ANNEXURE -I

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	

ELECTRICALSAFETY:

S.NO.	DESCRIPTION	DETAILS	REMARKS
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 EQIPMENT,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 ACCOUNT 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 SWITCHING OFF OF THE NON ESSENTIAL LOADS IN PREMISES DURING NIGHT AND MAIN SWITCH TO SWITCH OFF THE POWER SUPPLY TO THE BUILDING/ FLOOR INCASE OF FIRE/ EMERGENCY.	YES/NO	

11.	WHETHER PROPER PREVENTIVE MAINTENANCE AFTER OPENING OF THE ELECTRIACL 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 CHANGE OVER 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 TEMPRATURE 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 INSTALLTION AND EQUIPMENT IS CARRIED OUTBY 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 SWTICH ON /OFF THE ACs TO PROTECT THEM FROM OVERLOAD.	YES/NO	
16	WHETHER THE CONTACT NUMBER OF PERSONS, ELETRICIANS, POWER DISTRIBUTION COMPANY. GENERTOR SERVICE PROVIDER, UPS VENDORS, ACs ETC ARE AVAILABLE WITH SECURITY GAURDS AND OTHER STAFF ARE DISPLAYED IN ELCTRIC / 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 ARE 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 (IFANY)
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 /ELECTRIC ROOM	YES/NO	
4.	STORAGE RACKS IN STATIONARY / RECORD ROOM KEPT AT A SAFE DISTANCE OF AT LEAST 2 M 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 X2 2. INDIVIDUAL DEPARTMENT OF THE PREMISES: CO2 TYPE X1 3.STATIONARY ROOM: CO2 TYPE X 1 4.ELECTRIC ROOM /AC PLANT ROOM: CO2 TYPEX 2 5.DG SET /GENERATOR: 6kg ABC CAPACITY X2	YES/NO	

SERVER AND UPS ROOM:

S.NO.	DESCRIPTION	DETAILS	REMARKS (IFANY)
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:

ANNEXURE-2

FORMAT FOR ELETRICAL SAFETY 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 o f 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

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 orNot	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 of 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 underno Undue strain	Insulation of conductor visible outside enclosure			
		Connections of live conductors adequately enclosed			
		Adequately point of entry (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 acceptableorNot)	Suggestions on improvement, if any
1	Presence of Main switch interlocking if two differentsupplies 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 Panels			
		Condition of Panels			
		Any other observations			
16	Whether method o f Cables laid inside the Electrical room is acceptable				
17	Total Electrical Load of the Floor	Air conditioning load			
		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. AssessmentofTransformer

No .of Transformers	Capacity of each Transformers 1.Rating 2.make 3.type	P-P Voltage of each Transformers			P-N Voltage each Transformers			Phase Currents			Total electrical load consumption		Neutral Earthing &its adequacy	Protective earthing& its adequacy	Condition of insulation	Whether transformers loaded/under loaded and extant thereof in %	Remarks (Condition of machine acceptable or Not	Suggest-ions on improvement, ifany
		R	Y	B	R	Y	B	R	Y	B	KW	A						

7. Assessment of Elevator

No	Capacity Of each elevators 1.Rating 2.make 3.type	P-P Voltage			P-N Voltage			Phase Currents			Total electrical load consumption		Parameters of the motors					Neutral Earthing &its adequacy	Protective earthing & its adequacy	Condition of insulations	Remarks (Condition of machine acceptable or Not	Suggestion on improvement if an
													No	Capa c-ity (KW)	Volt -age	Curr ent	Conditionof motors					
		R	Y	B	R	Y	B	R	Y	B	KW	A										

8. Assessment of Pump

No of Pump	Capacity of. each pump 1. Rating 2.make 3.type	P-P Voltage			P-N Voltage			Phase Currents			Total electrical load consumpt ion		Parameters of the pump motors					Neutral Earthing & its adequacy	Protective earthing&its adequacy	Condition of insulations	Remarks (Condition of machine acceptable or Not	Suggestios on improvement, if any
													No	Capacity (KW)	Voltage	Current	Condition of motors					
		R	Y	B	R	Y	B	R	Y	B	KW	A										

9. Assessment of earthing system

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 (acceptableor 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	Condition 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			

