficiency Register.

10. Compliance & Enforcement

Violation of this Policy shall be treated as a serious breach of employment terms:

- First offence — Written warning and mandatory re-training.
- Second offence — Show-cause notice and escalation to HR disciplinary process.
- Third offence or wilful endangerment of others — Termination of service / contract.

Contractors who fail to enforce OHS standards among their workers shall have their contracts reviewed and, where warranted, terminated.

11. Review & Amendments

This Policy shall be reviewed annually by the Factory Manager in consultation with the HR Manager and presented to the MD for approval. It shall also be reviewed following any major incident, change in law, or significant operational change. Version history shall be maintained.

12. Policy Adoption

Authorised Signatory	Date of Adoption
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Ashok Kumar Mahansaria
Managing Director
Ashoka Cattle & Poultry Feeds Limited

[Date]
Effective Date:
01 April 2025

FIRE SAFETY & EMERGENCY RESPONSE POLICY

Policy Number	ACPFL-FSE
Version	1.0
Effective Date	01 April 2025
Review Date	31 March 2028
Approved By	Ashok Kumar Mahansaria, Managing Director
Policy Owner	Anand Kumar Mahansaria, Factory & Production Manager
Applicable To	All personnel on factory and broiler farming premises
Legislation Ref.	Factories Act 1948 (Sec. 38); National Building Code 2016; Bihar Fire Prevention and Fire Safety Act; Environment Protection Act 1986; Disaster Management Act 2005

1. Purpose

Ashoka Cattle & Poultry Feeds Limited's operations involve the storage, handling and processing of feed-grade raw materials including fine organic dusts (grain dust, soya, fish meal, DORB), flammable gases (ammonia in cold storage, LPG for heating), and combustible finished products. The risk of fire, dust explosion and chemical emergency is inherent. This Policy establishes mandatory requirements for fire prevention, fire-fighting, emergency evacuation, and post-emergency recovery to protect human life, property and the environment.

2. Scope

This Policy applies to all areas of the Company's factory premises including:

- Feed manufacturing plant (mixing, grinding, pelletisation, packaging)
- Raw material warehouses and finished goods stores
- Boiler house and steam lines
- Electrical substations and switch rooms
- LPG / fuel storage areas
- Broiler farming sheds and feed storage at farms
- Administrative block and canteen

3. Fire Risk Profile of the Factory

The following fire and explosion hazards have been identified as significant for the Company's operations:

Hazard	Source / Location
Combustible Dust	Grain dust, soya meal, DORB, fish meal dust in milling, mixing and conveying areas — risk of dust flash fire or explosion.
Flammable Liquids	Molasses, vegetable oils, diesel fuel — storage areas.
LPG / Natural Gas	Boiler house, pellet mill steam conditioning units.
Electrical Fire	Overloaded circuits, ageing wiring, motor rooms, control panels.
Spontaneous Combustion	Stored raw materials with high oil content (DORB, soya) in bulk.

Hazard	Source / Location
Hot Work	Welding and cutting operations in maintenance activities.

4. Fire Prevention Requirements

4.1 General Housekeeping

- Combustible dust shall be cleaned from all surfaces, floors, ledges, and equipment daily. Dry sweeping is prohibited in dusty areas — vacuum or wet cleaning shall be used.
- Accumulation of dust on rafters, ductwork, and elevated surfaces shall be removed weekly.
- Oily rags, waste materials and combustible scrap shall be stored in covered metal bins and removed daily.

4.2 Hot Work Permit System

- A Hot Work Permit is mandatory for any welding, cutting, grinding, or open flame work anywhere in the factory.
- Hot work shall not be permitted within 10 metres of combustible dust or flammable liquid storage areas without special precautions approved by the Factory Manager.
- A fire watch person shall be stationed during and for 30 minutes after completion of any hot work.

4.3 Electrical Fire Prevention

- Electrical panels and switchrooms shall be kept locked and access restricted to authorised persons.
- No storage of combustible materials within 1 metre of electrical panels or distribution boards.
- Faulty or overheating equipment shall be isolated immediately and reported to the maintenance team.
- Electrical installations shall be inspected annually by a licensed electrical contractor.

4.4 LPG and Fuel Safety

- LPG cylinders and storage shall comply with the Static and Mobile Pressure Vessels Rules, 2016 and Petroleum Act, 1934.
- LPG storage area shall be outdoors, well-ventilated, fenced, and marked with appropriate hazard signage.
- Gas leak detection checks shall be conducted daily before startup of the boiler / pellet conditioning line.

