

Standby Generator PPM SOP

Sample SOP for standby generator maintenance and testing — Electrical

Site / Building: _____ Asset Ref: _____

1. Purpose

This SOP defines the standard weekly, monthly and annual maintenance tasks for standby generators to ensure reliable availability during a mains power failure.

2. Safety Precautions

- Ensure adequate ventilation before running the generator indoors or in an enclosure.
- Confirm ATS is in the correct mode before testing to avoid unintended load transfer.
- Wear hearing protection during load testing.

3. Weekly Tasks

- Check engine coolant, oil level and fuel level in the day tank.
- Inspect battery condition and terminal connections.
- Run generator on no-load automatic test — confirm start within 10 seconds.

4. Monthly Tasks

- Run generator on load test — minimum 30 minutes at 75% rated load.
- Record output voltage, frequency, oil pressure and coolant temperature during load test.
- Check air filter condition and inspect exhaust system for leaks.

5. Quarterly / Annual Tasks

- Test ATS transfer time and logic.
- Change engine oil, oil filter, fuel filter and air filter.
- Full manufacturer-schedule major service and inspection.

6. Records

All test results must be logged on the generator test log and retained for audit purposes, including any fault codes or corrective actions taken.

Sign-off

Role	Name	Signature	Date
Prepared by			
Approved by			