

SOP for storing, maintenance and operation of equipment in good condition and at user end

1. The equipment should be stored scientifically in a clean, dry store room specially designed for storing the equipment. All the equipment should be stored in a systematic manner. Racks / storing containers may be used to keep the equipment in safer condition.
2. One page operation manual and sop for handling the equipment should be kept along with the equipment for each identification and operation.
3. Each equipment should be kept with an identified serial number for proper record and use.
4. Appropriate maintenance of register / record keeping should be ensured.
5. Only identified trained persons should operate and maintain the equipment. It is preferred to identify operator for each equipment. In case of boats, minimum three operators should be identified for each boat.
6. The operators should be trained periodically by CTI-Gokulnagar/ local trained persons.
7. The contact details of the operators should be kept handy for easy and quick mobilisation.
8. The operators should test the functionality of the equipment every month on a specific day between 1st-5th and the compiled functional report of the district is to be sent to Directorate of RR&DM Department. Location wise status report format is at Annexure-I.
9. For ensuring regular training, at least 3 (three) operators may be identified in each location who will act as Master Trainer to train/ retrain other operators on regular basis.
10. The equipment may also be used in demonstration, training and mock drill purposes.
11. Appropriate equipment consumable (petrol, diesel, other fuel & lubricants, battery, charging etc.) should be ensured as per operational requirements.
12. User authority may take up annual maintenance contract (AMC) with appropriate agency for immediate maintenance.
13. A Nodal Officer is to be identified for monitoring of equipment in each location. Status report of each location is to be updated in the district website for public view.
14. Defunct equipment may be repaired at CTI Workshop with the consent of CO-CTI.
15. Transportation of equipment should be done with care for both mobilisation and demobilisation.

Format for submission of equipment status report for the month of _____ (Annexure-I)

Location:

Sl. No.	Name of the equipment configuration/ Sr. No. and Identification No.	Positioned at / with	Functioning/ Non-functioning	Remarks
Total No. of Equipment	Physically present at _____ Used by others _____	Functioning _____ Not functioning _____	Signature of the Nodal Officer and date	

To DM & Collector, _____ District

Copy to 1. The Director, RR&DM, Government of Tripura (rrdmtripura.agt@gmail.com)

2. The OIC, SEOC, Agartala (scrtripura@gmail.com)

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