5. Fire Detection & Suppression Systems

The Company shall install, commission, and maintain the following fire protection infrastructure:

System	Location / Standard
Manual Call Points (Fire Alarm)	All exits, staircases, electrical rooms, warehouse entries — compliant with NBC 2016.
Automatic Smoke / Heat Detectors	All enclosed storage areas, electrical rooms, packaging hall, boiler room.
Portable Fire Extinguishers	Minimum 1 extinguisher per 200 sq.m. per NBC 2016 and IS:2190:2010. Types: ABC Dry Powder (general), CO2 (electrical), Foam (liquid fires).
Fire Hose Reels	All floors and principal work areas. Tested monthly.
Hydrant System	Factory perimeter. Water pressure tested quarterly.

System	Location / Standard
Sand Buckets	Welding areas, boiler room and near transformer yard.
Sprinkler System	Finished goods warehouse (if ceiling height > 7.5m).

All fire protection equipment shall be inspected monthly, serviced annually by a certified agency, and refilled / replaced immediately after use. Inspection records shall be maintained in the Fire Safety Register.

6. Emergency Assembly Points & Evacuation

6.1 Designated Assembly Points

Two Emergency Assembly Points (EAPs) shall be designated, clearly marked, and known to all personnel:

- EAP-1: Open area in front of the main factory gate (west side) — for production, packaging and dispatch staff.
- EAP-2: Open area adjacent to the raw material warehouse (north side) — for warehouse, maintenance and administrative staff.

6.2 Emergency Evacuation Procedure

1. On hearing the alarm or receiving warning, all workers shall immediately stop operations (safely securing machinery in motion), switch off power at their workstations, and proceed to the nearest exit.
2. All exits shall be clearly marked, illuminated with emergency lighting, and free of obstruction at all times.
3. Shift Supervisors shall conduct a headcount at the EAP and report to the Factory Manager / Emergency Controller.
4. No one shall re-enter the building until the Factory Manager or authorised Fire Officer declares it safe.
5. The HR Manager shall maintain an updated list of all personnel on-site per shift (including contractor workers) for roll-call purposes.

6.3 Mock Evacuation Drills

- Full evacuation drills shall be conducted at least twice a year (and not less than once every 6 months) covering all shifts.
- A tabletop emergency exercise shall be conducted quarterly for management and supervisory staff.
- Drill performance shall be evaluated, recorded and deficiencies corrected within 30 days.

7. Emergency Response Organisation

Role	Responsibility
Emergency Controller (EC)	Anand Kumar Mahansaria — Overall command during emergency. Decision to evacuate and call external agencies.
Deputy EC	Senior-most Shift Supervisor on duty when Factory Manager is absent.
Fire Fighting Team	Trained first responders (minimum 2 per shift) responsible for initial fire suppression using portable equipment.
First Aid Team	Trained first aiders (minimum 1 per shift) responsible for casualty management until professional medical help arrives.

Role	Responsibility
Floor Wardens	One per section — responsible for sweeping and clearing their area during evacuation and reporting to EC.
Communication Officer	Raj Kumar Mahansaria — Notify external agencies, family members, and regulators.

8. Emergency Contact Numbers

The following emergency contact numbers shall be prominently displayed at the main entrance, security cabin, factory manager's office, and all shift supervisors' stations:

Agency	Contact Details
Darbhanga Fire Station	101 / Local number [TO BE FILLED]
Police Emergency	100 / Local Bela Police Station: [TO BE FILLED]
Darbhanga Medical College & Hospital	0621-222XXXX [TO BE FILLED]
Nearest Private Hospital	[TO BE FILLED]
BSEB Electrical Emergency	[TO BE FILLED]
Factory Manager (24x7)	Anand Kumar Mahansaria: [Mobile Number – TO BE FILLED]
MD / Emergency Escalation	Ashok Kumar Mahansaria: [Mobile Number – TO BE FILLED]
Pollution Control Board	Bihar State Pollution Control Board: [TO BE FILLED]

9. Post-Emergency Actions

- After any fire or major emergency, no operations shall resume in the affected area until a safety inspection is completed and clearance is given in writing by the Factory Manager.
- A Post-Incident Investigation Report shall be completed within 72 hours of the event.
- The Factory Manager shall file all statutory notices (Section 88 of Factories Act, BSPCB as applicable) within the prescribed timelines.
- Insurance claim documentation shall be initiated immediately by the CFO.
- Lessons learnt shall be communicated to all workers within 7 days of the incident.

10. Training

- All employees shall receive fire safety awareness training at induction (minimum 2 hours) and annually thereafter.
- Fire Fighting Team members shall receive hands-on extinguisher and fire hose training annually from a certified fire safety trainer.
- First Aid Team members shall hold a valid First Aid certificate (St. John Ambulance or equivalent).

11. Compliance & Enforcement

Failure to comply with fire safety requirements — including blocking fire exits, tampering with firefighting equipment, or failure to report fire incidents — shall be treated as gross misconduct and may result in immediate suspension or termination of employment / contract.

