



النهضة للخدمات ش.م.ع.
Renaissance Services SAOG

Contract Services Group

Maintenance Guidelines

April 2012



Preface

These Guidelines have been prepared for use only by technicians whose competence in maintenance and repair of electrical equipment has been established by the Company. If you have any doubt as to your competence then, you must **STOP** and clarify the situation with your Supervisor.

These Guidelines are intended to be used in conjunction with the Manufacturers Guidelines for specific equipment and are not a substitute for the same. It is encouraged that these 'generic guidelines' be wherever possible translated into 'make and model specific procedures' that can be used both as a training manual and a maintenance guide. Wherever a discrepancy is detected between these 'generic guidelines' and 'make and model specific guidelines', the latter shall prevail.

Each technician is reminded of your personal duty and obligation to ensure that all safety measures are in place **BEFORE** you start work and that you observe all the HSE Procedures in carrying out work. In case of doubt, please **STOP** and clarify with your Supervisor. Proceed only when you are sure of the details.

Each technician is reminded of your duty to wear the appropriate **Personnel Protective Equipment (PPE)** and Protective and Safety Clothing and Accessories such as coveralls, protective aprons, safety shoes or boots, safety gloves, dust masks, safety goggles or glasses and hard hats including any other essential equipment deemed necessary due to the nature of the particular work.

It is the duty of the Supervisors to ensure that all work is carried out by competent staff who are trained both in requisite technical skills and HSE procedures and wearing appropriate PPE and gear and using correct tools and procedures.

Finally, these guidelines shall be periodically reviewed and improved to accommodate the best practices and be expanded to cover the entire range of equipment that comes under the care of Contract Services Group.

Chief Executive Officer

April 05, 2012

Head Technical Services

April 05, 2012

Date of Issue	Issue No	Date of Revision	Revision No	Issued by	Page No
25.10.2005	3	0	0	QA/HSE Dept.	1 of 50



STANDARD ELECTRICAL CHECK LISTS

			INDEX
EQUIPMENT CATEGORY	CHECK LIST	PAGE	
1. ACTUATORS	EA 1	4	
2. ROAD BARRIERS	EB 1	5	
3. CABLES	EC 1	6	
4. LOW VOLTAGE AND HVAC DISTRIBUTION BOARDS	ED 1	7	
5. SUB DISTRIBUTION BOARDS	ED 2	9	
6. AHU & CONTROL PANELS	ED 3	11	
7. ELECTRICAL DRILLS	ED 4	13	
8. LIGHTENING CONDUCTORS	EE 1	14	
9. LEVEL SWITCHES	EF 1	15	
10. ELECTRONIC LEVEL SWITCHES & PROBES	EF 2	16	
11. FIRE DETECTION & DANGER SWITCHES	EF 3	17	
12. BENCH GRINDER	EG 1	18	
13. WATER HEATER	EH 1	19	
14. ELECTRIC HOISTS	EH 2	20	
15. ELECTRIC HEATER	EH 3	22	
16. ISOLATORS	EI 1	23	
17. LIGHTING (INTERNAL & EXTERNAL)	EL 1	24	
18. STREET LIGHTING & EXTERNAL LIGHTING	EL 2	26	
19. EMERGENCY LIGHTING	EL 3	28	
20. UNDER WATER LIGHTING	EL 4	29	
21. MOTORS	EM 1	30	
22. FAN MOTOR	EM 2	31	
23. COMPRESSORS	EM 3	32	
24. SUBMERSIBLE PUMPS	EM 4	33	

Date of Issue	Issue No	Date of Revision	Revision No	Issued by	Page No
25.10.2005	3	0	0	QA/HSE Dept.	2 of 50



INDEX

	EQUIPMENT CATEGORY	CHECK LIST	PAGE
25.	PE CELLS	EP 1	34
26.	LIMIT SWITCHES	ES 2	35
27.	SOCKET OUTLETS (220V & 110V)	ES 1	36
28.	SOLENOIDS	ES 3	37
29.	3 PHASE SOCKETS	ES 4	38
30.	TELEPHONES	ET 1	39
31.	HVAC CONTROL TRANSDUCERS	EU 1	40
32.	WELDING MACHINES	EW 1	41
33.	ELECTRIC COOKER	EAC 1	42
34.	COOKED EXHAUST HOOD	EAC 2	43
35.	DOOR INTERLOCKS	ET 2	44
36.	DISHWASHER	EAD 1	45
37.	STEAM IRON	EAI 1	46
38.	KETTLE	EAK 1	47
39.	WASHING MACHINE	EAW 1	48
40.	TOASTER	EAT 2	49
41.	TUMBLER DRYER	EAT 1	50
42.	VACUUM CLEANER	EAU 1	

Date of Issue	Issue No	Date of Revision	Revision No	Issued by	Page No
25.10.2005	3	0	0	QA/HSE Dept.	3 of 50