

SOP for OB Measurement

Project – PASSION

**Production Planning
Version 1.0**

Designed for



	<h2 style="color: red;">Standard Operating Procedure</h2>	
	<h3>Production Planning</h3>	

1 Introduction

This document is the subsequent part of previous documents Business Blueprint (BBP) & WRICEF documents.

This SOP gives guidelines how to measure Over burden on monthly and quarterly basis.

1.1 Document Audience

The intended audiences of this document are:

1. Mining Departments
2. Production Dept.

2 Guidelines for Overburden Removal (OBR) measurement data entry

- The survey measurement of OBR will be initiated immediately after the month end for obtaining the measured figures as on last date of preceding month. The process of obtaining the measured figures/firm figures of OBR to be completed preferably before the date when Finance Division of the concerned Subsidiaries fixed for financial closure i.e cost settlement etc., for preceding month.
- As soon as the measured figures are obtained , the same will be entered in the ERP system on the same day and a separate entry of measured figures will be maintained which will be used for **all official reporting/transaction**.
- The difference between reported progressive OBR figure till the last date of preceding month and the obtained survey measured figure as on the last day of the preceding month should be captured in the ERP system as **“Adjustment Figure”**. The adjustment figure shall be added/subtracted to/from the progressive figures of OBR reported, as the case may be, on the date of entry of measured figure in the system.
- The % of adjustment figure to total reported figure will be equally applied to day wise reported figure and populated in measured data table day wise (on avg basis) and the same record will be maintained for every preceding month.
- For all reporting purposes day wise, month progressive, year progressive of current year as well as well for next fiscal, the day wise average measured data as obtained above will be used.
- The process flow/work instructions on the issue in ERP system mentioned separately in user manual.

