

HEXATECH	Electrical Method Statements for Renovation Electrical Works	Issue No: 1	Effective Date: 01 Aug 2020
		Revision No: 0	Document Ref: MS-E023

1.0 **OBJECTIVE**

This procedure provides installation details for general electrical works with specification, quality and safety controls pertaining to this renovation 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
 Delivery Order
 Electrical Test Report
 Inspection and Test Plan – Electrical Works
 Inspection Checklist - Electrical Works
 Manufacturer’s Specification
 Project Specifications

4.0 **DEFINITIONS**

Electrical Works for this renovation project shall include LV electrical works, wiring, relocation and fixing of switch socket outlets and light fittings including Keluar Sign and Emergency Light, relocation and fixing of electrical distribution box, tap off units, isolators, Public Address System and other applicable electrical works as per renovation project specifications.

Shop drawing shall refer to installation detailed drawings.

5.0 **RESPONSIBILITIES**

Project Manager
 Project Coordinator
 Site Supervisor

6.0 **MATERIAL AND EQUIPMENT**

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

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7.0 HANDLING AND STORAGE

- 7.1 Handling of materials or equipment shall be carried out with the use of proper mechanical handling equipment (MHE) and / or manual as appropriate at the renovation site.
- 7.2 Store materials or equipment at designated store.

8.0 WORK METHODOLOGY

8.1 PREPARATORY WORKS

- 8.1.1 Determine the scope of work from renovation 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 shop drawings to ensure proper allocation of services routing.
- 8.1.4 Ensure the selection of materials and equipment and accessories are in accordance with renovation 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.

8.2. ELECTRICAL WORK INSTALLATION

8.2.1. GENERAL

- 8.2.1.1 A Suruhanjaya Tenaga Malaysia licensed electrical company shall carry out the whole of the electrical installation.

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8.2.1.2 Ensure that the renovation working area is accessible, passable and ready to accept the installation.

8.2.1.3 Ensure the renovation site for all work activities are to be kept clean and tidy Manner.

8.2.1.4 Ensure adequate protection of installed materials and works carried out.

8.2.1.5 Arrange and carry out inspections with client / client's representative as appropriate.

8.2.1.6 Arrange licensed wireman / chargeman for relevant equipment, cables and other electrical devices testing.

8.2.1.7 Submit all relevant test reports to client / client's representative.

8.2.2 ELECTRICAL EQUIPMENT RELOCATION AND INSTALLATION

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 electrical equipment terminals, opening, bus-bars, cables and accessories terminal are well tightened, marked and sealed in accordance with the renovation project specifications.

8.2.2.4 Carry out continuity and insulation resistance test on installed / re-installed electrical equipment with client / client's representative. Record on Electrical Test Report. Test Report is submitted to client / client's representative.

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 the electrical works.

8.2.2.7 If rectification works are required to be carried out on any existing electrical equipment, approval must be obtained from the client / client's representative before carrying out of such rectification works.

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Electrical method statements related to the LV Renovation Electrical Works are as follows:

MS-E005 – Electrical Method Statement for Submain Cabling Works.

MS-E007 – Electrical Method Statement for Lighting, Switches and SSO Installation.

MS-E008 – Electrical Method Statement for Conduit, Trunking, Tray, Ladder and Cabling
Installation

MS-E022 – Method Statement for Public Address System Installation

End