	<b>SMSA</b> P.O. Box 63259 Riyadh 11526, K.S.A.	Document ID	SMSA-HC32
	<b>STANDARD OPERATING PROCEDURE</b> <b>for Preventive Maintenance of AHUs</b>	Revision no.	05
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## 1.0 PURPOSE

- 1.1 To lay down the procedure for Preventive Maintenance of AHUs.

## 2.0 SCOPE

- 2.1 This procedure is applicable in SMSA-NUPCO Healthcare Warehouse.

## 3.0 ABBREVIATIONS/DEFINITION

No.	Term	Description
1	SOP	Standard Operating Procedure
2	PPE	Personnel Protective Equipment
3	AHU	Air Handling Unit
4	PM	Preventive Maintenance

## 4.0 RESPONSIBILITY


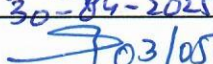

- 4.1 It is the responsibility of the SMSA Utility Executive or Designee to make sure that Preventive Maintenance Activity is carried out according to approved checklist and records are maintained in Annexures.
- 4.2 It is the responsibility of the SMSA Project Assistant Manager to make sure for Compliance of SOP.


## 5.0 PRECAUTION/INSTRUCTION

- 5.1 Preventive Maintenance Activity should be carried out by Technical person.
- 5.2 Preventive Maintenance activity should be carried out as per checklist.
- 5.3 Use appropriate PPEs before taking Maintenance activity.

## 6.0 PROCEDURE

- 6.1 Preventive Maintenance of AHUs to be carried as per Schedule mentioned in Attachment-1.
- 6.2 AHU Maintenance activity to be carried out as per checklist.

	Name & Designation	Signature
Author/ Originator of Doc Change	REHAN YAFAI UTILITY EXECUTIVE	 30-04-2025
Reviewer ( Process Owner)	M. Dim Jaseel Warehouse Supervisor	 03/05/2025
Approving Authority		

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- 6.3 After Maintenance activity PM Checklist need to be updated.
- 6.4 Switch OFF the AHU before taking Maintenance Activity.
- 6.5 As per Annexure-1 checklist, check all points one by one.
- 6.6 After completion of Maintenance activity start AHU again and check for its normal working.
- 6.7 Update Maintenance Checklist after completion of Maintenance activity i.e. Annexure-1.
- 6.8 Preventive Maintenance frequency Quarterly  $\pm$  15 Days

## 7.0 RECORD

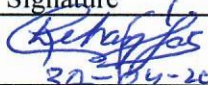
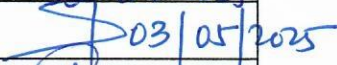

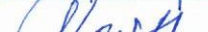
Title of Record	Custodian	Retention Period
AHU Quarterly Maintenance Checklist	Utility Executive	Indefinite

## 8.0 Attachment


Attachment-1.

## 9.0 DOCUMENT CHANGE RECORD

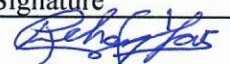
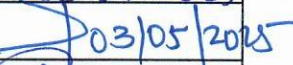

Rev No.	Effective Date	Nature of Change	Document Change Request No:
00	28-11-2018	New Document	NA

	Name & Designation	Signature
Author/ Originator of Doc Change	REHAN YAFAI UTILITY EXECUTIVE	 30-04-2025
Reviewer ( Process Owner)	M. J. M. Jangeel Warehouse Supervisor	 03/05/2025
Approving Authority		



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01	11-02-2018	Changes Made in the SOP as follows	
02	11-02-2020	<ul style="list-style-type: none"> <li>SOP Document ID amended as SMSA-HC unique ID format for all SOP.</li> <li>Remove point 7 from AHU Quarterly Maintenance Checklist.</li> </ul>	
03	13-01-2022	<ul style="list-style-type: none"> <li>Amended point 4.2 Project Manger to ensure Compliance of filter Cleaning Activity.</li> <li>Added point 6.8 Preventive Maintenance Frequency Quarterly <math>\pm</math> 15 Days.</li> </ul>	
04	15-05-2023	<ul style="list-style-type: none"> <li>Amended Attachment-I</li> </ul>	
05	30-04-2025	<ul style="list-style-type: none"> <li>Amended Attachment-I</li> </ul>	

	Name & Designation	Signature
Author/ Originator of Doc Change	REHAN VAFAI UTILITY EXECUTIVE	 30-04-2025
Reviewer ( Process Owner)	M. J. M. Jareed Warehouse Supervisor	 03/05/2025
Approving Authority		 03/05/2025



