



INODAYA Hospitals - Kakinada

Documentation code:

INH/FMS.Doc.No:09

Policy On Maintenance Plan For Electrical Systems

Prepared date:11/11/2025

Reference: FMS.4.c. NABH Standards – 6th Edition

Issue Date:11/11/2025

Issue no: 01

Review No: 0

Review date: 11/11/2026

PURPOSE:

The goal of the Hospital Standard is to ensure patient safety by continuous monitoring and improvement of safety aspects to deliver safe, effective and efficient care.

SCOPE:

The Hospital is committed to provide a safe Hospital environment for its External and Internal Customers.

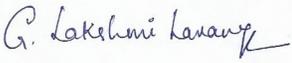
RESPONSIBILITY:

Maintenance Dept.

The following are the instructions for electrical safety:

1. Ensure that hands and work surfaces are dry before touching electrical equipment or connecting cords.
2. Examine all wiring, plugs, and extension cords for any signs of exposed wires, fraying or deteriorating insulation. Replace if necessary.
3. Ensure that a licensed electrician checks all electrical outlets for current, grounding and polarity at least annually.
4. Ensure there are a sufficient amount of electrical outlets to avoid multi plug adaptor use.
5. In the event of a shock (even if minor) or emission of smoke or a burning smell, immediately tag the equipment “out of order” and remove it for servicing.
6. Do not use extension cords through walls, doorways, ceilings and floors, as they are not substitutes for permanent wiring.
7. Ensure that all cords are kept off walkway floors where they can become tripping hazards or be damaged.

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Ms.Chandrakala	Mrs.G..Lakshmi Lavanya	Dr.G.Rammohan
Maintenance Incharge	Chief Executive Officer	Managing Director



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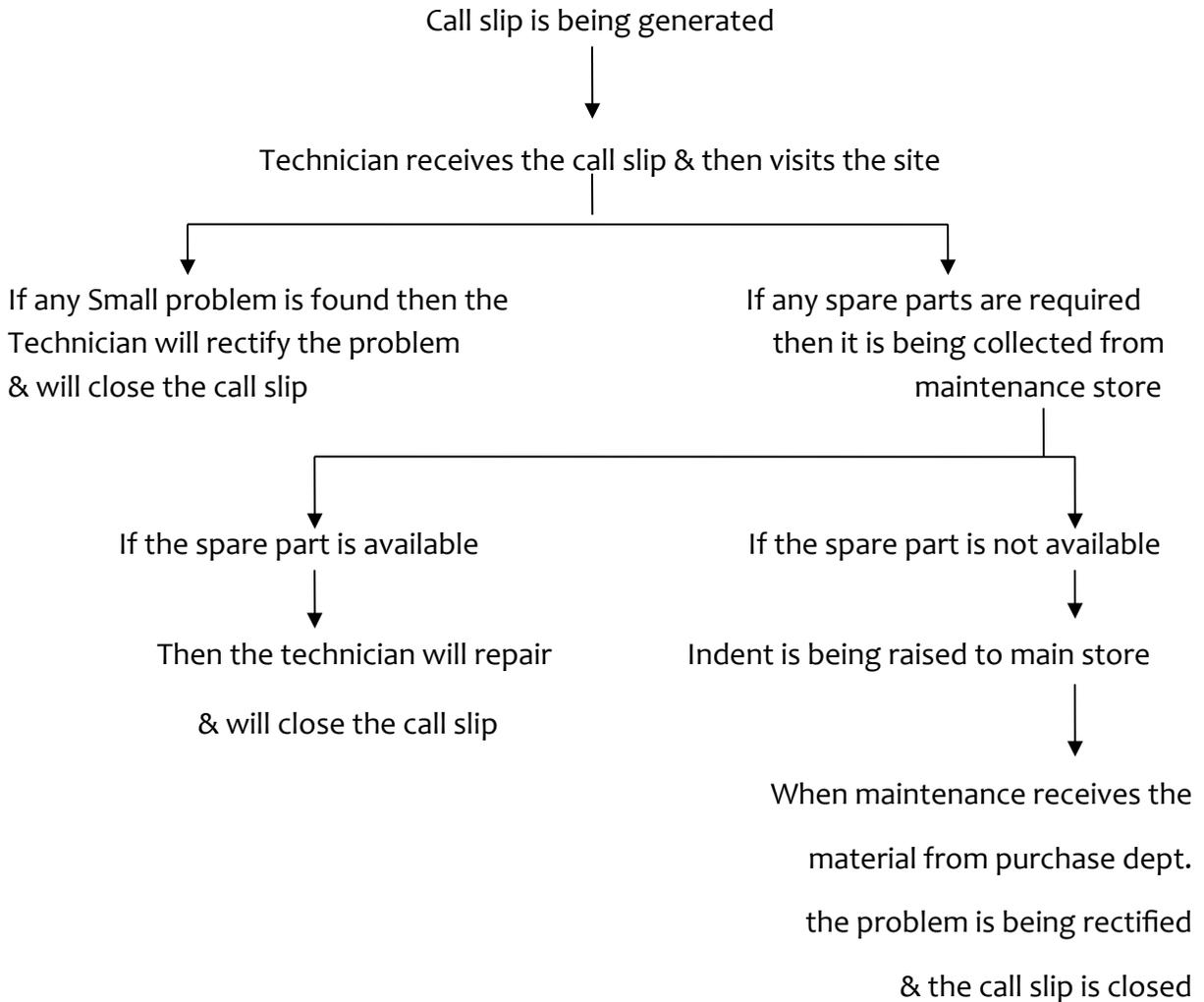
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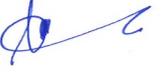
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MAINTENANCE PLAN FOR ELECTRICAL SAFETY:



