

WORK INSTRUCTION			
Engineering and Maintenance Services – EMERGENCY POWER SWITCHING			
Code : DAP-EMS-WI-02	Revision No. : 1	Effectivity: 8 November 2017	Page: 1 of 2

1.0 PURPOSE. This document is established to serve as guide for implementing the Emergency Switching to ensure continuous electrical supply throughout DAPCC premises during power outages.

2.0 SCOPE

2.1 This work instruction applies only to the Engineering Management Services which covers the Emergency Power Switching from Main Power Supply (Meralco) to Genset and vice versa.

3.0 DEFINITION OF TERMS

3.1 **Generator Set (Genset)** – equipment used to supply emergency electrical power during power outage.

3.2 **Manual Transfer Switch (MTS)** – device used to switch from normal electrical power supply (Meralco) to Emergency electrical power supply (Genset).

3.3 **Power Outage-** an event wherein there is loss of electrical power that can cause cease of operations.

4.0 DETAILS:

Item No.	Activity	Responsibility	Interface
4.1	In case of Power Outage or Blackouts 1. Turns ON 350KW Genset located at Engineering Shop 2. Turns ON the Genset, set the selector switch at Genset Panel from OFF to AUTO. Note: The battery should be checked and warmed-up twice a week. The battery should be at least 24.5 volts in order to start the Genset. 3. Records the time when the Genset started in the Genset Monitoring Logbook.	Electrician	Genset Monitoring Logbook

THIS DOCUMENTED INFORMATION WHEN PRINTED is an UNCONTROLLED COPY. ENSURE that the printed copy being used is the current version by checking the effectivity date of the CONTROLLED COPY in the DAP FILE SERVER/ WEBSITE.

WORK INSTRUCTION			
Engineering and Maintenance Services – EMERGENCY POWER SWITCHING			
Code : DAP-EMS-WI-02	Revision No. : 1	Effectivity: 8 November 2017	Page: 2 of 2

	<ol style="list-style-type: none"> 4. Switches-OFF Main Breaker or Water Heater located at Main MDPA Panel and Main Breaker of Capacitor Bank at Capacitor Panel Room. Both are located in the Electrical Room. 5. Turns the MTS lever from Normal (I) to Emergency (II) Note: MTS Panel is located at the Electrical Room. 6. Monitors Genset Performance in the Genset Monitoring Logbook. 		
4.2	<p>In Case the Power Resumes</p> <ol style="list-style-type: none"> 1. Turns the MTS lever from Emergency (II) TO Normal (II). 2. Switches-ON Main Breaker of Water Heater located at Main MDPA Panel and Main Breaker of Capacitor Bank at Capacitor Bank Panel. Both are located in the Electrical Room 3. Turns OFF the Genset, set the selector switch at Genset Panel from AUTO to OFF. 4. Rechecks battery voltage in case power outage recurs. If battery is under 24.5 Volts, recharge battery. 5. Records the time when the Genset was turned OFF 	Electrician	Genset Monitoring Logbook