**TITLE: - SOP for Station round-up at odd hours in Barauni LPG Station**

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| **SL. NO.** | **ACTIVITY** | **RESPONSIBILITY** |
| 1 | Ensure that Control Room is manned by other person at all times during the scheduled station round. | Shift In charge |
| 2 | Before leaving control room ensure that all PPE requirement is complied. Take walkie talkie, safety torch, gas meter as per requirement. Check communication with control room. | -Do- |
| 3 | Visit the MLPU shed. Observe suction & discharge pressure, vibration, leakage, unwanted sound from pump & motors. | -Do- |
| 4 | Visit the Piping Area. Randomly check for LPG leakage, check for any icing on LPG piping/drain points, leakage from fire water line & hydrant. | -Do- |
| 5 | Note the High Mast/Street lights which are not glowing | -Do- |
| 6 | Go around HT/LT building, VFD room, DG area, PIDWS Control Room and other priority areas and observe all parameters. Check alarm verification by PIDWS Control Room. | -Do- |
| 7 | Inform Control Room before entering any restricted area like VFD room, HT room, MCC Rooms etc. Maintain regular communication with Control Room. | -Do- |
| 8 | In case of any abnormality report immediately to Control Room and/or CISF/security. | -Do- |
| 9 | Write down all observation in events mentioning “ODD Hours Visit Observation” and mention all problems/faults in e-defect register in E-OMS portal. | -Do- |

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| RECORDS GENERATED : | 1) | SHIFT LOGBOOK SHEET |
|  | 2) | SHIFT HANDING OVER REGISTER |
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