

HEXATECH	PROJECT IMPLEMENTATION PROCEDURES MANUAL	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 2
	Inspection & Test Plan - Electrical Works	Revision No.: 0		Document Ref: PD-REC-ITPEW2

Project Name		Customer Name	
Project Reference		Consultant Name	

No.	Inspection / Test Activity	Point of Inspection / Test	Responsibility	Acceptance Criteria & Frequency	Verifying Document	Action By:		
						Own	Consultant	Customer
1.0	<u>ELECTRICAL WORKS</u>							
1.1	Receiving Inspection of Electrical materials & equipment.	- Upon delivery to site	PE, DE, PC, SS	- Physical condition	- Receiving Inspection	I, N		
	- Refer Project Materials List	- Upon delivery to store (before delivery conduct factory witness test if required by customer, project manager or consultant)	Storekeeper	- Correct type / rating	Checklist			
				- Frequency of receiving inspection shall as stated in Project Material List	- D.O & P.O			
					- Project Drawing			
1.2	In-Process Inspection & Testing	- During partial / full completion of installation works prior handover to customer.	PM/CM	- Refer to Checklist and project specification	- Work Procedure	I		
	- Cable support installation		PC, PE, DE	- For every partial/full completion of installation works as applicable.	- Project Drawing			
	- Cables installation				- Installation checklist			
	- Switches, S/S/O & isolators							
	- Light Fittings							
	- to be expanded as required							
1.3	Final Inspection & Testing of Electrical Works	Upon partial / full completion of installation works prior handover to customer	PM/CM	- Refer to Checklist and project specification	- Work Procedure	I,N,A,F	J, CC	
	- Incl. of all items in 1.2 above		PC, PE, DE		- Project Drawing			
	- LV Switchgear				- Installation checklist			
	- HT Switchgear							

Note: I - Implement ; J - Joint Inspection ; N - Notify ; A - Obtain Approval ; F- File ; CC - Copy

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No.	Inspection / Test Activity	Point of Inspection / Test	Responsibility	Acceptance Criteria & Frequency	Verifying Document	Action By:		
						Own	Consultant	Customer
	- Transformer			- For every partial / full	- Test Procedure			
	- Generator			completion of installation	- Test Report			
	- To be expanded as required			works as applicable.				
1.4	Final Inspection & Handover of Project to customer	Upon partial / full handover of project to customer.	PM/CM	Refer to Defects & Outstanding Works Summary	Defects & Outstanding Works Summary List or customer	I, N, A, F	J, CC	CC
	- Incl. of all items in 1.3 above		PC, PE, DE	List or customer provided documents / checklist.	provided document / checklist			
				For every partial / full handover of project.	- Project Drawing - Project Specification			
1.5	Inspection & Test by Authorities (JBA, TNB, TMB, Bomba, JKR, IWK, JPS, etc as applicable)	Upon partial / full completion of installation works prior handover to customer	PM/CM	Refer to Project Specs. & requirements of authorities	Approval / Supporting Letter from Authorities	I, N, A, F	J, CC	CC
			PC, PE, DE					

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Prepared by:	Approved by:	Recorded by:
Signature:	Signature:	Signature:
Name:	Name:	Name:
Appointment:	Appointment:	Appointment:
Date:	Date:	Date: