



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering

SOP No.:

Title: Preventive Maintenance of Cooling Tower

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 Cooling Tower.

3.0 Scope

3.1 This SOP is applicable for the preventive maintenance of Cooling tower installed On Service Floor.

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.



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5.0 Accountability

Head –Engineering Services

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 Lubricate all bearings.

6.2.2 Check all fins for any damage or misplacement. Rectify it, if required.

6.2.3 Clean the cooling water sump.

6.2.4 Check the operation of pump for abnormal noise and vibrations. Rectify it, if required.

6.2.5 Check all nuts and bolts for tightness and any damage. Rectify it, if required.

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

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

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

7.0 ANNEXURES:

Annexure-1: Monthly Preventive Maintenance Checklist for Cooling Tower



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Title: Preventive Maintenance of Cooling Tower	Effective Date:
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Issue Date:	Page No.:

8.0 References (S)

NIL

9.0 Glossary

SOP: Standard Operating procedure



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ANNEXURE-01

Monthly Preventive Maintenance Checklist for Cooling Tower

EQUIPMENT CODE:	LOCATION:	MONTH:
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S.No.	DESCRIPTION	OBSERVATIONS/ REMARKS
1.	Lubricate all bearings.	
2.	Check all fins for any damage or misplacement. Rectify it, if required.	
3.	Clean the cooling water sump.	
4.	Check the operation of pump for abnormal noise and vibrations. Rectify it, if required.	
5.	Check all nuts and bolts for tightness and any damage. Rectify it, if required.	
6.	Check all the electrical connections for tightness and 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:	



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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.