



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
DALMIAPURAM**



Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	SOP/Elect /03
Issued By: S & P		Approved By: Elect. & Inst Head	
SOP for Transformer Maintenance			

Scope/Purpose : This Procedure to establish and maintenance of Transformer

Responsibility : Section Engineer – Electrical

Accountability : Head-Electrical

PPE:

1. Safety helmet,
2. Safety shoe,
3. Rubber Gloves.

Tools:

1. Tester
2. Megger

Hazard Analysis:

Risks associated

Electric Shock
Oil Slippery

Mitigating Measures

Use of proper tool, Rubber Gloves

Training needs:

1. Usage of tools and Nature of Hazards

Procedure:

DO'S:-

1. First switch “off” the transformer secondary side breaker and then primary side breaker.
2. Draw out the breaker carefully.
3. Discharge transformer secondary and primary terminals by proper earth rods.
4. Put the earth rods on the transformer terminals.
5. Display “Men working boards at secondary and primary side” of the breakers.
6. After the maintenance job is completed remove the earth rods, and megger test the transformer, if required.



**DALMIA CEMENT (B) LIMITED – CEMENT PLANT
DALMIAPURAM**



Issue No. 02	Rev. No: 01	Effective Date: 22.05.2015	SOP/Elect /03
Issued By: S & P		Approved By: Elect. & Inst Head	
SOP for Transformer Maintenance			

7. Check the oil level in Buccholtz relay and conservator tank.
8. Check for any oil leakage in the transformer.
9. Ensure body and neutral earth connections are properly connected to Earth pits.
10. Ensure that there is no abnormal heat and sound in the transformer while working.
11. Check the Silica gel condition in Breather, if it loses its property (Blue color) then change it with new one.

DON'TS:-

1. Don't start the work before switching "off" the transformer.
2. Don't touch the transformer primary and secondary terminal before discharging.
3. Don't over load the transformers at any time.
4. Don't disconnect the Neutral Link when transformer is ON.

Emergency / Emergency Shut OFF:

1. If any injury is there, first aid will be given and inform to the safety department or call Emergency number 523 / /9865177444/9865195111.

Records/Annexure:

1. Register for Maintenance of Transformer
2. JSA is enclosed below.



SOP/Elect /03

Approved By: Elect. & Inst Head