Annexure – V (A)

(ref. regulation 3.4)

Format: Work Completion Report

1. Applicant's Name & Address: _____
2. Name & Address of Installation: _____
3. Voltage of Supply: _____
4. Purpose for which used: _____
5. Type of Wiring: _____
6. Particulars of installations:

I.	Motors	Make	Sl. No.	kW	Phase	Voltage	RPM	Process served and or machine connected to each motor

II. Other equipment (complete details to be furnished):

7. Total connected load _____ kW(_____kVA at 0.85 PF)
8. Maximum Current in Amp (on the basis of connected load)_____
9. Leakage to earth in Amp _____

10. Statement showing the fulfillment of Safety Requirements at the Applicant's Installation as per CEA Safety Regulations, 2010: -

Sl. No.	Regulation No.	Particulars	*Applicant's reply and signature (Based on the test report of licensed contractor, wherever applicable)*	Remarks by Distribution Licensee or his representative
1	2	3	4	5
A-GENERAL SAFETY PRECAUTIONS				
1	—.	Has the prescribed fee for inspection been deposited? Quote T.C. no., date and amount?		
2	—.	Have High voltage test, insulation test, and earth test been carried out?		
		Specify Results of the above Test. High Voltage Test (specify Voltage Applied) Result- Withstood/failed Insulation Test (Specify Voltage Applied) Insulation Between ϕ1 and earth Insulation Between ϕ2 and earth Insulation Between ϕ3 and earth Earth Resistivity Test Earth Resistance		
3	12.	Are electric supply lines and apparatus sufficient in power and size and of sufficient mechanical strength?		
4	15 (i).	Has indication of permanent nature provided to distinguish earthed neutral conductor from live conductor at the point of commencement of supply?		
5	15 (ii).	Has any cut-out, link or switch other than a linked switch to operate simultaneously on the earthed or earth natural and live conductor, for isolating the supply been inserted in the earthed neutral conductor?		
6	17.	Where bare Conductors have been used-		
		(a) Are they inaccessible?		
		(b) Have switches for rendering them dead been provided?		
		(c) Have other proper safety measures been taken?		
7	18.	Have caution notices on white enamel plates of 12" x 9" size with word "Danger"/"सावधान" and voltage in red letters been affixed in a conspicuous position to all motors, generators, transformers, etc., or at the entrance of the enclosure housing the apparatuses and also on H.T. line supports ?		
8	25.	Have circuits or apparatus intended for operation at different voltage been provided with distinguishing marks?		
9	26.	Have suitable precautions been taken to avoid accidental charging of an apparatus beyond the intended voltage?		
10	27 (1).	Have electric fire extinguishers and fire buckets been provided?		

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11	27 (3).	Have first-aid boxes equipped with contents as specified by the Government been provided? Give names of persons qualified for first-aid.		
12	28(1).	Have shock restoration charts been provided?		
13	28(2).	Give names of authorized persons who are acquainted with and are competent to apply these instructions provided in 28(1) above.		
14	29.	Has the electrical works been carried out by a licensed electrical contractor under direct supervision of a person holding a certificate of competency and by a person holding a permit issued or recognised by the State Government.		
B-GENERAL CONDITIONS RELATING TO SUPPLY AND USE OF ENERGY				
15	35(2) .	Has a linked switch or circuit breaker of requisite capacity to carry and break the current been provided after, but near, the point of commencement of supply to completely isolate the supply?		
16	35(3).	Has linked switch on the primary side being suitable to carry the full load current and for breaking only the magnetizing current of the transformer? Provided that for all transformers having capacity of 1000 kVA and above a circuit breaker shall be provided.		
		Has a circuit breaker of adequate rating been inserted on secondary side of transformers?		
17	35(4).	Has every distinct circuit been protected against excess energy by a suitable cut out or circuit breaker?		
18	35(5).	Has a suitable linked switch or circuit breaker been provided at appropriate place for controlling supply to each motor or group of motors or other apparatus meant for operating one particular machine?		
19	35(7).	Have adequate precautions been taken to ensure that no live parts are so exposed as to cause danger?		
20	37 (i)	Have all the conductors (other than over-head lines) been completely enclosed in mechanically strong metal covering which is electrically and mechanically continuous and adequately protected against mechanical damage? If unprotected, are they accessible only to authorised persons, or are installed and protected to the satisfaction of the Inspector so as to prevent danger?		
21	37(ii)	Have all the metal works enclosing, supporting or associated with the installation been connected with earth?		
22	37 (iii)	Have the following precautions been taken in respect of main switch board;		

