

Quality Management System		POWER GRID COMPANY OF BANGLADESH LTD.		Quality Forms	
Document No: QF-GMD-01		Revision No: 00		Effective Date: 15/02/07	
Page: 2		of 2		2	
Power Grid company of Bangladesh Limited Grid Maintenance Division : Grid Sub-Station :					

Date:
Day:

Time	kV			kV			Line breaker			48 VDC system			110V DC / 250V DC system			Capacitor Banks			LV AC del.		Remarks	
	MW			MW			Line			Charger 1			Charger 2			Bus no. 1			Bus no. 2			
	R	Y	B	R	Y	B	Line	Charger	Batt	DC	AC	Charger	Battery	DC	AC	Charger	Battery	DC	AC	No of Banks		Cur.
							Line	Input	Output	Out	in	Input	Output	Out	in	Input	Output	Out	in	Bank 1	Bank 2	
							Vol	SPR	Hyd	SPR	Hyd	Vol	SPR	Hyd	SPR	Vol	SPR	Hyd	SPR	Bank 1	Bank 2	
							R	Y	B											ON	ON	
																				Y	Y	
																				A	A	
																				V	V	
																				A	A	
																				V	V	
																				A	A	
																				V	V	
																				A	A	
																				V	V	
																				A	A	
																				V	V	
																				A	A	
																				V	V	
																				A	A	
																				V	V	
																				A	A	
																				V	V	
																				A	A	
																				V	V	
																				A	A	
																				V	V	
																				A	A	
																				V	V	
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																				V	V	
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7.00															
8.00															
9.00															
10.00															
11.00															
12.00															
13.00															
14.00															

Energy meter readings:
Signature of Shift-in-Charge (A shift):

Signature of Shift-in-Charge (B shift):

15.00															
16.00															
17.00															
18.00															
19.00															
20.00															
21.00															
22.00															

Signature of Shift-in-Charge (B shift):

Signature of Shift-in-Charge (C shift):

23.00															
24.00															
1.00															
2.00															
3.00															
4.00															
5.00															
6.00															

Signature of Shift-in-Charge (C shift):

Signature of Shift-in-Charge (A shift):

Signature of Station In Charge:

*** Users can omit columns, those are not applicable

Assistant Manager/Deputy Manager

Reviewed By (GMT-1): *W. Rahman* Approved By (DT): *W. Rahman*

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS
	TITLE: Outage statement of Sub-Station Equipment & Transmission Lines due to Tripping / Emergency Outage (Sub-station Report)				
Document No:	QF-GMD-02	Revision No.:	00	Effective Date:	15/02/07
					Page: 1 of 1

POWER GRID COMPANY OF BANGLADESH LTD.
Outage statement of Sub-Station Equipment & Transmission Lines due to Tripping / Emergency Outage
(Sub-station Report)

Month:

Grid Circle:	GMD :	Sub-station:
Date:	Reference File:	Sub-station Identification No:

A) Outage of Sub-Station equipment :-

Equipment Name	Start Date and Time	Finish Date and Time	Duration	Type of outage (T / EO)	Cause	Relay Operated	Signal/ Indicators	Unserviced Load (MW)	Unserviced Energy (MWH)	Remarks

Total :

Unserviced Energy :

(B) Outage of Transmission lines:-

Name of Transmission Line	Start Date and Time	Finish Date and Time	Duration	Type of outage (T / EO)	Cause	Relay Operated	Signal/ Indicators	Unserviced Load (MW)	Unserviced Energy (MWH)	Remarks

Total :

Unserviced Energy :

Total Outage period of Sub-Station Equipment & Transmission lines due to Tripping / Emergency Outage (A+B) :

- Copy to:
1. Manager, GMD, PGCB.
 2. Office Copy.

