



ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड
Oil and Natural Gas Corporation Limited

निगमित स्वास्थ्य, संरक्षा एवं पर्यावरण
तीसरी मंजिल, टॉवर- ए, दीनदयाल ऊर्जा भवन
5- नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070
Corporate Health, Safety and Environment
03rd Floor, Tower- A, Deendayal Urja Bhawan
5- Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
+91-11-26753148 | chse@ongc.co.in

IOM No. CHSE/Implementation/Stop Card/2022-23

Date: 06.07.2022

From: ED-Chief HSE

To:

Asset Managers: MH, N&H, B&S, EOA, HPHT, Assam, Tripura, Jorhat, CBM, Ahmedabad, Ankleshwar, Mehsana, Cambay, Rajahmundry, Cauvery,

Exploratory Asset Managers: Silchar, Jodhpur

Plant Managers: Uran, Hazira, C₂-C₃

Basin Managers: A&AA, MBA, FB Dehradun, KG-PG, Cauvery, Western Offshore, Western Onshore,

Chief of Services: CDS (DW), CDS (SW), CWS, Chief Onshore ES, Chief Offshore ES, CTS, COL, Chief Infrastructure,

Head of Institutes: IDT, IPSHEM, IOGPT, IEOT

Sub: Implementation of Stop Card at All Work Centres

One of the strategic goal identified & finalized at HSE Meet held at Goa recently is to achieve culture of leadership excellence with an average score of 90% for the leadership process by 2025. This goal identifies the implementation of Stop Program in order to reduce the incidents.

One of the main point in this Stop Program is an authority to stop work, if it is warranted, in order to take pre-emptive action to ensure safer operations.

The Director (Onshore)-I/C HSE has approved to implement the Stop Program at all work centres. The guidelines for use of Stop Card and a sample of Stop Card are enclosed. Open file of the Stop card shall be shared soon to facilitate printing of the Stop Card at work centres.

It is requested to ensure to implement the same.

Warm Regards


06.07.2022
Ajay Dixit
ED-Chief HSE

Distribution:

1. EO to CMD
2. CEA to Dir(HR)/Dir(Expl)/Dir(T&FS)/Dir(Onshore)/Dir(Offshore)/Dir(Fin)

Enclosures:

1. Guidelines for Use of Stop Card at Installations and Rigs
2. Stop Card

Guidelines for Use of Stop Card at Installations and Rigs:

The following process shall be followed for using Stop Card at Installations and Rigs:

1. Stop Cards, shall be placed in open card holders at suitable places, which shall be decided by OIM/Tool Pusher/PM/Safety Officer, at all installations/rigs/plants/vessel.
2. All installations shall assign a "Duty Officer for Day" on their roster. The Duty Officer can be any person irrespective of his/her designation and discipline, i.e., drilling, production, electrical, mechanical, etc., and the same shall be declared/ designated each day during the tool box talk by the DIC/IM/OIM/Tool Pusher.
3. The Duty Officer shall make a walk-around of the installation and observe all ongoing activities, especially ongoing hot jobs, site conditions for such jobs, safety violations, good safety practices, etc. S/He shall use Stop Cards wherever necessary.
4. Besides the Duty Officer, all employees, irrespective of post / position, experience, and/or discipline, may also use Stop Cards, if in their view and judgment such activity may lead to an undesired event, or if they see that any of their co-workers may be in immediate danger.
5. The Duty Officer/any employee shall submit the filled in Stop Card to DIC/IM/OIM/Tool Pusher. The work shall be stopped immediately or stopped after bringing it to safe condition. The DIC/IM/OIM/Tool Pusher shall discuss the observation raised with the crew members and ensure corrective action(s), if required to rectify the situation.
6. When a Stop Card is used, work shall only be resumed after a risk assessment and taking all corrective measures as per the risk assessment.
7. All Stop Card observations and actions taken shall be entered in SAP under Stop Card category. It is the responsibility of the Safety Officer/HSE Manager to enter Stop Card observations into SAP within maximum seven (7) days of reporting of the same.
8. The observations mentioned in these cards shall also be discussed in weekly/monthly safety meetings so that lesson learnt can be disseminated and recurrence of the same can be avoided.
9. Head HSE shall carry out analysis of Stop Cards raised in their work centres on monthly basis and discuss the same in VCB meetings.

Observation of the Task/Action/Condition: Check/Mark as Appropriate



1. Body Position	2. PPE Use	3. Tool & Equipment	4. Conditions	5. Procedure	6. Environment
Caught Between, On	Arms	Guards	Dropped Objects	All Safety Aspects Not Considered	Excessive Noise
Energized Equipment	Ears	Right Tool for Job	Fire/Explosion	Inadequate Awareness	Oil/Chemical Spills
Falling (On, To)	Eyes and Face	Substandard Tools/Equipment	Gap in Derrick Floor/Platform/Walkway	Inadequate Barricade	Toxic Gas Release
Lifting Postures	Feet/Legs	Tools in Safe Condition	Hazard Guards	Inadequate Training/Competence	Waste Management
Over-reaching	Flotation Device	Tools Tied	Hazardous/ Toxic Substance	Inadequate Warning/Signs	Water Leakage
Poor/Awkward Posture	Hands	Tools Used Correctly	Housekeeping/ Order	JSA Not Done/ Incomplete/ Incorrect	Other:
Slip/Trip	Harness	Other:	Inadequate Lighting	Lock Out/ Tag Out	
Struck Against	Head		Inadequate Ventilation	PTW Not Issued/ Incorrect	
Touching Energy/ Hot Surface	Respiratory		Leakage	Risk Assessment Not Done/ Incomplete/ Incorrect	
Other:	Other:		Material Corrosion/ Degradation	SOP Not Followed/ Incorrect/ Incomplete	
			Struck By	Tool Box Talk Not Done	
			Unauthorized Bypass of SCE	Other:	
			Unsafe Floor, Ramp, Walkway, Stairs		
			Warnings		
			Weather		
			Work Area/ Layout		
			Other:		

STOP CARD



Duty Officer/Observer:
 Designation/Position:Rig/Installation/Unit:.....
 Activity:
 Date: Time at which work stopped:

Observation:

Note : To perform a safety observation: pause, think, observe, and identify whether the action, condition, and/or procedure performance is Safe/Unsafe.

STOP any unsafe action/condition immediately, and report your observation on the Stop Card. (Refer to Stop Card procedure Step 2 for details.)

S. N.	Event	Detail
1.	Unsafe Action	A behaviour, if not corrected, that could potentially result in harm to people, damage to the environment, assets, and/or reputation
2.	Unsafe condition	A condition, if not corrected, that could potentially result in harm to people, damage to property, and/or the environment.
3.	Unsafe Procedure Performance	<ul style="list-style-type: none"> A procedure, in which its performance does not cover all critical safety aspects of the work activity, and thus could cause harm to people, damage to the environment, assets, and/or reputation. Not following an existing, correct procedure and its steps.

Actions Taken:

WHAT	WHO	WHEN/HOW OFTEN

Work Resumed at Time:

Date:

Recommendations:

WHAT	WHO	WHEN/HOW OFTEN

SAP Doc. No.

(To be entered in SAP by Safety Officer/HSE Manager)

_____ (Duty Officer/Observer Sign) _____ (Safety Officer Sign) _____ (DIC/IM/OIM/Tool Pusher Sign)