

		Vision Infotech	
DEPARTMENT		ENGINEERING & UTILITY	PAGE NO. 1 of 2
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Sr. No.	SOP Number	SOP Tittle	Effective Date	Next Review Date
1.	ENG001-00	Work Permit		
2.	ENG002-00	Handling Of Breakdown		
3.	ENG003-00	Preventive Maintenance of Plant Machines and Equipments		
4.	ENG004-00	Shutdown Policy		
5.	ENG005-00	Colour Coding of Utility Lines		
6.	ENG006-00	Operation And Preventive Maintenance of Air Handling Unit		
7.	ENG007-00	Filter Cleaning & Cleaning Procedure of Air Handling Units, Laminar Air Flow Unit, FDV & Dynamic Pass Box		
8.	ENG008-00	Operation And Cleaning of Effluent Treatment Plant		
9.	ENG009-00	Building Maintenance		
10.	ENG010-00	Cleaning Procedure of Water Storage Tank		
11.	ENG011-00	Generation Of Purified Water and Distribution System		
12.	ENG012-00	Sanitization Of Purified Water Storage and Distribution System		
13.	ENG013-00	Passivation Of Purified Water Storage Tank & Loop Distribution System		
14.	ENG014-00	Operation And Replacement Of Ultra Violet Lamps in Purified Water Generation/Distribution System		
15.	ENG015-00	Filter Cleaning & Replacement of Purified Water System		
16.	ENG016-00	Filter Integrity Test of Vent Filter of Purified Water Tank & Manufacturing Tank		
17.	ENG017-00	Operation, Cleaning and Preventive Maintenance of Insect Killer		
18.	ENG018-00	Operation And Cleaning Of Air Curtain		
19.	ENG019-00	Operation Of Boiler		

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Sr. No.	SOP Number	SOP Title	Effective Date	Next Review Date
20.	ENG020-00	Cleaning Of Lighting Fixture		
21.	ENG021-00	Cleaning & Maintenance of Dust Collector		
22.	ENG022-00	Operation Of Air Compressor and Air Dryer		
23.	ENG023-00	Handling Of Electrical Power Failure & Operation of Dg Set		
24.	ENG024-00	Change Over from State Electricity Power Supply to Dg Set And Vice Versa And Operation of Uninterrupted Power Supply		
25.	ENG025-00	Lux Level Monitoring		
26.	ENG026-00	Cleaning & Maintenance of Air Condition Unit		
27.	ENG027-00	Cleaning & Maintenance of Electrical Panel		
28.	ENG028-00	Operation Of Raw Water Pump		
29.	ENG029-00	Disinfection Of Tools		
30.	ENG030-00	Destruction Of Punches, Dies, Sieves & Screens		
31.	ENG031-00	Operation Of Digital Tachometer		
32.	ENG032-00	Unloading, Storage, Handling and Use of Gas Cylinders		
33.	ENG033-00	Replacement Of HEPA Filter		
34.	ENG034-00	Replacement Policy of Component of Utility Services		
35.	ENG035-00	Assessment And Approval of External Service Providers		
36.	ENG036-00	Preparation, Numbering, Review, Approval and Control of Layout		

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