



Title: Cleaning, Lubrication, Tightening and Inspection of Utility Equipment

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1.0 OBJECTIVE:

To lay down a Procedure for Cleaning, Lubrication, Tightening and Inspection of Machine in all Utility Area.

2.0 SCOPE:

This SOP is applicable for all utility equipment.

3.0 RESPONSIBILITY:

Officer / Executive - Engineering

4.0 ACCOUNTABILITY:

Head Engineering

5.0 ABBREVIATIONS:

CLTI	Cleaning, Lubrication, Tightening, Inspection
QA	Quality Assurance
SOP	Standard Operating Procedure
L.T	Low Tension
D.G	Diesel Generator
Freq.	Frequency
Resp.	Responsibility

6.0 PROCEDURE:

6.1 UTILITY EQUIPMENT:

6.1.1 Utility section shall be included following equipment/ machine.

- Transformer
- L.T panel
- D.G set
- Boiler
- Compressor
- Air Dryer
- Nitrogen Plant
- Material Lift

6.1.2 Transformer shall be checked for its all functionality as per **CLTI Checklist Annexure-I** before startup the operational activity.



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- 6.1.3** L.T panel shall be checked for its all functionality as per CLTI Checklist **Annexure-II** before startup the operational activity.
- 6.1.4** D.G set shall be checked for its all functionality as per **CLTI Checklist Annexure-III** before startup the operational activity.
- 6.1.5** Boiler shall be checked for its all functionality as per **CLTI Checklist Annexure-IV** before startup the operational activity.
- 6.1.6** Compressor shall be checked for its all functionality as per **CLTI Checklist Annexure-V** before startup the operational activity.
- 6.1.7** Air Dryers shall be checked for its all functionality as per **CLTI Checklist Annexure-VI** before startup the operational activity.
- 6.1.8** Nitrogen plant shall be checked for its all functionality as per **CLTI Checklist Annexure-VII** before startup the operational activity.
- 6.1.9** Material lift shall be checked for its functionality as per daily checklist (**Annexure- VIII**) with a frequency of once in a month. All the check point of material lift as mention in **Annexure –VIII** shall be checked by engineering team with safety department team.

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	CLTI Check List for Transformer	
Annexure-I	CLTI check list for L.T panel	
Annexure-III	CLTI check list for D.G set	
Annexure- IV	CLTI check list for Boiler	
Annexure- V	CLTI check list for Compressor	
Annexure- VI	CLTI check list for Air dryer	
Annexure- VII	CLTI check list for nitrogen plant	
Annexure- VIII	Daily Checklist for Material Lift	

ENCLOSURES: SOP training record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Engineering
- Master Copy Quality Assurance

9.0 REFERENCES:

Not Applicable



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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



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7	Oil temperature of Transformer	Check the conditions	Check the RTD for the accuracy	 	W	O																																		
8	Conservator Tank	Check the conditions	Top up the oil level of conservator Tank	 	W	O																																		

Abbreviation :-	
O	Operator
E	Engineer
D	Daily
W	Weekly

IF check point is not Available for your machine please write NA in check box..

✓ *for Ok*
 X *for Not ok*

**Done By
Sign & Date**

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S.No.	CHECK POINT	WHAT	HOW	FREQ	RESP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
7	Cleaning of LT Panel surrounding	Check the Conditions	Clean if necessary 	D	O																																		

Abbreviation :-	
O	Operator
E	Engineer
D	Daily
W	Weekly

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 ✓ for Ok
 X for Not ok

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S.No	CHECK POINT	WHAT	HOW	FREQ	RESP																																			
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
7	Belt Condition of Turbo Motor	Damaged or worn out	Replace it 	D	O																																			
8	Lub. Oil Level	Check the oil level of Engine	If found low then top up 	D	O																																			
9	Abnormal sound in Engine	Check the engine properly	Repair or call the service engineer 	D	O																																			
10	Leakages of Lub. Oil	Check the leakages	Replaced the gasket or seal if required 	D	O																																			
11	Earthing of DG Sets	Check the condition	Check the value of earthing <1.5 OHM 	D	O																																			

Abbreviation :-	
O	Operator
E	Engineer
D	Daily
W	Weekly

IF check point is not Available for your machine please write NA in check box..

