

## **Operation and Maintenance Guidelines of Grid Connected PV Plants**

1. For the optimal operation of a PV plant, maintenance must be carried out on a regular basis.
2. All the components should be kept clean. It should be ensured that all the components are fastened well at their due place.
3. During mandatory O&M period of 5 years, the rooftop solar PV plant has to be maintained by the vendor for the activity assigned to electrician/technician. The user shall be suitably guided by the vendor for all tasks lying in scope of the user and the user shall also be provided with appropriate documents for such guidance.

Maintenance guidelines for various components viz. solar panels, inverter, wiring etc. are discussed below:

### **SOLAR PANELS**

Although the cleaning frequency for the panels will vary from site to site depending on soiling, it is recommended that

- i. The panels are cleaned at least once every fifteen days.
- ii. Any bird droppings or spots should be cleaned immediately.
- iii. Use water and a soft sponge or cloth for cleaning.
- iv. Do not use detergent or any abrasive material for panel cleaning.
- v. Iso-propyl alcohol may be used to remove oil or grease stains.
- vi. Do not spray water on the panel if the panel glass is cracked or the back side is perforated.
- vii. Wipe water from module as soon as possible.
- viii. Use proper safety belts while cleaning modules at inclined roofs etc.
- ix. The modules should not be cleaned when they are excessively hot. Early morning is particularly good time for module cleaning.
- x. Check if there are any shade problems due to vegetation or new building. If there are, make arrangements for removing the vegetation or moving the panels to a shade-free place.
- xi. Ensure that the module terminal connections are not exposed while cleaning; this poses a risk of electric shock.
- xii. Never use panels for any unintended use, e. g. drying clothes, chips etc.
- xiii. Ensure that monkeys or other animals do not damage the panels.

### **CABLES AND CONNECTION BOXES**

- i. Check the connections for corrosion and tightness.
- ii. Check the connection box to make sure that the wires are tight, and the water seals are not damaged.
- iii. There should be no vermin inside the box.

- iv. Check the cable insulating sheath for cracks, breaks or burns. If the insulation is damaged, replace the wire
- v. If the wire is outside the building, use wire with weather-resistant insulation.
- vi. Make sure that the wire is clamped properly and that it should not rub against any sharp edges or corners.
- vii. If some wire needs to be changed, make sure it is of proper rating and type.

**INVERTER**

- i. The inverter should be installed in a clean, dry, and ventilated area which is separated from, and not directly above, the battery bank (if applicable).
- ii. Remove any excess dust in heat sinks and ventilations. This should only be done with a dry cloth or brush.
- iii. Check that vermin have not infested the inverter. Typical signs of this include
- iv. Spider webs on ventilation grills or wasps’ nests in heat sinks.
- v. Check functionality, e.g. automatic disconnection upon loss of grid power supply, at least once a month.
- vi. Verify the state of DC/AC surge arrestors, cable connections, and circuit breakers.

**SHUTTING DOWN THE SYSTEM**

- i. Disconnect system from all power sources in accordance with instructions for all other components used in the system.
- ii. Completely cover system modules with an opaque material to prevent electricity from being generated while disconnecting conductors.
- iii. To the extent possible, system shutdown will not be done during daytime or peak generation.

**INSPECTION AND MAINTENANCE SCHEDULE:**

<b>Component</b>	<b>Activity</b>	<b>Description</b>	<b>Interval</b>	<b>By</b>
PV Module	Cleaning	Clean any bird droppings/ dark spots on module	Immediately	Beneficiary
	Cleaning	Clean PV modules with plain water or mild dishwashing detergent. Do not use brushes, any types of solvents, abrasives, or harsh detergents.	Fortnightly or as per the site conditions	Beneficiary

	Inspection (for plants > 100 kWp)	Use infrared camera to inspect for hot spots; bypass diode failure	Annual	Technician
--	---	--	--------	------------

