SERTEL ELECTRONICS PVT LTD	OPERATIONAL CONTROL PROCEDURE (WI)	
	GUIDELINES FOR CONSERVATION OF ELECTRICITY	**DOC. No.** : SEPL/MS/OCP/WI-02 **REV. NO.** : 00 **ISSUE DATE** : 01.08.2016 **PAGE NO.** : 1 of 1

1.0 **PURPOSE:-**

1.1 To set a guideline for conservation of electrical energy.

2.0 **SCOPE:-**

2.1 Conservation of natural resource and reducing cost- applicable to all the sections.

3.0 **RESPONSIBILITY & AUTHORITY:-**

3.1 Overall responsibility –Director (Technical)
Section Responsibility – All employees

4.0 **PROCEDURE:-**

4.1 Director Administration will monitor the record of electricity consumption.

4.2 Every employee in production & R&D will ensure that all equipments are switched off when not in use.

4.3 Every employee will ensure that all lights, fans, computers and air conditioners are switched off when not in use.

4.4 Wherever possible energy saving lamps may be used.

4.5 Quote on electricity savings may be pasted on eye contact areas for awareness purposes.

5.0 **REFERENCES:-**

5.1 Environment Aspects Analysis Records.

6.0 **RECORDS:-**

6.1 Electricity Bills.

Approved by

Director-Technical