



MECHANICAL SOP

Issue No. 01	Rev. No: 02	Effective Date: 17.10.2017	SOP/MEC/118
Issued By: M.R		Approved By: HOD Mechanical	
SUMP /TANK MAINTENANCE			

SOP FOR MAINTENANCE OF SUMP / TANK

PURPOSE: To lay down a procedure to describe the steps to be followed and persons involved in the maintenance of sump/tank.

RESPONSIBILITY: Mechanical section head, section engineer and supervisor.

PROCEDURE:

1. Take the electrical permit for bore well pump and tank feeding pump.
2. Fix the LOTO
3. Take the confined work permit and height work permit.
4. Insure for proper PPE (safety belt / others)
5. Open the tank manual door and inspection door (for ventilation purpose).
6. Empty the water from the tank by using of portable pump or drain valve.
7. Providing the ladder or scaffolding arrangement.
8. Providing the external forced venting system (fan or blower).
9. Providing the lighting facility for inside the tank.
10. Providing the lifting arrangement for wastages removing purpose.
10. Cleaning the sump or tank inside.
11. Remove the wastages by using the lifting arrangement.
12. Dewatering the waste water.
13. Remove the ladder or scaffolding arrangement.
14. Remove the Lifting device arrangement.
15. Remove the portable pump.
16. Close the all inspection and manual door



DALMIA CEMENT (B) LIMITED – ARIYALUR



MECHANICAL SOP

Issue No. 01	Rev. No: 02	Effective Date: 17.10.2017	SOP/MEC/118
Issued By: M.R		Approved By: HOD Mechanical	
SUMP /TANK MAINTENANCE			

17. Close the drain valve.

18. Remove the LOTO for Bore well pump and other feeding pumps.