



**STANDARD OPERATING PROCEDURE**

**Department:** Engineering

**Title:** Replacement of Resin in Softener

<b>SOP No.</b>		<b>Revision No.</b>	
<b>Effective Date</b>		<b>Supersedes No.</b>	
<b>Review Date</b>		<b>Page No.</b>	1 of 3

**1.0 OBJECTIVE:**

To lay down a procedure for replacement of resins in softener.

**2.0 SCOPE:**

This SOP is applicable for regeneration of softener in purified water generation and distribution system.

**3.0 RESPONSIBILITY:**

Officer / Executive – Engineering

**4.0 ACCOUNTABILITY:**

Head – Engineering

**5.0 PROCEDURE:**

**5.1** Open the mouth of the Softener vessel, remove the filter.

**5.2** Connect the mouth with hose pipe, and start water pump, the sand shall come along with water, and collect in suitable container/bag.

**5.3** Stop the pump & remove the hose pipe and drain the water in the vessel.

**5.4** Then fill softener vessel with resin.

**5.5** Place the filter on the mouth of the vessel.

**5.6** Close the mouth of vessel air tight.

**5.7** Record the Resin replacement details in **Annexure-I**.

**5.8** Frequency: When the water output between the two regenerations found less than half. (The design specification is 60,000 ltrs per regeneration) or the regeneration shall be done if the hardness reaches more than 5 PPM.

**6.0 REFERENCES:**

Manual.

**7.0 ANNEXURES:**

<b>ANNEXURES No.</b>	<b>TITLE OF ANNEXURE</b>	<b>FORMAT No.</b>
Annexure-I	Record for replacement of resins at softener	

**ENCLOSURES:** SOP training record



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**8.0 DISTRIBUTION:**

- Controlled Copy No. 1                      Head Corporate Quality Assurance
- Controlled Copy No. 2                      Head Engineering
- Master Copy                                      Quality Assurance Department

**9.0 ABBREVIATIONS:**

- SOP                      Standard Operating Procedure  
QA                        Quality Assurance  
QC                        Quality Control  
NaCl                      Sodium Chloride

**10.0 REVISION HISTORY:**

**CHANGE HISTORY LOG**

<b>Revision No.</b>	<b>Details of Changes</b>	<b>Reason for Change</b>	<b>Effective Date</b>	<b>Updated By</b>
00	New SOP	Nil	Nil	Nil

