



**Title:** Preventive Maintenance of Main Panel with Incomer

<b>SOP No.:</b>		<b>Revision No.:</b>	00
<b>Effective Date:</b>		<b>Supersedes No.</b>	Nil
<b>Review Date:</b>		<b>Page No.</b>	1 of 4

## 1.0 OBJECTIVE

1.1 To describe a procedure for the preventive maintenance of main panel with incomer.

## 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 main incomer ACB and switch off all outgoing feeders and put under maintenance label.
- 6.1.2 Clean panel from inside and outside with the help of waste cotton.
- 6.1.3 Remove the dust with the help of air blower.
- 6.1.4 Check all the connections if there is any loose contact then tight all the loose contacts of panel.
- 6.1.5 Check all the relay settings in the Panel.

6.2 Procedure for trial run:

- 6.2.1 Switch on the main incomer ACB for power supply.
- 6.2.2 Check the indicators (R/Y/B). If the indicators are not glowing then please switch on the Control MCB in the Panel.
- 6.2.3 Check the KWH meter, voltmeter & ammeter readings & record them into Annexure No. II.
- 6.2.4 To confirm the voltage showing in voltmeter, check the voltage manually by multimeter in main incomer.
- 6.2.5 Remove under maintenance label.

6.3 Frequency of preventive maintenance is once in two months.

## 7.0 HISTORY

7.1 Details are given below.



# PHARMA DEVILS

ENGINEERING DEPARTMENT

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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



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## ANNEXURE-I

### PREVENTIVE MAINTENANCE CHECK LIST FOR ELECTRIC PANEL

Equipment ID No. \_\_\_\_\_

Date: \_\_\_\_\_

S.No.	Particulars	Done/Not Done	Remarks
1	Cleaning of panel from inside & outside by cotton cloth.		
2	Checking of switch fuse units/ACB.		
3	Checking of panel by removing the dust with the use of air blower.		
4	Checking of cable connections.		
5	Tight all the loose contacts.		
5	Checking of earthing connections.		
6	Checking of control MCB for main indicators.		

\_\_\_\_\_  
Done by  
(Sign & date)

\_\_\_\_\_  
Checked by  
(Sign & date)