12. Review

This Policy shall be reviewed annually and after every fire incident or near-miss. The Factory Manager shall prepare and present a Fire Safety Status Report to the MD every quarter.

13. Policy Adoption

Authorised Signatory Ashok Kumar Mahansaria Managing Director Ashoka Cattle & Poultry Feeds Limited	Date of Adoption [Date] Effective Date: 01 April 2025
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PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Policy Number	ACPFL-PPE
Version	1.0
Effective Date	01 April 2025
Review Date	31 March 2028
Approved By	Ashok Kumar Mahansaria, Managing Director
Policy Owner	Anand Kumar Mahansaria, Factory & Production Manager
Applicable To	All employees, contract workers and third-party contractors
Legislation Ref.	Factories Act 1948 (Sec. 14, 35); OSH Code 2020; BIS Standards (IS:4501, IS:2925, IS:1651, IS:6994, IS:9167, IS:8520, IS:15258)

1. Purpose

Personal Protective Equipment (PPE) is the last line of defence in the hierarchy of risk controls. This Policy establishes mandatory requirements for the selection, procurement, issuance, use, maintenance, and disposal of PPE for all workers at the Company's factory and farming operations, ensuring compliance with the Factories Act, 1948 and applicable BIS/IS standards.

2. Principles

- PPE shall never be treated as a substitute for engineering controls, process modifications or administrative measures.
- The Company shall provide all mandatory PPE to workers free of cost. No deduction from wages for PPE shall be made.
- PPE shall comply with applicable BIS (Bureau of Indian Standards) specifications and shall be procured only from authorised suppliers.
- Wearing of prescribed PPE in designated zones is mandatory and non-negotiable.

3. PPE Zones and Mandatory Equipment

The following PPE matrix defines mandatory and recommended PPE for each work area:

Work Area / Task	Head Protection	Respiratory PPE	Eye / Face	Foot / Hand / Body
Grinding / Milling Area	Safety Helmet IS:2925	FFP2 Dust Mask IS:9473	Safety Goggles IS:5983	Safety Shoes IS:15298, Gloves, Coverall
Mixing / Batching Plant	Safety Helmet	FFP2 Dust Mask	Safety Goggles	Safety Shoes, Gloves, Apron
Pelletisation / Steam	Safety Helmet	FFP2 Dust Mask	Face Shield IS:8521	Safety Shoes, Heat- resist. Gloves
Chemical Handling / Additives	Safety Helmet	Full Face Respirator	Chemical Goggles	Safety Shoes, Chemical Gloves IS:6994, Chemical Apron

Work Area / Task	Head Protection	Respiratory PPE	Eye / Face	Foot / Hand / Body
Warehouse / Loading	Safety Helmet IS:2925	Dust Mask FFP1	Safety Goggles	Safety Shoes, Leather Gloves
Electrical / Maintenance	Safety Helmet (insulated)	As required	Face Shield	Insulated Gloves IS:4501, Safety Shoes (ESD)
Boiler Room / Steam Lines	Safety Helmet	Heat Mask if reqd.	Face Shield	Heat-resistant Gloves, Safety Shoes
Broiler Farming Sheds	Cap / Hair Net	Surgical Mask / FFP1	Splash Goggles	Gumboots, Coverall, Gloves — Biosecurity
Welding / Hot Work	Welding Helmet IS:1179	Welding Fume Resp.	Integrated in Helmet	Leather Gloves, Safety Shoes, Welding Apron
Working at Height (>2m)	Safety Helmet + Chin Strap	As required	As required	Full Body Harness IS:3521, Safety Shoes

4. PPE Procurement & Standards

- All PPE shall conform to the applicable BIS/IS Standards as listed in Section 3 above.
- PPE shall be procured only from BIS-licensed manufacturers or reputable brands with valid test certificates.
- The Factory Manager shall maintain an approved vendor list for PPE procurement.
- Counterfeit, uncertified, or substandard PPE shall not be accepted and shall be returned to the supplier.

5. PPE Issuance & Records

- PPE shall be issued to each worker upon joining and recorded in the PPE Issuance Register (name, date, type, size, quantity, acknowledgement signature).
- Every worker shall sign an acknowledgement confirming receipt, understanding of usage, and responsibility for care of PPE.
- Contract workers and third-party contractors shall be issued PPE by their respective contractors; the Company shall verify compliance at the site entry point.
- PPE Issuance Registers shall be made available for inspection by the Factories Inspector on demand.

6. PPE Usage Rules

- Entry to designated PPE mandatory zones without prescribed PPE is strictly prohibited.
- PPE shall be worn correctly at all times in designated areas — not hanging around the neck, not on the forehead, not partially worn.
- Workers shall not share PPE (especially respiratory protection and hearing protection) for hygiene reasons.
- Workers shall inspect their PPE before each use and report any damage, wear, or defect to their Supervisor immediately.
- Damaged or defective PPE shall be replaced immediately without any cost to the worker.
- Visitors and contractors entering work areas shall be issued appropriate PPE at the main gate.

