



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED.

[Corporate Identity Number (CIN):L40109RJ2000SGC016485]

(Regd. Office: Vidyut Bhawan, Jan Path, Jyoti Nagar, Jaipur - 302 005)

RVPN
An ISO 9001:2008
Certified Company

OFFICE OF THE SUPERINTENDING ENGINEER (QC, INSPECTION & MONITORING)

e-mail: _se.qc.insp@rvpn.co.in website:www.rvpn.co.in

No. RVPN/SE(QC Insp. Mont.)/XEN(Mont.)/F. ID. 260

Jaipur, Dated 15/11/17

The Chief Engineer (T&C/ MPT&S)
RVPN
Jaipur/Jodhpur/Ajmer.

All SE(T&C) & MPT&S Circles, SE(765kV GSS Anta/Phagi)
RVPN

Sub: New Guidelines for Ensuring Safety during Maintenance Works.

On the above subject, final guidelines for (i) Sequence of Operation for Maintenance Works under Shutdown (**Annex.-I**) and (ii) Check Points prior to carrying out maintenance (**Annex.-II**), are enclosed herewith for strict compliance by all GSS In-charge, SE(T&Cs) and SE(MPT&S)s. Following is to be noted:

1. Sequence of Operation for Maintenance under Shutdown is to be followed strictly and ensured.
2. All Check Points as per Check List are to be properly checked in the sheet for each and every shutdown and signed.
3. Record of each and every shutdown is to be maintained properly at GSS which can be checked during inspection by any officer.
4. Any Officer (SE/XEN/AEN) of MPT&S wing visiting GSS has to invariably check all the record related to shutdown (viz. Checklist and PTW) and report discrepancy observed.

Encl: As above.


(Nutan Kumar Gupta)

Superintending Engineer (QC, Insp. & Montg.)

Copy submitted/forwarded to the following for kind information and necessary action:

1. The Director (Technical/Operation), RVPN, Jaipur.
2. The Secretary (Admn.), RVPN, Jaipur.
3. The SE-TA to CMD, RVPN, Jaipur.
4. The SE(MIS), RVPN, Jaipur for placing this on RVPN website. It is also requested to kindly send these guidelines through e-mail to all GSS In-charge of (765kV, 400kV, 220V and 132kV) and all ZCE(MPT&S)/SE(MPT&S)/ XEN(MPT&S)/AEN(MPT&S)/ JEN (MPT&S).
5. All 765kV/400kV/220kV/132kV GSSs Incharge, RVPN for compliance.
6. All XEN & AEN (MPT&S), RVPN for compliance.

Encl: As above.


Superintending Engineer (QC, Insp. & Montg.)

SEQUENCE OF OPERATION FOR MAINTENANCE WORK UNDER SHUTDOWN
(TO BE FOLLOWED STRICTLY BY SHIFT ENGINEER)

1. PTW is to be filled by Maintenance Engineer wherein name of equipment is to be clearly mentioned.
2. "Open" circuit breaker and check current of all 3 phases for Zero on each phase.
3. Hang shutdown/ maintenance work plate on C&R panel.
4. Put circuit breaker on "Local" position in breaker cubical.
5. Wear gloves and disconnect Isolator of both sides of the equipment on which maintenance work is to be carried out. **Make sure that all the three poles of both the isolators are physically open.**
6. Put Isolator control on "Local" in Isolator cubical and lock the Isolator cubical and deposit its key with Maintenance Engineer.
7. Mark area of shutdown with red/ danger tape.
8. Hand over Shutdown area to Maintenance Engineer.
9. Ensure above sequence for each of the Shutdown.

Check Points Prior to Carrying out Maintenance work upon Shutdown

Name of GSS: _____ PTW No: _____, Date: _____

S. No.	Check Point	Status (Mention Yes/ No)
1.	Maintenance Engineer Present on site/GSS	
2.	GSS In-Charge Present on site/GSS	
3.	Permission to Work (PTW) issued	
4.	PTW issued by Authorised Engineer	
5.	Deposited Mobile Phones of entire Maintenance Team in the Control Room (Except mobile of Maintenance Engineer In-charge Only for communication with Control Room Attendant during Shutdown)	
6.	Circuit Breaker under Maintenance work "OPENED"	
7.	Check Current of all 3 Phases of Opened Breaker for Maintenance work: It should indicate Zero in the ampere meter installed in Control room	
8.	Check Physical/Electrical isolation of equipment on which maintenance work is to be carried out (All the 3 poles of the Isolators on both sides should be physically open)	
9.	Hang Shutdown/Maintenance-work plate on C&R Panel Breaker Control Switch	
10.	Hang 6 Nos. Earthed Rods : 3 Nos. on each side of the equipment on which maintenance work is being carried out	
11.	Area of Shutdown/Maintenance work marked with Red/ Danger tape	
12.	Has entire team understood the entire Maintenance work according to the Single Line Diagram of GSS and ensured "Safety"	
13.	Has the person worn Safety Shoes, Helmet, Belt etc. and properly fixed ladder (if required)	
14.	Intimate Concerned AEN(MPT&S) for all above check points	
15.	Send signed scanned copy/photo of this check point sheet to concerned controlling officer.	
16.	Take Permission from "Maintenance In-Charge" before climbing/touching to carry out the work	

Signature	Signatures
(GSS In-charge Engineer)	(Maintenance In-Charge Engineer)
Name & Designation	Name & Designation

Note: For every Maintenance work this sheet is to be prepared and kept in record for further inspection by MPT&S/any inspector.
