



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

| | |
|---|------------------------|
| Department: Engineering | SOP No.: |
| Title: Preventive Maintenance of Air Handling Unit | Effective Date: |
| Supersedes: Nil | Review Date: |
| Issue Date: | Page No.: |

1.0 Revision History

| Rev. No. | Details of changes | Reason for change |
|----------|--------------------|-------------------|
| 00 | NIL | NEW SOP |

2.0 Objective

2.1 The Objective of this SOP is to describe the procedure for preventive maintenance of Air Handling Unit (AHU).

3.0 Scope

3.1 This SOP is applicable for the preventive maintenance of Air Handling Unit installed in Utility Block

4.0 RESPONSIBILITY:

4.1 The Maintenance Operator shall be responsible:

4.1.1 To carry out preventive maintenance of equipment.

4.1.2 To report any deviation and/or deficiency observed during preventive maintenance.

4.1.3 To maintain the record of all checks.

4.2 The Maintenance Engineer shall be responsible:

4.2.1 To get the preventive maintenance done as per annual maintenance planner.

4.2.2 To check the preventive maintenance activity is carried out and deviations and/or Deficiencies are complied as per requirement.

4.3 The Production Representative shall be responsible:

4.3.1 To keep the respective area and equipment ready for preventive maintenance.

4.3.2 To verify that preventive maintenance is carried out.

5.0 Accountability

Head –Engineering Services



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6.0 PROCEDURE:

6.1 CAUTION:

6.1.1 Before carrying out preventive maintenance, switch 'off' the mains, remove fuses and display the 'Under Maintenance' board.

6.2 MONTHLY PREVENTIVE MAINTENANCE ACTIVITIES:

6.2.1 Check the foundation bolts of blower and motor for any damage. Replace it, if required.

6.2.2 Check the alignment of blower and motor. Rectify it, if required.

6.2.3 Check the belt condition for any damage. Replace it, if required.

6.2.4 Clean the condensate collector tray.

6.2.5 Check the gasket of inspection door for any damage. Replace it, if required.

6.2.6 Check the dust insulation, aluminum cladding and its support for any damage. Rectify it, if required.

6.2.7 Check all the electrical connections for tightness and any damage. Rectify it, if required.

6.2.8 Take a running trial and check for any abnormal noise and vibrations. Rectify it, if required.

6.2.9 Maintain the record of all checks in checklist. (Annexure-1)

6.3 SIX MONTHLY PREVENTIVE MAINTENANCE ACTIVITIES:

6.3.1 Replace the gaskets of inspection door.

6.3.2 Clean the chilled water coil.

6.3.3 Flush the condensate drain line and check the operation of drain valve.

6.3.4 Check the operation of chilled water inlet and outlet valves. Attend leakage, if required.

6.3.5 Check the bearings of blower and motor. Replace it, if required.

6.3.6 Check the Manometer and its related connections for proper mounting and any damage. Rectify it, if required.

6.3.7 Take a running trial and check for any abnormal noise and vibrations. Rectify it, if required.

6.3.8 Maintain the record of all checks in checklist. (Annexure-2)

6.0 ANNEXURES:

Annexure-1 : Monthly Preventive Maintenance Checklist For AHU.

Annexure-2 : Six Monthly Preventive Maintenance Checklist For AHU.



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8.0 References (S)

NIL

9.0 Glossary

SOP : Standard Operating procedure

No : Number



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ANNEXURE-I

Monthly Preventive Maintenance Checklist For AHU

| | | |
|------------------------|------------------|---------------|
| EQUIPMENT CODE: | LOCATION: | MONTH: |
|------------------------|------------------|---------------|

| S. No. | DESCRIPTION | OBSERVATIONS/ REMARKS |
|--------|---|-----------------------|
| 1. | Check the foundation bolts of blower and motor for any damage. Replace it, if required. | |
| 2. | Check the alignment of blower and motor. Rectify it, if required. | |
| 3. | Check the belt condition for any damage. Replace it, if required. | |
| 4. | Clean the condensate collector tray. | |
| 5. | Check the gasket of inspection door for any damage. Replace it, if required. | |
| 6. | Check the dust insulation, aluminum cladding and its support for any damage. Rectify it, if required. | |
| 7. | Check all the electrical connections for tightness and any damage. Rectify it, if required. | |
| 8. | Take a running trial and check for any abnormal noise and vibrations. Rectify it, if required. | |

| | | | |
|---|--|---------------------|--|
| Done by: (Operator) | | Done on: | |
| Checked by: (Engineer) | | Next due on: | |
| Verified by: (Concerned Department) | | | |

FREQUENCY :- MONTHLY PREVENTIVE MAINTENANCE

CAUTION : BEFORE CARRYING OUT PREVENTIVE MAINTENANCE, SWITCH OFF THE MAINS, REMOVE FUSE AND DISPLAY THE UNDER MAINTENANCE BOARD.



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ANNEXURE-II

Monthly Preventive Maintenance Checklist For AHU

| | | |
|------------------------|------------------|---------------|
| EQUIPMENT CODE: | LOCATION: | MONTH: |
|------------------------|------------------|---------------|

| S. No. | DESCRIPTION | OBSERVATIONS/ REMARKS |
|--------|--|-----------------------|
| 1. | Replace the gaskets of inspection door. | |
| 2. | Clean the chilled water coil. | |
| 3. | Flush the condensate drain line and check the operation of drain valve. | |
| 4. | Check the operation of chilled water inlet and outlet valves. Attend leakage, if required. | |
| 5. | Check the bearings of blower and motor. Replace it, if required. | |
| 6. | Check the Manometer and its related connections for proper mounting and any damage. Rectify it, if required. | |
| 7. | Take a running trial and check for any abnormal noise and vibrations. Rectify it, if required. | |

| | | | |
|---|--|---------------------|--|
| Done by: (Operator) | | Done on: | |
| Checked by: (Engineer) | | Next due on: | |
| Verified by: (Concerned Department) | | | |

FREQUENCY :- SIX MONTHLY PREVENTIVE MAINTENANCE

CAUTION : BEFORE CARRYING OUT PREVENTIVE MAINTENANCE, SWITCH OFF THE MAINS, REMOVE FUSE AND DISPLAY THE UNDER MAINTENANCE BOARD.