7. PPE Maintenance & Replacement

- Reusable PPE (helmets, goggles, harnesses, gloves) shall be cleaned and stored in designated PPE storage lockers/cabinets, away from sunlight, heat, and chemicals.
- PPE shall be replaced at the end of its service life as specified by the manufacturer, or earlier if damaged.
- Safety helmets shall be replaced every 3 years from date of manufacture or immediately after any impact.
- Full body harnesses shall be inspected before each use and replaced every 5 years or after any fall arrest event.
- Filter cartridges for respirators shall be replaced per manufacturer's guidance or when resistance increases noticeably.

8. PPE for Visitors and Contractors

- All visitors entering the production floor shall be issued hard hat, safety shoes/shoe covers, dust mask, and high-visibility vest at the security gate.
- Contractors shall be required to bring their own PPE complying with Company standards; this shall be verified by the Shift Supervisor before work commences.
- Contractor compliance with PPE requirements shall be a condition in all contractor agreements.

9. PPE Training

- PPE training shall form part of mandatory induction for all new employees and contract workers.
- Training shall cover: purpose and limitation of each PPE type, correct donning/doffing procedures, storage and care, reporting defects, and consequences of non-use.
- Refresher PPE training shall be conducted annually and whenever new PPE types are introduced.

10. Compliance & Enforcement

Non-compliance with PPE requirements shall attract the following disciplinary actions:

Offence Level	Consequence
First Offence	Verbal warning by Supervisor and compulsory re-training within 3 days.
Second Offence	Written warning, entry in service record, and mandatory re-training.
Third Offence	Show-cause notice; disciplinary action up to and including suspension.
Wilful Disregard creating risk to others	Immediate suspension pending disciplinary enquiry; may result in termination.

Supervisors who knowingly permit workers to operate without prescribed PPE shall also be subject to disciplinary action.

11. Review

The PPE matrix and policy shall be reviewed annually and whenever a new process, chemical, or hazard is introduced. The Factory Manager shall conduct a PPE audit once every six months and present findings to the MD.

12. Policy Adoption

Authorised Signatory Ashok Kumar Mahansaria Managing Director Ashoka Cattle & Poultry Feeds Limited	Date of Adoption [Date] Effective Date: 01 April 2025
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STANDARD OPERATING PROCEDURES (SOPs) POLICY

Policy Number	ACPFL-SOP
Version	1.0
Effective Date	01 April 2025
Review Date	31 March 2028
Approved By	Ashok Kumar Mahansaria, Managing Director
Policy Owner	Anand Kumar Mahansaria, Factory & Production Manager
Applicable To	All operational departments — Production, Quality, Maintenance, Warehouse, and Broiler Farming
Legislation Ref.	Factories Act 1948; Food Safety and Standards Act 2006 (FSSAI); Prevention of Food Adulteration Act; BIS/Agmark Standards for Animal Feeds

1. Purpose

Standard Operating Procedures (SOPs) are detailed, written instructions that describe how a specific task or process is to be performed safely, consistently, and in compliance with quality and regulatory requirements. This Policy establishes the governance framework for the creation, approval, distribution, implementation, training, revision, and retirement of all SOPs across Ashoka Cattle & Poultry Feeds Limited's manufacturing and farming operations. SOPs are a non-negotiable operational discipline that eliminates variability, prevents accidents, ensures product quality, and creates an auditable record of how the Company operates.

2. Scope

This Policy governs all SOPs for the following operational areas:

- Feed Manufacturing: Raw material receiving and testing, batching, grinding, mixing, steam conditioning, pelletisation, cooling, screening, packaging and dispatch.
- Quality Assurance: Incoming raw material inspection, in-process quality checks, finished product release, and laboratory testing procedures.
- Warehouse & Stores: Inward receipt, storage, stock rotation (FIFO/FEFO), pest control, and dispatch.
- Maintenance & Engineering: Preventive maintenance, breakdown maintenance, LOTO, and calibration of weighing and measuring instruments.
- Broiler Farming: Chick placement, vaccination, feeding schedule, biosecurity, litter management, bird health monitoring, thinning, and final harvest.
- Safety & Emergency: Confined space entry, hot work, working at height, and emergency response.
- Administration: Contractor management, visitor entry, shift handover.

