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SOP No.	Title	Version No.	Total Pages
NTMH/ADM/Electrician/07	SOP on Electrician	02	03

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REVISION SUMMARY			
Version No.	**Effective Date**	**Reason for Change**	**Details of the change**
02	01/07/2026		

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1. Scope
2. Objective
3. Responsibilities

1. Scope

1.1. Defines the purpose and coverage of this SOP for electricians in the hospital.

2. Objective

2.1. To standardize electrician duties, ensure safety, and maintain reliable electrical systems.

3. Responsibilities

3.1. **Installation and Maintenance:**

3.1.1. Install, repair and maintain electrical systems, heavy-duty equipment and devices of the hospital to ensure proper functioning of lighting, power distribution, and other electrical systems.

3.1.2. Conduct routine inspections of electrical systems to identify potential problems and implement preventive measures.

3.1.3. Initiate the retrofit of existing electrical systems to meet changing needs.

3.1.4. Provide input on safety protocols related to electrical systems.

3.1.5. Identify opportunities to improve energy efficiency in electrical systems within the hospital.

3.1.6. Assist the external contractors when necessary for specialized electrical projects or major repairs.

3.2. **Emergency Response:**

3.2.1. Respond promptly to emergency electrical problems such as power outages or electrical failures and perform necessary repairs to minimize downtime.

3.2.2. Collaborate with other maintenance and healthcare staff to coordinate electrical work without disrupting hospital operations.

3.2.3. Communicate effectively with hospital staff to understand their electrical needs and address concerns.

3.3. **Inventory and Documentation:**

3.3.1. Maintain proper logbook and records of maintenance and repair activities, including installations, work orders, materials used and inspections performed.

3.3.2. Collect electric bills and make the necessary payments thereof as per the instruction.

3.3.3. Develop and submit equipment specifications.

3.4. **Training and Guidance:**

3.4.1. Guide other maintenance staff on electrical safety and best practices.

3.4.2. Stay informed about advancements in electrical technology and share relevant knowledge with colleagues.

3.5. **Any other work:**

3.5.1. Response to any other work assigned by the supervisor.

3.5.2. Attend SUPW, implement 5S and quality parameters.