

HEXATECH	Electrical Method Statements for General Electrical Works	Issue No: 1	Effective Date: 01/03/17
		Rev No: 0	Document Ref: MS-E001

## 1.0 **OBJECTIVE**

This procedure provides installation details for general electrical works with specification, quality control and Safety Plan pertaining to this project.

## 2.0 **SCOPE**

Method of installation is accordance to latest IEC, IEE, MS, JKR & TNB requirements and local authority standards.

## 3.0 **REFERENCES**

MS ISO 9001:2015 Element 8.5.1  
 Deliver Order  
 Electrical Test Report  
 Receiving Inspection Checklist - Electrical  
 Inspection and Test Plan  
 Inspection Checklist - Electrical Works  
 Manufacturer's Specification  
 Project Specifications

## 4.0 **DEFINITIONS**

Electrical Works shall include High and Low Voltage Electrical Work, telecommunication, Lighting and Earthing Works, Public Address System and other applicable electrical works as per project specifications.

Shop drawing shall refer to installation detail drawings.

High voltage Electrical Works shall include Vacuum Circuit Breaker, Ring Main, Transformer, H.V. cables and applicable accessories.

Low Voltage Electrical Works shall include Main Switch Board, Distribution Panel, Lightning, Switches, Fireman Switch, Ducting, Cables, Wire, Conduits, Equipment, Earthing and applicable accessories.

## 5.0 **RESPONSIBILITIES**

M & E Engineer  
 M & E Supervisor

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## **6.0 MATERIAL AND EQUIPMENT**

Type and classification of materials and equipment shall comply with project specifications.

## **7.0 HANDLING AND STORAGE**

7.1 Handling of materials or equipment shall be by using canes, forklift and / or manual as appropriate at the site.

7.2 Store materials or equipment at designated store / fabrication yard.

## **8.0 WORK METHODOLOGY**

### **8.1 PREPARATORY WORKS**

8.1.1 Determine the scope of work from project specifications and drawings.

8.1.2 Ensure shop drawings are prepared, reviewed and verified to be in compliance with project specifications. Submit and obtain client / client's representative approval.

8.1.3 Prepare co-ordination drawings to ensure proper allocation of services routing.

8.1.4 Ensure the selection of materials and equipment and accessories are in accordance with project specification.

8.1.5 Ensure schedule of materials and equipment is available to facilitate procurement and checking. In the event of non-availability, submit and obtain approval for alternative.

8.1.6 Submit materials and equipment details, samples and / or catalogues for client / client's representative approval as per contractual requirement.

8.1.7 Arrange materials and equipment inspection and testing with client / client's representative as per contractual requirements.

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## **8.2. ELECTRICAL WORK INSTALLATION**

### **8.2.1. GENERAL**

- 8.2.1.1 A licensed electrical firm shall carry out the whole of the electrical installation.
- 8.2.1.2 Ensure that the working area is accessible, passable and ready to accept the installation.
- 8.2.1.3 Ensure the site of all work activities to be kept clean and tidy manner, especially in clean room environment general clean rooms regulations to be strictly followed.
- 8.2.1.4 Ensure that General Statement Permit to Work, Hot Work Permit and Electrical Isolation Permit have been issued by HEXATECH or Main Contractor.
- 8.2.1.5 Ensure adequate protection of installed works
- 8.2.1.6 Arrange and carry out authority inspections as appropriate.
- 8.2.1.7 Arrange licensed electrical tester for relevant equipment, cables and other electrical devices testing.
- 8.2.1.8 Submit all relevant test reports to client / client's representative and relevant authority.

### **8.2.2 ELECTRICAL EQUIPMENT SERVICING**

- 8.2.2.1 Position and mark equipment layout at the installation area as per approved shop drawings.
- 8.2.2.2 Ensure mounting installation is accordance with manufacturer's specifications.
- 8.2.2.3 Ensure all equipment terminals, opening, bus-bars, cables and accessories terminal are well tightened, marked and sealed in accordance with the project specifications.
- 8.2.2.4 Carry out continuity and insulation resistance test on installed equipment with client / client's representative. Record on Electrical Test Report. Test Report is submitted to relevant consultants and authority.
- 8.2.2.5 Ensure cable termination to equipment is correctly terminated, properly aligned, leveled and well identified.
- 8.2.2.6 Carry out inspection as per Inspection and Test Plan for M & E works.
- 8.2.2.7 Ensure rectification works are carried out, If any.
- 8.2.2.8 Ensure adequate protection of equipment.