

## Standard Operating Procedures for Water supply Section, 2020

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Function	Name	Designation	Signature
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Verified by	Yeshi Wangdi	Chief, Engineer	
Approved by	Kinlay Dorji	Thrompon	

### 1. Scope

This SOP describes the procedure for delivery of streetlight services to the people during lockdown

### 2. Objective

The objective of this SOP is to ensure uninterrupted streetlights within Thimphu Thromde

### 3. Responsibility

It is the responsibility of the team identified by Thromde Office to carry out the task.

### 4. Principle

Uninterrupted water supply to the residents of Thimphu Thromde

### 5. Requirements

- 5.1. Service vehicles
- 5.2. Necessary repairing tools

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### 5.3. Gloves/boots/face masks/face shields

#### **6. Procedure.**

- 6.1. Movement authorization cards will have to processed first with permit card issuance unit of RBP for the identified team
- 6.2. Wear mask/gloves/face shields and other protective gears
- 6.3. Timely putting on and off of street lights and inspect all street lights
- 6.4. The Head of unit to lead the maintenance team to the sites and carryout the maintenance observing all health safety protocols as and when complaints are received
- 6.5. Follow self-containment protocol of MoH

#### **7. Safety**

- 7.1. Put on the gloves and mask.
- 7.2. Wash hands regularly or use sanitizers
- 7.3. Avoid physical contact

#### **8. Documentation**

- 8.1. Make sure to scan druktrace or complete the Daily attendance register
- 8.2. Update your daily activity logbook and submit to Head, Operation Desk

#### **9. References:**

- 9.1. Health Safety protocol of MoH

#### **Maintenance Team of Thromde Electrical Section:**

<b>S.No</b>	<b>Name</b>	<b>Designated</b>	<b>Mobile No</b>
1	Ugyen Dorji	Engineers	17998681
2	Dawa Zangmo		17358797
3	Bikash Pradhan	Electricians	17412429
4	Sonam Thinley		17872508
5	Lhendup Lepcha		17327055
6	Mono Rath Bhujel		17660168
7	Chandra Man Subba		17943168
8	Khem Raj Ghalley		17671525
9	Dhan Kumar Ghalley		17691873
10	Yadhu Prasad Pantha	Drivers	17428661
11	Penjor Driver		17674828
12	Tshering Wangchu		17939416