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|  | **APARNA PROPERTY MANAGEMENT SERVICES PRIVATE LIMITED**  **STANDARD OPERATING PROCEDURE FOR CONTROL COMMAND CENTER OPERATION** |

**Objective:**

To provide standard procedure for Control Command Center Operation.

**Policy:**

To ensure alertness in duty staff besides monitoring the equipment installed and to address /respond to emergencies and contingencies.

**Responsibility:**

Security Guard

**Procedures:**

1. Verify healthy power in HT panel from Grid in each phase
2. Verify Control supply is healthy & indication lamps are glowing.
3. Check OLTC AVR Control supply is healthy & indication lamps are glowing.
4. Check that all safeties is at normal condition.
5. Check transformer oil, silica gel conditions in case of oil filled transformers and their safety control relays switches are on line and functional including earth grid.
6. Check and record line clearance permit to ensure that no men are on work and all clear permits exist.
7. Close the HT Breaker, Check healthy power in LT panel.
8. Check the operation instruction as per load condition.
9. Log the parameters in log books.

**Revision Guide:**

Any change in the system needs review of SOP.

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| **Procedure No** | **APMSPL/SOP/E/TF/03** | |
| **Rev : 02** | **Prepared By** | **Approved By** |
| **Date:01.01.2018** |  |  |