

Annexure -I

ELECTRICAL AUDIT REPORT

BRANCH –  
AHMEDABAD ZONE-

S. No.	Description	Details	Remark
1.	Name of Branch		
2.	Name of Br. Manager		
3.	Officer Present during EA		
4.	Year of opening of Branch		
5.	Year of renovation of branch		
6.	Type of branch		
7.	Approximate area of Branch		
8.	Name of Electrical Auditor who Conducted the Audit		
9.	Date of current inspection		
10.	Date of Previous inspection		
11.	Date of Compliance Report submitted previously		
12.	Whether ATMs attached to the Branches are inspected		
13.	Total power load sanction available to the Branch from the concerned Electricity Supplier		
14.	Total connected load of the premises		
15.	Existing Maximum power demand of the premises		
16.	Whether enhancement of power load is required		
17.	Whether Branch applied for additional load		
18.	Did Branch Pay any Penalty for excessive load		
19.	Whether the existing Energy meter is adequate to cater to the existing Maximum demand. If not what is the enhancement required		
20.	Energy Meter Position		
21.	Maximum Energy Consumed		
22.	Minimum Energy Consumed		
23.	Whether the existing main MCB is adequate to cater to the total connected load of the premises. If not what is the enhancement required		
24.	Whether resistance of the Earth Electrode is measured.		



	What is the value and if not within the tolerable limit whether additional work is required?		
	Type of earthing electrode used		
25.	Whether all the MCBs were checked for adequacy of capacity and loose connection.		
26.	Earthing Continuity checked to- (i)UPS output switchboards (ii)15A Power/AC Mains		
27.	Watering arrangement to earthing is proper or not		
28.	Has present earthing system been used for last five years		
29.	Whether Neutral supply from external source such as from Pole or Transformer DP to MDB is robust & strong		
30.	Whether all cables and wires are checked for its adequate rating and loose connection		
31.	Whether the UPS and its Battery Bank is safely placed away from inflammable materials.		
32.	Whether DG set is installed (i)Capacity (ii)3 Phase or 1 Phase		
33.	Whether inverter is in use in the branch (i)Capacity		
34.	Whether adequate capacity Contactor is used, timers used to changeover of Air- conditioners, to auto ON/OFF the signage Boards.		
35.	Whether all the Panel Boards and Distribution Boards were opened and checked for overheating, loose contact, blackening etc.		
36.	Whether all the switch Boards connected for the Computer, Printer, Fax, Modem etc opened and checked for overheating, loose contacts, blackening etc.		
37.	Whether lightening arrestor is provided for the Building in which the Branch/ATM is located		
38.	Whether water seepage is Observed near any of the Electrical equipment's and Wirings.		
39.	Whether Energy Saving measures were adopted or any further scope is available.		





40.	Whether provision is there in such a way that entire Electrical System which is not in use at night can be isolated by means of an isolator/Industrial socket.		
41.	Whether Front lit Sign Board is used		
42.	Whether all Electrical Equipments and gadgets have got isolation facility		
43.	Whether jointing of wires/cables exit or not		
44.	Whether any unwanted live or dead wires are kept open in the premises		
45.	Whether any loose contact is observed in any of the plug and sockets		
46.	Whether any Extension box or Spike Buster is used in the premises. If used whether the Manager is advised to change the same immediately.		
47.	Whether the wiring materials, MCB etc used is of good quality.		
48.	Whether ELCB is provided in the premises		
49.	Whether all Switch Gears such as MCB, ELCB, SFU etc are tested for its functionality		
50.	Whether adequate number of Smoke and Heat Detectors are in place and also whether they are in working condition. Date last checked and tried out		
51.	Firefighting apparatus and their condition Date of last inspection		
52.	Whether Security alarm, Fire alarms, CCTV are provided power through the UPS.		
53.	No. of CCTV camera and DVR Make & Model ( Capacity). Whether all camera in working condition. Time in CCTV sync with standard time. Whether camera coverage is sufficient with security aspect.		
54.	Whether Main Control Panel housed in MS Sheet Fabricated with hinged door installed or not		
55.	Location of Main Control Panel		
56.	Size/Capacity of Main Cable		



57.	No. Of Air Conditioners		
	Make		
	Star Rating		
	Voltage Stabilizer fitted or not		
	Power Supply to A/C units is through Heavy duty Metal Clad 15A/MCB Switch Box or not		
58.	Whether any unauthorized tapping of Electrical Connection observed in the Branch premises.		
59.	Is there any power break down that result frequently in the branch -If so is it Regular /Irregular?		
60.	Opinions of the Branch Manager regarding frequent Power breakdown / shut down.		
61.	Finding Remedies and Suggestions advised to the branch for compliance	Please mention it in summary sheet.	
62.	Rating to Branch Awarded after Electrical Audit		Good
			Satisfactory
			Need



**SUMMARY**

**FINDINGS, REMEDIES AND SUGGESTIONS**

1	
2	
3	
4	
5	
6	

Date:

Signature of Auditor / Consultant

Place:



### Earth & load Test Checking

No	Description	UPS POWER	REMARK	RAW POWER	REMARK
1	EARTHING DETAILS:				
	BETWEEN PHASE & NEUTRAL:				
	BETWEEN PHASE & EARTH:				
	BETWEEN NEUTRAL & EARTH:				
	BETWEEN NEUTRAL & EARTH:				
2	EARTHING REQUIRED.				
3	NACCESSORY LOAD ON UPS WITH ON/OFF SWITCH ?				
4	LOAD PER PHASE				
5	LOAD BALANCING REQUIREMENT				
6	ADDITIONAL POWER REQUIRED.				
7	AVG POWER Consumption per Day : ( 8 hour a day )				

