

<b>DEPARTMENT:</b>	Project Department	<b>DATE:</b>	'01 Mar 2017
<b>FUNCTION/SCOPE:</b>	To supply and install Distribution Board	<b>PROCEDURE NO.:</b>	PD-PRO-03

Work Sequence	Work to be accomplished	Potential Hazard / Risk	Risk Rating	Long Term Precaution	Action By	Target Completion Date	Actual Completion Date
1	To check and compare DB specification with shop drawing.	No risk.	None	Consult project manager if specification not met.	PE / PS		
2	To identify installation location.	No risk.	None	Consult project manager if unable to locate correct place to install DB.	PE / PS		
3	To apply work permit (if required).	No risk.	None	Consult project manager if unable to work permit rejected.	PE / PS		
4	Display warning sign board and work permit, barricade around the work area with hazard line.	Fall down / hit by falling object.	Low	Take necessary work safety precautions where necessary (ensure safety equipment are adequately provided).	PS	31 Dec 2017	
5	Install the power Distribution Board.	Trip or fall.	Moderate	Barricade work area with hazard line.	PS		
6	Lay and install cable tray, conduit, trunking and cable.	Trip or fall.	Moderate	Barricade work area with hazard line. Check condition of ladder or scaffolding.	PS		
7	Connect the incoming cable to Distribution Board.	Electrocution.	Significant	Barricade work area with hazard line. Ensure no power supply on cables.	PS		
8	Connect the incoming cables from breaker or T.O.U. (tap off unit) to Distribution Board.	Electrocution.	Significant	Re-confirmation of termination point. Check phase termination.	PS		
9	Check the power supply for correct voltage (three phase and single phase).	Electrocution.	Moderate	Carry out testing with calibrated electrical measurement tools (ensure measuring tools are calibrated).	Wireman	31 Dec 2017	
10	Record electrical testing and raise a testing report. Conduct commissioning of Distribution Board.	Electrocution.	Low	Request joint inspection with other customer representative to witness testing and commissioning.	Wireman		
11	Work area house keeping.	Fall down or hit by falling object.	Low	Wear PPE, follow clean as you work rule and make available cleaning tools (ensure cleaning tools are adequately provided).	PS	31 Dec 2017	

Prepared by:   Signature: Name: Appointment: Date:	Verified by:   Signature: Name: Appointment: IM Date:	Approved by:   Signature: Name: Appointment: MD Date:	Recorded by:   Signature: Name: Appointment: QSAE Date:
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