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		(i) Has a clear space of not less than 3 ft in width been provided in front of the main switch board?		
		(ii) Are there bare connections at the back of the main switch board? If so, is the space behind, less than 9 inches or more than 30 inches in width?		
		(iii)Has a passage-way from either end of the switch-board clear to a height of 6 feet been provided, if the space behind the switch board exceeds 30 inches in width?		
C-ELECTRIC SUPPLY LINES, SYSTEM AND APPARATUS FOR HIGH AND EXTRA-HIGH VOLTAGES				
23	41(i), (ii) & (iii). and 48(1).	Has the neutral conductor of three-phase four-wire system been connected with two separate and distinct connections with earth at the substation?		
24	41(xii).	Has the frame of every stationary motor, transformer, etc. and the metallic parts (not intended as conductors) of all transformers and other apparatus earthed by two separate and distinct connections with earth?		
25	44 (a).	Are all conductors and apparatus inaccessible except to authorized persons and, are all operations in connection with the said apparatus and conductor carried out only by an authorized person?		
26	44 (b).	Has the consumer provided a separate building or a locked weather proof and fire-proof enclosure for housing distribution Licensee's high voltage apparatus and metering equipment or if impracticable, as the consumer segregated his apparatus from that of the supplier?		
27	44 (2)(i).	Are clearances as per BIS provided for safe operation & maintenance of electrical apparatus?		
28	44(2)(iv).	Have the windings of H.V. Motors or other apparatus, where within easy reach, been suitably protected so as to prevent danger?		
29	44(2)(v).	Have suitable precautions been taken either by connecting with earth a point of the circuit at the lower voltage or otherwise to guard against danger by reason of the said circuit getting charged above its normal voltage by leakage from or contact with the H.V. Circuit.		
30	44(2)(vii)(b).	Have oil soak pits been provided where more than 9000 litres of oil is used in the transformers and switchgears installed in one chamber?		
		Has provision been made for draining away the leaked or escaped oil used in one chamber?		

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		Has provision been made for extinguishing any fire?		
		Has any spare oil been stored in the sub-station or switch station?		
31	44(2)(xii).	Have cable trenches inside sub-stations, etc. containing cables been filled with sand and or pebbles, etc. or completely covered with non-inflammable slabs?		
32	44(2)(xiii).	Where it is not possible to disconnect the entire installation for cleaning or other purpose, have the conductors and apparatus been so arranged that they may be made dead in sections to enable the work on any dead section to be carried out by an authorized person without danger?		
33	44(3).	Have EHV apparatus been protected against lightning as well as switching over voltages?		
34	46(2).	Has the insulation of the H.V. electric supply lines or apparatus withstood the following tests?		
		(a) If the normal working voltage does not exceed 1000 volts the testing voltage of 2,000 volts.		
		(b) If normal voltage exceeds 1,000 V but does not exceed 11,000 V the testing voltage of double the normal.		
		(c) If the normal working voltage exceeds 11,000 V the testing voltage of normal working voltage plus 10,000 V or 22,000 V whichever is higher.		
35	46(3).	If above tests have been carried out before installing the electric supply lines and apparatus in position have these tests also been applied after their installation or if impracticable, has the insulation of the entire installation withstood a pressure of not less than 1,000 volts, applied between the conductors and also between conductors and earth for a period of not less than one minute.		
36	46(4).	Has the test prescribed above been applied to the electric supply lines or apparatus after alterations or repairs?		
37	46(5).	Have the results of above tests been recorded?		
38	46(6).	In case the above tests have not been carried out, has a copy of the manufacturer's certified tests been supplied? Quote reference and attach a copy.		
39	47.	Have the following provisions been complied for metal sheathed electric supply lines?		
		(a) Have the conductors been enclosed in a metallic sheathing electrically continuous and efficiently earthed?		

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		(b) In the even of failure of insulation between one conductor and metal sheathing at any point is the impedance of the circuit such that with the full voltage maintained at the source of supply, the current resulting from such failure is not less than twice the value of the current for which suitable cutout of adequate rupturing capacity or a suitable overload protective device has been set to operate a suitable discriminative fault current relay?		
40	49 (1) (i) & (iii).	Is the sub-station erected under ground? If so, have the controlling Switch-gears and cutout, etc. fixed in separate receptacle above ground?		
41	49(1)(ii) .	Has an efficient fencing 1.8 metre high been provided to prevent access to electric supply lines and apparatus installed in an outdoor plinth type sub-station.		
42	50.	Have substantial hand rails been built around the plat form provided for a person to stand on a pole-type sub-station? Have the hand rails and platform if of metal been efficiently earthed?		
43	51.	In case static capacitors have been installed to improve load power factor, have suitable provisions been made for immediate and automatic discharge of every static condenser on disconnection of supply?		
44		Any other remarks.		

I certify that conditions laid down by the distribution Licensee relating to the supply of electrical energy and all the requirements of the Electricity Act, 2003 and CEA Safety Regulations especially Regulation 37 thereof have been correctly complied with. The maximum capacity of the main fuse does not exceed ..... amperes and no increase will be made in the loading without due notification and permission in accordance with the rules/regulations in this regard.

Dated: ..... **(Signature and name of Applicant)**