

## ANNEXURE -E

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 on improvement, if any
			Watt	Amp		

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

[illegible]

**4. Assessment of electric circuit (Report to be submitted as per following format):**

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. Assessment of electrical Panel room (Report to be submitted as per following format):**

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			
15	Details switch gear panels	No of Panels			
		Rating of panels			
		Measurement of P-P & P-N voltage of Panels			
		Measurement of P-P & P-N current of Panel			
		Condition of Panel			
		Any other observations			
16	Whether method of Cables laid inside the Electrical room is acceptable				
17	Total Electrical Load	Air conditioning load			

	of the Floor	Light & power load			
18	Whether electrical load balancing is acceptable (give details of phase wise load )				
19	Other special observations, if any record the results of particular inspections applied separately				

**6. Assessment of Substation (Report to be submitted as per following format):**

Sl.No	Heads		Result	Remarks (acceptable or Not	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
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	Condition of metering equipment				
4	Condition of isolator (where present)				
5	Presence of non standard (mixed) cable colour warning notice at or near consumer unit / Distribution board				
6	Cables correctly supported throughout their run or not				
7	Condition of insulation of live parts				
8	Adequacy of wiring for current carrying capacity with regard to the type and nature of the installation				
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	Adequacy of protective earthing conductor				
14	Adequacy of Neutral earthing conductor				
15	High tension cable size adequacy				
16	Interlocking between High tension and Low tension switch gears				
17	Interlocking between Transformers (if any)				
18	Details Over voltage	No.			
		Rating & make			

	protection	Condition			
		Any other observations			
19	Under voltage protection	No.			
		Rating & make			
		Condition			
		Any other observations			
20	Earth fault protection	No.			
		Rating & make			
		Condition			
		Any other observations			
21	Short circuit protection	No.			
		Rating & make			
		Condition			
		Any other observations			
22	Over current protection	No.			
		Rating & make			
		Condition			
		Any other observations			
23	Whether method of Cables laid inside the Electrical room is acceptable				
24	Total Electrical Load	Air conditioning load			
		Light & power load			
25	Whether electrical load balancing is acceptable (Give details phase wise load)				
26	Other special observations, if any record the results of particular inspections applied separately				

**7. Assessment of Substation switchgears (Report to be submitted as per following format):**

[illegible]

**8. Assessment of Earthing system (Report to be submitted as per following format):**

Earthing Continuity Testing: This Test is conducted to find out any equipment that has not been earthed properly and in compliance with *Indian Electricity Act 1956, IS-1200 part I and as per IS-3043 of 1966*. It is to be checked with the help of Continuity Testing Meter and Earth Resistance Meter.

Sl.No	Heads	Result	Remarks (acceptable or Not	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
1	No of earth pit			
2	Type			
3	Earthing test report			
4	Continuity test report			
5	Ccondition of total earthing system for the building. (Give detail report)			
6	Neutral Earthing & its adequacy			
7	Protective earthing & its adequacy			
8	Other special observations, if any record the results of particular inspections applied separately			

**Recommendation:**

**9. Assessment of lighting protection system (Report to be submitted as per following format):**

Sl.No	Heads	Result	Remarks (acceptable or Not	Suggestions with new technologically energy efficient, environment friendly, cost benefited air conditioning system
1	Number of terminals			
2	Number of down conductors			
3	Continuity of conductor			
4	Condition of the lightning conductor			
5	Joints condition			
6	Testing point on down conductor			
7	Earth conductor condition			
8	Earth resistance			
9	Other special observations, if any record the results of particular inspections applied separately			

**10. CONCLUSIONS OF IRREGULARITIES & RECCOMENDATIONS (separate sheet may be attached)**

SN	Conclusion of irregularities / recommendations	Specify point wise
1	Observed Irregularities that can leads to Fire hazards	
2	Recommendation for rectification of above irregularities	
3	Sufficiency of Fire safety measure in the premises	
4	Recommendation for rectification of above deficiency	
5	Observed Irregularities that leads to Power / energy/ financial wastage	
6	Recommendation for rectification of above irregularities	
7	Observed Irregularities that leads to penalty from state electricity dept.	
8	Recommendation for rectification of above irregularities	

Report is based on actual finding/ observation of electrical /fire safety installations in the branch/ office premises. Deficiencies/ irregularities in the electric system and procedure of their rectification are briefed to branch head.

**Signature & seal of Electric auditor.**

Date.

Authorized representative of the above Electric auditor agency checked the electric installations in the premises; submit the audit report to us. We understand the nature of irregularities and their recommendations/ suggestions to rectify theses irregularities.

**Signature of Branch head with branch's seal**