3. SOP Format & Structure

All SOPs shall follow the standard Company format containing the following sections:

Section	Content Required
Header Block	SOP Number, Title, Department, Version, Effective Date, Approval signatures (Author, Reviewer, Approver)
1. Purpose	What the SOP achieves; why it is needed.
2. Scope	Areas, processes, and persons to whom the SOP applies.
3. Definitions	Technical terms, abbreviations used in the SOP.
4. Materials / Equipment	Tools, equipment, chemicals, forms required.
5. Safety Precautions	PPE required, hazards to be aware of before starting the task.
6. Procedure (Step-by-step)	Sequential, numbered steps. Simple language. Use of diagrams/photos encouraged.
7. Records to be Maintained	Which forms/registers to fill, where to file, retention period.
8. Deviations / Non-conformances	What to do if the standard cannot be followed; who to notify.
9. References	Related policies, SOPs, regulations, drawings, equipment manuals.
10. Revision History	Version, Date, Summary of changes, Changed by.

SOPs shall be written in clear, simple Hindi and/or English (bilingual where workers may not be fluent in English), using active voice, numbered steps, and visual aids (photographs, diagrams, flow charts) where possible.

4. SOP Numbering System

Each SOP shall be assigned a unique number following the format: ACPFL – [DEPT CODE] – [SEQUENTIAL NUMBER]

Department Codes:

Department Code	Department / Area
PRD	Production / Manufacturing
QA	Quality Assurance
MNT	Maintenance & Engineering
WHS	Warehouse & Stores
FRM	Broiler Farming
SAF	Safety & Emergency
ADM	Administration / HR

5. SOP Development & Approval

The following process governs SOP creation:

Step	Action & Responsibility
Initiation	Factory Manager or Department Head identifies need for new SOP or revision of existing SOP.

Step	Action & Responsibility
Drafting	SOP is drafted by the subject-matter expert / supervisor responsible for the process. Author's name and date to be recorded.
Review	Draft SOP is reviewed by the Factory Manager and, where applicable, QA Manager and Safety Officer. Reviewer records comments and signs the review section.
Trial Run	For new SOPs, a controlled trial is performed on the shop floor and worker feedback is incorporated.
Approval	Factory Manager gives final approval for departmental SOPs. SOPs with cross-functional impact are approved by the MD.
Distribution	Approved SOPs are printed, stamped 'CONTROLLED COPY', distributed to relevant areas, and the Master SOP Register is updated.
Training	All personnel affected by the SOP are trained before the SOP comes into effect. Training attendance is recorded.

6. SOP Document Control

- A Master SOP Register shall be maintained by the Factory Manager listing all active SOPs with their numbers, titles, versions, effective dates, and approval status.
- Only the latest approved version of an SOP shall be in use at any workstation. Superseded versions shall be immediately withdrawn, stamped 'OBSOLETE', and removed from work areas.
- Photocopies of SOPs marked 'UNCONTROLLED COPY' shall not be used as reference documents for operations.
- The original approved hard copy of each SOP shall be kept in the Master SOP File maintained by the Factory Manager. Digital copies shall be maintained in the Company's ERP system.
- SOPs shall be displayed (or made readily available) at the workstations where the relevant tasks are performed.

7. Critical SOPs — Minimum Required List

The following SOPs shall be developed, approved and implemented as a priority within 90 days of adoption of this Policy:

7.1 Production SOPs

- ACPFL-PRD-001: Raw Material Receiving, Sampling and Acceptance Procedure
- ACPFL-PRD-002: Weighing and Batching — Cattle Concentrate / Layer Feed / Broiler Feed
- ACPFL-PRD-003: Hammer Mill / Grinder Operation
- ACPFL-PRD-004: Ribbon/Paddle Mixer Operation and Cleaning
- ACPFL-PRD-005: Steam Conditioning and Pellet Mill Operation
- ACPFL-PRD-006: Pellet Cooler / Crumbler Operation
- ACPFL-PRD-007: Feed Packaging, Bag Sealing and Labelling
- ACPFL-PRD-008: Shift Changeover and Handover Procedure
- ACPFL-PRD-009: Equipment Startup and Shutdown Checklist
- ACPFL-PRD-010: Finished Goods Sampling and Release Procedure

7.2 Quality SOPs

- ACPFL-QA-001: Raw Material Inspection and Test Standards (Maize, Soya, DORB, Fish Meal, Additives)
- ACPFL-QA-002: In-Process Quality Monitoring (Moisture, Pellet Durability Index, Particle Size)
- ACPFL-QA-003: Finished Product Release Criteria and Certificate of Analysis
- ACPFL-QA-004: Customer Complaint Handling
- ACPFL-QA-005: Non-Conforming Material Quarantine and Disposal

7.3 Maintenance SOPs

- ACPFL-MNT-001: Lockout-Tagout (LOTO) Procedure
- ACPFL-MNT-002: Preventive Maintenance Scheduling and Execution
- ACPFL-MNT-003: Weighbridge and Weighing Scale Calibration
- ACPFL-MNT-004: Boiler Operation, Inspection and Maintenance

