

	SMSA P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HC27
	STANDARD OPERATING PROCEDURE For Operation of AHUs.	Revision no.	05
		Effective Date	24-04-2025
		Next Revision Date	24-04-2027
		Function	Warehouse
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1.0 PURPOSE

- 1.1 To lay down the Procedure for operation of AHU.s

2.0 SCOPE

- 2.1 This procedure is applicable for all AHUs in SMSA Healthcare.

3.0 ABBREVIATIONS/DEFINITION

No.	Term	Description
1	SOP	Standard Operating Procedure
2	No.	Number
3	AHU	Air Handling Unit

4.0 RESPONSIBILITY

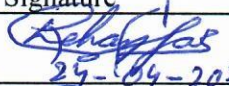
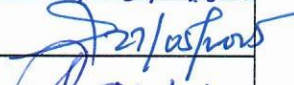
- 4.1 It is the responsibility of the SMSA Utility Executive or Designee for Operation of AHU.

5.0 PRECAUTION/INSTRUCTION

- 5.1 Ensure that Main power supply is ON.
5.2 Ensure that AHU plenum doors are closed.

6.0 PROCEDURE

- 6.1 Switch ON the Power of AHU by using switch identified in Electrical panel.
6.2 Put a Tick (✓) mark in the check sheet Record: (Annexure-1)
6.3 Switch OFF the AHU if temperature can be achieved by Ambient.
6.4 Put a Cross (X) mark in the check sheets. If the AHU is switched off.
6.5 For Switching OFF the AHU, Power OFF the main switch identified in Electrical panel.
6.6 Put a Tick (X) mark in the check sheet Record:(Annexure-I).

	Name & Designation	Signature
Author/ Originator of Doc Change	REHAN YAFAI UTILITY EXECUTIVE	
Reviewer (Process Owner)	M. J. M. Jameel Warehouse Supervisor	
Approving Authority	DR. M. S. AL-SAGHEER	

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7.0 RECORD

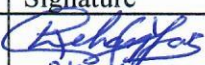
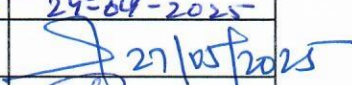
Title of Record	Custodian	Retention Period
AHU Operation Record	Utility Executive	Indefinite

8.0 Attachment

8.1 Attachment-1

9.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	01-07-2017	New Document	NA

	Name & Designation	Signature
Author/ Originator of Doc Change	HEWAN YAFAI UTILITY EXECUTIVE	 24-04-2025
Reviewer (Process Owner)	M. J. M. Jareed Warehouse Supervisor	 27/05/2025
Approving Authority	JASAT SIKES	

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01	01-02-2018	Changes made in SOP as follows:	
02	01-02-2020	Added new point 5.3 In Winter Season in every Warehouse AHU need to run for Air Circulation for minimum 15 Minutes once in a week.	
03	16-03-2022	Amended Document ID from SMSA-27 to SMSA-HC27	
04	28-04-2023	Periodic Review and No Changes required	
05	24-04-2025	Amended Annexure- 1 AHU Operation Record frequency change from twice a day to once a day.	
		Periodic Review and No Changes required.	

	Name & Designation	Signature
Author/ Originator of Doc Change	REHAN YAPAI UTILITY EXECUTIVE	Rehan Yapai 24-04-2025
Reviewer (Process Owner)	M.J.M. - Jareed Warehouse Supervisor	Jareed 27/05/2025
Approving Authority	Dr. O. R. Srinivas	Dr. O. R. Srinivas



Annexure-I
AHU OPERATION RECORD

SMSA
P.O. Box 63529 Riyadh 11526, KSA.

Date

AHU No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Remarks
Morning																							

AHU No.	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	Remarks
Morning																							

AHU No.	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	Remarks
Morning																							

AHU No.	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	Remarks
Morning																							

AHU No.	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	Remarks
Morning																							

AHU No.	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	Remarks
Morning																							

Done By:

Verified By:



Attachment-1

AHU

SMSA Express Transportation Co. Ltd.
P.O. Box 63529 Riyadh 11526, KSA.

Deatail

Sr. No.	AHU NO.	AHU Area Description
1	AHU NO.-1	OPS/HC/WH001
2	AHU NO.-2	OPS/HC/WH001
3	AHU NO.-3	OPS/HC/WH001
4	AHU NO.-4	OPS/HC/WH001
5	AHU NO.-5	OPS/HC/WH001
6	AHU NO.-6	OPS/HC/WH001
7	AHU NO.-7	OPS/HC/WH001
8	AHU NO.-8	OPS/HC/WH001
9	AHU NO.-9	OPS/HC/WH001
10	AHU NO.-10	OPS/HC/WH002
11	AHU NO.-11	OPS/HC/WH002
12	AHU NO.-12	OPS/HC/WH002
13	AHU NO.-13	OPS/HC/WH002
14	AHU NO.-14	OPS/HC/WH002
15	AHU NO.-15	OPS/HC/WH002
16	AHU NO.-16	OPS/HC/WH002
17	AHU NO.-17	OPS/HC/WH002
18	AHU NO.-18	OPS/HC/WH002
19	AHU NO.-19	OPS/HC/WH003
20	AHU NO.-20	OPS/HC/WH003
21	AHU NO.-21	OPS/HC/WH003
22	AHU NO.-22	OPS/HC/WH003
23	AHU NO.-23	OPS/HC/WH003
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25	AHU NO.-25	OPS/HC/WH003
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