**FORMAT FOR SUBMISSION OF ELECTRICAL AUDIT REPORT UCO BANK BRANCHES UNDER AJMER ZONE ANNEXURE –E**

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| **NAME OF BRANCH-** |  |
| **NAME OF ELECTRIC AUDITOR-** |  |
| **DATE OF AUDIT-** |  |
| **NAME OF BRANCH HEAD / ASSISTANT BRANCH HEAD WITNESSING THE E-AUDIT** |  |

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 |
| Watt | Amp |  |
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2. **Assessment of Air conditioning system**

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| --- | --- | --- | --- | --- | --- |
| Type of Air conditioning units | No of Air conditioning units | Capacity of Air conditioning (TR) | Total electrical load consumption | | Remarks (Condition of machine acceptable or Not |
| Watt | Amp |
|  |  |  |  |  |  |
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3. **Assessment of UPS**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No of UPS | Capacity of (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 |
| R | Y | B | R | Y | B | R | Y | B | KW | A |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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4**. Assessment of electric circuit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Heads | | Result | Remarks (acceptable or Not |
| 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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Heads | | | | Result | Remarks (acceptable or Not |
| 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 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. **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 (acceptable or Not) |
| 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 |  |  |

7. **Electric load analysis:**

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Head | Result | Remarks (acceptable or Not) |
| 1 | Sanctioned electric load |  |  |
| 2 | Total connected electric load |  |  |
| 3 | Is additional load required |  |  |
| 4 | Whether branch is paying penalty for excess connected load |  |  |
| 5 | Is DG set available |  |  |

8. **Electric Meter detail:-**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Month | Service provider | Type ( three or single phase) | Consumption unit per month for last three months | Electric bill amount for last three months | Have you notice any pilferage in electric connection to branch? | Is there any penal recovery by electricity deptt. through monthly bill |
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9. **Adequacy & conditions of fire safety measure in branch/ office premises.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SN | Head | Capacity of FE ( Kgs) | Quantity held | Condition of cylinder ( serviceable or not) | Date of last refilling |
| 1 | Portable fire extinguisher ABC type |  |  |  |  |
| 2 | Portable fire extinguisher DCP type |  |  |  |  |
| 3 | Portable fire extinguisher Water Co2 type |  |  |  |  |
| 4 | Portable fire extinguisher Co2 type |  |  |  |  |
| 5 | Automatic fire extinguisher fixed above UPS, batteries |  |  |  |  |
| 6 | Automatic fire extinguisher fixed above the electric panel |  |  |  |  |
| 7 | Automatic fire extinguisher fixed in ATM room. |  |  |  |  |

**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 |  |

**11. Bill of quantity of items required for normalization of electricity arrangement in branch/ office**. (Separate sheet may be attached if required)

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| --- | --- | --- | --- |
| SN | Details of the electric accessory, job work required for normalize the electric arrangement in branch/ office | Specification of items | Quantity required |
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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 & stamp of Electric auditor.**

Date.

Authorized representative of the above Electric auditor agency visited and 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/ ABH with branch’s stamp**