7.4 Warehouse SOPs

- ACPFL-WHS-001: Raw Material Storage and FIFO Rotation
- ACPFL-WHS-002: Finished Goods Loading and Dispatch
- ACPFL-WHS-003: Pest Control and Fumigation Procedure

7.5 Safety SOPs

- ACPFL-SAF-001: Confined Space Entry Permit Procedure
- ACPFL-SAF-002: Hot Work Permit Procedure
- ACPFL-SAF-003: Working at Height Safety Procedure
- ACPFL-SAF-004: Emergency Evacuation Procedure
- ACPFL-SAF-005: Chemical Spill Response Procedure

7.6 Broiler Farming SOPs

- ACPFL-FRM-001: House Preparation and Biosecurity Protocol
- ACPFL-FRM-002: Chick Placement Procedure
- ACPFL-FRM-003: Vaccination and Medication Programme
- ACPFL-FRM-004: Feed and Water Management
- ACPFL-FRM-005: Bird Health Monitoring and Mortality Management
- ACPFL-FRM-006: Catch, Crate and Transport for Harvest

8. SOP Training & Competency

- No worker shall perform a task governed by an SOP without receiving documented training on that SOP.
- Training shall consist of: (a) reading / explaining the SOP, (b) demonstration by trainer, (c) supervised practice by the worker, and (d) competency sign-off by the Supervisor.
- Retraining shall be mandatory when: an SOP is revised, a worker returns after an absence of more than 30 days, following a process-related accident or quality failure.
- Training records shall be maintained in the SOP Training Register, cross-referenced with each worker's personal file.

9. SOP Review & Revision

- All SOPs shall be reviewed at least annually by the Factory Manager and relevant Department Head.
- Immediate revision shall be triggered by: process change, equipment change, regulatory update, quality failure, accident or near-miss related to the procedure, or customer feedback indicating process inadequacy.

- Each revision shall increment the version number (V1.0, V1.1, V2.0) and the revision history section shall record what changed, why, and who approved the change.

10. Consequences of SOP Non-Compliance

- Deviation from a critical SOP (quality or safety-related) shall be documented on a Deviation Report form and submitted to the Factory Manager within 24 hours.
- Unexplained or unauthorised deviation shall be treated as a disciplinary matter.
- Recurring deviations shall trigger an investigation into whether the SOP itself needs revision or whether additional training is required.

11. Review of This Policy

This Policy shall be reviewed annually. The Master SOP Register shall be maintained as a living document and updated continuously as operations evolve.

12. Policy Adoption

Authorised Signatory Ashok Kumar Mahansaria Managing Director Ashoka Cattle & Poultry Feeds Limited	Date of Adoption [Date] Effective Date: 01 April 2025
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EQUIPMENT OPERATION & MAINTENANCE POLICY

Policy Number	ACPFL-EOM
Version	1.0
Effective Date	01 April 2025
Review Date	31 March 2028
Approved By	Ashok Kumar Mahansaria, Managing Director
Policy Owner	Anand Kumar Mahansaria, Factory & Production Manager
Applicable To	All production, maintenance, and warehouse staff operating or maintaining any Company equipment
Legislation Ref.	Factories Act 1948 (Sec. 21-27, 31); Indian Boilers Act 1923; Indian Electricity Rules 1956; Static and Mobile Pressure Vessels Rules 2016; Legal Metrology Act 2009 (weighing equipment)

1. Purpose

Equipment represents the most significant capital investment of Ashoka Cattle & Poultry Feeds Limited. Proper operation and systematic maintenance of all machinery, plant, and ancillary equipment is essential for (a) ensuring continuous, reliable production, (b) maintaining product quality and FSSAI compliance, (c) preventing workplace accidents arising from equipment failure or misuse, and (d) maximising the productive life of assets. This Policy establishes mandatory standards for the operation, inspection, preventive maintenance, breakdown management, calibration, and safe decommissioning of all equipment at the Darbhanga factory.

2. Scope

This Policy applies to all equipment, machinery, plant, and infrastructure at the factory, including but not limited to:

Category	Examples
Feed Processing Equipment	Hammer mills, ribbon/paddle mixers, pellet mills, steam conditioners, pellet coolers, crumblers, rotary screeners, bucket elevators, belt and screw conveyors.
Size Reduction Equipment	Grinders, crushers, roller mills.
Weighing & Batching Systems	Weighbridges, platform scales, auto-batching systems, load cells.
Utilities & Services	Boilers, compressors, generators (DG sets), HVAC systems, water pumps.
Material Handling Equipment	Forklifts, pallet trucks, trolleys, loading dock equipment.
Electrical Systems	HT/LT transformers, distribution boards, motors, control panels.
Packaging Equipment	Bag filling machines, stitching / sealing machines.
Broiler Farm Equipment	Feeding systems (pan feeders), drinkers (nipple lines), exhaust fans, pad cooling systems, heating systems (brooders), litter spreaders.

