

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORM		
	TITLE: PLC Links Information Card					
Document No:	QF-TRD-01	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Name of Substation/ Power Station :

[Handwritten signature]

Reviewed by (GMSO):

Approved by (D O&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: Optical MUX Information Card			Document No.:	QF-TRD-02	Revision No.:
				00	00	Effective Date: 11/11/12
					Page:	1 of 1

Telecom & RTU Division

Name of Substation/ Power Station :



Reviewed by (GMSO):

Approved by (D O&M):

POWER GRID COMPANY OF BANGLADESH LTD.		QUALITY FORMS		
Quality Management System	TITLE: OPGW Information Card		Revision No.:	Effective Date:
Document No.:	QF-TRD-03	00	11/11/12	Page: 1 of 1

Telecom & RTU Division

Name of Substation/ Power Station :



Reviewed by (GMSO):

Approved by (D O&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: PABX Information Card					
Document No:	QF-TRD-04	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Name of Substation/ Power Station :

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Reviewed by (GMSO):

Approved by (D O&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.		
	TITLE: TELEPHONE Information Card		
Document No:	QF-TRD-05	Revision No.:	00
		Effective Date:	11/11/12
		Page:	1 of 1

Telecom & RTU Division

Name of Substation/ Power Station :

SL NO.	Carrier Phone			ATS Phone			OTS Phone			Remarks
	Number	Model	Used by	Number	Model	Used by	Number	Model	Used by	
01										
02										

Reviewed by (GMSO):
Roman

Approved by (D O&M):
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Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: Battery Charger Information Card					
Document No:	QF-TRD-06	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

QUALITY FORMS

Telecom & RTU Division

Name of Substation/ Power Station :

Reviewed by (GMSO):

Approved by (D O&M):

[Signature]

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: Battery Information Card					
Document No:	QF-TRD-07	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Name of Substation/ Power Station :

POWER GRID COMPANY OF BANGLADESH LTD.

TITLE: Battery Information Card

Document No:

8: 11/11/12 Bass: 1 2 3 4

QF-TRD-07 Revision No.: 00 Effective Date:

10

QUALITY FORMS

James

Reviewed by (GMSO):

~~Approved by (D O&M):~~

~~Approved by (D O&M):~~

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: RTU Information Card					
Document No:	QF-TRD-08	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Name of Substation/ Power Station :

Reviewed by (GMSO):

Approved by (D O&M):

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Quality Management System POWER GRID COMPANY OF BANGLADESH LTD. TITLE: MC Panel Information Card	QUALITY FORMS		
Document No:	QF-TRD-09	Revision No.:	00
Effective Date:	11/11/12	Page:	1
of	1		1

Telecom & RTU Division

Name of Substation/ Power Station :

Reviewed by (GMSO):

Approved by (D O&M):

[Handwritten signature]

Quality Management System		POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
Document No:		TITLE: Annual Maintenance Plan of Telecommunication & RTU Equipment		Effective Date:		11/11/12	Page: 1 of 1
QF-TRD-10		Revision No.:	00				

TELECOM & RTU DIVISION, PGCB.....

SL. No.	NAME OF SUB-STATION	NAME OF THE MONTH AND YEAR											
		JULY 20.....	AUG 20.....	SEP 20.....	OCT 20.....	NOV 20.....	DEC 20.....	JAN 20.....	FEB 20.....	MAR 20.....	APR 20.....	MAY 20.....	JUNE 20.....
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LEGEND:-

SL. No.	Fill Style	Pin Colour	Name of Maintenance	Description of works
1.		Blue(Proposed) Green(Executed)	Monthly Maintenance	1. General Cleaning and Inspection of PLC, Multiplexer, Exchange and Telephone Set. 2. General Cleaning & Inspection of RTU, MC Panel. 3. General Cleaning & Inspection of Battery Set and Battery Charger
2.		Red(Proposed) Green(Executed)	Maintenance every four month	1. Repeat all Monthly Maintenance works. 2. Checking TX & RX level of all Telecom and SCADA field equipment. 3. Checking RTU Data with Field Data. 4. Checking Voltage and Specific Gravity of each Battery Cells.
3.		Black(Proposed) Green(Executed)	Yearly maintenance	1. Repeat all every four month Maintenance works. 2. Physical Checking and Repairing (if necessary) of LMU. 3. Physical Checking and Repairing (if necessary) of CVT and Wave Trap (When Shutdown will be available). 4. Checking the OPGW losses by OTDR. 5. Checking 48V Battery performance (by discharging)

Prepared By: DM, TRTUD.....

