

PERFORMA OF ELECTRICAL AUDIT

1. Electrical Auditor is required to take the attendance certificate from the Branch Head at the time of visiting the branch.
2. Electrical Auditor must consist of non-scaled sketch of layout of the branch including showing the denomination of the areas used by you in the report.
3. Electrical Auditor report must consist of single line diagram of existing electrical system including marking the position of critical faults which needs immediate attention.
4. Inspection / recommendation report of existing electrical system with your observations and remarks.
5. Electrical Auditor must mention "IMMEDIATE ACTION REQUIRED" wherever there are serious observations
6. Photocopy of last three electrical bills of the branch/office/atm, including marking any discrepancy, if any.
7. Branch/office Overview

Sr. No	Description	Particulars
	Region	
	Name of Branch	
	Branch Code	
	Address	
	Phone/Fax	
	Contact Person	
	Mobile no.	
	Email id	
	Area of office	
	Working Hours	
	Working days	

8. Branch Inventory details

Sr No.	Description	Wattage	Nos. installed floor wise			Remarks
			ATM	Floor no.	Floor no	
1.	Change over Switch					
2.	MCCB					
3.	Fuse					
4.	ELCB					
5.	MAX wire fuse					
6.	MCB 4 Pole 100A					
7.	MCB 2 Pole 63 A					
8.	MCB 4 Pole 63 A					
9.	MCB 2 Pole 32 A					
10.	MCB 1Pole 32A					
11.	MCB 1Pole 16A					
12.	MCB 1Pole 10A					
13.	MCB 1Pole 6A					
14.	MCB 1Pole 25A					
15.	RCCB 63A					

16.	Stabilizer					
17.	M.C.B 2 Pole 40 A					
18.	A.C Window					
19.	A.C Split 1.5 TR					
20.	A.C Split 2 TR					
21.	A.C Split 1 TR					
22.	Wall Fan					
23.	Ceiling Fan					
24.	Water Cooler					
25.	Exhaust Fan					
26.	LED PANEL TYPE (2*2)					
27.	LED DOWNLIGHTERS					
28.	LED TUBELIGHTS					
29.	Fire Machine					
30.	Camera					
31.	LCD TV					
32.	Coffee M/C					
33.	Computer CRT					
34.	Printer					
35.	Master CPU 10A					
36.	Scanner					
37.	Money Counting Machine					
38.	Micro wave					
39.	Heater					
40.	ATM M/c					
41.	Anything else as per actuals					

9. Electrical Load analysis(Mention remarks as “IMMEDIATE ACTION REQUIRED” wherever serious observation is pointed out)

Sr. No.	Description	Remarks	Rectifications Recommended
1.	Total Sanctioned Load		
2.	Total Connected Load		
3.	Is Sanctioned load less than Connected load		
4.	Has branch applied for additional load		
5.	Has branch paid any penalties for excessive load		
6.	Electrical Load Utilization :		
7.	Electrical Load on UPS		
8.	DG Set installed: YES/NO		
9.	DG Set Capacity		

10. ELECTRICAL DISTRIBUTION SYSTEM: (Mention remarks as “IMMEDIATE ACTION REQUIRED” wherever serious observation is pointed out)

Sr. No.		Remarks	Rectifications Recommended
1	Is distribution of load satisfactory		
2	Condition of Electrical Wiring		
3	Type of Wiring Used		
4	No. of MCB's and ELCB		
5	Whether MCB's and ELCB are of required rating of adequate capacity		
6	Whether cables and connection are good		
7	Whether extension chords used are overloaded		
8	Whether electrical equipment are operating at specified voltage/current(within tolerance range)		
9	Rating of Fuses/Junction Box		
10	Are the ratings correct		
11	Are Fire Box Switch Inserts used		
12	Whether Input supply of UPS is independent of other branch loads or not?		
13	Whether single isolating switch is available for the whole premises		
14	Are Earth Pits identified		
15	Earth Connection to equipments Proper/Not proper		
16	No. of earth pits available		
17	Whether earthing is done properly to equipments		
18	Voltage between neutral and earth		
19	Whether DG is provided with neutral earthing		
20	Whether ELCB provided		
21	ATM M/s Earth pits identified		
22	Earthing check of each pit		
23	UPS room exhaust fan installed		
24	UPS room Condition		
25	UPS battery Connections		

11. Measurement of Electrical Parameters

Meter no.	
DISCOM	
Type of supply 3 phase or single phase	
Consumption (unit) per month	
Average Bill (in Rs) per month	
Voltage Parameters	R-Y R-B Y-B R-N Y-N B-N N-Earth (in volts)
Current Parameters	I_R I_Y I_B I_N (in Amps)

UPS DETAILS:-

VOLTAGE		REMARKS
INPUT	L-N	
	L-E	
	N-E	
OUTPUT	L-N	
	L-E	
	N-E	
RATED LOAD		
CONNECTED LOAD		
OUTPUT FREQUENCY		

EARTHING DETAILS

RESISTANCE	PIT-1	PIT-2	PIT-3	PIT-4	PIT-5
UNITS (SPECIFY)					
REMARKS					

12. Lux levels

Sr. No	Area	Lux
1.	Branch head cabin	
2.	Officers	
3.	Cash counters	
4.	Store room	
5.	UPS room	
6.	ATM room	

13. Condition of Electrical wiring
14. Rating of cables
15. Rating of cable as per standard
16. If not then required rating of cable
17. No. of Exhaust fan provided
 - a) Exhaust fan in UPS room(YES/NO)
Working(YES/NO)
 - b) Exhaust fan near Electric panel(YES/NO)
Working(YES/NO)

18. Observations : Please mention areas where immediate rectification to observation is required

19. Recommendations

20. Tips on energy saving

21. Overall Remarks by the auditor: (Please specify the points where immediate action is required)

Site Visit Report

This is to certify that Mr./Mrs./Ms. -----
from M/s ----- has conducted Electrical Audit
in our Branch/office on----- satisfactorily and
observations and suitable steps to be taken as corrective
measures have been explained to the undersigned.

Branch Head Seal

Signature

Name

Contact No.

Date :

**Photographs of Main Electric panels,
UPS room Condition of Electric wiring
ETC.**

**Infrared Photographs (Thermography)
of Main Electric panels, UPS room
Condition of Electric wiring ETC.**