Category	Examples
Safety Systems	Fire alarm panels, fire suppression systems, emergency lighting.

3. Operator Qualification & Authorisation

- Only trained and authorised workers shall operate any equipment. A list of authorised operators for each machine shall be maintained in the Equipment Operator Register by the Factory Manager.
- Training for equipment operation shall include: theory of operation, pre-start checklist, normal operation, shutdown procedure, emergency stop, common faults, and safety precautions (PPE, guarding).
- Statutory equipment (boilers, pressure vessels, lifting equipment) shall be operated only by workers holding valid certificates of competency as required under the Indian Boilers Act, 1923 or other applicable regulations.
- Operators shall not leave operating equipment unattended for extended periods without handing over to another authorised operator.
- Unauthorised persons (including supervisors not trained on a specific machine) shall not operate any equipment under any circumstance.

4. Pre-Operation Checks (Equipment Startup)

Before starting any equipment, the operator shall complete the relevant Pre-Start Inspection Checklist (available at each machine / in the relevant Production SOP). Key pre-start checks shall include:

- All guards and safety covers are in place and secured.
- The area around the machine is clean, clear of obstruction and foreign objects.
- Lubrication levels (oil, grease) are at correct levels.
- Belt tensions, chain alignments, and fasteners are correct.
- All isolation / lockout points from previous maintenance are removed (by the maintenance team — not the operator).
- Emergency stop buttons are functional (test before starting the first shift of the day).
- No loose items, tools or materials are left on or inside the machine.
- Correct raw material / feed formula parameters are loaded (for automated batching / pellet mills).

Completed Pre-Start Checklists shall be signed by the operator and retained in the machine logbook.

5. Preventive Maintenance (PM) Programme

5.1 PM Schedule

The Factory Manager shall prepare and maintain a Rolling Annual Preventive Maintenance Schedule covering all equipment. PM activities shall be categorised as:

Frequency	Typical PM Tasks
Daily (by Operator)	Lubrication check, visual inspection for unusual noise/vibration/heat, belt tension check, cleaning, pre-start checklist.
Weekly (by Operator + Maint.)	Full inspection of guards, belt condition, chain wear, motor temperatures, electrical connections, bolt torque checks.
Monthly (by Maintenance Team)	Filter cleaning/replacement, bearing inspection, alignment check, greasing of all bearing points, oil change (where applicable), electrical panel inspection.

Frequency	Typical PM Tasks
Quarterly	In-depth inspection of wear parts (die, rollers in pellet mill; hammers in hammer mill), vibration analysis, motor winding resistance test.
Annual / Bi-Annual	Major overhaul, replacement of high-wear components (bearings, seals, belts, paddles), boiler inspection and certification, DG set overhaul, weighbridge calibration.

5.2 PM Records

- All PM activities shall be recorded in the Machine Maintenance Logbook at each machine and in the centralised Maintenance Register.
- PM completion shall be verified and signed off by the Factory Manager.
- PM status shall be reviewed in the weekly production meeting.
- Any PM task found overdue (by more than 7 days) without written justification shall be flagged as a compliance breach.

6. Breakdown Maintenance & Repair

- Equipment breakdown shall be reported immediately by the operator to the Shift Supervisor, who shall record the breakdown in the Machine Breakdown Log (machine, time, symptoms, affected production).
- The Maintenance Team shall respond to critical machine breakdowns within 1 hour during regular shifts and within 2 hours during night shifts.
- Before any maintenance or repair work commences on any powered equipment, Lockout-Tagout (LOTO) procedures as per ACPFL-MNT-001 shall be strictly followed. The machine shall remain isolated until the maintenance team formally releases it.
- Repairs shall be performed using original or OEM-equivalent spare parts. Use of substandard or improvised parts is prohibited.
- Post-repair, the maintenance technician shall complete a Maintenance Job Card recording: cause of breakdown, work done, parts replaced, time taken, and any observations for future PM.
- The machine shall be test-run under supervision before being returned to production.

7. Critical Safety Requirements for Equipment

7.1 Machine Guarding

- All transmission parts (belts, pulleys, chains, sprockets, exposed shafts, couplings) shall have adequate fixed or interlocked guards as required under Section 21 of the Factories Act, 1948.
- Guards shall not be removed for any reason except during authorised maintenance with LOTO in place.
- Any equipment found operating without proper guarding shall be shut down immediately by the Shift Supervisor until guarding is reinstated.

7.2 Lockout-Tagout (LOTO)

- LOTO shall be applied to ALL energy sources (electrical, pneumatic, hydraulic, steam) before maintenance, cleaning, adjustment, or unjamming of any equipment.
- Each maintenance technician shall use a personal padlock for LOTO. The key shall remain with the technician until they personally remove their lock.
- Removal of another person's lock is strictly prohibited.