Dy. Manager / Asst. Manager
, Grid Sub-station, PGCB

T = Tripping
 EO = Emergency Outage

Reviewed by (GMT-1): *W. Rahman* Approved by (DT): *[Signature]*

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
Document No:	QF-GMD-03	Revision No.:	00	Effective Date:	15/02/07	Page: 1 of 1
TITLE: Outage statement of Sub-Station Equipment & Transmission Lines due to Tripping / Emergency Outage (GMD Report)						

POWER GRID COMPANY OF BANGLADESH LTD.
Outage statement of Sub-Station Equipment & Transmission Lines due to Tripping / Emergency Outage (GMD Report)

Month:

GMD :	Reference File:
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A) Outage of Sub-Station equipment :-

Name of the Grid Sub-station	Equipment Name	Start Date and Time	Finish Date and Time	Duration	Type of outage (T / EO)	Cause	Relay Operated	Signal/ Indicators	Unserved Load (MW)	Unserved Energy (MWH)	Remarks

Total :

Unserved Energy :

(B) Outage of Transmission lines:-

Name of the Grid Sub-station	Name of Transmission Line	Start Date and Time	Finish Date and Time	Duration	Type of outage (T / EO)	Cause	Relay Operated	Signal/ Indicators	Unserved Load (MW)	Unserved Energy (MWH)	Remarks

Total :

Unserved Energy :

Total Outage period of Sub-Station Equipment & Transmission lines due to Tripping / Emergency Outage (A+B) :

- Copy to:
- Dy. General Manager, Grid Circle,, PGCB.
 - Manager, (Attached to MD, MIS), PGCB.
 - Office Copy.

MANAGER
GMD, PGCB.

T = Tripping
EO = Emergency Outage

Reviewed by (GMT-1): *M. Rahman* Approved by (DT): *[Signature]*

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
Document No: QF-GMD-04		Revision No.: 00	Effective Date: 15/02/07	Page: 1 of 1		
TITLE: Outage statement of Sub-Station Equipment & Transmission Lines due to Schedule Outage (Sub-station Report)						

POWER GRID COMPANY OF BANGLADESH LTD.
Outage statement of Sub-Station Equipment & Transmission Lines due to Schedule Outage / Project Work
(Sub-station Report)

Month:

Grid Circle:	GMD :	Sub-station:
Date:	Reference File:	Sub-station Identification No:

A) Outage of Sub-Station equipment :-

Equipment Name	Start Date and Time	Finish Date and Time	Duration	Type of outage (SO /PW)	Cause	Unreserved Load (MW)	Unreserved Energy (MWH)	Remarks
Total :								
Unreserved Energy :								

(B) Outage of Transmission lines:-

Name of Transmission Line	Start Date and Time	Finish Date and Time	Duration	Type of outage (SO /PW)	Cause	Unreserved Load (MW)	Unreserved Energy (MWH)	Remarks
Total :								
Unreserved Energy :								

Total Outage period of Sub-Station Equipment & Transmission lines due to Schedule Outage / Project work (A+B) :

- Copy to:
1. Manager, GMD, PGCB.
 2. Office Copy.

Dy. Manager / Asst. Manager
Grid Sub-station, PGCB

Reviewed by (GMT-1): W. Rahman SO = Schedule Outage PW = Project Work
 Approved by (DT): [Signature]

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
Document No:	QF-GMD-05	Revision No.:	00	Effective Date:	15/02/07	Page: 1 of 1
TITLE: Outage statement of Sub-Station Equipment & Transmission Lines due to Schedule Outage / Project Work (GMD Report)						

POWER GRID COMPANY OF BANGLADESH LTD.

Outage statement of Sub-Station Equipment & Transmission Lines due to Schedule Outage / Project Work (GMD Report)

Month:

GMD :	Reference File:
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A) Outage of Sub-Station equipment :-

Name of the Grid Sub-station	Equipment Name	Start Date and Time	Finish Date and Time	Duration	Type of outage (SO / PW)	Cause	Unserviced Load (MW)	Unserviced Energy (MWH)	Remarks

Total :

Unserviced Energy :

(B) Outage of Transmission lines:-

Name of the Grid Sub-station	Name of Transmission Line	Start Date and Time	Finish Date and Time	Duration	Type of outage (SO / PW)	Cause	Unserviced Load (MW)	Unserviced Energy (MWH)	Remarks

Total :

Unserviced Energy :

Total Outage period of Sub-Station Equipment & Transmission lines due to Schedule Outage / Project Work (A+B) :

Copy to:

1. Dy. General Manager, Grid Circle,, PGCB.
2. Manager, (Attached to MD, MIS), PGCB.
3. Office Copy.

MANAGER
GMD, PGCB

SO = Schedule Outage PW = Project Work

Reviewed by (GMT-1): W. Rahman Approved by (DT): [Signature]

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: Consolidated statement of Sub-Station & Transmission Line Performance (Sub-station Report)							
Document No:	QF-GMD-06	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of 1

POWER GRID COMPANY OF BANGLADESH LTD.