**Annexure-1**  
**AHU Quaterly Maintenance Checklist**

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

Equipment Name:		Equipment No.-			
Year:		Equipment Make & Model:			
Sr. No.	Checklist	Quarter 1	Quarter 2	Quarter 3	Quarter 4
1	Check Filter Condition				
2	Check Belt Condition				
3	Check Motor Bearing				
4	Check motor base nut bolts				
5	Check Stainer Condition				
6	Check for any water leakage				
Checked By:					
Verified By:					
Remarks:					

**Attachment -1**  
**AHU Preventive Maintenance Plan Quarterly**

Sr. No.	AHU Number	PM (Quarter 1) March ± 15 Days	PM (Quarter 2) June ± 15 Days	PM (Quarter 3) September ± 15 Days	PM (Quarter 4) December ± 15 Days
1	AHU No.-001				
2	AHU No.-002				
3	AHU No.-003				
4	AHU No.-004				
5	AHU No.-005				
6	AHU No.-006				
7	AHU No.-007				
8	AHU No.-008				
9	AHU No.-009				
10	AHU No.-010				
11	AHU No.-011				
12	AHU No.-012				
13	AHU No.-013				
14	AHU No.-014				
15	AHU No.-015				
16	AHU No.-016				
17	AHU No.-017				
18	AHU No.-018				
19	AHU No.-019				
20	AHU No.-020				
21	AHU No.-021				
22	AHU No.-022				
23	AHU No.-023				
24	AHU No.-024				
25	AHU No.-025				
26	AHU No.-026				
27	AHU No.-027				
28	AHU No.-028				
29	AHU No.-029				
30	AHU No.-030				
31	AHU No.-031				
32	AHU No.-032				
33	AHU No.-033				
34	AHU No.-034				
35	AHU No.-035				
36	AHU No.-036				
37	AHU No.-037				
38	AHU No.-038				
39	AHU No.-039				
40	AHU No.-040				
41	AHU No.-041				
42	AHU No.-042				
43	AHU No.-043				
44	AHU No.-044				
45	AHU No.-045				
46	AHU No.-046				



Sr. No.	AHU Number	PM (Quarter 1) March $\pm$ 15 Days	PM (Quarter 2) June $\pm$ 15 Days	PM (Quarter 3) September $\pm$ 15 Days	PM (Quarter 4) December $\pm$ 15 Days
47	AHU No.-047				
48	AHU No.-048				
49	AHU No.-049				
50	AHU No.-050				
51	AHU No.-051				
52	AHU No.-052				
53	AHU No.-053				
54	AHU No.-054				
55	AHU No.-055				
56	AHU No.-056				
57	AHU No.-057				
58	AHU No.-058				
59	AHU No.-059				
60	AHU No.-060				
61	AHU No.-061				
62	AHU No.-062				
63	AHU No.-063				
64	AHU No.-064				
65	AHU No.-065				
66	AHU No.-066				
67	AHU No.-067				
68	AHU No.-068				
69	AHU No.-069				
70	AHU No.-070				
71	AHU No.-071				
72	AHU No.-072				
73	AHU No.-073				
74	AHU No.-074				
75	AHU No.-075				
76	AHU No.-076				
77	AHU No.-077				
78	AHU No.-078				
79	AHU No.-079				
80	AHU No.-080				
81	AHU No.-081				
82	AHU No.-082				
83	AHU No.-083				
84	AHU No.-084				
85	AHU No.-085				
86	AHU No.-086				
87	AHU No.-087				
88	AHU No.-088				
89	AHU No.-089				
90	AHU No.-090				

Sr. No.	AHU Number	PM (Quarter 1) March $\pm$ 15 Days	PM (Quarter 2) June $\pm$ 15 Days	PM (Quarter 3) September $\pm$ 15 Days	PM (Quarter 4) December $\pm$ 15 Days
91	AHU No.-091				
92	AHU No.-092				
93	AHU No.-093				
94	AHU No.-094				
95	AHU No.-095				
96	AHU No.-096				
97	AHU No.-097				
98	AHU No.-098				
99	AHU No.-099				
100	AHU No.-100				
101	AHU No.-101				
102	AHU No.-102				
103	AHU No.-103				
104	AHU No.-104				
105	AHU No.-105				
106	AHU No.-106				
107	AHU No.-107				
108	AHU No.-108				
109	AHU No.-109				
110	AHU No.-110				
111	AHU No.-111				
112	AHU No.-112				
113	AHU No.-113				
114	AHU No.-114				
115	AHU No.-115				
116	AHU No.-116				
117	AHU No.-117				
118	AHU No.-118				
119	AHU No.-119				
120	AHU No.-120				
121	AHU No.-121				
122	AHU No.-122				
123	AHU No.-123				
124	AHU No.-124				
125	AHU No.-125				
126	AHU No.-126				
127	AHU No.-127				
128	AHU No.-128				
129	AHU No.-129				
130	AHU No.-130				
131	AHU No.-131				
132	AHU No.-132				