



OIL & NATURAL GAS CORPORATION (W.O.U.) KARMACHARI SANGHATANA

AFFILIATED TO - PETROLIUM & GAS WORKERS' FEDERATION OF INDIA

Reg. No. (By - II - 8268)

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Website : www.ksmumbai.com

REF. : ONGC/KS/ 64/2025

DATE : 17/07/2025

To,
The Chairman & CEO
ONGC,
PDD Urja Bhavan,
"5", Nelson Mandela Marg,
Vasant kunj,
New Delhi - 110070.

af

The Director (HR),
The Director (Production),
The Director (T & FS),

Subject: Request for Issuance of "Stop Work Form" Policy at ONGC Mumbai Installations.

Respected Sir,

We are requesting for the implementation and issuance of a **"Stop Work Form"** policy for **ONGC Mumbai**, similar to the one already enforced by **ONGC, Rajahmundry Asset vide Office Order No. ONG/RA/ST/Safety/2022-23/July/1 dated 05.07.2022.**

As per the aforementioned policy, it has been recognized that every individual working at production installations irrespective of their rank, designation or departmental affiliation, including contract personnel should be empowered with the authority to stop work without fear of reprisal, if certain safety concerns arise. The core intent of this policy is to foster a robust safety culture and proactively mitigate risks that could potentially endanger personnel, assets or the environment.

The **"Stop Work Form"** may be issued under the following conditions:

- When unsafe conditions or behaviours exist that pose imminent danger to individuals, equipment, or the environment.
- When work deviates from the pre-agreed program.
- When personnel are unable to fully comprehend the safe operating procedures.

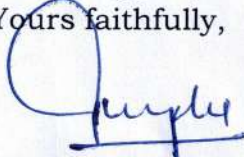
Upon issuing the **"Stop Work Form,"** the concerned individual must promptly notify the immediate supervisor or shift in-charge of the installation. All such incidents should be recorded in a dedicated **"Stop Work Form Register."** Resumption of work must only proceed once all **identified hazards or unsafe behaviours** have been satisfactorily addressed and appropriate safety measures have been implemented.

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In view of the critical importance of safety and risk prevention, We kindly request that **ONGC,Mumbai** consider adopting a similar procedure and issue an official order to authorize the **"Stop Work Form"** across its installations.

We believe that such a policy will not only align ONGC Mumbai with best safety practices but also reinforce ONGC's ongoing commitment to ensuring the highest standards of workplace safety.

Thanking you,
Yours faithfully,


(Pradeep Mayekar)
General Secretary



Copy to:

- KUM.
21/07/25
1. ED - CCDS, ONGC, WOU, 11 High, Sion, Mumbai-17
 2. ED Chief - HR Services, ONGC, WOU,NBP Gr. Hts,BKC, Bandra (E),Mum.-51
 3. ED - MH Asset, ONGC, WOU, V. Bhavan, Bandra (E), Mumbai- 51
 4. ED - N&H Asset, ONGC, WOU, V. Bhavan, Bandra (E), Mumbai- 51
 5. ED - B&S Asset, ONGC, WOU, V. Bhavan, Bandra (E), Mumbai- 51
 6. ED - COL, ONGC, WOU, 11 High, Sion, Mumbai-17
 7. ED - CDS, Deep Water, ONGC, WOU, 11 High, Sion, Mumbai-17
 8. ED - HDS, Shallow Water, ONGC, WOU, 11 High, Sion, Mumbai-17
 9. CGM - HDS, Deep Water, ONGC, WOU, 11 High, Sion, Mumbai-17
 10. ED - Plant Manager, ONGC, WOU, LPG Plant, Hazira, Surat, Gujarat
 11. GGM- Plant Manager, ONGC, WOU, LPG Plant, Uran, Raigad
 12. GGM (Elect.) Head Air Logistic,ONGC,WOU,Juhu Helibase,V.Parle (W),Mum.-56
 13. Surface Managers, ONGC,WOU,MH-Asset, B&S Asset,N&H Asset,
V. Bhavan, Bandra (E), Mum. - 51
 14. GM - I/c HR/ER, ONGC,WOU,MH-Asset, V. Bhavan, Bandra (E), Mum. - 51
 15. GM - I/c Head NSB, ONGC, WOU, Nhava Supply Base, Nhava, Raigad
 16. GM - I/c HR/ER, ONGC, WOU, LPG Plant, Uran
 17. GM - I/c HR/ER, ONGC, WOU, LPG Plant, Hazira
 18. GM - I/c IR, ONGC, WOU, Gr. Heights, BKC, Bandra (E), Mumbai-51
 19. GM - I/c HR/ER, ONGC, WOU, Phase-I, Panvel, Raigad.
 20. GM - I/c HR/ER, Services, ONGC, WOU, 11 High, Sion, Mumbai-17
 21. GM - I/c HR/ER, ONGC, WOU, Nhava Supply Base, Nhava, Raigad
 22. Rig I/c - ONGC, WOU, Sagar Ratna, Sagar Kiran, Sagar Shakti, Sagar Gaurav,
Sagar Jyoti, Sagar Uday, Sagar Bhushan.
ONGC, WOU, 11 High, Sion, Mumbai-17
 23. Surface Area Managers, ONGC,WOU,Vasudhara Bhavan,Bandra (E),Mum 51
MHN, NQO, WIN, SCA, BHS, ICP, SHP, Sagar Samrat,
Neelam, Heera, BPA, BPB, B-193, Tapti, Panna.



Office of GGM (P)
Surface Manager
ONGC, Rajahmundry Asset

OO No: ONG/RA/ST/Safety/2022-23/July/1

05.07.2022

Stop Work Form

Every person working in the Production Installations, regardless of seniority, position, or department, (including contract crew) has the right to "Stop Work" without the fear of reprisal.

"Stop work Form" can be issued under the following conditions

- If Conditions or behaviors exist that are unsafe and poses imminent danger to person(s), equipment or the environment
- If the work deviates from the pre agreed programme
- If the person is unable to apprehend the safe operating procedure

The person after issuing the "Stop work Form", shall immediately notify the immediate supervisor or Shift In-charge of the Installation and the "stop work Form" details have to be entered in a "stop work Form register"

Work that was discontinued due to a "Stop work Form" shall not be resumed unless all safety measures had been taken to resolve the unsafe conditions or behaviours.

D A Subbaraju

Group General Manager (P)
Mines Manager

D.A. SUBBA RAJU
GGM (P)-Surface Manager
ONGC, R.J.Y. Asset
RAJAHMUNDRY.



STOP WORK FORM

STOP WORK INTERVENTION INFORMATION

Name of the Installation:		
Work Details:		
Type of observation (Please mark suitable reasons) ☐ Unsafe act/ behavior ☐ unsafe condition ☐ deviation from pre agreed program ☐ unable to apprehend SOP		
Description of the perceived stop work condition:		
Corrective action taken:		
Name of the Employee executing stop work and signature	Date and time of Stop Work: Date and time of resumption:	Name of the Shift In charge and signature