

## Electrical Safety Management System Audit Checklist

Name of Licensee/Installation: \_\_\_\_\_

Address of Licensee/Installation: \_\_\_\_\_

Competent Person/Manager In-Charge: \_\_\_\_\_

NO.	DESCRIPTION	POOR	FAIR	GOOD
<b>1</b>	<b>POLICY, PLAN AND PROGRAMME</b>			
1.1	<p>Electrical Policy, Plan/Programme: The licensee/installation has a written policy, plan/programme to ensure electrical safety. The policy, signed by the top management, reflects management commitment to implement the plan/programme for the protection of employees and others who may be affected by the electrical installation. The objectives, responsibilities and arrangements for electrical safety management are spelled out.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	<p>Documentation: Documents related to the electrical safety management system of the licensee/installation are maintained and readily accessible to employees and contractors. The documents contain information on electrical safety policy plan, programme, risks identification and control measures, legal and regulatory requirements. and other relevant internal guidelines.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>ORGANIZING</b>			
2.1	<p>Responsibility: The top management of the licensee/installation demonstrates leadership for electrical safety programme and activities, and clearly assigns duties responsibility for electrical safety management to line management.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	<p>Competence: Licensee/installation workers and contractors \who are exposed to electrical risks are given adequate training and information on electrical safety. The company complies with the requirements under the Electricity Supply Act 1990 and Regulations pertaining to the need to engage registered electrical competent persons and</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3	<p>Communication: There is a communication programme to disseminate information on electrical risks pertaining to the need to engage registered electrical competent persons and Warning signs are used to identify, warn and advise on electrical risks. Suitable administrative arrangements are in place for management to receive and follow up on suggestions and complaints on electrical safety matters.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	<b>PLANNING AND IMPLEMENTATION</b>			
3.1	<p>Planning and Implementation: The licensee's/installation's electrical safety management plan/programme supports: a. compliance with the Electricity Supply Act 1990, Regulations, Codes and Guidelines; b. implementation of all elements of the electrical safety management system; c. continual improvement in electrical safety performance. The plan/programme provides details on programmes and activities to be implemented and the responsible personnel units, budgets and targets in efforts to minimize and control electrical risks at the installation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



NO.	DESCRIPTION	POOR	FAIR	GOOD
5.2	<p>Performance Monitoring and review: A system for licensee's/installation's management to regularly monitor electrical safety performance are established. Records and statistics of electrical accidents and near-miss incidents are kept and analyzed, and root causes of accidents and incidents are addressed via short-term and long-term measures. Periodic internal audits of each of the elements of the electrical safety management system are carried out to identify the strengths and weaknesses of the system and to put in place improvement measures. Management reviews are conducted periodically to evaluate the overall strategy of the electrical safety management system.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	<b>ACTION FOR IMPROVEMENT</b>			
6.1	<p>Preventive and Corrective Action: Arrangements for preventive and corrective actions are established and updated based on the outcome of the ongoing electrical safety performance monitoring and review programme. When the evaluation of the electrical safety management system shows that preventive and protective measures are ineffective, corrective measures are addressed according to the hierarchy of risk control (refer 4.1) in a timely manner. Directives and notices issued by the Energy Commission are acted upon promptly and effectively.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	<p>Continual Improvement: Programmes and procedures are established for the continual improvement of the electrical safety management system. These take into account the results of risk assessments, performance measurements, investigations, audits, and changes in Electricity Supply Act 1990, Regulations, Codes and Guidelines. technical or administrative changes in the electrical installation, and the results of electrical safety protection and promotion programmes. The electrical safety procedures, and performance of the electrical installation are benchmarked with other similar organizations to improve electrical safety performance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	<b>REGISTRATION OF COMPLIANCE</b>			
7.1	License electricity supply activity at the installation has a valid license.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Registration (If required, the installation has a valid Certificate of Registration).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Competent Persons (The company complies with the competency requirements as stipulated in the Regulations for the electrical works carried out at carried out at the installation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Safety Management Plan (The licensee has a satisfactory Safety Management Plan as required by the Electricity Supply Act 1990 and Electrical Infrastructure Safety Code).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5	Safety Management Programme (The installation has a satisfactory Safety Management Programme as required by the Electricity Supply Act 1990 and Non-Domestic Electrical Installation Safety Code).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6	Other related requirements under the Electricity Supply Act 1990 and Regulations, Codes, Guidelines and Directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	<b>OVERALL EVALUATION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9	AREA FOR IMPROVEMENTS

Signature of ST Officer:

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Name of ST Officer:

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Department ST Regional Office :

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Date of Audit:

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