<b>Component</b>	<b>Activity</b>	<b>Description</b>	<b>Interval</b>	<b>By</b>
PV Array	Inspection	Check the PV modules and rack for any damage. Note down location and serial number of damaged modules.	Annual	User/Technician
	Inspection	Determine if any new objects, such as vegetation growth, are causing shading of the, array and move them if possible.	Annual	User/Technician
	Vermin Removal	Remove bird nests or Vermin from array and rack area.	Need basis	User/Technician
Junction Boxes	Inspection	Inspect electrical boxes for corrosion or intrusion of water or insects. Seal boxes if required. Check position of switches and breakers. Check operation of all protection devices.	Annual	User/Technician
Wiring	Inspection	Inspect cabling for signs of cracks, defects, loose connections, overheating, arcing, short or open circuits, and ground faults.	Annual	User/Technician
Inverter	Inspection	Observe	Quarterly	Electrician
Component	Activity	Description	Interval	By

		Instantaneous operational indicators on the faceplate of the inverter to ensure that the amount of power being generated is typical of the conditions. Inspect Inverter housing or shelter for physical maintenance, if required.		
Inverter	Service	Clean or replace any air filters.	As needed	
Instruments	Validation	Spot-check monitoring instruments (pyranometer etc.) with standard instruments to ensure that they are operational and within specifications.	Annual	PV Specialist
Transformer	Inspection	Inspect transformer oil level, temperature gauges, breather, silica gel, meter, connections etc.	Annual	Electrician
Tracker (if present)	Inspection	Inspect gears, gear boxes, bearings as required.	Annual	Technician
	Service	Lubricate tracker mounting bearings, gearbox as required.	Bi-annual	Technician
Plant	Monitoring	Daily Operation and Performance Monitoring	Daily	Beneficiary
Inverter	Inspection	Observe instantaneous operational indicators on the faceplate of the inverter to ensure that the amount of power being generated is typical of the conditions.  Inspect Inverter housing or shelter for physical maintenance, if required.	Quarterly	Electrician

Inverter	Service	Clean or replace any air filters.	As needed	Electrician
Instruments	Validation	Spot – check monitoring instruments(pyranometer etc.) with standard instruments to ensure that they are operational and within specifications.	Annual	PV Specialist
Transformer	Inspection	Inspect transformer oil level, temperature gauges, breather, silica gel, meter, connections etc.	Annual	Electrician
Tracker  (if present)	Inspection	Inspect gears, gear boxes, bearings as required.	Annual	Technician
	Service	Lubricate tracker mounting bearings, gearbox as required.	Bi-annual	Technician
Plant	Monitoring	Daily Operation and Performance Monitoring	Daily	Beneficiary
Spare Parts	Management	Manage inventory of spare parts.	As needed	Site in charge
Logbook	Documentation	Document all O&M activities in a workbook available to all service personnel	Continuous	Site in charge

### **Operation and Maintenance Guidelines of Grid Connected PV Plants**

- i. Periodic cleaning of solar modules, preferably once every fortnight or as per site conditions. As this task has to be done by the beneficiary, the vendors shall apprise the beneficiary on the importance and proper technique for cleaning.
- ii. O&M of Solar Power Plant shall be compliant with grid requirements to achieve committed energy generation.
- iii. Periodic checks of the Modules, PCUs and BoS shall be carried out as a part of routine preventive and breakdown maintenance.

- iv. Immediate replacement of defective Modules, Invertors/PCUs and other equipment as and when required.
- v. Supply of all spares, consumables and fixtures as required. Such stock shall be maintained for all associated equipment and materials as per manufacturer/ supplier's recommendations.
- vi. All the equipment testing instrument required for Testing, Commissioning and O&M for the healthy operation of the Plant shall be maintained by the Bidder. The testing equipment must be calibrated once every 2 years from NABL accredited labs and the certificate of calibration must be kept for reference as required.
- vii. If negligence/ mal operation on part of the Bidder's operator results in failure of equipment, such equipment should be repaired/ replaced by the Bidder free of cost.