


वेस्टर्न कोलफील्ड्स लिमिटेड (एक मिनिरत्न कंपनी) (भारत सरकार का उपक्रम) (कोल इंडिया लिमिटेड की एक सहायक कंपनी)		Western Coalfields Ltd. (A Miniratna Company) (A Govt. Of India Enterprise) (A Subsidiary of Coal India Limited) Office of the General Manager (E&T)-HOD
Regd. Office.: Coal Estate, Civil Lines, Nagpur - 440 001.	Tele Fax No – 0712-2510825	
Ref. No: NGP:WCLHQ:GM(E&T):2021: 60	Date: 26.04.2021	

**To**

**The Area General Manager,  
WCL All Areas.**

Sub : SOP for Rail/Road Weighbridges limited to the extent of maintenance and operation including log registers.

Ref : Letter no. CIL/E&T/IT Initiatives/2021/753 dt. 22/04/2021

Dear Sir,

This has reference to the above cited letter no. CIL/E&T/IT Initiatives/2021/753 dt. 22/04/2021(copy enclosed) wherein the Standard Operating Procedure (SOP) duly approved by Director (Technical), CIL is furnished on Rail/Road Weighbridges limited to the extent of maintenance and operation including log registers.

It is therefore requested to kindly take necessary action on the Standard Operating Procedure (SOP) and all the concerned shall be made aware of the responsibility as per SOP for strict compliance and implementation at the Areas.

Encl: a/a

**Yours faithfully,**



**General Manager (E&T)-HOD**

Copy to:

1. GM(CA)/TS to CMD, WCL.
2. GM(Vig.),WCL
3. TS to DT(P&P)/DT(O),WCL.

कोल इण्डिया लिमिटेड  
(भारत सरकार का उपक्रम)

**COAL INDIA LIMITED**  
(A Govt. of India Enterprise)  
कोल भवन "COAL BHAWAN"

PREMISES NO: 04, MAR, PLOT NO: AF-III  
ACTION AREA-1A, NEW TOWN, RAJHARHAT  
KOLKATA-700156 (WB)

(An ISO 9001:2015 ISO 14001:2015 & ISO 50001:2011 Certified Company)  
CIL West Bengal GSTIN: 19AABCC3929J1ZH



E & T DEPARTMENT

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Ref: CIL/E&T/IT Initiatives/2021/753

Dated 22.04.2021

To,

D(T/OP), BCCL/CCL/ECL/MCL/NCL/SECL/WCL  
D(T/P&P), BCCL/CCL/ECL/MCL/NCL/SECL/WCL  
D(T/P&D)/ D(T/RD&T)/ D(T/CRD) CMPDIL  
GM(NEC)

**Sub: SOP for Rail/Road Weighbridges limited to the extent of maintenance and operation including log registers**

Dear Sir,

SOP for Rail/Road Weighbridges limited to the extent of maintenance and operation including log registers is attached herewith at Annexure- I for further needful.

This issues with the approval of Director (Technical), CIL.

Encl: As Above

Yours Faithfully,

22/04/21  
CM(E&T)/HOD CIL

Distribution:-

- I) Director(T), CIL- for kind information
- II) ED(Co-ordination), CIL / ED(E&E), CIL- for kind information
- III) GM(Vigilance), CIL - for kind information
- IV) GM(E&M)/HOD(E&M), BCCL/CCL/ CMPDIL /ECL/MCL/NCL/SECL/WCL
- V) GM(E&T)/HOD(E&T), BCCL/CCL/ CMPDIL /ECL/MCL/NCL/SECL/WCL
- VI) GM(ICT) CMPDIL

