



STANDARD OPERATING PROCEDURE

Department: Engineering

TITLE: Preventive Maintenance of Reverse Osmosis Plant

SOP No.		Revision No.	
Effective Date		Supersedes No.	
Review Date		Page No.	1 of 3

1.0 OBJECTIVE:

1.1 The Objective of this SOP is to describe the procedure for preventive maintenance of Reverse Osmosis (RO) Plant.

2.0 SCOPE:

2.1 This SOP is applicable for the preventive maintenance of Reverse Osmosis (RO) Plant installed in Utility Block of

3.0 RESPONSIBILITY:

3.1 The Maintenance Operator shall be responsible:

3.1.1 To carry out preventive maintenance of equipment.

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

3.1.3 To maintain the record of all checks.

3.2 The Maintenance Engineer shall be responsible:

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

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

4.0 ACCOUNTABILITY:

Head –Engineering Services

5.0 PROCEDURE:

5.1 CAUTION:

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

5.2 MONTHLY PREVENTIVE MAINTENANCE ACTIVITIES:



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SOP No.		Revision No.	
Effective Date		Supersedes No.	
Review Date		Page No.	2 of 3

- 5.2.1 Check the conductivity meter and pressure gauges for proper functioning. Replace it, if required.
- 5.2.2 Check all the joints for leakages. Rectify it, if required.
- 5.2.3 Check all electrical connections for tightness and damage. Rectify it, if required.
- 5.2.4 Check all the nuts and bolts for tightness and damages. Rectify it, if required.
- 5.2.5 Check the alignment of pump and motor. Rectify it, if required.
- 5.2.6 Check the low pressure switch for proper functioning. Rectify it, if required.
- 5.2.7 Maintain the record of all checks in checklist. (Annexure-1).

6.0 ANNEXURES:

Annexure-1 : Monthly Preventive Maintenance Checklist for Reverse osmosis plant.

7.0 REFERENCES (S):

NIL

8.0 GLOSSARY:

SOP : Standard Operating procedure

No : Number



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SOP No.		Revision No.	
Effective Date		Supersedes No.	
Review Date		Page No.	3 of 3

ANNEXURE-I

EQUIPMENT CODE:	LOCATION:	MONTH:
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S.No.	DESCRIPTION	OBSERVATIONS/ REMARKS
1.	Check all the joints for leakages. Rectify it, if required.	
2.	Check all electrical connections for tightness and damage. Rectify it, if required.	
3.	Check the alignment pump and motor. Rectify it, if required.	
4.	Check all the nuts and bolts for tightness and damage. Rectify it, if required.	

Done by: <i>(Operator)</i>		Done on:	
Checked by: <i>(Engineer)</i>		Next due on:	
Verified by: <i>(Concerned Department)</i>			

FREQUENCY: MONTHLY PREVENTIVE MAINTENANCE

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