Checked By: Manager, TRTUD.....

Approved By: DGM, TCC.....

Reviewed by (GMSO):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: Monthly Maintenance Schedule					
Document No:	QF-TRD-11	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Prepared By

DM/AM, TRTUD.....

Approved By

Manager, TRTUD.....

James

Reviewed by (GMSO):

Approved by (D O&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: MONTHLY TELECOM EQUIPMENT MAINTENANCE REPORT					
Document No:	QF - TRD-12	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Name of the month:

ক্রমিক নং	তারিখ	উপকেন্দ্রের নাম	পিএলসি সমূহে কাজের বিবরণ	Multiplexer-এ কাজের বিবরণ	এক্সচেঙ্গে কাজের বিবরণ	OPGW-এ কাজের বি�বরণ	WT/LMU -এ কাজের বিবরণ	Telephone Set -এ কাজের বিবরণ	পরিকার- পরিষ্কারভাব বিবরণ	যথক্ত্ব
১	১	৮	৫	৫	৫	৯	৮	৯	১০	১১

DEPUTY MANAGER / ASSISTANT MANAGER
TRTUD, PGCB,

MANAGER
TRTUD, PGCB,

Reviewed by (GMSO):

Approved by (D O & M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
	TITLE: MONTHLY SCADA FIELD EQUIPMENT MAINTENANCE REPORT					
Document No:	QF - TRD-13	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Name of the Month:

ক্রমিক নং	তারিখ	উপকেন্দ্রের নাম	RTU-এ কাজের বিবরণ	MC-এ কাজের বিবরণ	যাটোলি চার্জের কাজের বিবরণ	যাটোলি চার্জের বিবরণ	পরিষ্কার-পরিচ্ছন্নতাৰ বিবরণ	মন্তব্য
১	২	৩	৪	৫	৬	৭	৮	৯

DEPUTY MANAGER / ASSISTANT MANAGER
TRTUD, PGCB,

MANAGER
TRTUD, PGCB,



Approved by (DT):



Reviewed by (GMSO):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: PLC Maintenance Form (ETBA/ETI/ETL)			Document No:	QF-TRD-14	Revision No.: 00 Effective Date: 11/11/12
						Page: 1 of 1

Telecom & RTU Division

Name of Station
Direction
Date of commissioning
Type of PLC

Transmitting frequency of PLC	kHz	Equipment or Device No	g-	Yes /	No
Receiving frequency of PLC	kHz	Telemetry Connection	g-	Yes /	No
Link No.	-	Teleprotection Connection	g-	Yes /	No
Name of Manufacturer	-				

Reviewed by (GMSO):

Approved by (D.O.M.):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: Maintenance Form of Optical Multiplexer			Revision No.:	00	Effective Date:
Document No:	QF-TRD-15				11/11/12	Page: 1 of 1

Telecom & RTU Division

Name of Station
Connected to
Date of commissioning
Name of Manufacturer

Equipment or Device No	8-
MUX Type	g-
Ip Address	g-

Janos

Reviewed by (GMSO):

Approved by (D.O&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: PABX Maintenance Form					
Document No:	QF-TRD-16	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Name of Station _____
Model No. _____
Equipment or Device No _____
Name of Manufacturer _____

Type of PAB

Date of commissioning

Installed Capacity

Reviewed by (GMSO):

Approved by (P.O&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: Teleprotection Maintenance Form					
Document No:	QF-TRD-17	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Name of Station	No. of Cabinate	No. of Module	Type of Module	Name of Manufacturer
8-	3-	6-	3-	8-
8-	3-	6-	3-	8-
8-	3-	6-	3-	8-

Name of Direction :- i) ii) iii) iv)

Reviewed by (GMSO):

Approved by (P.D&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: RTU Maintenance Form					
Document No:	QF-TRD-18	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Name of Station	8-
No. of RTU Cabinet	8-
No. of RTU Module	8-
Transmission Protocols	8-
Name of RTU	8-
Name of Manufacturer	8-
Installed DI Capacity	8-
Installed DO Capacity	8-
Date of commissioning	8-

Reviewed by (GMSO):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE:	MC Maintenance Form				
Document No:	QF-TRD-19	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

QUALITY FORMS

POWER GRID COMPANY OF BANGLADESH LTD.