## SOP for Weighbridge Operation

<b>1. Ambience and Instrumentation</b>		
<b>S.No.</b>	<b>Ambience and Instrumentation</b>	<b>Action</b>
01.	Proper arrangement like Double door entry and window gasket may be in place to ensure dust proof environment inside the weighbridge cabin. Dust entry effects the normal functioning of sensitive weighbridge instrumentation like Digitizer and PC/ Peripherals including the Hard Disk of PC which may lead to loss of stored data and functioning of weighbridge operation.	Colliery/Sub-Area/Area./Company HQ
02.	Drivers of Tippers/Outsiders should not be allowed to enter weigh cabin, weighment printout should be handed over to them by the weighbridge clerk through the mini window opening provided in the weigh cabin.	Colliery Management-Nodal Officer Weighbridge
03.	An electronic Rail/Road Weighbridge shall be considered as functional only when it is functioning with all its peripheral and instrumentation upto printout level. Accordingly penalty may also be realized form the Maintenance AMC holders bill.	Nodal Officer Weighbridge(colliery/ Area)
04.	All the Earth Pits of the weighbridges should be regularly checked and maintained through proper watering to ensure that the earth resistance remains below 01 Ohm limit for safety and normal functioning of weighbridge instrumentation.	Nodal Officer Weighbridge-colliery
05.	It may be ensured that Lightning Arrestors are provided on the Mains power supply line leading to feed power to the weighbridge cabin.	Nodal Officer Weighbridge-colliery
06.	Regular functioning of Air conditioner in the weigh cabin must be ensured. Air conditioners provided inside the weighbridges should be placed under AMC for prompt maintenance and smooth operation.	Manager/Sub-Area Manager
07.	PVC Anti-static matting may be provided on the floor of the weigh cabin to pave the way for easy cleaning and also to avoid electro static component damage.	Manager/Sub-Area Manager
08.	To ensure Mains power conditioning as well as uninterrupted operation during Mains power failure, it is essential that sufficient Battery backup is made available with the Weighbridge UPS for a minimum period of 02 hours back-up. Provision of UPS under AMC is mandatory to ensure uninterrupted functioning of weighbridge operation and also to avoid damage to the weighbridge instrumentation and PC caused by uncontrolled switching off in event of a power failure.	Nodal Officer Weighbridge(colliery/ Area)
09.	In order to ensure correct weighment, entire area beneath the Weighbridge platform, around the load-cells, and load cell cable joints should be cleaned regularly. It has been observed that heavy amount of mud with coal dust gets deposited on the load cell joints and affects its sensitivity adversely. As such proper cleaning is of utmost importance.	Nodal Officer Weighbridge(colliery/ Area)

10.	The weighbridge should be located fairly away from coal stock position to avoid the chance of theft and pilferage of coal.	Manager/Sub-Area Manager of Colliery
11.	One officer of concerned technical Dept. may be designated as nodal-officer weighbridge at colliery level and a senior officer should be designated as nodal officer weighbridge at Area level. Similarly at subsidiary level also one senior executive should be designated as nodal officer weighbridge for ensuring proper operation and upkeep of the weighbridge in the Company .who will be reporting to the concerned heads of unit like Manager/Sub Area Manager at Colliery /Sub area level and GM/GM Operations at the Area level.	Area General Manager/ Sub-Area Manager/ Colliery- Manager-

## 2. Operation and Maintenance

01	It should be ensured that no Truck/Tipper tress passes through the weighbridge platform in absence of a side road. A side road parallel to the weighbridge may be provided to avoid platform being used as a bridge which damages the platform sensitivity and also results in structural damage to the platform by such trespassing tippers.	Manager/Sub-Area Manager of Colliery
02	Periodical calibration preferably once in three months (Quarterly) of all the operational weighbridges installed in the Area should be done by testing the same with standard test weight at least 25% of ultimate capacity of the Weighbridge. Example, 10 Tonne standard test weight will be required for testing a 40 Tonne Weighbridge. The above exercise should be done through the AMC holder of Rail/Road weighbridge of the respective Weighbridge. In event of any calibration or correction, the weights and measures Dept. may be requested to get the stamping done with the help of AMC holder	Nodal Officer Weighbridge (Colliery/Area)  Manager/Sub Area Manager of the colliery
03.	Provision should be made while finalizing the Coal Transport contract for internal Coal Transportation so that the truck pressed into service by the contractor has arrangements like displaying of truck numbers legibly in the Front and rear side besides on both the sides of the body with name of Transporter should also be written with contact number.	Manager/Sub-Area Manager/Nodal Officer of Weighbridge (Colliery/Area)
04.	Tare weight of each truck should be recorded on the weighbridge on daily basis and that too should be entered into the Tare weight register.	Manager/Sub-Area Manager/Nodal Officer of Weighbridge (Colliery)
05.	Display of Telephone numbers of Siding in-charge, Colliery Manager, Nodal-Officer /Engineer I/C of WB, Security Officer/In charge, Sub-Area Manager and AMC Contractor prominently at Weighbridges to be contacted in emergency.	Manager/Sub-Area Manager/Nodal Officer of Weighbridge (Colliery)