✓ for Ok

X for Not ok

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O	Operator
E	Engineer
D	Daily
W	Weekly

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8	Oil Level	Check the oil level of Air compressor	If found low then top as per requirement		D	O																													
					W	O																													
					W	O																													
9	Motor	Abnormal noise level	Adjust bearing / Replace if required		W	O																													
					W	O																													
10	Check the suction filters of the machine	Check the conditions	If required then clean		W	O																													

Abbreviation :-	
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W	Weekly

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ANNEXURE-VI CLTI CHECK LIST FOR AIR DRYER

S.No.	CHECK POINT	WHAT	HOW	FREQ	RESP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Supply of the Machine	Check the conditions	If not ok then connect it		D	O																														
2	Dew point of Air Dryer	Check the conditions	It should be in between 3-7°C.		D	O																														
3	Clean the Air dryer	Check the cleaning	To be clean if required		D	O																														
4	Temperature Indicator	Functional properly	otherwise replaced with new one		D	O																														

Abbreviation :-	
O	Operator
E	Engineer
D	Daily
W	Weekly

IF check point is not Available for your machine please write NA in check box..
 ✓ for Ok
 X for Not ok

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S.No.	CHECK POINT	WHAT	HOW	FREQ	RESP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
8	Outlet pressure	Check Outlet Valve	Pressure NLT 6KG 	D	O																																

Abbreviation :-	
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E	Engineer
D	Daily
W	Weekly

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X for Not ok

Done By
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ANNEXURE-VIII CHECKLIST OF MATERIAL LIFT

Equipment ID:

Frequency: Monthly

Done Date:

Next Due Date:

S.No.	Description / Check Points	Observation		Remarks
		OK	Not OK	
1.	Drum Pulley			
a)	Check condition of grooves			
b)	Check rotation and condition of bearings			
c)	Check rope wire guide			
d)	There should not be any grease in the grooves of drum pulley			
2.	Wire Rope			
a)	Check condition of wire rope			
b)	Check condition of D-Shackle of sling joint			
c)	There should not be any grease on wire rope.			
d)	Check tightness of wire rope with cage.			
3.	Base Frame with gear drive			
a)	Check fitment of base frame with steel- structure.			
b)	Check alignment of base frame with cage			
c)	Check condition of gear drive			
d)	Check and ensure that there is no vibration and abnormal sound.			
4.	On/OFF Limit switch mounted on drum pulley for guide of wire rope			
a)	Check linear motion of guide on drum pulley			
b)	Check condition and function of On/Off limit switch.			
c)	Check and ensure that electrical cable for limit switch is not hanging.			
5.	Lift Cage			
a)	Check the condition of lift cage.			
b)	Check the fitment of lift cage on T-rail.			
c)	Check the correct upward & downward motion of lift cage on T-rail.			



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S.No.	Description / Check Points	Observation		Remarks
		OK	Not OK	
d)	Check the condition of collapsible gate of lift cage.			
e)	Check interworking of collapsible gate with respect to opening and closing on each floor.			
6.	Ground floor operation			
a)	Check alignment of cage with respect to finish floor level & ensure that gap is adequate.			
b)	Check condition of collapsible door provided in lift cut-out.			
c)	Check condition of interlocking, lift cut-out collapsible gate should not open if attempted to open.			
7.	First floor operation			
a)	Check alignment of cage with respect to finish floor level & ensure that gap is adequate.			
b)	Check condition of collapsible door provided in lift cut-out.			
c)	Check condition of interlocking, lift cut-out collapsible gate should not open if attempted to open.			
8.	Second floor operation			
a)	Check alignment of cage with respect to finish floor level & ensure that gap is adequate.			
b)	Check condition of collapsible door provided in lift cut-out.			
c)	Check condition of interlocking, lift cut-out collapsible gate should not open if attempted to open.			
9.	Third floor operation			
a)	Check alignment of cage with respect to finish floor level & ensure that gap is adequate.			
b)	Check condition of collapsible door provided in lift cut-out.			
c)	Check condition of interlocking, lift cut-out collapsible gate should not open if attempted to open.			

Checked by (Engg):
Sign & Date

Reviewed by (Safety):
Sign & Date