

<b>Work Instruction</b>			<b>WO No.</b>
			<b>Date:</b>
<b>Scope:</b> Renewal of low capacity UPS replacement hardware failure			
<b>Team Leader:</b>		<b>Type:</b> Low Capacity UPS	
<b>Activity:</b> Low Capacity UPS Like for Like Renewal			
<b>Reference:</b> PR S 47114, PR S 47115, PR S 40008, PR S 40010, PR S 40011, PR S 40050			
<b>Activity No.</b>	<b>Task No.</b>	<b>Work Description</b>	<b>Completed Name/Sign</b>
<b>APPARATUS INSPECTION &amp; PREPARATION</b>			
1	1A	Prior to the equipment replacement, ensure the correct defective UPS has been identified	
	1B	Confirm which equipment is powered by the UPS	
2	2A	Conduct apparatus inspection on the new UPS and ensure they are of correct type, configuration and Version in accordance with the equipment requirement	
	2B	Inspect new UPS for damage	
<b>SAFeworking &amp; DISCONNECTION FROM NETWORK</b>			
3	3A	Advise NCO and ICON of scope of work. Ensure the UPS and affected equipment is booked out of use in accordance with PR S 40008 – Securing Signalling Apparatus Out of Use as required	
	3B	Correlate and label terminated cables and mark on the attached circuit book sheets	
	3C	Liaise with the Network Control Officer, advise of outage and obtain permission to carry out the task	
	3D	Shut down the equipment that is powered by the UPS and the UPS itself	
	3E	Disconnect the power supply at the rear of the defective UPS by removing the IEC cable(s)	
	3F	Disconnect peripherals and SNMP connections	
<b>REMOVAL AND INSTALLATION OF UPS</b>			
4	4A	Carefully remove the existing UPS and extended battery modules (EBM) if installed from the server rack/Rails	
	4B	Carefully install new UPS and if required, EBM into existing server slot/Rails	
	4C	Confirm the battery and EBM are connected	
	4D	Reconnect computer equipment as documented in step 3B	
	4E	Connect IEC cable(s) as documented in step 3B, ensuring the input and output are connected correctly	
	4F	Power on the UPS	
	4G	Observe the UPS charging	
	4H	Power on all equipment	
	4I	Ensure the operation of the all the equipment that was powered off	
<b>CONFIGURATION</b>			
5	5A	Configure SNMP card	
	5B	Set configuration against manual. If EBM's are installed ensure the UPS is configured for the number of EBMs installed	
	5C	Ensure UPS is set to UPS mode	

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<b>TESTING OF UPS</b>				
6	6A	Ensure indications are indicating correctly		
	6B	Observe the UPS charging		
	6C	Perform the following tests		
		<b>Function Test</b>	<b>Results</b>	
		Remove input power to test UPS mode and ensure that equipment stays powered on	PASS/FAIL	
Confirm monitoring system is indicating healthy for replaced UPS	PASS/FAIL			
<b>CERTIFICATION OF UPS</b>				
7	7A	Advise NCO and ICON of completion of work and book the affected UPS and equipment back into use as required		
<b>Old Serial #</b>		<b>New Serial #</b>		
<p>I certify, UPS: _____</p> <p>at _____ location, has been inspected, tested and certified fit for service.</p> <p>_____</p> <p>Print Name _____ Position _____</p> <p>Signature _____ Date _____</p>				