**Consolidated statement of Sub-Station & Transmission Line Performance
(Sub-station Report)**

Substation:	Substation Identification No:	Reference File:.....
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Month:

(A) Sub-Station Performance

Sl. No.	Total Sub-station capacity (MVA)	Number of interruption			Number of interruption			Amount of Energy Interruption (MkWh)	Remarks
		Forced	Scheduled	Total	Upto 30 minutes	Upto 01 hour	More than 01 hour		
1	2	3	4	5=3+4	6	7	8	9	10
	Total								

B) Line Performance

Sl. No.	Total length of Transmission line (Ckt. Km.)	No. of Section in Transmission line	Number of interruption			Number of interruption			Amount of Energy Interruption (MkWh)	Remarks
			Forced	Scheduled	Total	Upto 30 minutes	Upto 01 hour	More than 01 hour		
1	2	3	4	5	6=4+5	7	8	9	10	11

(A) Availability of the Sub-Station

Sl. No.	Sub-station Availability (%)	Remarks
1	2	3

(B) Availability of Transmission Line

Sl. No.	Transmission line Availability (%)	Remarks
1	2	3

Dy. Manager / Asst. Manager
..... Sub-station

Copy to:
1. Manager, GMD, PGCB.
2. Office copy.

Reviewed by (GMT-1): *W. Rahman*

Approved by (DT): *[Signature]*

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: Consolidated statement of Sub-Station & Transmission Line Performance (GMD Report)						
Document No:	QF-GMD-07	Revision No.:	00	Effective Date:	15/02/07	Page:	1 of 1

POWER GRID COMPANY OF BANGLADESH LTD.

**Consolidated statement of Sub-Station & Transmission Line Performance
(GMD Report)**

Grid Maintenance Division : Reference File:.....

Month:

(A) Sub-Station Performance

Sl. No.	Name of Sub-station	Total Sub-station capacity (MVA)	Number of interruption			Number of interruption			Amount of Energy interruption (MkWh)	Remarks
			Forced	Scheduled	Total	Upto 30 minutes	Upto 01 hour	More than 01 hour		
1	2	3	4	5	6=4+5	7	8	9	10	11
	Total									

B) Line Performance

Sl. No.	Name of Sub-station	Total length of Transmission line (Ckt. Km.)	No. of Section in Transmission line	Number of interruption			Number of interruption			Amount of Energy interruption (MkWh)	Remarks
				Force d	Schedule d	Total	Upto 30 minutes	Upto 01 hour	More than 01 hour		
1	2	3	4	5	6	7=5+6	8	9	10	11	12
	Total										

(C) Availability of the Sub-Station

Sl. No.	Name of Sub-station	Sub-station Availability (%)	Remarks
1	2	3	4

(D) Availability of Transmission Line

Sl. No.	Name of Sub-station	Transmission line Availability (%)	Remarks
1	2	3	4

Manager
GMD PGCB.

Copy to:

1. Dy. General Manager, Grid Circle , PGCB.
2. Manager, (Attached to Managing Director, MIS, System Planning), PGCB.
3. Office copy.

Reviewed by (GMT-1): *W. Rahman*

Approved by (DT): *[Signature]*

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: Under Frequency Relay Tripping Report								
Document No:	QF-GMD-08	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

POWER GRID COMPANY OF BANGLADESH LTD.

Under Frequency Relay Tripping Report

Grid Circle:	GMD :	Substation:
Date:	Reference File:	Substation Identification No:

Period: to

Name of feeder	Under Frequency Setting	Date	Tripping time (hh:mm)	Closing Time (hh:mm)	Load in MW	Remarks

Dy. Manager / Asst. Manager
..... Sub-station.

