

**FORMAT FOR ELETRICITY SAFTY AUDIT REPORT
FOR PREMISES HAVING ONE FLOOR & OFFICE**

BRANCH CODE & NAME	
ADDRESS	
SANCTIONED LOAD	
CONNECTED LOAD	
MONTHLY ELECTRICITY BILL (APPROX.)	
TOTAL TONNAGE OF AIR CONDITIONER LOAD	
AREA OF THE BRANCH	

ELECTRICAL SAFETY:

S.NO.	DESCRIPTION	DETAILS	REMARKS (IF ANY)
1.	WHETHER TPN ISOLATORS / MCCBs / ELCBs / ARE PROVIDED TO CATER THE LOAD	YES / NO	
2.	WHETHER LIGHTS AND EMERGENCY LIGHTS ARE PROVIDED IN ELECTRICAL ROOM / OPERATING AREAS FOR EASY OPERATION & MAINTENANCE WORKS	YES / NO	
3.	WHETHER PUMP ROOM, DG SET ROOM, UPS ROOM, AC PLANT ROOM, ELECTRICAL PANEL ROOM ARE MAINTAINED IN DRY AND IN GOOD CONDITION AND OBSOLETE / HAZARDOUS / OLD ITEMS ARE NOT DUMPED THERE.	YES / NO	
4.	WHETHER WATER SEEPAGE IS OBSERVED NEAR ANY OF THE ELECTRICAL PANEL, DISTRIBUTION BOARD, ELECTRICAL EQUIPMENT, ETC	YES / NO	
5.	WHETHER EARTHING PITS ARE PROVIDED AND CONNECTED TO EQUIPMENT AND THE BODY OF EQUIPMENT	YES / NO	
6.	WHETHER EARTHING PITS ARE MAINTAINED PROPERLY	YES / NO	
7.	WHETHER EXHAUST FANS FOR VENTILATION OF PANEL ROOM / ELECTRICAL ROOM / UPS ROOM / DG SET ROOM IS PROVIDED AND NO PAPER, OLD MATERIAL OR ANY OTHER SCRAP IS KEPT NEAR DB / PANELS / UPS / BATTERIES ETC.	YES / NO	
8.	WHETHER PENALTY IS BEING IMPOSED IN ELECTRICITY BILL ON ACCOUND OF HIGHER LOAD / POOR POWER FACTOR / POOR LOAD FACTOR ETC (ACERTAINED FROM THE ELECRICITY BILLS OF APRIL/MAY/JUNE/JULY) ADDITIONAL ELECTRICAL LOAD REQUIRED (IF ANY)	YES / NO	
9.	WHETHER LOAD IS DISTRIBUTED IN ALL THREE PHASES TO AVOID ANY UNBALANCING OF PHASE LOAD AND NO LOOSE ELECTRICAL CONNECTIONS / HAPHAZRAD WIRINGS OBSERVED IN THE BUILDING / OFFICE PREMISES.	YES / NO	
10.	WHETHER ISOLATING SWITCHES ARE PROVIDED FOR THE SWITCHING OFF OF THE THENON ESSENTIAL LOADS PREMISES DURING NIGHT AND MAIN SWITCH TO SWITCH OFF THE POWER SUPPLY TO THE BUILDING / FLOOR IN CASE OF FIRE / EMERGENCY.	YES / NO	

