

		POLIGAS Ltd. Standard Operating Procedures SOP 24 - Appendix Maintenance Schedule Acetylene Plant	Reference: SOPPR/24/06/01/A- Page 1 of 2
Title			

Monthly Maintenance Checks		Yes	No	Signature
A. Acetylene generator				
1. Check the generator for build up of foreign matter and clean if necessary by washing out with water or by pressure washing.				
2. Check the operation of the float mechanism and that overflow valve is free from foreign matter.				
B. Agitator Stuffing Box screw feed				
1. Check cleanliness of shaft. Grease agitator with water repellant grease while running. Check Teflon rope in the stuffing box and replace if required.				
2.0 Inspect the rubber seating of the carbide feeding disc and replace if necessary				
C. Condensor				
1. Water compartment drained and flushed and descaled if necessary.				
D. Low Pressure Drier				
1. Check the operation of the safety valve.				
2. Check for accumulated deposits and clean if required.				
E. Purifier and Scrubber				
1. Visually check and replace rubber gaskets if necessary				
F. Pumps and Compressor				
1. Check oil level of pumps. Top up if necessary ____ Ltrs				
2. Check for motor/pump for strange noise.				
3. Check compressor fly wheel belt.				
4. Check all compressor pressure gauges and valves for leaks etc.				
5. Check compressor water tank for leaks.				
G. Ramps				
1. Check Ramp valves for leaks.				
2. Check ramp pressure gauges				
H. Sub – Station				

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1. Check all indicator lamps .				
2. Check for humming noise				
3. Check room ventilation and sweep away excessive dust.				
OTHER COMMENTS AND OBSERVATIONS				

Dates Maintenance carried out: _____

Maintenance carried out by: 1. _____

2. _____

3. _____

Production Manager/Production Engineer



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Title **Self Inspection Schedule Form**

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GMP Area	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Quality Control Areas and activities	<input type="checkbox"/>	<input type="checkbox"/>										
Manufacturing Areas and activities			<input type="checkbox"/>	<input type="checkbox"/>								
Stores					<input type="checkbox"/>	<input type="checkbox"/>						
SOP distribution							<input type="checkbox"/>	<input type="checkbox"/>				
Training									<input type="checkbox"/>	<input type="checkbox"/>		
Maintenance											<input type="checkbox"/>	<input type="checkbox"/>