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| **STANDARD OPERATING PROCEDURE**  GENERATOR |

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| **Author** | | |
| **Name** | Arqam Sattar | **Signature** |
| **Designation** | Assistant Manager Electrical |
| **Date** | 10-01-2020 |
| **Review** | | |
| **Name** | Waqar Islam | **Signature** |
| **Designation** | Maintenance Head |
| **Date** | 10-01-2020 |
| **Approval** | | |
| **Name** | Ahsaan Abid | **Signature** |
| **Designation** | General Manager |
| **Date** | 10-01-2020 |

## Purpose

The main purpose of generator is to provide backup to production department or production lines. When electricity is out our gen. set will provide full backing up to production department so that they don’t face any interruptions in production process.

## Scope

This is to intimate to all the staff of maintenance department that they are bound to follow the procedures of generator process and handling.

## Responsibilities

* All the Maintenance staff is responsible for process following.

## Procedure

* Clean the body structure of generator and also clean the filters of generator set.
* Check all the following things in generator:
* Water level check.
* Diesel level check.
* Oil level check.
* Charging of batteries should always be on.
* Terminals of batteries should be clean.
* On working load (Impairs) checking.
* Coolant temperature check.
* Oil pressure check.
* Oil pressure temperature check.

## Associated Documents and Records

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|  |  | **Generator Running Hours** | | | | | | Date: | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Date | T1 00:00 | T2 00:00 | T3 00:00 | T4 00:00 | T5 00:00 | T6 00:00 | T7 00:00 | T8 00:00 | T9 00:00 | T10 00:00 | T11 00:00 | Total Hours |
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| 31 |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Hour | |  |  |  |  |  |  |  |  |  |  |  |
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**AMENDMENT HISTORY**

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| --- | --- | --- | --- |
| **REV. #** | **DCR #** | **SECTION** | **AMENDED TEXT** |
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\* All changes made in the document are notified in the Amendment History Table.