	COROMANDEL INTERNATIONAL LIMITED Sarigam	Doc No. : INST/SOP/24
Issue No.01	DEPARTMENTAL MANUAL OF INSTRUMENT	Issue/ Revision Date: 02/10/2017
Revision: 00	Title: SAFE OPERATING PROCEDURE OF BREAKDOWN MAINTENANCE & RCA	Page 1 of 2

01. PURPOSE

To ensure that:

- The causes of breakdown of plant Instruments are rectified with minimum down time affecting production volume or product quality.
- Breakdown maintenance is carried out in such a manner that occasions of repetitive breakdowns for the same cause are minimized to achieve the targeted availability of critical instrument.

02. SCOPE

This procedure is applicable to Instrument breakdown maintenance, including breakdown maintenance of critical instruments & RCA.

03. DEFINITION

NILL


04. PROCEDURE

- The Production Executive/Supervisor issues a “Work Permit” to the instrument department for carrying out repair job. Auxiliary Permits as per the additional safety requirement are obtained as necessary by the Production Supervisor from respective user department.
- The precautions as mentioned in the Work Permit are observed by instrument Engineer and the job is completed. After satisfactory trials, the concerned production supervisor signs Work Permit and hands over the same to Maintenance personnel. The Permits are filed in the instrument section after recording the details in the logbook and also in the “History Card”, in case of critical equipment.
- RCA to be done for the particular breakdown & maintain the RCA record.

The Principal Breakdown activities are:

- Isolation of Equipment from all the energy sources if needed
- Fault investigation and rectification
- Rectification of faults
- Repairing the damage
- Hydro test in case of valves
- Head-Instrument reviews the incomplete Work Permit & Engineering Log Sheet every day. Instrumentation Engineers plans the jobs after coordinating with the plant personnel.

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05. FREQUENCY

NILL

06. RESPONSIBILITY

Asst. Manager/Sr. Officer/ Area in-charge (Inst.)

07. ACCOUNTABILITY

Section Head

08. RECORDS

Record should be maintained for one year.

Reference:

- Work Instructions
- Procedures for Calibration
- Instruction Manual
- Check List

09. ATTACHMENTS

Sr. No.	Format	Format No.
1	Calibration record	QF/EN/09
2	Engineer Log book	QF/EN/04

10. CHANGE RECORD

Date	REV. NO.	CHANGES INCORPORATED
02/10/2017	00	Original Issue

**** END OF PROCEDURE ****

Prepared By :	Reviewed By :	Approved By :
Name :	Name :	Name :
Date :	Date :	Date :