

SOP FOR OP OF FLAG POLES DHAM

1. General

- a. A nation's flag serves as powerful symbol of its identity, unifying its people and representing its sovereignty to the world. It embodies the history, culture and values that define a country. It's a source of inspiration, during time of triumph, and a symbol of resilience during challenges. For citizens, the flag evokes feelings of patriotism, pride and belonging. Flying the Flag is an act of national pride.
- b. As a demonstration of its commitment to national pride, DHA Multan has taken the initiative to construct/ install 6x Giant Flagpoles within DHAM. The specification / locations of these flagpoles are as fol:-
 - (1) 60 meter flagpole at Pakistan Square.
 - (2) 45 meter flagpole at Rumanza (RG&CC).
 - (3) 45 meter flagpole at Sector G Park.
 - (4) 36 meter flagpole at Sports Complex.
 - (5) 36 meter flagpole at Villas Park.
 - (6) 45 meter flagpole at Sector N.
- c. To guarantee the system's readiness for flag hoisting during important events, consistent and thorough maintenance is essential.

2. **Aim.** To formulate SOPs in order to provide proper services & Co-ordination for Flagpoles Op / Maint.

3. **Overall Responsibility.** Maint Branch of DHAM will be overall responsible for response with asst from following Branches: -

- a. Security Branch.
- b. Administration Branch.
- c. User br.

4. Responsibilities Breakdown

- a. Since the requisite manpower has been hired, so, the maint / Op of all Flagpoles will be the responsibility of tech staff ex Maint Br.
- b. All Keys of Flagpoles / elec panels will be held with Maint Branch.

- c. Flag hoisting & lowering through elec Panel will be the resp of Maint Br, while provn of Flag will be the resp of Security / Adm Br.
- d. Maintaining of elec Panel, Flagpole, Motors, Flag main wires, Beaded rings incl hooks, Counter weights att to the main wire will be the resp of tech staff ex Maint Br.
- e. Maintaining of Flag cloth, cleaning, stitching & washing will be the resp of Security/Adm Br incl hooks perm att to the Flag wire.
- f. Periodic maint will be carried out by tech staff ex Maint Br.
- g. Flag hosting time, date, venue or event will be decided by Security / Adm Br a day prior to the day of activity.
- h. In case of any requirement of hosting/ repair, op will be carried out jointly (Maint & Security Brs). Immediate info be passed to either branch through VFC / RFC.

5. **Dos and Don'ts of Flagpole Operation (Tech Staff)**

- a. Must ensure stable power connection and voltage range 380V-420V and no phase drop before hoisting & lowering of Flag.
- b. Before replacement of faulty motor, make sure that flag is lowered down otherwise it will dropdown forcefully and make other losses.
- c. Do not hoist flag wire without counter weights.
- d. Do not allow non tech staff under the flag or inside pole during working.
- e. Flag must be lowered down in case of rain storm or heavy wind.
- f. Flag wire with all its accessories, winch system, electrical panel must be maintained in good condition.
- g. Maintain earthing pit in good condition and earthing values must be taken quarterly.
- h. Motor oil must be checked quarterly.
- i. Do not push or pull main steel wire with hands until requirement in critical situations.

6. **Contact Persons**

a. **Maint Branch**

(1) SDO (E&M)

(2) Supvr

b. **Security Branch**

(1) Dy Dir

(2) Supvr

c. **Adm Branch**

(1) Dy Dir

(2) Supvr

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- a. A nation's flag serves as powerful symbol of its identity, unifying its people and representing its sovereignty to the world. It embodies the history, culture and values that define a country. It's a source of inspiration during time of triumphed a symbol of resilience during challenges. For citizens, the flag evokes feelings of patriotism, pride and belonging. For Pakistanis, the flag serves as a constant reminder of their shared history and struggles. Flying the Flag is an act of national pride, on why to express love for their country and a sense of belonging to the Pakistan nation.
- b. As a demonstration of its commitment to national pride, DHA Multan has taken the initiative to construct/ install 6x Giant Flagpoles within its jurisdiction. The specification / locations of these flagpoles are detailed below:-
 - (1) 60 meter flagpole at Pakistan Square.
 - (2) 45 meter flagpole at Romanza (RG&CC).
 - (3) 45 meter flagpole at Sector G Park.
 - (4) 36 meter flagpole at Sports Complex.
 - (5) 36 meter flagpole at Villas Park.
 - (6) 45 meter flagpole at Sector N.
- c. Given the confined work space and elevated height involved, professional work practices and dedicated team is crucial to prevent permanent system damage and ensure workers safety. Furthermore, to guarantee the system's readiness for flag hoisting during important events, consistent and thorough maintenance is essential.

2. Aim. To formulate SOPs in order to provide proper services & Co-ordination for Flagpoles Op / Maint.

3. Overall Responsibility. Maint Branch of DHAM will be overall responsible for response with asst from following Branches: -

- a. Security Branch

- b. Administration Branch

4. **Responsibilities Breakdown**

- i. Since the requisite manpower has been hired, so, the maint / Op of all Flagpoles will be the responsibility of tech staff ex Maint Br.
- j. All Keys of Flagpoles / elect panels will be held with Maint Branch.
- k. Flag hoisting & lowering through elec Panel will be the resp of Maint Br, while provn of Flag & Flag hanging with main steel wire through Hooks will be the resp of Security / Adm Br.
- l. Maintaining of elec Panel, Flagpole, Motors, Flag main wires, Beaded rings incl hooks, Counter weights att to the main wire will be the resp of tech staff ex Maint Br.
- m. Maintaining of Flag cloth, cleaning, stitching & washing will be the resp of Security/Adm Br incl hooks perm att to the Flag wire.
- n. Periodic maint will be carried out by tech staff ex Maint Br.
- o. Flag hosting time, date, venue or event will be decided by Security / Adm Br a day prior to the day of activity. Since frequent op is liking to generals _____ in the system / _____ be carried out on spec days as directed by CA through Security / Adm Branches.
- p. In case of any requirement of hosting/ repair, op will be carried out jointly (Maint & Security Brs). Immediate info be passed to either branch through VFC / RFC.

5. **Do and Don'ts of Flagpole Operation (Tech Staff)**

- a. Must ensure stable power connection and voltage range 380V-420V and no phase drop before hoisting & lowering of Flag.
- b. Before replacement of faulty motor make sure that flag is lower down otherwise it will dropdown forcefully and make other losses.
- c. Do not hoist flag wire without counter weights. However, after removal of Flag host the wire upto 2nd segment to prevent contact or access of public.
- d. Do not allow non tech staff under the flag or inside pole during working.
- e. Flag must be lower down in case of rain storm or heavy wind.

- f. Flag wire with all its accessories, winch system, electrical panel must be maintained in good condition and cleared.
- g. Maintain earthing pit in good condition and earthing values must be taken every six months.
- h. Motor oil must be checked regularly after six months.
- i. Do not push or pull main steel wire with hands until asked by seniors in critical situations.
- j. Immediate repair the flag as it get started torn to avoid more damages.

6. **Contact Persons**

a. **Maint Branch**

- (1) Kamran Jamshed Khan, SDO (E&M) - 0303-0962030
- (2) Abdul Manan, Supvr - 0323-4700762

b. **Security Branch**

- (1) _____
- (2) _____

c. **Adm Branch**

- (1) _____
- (2) _____

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1. **General.** In order to streamline the Op / Maint of Flagpole and to avoid any untoward / abrupt fault, fol guidelines are phrased as SOP:-

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