

Summerhill Services Limited

PPM Data Sheet

Data Sheet No:

Equipment: Emergency Standby Generator

Annual Black Start

Frequency: **Annually**

Site: **Hillis Lodge**

Sheet 1 of 1

- Note:**
- 1. Only qualified and authorised personnel to carry out the following tests i.e. Electrical LV Authorised Person.**
 - 2. Observe all safety precautions. Follow HEFMA Health and Safety Guidelines and ensure compliance with all current Health and Safety legislation.**
Consider the following areas:
(a) Working with electricity
(b) Working around other staff and service users.
 - 3. Authorised Person for Electrical LV is to oversee any service, maintenance, or repairs to the Emergency Generator. Advice from the Independent Electrical Authorising Engineer can be sought.**
 - 4. HTM 06-01 Resilience Clauses 4.36 & 7.62 Records Clause 16.31, Maintenance and Operational Management Clauses 17.6, 17.83 & 17.90**

Procedure:

1. Inform staff on arrival at the building of your intention to carry out a **Black Start** of the Emergency Standby Generator by simulating a black out of electrical power.
2. Assess any risks particular to site. (Are there any service users in the vicinity that could be distressed by the sound of the generator?).
3. Inspect the Generator Logbook and ensure that any remedial action has been carried out.
4. Wear appropriate PPE e.g., Ear Defenders. **Do NOT tamper with the Control Panel.**
5. Switch off the Electrical Mains Supply to the building to carry out a **Black Start**, the Emergency Standby Generator should kick into action within 10 seconds.
6. VISUAL CHECK, before starting up walk around the unit checking for signs of leaks damage etc. Check the room location to ensure that any automatic louvres / room heaters and emergency lighting are operational. Ensure fire equipment is in place and is serviceable. Check that good housekeeping of the room is obvious, and all emergency exit signs, and access are satisfactory.
7. BATTERIES check levels (utilising a hydrometer) and top up with distilled water as required. Is the automatic battery charger working?
8. HEATERS, are they on and warming the engine?
9. OIL/FUEL/RADIATOR LEVELS, check they are up to the minimum levels.
10. TEST RUN, check electrical panel instruments are reading correctly with no obvious smells of burning. Allow to run for the minimum of **One Hour, preferably Two Hours.**
11. Switch the Electrical Mains Supply to the building back on, then turn off the generator.
12. Report all details of test and any subsequent action carried out in the Logbook.
13. Any serious Health and Safety Issues should be reported to the Estates department immediately.