Copy to:

1. Manager, System Protection & Metering Division,....., PGCB.
2. Manager, GMD, PGCB.
3. Office copy

Reviewed by (GMTD-1): *W. Rahman*

Approved by (DT): *[Signature]*

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
	TITLE: JOINT ENERGY METER READING					
Document No:	QF-GMD-09	Revision No.:	0	Effective Date:	15/02/07	Page: 1 of 1

**POWER GRID COMPANY OF BANGLADESH LTD.
JOINT ENERGY METER READING**

Grid Circle:	GMD :	Sub-station:
Date:	Reference File:	Sub-Station Identification No:

Month : Voltage Level : kV

Sl. No.	Name of Transformer/ Feeder	Meter Location	Meter Number	Energy Meter Reading			CT Ratio	PT Ratio	Multiplication Factor	Correction Factor	Energy Flow kWh
				Current Month 12:00 Hr Date:	Previous Month 12:00 Hr Date:	Difference					
1	2	3	4	5	6	7	8	9	10	11	12
Remarks:											

Counter signed By	Representative from Customer: (PDB/ DESA/ DESCO/ WZPDCO/ PBS)	Representative of PGCB
Deputy General Manager Grid Circle, PGCB.	Manager GMD., PGCB.	Deputy Manager / Assistant Manager Sub-station GMD., PGCB.
Reviewed by (GMT-1): <i>W. Rahman</i> Approved by (DT): <i>[Signature]</i>		

Quality Management System				POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS			
Document No:				TITLE: ENERGY BALANCE OF SUB-STATION							
QF-GMD-10		Revision No.: 0		Effective Date: 15/02/07		Page: 1 of 1					

POWER GRID COMPANY OF BANGLADESH LTD.
ENERGY BALANCE OF SUB-STATION

Grid Circle:	GMD :	Substation:
Date:	Reference File:	Sub-Station Identification No:

Voltage Level : kV

Month :

A. ENERGY BALANCE

Sl. No.	Name of Transformer/ Feeder	Meter Location	Import/ Export Status	Meter Number	Energy Meter Reading			CF	Current Month		Previous Month		Energy Import/Export		Previous Month	
					Current Month 12:00 Hr Date:	Previous Month 12:00 Hr Date:	Difference		Import kWh	Export kWh	Import kWh	Export kWh	Import kWh	Export kWh	Import kWh	Export kWh
1	2			3	4	5	6	7	8	9	10	11	12	13	14	15

Total=
Difference=..... %
Loss (Energy) = (col. 9 – col. 10) X 100
Col. 9

B. TRANSFORMER LOSS

Sl. No.	Name & Capacity of the Transformer	HV Energy Meter Reading			CF	LT Energy Meter Reading			CF	Energy kWh		Difference	MF	Energy kWh	Loss (8-14)	% Loss
		Current Month 12:00 Hr Date:	Previous Month 12:00 Hr Date:	Difference		Current Month 12:00 Hr Date:	Previous Month 12:00 Hr Date:	Difference		8	9	10	11	12	13	14
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	Total =															

- Copy to:
1. Manager, GMD, PGCB.
 2. Office Copy.

Deputy Manager / Assistant Manager
..... Sub-station
GMD., PGCB.

Multiplication Factor = MF

Correction Factor = CF

Reviewed by (GMT-I): *W. Rahman*

Approved by (DT): *[Signature]*

Quality Management System		POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
Document No:		TITLE: BILLING STATEMENT OF SUB STATION					
QF-GMD-11	Revision No.: 01	Effective Date:	11/11/12	Page:	1	of	1

POWER GRID COMPANY OF BANGLADESH LTD.
BILLING STATEMENT OF SUB-STATION

Grid Circle:	GMD :	Sub-station:
Date:	Reference File:	Sub-Station Identification No:

Month :

A. PDB/ DESA/ DESCO/ WZPDCO

Sl. No.	Name of Consumer	Name of Feeder	Current Month				Previous Month			
			Energy kWh		Amount to be Billed (Tk.)		Energy kWh		Amount Billed (Tk.)	
			Peak	Off Peak	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak
			(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)
1	2	3	4	5	6	7	8	9	10	11
TOTAL:										

B. PBS & Other

Sl. No.	Name of Consumer	Name of Feeder	Current Month				Previous Month			
			Energy kWh		Amount to be Billed (Tk.)		Energy kWh		Amount Billed (Tk.)	
			Peak	Off Peak	Peak	Off Peak	Peak	Off Peak	Peak	Off Peak
			(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)	(@.....Tk/kWh)
1	2	3	4	5	6	7	8	9	10	11
TOTAL:										

Jr. Assistant Manager ----- Grid Substation, PGCB	Dy. Manager / Asst. Manager ----- Grid Sub-station, PGCB	Manager GMD., PGCB
--	---	----------------------------

Copy to:

1. Dy. General Manager, Grid Circle,, PGCB.
2. Office Copy

[Signature]

Reviewed by (GMT-I):

Approved by (DO&M):

[Signature]

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: ELECTRICITY TRANSMISSION BILL							
Document No:	QF-GMD-12	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of 1

POWER GRID COMPANY OF BANGLADESH LTD.
ELECTRICITY TRANSMISSION BILL

Bill Issuing Office:
Date: Reference File:

To

.....
.....
.....