11.	WHETHER PROPER PREVENTIVE MAINTENANCE AFTER OPENING OF THE ELECTRICAL BOARDS AND DISTRIBUTION BOARDS ARE CARRIED OUT BY THE LICENSE HOLDER ELECTRICIAN OR SKILLED TECHNICIANS OF EQUIPMENT MANUFACTURER / SERVICE PROVIDERS.	YES / NO	
12	WHETHER APPROPRIATE TIMERS USED IN THE CHANGEOVER OF AIR CONDITIONERS FOR SERVER ROOM ACs AND FOR SIGNAGE BOARDS TO MAKE AUTO ON / OFF (FOR SCHEDULE TIMINGS). THE THERMOSTAT OF THE ACs AT SERVER ROOM SHOULD BE SET TO SAY 26 C, SO THAT IT WILL RUN ONLY WHEN THE TEMPERATURE IS TOO HIGH (TO MINIMIZE CHANCES OF FIRE DUE TO IDLE RUNNING OF THE ACs DURING NIGHT)	YES / NO	
13	WHETHER PREVENTIVE MAINTENANCE OF THE ELECTRIC INSTALLATION AND EQUIPMENT IS CARRIED OUT BY SKILLED LICENSE HOLDER ELECTRICIANS / SKILLED TECHNICIANS	YES / NO	
14	GENERAL CONDITION OF ELECTRICAL CONTROL PANELS, MAIN SWITCH, ELECTRIC METER BOARD, CHANGE OVER SWITCH, AC, WATER COOLERS, WATER FILTERS, WIRING CABLES ETC ARE IN GOOD CONDITIONS AND DBs, PANELS, SWITCH BOARDS ARE PROPERLY COVERED	YES / NO	
15	WHETHER ELECTRICAL EQUIPMENTS OF PANTRY ETC ARE PROPERLY CONNECTED TO INDUSTRIAL SOCKET BOX WITH MCBs. MCBs OR LATEST TYPE SWITCHES ARE PROVIDED TO SWITCH ON / OFF THE ACs TO PROTECT THEM FROM OVERLOAD.	YES / NO	
16	WHETHER THE CONTACT NUMBER OF PERSONS, ELECTRICIANS, POWER DISTRIBUTION COMPANY. GENERATOR SERVICE PROVIDER, UPS VENDORS, ACs ETC ARE AVAILABLE WITH SECURITY GUARDS AND OTHER STAFF ARE DISPLAYED IN ELECTRICAL / UPS / SERVER ROOM.	YES / NO	
17	WHETHER POWER FACTOR CORRECTION PANEL OF APPROPRIATE RATING IS INSTALLED.	YES / NO	
18	WHETHER ALL THE CONNECTING POINT AT VARIOUS DBs AND PANELS ARE PROPERLY INSULATED AND PROPER INDICATIVE MARKING ARE DONE ON THE RESPECTIVE PANEL / DB	YES / NO	
19.	WHETHER THE INTERNAL INSULATION OF THE WIRE HAVE BEEN ACCOUNTED FOR CHECKING THE DURABILITY OF ELECTRICAL CONNECTION	YES / NO	

FIRE PREVENTIVE MEASURES:

S.NO.	DESCRIPTION	DETAILS	REMARKS (IF ANY)
1.	ALL OLD DISPOSABLE RECORDS, BROKEN FURNITURE ETC ACCUMULATED IN THE PREMISES HAVE BEEN CLEARED.	YES / NO	
2.	COMBUSTIBLE LEAF LITTER / WASTE PAPERS ETC IN AND AROUND THE BRANCH ARE REMOVED / CLEANED PERIODICALLY	YES / NO	
3.	NO STATIONARY / RECORDS / OLD OBSOLETE ITEMS ARE STORED / KEPT IN THE SERVER / UPS / ELECTRICAL ROOM	YES / NO	
4.	STORAGE RACKS IN STATIONARY / RECORD ROOM KEPT AT A SAFE DISTANCE OF AT LEAST 2M FROM ELECTRICAL POINTS / SWITCH / JUNCTION BOXES	YES / NO	
5.	WHETHER IN THE PANTRY / CANTEEN, LPG IS USED	YES / NO	

6.	ARE THE FIRE EXTINGUISHERS AVAILABLE IN THE FOLLOWING WORK AREA AND CLEARLY MARKED AND ACCESSIBLE: 1. SERVER / UPS ROOM: CO2 TYPE X 2 2. INDIVIDUAL DEPARTMENT OF THE PREMISES: CO2 TYPE X 1 3. STATIONARY ROOM: CO2 TYPE X 1 4. ELECTRIC ROOM / AC PLANT ROOM: CO2 TYPE X 2 5. DG SET /GENERATOR : 6kg ABC CAPACITY X 2	YES / NO	
----	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------	--

SERVER AND UPS ROOM:

S.NO.	DESCRIPTION	DETAILS	REMARKS (IF ANY)
1.	WHETHER SERVER ROOM HAVE DUAL AC UNITS WITH TIMER CIRCUIT DEVICE ON INDEPENDENT CIRCUITS	YES / NO	
2.	WHETHER EXHAUST FANS ARE INSTALLED IN UPS ROOM	YES / NO	
3.	WHETHER PROPER INSULATION AT THE BATTERIES HAVE BEEN PROVIDED	YES / NO	

The particulars furnished in the application are true to the best of my/our knowledge & belief. I / we understand that if any of the particulars is found incorrect, even at a later stage, my/our contract will be cancelled.