10. Assessment of lighting protection system

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			

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 Set			P-N Voltage each Diesel Generator Set			Phase Currents			Total electrical load consumption		Neutral Earthing &its adequacy	Protective earthing & its adequacy	Condition of insulations	Whether Diesel Generator Set over loaded/under loaded and extant thereof in%	Remarks (Condition of machine acceptable or Not)	Sugestions on improvement if any
		R	Y	B	R	Y	B	R	Y	B	KW	A						

SIGNATUREWITHSEAL

(CONSULTANT/CONTRACTOR) (OFFICER OF BRANCH/OFFICE)

NAMEOFTHEELECTRICAL ENGINEER/CONSULTANT/CONTRACTOR:

SUPERVIOR'SVALIDLICENSENO:

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.

SIGNATUREWITHSEAL

(CONSULTANT/CONTRACTOR)
DATE:
PLACE:

Annexure-3

FORMAT FOR ELETRICAL ENERGY AUDIT FOR BRANCHES

BRANCH CODE &NAME	
ADDRESS	
SANCTIONED LOAD	
CONNECTEDLOAD	
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 last12 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/we understand that if any of the particulars is found incorrect, even at a later stage, my/our contract will be cancelled.

DATE :
PLACE

SIGNATURE WITH SEAL OF AUDITOR

ANNEXURE - 4

DETAILS OF MONTHLY ELECTRICITY CONSUMPTION IN THE BRANCH

Tariff Category :
Meter Serial No.
Name of connection holder:

S.No.	Month	*KWh consumption	Amount in Rs.	Power factor
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
Average monthly consumption				

- Copy of the latest electricity bill enclosed alongwith this report for future reference.
- Average Power Factor is maintained at _____ .
- Photographs taken at the facility of various areas also appended with this report.
- A total connected load of _____is utilized against contract demand load of_____.

OBSERVATIONS AND FINDINGS:

DATE :
PLACE :

SIGNATURE WITH SEAL OF AUDITOR

Annexure-5

ASSESSMENT OF LUMINARIES/ LIGHT FITTINGS OF BRANCH

Area/ Location (Cabin/ work table)	Type of luminaries/ light fittings	No of luminaries/ light fitting	Lux level of luminaries/ light fittings	Remarks (condition of light fixtures acceptable or not)	Suggestions for improvement if any
BM Cabin					
Cashier cabin					
Locker room					
UPS / battery room					
Server room					
Banking Hall					
Customer Hall					
Record room					
ATM room					
Cash officer work table					
Credit Officer work table					
Single window counter work table					
Other work tables					

DATE :
PLACE :

SIGNATURE WITH SEAL OF AUDITOR

ANNEXTURE 6:

DETAILS OF ELECTRICAL FITTINGS IN THE BRANCH

INDIAN BANK : ..... BRANCH

Total Branch Load - KW

Phase I	Phase II	Phase III
KW	KW	KW

Earthing

UPS Earthing –value in Ohms	
Raw Power Earthing –value in Ohms	
No. of Earth pit	

S No	Location	Qty of Equipment												
		AC	Ceilling Fan	Wall Fan Plastic Body	Wall Fan Metal Body	Tube light	LED Bulb/ Tubelight/ Down light	Comp uters	Printer	Server	Exhaust Fan Plastic Body	Exhuast Fan Metal Body	UPS	Other
1.	BM Room													
2.	Locker Room													
3.	Banking Hall													
4.	Customer Hall													
5.	Server Room													
6.	Record Room													
7.	UPS/Batt													

	ery Room													
8.	Wash room													
9.	ATM room													
10	Any other area													
Total Quantity														
Wattage Each														
Total Watt														
		Total Connected Wattage =												

DATE :
PLACE :

SIGNATURE WITH SEAL OF AUDITOR

Annexure-7

ESTIMATE FOR RECTIFICATION OF OBSERVATION(S)

Sl No.	Details of Rectification Required	Approximate cost for carrying out rectification work (Individual cost of items to be mentioned)
High Risk		
Medium Risk:		
Low Risk:		
SIGNATURE OF QUALIFIED ELECTRICIAN AND AUDITOR WITH ADDRESS		