ELECTRICITY TRANSMISSION BILL

MONTH:

BILL NO:

DATE :

PAYABLE BY:

Description	Total Unit (kWh)	Unit Rate (Taka)	Bill Amount (Taka)
Electricity Transmission Charge for Transmission of Electricity through PGCB installations as per MPEMR, Power Division's Notification No: বিজ্ঞপ্তি/বিঃউঃ-২/পজিসিবি-২/৯৮/২৫৪ তারিখঃ ২৪-০৩-২০০৪ ইং।			
<u>Unit measurement:</u>			
<u>Name of Feeder / Zone</u>			
Total Unit (kWh)			

Amount in Words : (Taka Only)

Dy. General Manager / Manager
..... PGCB.

Reviewed by (GMT-1): *W. Rahman*

Approved by (DT):

[Signature]

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: STATEMENT OF RECEIVED ELECTRICITY TRANSMISSION BILL								
Document No:	QF-GMD-13	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of	1

POWER GRID COMPANY OF BANGLADESH LTD.
STATEMENT OF RECEIVED ELECTRICITY TRANSMISSION BILL

উপ-মহাব্যবস্থাপক (অর্থ)
পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিঃ
রেড ক্রিসেন্ট কনকর্ড টাওয়ার (৮ম তলা)
১৭, মহাখালী বা/এ
ঢাকা-১২১২।

বিষয় : ২০.... মাসের হুইলিং চার্জের বিলের বিপরীতে গ্রাণ্ড টাকার বিবরণী এবং ২০....
মাসের হুইলিং চার্জ বিলের কপি প্রেরণ প্রসঙ্গে।

জিএমডি পিজিসিবি এর আওতায় এর বিপরীতে জারীকৃত
২০.... মাসের হুইলিং চার্জ বিল/ সংশোধিত বিলের গ্রাণ্ড টাকার বিবরণী নিম্নের "ছক" মোতাবেক এবং ২০....
মাসের জারীকৃত বিলের কপি এতদসঙ্গে প্রেরণ করা হইল।

পিবিএস এর নাম	বিলিং ইউনিট	সংশোধিত ইউনিট	পরিশোধিত টাকা	চেক নং	মন্তব্য

সংযুক্ত : চেক জমা রশিদের ফটোকপি ০৬(ছয়) টি।
....., ২০.... মাসের হুইলিং চার্জ বিলের কপি ০৬(ছয়) টি।

ব্যবস্থাপক
জিএমডি, পিজিসিবি।

অনুলিপি :-
১। উপ-মহাব্যবস্থাপক, গ্রীড সার্কেল পিজিসিবি।
২। ব্যবস্থাপক, এমআইএস, প্রধান কার্যালয়, পিজিসিবি।
২। দপ্তর নথি।

Reviewed by (GMT-1): *W. Rahman*

Approved by (DT): *[Signature]*

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
	TITLE: SUB-STATION VISITOR REGTER					
Document No:	QF-GMD-16	Revision No.: 0	Effective Date: 15/02/07	Page: 1	of 1	

পাওয়ার গ্রীড কোম্পানী অব বাংলাদেশ লিমিটেড

উপকেন্দ্র পরিদর্শন রেজিস্টার

গ্রীড বিভাগ :	গ্রীড উপকেন্দ্র :	উপকেন্দ্র সনাক্তকরণ নং :
তারিখ :	পূর্ব নির্ধারিত পরিদর্শন : ☐	বিশেষ পরিদর্শন : ☐

পরিদর্শনকারীর নাম ও পদবী :

ক্রমিক নং	পরিদর্শন বিবরণ	গৃহীত ব্যবস্থা	মন্তব্য

Reviewed by (GMT-I): *W. Rahman*

Approved by (DT): *[Signature]*

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS				
	TITLE: SURVEILLANCE VISIT OF SUB-STATION								
Form No:	QF-GMD-17	Revision No.:	01	Effective Date:	03/03/15	Page:	1	of	1

