

**REPORT BY LICENSED ELECTRICAL WORKER (LEW) FOR
CONDOMINIUMS AND MULTI-TENANTED BUILDINGS**

This form has 7 sections and shall be filled up during site inspection in the presence of the consumer's representative. It may take at least 40 minutes to fill up the form, depending on the scale of the consumer's electrical installation. You will require your licence number and the particulars of the electrical installation licence to complete this report.

Note:

The original copy of this report shall be submitted to the Energy Market Authority of Singapore, in accordance with the conditions of the installation licence issued to the premises.

All boxes must be filled. Tick (✓), (X) or (NA) as appropriate to denote acceptable, unacceptable and not applicable conditions respectively. The "Remarks" column is provided for additional details including rectification action for unacceptable conditions. Where applicable, the LEW may supplement this Report with additional information.

PARTICULARS OF INSTALLATION

Name of Installation: _____

Address of Installation: _____

Installation Licence No: _____ Date of Inspection: _____

1	SITE CONDITIONS	<input type="checkbox"/>	<u>Remarks</u>
1.1	Soil Subsidence	<input type="checkbox"/>	_____
1.2	Drainage	<input type="checkbox"/>	_____
1.3	Access	<input type="checkbox"/>	_____
2	ENVIRONMENT CONDITIONS		
2.1	Switchroom locking facilities	<input type="checkbox"/>	_____
2.2	Switchroom roof	<input type="checkbox"/>	_____
2.3	Switchroom basement	<input type="checkbox"/>	_____
2.4	Lighting	<input type="checkbox"/>	_____
2.5	Ventilation	<input type="checkbox"/>	_____
2.6	Not use as storage	<input type="checkbox"/>	_____
3	SWITCHROOM REQUIREMENTS		
3.1	Rubber mat	<input type="checkbox"/>	_____
3.2	3.2.1 Single-line diagram	<input type="checkbox"/>	_____
	3.2.2 LEW's contact numbers	<input type="checkbox"/>	_____
3.3	Instruction for treatment of electric shock	<input type="checkbox"/>	_____
3.4	Installation licence	<input type="checkbox"/>	_____
3.5	Log book (for HT Installation)	<input type="checkbox"/>	_____
3.6	Danger signs and operating voltage of switchboard displayed	<input type="checkbox"/>	_____
3.7	Fire extinguisher	<input type="checkbox"/>	_____
4	SWITCHBOARD REQUIREMENTS		
4.1	4.1.1 Earth bar	<input type="checkbox"/>	_____
	4.1.2 Earth value	<input type="checkbox"/>	_____
	4.1.3 Test date	<input type="checkbox"/>	_____
4.2	4.2.1 Earth electrode inspection chamber	<input type="checkbox"/>	_____
	4.2.2 Warning notice	<input type="checkbox"/>	_____

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|----------|---|--------------------------|-------|
| 4.3 | Equipotential bonding | <input type="checkbox"/> | _____ |
| 4.4 | Earthing of metallic trunkings & conduits | <input type="checkbox"/> | _____ |
| 4.5 | Protection against direct contact | <input type="checkbox"/> | _____ |
| 4.6 | 4.6.1 Incoming & outgoing indicator lights, voltmeter & ammeter | <input type="checkbox"/> | _____ |
| | 4.6.2 Neutral links | <input type="checkbox"/> | _____ |
| | 4.6.3 Busbar and circuit breaker sizes | <input type="checkbox"/> | _____ |
| | 4.6.4 Relay settings | <input type="checkbox"/> | _____ |
| | 4.6.5 Under-voltage tripping device | <input type="checkbox"/> | _____ |
| | 4.6.6 DC supply and battery source (for HT Installation) | <input type="checkbox"/> | _____ |
| | 4.6.7 Supports for wiring & cables | <input type="checkbox"/> | _____ |
| | 4.6.8 Labelling of circuits | <input type="checkbox"/> | _____ |
| 4.7 | 4.7.1 Temperature rise | <input type="checkbox"/> | _____ |
| | 4.7.2 Ionisation & corona discharge (for HT Installation) | <input type="checkbox"/> | _____ |
| | 4.7.3 Corrosion | <input type="checkbox"/> | _____ |
| 5 | OPERATIONAL REQUIREMENTS | | |
| 5.1 | Incoming load | <input type="checkbox"/> | _____ |
| 5.2 | Load balancing | <input type="checkbox"/> | _____ |
| 5.3 | Overloading | <input type="checkbox"/> | _____ |
| 5.4 | Relay settings | <input type="checkbox"/> | _____ |
| 5.5 | Circuit connections at sub-distribution boards | <input type="checkbox"/> | _____ |
| 5.6 | 5.6.1 Suitability of MCBs & RCDs | <input type="checkbox"/> | _____ |
| | 5.6.2 Tripping currents of RCDs | <input type="checkbox"/> | _____ |
| 6 | OTHER FEATURES | | |
| 6.1 | Outdoor fittings | <input type="checkbox"/> | _____ |
| 6.2 | 30mA RCCBs in high risk areas | <input type="checkbox"/> | _____ |
| 6.3 | Standby generator | <input type="checkbox"/> | _____ |

7 DECLARATION BY LEW

I have carried out inspection on _____ (date of inspection), witnessed by the representative of the licensee and hereby I declare that the electrical installation is fit and safe for operation.

Name of LEW: _____ Licence No: _____

Signature: _____

THE INSPECTION WAS WITNESSED BY REPRESENTATIVE OF THE LICENSEE

Name of Representative: _____

Designation: _____

Signature: _____