Title: Preventive Maintenance of MCC Panel

SOP No.:		**Revision No.:**	00
Effective Date:		**Supersedes No.**	Nil
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1.0   OBJECTIVE

1.1   To describe a procedure for the preventive maintenance of MCC panel.

2.0   SCOPE

2.1   This procedure applies to the Engineering department.

3.0   RESPONSIBILITY

3.1   Engineering

4.0   ACCOUNTABILITY

4.1   Plant Head

5.0   REFERENCE (S)

5.1   In-house.

6.0   PROCEDURE

6.1   Procedure for the electrical work:
   6.1.1   Switch off the mains supply and put "under maintenance label''.
   6.1.2   Clean panel with the help of waste cotton.
   6.1.3   Remove the dust with the help of air blower.
   6.1.4   Tight all the loose contacts of panel.

6.2   Procedure for trial run:
   6.2.1   Switch on the power supply.
   6.2.2   Check the voltmeter & ammeter readings & record them into Annexure No-II.
   6.2.3   Check & record the observations as per Annexure No-1.
   6.2.4   Remove under maintenance label & affix "Preventive maintenance tag".

6.3   Frequency of preventive maintenance is once in two months.

7.0   HISTORY

SOP No.	REASON FOR CHANGE	EFFECTIVE DATE

8.0   ABBREVIATIONS: The abbreviations used in the SOP are as follows:

8.1   SOP   - Standard Operating Procedure
8.2   No.   - Number
8.3   QA   - Quality Assurance
8.4   P.F.   - Power Factor

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ANNEXURE-I

PREVENTIVE MAINTENANCE CHECK LIST FOR MCC PANEL

Equipment ID No._____   Date: _____

S.No.	Particulars	Done/Not Done	Remarks
1	Cleaning of panel		
2	Checking of switch fuse units.		
3	Checking of cables & fuses.		
4	Checking of earthing & charging of earthing pit.		
5	Tight all the connections.		
6	Checking of power factor meter.		
7	Checking of capacitors.		

_____   _____
Done by   Checked by
(Sign & date)   (Sign & date)

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ANNEXURE- II

MCC PANEL

DATE: SHIFT:

S.No.	TIME	VOLTAGE			CURRENT			DONE BY	REMARKS
		RY	YB	BR	R	Y	B		

Remarks:

Checked by: