**Objective:**

To establish the standard Operating System for the UPS operations

**Policy:**

Smooth & Effective Operations of the Equipments.

**Responsibility:**

E&M Staff

**Procedures:**

1. UPS being critical Equipment **ITS MAINTENANCE IS LIMITED TO QUALIFIED, TRAINED AUTHORISED PERSONS FROM THE OEM / AMC Service Provider.**
2. Ensure the quarterly checks are carried out by OEM/AMC vendor
3. Ensure the Out Put Voltage is maintained with in 230± 3 Volts
4. Whenever there is a power changeover, check the UPS for Normal Operation (load on Mains).
5. Check the temperature of the UPS room and ensure the temperature is maintained between 20°C to 23°C.
6. Check the air circulating fans of the UPS are always in Operation.
7. Ensure that the AMC Service Provider carries out the Battery health check on quarterly basis
8. If all the UPS working in parallel redundant mode trips for any reason switch off the load from the UPS DB, Call the AMC service provider and escalate the Alarm Condition
9. Isolate UPS OUT PUT, acknowledge/ reset the alarm.
10. Check the condition of the fuses and if in order restart the UPS one by one on Mains.
11. If the UPS have started, switch on the UPS Out Put and allow the UPS to synchronize for 5 minutes before switching on the load.
12. If UPS fail to start, wait for the Service Engineer’s visit. If required take permission from the concerned authority and energize the DB / panel for restoring the operation on DG Power.

# Safety Precautions

1. Ensure the work area is adequately lighted.
2. Carry all necessary tools Tackles (Properly insulated) & personnel protective equipment’s.
3. Tag out / Lock Out (Keep the keys in your possession) the respective incomer supply before commencing the maintenance work.
4. Discharge the static current (where-ever applicable) before commencing the maintenance work.
5. Wear shock proof shoes / gloves while working on / near live contacts.
6. Remove any chain around the neck before working on any live panel.
7. Check and ensure no tools are left behind in the panel and the same is closed properly after the maintenance is completed.

**Revision Guide:**

Any change in the system needs review of SOP.