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**NAVY PUBLIC WORKS CENTER
NORFOLK, VIRGINIA
UTILITIES DEPARTMENT**

STANDARD OPERATING PROCEDURE / JOB HAZARD ANALYSIS

TITLE

CHECK CONDITION OF PORTABLE GENERATORS

**PROCEDURE NUMBER
WC 627 HVE 023**

**DISTR:
Code 601C.3
Code 610.E1
Code 620
Code 622
Code 622.2**

SIGNED: _____ (DATE)

APPROVED: _____ (DATE)

SAFETY PROFESSIONAL: _____ (DATE)

MANAGEMENT OFFICIAL: _____ (DATE)

DATE: _____

REVISION DATE: _____

CHECK CONDITION OF PORTABLE GENERATORS

Purpose:

Procedure to inspect portable generators.

Potential Energy Sources:

1. Generator 208Y120 or 480Y277 output
2. Generator battery DC voltage

Tools and PPE:

Tools: PPE: Safety shoes, work gloves, hearing protection, full face shield, Nomex coveralls, acid resistant gloves.

References:

1. PWC Occupational Safety and Health Program Manual, PWCNORVAINST 5100.33E
2. Occupational Safety and Health Standards for General Industry (29 CFR PART 1910): Subpart I, Personnel Protective Equipment.

Procedures:

1. Check, and fill to proper level, the following engine fluids:
 - a) lube oil
 - b) radiator coolant
 - c) diesel fuel
 - d) battery waterInspect for leaks while executing the fluid checks.
2. Start the generator.
 - a) Open the louvers for proper air flow across the engine and generator.
 - b) Ensure that the generator breaker is in OPEN position.
 - c) Check the voltage and frequency meters for proper operation using a known live source.
 - d) Put on hearing protection in addition to other PPE.
 - e) Start the generator by pushing the START/STOP button to START.
 - f) Once the generator stabilizes, check the output voltage and the output frequency. Make adjustments if necessary.
 - g) Run generator for 20 minutes.
3. Secure the generator.
 - a) Stop the generator by pushing the START/STOP button to STOP.
 - b) Remove hearing protection after engine stops.
 - c) Secure the louvers.
 - d) Ensure the battery charger is operational and is energized.

END