



Title: Preventive Maintenance of Split Air Conditioner

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 split air conditioner.

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 mechanical work:

6.1.1 Switch off the machine and put "under maintenance" label.

6.1.2 Check the gas leakage in cooling coil & copper piping.

6.1.3 Clean the suction filter.

6.1.4 Cleaning of indoor & outdoor units by using compressed air.

6.1.5 Check the compressor & cooling coil.

6.2 Procedure for electrical work:

6.3.1 Check the fan motor for its running and vibration.

6.3.2 Check the thermostat & electrical connections.

6.3 Procedure of trial run:

6.3.1 Switch on the power supply.

6.3.2 Check & record the observations as per Annexure-I.

6.4 Procedure for handover of the machine.

6.4.1 Remove under maintenance label & affix preventive maintenance status tag and inform the concerned department.

6.5 Frequency of preventive maintenance is monthly.

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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- 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 SPLIT AIR CONDITIONER

Equipment ID No. _____

Date: _____

S.No.	Particulars	Done/Not Done	Remarks
1	Cleaning of indoor & outdoor units by compressed air.		
2	Clean suction filters.		
3	Checking of electrical connections.		
4	Checking of thermostat for temperature controlling.		
5	Checking of cooling coil.		

Done by
(Sign & date)

Checked by
(Sign & date)