TITLE: MC Maintenance Form

Document No.: QF-TRD-19 Revision No.: 00 Effective Date:

Telecom & RTU Division

Station	No. of MC Cabinet	No. of FIM Module
8-	8-	8-

Reviewed by (GMSO):

Approved by (Signature):

Quality Management System POWER GRID COMPANY OF BANGLADESH LTD. TITLE: BATTERY Maintenance Form	QUALITY FORMS		
Document No:	QF-TRD-20	Revision No.:	00
Effective Date:	00	Effective Date:	11/11/12
Page:	1	Page:	1
of	1	of	1

Telecom & RTU Division

Name of Station _____ **Date of commissioning** _____
Equipment or Device No _____ **Name of Manufacturer** _____
Model No _____

Date of Inspection:

Cell No.	Specific Gravity	Cell Voltage
1.		
2.		
3.		
4.		
5.		
6.		
7.		
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20.		

Cell No.	Specific Gravity	Cell Voltage
21		
22		
23		
24		
25		
26		
27		
28		
29		
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31		
32		
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36		
37		
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40		

Reviewed by (GMSO):

~~Approved by (D.O.A.M.):~~

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE:	Battery Charger Maintenance Form				
Document No:	QF-TRD-21	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Station	Battery Charger Model
	Equipment or Device No
	Name of Manufacturer
	Date of commissioning

Charger
Rated C
Rated C
Rated C

Rated C

Rated C

Rated C

Charger
Rated C
Rated C
Rated C

Rated C

Rated C

Rated C

Reviewed by (GMSO):

Approved by (D O&M):

1
1

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD. TITLE: TELEPHONE Maintenance Form			QUALITY FORMS		
Document No.:	QF-TRD-22	Revision No.:	00	Effective Date:	11/11/12	Page:
					1	of
						1

Telecom & RTU Division

Name of SS/PS	g-
No. of Carrier Phones	g-
No. of ATS Phones	g-
No. of OTS Phones	g-

~~Reviewed by (GMSO):~~

Approved by (DGM):

POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
TITLE: LMU, CVT & WT Maintenance Form					
Quality Management System	QF-TRD-23	Revision No.:	00	Effective Date:	11/11/12
Document No:				Page:	1 of 1

Telecom & RTU Division

Name of the SS/PS:-

Direction	LMU	WT	CVT
	Line-1 (Phase-----)	Line-2 (Phase-----)	Line-1 (Phase-----) Line-2 (Phase-----)

Reviewed by (GMSO):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
TITLE: OPGW Maintenance Form						
Document No.:	QF-TRD-24	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

Station	Avg. Length	No. of Optical Core	Next Station	Used Optical Fiber	Avg. R. Loss	ODF Type
g-	g-	g-	g-	g-	g-	g-

Reviewed by (GMSO):

Approved by (SOG&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.		
	TITLE: AIR COOLER MAINTENANCE FORM		
Document No:	QF-TRD-25	Revision No.:	00
		Effective Date:	11/11/12
		Page:	1
		of	1

QUALITY FORMS

Telecom & RTU Division

Station :
Date of commissioning :
Capacity :
g-
g-

Equipment or Device No:
g-
Capacity
g-

Date	Status	Description of work	Done by	Inspected by	Remarks

Reviewed by (GMSO):

Approved by (DO&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.						QUALITY FORMS		
	TITLE: Emergency Maintenance Report Form								
Document No:	QF-TRD-26	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

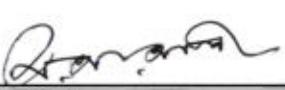
Telecom & RTU Division

Informed Date:	Informed Time:
Informed By:	Who Informed:
Name of the station :	
What is problem :	
Problem summary:	
Suggestion/Advise from Manager/DGM:	
Action taken:	
Spare used for Maintenance: Part no.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Faulty H/W handed over to store:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Closing date:	
Reported to:	
Remarks:	

(-----)
JAM

(-----)
AM/DM

(-----)
Manager


Reviewed by (GMSO):


Approved by (D O&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.						QUALITY FORMS		
	TITLE: Break down Maintenance Report Form								
Document No:	QF-TRD-27	Revision No.:	00	Effective Date:	10/07/12	Page:	1	of	1

