

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY PROCEDURE
	TITLE: PROCEDURE FOR WORK OF TECHNICAL SERVICES					
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1. Scope: Applies to the whole of POWER GRID COMPANY OF BANGLADESH LTD.

2. Purpose: To provide testing facilities & necessary support in repairing / renovating sub-station Equipments and maintaining a data -base thereof.

Sl. No.	Activity (including check points)	Ref. Doc.	Responsibility	Freq./ Time	Output
<b>1.00</b>	<b><u>Planning / Organizing</u></b> Technical data-base of Grid Sub-Station Equipment				
1.01	Preparing Technical data-base to prepare a Central data-base of major Sub-Station equipment name plate / Technical specifications will be collected for : <ul style="list-style-type: none"> <li>Power Transformer</li> <li>Circuit Breaker</li> <li>CT, PT and LA, DS.</li> <li>Battery and Battery Charger</li> </ul> <i>(Formats RTS-01-to RTS-09 Circulated to Grid Circles / Division for collecting of information. The data-base will be up-date from time to time.)</i>		DGMRTS	As Required	QF-RTS-02 to QF-RTS-10 (Data-base for Equipment)
1.02	Sub-Station Maintenance History. History of Maintenance records of major equipment and the Grid Sub-Station as a whole will be Maintained for future reference in Overhauling / Renovation works. Format TSS-09 is used in this purpose.		DGMRTS		QF-RTS-10 (Maintenance History of sub-station)
1.03	Reporting on sub-station visit: Make visit to 230 / 132 KV Grid sub-stations on a routine-basis, report to the concern authority for action and with copy to higher authority for information. Take-up remedial measures where applicable in association with related persons.		DGMRTS / MRTS	Once	QF-SIS-01
<b>2.00</b>	<b><u>Implementation</u></b>				
2.01	Assist in Monitoring and coordinating the annual maintenance / Overhauling works of sub-station equipment and transmission lines of Grid Division of PGCB.		DGMTSS	As required	
2.02	To render technical assistance to Grid Sub-Station of Maintenance and Repair works on Requisition			As required	
2.03	Testing and Commissioning of equipment newly installed / renovated Sub-Station / Transmission lines.	TCC Format	MRTS	As required	Commissioning of Equipment
2.04	Testing Laboratory : A Central testing laboratory as Rampura (to be installed) will have facility for <ul style="list-style-type: none"> <li>High-pot test A/C and D/C.</li> <li>On-line Transformer fault monitoring system.</li> <li>Tan Delta measurement set</li> <li>Circuit Breaker analyzer set.</li> <li>Current transformer analyzer / tester</li> <li>Lightning arrestor tester</li> <li>Sweep frequency response analyzer</li> <li>Dissolve Gas analyzer set</li> <li>Multi function primary current test set.</li> <li>Meter Testing and Calibration equipment.</li> <li>Transformer Oil electrical / chemical test set.</li> </ul> Besides procurement of test equipment necessary for use in GMDs will be done.	Testing Formats	MRTS	As per IEC Standards	Quality Assessed QF-RTS-11 QF-RTS-12 and test machines printed output.

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2.05	<b>XLPE cable testing:</b> Facility will be build up for testing and locating underground faults in XLPE cable circuits and for XLPE cable jointing and termination.		DGMRTS / MRTS	As required	
2.06	<b>ERS :</b> To co-ordinate in using Emergency Restoration System for erecting by-pass/ emergency lines to restore disrupted transmission line conductors / towers.		MRTS	As required	By pass Arrangement
2.07	<b>Oil Reclaiming Plant:</b> Oil Reclaiming Plant to reclaim by Chemical treatment Contaminated oil for reuse in transformers of Grid Sub-Station.		MRTS	As required	
2.08	<b>Spare parts:</b> List of spare parts of different equipment available at different GMD stores / Sub-Station will be maintained Centrally to get them ready for use in case of necessity at site.	Spare Parts	MRTS	Time to time	updating from time to time
2.09	<b>Training :</b> To render assistance in preparing the training module & course contents (as necessary and applicable) for technical / non-technical personnel of the category: <ul style="list-style-type: none"> <li>• Operation &amp; Maintenance of Grid substation and Transmission Lines.</li> <li>• System Protection &amp; Metering.</li> <li>• Short -time / casual trainings.</li> </ul>	Lesson Papers / Time schedules	DGMRTS	As Planned	QF-HRM-35
2.10	<b>DMP:</b> A Disaster Management Plan (DMP) is made face natural disaster as well as disasters of : <ul style="list-style-type: none"> <li>• Flood • Cyclones • Earthquake</li> <li>• Fire • Breakdown • Terrorism / Sabotage</li> </ul>		DGMRTS	Once	
<b>3.00</b>	<b>Action for Advancement:</b>				
3.01	Step taken for remedial measures of faults in equipment / system of Grid Sub-Stations identified on inspection or on report by the user.			As Required	Enquiry report
3.02	Keeping account of spared transformers at different Grid Sub-Stations, assessing their suitability for re-use in proper place.				Store record
<b>4.0</b>	The effectiveness of the procedure of transmission equipment maintenance activities followed in PGCB will be evaluated by the management.		MD, MR, Management review Committee	During internal audit	
<b>5.0</b>	Actions will be taken on the basis of evaluation by the Management.		MD,MR, GMT-1	When required	Improvement