Name of the Office / Sub-station:			
Name & Designation:		Date & time inspection:	

Sl. No.	Item	Observation	Remarks
1.0	Transformer		
1.1	Silica gel	Good/Acceptable/Poor	
1.2	Oil level	Good/Acceptable/Poor	
1.3	Oil Test	Good/Acceptable/Poor	
1.4	Oil leakage	Yes/No	
1.5	Functioning of Tap Changer	Healthy/Defective	
2.0	Circuit Breaker		
2.1	Physical Condition	Good/Acceptable/Poor	
2.2	SF ₆ Gas/Air/Oil Leakage	Yes/No	
2.3	Remote Operation	Healthy/Defective	
2.4	Trip circuit supervision	Healthy/Defective	
3.0	Battery & Battery Charger		
3.1	Physical Condition	Good/Acceptable/Poor	
3.2	Cleanliness & Electrolyte Content	Good/Acceptable/Poor	
3.2	Load Test Report	Good/Acceptable/Poor	
4.0	Control Panel		
4.1	Indication lamp	Healthy/Defective	
4.2	Annunciation	Healthy/Defective	
4.3	Light & Heater	Healthy/Defective	
4.4	Cleanliness	Good/Acceptable/Poor	
5.0	Relay Panel		
5.1	Relay Functions	Healthy/Defective	
5.2	Light & Heater	Healthy/Defective	
5.3	Cleanliness	Good/Acceptable/Poor	
6	Capacitor Bank Functionality	Healthy/Defective	
7	Earth Resistance	Good/Acceptable/Poor	
8	DFDR Functionality	Healthy/Defective	
9	Fire Fighting equipment	Good/Acceptable/Poor	
10	Hot spot measurement	Good/Acceptable/Poor	
11	Maintenance work schedule	Good/Acceptable/Poor	
12	Maintenance Record	Good/Acceptable/Poor	
13	TQM activity	Good/Acceptable/Poor	
14	Security	Good/Acceptable/Poor	
15	CCTV Functionality	Good/Acceptable/Poor	
16	General outlook	Good/Acceptable/Poor	

Overall observation & comments.



Signature of the Inspecting Officer



Reviewed by (MR):

Approved by (MD):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: SWITCHING ORDER FORM							
Document No:	QF-GMD-18	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of 1

POWER GRID COMPANY OF BANGLADESH LTD.

SWITCHING ORDER FORM

GMD :	Substation:	Sub-Station Identification No:
Date:	Purpose of switching:	

Date	Time	Circuit/Unit	Operation (Open /Close)	Performed by

Switching Order Completed at (hrs)

Name:Signature

Date:

Switching Order Reported at (hrs) to

Reviewed by (GMT-1): 

Approved by (DO&M): 

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS	
	TITLE: SUB-STATION DAILY INSPECTION CHECK SHEET						
Document No.:	QF-GMD-19	Revision No.:	01	Effective Date:	12/12/12	Page:	1 of 2

POWER GRID COMPANY OF BANGLADESH LTD.

গ্রীড উপকেন্দ্রে স্থাপিত যন্ত্রপাতির প্রাথমিক চেক লিস্ট

(দৈনিক সকাল ০৬:০০ টা - সন্ধ্যা - ০৭:০০ টার মধ্যে পরীক্ষা / লিপিবদ্ধ সম্পন্ন করিতে হইবে।)

Grid Circle:	Division: GMD	Substation:
Date:	Reference File:	Identification No:
Schedule : ☐	Emergency : ☐	Special : ☐

Shift – A (From 06:00 hr. to 14:00 hr.)