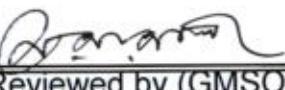
Telecom & RTU Division

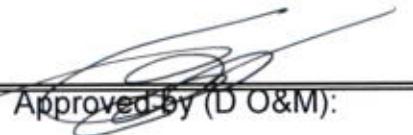
Reported Date:			
Reported by:			
Reported to:			
Name of the station :	Location:		
Name of the equipment:			
Type of problem :	<input type="checkbox"/> HW	<input type="checkbox"/> SW	
Incident no:			
Problem summary:			
Action taken:			
Spare used for Maintenance:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Part no.			
Faulty H/W handed over to store:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Closing date:			
Remarks:			

(-----)
JAM

(-----)
AM/DM

(-----)
Manager


Reviewed by (GMSO):


Approved by (D O&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.						QUALITY FORMS		
	TITLE: VISIT REPORT OF TELECOM & SCADA EQUIPMENT IN POWER STATION/SUB-STATION								
Document No:	QF-TRD-28	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

বিভিন্ন বিদ্যুৎ উপ-কেন্দ্র ও বিদ্যুৎ কেন্দ্রে স্থাপিত কমিউনিকেশন ও স্ক্যাডা যন্ত্রপাতি পরিদর্শনের রিপোর্ট :-

উপ-কেন্দ্রের নাম :-

পরিদর্শনের তারিখঃ-

১।	ক্যারিয়ার নিয়ন্ত্রণ কক্ষের অবস্থা (পরিকার পরিচ্ছন্নতা)ঃ- <input type="checkbox"/> ঠিক আছে <input type="checkbox"/> ঠিক নাই।
২।	পি এল সি সম্পর্কে মন্তব্যঃ-
৩।	Multiplexer সম্পর্কে মন্তব্যঃ-
৪।	এক্সচেঞ্চ সম্পর্কে মন্তব্যঃ-
৫।	RTU সম্পর্কে মন্তব্যঃ-
৬।	MC সম্পর্কে মন্তব্যঃ-
৭।	ব্যাটারী চার্জার সম্পর্কে মন্তব্যঃ-
৮।	ব্যাটারী সম্পর্কে মন্তব্যঃ-
৯।	ক্যারিয়ার নিয়ন্ত্রণ কক্ষের কুলিং সম্পর্কে মন্তব্যঃ-
১০।	টেলিফোন সম্পর্কে বিদ্যুৎ কেন্দ্র / উপ-কেন্দ্রের ভারপ্রাপ্ত প্রকৌশলীর মন্তব্যঃ- সম্পর্কে মতামতঃ-
১১।	জর-স্রী টেলিফোন নথর সমূহ উপ-কেন্দ্র নিয়ন্ত্রণ কক্ষে <input type="checkbox"/> আছে <input type="checkbox"/> নাই।
১২।	অন্যান্য মন্তব্যঃ-

পরিদর্শনকারীর স্বাক্ষর

উপ-মহাব্যবস্থাপক
কমিউনিকেশন সার্কেল
পিজিসিবি, এনএলডিসি ভবন, ঢাকা।

Reviewed by (GMSO):

Approved by (D O&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
	TITLE: MONTHLY COMMUNICATION EQUIPMENT INSPECTION REPORT					
Document No:	QF-TRD-29	Revision No.:	00	Effective Date:	11/11/12	Page: 1 of 1

Telecom & RTU Division

DEPUTY MANAGER / ASSISTANT MANAGER
TRTUD, PGCB, *****

MANAGER
TRTUD, PGCB,
.....

Approved by (D O&M):

Reviewed by (GMSO):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS					
	TITLE: MONTHLY SCADA FIELD EQUIPMENT MAINTENANCE REPORT								
Document No:	QF - TRD-30	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

Telecom & RTU Division

Name of the Month:

ক্রমিক নং	তারিখ	উপকেন্দ্রের নাম	RTU-এ কাজের বিবরণ	MC-এ কাজের বিবরণ	যাটিরী চার্জার কাজের বিবরণ	বাটিরীতে কাজের বিবরণ	পরিষ্কার-পরিচ্ছন্নতাৰ বিবরণ	মাস্তু
১	২	৭	৫	৬	৭	৮	৯	১০

DEPUTY MANAGER / ASSISTANT MANAGER
TRTUD, PGCB,

MANAGER
TRTUD, PGCB,



Reviewed by (GMSO):

Approved by (D O&M):

