	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
		Page	Page 1 of 3

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

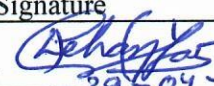
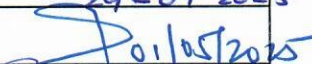


- 4.1 It is the responsibility of the SMSA Utility Executive or Designee to ensure Operation of Diesel Generators.
- 4.2 Project Manager to ensure Compliance of SOP.


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	KEHAN YAFAT UTILITY EXECUTIVE	 29/04/2025
Reviewer (Process Owner)	M. J. M. Jareed Warehouse Supervisor	 20/05/2025
Approving Authority		

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		Page	Page 2 of 3

- 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 Disel Tank refilling should be done time to time by calling Diesel Supplier.

7.0 RECORD


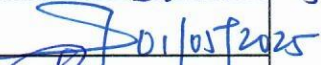


Title of Record	Custodian	Retention Period
Diesel Generator Monitoring Parameters	Utility Executive	Indefinite


8.0 Attachment

NA

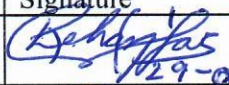

9.0 DOCUMENT CHANGE RECORD

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

	Name & Designation	Signature
Author/ Originator of Doc Change	MEHAN YAPAI UTILITY EXECUTIVE	
Reviewer (Process Owner)	M-J-M. Jaseel Warehouse Supervisor	
Approving Authority		

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		Next Revision Date	29-04-2027
		Function	Warehouse
		Page	Page 3 of 3

01	01-02-2018	Changes made in SOP as follows:	
02	20-11-2019	<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. Added new point 6.4 Disel 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. 	

	Name & Designation	Signature
Author/ Originator of Doc Change	IREHAN YAFAI UTILITY EXECUTIVE	 29-04-2025
Reviewer (Process Owner)	M. J. M. Joneh Warehouse Supervisor	 01/05/2025
Approving Authority		



P.O. Box 63529 Riyadh 11526. KSA.

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:															