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|  | **APARNA PROPERTY MANAGEMENT SERVICES PRIVATE LIMITED**  **STANDARD OPERATING PROCEDURE FOR LIFT EMERGENCY RESCUE OPERATION** |

**Objective:**

To establish the standard Operating System for the Lift Operations

**Policy:**

To provide a smooth rescue operation

**Responsibility:**

Lift Technician

**Procedures:**

In the event of intermittent power, the elevator should automatically restart once supply is restored within 10 seconds.

**Rescue Operation:**

1. As soon as the call is received, go to the respective tower lift and reach the floor where the lift car is landed.
2. Insert the Emergency door key and turn in anticlockwise. Simultaneously pull the doors of the lifts.
3. Check whether the lift car has landed exactly at the floor level and if found inform the persons to come out of the lift.
4. On the other hand if the lift car has not landed at the floor level and if it is In between the floors, then immediately go to the lift machine room and switch OFF the input power supply to the respective lift.
5. Release the brake by inserting the lever and simultaneously bring the lift car to the nearest floor level by rotating the wheel in the drive unit in anti-clockwise/clockwise direction till the marking on the wire rope matches.
6. Go the respective floor and repeat instructions 2 & 3.
7. Then go to the lift machine room and Switch ON the input power and check the proper functioning of the lift. If not put the lift in “Under Service”. Then inform to the Service Agency for further actions.

**Revision Guide:**

Any change in the system needs review of SOP.

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| **Rev : 02** | **Prepared By** | **Approved By** |
| **Date:01.01.2018** |  |  |