

**STANDARD MAINTENANCE PROCEDURE
FOR
ELECTRICAL DEPARTMENT**

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

SMP for Transformer Maintenance

1.0 Purpose:

- Procedure for safe Transformer 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.	Supervisor
2.	Issue work permit before maintenance	Supervisor
3.	Switch off the Breaker and remove breaker and hang danger board.	Electrician
4.	Ensure power supply gets off.	Electrician
5.	Check for oil leakage if found arrest immediately.	Electrician
6.	Check for proper cooling of all radiators.	Electrician
7.	Check oil level in conservator for main tank and tap changer.	Electrician
8.	Check incoming and outgoing cables for loose connection.	Electrician
9.	Check isolators for free movement.	Electrician
10.	Check all breakers, incoming and outgoing feeder for loose connection.	Electrician
11.	Check the tap changer after 10000 operation.	Electrician
12.	Check the di-electric strength of tap changer oil as well as of the main tank oil, it should be 50kv/min, if less then filtration is required for both tanks.	Electrician
13.	Check for oil leakage if found, tightened all the flanges bolts and top cover bolts.	Electrician
14.	Check RTCC panel for loose connection.	Electrician
15.	Check 33kv relay control panel for loose connection.	Electrician
16.	Remove danger tag from Panel.	Electrician
17.	Switch on the SFU/Breaker.	Electrician
18.	Trail after Maintenance.	Electrician
19.	Clean the work place & equipment after Maintenance	Electrician
20.	Submit the work permit after completion of Job.	supervisor

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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:

- Substation 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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