Standard Operating Procedure of Plumber

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1. Scope

1.1. This SOP covers the plumber's role in maintaining, repairing, and installing water supply, sanitation, and drainage systems within the hospital.

2. Objective

2.1. To standardize plumber duties, ensure safety, and maintain reliable plumbing services.

3. Responsibilities

3.1. **Installation and Maintenance:**

3.1.1. Install, repair and maintain plumbing and sewer systems, including pipes, fixtures, faucets, water heaters, and other related equipment to ensure uninterrupted clinical services.

3.1.2. Regularly inspect and clean water storage tanks, plumbing and sewage systems to check for leaks, blockages and potential issues and implement preventive measures.

3.1.3. Recommend and implement retrofitting or modifications to plumbing and sewer systems to improve efficiency, safety, and compliance.

3.1.4. Assist the external contractors when necessary for specialized plumbing projects or major repairs.

3.2. **Emergency Response:**

3.2.1. Respond promptly to emergency plumbing and sewage situations, such as leaks, blockages, and burst pipes, and perform necessary repairs to minimize downtime.

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

3.3. **Inventory and Documentation:**

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

3.3.2. Collect water bills from Thimphu Thromde and make the necessary payment.

3.3.3. Develop and submit equipment specifications.

3.4. **Training and Education:**

3.4.1. Stay informed about advancements in plumbing technology and attend training sessions to enhance skills and knowledge.

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.