SIGNATURE WITH SEAL OF AUDITOR

DATE:
PLACE:

**FORMAT FOR ELETRICAL SAFTY AUDIT
FOR PREMISES HAVING MULTIPLE FLOORS / OFFICES**

1. Assessment of luminaries / light fittings

Type of luminaries / light fittings	No of luminaries / light fittings	Lux level of luminaries / light fittings	Total electrical load consumption		Remarks (Condition of light fixtures acceptable or Not)	Suggestions for improvement, if any
			Watt	Amp		

2. Floor wise assessment of Air conditioning system

Type of Air conditioning units	No of Air conditioners	Capacity of Air conditioner (TR)	Total electrical load consumption		Condition of air conditioning system	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
			Watt	Amp			

3. Floor wise assessment of UPS

No. of UPS	Capacity (KVA)	P-P Voltage of each UPS			P-N Voltage each UPS			Phase Currents			Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A				

4. Floor wise assessment of electric circuit

Sl.No	Heads	Result	Remarks (acceptable or Not)	Suggestions on improvement, if any
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel			
2	Availability of correct identification of circuit details and protective devices			
3	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board			
4	Cables correctly supported throughout their run or not			
5	Condition of insulation of live parts			
6	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
7	Adequacy of protective devices, type and rated current for fault protection			
8	Presence and adequacy of circuit protective conductors			
9	Whether Low voltage cables segregated from Medium voltage cables			
10	Whether Cables separated / segregated from non electrical services			

11	Whether proper termination of cables at enclosures				
12	Connections soundly made and under no undue strain	Insulation of conductor visible outside enclosure			
		Connections of live conductors adequately enclosed			
		Adequately connected at point of entry to enclosure (glands, bushes etc.,)			
		Condition of accessories including socket outlets, switches & joint boxes			
13	Other special observations, if any record the results of particular inspections applied Separately				

5. Floor wise assessment of electrical Panel room

Sl.No	Heads	Result	Remarks acceptable or Not)	Suggestions on improvement, if any
1	Presence of Main switch interlocking if two different supplies are coming to Distribution panel			
2	Availability of correct identification of circuit details and protective devices			
3	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board			
4	Cables correctly supported throughout their run or not			
5	Condition of insulation of live parts			
6	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation			
7	Adequacy of protective devices, type and rated current for fault protection			
8	Presence and adequacy of circuit protective conductors			
9	Whether Low voltage cables segregated from Medium voltage cables			
10	Whether Cables separated / segregated from non electrical services			
11	Adequacy of protective earthing conductor			
12	Adequacy of Neutral earthing conductor			
13	Whether proper termination of cables at enclosures			
14	Connections soundly made and under no undue strain	insulation of conductor visible outside enclosure		
		Connections of live conductors adequately enclosed		
		Adequately connected at point of entry to enclosure (glands, bushes etc.,)		
		Condition of accessories including socket outlets, switches & joint boxes		

11. Assessment of Diesel Generating Set :

No of Diesel Generator Set	Capacity of each Diesel Generator Set 1. Rating 2. make 3. type	P-P Voltage of each Diesel Generator or Set			P-N Voltage of each Diesel Generator or Set			Phase Currents			Total electrical load consumption		Neutral Earthing & its adequacy	Protective earthing & its adequacy	Condition of insulations	Whether Diesel Generator Set overloaded/under loaded and extant thereof in %	Remarks (Condition of machine acceptable or Not)	Suggestions on improvement, if any
		R	Y	B	R	Y	B	R	Y	B	KW	A						

SIGNATURE WITH SEAL

(CONSULTANT / CONTRACTOR)

(OFFICER OF BRANCH / OFFICE)

NAME OF THE ELECTRICAL ENGINEER / CONSULTANT / CONTRACTOR:

SUPERVISOR'S VALID LICENSE NO:

DATE:

PLACE:

The particulars furnished in the application are true to the best of my/our knowledge & belief. I/we understand that if any of the particulars is found incorrect, even at a later stage, my/our contract will be cancelled.

SIGNATURE WITH SEAL

(CONSULTANT/CONTRACTOR)

DATE:

PLACE:

Annexure-3
FORMAT FOR ELETRICAL ENERGY AUDIT
FOR BRANCHES

BRANCH CODE & NAME	
ADDRESS	
SANCTIONED LOAD	
CONNECTED LOAD	
MONTHLY ELECTRICITY BILL (APPX)	
TOTAL TONNAGE OF AIR CONDITIONER LOAD	
AREA OF THE BRANCH	

ELECTRICAL ENERGY AUDIT:

S.No.	DESCRIPTION	Wattage	Recommendation
1.	Type of Electrical Fittings installed and its Lux level and Wattage		
2.	No of Ceiling Fan installed and its power consumption.		
3.	No. of Wall Fan installed and its power consumption		
4.	No of Air-conditioners and its capacity and power consumption of each.		
5.	No of computer installed and its power consumption.		
6.	UPS installed and its capacity		
7.	Any other gadgets installed and its power consumption.		
8.	Verification of electricity Bill for last 12 months and observation if any		
9	Leakage if any in the wiring system		

The particulars furnished in the application are true to the best of my/our knowledge & belief. I 0/we understand that if any of the particulars is found incorrect, even at a later stage, my/our contract will be cancelled.

SIGNATURE & SEAL OF AUDITOR

DATE:
PLACE: