



Title: Operation and Cleaning of Cooling Tower

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1.0 OBJECTIVE:

To lay down a procedure for Operation and Cleaning of Cooling Tower.

2.0 SCOPE:

This SOP is applicable for Operation and Cleaning of Cooling Tower.

3.0 RESPONSIBILITY:

Officer / Executive – Engineering

4.0 ACCOUNTABILITY:

Head – Engineering

5.0 ABBREVIATIONS:

ER Engineering
SOP Standard Operating Procedure
PVT. Private
LTD. Limited

6.0 PROCEDURE:

- 6.1 Check the water level in Cooling Tower Sump.
- 6.2 Open the Inlet / Outlet valve of Circulation Pipeline.
- 6.3 Check the power supply in control panel and switch “ON” the control panel of Cooling Tower.
- 6.4 Push “START” circulation pump button of control panel to start the Circulation pump motor.
- 6.5 Push “START” fan button of control panel to start the Fan motor.
- 6.6 Check the load of Fan motor & Circulation pump motor.
- 6.7 Maintain the circulation pipeline pressure and temperature.
- 6.8 Makeup the water level in Cooling Tower sump continuously.
- 6.9 Following chemicals shall be used in cooling tower as frequency given below:
 - 6.9.1 Hydro Treat 7555 per day.
 - 6.9.2 Hydro Treat – 7331/7333 –per week. Alternate



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- 6.10 Push “STOP” button of control panel to stop the Fan and Circulation Pump one by one.
- 6.11 Close the Inlet / Outlet valve of Circulation Pipeline.
- 6.12 Switch “OFF” the control panel.
- 6.13 Procedure for Cleaning of Cooling Tower :
 - 6.13.1 Switch off the power supply of cooling from control panel.
 - 6.13.2 Drain the water from sump through drain valve.
 - 6.13.3 During cleaning of cooling tower concern personnel shall wear appropriate safety equipment’s.
 - 6.13.4 Manual clean the sump of cooling tower by nylon brush.
 - 6.13.5 After nylon brush cleaning, fill the sump with soft water & drain.
 - 6.13.6 Finally inspect the sump of cooling tower for proper cleaning and if found dirty then re-clean.
 - 6.13.7 Fill the sump with soft water upto desired level.
 - 6.13.8 Record the cleaning activity as per **Annexure – II** (Log for Cleaning of Cooling Tower).

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Log for Cooling Tower	
Annexure-II	Log for Cleaning of Cooling Tower	

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:

Operating Manual



PHARMA DEVILS

ENGINEERING DEPARTMENT

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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

