



Title: Preventive Maintenance of Effluent Treatment Plant

SOP No.:		Revision No.:	00
Effective Date:		Supersedes No.	Nil
Review Date:		Page No.	1 of 3

1.0 OBJECTIVE

To describe the Preventive Maintenance procedure for the Effluent treatment plant.

2.0 SCOPE

This sop covers the procedure of preventive maintenance for the Effluent treatment plant.

3.0 RESPONSIBILITY

Mechanical Engineer - Engineering

4.0 ACCOUNTABILITY

Unit Head

5.0 REFERENCE

As per operational Manuals supplied by supplier.

6.0 PROCEDURE

6.1 Procedure for Preventive maintenance of ETP.

6.1.1 Before starting Preventive maintenance of ETP put the ETP in stationary position & the drive unit is "switched off".

6.1.2 Put "**Machine Under Maintenance**" Tag on the panel board.

6.1.3 Remove "**Machine Under Maintenance**" Tag on the panel board after completion of the Maintenance.

6.1.4 After the completion of preventive maintenance, check the machine for smooth Operation.

6.1.5 The preventive maintenance job should be carried out by trained personnel (or) under supervision of qualified competent person.

6.1.6 The operator / technician who performs the job will enter his name / sign in "Done By" column and responsible Engineer/ Officer will put sign in "Checked by" column Department head will review the record every month.

6.2 Monthly check up.

6.2.1 Check and tight the foundation bolts of the Aerator blowers & Transfer pumps.

6.2.2 Check the all transfer pumps couplings & spiders, if required replace the spiders

6.2.3 Check the gland packing of all transfer pumps. If any leakages are there arrest the same as per the situation.

6.2.4 Check the "V" belt condition of the blowers, if required replaces the same.

6.2.5 Clean Air filter.

6.2.6 Lubricate the all bearings of pumps with grease.

6.2.7 Check the oil level in air blower; maintain the level if required.

7.0 HISTORY

SOP NO.	REASON FOR CHANGE	EFFECTIVE DATE

8.0 ABBREVIATIONS: The abbreviations used in the SOP are:



PHARMA DEVILS

ENGINEERING DEPARTMENT

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Review Date:		Page No.	2 of 3

- SOP - Standard Operating Procedure
- No. - Number
- NA - Not Applicable
- QA - Quality Assurance



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Effective Date:		Supersedes No.	Nil
Review Date:		Page No.	3 of 3

ANNEXURE- I

Monthly Preventive maintenance checklist of ETP

SOP No.:

Area:

Equipment No.:

Date:

S.No.	Description of the job	Observations	Done by	Checked by	Remarks
1.	Effluent treatment plant "Switch off" the Corresponding equipment panel board.	Done / Not Done			
2.	Put the tag of " Machine Under Maintenance " on the panel board	Done / Not Done			
3.	Check and tight the foundation bolts of the Aerator blowers & Transfer pumps	Done / Not Done			
4.	Check the all transfer pumps couplings & spiders, if required replace the spiders.	Done / Not Done			
5.	Check the gland packing of all transfer pumps. If any leakages are there arrest the same as Per the situation.	Done / Not Done			
6.	Check the "V" belt condition of the blowers, if required replaces the same.	Done / Not Done			
7.	Clean air filter	Done / Not Done			
8.	Lubricate the all bearing pump with grease.	Done / Not Done			
9.	Check the oil level in air blower; maintain the level if required.				
10.	Remove the tag of " Machine Under Maintenance " on the panel board	Done / Not Done			
11.	Start the plant for proper operation	Done / Not Done			