

**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 Crane Maintenance

1.0 Purpose:

- Procedure for safe Crane 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 SFU/Breaker.	Electrician
4.	Ensure power supply gets off.	Electrician
5.	Provide danger board on it.	Electrician
6.	Check Main Hoist, Long Travel and Cross Travel motor terminal block.	Electrician
7.	Check thruster, its operation and its connection. Fill oil if required	Electrician
8.	Check Gravity, Rotary and L.T. & C.T. Limit Switches.	Electrician
9.	Check all the Connections of Protective panel	Electrician
10.	Remove danger tag from Panel.	Electrician
11.	Switch on the SFU/Breaker.	Electrician
12.	Trail after Maintenance.	Electrician
13.	Clean the work place & equipment after Maintenance	Electrician
14.	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:

- Crane Electrical manual

10.0 Records:

Sr.No	Title of Record	Reference No. of Record	Location of record	Retention Time
1	Electrical Logbook		CGL	1 Year

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