

**STANDARD MAINTENANCE PROCEDURE
FOR
ELECTRICAL DEPARTMENT**

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| Prepared By: | HOS | Date : | 01-04-2020 |
| Reviewed By: | HOS | Revision No: | 00 |
| Approved By: | HOD | Page No: | Page 1 of 4 |

SMP for Battery Charger Maintenance

1.0 Purpose:

- Procedure for Battery Charger maintenance.

2.0 Responsibility

- HOD Electrical

3.0 Safety Risks:

- Person can be experience shock.

4.0 Environment Impact:

- Applicable.

5.0 Impact & Risk Control Requirements:

- Ensure there should be no power.
- Proper insulated rating equipment.

6.0 Chemicals Required:

- Not Applicable

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7.0 Procedure:

The step-wise procedure is as follows:

| Sr. No | Activity | Responsibility |
|--------|--|--------------------------------|
| 1. | Organize pep talk before assigning job & use PPE | Shift Engineer |
| 2. | Switch off the panel SFU and hang danger board. | Shift Engineer |
| 3. | Clean Panels by hand blower. | Electrician |
| 4. | Checking of heating Lug. | Electrician |
| 5. | Checking of gravity. | Electrician |
| 6. | Apply petroleum jelly. | Electrician |
| 7. | Checking of distilled water. | Electrician |
| 8. | Checking of Voltage of Battery. | Shift Engineer/ Electrician |
| 9. | Checking of charging current. | Shift Engineer/ Electrician |
| 10. | Remove danger board. | Electrician |
| 11. | Operation checking before & after maintenance. | Shift Engineer |

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8.0 Special Note:

- We have provided earth fault relay in High Tension Breaker.
- Earthing is provided to each motor.
- Follow the safety rule (Work permit).
- Everyone aware with First aid procedure if anybody experienced shock

9.0 References:

- Electrical manual

10.0 Records:

| Sr.No | Title of Record | Reference No. of Record | Location of record | Retention Time |
|-------|--------------------|-------------------------|--------------------|----------------|
| 1 | Electrical Logbook | | Substation | 1 Year |

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