



Janai Industries

AN ISO 9001:2015

Total Solution In Process Design & Mfg.

SOP FOR AMC & SERVICE CONTRACT S

Purpose: - The Purpose of procedure is to ensure the safety in all AMC & service contracts.

Scope: - Application for all machines and equipment's cover under AMC / Service contracts viz. DG Set, water coolers boilers fire extinguishers, Epabx etc.

Description: -

Sir no	Activity	Responsibility
1	Identify & select suitable service provider for DG Set maintenance. Then csm is to be done as per csm policy & fill	HOD Maint
2	Ensure contractor possess valid Competence for requirement service.	HOD Maint
3	Mention the safety precaution to be considered in agreement.	HOD Maint
4	Ensure that DG Set MCCB is kept OFF before starting maintenance.	Sr. Electrician
5	Ensure the usage of safety shoes ,PVC hand gloves mask ear lpugs before starting the work	Engineer Maint
6	Ensure that while changing the oil bin is kept below the drain hole to avoid oil spillage on floor	Engineer Maint
7	Ensure that while changing the diesel, bin is kept below filters to avoid spillage of diesel or oil	Engineer Maint
8	Hand over the used oil to stores	Engineer Maint
9	Scrap the used filters	Engineer Maint
10	Keep the records of AMC & maintain it.	HOD Maint
11	Identify & Select suitable service provider for water color maintenance.	Head plant HR
12	Ensure contractor is authorized person for required service.	Head plant HR
13	Mention the safety precautions and hygienic condition to be considered in agreements.	Head plant HR
14	Ensure that water coolers MCB is kept OFF before starting maintenance.	Sr. Electrician
15	Ensure the usage of safety shoes ,PVC Hand gloves before starting the work	HR Officer
16	Damage & Scrap the used filters.	HR Officer
17	Keep the records of AMC Maintain it.	HOD - Plant HR

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For JANAI INDUSTRIES



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