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DG MAINTENANCE PROCESS

1. D G Set:

General Maintenance of 250KVA and 300 KVA DG sets

2. Responsibility:

DG Operators

3. Method:

- i. "A" Check
- ii. "B" Check
- iii. "C" Check
- iv. "D" Check

i. "A" Check

Process

- Check- Daily
- Check previous day log book
- Check engine oil level and top up if necessary
- Check oil level in hydraulic governor if provided.

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- Check airline connection for leaks
- Clean DG set using cotton waste
- Check water level in Radiator tank
- -Check water temperature
- Check for oil/water/fuel/exhaust leaks if any
- Start the engine and note the oil pressure both at idling speed
- Fill the fuel tank in between 400liters to 300 litters

ii. “B” Check

Process

- Maintenance every 300 hours/6 months:
- Repeat “A” check maintenance
- Remove old engine oil
- Remove, clean and inspect dry type air cleaner element.
- -Remove and clean the dustpan and inspect the element for hole/tears.
- Check gasket and „o” ring for damage.
- Change fuel/bypass/oil/air filter
- Tight the bolts
- Start DG set test run without load for 15 minutes.
- Record oil/water temperature and pressure.
- Clean air-filters

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iii. “C” Check

Process

- Maintenance every 1500 hours:
- Repeat “A” and “B” check maintenance
- Check thermostat operations
- Check all hubs and drives
- Check for turbo charger oil leaks and tighten turbocharger mounting nuts
- -Check inner air restriction
- Check oil in air cleaners
- Clean and tighten all air connections
- Check generator and commutates
- Clean entire engine
- Tighten all mounting bolts and nuts
- Clean aneroid air breather
- Check heat exchanger-element/zinc plug
- Check exhaust and inlet manifold nut and cap screws
- Check engine blow-by
- Clean radiator
- Adjust injectors and valves
- Clean fuel inlet connection screen

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- Change hydraulic governor oil

iv. “D” Check

Process

- Maintenance every 6000 hours:
- Repeat “A” , “B” and “C” check maintenance
- Check exhaust and inlet manifold nut and cap screws
- Tighten all monetary bolts and nuts
- Clean turbo charger Diffuser and Impeller. Check and float.
- Check turbo charger bearing clearance
- Check crankshaft and float
- Clean and calibrate all injectors
- Check fuel point calibrations
- Replace aneroid bellows and calibrate aneroid if performance deterioration is evident. Some of the indications for performance deterioration are:
 - Black smoke
 - Change in fuel manifold pressure
 - Loss of power
 - Malfunction of aneroid
 - Replace fuel pump filter screen and
 - Steam clean engine.

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Other Maintenance Activities:

- Check the condition of breaker
- Noting down the temperature of transformers routinely
- Checking the Silica Gel
- Ensure the HT Yard is cleaned and kept neat
- Transformer oil filtration and top up of transformer oil on yearly basis
- Testing and checking of HT VCB every year
- Calibration and testing of all meters' yearly
- Servicing and maintaining of capacity panel yearly
- Monthly cleaning and servicing all LT Panel and internal connection of bus bars and all terminals

Records: Log Book

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