

Format for Electrical Audit

ELECTRICAL INSPECTION REPORT OF		BRANCH	RO	ZONE
Sr.	BRANCH CODE:			
No.	Description	Details		Remarks
1	Date of current inspection			
2	Date of Previous inspection			
3	Date of Compliance report submitted previously.			
4	Whether ATMs attached to the branch are inspected.	Yes	No	
5	Total Power load sanction available to the Branch from Electricity Supplier	ThreePhase/Single Phase		If Three Phase Current R Phase- Current Y Phase - Current B Phase -
6	Total connected load of the Premises			
7	Existing Maximum Power demand of the premises.			
8	Whether enhancement of power load required.	Yes	No	
9	Whether the existing energy meter is adequate to cater to the existing Maximum demand.	Yes	No	
	If not what is the enhancement required			
10	Whether the existing energy main MCB is adequate to cater to the load of the premises	Yes	No	
	If not what is the enhancement required			
	Whether resistance of the Earth Electrode is Measured.	YES	No	
11	What is the value and if not within the tolerable limit whether additional work is required?			
12	Whether all the MCBs were checked for adequacy of capacity and loose connection.	YES	NO	
13	Whether all cables and wires are checked for adequate rating and loose connection.	YES	NO	
14	Whether UPS and its Battery Bank is safely placed away from inflammable materials.	YES	NO	
15	Whether adequate capacity Contactor is used for timers used in the changover of Air Conditioners and for Signage Boards to make auto ON/OFF.	YES	NO	
16	Whether all the Panel Boards and Distribution Boards were opened and checked for overheating, loose contacts blackening etc.	YES	NO	
17	Whether all the switch boards and connected for the Computers, Printers, Fax, Modem etc. opened and checked for over heating, loose contacts, and blackening etc.	YES	NO	
18	Whether lightning arrestor is provided for the building in which Branch / ATM located.	YES	NO	

19	Whether water seepage is observed near of any electrical equipments and wiring.	YES	NO	
20	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/MCB	YES	NO	
21	Whether Front lit Sign Board is used.	YES	NO	
22	Whether all Electrical gadgets have got isolation facility/ switch.	YES	NO	
23	Whether jointing of wires/cables exist or not.	YES	NO	
24	Whether unwanted live of dead wires are kept open in the premises.	YES	NO	
25	Whether any loose contact is observed in the plug or sockets	YES	NO	
26	Whether any Extension box or Spike Buster is used in the premises. If used whether the Manager is advised to change the same with fixed switch boards	YES	NO	
27	Whether the wiring materials, MCB etc. of reputed make.	YES	NO	
28	Whether RCCB/RCBO/ELCB is provided in the Premises.	YES	NO	
29	Whether all Switch Gears such as MCB, ELCB SFU etc. are tested for its functionality.	YES	NO	
30	Whether adequate number of Smoke Detectors are in place and also whether they are in working condition.	YES	NO	
31	Whether any unauthorized tapping of Electrical Connection observed in the Branch Premises	YES	NO	

\*Any other observations/recommendations should be submitted in separate letterhead.  
 \*\* Report along with this format shall be submitted on letterhead of the consultant

Signature & Stamp of the Engineer/Electrical Consultant

Date  
Place

Name of Engineer/ Electrical Consultant