06.	Date-wise records pertaining to details of calibrations by Officials of weights and measure department of the state Government, maintenance/periodical servicing by AMC holder should be entered regularly in the prescribed registers duly countersigned by the Mine/Area level Nodal officers weighbridge.	Manager/Sub-Area Manager/Nodal Officer of Weighbridge (Colliery/Area)
07.	Details of breakdowns and rectification thereof should be recorded in the prescribed register to be kept in the weighbridge cabin and the same should be duly checked every day by the Colliery Nodal Officer and	Manager/Sub-Area Manager/Nodal Officer of Weighbridge (Colliery)
08.	Periodical inspections of weighbridge system shall be ensured at least Weekly by the Colliery Nodal officer and Monthly by the Area Nodal Officer (weighbridge) should be done and recorded in the weighbridge cabin	Colliery Nodal officer and Area Nodal Officer (weighbridge)
09.	All prescribed Register containing relevant information viz. date of fault recorded and rectification done by the authorized AMC service engineer and duly countersigned by Colliery & Area Nodal officers of Weighbridge should be kept in the weighbridge cabin open for inspection.	Nodal officers of Weighbridge (Colliery/Area)
10.	Standard test weight equal to at least 25% of capacity of the Weighbridge should be maintained centrally at convenient locations in the Area so that once in a quarter, verification of the Weighbridge accuracy is physically done through standard test weight as prescribed by W&M Dept.	Manager/Sub-Area Manager/Nodal Officer of Weighbridge (Area)
11	Weighbridge must be operated by designated / authorized persons only no outsider should be allowed to have access to weighbridge instrumentation.	Nodal officers of Weighbridge (Colliery/Area)
12	All Statutory guidelines circulated time to time by W&M Dept should be displayed in the weighbridge cabin. List of allowed tippers should also be made available in weighbridge cabin in case of being used for internal transport of coal.	Nodal officers of Weighbridge (Colliery)
13	The WB operator should not be entrusted with other job e.g. Supervision of Wagon loading etc.	Nodal officers of Weighbridge (Colliery)
14	If any of the weighbridge component or the system gets defective and replaced., entry of all such replacement shall be duly recorded in weighbridge Maintenance Register by weighbridge AMC Holder duly certified by the concerned nodal Officer of weighbridge.	Manager/Sub-Area Manager/Nodal Officer of Weighbridge (Colliery)
15	All crucial In motion Rail weighbridge at sidings should be considered based on necessity to be provided with stand- by In motion rail weighbridge placed on the same track. This will ensure alternate weighment result in case of sudden failure during transaction in any of the two weighbridges.	Manager/Sub-Area Manager/Nodal Officer of Weighbridge (Colliery/Area)

### 3. Stamping and calibration

01	Mandatory record on day to day basis like Zero Setting Register, Break-down/Repair/Stamping Register, Tare-weight Record Register, allowable vehicle Register (Internal Coal Transport) in the weighbridge cabin should be maintained by the Weighbridge operator and the same should be kept always available in the weighbridge and the same should be made available at the time of inspection either by the Siding/In charge and Nodal Officer of Weighbridge of Colliery/Area	Siding/In charge and Nodal Officer of Weighbridge of Colliery/Area
02	Comprehensive AMC should be provided through Govt-Authorized service Agency to ensure Prompt onsite service support. Any major fault reported in the weighbridge should be attended within 24 Hrs and repaired within next 48 Hrs. AMC Holder shall be required restore the weighbridge in fully working order after any major Breakdown at site including arranging stamping from State Govt.' Weights and Measures Dept. as needed in the case.	Manager/Sub-Area Manager/Nodal Officer of Weighbridge (Colliery/Area)
03	Immediate action should be taken to ensure that the weighbridge PC along with weighment Software is functioning upto printer level. A weighbridge shall be considered as functional only when it is working with all its instrumentations, PC/Peripherals, software upto printout and Data connectivity level.	Manager/Sub-Area Manager/Nodal Officer of Weighbridge (Colliery)
04	Digitizer of the Weighbridge should be duly sealed at the time of stamping by Weights & Measures Dept. authority and the same should be kept intact. To ensure it should have one more level of seal duly signed by the Nodal Officer Weighbridge of concerned colliery, Colliery Manager and the Sub Area Manager of concerned subarea. Also the valid stamping certificate duly framed must be kept available in the Weighbridge cabin.	Manager/Sub-Area Manager/Nodal Officer of Weighbridge (Colliery/Area)
05	After every stamping the nodal officer Weighbridge shall ensure that stamp of the weights and measures Dept. is properly embossed/mentioned as per their extant rules.	Colliery Nodal Officer
06	The colliery nodal officer weighbridge shall be required to inspect the weighbridges under his jurisdiction regularly by inspecting the status of weighbridge as well as maintenance, stamping status, upkeepment of various log registers mentioned above weekly whereas the nodal officer weighbridge from Area shall be required to inspect the weighbridges under his jurisdiction at least once in a month. After every inspection the nodal officer shall record his comment on the weighbridge log register regarding status of compliance of SOP directives point wise which should be submitted to Area General Manager at the end of every month.	Colliery Nodal Officer Area nodal officer