7.3 Boilers & Pressure Vessels

- All boilers shall be registered under the Indian Boilers Act, 1923 and inspected by the Boiler Inspector before commissioning and at intervals prescribed by the Act.
- The valid boiler certificate shall be displayed prominently at the boiler house.
- Daily boiler log (steam pressure, water level, fuel consumption, safety valve test) shall be maintained by the certified boiler operator.
- Safety valves, pressure gauges, and water level gauges shall be tested monthly and records maintained.

7.4 Lifting Equipment

- Any lifting equipment (hoists, chain pulley blocks, EOT cranes, if used) shall be tested and certified as per the Factories Act requirements.
- Safe Working Load (SWL) markings shall be clearly displayed on all lifting equipment.
- No lifting equipment shall be used beyond its SWL under any circumstances.

7.5 DG Sets & Electrical Equipment

- DG sets shall have proper earthing, exhaust venting, and acoustic enclosure. Adequate ventilation shall be provided to prevent CO accumulation.
- No fuel shall be filled in the DG set while it is running.
- Annual electrical installation testing and thermographic survey of electrical panels shall be conducted by a licensed electrical contractor.

8. Calibration of Measuring Instruments

Accurate measurement is critical to product quality and regulatory compliance (Legal Metrology Act, 2009). The following calibration programme shall be implemented:

Instrument	Calibration Frequency / Standard
Weighbridge (main)	6-monthly by a NABL-accredited laboratory / Legal Metrology Dept.
Platform scales / bag weighers	Quarterly by Legal Metrology Dept.
Auto-batching load cells	Monthly internal check; 6-monthly external calibration.
Thermometers (pellet temp.)	Quarterly by external agency.
Moisture meters	Monthly verification against reference samples.
Pressure gauges (boiler)	6-monthly by Boiler Inspector.
Laboratory analytical instruments	Per laboratory SOP ACPFL-QA-001 to QA-003.

- Calibration records shall be maintained in the Calibration Register and calibration stickers (valid from / valid to) affixed to each instrument.
- Out-of-calibration instruments shall be immediately tagged 'OUT OF SERVICE' and removed from use until recalibrated.

9. Spare Parts Management

- A list of critical spare parts for all key equipment shall be maintained by the Factory Manager (as an annexure to this Policy).
- Minimum stock levels of critical spares shall be defined and replenishment triggered when stock falls below the minimum.

- Spare parts shall be stored in a designated, clean, labelled spare parts store with access restricted to the maintenance team.
- All spare parts issuances shall be recorded in the Spare Parts Issue Register.

10. Equipment Handover (Shift Changeover)

- At every shift changeover, the outgoing operator shall conduct a verbal and written handover to the incoming operator covering: current equipment status, any ongoing issues, PM tasks due, and any safety concerns.
- The Shift Handover Log shall be signed by both outgoing and incoming operators and countersigned by the Shift Supervisor.
- Any unresolved equipment issue shall be escalated to the Factory Manager and not merely 'handed over'.

11. Equipment Modification & Capital Changes

- No modification, addition, or alteration to any factory equipment or infrastructure shall be carried out without written approval from the Factory Manager, and in the case of major modifications, from the MD.
- All modifications shall be assessed for safety implications (Management of Change) before implementation.
- Post-modification, the relevant SOP, HIRA, and maintenance checklist shall be updated.

12. Decommissioning & Disposal

- Equipment to be decommissioned shall be isolated, de-energised, cleaned, and clearly labelled 'DECOMMISSIONED — DO NOT USE' before removal.
- Disposal of waste oil, lubricants, refrigerants, and electrical components shall comply with the Hazardous Waste Rules, 2016 and shall be done through authorised recyclers.
- Disposal of electrical and electronic waste shall comply with the E-Waste (Management) Rules, 2022.

13. Compliance & Enforcement

- Operating equipment without authorisation, bypassing safety guards, removing LOTO without authority, or negligent maintenance shall be treated as gross misconduct.
- The Factory Manager shall conduct a monthly equipment audit and present findings at the monthly management meeting.
- Any equipment-related accident shall trigger a full investigation as per the OHS Policy (ACPFL-OHS-001).

14. Review

This Policy and associated equipment inventory shall be reviewed annually. The Factory Manager shall present an Equipment Health Report to the MD every six months, covering PM compliance rate, breakdown frequency, calibration status, and major maintenance expenditure.

15. Policy Adoption

Authorised Signatory Ashok Kumar Mahansaria Managing Director	Date of Adoption [Date]
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Ashoka Cattle & Poultry Feeds Limited

Effective Date:
01 April 2025