



STANDARD OPERATING PROCEDURE

Department: Engineering

Title: Preventive Maintenance of Vacuum Pump

SOP No.		Revision No.	
Effective Date		Supersedes No.	
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1.0 OBJECTIVE:

To lay down a procedure for preventive maintenance of Vacuum Pump.

2.0 SCOPE:

This SOP is applicable for preventive maintenance of all the Vacuum Pump.

3.0 RESPONSIBILITY:

Officer / Executive Engineering

4.0 ACCOUNTABILITY:

Head Engineering

5.0 PROCEDURE:

5.1 Checks before starting preventive maintenance :

5.1.1 Inform to Head Production about preventive maintenance schedule of Vacuum Pump.

5.1.2 Take the necessary tools, spares, waste cotton and lubricants to respective production area.

5.1.3 Switch "OFF" the power supply of Vacuum Pump whose preventive maintenance to be done from main panel. Display "**Under Preventive Maintenance**" label until work completed.

5.1.4 Officer/ Executive Engineering shall do the preventive maintenance of Vacuum Pump as per check list (Annexure-I).

5.2 Quarterly maintenance:

5.2.1 Clean the electrical panel and replace faulty electrical switches, wires etc if any.

5.2.2 Check for the tightness of starter and motor terminal thimbles connections.

5.2.3 Check the lubrication of bearings and housing of motor and pump. Replace them if needed.

5.2.4 Check the alignment of coupling shaft of pump and motor.

5.2.5 Clean the inlet and outlet lines of water /oil of vacuum pump.



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5.2.6 Check for the oil level in gear box of pump.

5.2.7 Check the condition of filter, if any. Replace if required.

5.2.8 Check the condition of gear box oil seal or any leakage.

5.2.9 Check and clean suction and discharge lines of vacuum pump for any leakages.

5.2.10 Check for the thimble connection of terminal of motor.

5.2.11 Check the RPM of motor and its load current.

5.2.12 Check for the tightness of foundation bolts of pump and motor.

5.2.13 Check the screws of motor safety cover and tight them properly.

5.2.14 Check the tension of V – belt, if applicable.

5.3 Checks after maintenance :-

5.3.1 Ensure that all parts are fitted properly.

5.3.2 Check whether any unusual sound is coming from the moving parts of machine.

5.3.3 Check all parameters are within limits.

5.3.4 Record the observations in Annexure – I. **“Preventive Maintenance Check List of Vacuum Pump”**.

6.0 REFERENCES:-

Not Applicable

7.0 ANNEXURES:

ANNEXURE No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Preventive Maintenance Check List of Vacuum Pump	

ENCLOSURES: SOP Training Record



PHARMA DEVILS

ENGINEERING DEPARTMENT

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8.0 DISTRIBUTION:

- Controlled Copy No. 01 Head Corporate Quality Assurance
- Controlled Copy No. 02 Head Engineering
- Master Copy Quality Assurance Department

9.0 ABBREVIATIONS:

SOP Standard Operating Procedure
ID No. Identification Number
Ltd Limited
ER Engineering

10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Nil		



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ANNEXURE-I

PREVENTIVE MAINTENANCE CHECK LIST OF VACUUM PUMP

Name of Equipment:

Frequency: Quarterly

ID No.:

Model No.:

Department:

Location:

Preventive Maintenance Done On:

Preventive Maintenance Due On:

S.No.	Check List	Activity Done
Checks before starting preventive maintenance:		
1.	Inform to Head Production about preventive maintenance schedule of Vacuum Pump.	
2.	Take the necessary tools, spares, waste cotton and lubricants to respective production area.	
3.	Switch "OFF" the power supply of Vacuum Pump whose preventive maintenance to be done from main panel. Display " Under Preventive Maintenance " label until work completed.	
4.	Officer / Executive Engineering shall do the preventive maintenance of Vacuum Pump as per check list.	
Quarterly maintenance:		
1.	Clean the electrical panel and replace faulty electrical switches, wires etc if any.	
2.	Check for the tightness of starter and motor terminal thimbles connections	
3.	Check the lubrication of bearings and housing of motor and pump. Replace them if needed.	
4.	Check the alignment of coupling shaft of pump and motor.	
5.	Clean the inlet and outlet lines of water /oil of vacuum pump.	
6.	Check for the oil level in gear box of pump.	



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S.No.	Check List	Activity Done
7.	Check the condition of filter, if any. Replace if required.	
8.	Check the condition of gear box oil seal or any leakage.	
9.	Check and clean suction and discharge lines of vacuum pump for any leakages.	
10.	Check for the thimble connection of terminal of motor.	
11.	Check the RPM of motor and its load current.	
12.	Check for the tightness of foundation bolts of pump and motor.	
13.	Check the screws of motor safety cover and tight them properly	
14.	Check the tension of V – belt, if applicable.	

Checks after maintenance:

1.	Ensure that all parts are fitted properly.	
2.	Check whether any unusual sound is coming from the moving parts of machine.	
3.	Check all parameters are within limits.	

Done By:
Engineering Officer/Executive
Sign & Date

Checked By:
Head Engineering
Sign & Date