

**S.O.P. FOR MOVEMENT OF THIRD-PARTY INSPECTION OFFICIALS DURING  
COVID-19 OUTBREAK**

1. **Preface:** As part of routine production process, Customers / Clients delegate Third-Party Inspectors / Inspection Officials (TPIs) for inspection of Work-in-Progress / Finished Goods to check their quality and other parameters in conformity with their requirements at the time of placing orders. Sometimes Third-Party Officials visit prior to placing orders as well for assessing quality of products, production capabilities, etc.
2. **Purpose:** The Purpose of this Standard Operating Procedure (S.O.P.) is to describe the generic procedures to be followed while managing movement of all Third-Party Inspection Officials & Service Engineers during COVID-19 outbreak. This shall help in ensuring safe interaction and movements within the premises for all the concerned stakeholders.
3. **Scope:** These Guidelines / Procedures shall be applicable to all Manufacturing Units and Offices of Jindal SAW Limited where TPIs / Service Engineers shall visit in connection with business requirement.
4. **Coverage:** This S.O.P. covers all visiting TPIs, Service Engineers and stakeholders dealing / interacting with them.
5. **Procedures to be followed for Movement of TPIs / Service Engineers: -**

**(a.) Appointment of TPIs**

As far as possible, all concerned stakeholders should ensure that the TPIs are appointed from Safe / Green Zones to limit the chances of any potential exposure. The same should be applicable for Service Engineers as well.

**(b.) Mandatory Thermal Screening & Sanitization**

Proper thermal screening of all TPIs / Service Engineers should be done, and they should be asked to sanitize themselves properly by washing their hands with soap and water as well as walking through the Sanitization Tunnel, wherever installed. In case of any suspicion, the designated / authorized persons in this regard should get them directed to OHC under supervision for further investigation. This screening and sanitization protocol should be followed on daily basis for the entire period of their stay.

**(c.) Mandatory Use of PPEs**

Mandatory use of PPEs should be adopted by all concerned while dealing with TPIs / Service Engineers. TPIs / Service Engineers should be provided with and mandated to wear facemasks during the entire period of their stay.

**(d.) Maintaining Adequate Social Distancing**

Adequate social distancing should be maintained by all concerned while dealing with TPIs / Service Engineers. Wherever possible, the interaction should be limited to the minimum number of personnel.

**(e.) Travel Details of TPIs / Service Engineers**

Travel details / history of TPIs / Service Engineers should be recorded in the form of “Self-Declaration” to assess probability of their exposure. Accordingly, an informed decision should be taken by the designated / authorized persons in this regard to let them in or direct them to OHC under supervision for further investigation.

**(f.) Restrictive Access to TPIs / Service Engineers**

Movement of TPIs / Service Engineers should be strictly restricted. Wherever possible, separate washrooms should be allocated for them. Similarly, they should have separate arrangement for taking meals. All the places where TPIs / Service Engineers have access should undergo more frequent sanitization. Under no circumstances, TPIs / Service Engineers should be left unmonitored or roam around out of their free will. All concerned personnel should be instructed accordingly. Mingling of employees with TPIs / Service Engineers during their Shop Floor visits should be strictly avoided.

**(g.) Stay Arrangement**

If required, initial stay arrangements of all TPIs / Service Engineers should preferably be made in nearby safe Hotels and booking of Company’s Guest-house should be strictly avoided. Once the TPIs / Service Engineers safely complete stay period of minimum 14 days in the Hotel without any symptoms of exposure, they may be shifted to the Company’s Guest-house.

**(h.) Vehicle Arrangement**

If required, a dedicated vehicle and Driver should be attached with TPIs / Service Engineers to limit the chances of any potential exposure. The vehicle should be routinely sanitized, and the Driver should also be screened regularly. PPEs should be mandatory for the Driver.

**(i.) Virtual Inspection**

Wherever feasible, concerned stakeholders should explore the option of virtual inspection prior to scheduling any physical inspection.

**(j.) General**

- While greeting each other, use “Namaste” instead of handshakes.
- Use of staircase for climbing should be encouraged
- Use of Arogya Setu App should be encouraged.

These Guidelines shall be in force until further advice in this regard.

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