

Standard Operating Procedure For Diesel Generator

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Objective :-

The purpose of standard operating procedure in respect of Diesel Engine is to ensure the uninterrupted power supply during the MSEDCL power failure, for the smooth functioning of Academic Activities and providing safety to the entire college campus with optimum utilisation of diesel generator.

Scope :-

To ensure the uninterrupted power supply through generator during MSEDCL power failure to the residential and college area for 1500 people including students, staff and visitors etc, mentioned as under.

1. When academic activity is going on in academic area.
2. To supply power between 5.00.p.m to 7.00.am in residential area.
3. To provide safety of man, machine, material of college as well as individual.
4. To facilitate on uninterrupted power supply, MSEDCL has proposed to give an independent substation devoted to GIT campus for getting power at established cost can be very much lesser.

Cross Reference :-

As soon as the level in tank comes down to 75% of the full capacity. We start the processing of diesel purchase.

Purchase requisition in prescribed format by Indian Oil Company is processed by Diesel Engine In-charge and approved by Registrar. Diesel is purchased in presence of security officer on duty followed by Diesel Engine In-charge through college vehicle. Inward entry of the diesel purchased is done on the gate.

Rate Contract :-

The purchase rate of diesel is varying time to time as per norms of the Govt. Hence purchase of diesel is made as per existing rate as and when required.

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Responsibility:-

Responsible Person

1. Mr. P.A. Patil
2. Mr. N.V. Gamare
3. Security Officer / Security Guard (On duty)

Mr. P.A. Patil / Mr. N.V. Gamare will look after the smooth functioning of generator, check schedule, check list, Break down, Diesel purchase, misuse of power if any, its safety and will keep the record update.

Security officer / Guard will start the generator during power failure/ in case of emergency only when the above staff are not available on account of leave / Holiday or any other reason.

Either of the one staff mentioned at serial no 1 & 2 must be present at college campus whenever there is emergency.

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Check Schedule:-

DAILY:-

1. Battery – Check the battery if it is fully charged.
2. Control Board – Check the voltmeter, water gauge, ammeter frequency meter and master switch.

Every two days:

1. Switch the generator set for almost 15 minutes to check if it is working properly.

WEEKLY:-

1. Circuit Breaker – Apply continuity test of terminal points. Put contact cleaner.

MONTHLY:-

1. Radiator – put 100ml of coolant
Replace oil every 275 – 300 hours of operation.

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Check List for :-

1. Purchase of Diesel
2. Consumption
3. Average

Sr. No	Date	Qty of Diesel Purchased	Total Amount (Rs)	Total Engine running hours	Total power generated in KWh	Average consumption per hour	Per Unit Generation Cost	Total Power failure MSEDCCL	Sign of Diesel Engine In charge

Prepared By

Approved By

Registrar

Principal