

	SMSA P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HC30
	STANDARD OPERATING PROCEDURE For Operation of 500 KW Diesel Generator.	Revision no.	05
		Effective Date	29-04-2025
		Next Revision Date	29-04-2027
		Function	Warehouse
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1.0 PURPOSE

1.1 To lay down the Procedure for Operation of 500 KW Diesel Generator.

2.0 SCOPE

2.1 This procedure is applicable to SMSA-NUPCO Healthcare Warehouse for Operation of 500 KW Diesel Generator.

3.0 ABBREVIATIONS/DEFINITION

No.	Term	Description
1	SOP	Standard Operating Procedure
2	No.	Number
3	AHU	Air Handling Unit
4	DG	Diesel Generator
5	KVA	Kilo Volt Ampere

4.0 RESPONSIBILITY

4.1 It is the responsibility of the SMSA Utility Executive or Designee to ensure Operation of Diesel Generators.

4.2 Project Manager to ensure Compliance of SOP.

5.0 PRECAUTION/INSTRUCTION

5.1 Diesel Tank level should always be maintained.

5.2 Fuel Inlet and Outlet valves should be open.

5.3 Use safety PPEs (Ear Plug, Safety Helmet).

5.4 Check Engine Oil level before start.

5.5 Check Coolant level before start.

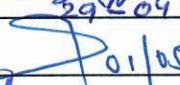
6.0 PROCEDURE

6.1 Start up Procedure of 500 KW Generators:

6.1.1 Select the mode AUTO on the control panel.

6.1.2 If start in AUTO mode, breaker will Automatically open.

6.1.3 Automatically take the load.

	Name & Designation	Signature
Author/ Originator of Doc Change	REHAN YAFAT UTILITY EXECUTIVE	 29-04-2025
Reviewer (Process Owner)	M. J. J. Jareed Warehouse Supervisor	 01/05/2025
Approving Authority	Rehman Yafat	

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- 6.1.4 When total load on Generator reaches 75% automatically second Generator will start and share the load with other Generators.
- 6.1.5 When total load comes back to 50% then automatically second Generator will stop.
- 6.1.6 Note down Diesel Generator Parameters in Annexure-1 after every 2 hours in working hours.
- 6.2 Shut Down Procedure of 500 KW Generators:
 - 6.2.1 Press the STOP button on the control panel. Generator will stop immediately.
- 6.3 Majors to control emission from Diesel Generator exhaust shall be studied and implemented to check Environment Pollution.
- 6.4 Diesel Tank refilling should be done time to time by calling Diesel Supplier.

7.0 RECORD

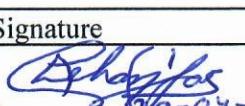
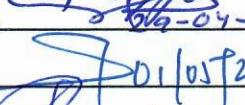
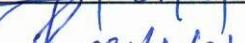
Title of Record	Custodian	Retention Period
Diesel Generator Monitoring Parameters	Utility Executive	Indefinite

8.0 Attachment

NA

9.0 DOCUMENT CHANGE RECORD

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	28-11-2017	New Document	NA

Author/ Originator of Doc Change	Name & Designation	Signature
	TREHAN YAFAI UTILITY EXECUTIVE	 29-04-2025
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Approving Authority	Rehan Yafai	 01/05/2025

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01	01-02-2018	Changes made in SOP as follows: <ul style="list-style-type: none"> Amended Document ID from SMSA-30 to SMSA-HC30 Added new point 6.3 Majors to control emission from Diesel Generator exhaust shall be studied and implemented to check Environment Pollution. 	
02	20-11-2019	<ul style="list-style-type: none"> Added new point 6.4 Diesel Tank refilling should be done time to time by calling Diesel Supplier. Added new points 6.5 Every time Diesel Supplier will deliver 6000 Liter Diesel and payment will be done through PetroApp by scanning Dummy card. Added new points 6.6 If we are unable to pay through PetroApp need to send a message to the PetroApp IT support on WhatsApp on the following number: 055 599 6478. Added new points 6.7 Take a picture of the fuel pump reading and take a picture of the fuel card showing the dummy plate number clearly and send on above mention Mobile Number. Added new point 6.8 That message should contain the pictures taken, along with the name of the gas station supplying the fuel. 	
03	15-12-2021	<ul style="list-style-type: none"> Periodic Review and No Changes require. 	
04	26-04-2023	<ul style="list-style-type: none"> Amended SOP Title Removed point 6.5, 6.6, 6.7, 6.8 Amended Annexure. 	
05	29-04-2025	<ul style="list-style-type: none"> Periodic Review and No Changes require. 	

Author/ Originator of Doc Change	Name & Designation	Signature
Author/ Originator of Doc Change	<i>REHAN YAFAI UTILITY EXECUTIVE</i>	<i>Rehan Yafai 29-04-2025</i>
Reviewer (Process Owner)	<i>M. J. M. Jameer Warehouse Supervisor</i>	<i>M. J. M. Jameer 01/05/2025</i>
Approving Authority		

Make:

Date:

Generator	GN-001	GN-002	GN-003	GN-004	GN-005
Time →					
KW					
Voltage(V) (380-415)	L1				
	L2				
	L3				
Amperes(A) (0-1000)	L1				
	L2				
	L3				
Freq. (Hz) (58-62)					
Load %					
Battery Voltage (V) (25-29)					
Coolant Temp. (°C) (35-105)					
Oil Pressure (KPA) (350-750)					
Running Hours					
RPM (1790-1820)					
Remarks					
Checked By:					