১। নিয়ন্ত্রণ কক্ষঃ				মন্তব্য :
১.১। ব্যাটারী চার্জারের অবস্থা লিপিবদ্ধঃ		ডোপেজ	ক্যারেন্ট	
১.২। প্যানেল বোর্ড ল্যাম্প টেস্টঃ		সঠিক ☐	সমস্যা ☐	
১.৩। ভোল্ট / অ্যাম্পিয়ার মিটার - প্রতি ফেজ		সঠিক ☐	সমস্যা ☐	
১.৪। রিলে প্যানেল/ কন্ট্রোল প্যানেলে কোন সংকেত আছে কি না ?				
১.৫। ব্যবস্থাপককে অবহিত করন/ ব্যবস্থা গ্রহণ				
২। সুইচ ইয়ার্ড :				মন্তব্য :
২.১। সি.টি				
(ক) বাহ্যিক অবস্থান	সঠিক ☐	সমস্যা ☐		
(খ) তৈল লেভেল	সঠিক ☐	সমস্যা ☐	প্রয়োজ্য নহে ☐	
২.২। পি.টি				
(ক) বাহ্যিক অবস্থান	সঠিক ☐	সমস্যা ☐		
(খ) তৈল লেভেল	সঠিক ☐	সমস্যা ☐	প্রয়োজ্য নহে ☐	
২.৩। আইলোসেটর				
(ক) বাহ্যিক অবস্থান	সঠিক ☐	সমস্যা ☐		
২.৪। এল.এ				
(ক) বাহ্যিক অবস্থান	সঠিক ☐	সমস্যা ☐		
২.৫। ওয়েড ট্র্যাপ				
(ক) বাহ্যিক অবস্থান	সঠিক ☐	সমস্যা ☐		
২.৬। সামগ্রীকভাবে সুইচইয়ার্ড				
(ক) Structure Grounding	সঠিক ☐	সমস্যা ☐		
(খ) পাখির বাসা	সঠিক ☐	সমস্যা ☐		
(গ) ঘাস-আগাছা	সঠিক ☐	সমস্যা ☐		
(ঘ) অগ্নি নির্বাপক ব্যবস্থা	সঠিক ☐	সমস্যা ☐		
মন্তব্য :				
উপকেন্দ্রের ভারপ্রাপ্ত কর্মকর্তার প্রতিনিধিত্ব, নাম ও পদবী				পরিদর্শনকারীর স্বাক্ষর, নাম ও পদবী

Reviewed by (GMT-I):

Approved by (DO&M) :

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: SUB-STATION DAILY INSPECTION CHECK SHEET							
Document No:	QF-GMD-19	Revision No.:	01	Effective Date:	12/12/12	Page:	2	of 2

POWER GRID COMPANY OF BANGLADESH LTD.

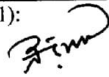
গ্রীড উপকেন্দ্রে স্থাপিত যন্ত্রপাতির প্রাথমিক চেক লিস্ট

(দৈনিক সকাল ০৬:০০ টা - সন্ধ্যা - ০৭:০০ টার মধ্যে পরীক্ষা / লিপিবদ্ধ সম্পন্ন করিতে হইবে।)

Shift – B (From 14:00 hr. to 22:00 hr.)

৩। ট্রান্সফর্মার :									
* প্রত্যেক ট্রান্সফর্মারের জন্য পৃথক কলাম থাকবে।									
(ক) ট্রান্সফর্মারের কুলিং ফ্যান, পাম্প	চালু / বন্ধ								
(খ) ট্রান্সফর্মারের অয়েল ও ওয়াভিং Temp পর্যবেক্ষণ ও লিপিবদ্ধকরণ :	তাপমাত্রা	Winding / Oil							
(গ) গ্রীড ভোল্টেজ / ট্রান্সফর্মারের মেগাওয়াট / অ্যাম্পিয়ার পর্যবেক্ষণ	ভোল্ট								
	মেগ ওঃ								
	অ্যাম্পঃ								
(ঘ) সিলিকা জেল									
(ঙ) তৈল লেভেল									
(চ) তৈল লিকেজ									
(ছ) বুশিং									
(জ) ট্রান্সফর্মারের নিউট্রালসহ অন্যান্য যন্ত্রপাতির গ্রাউন্ডিং সঠিক আছে কিনা ?									
৪। সার্কিট ব্রেকার (গ্রীডের আওতাভুক্ত)									
* ৩৩ কেভি ইনকামার সহ সকল ১৩২কেভি ব্রেকারের জন্য									
(ক) গ্যাস ও হাইড্রলিক অয়েল প্রেশার পর্যবেক্ষণ ও লিপিবদ্ধ করুন।	গ্যাস প্রেশার								
	হাইড্রলিক প্রেশার								
(খ) ব্রেকার কেবিনেটে অবস্থিত রীলসমূহে কোন ফ্ল্যাগ পড়েছে কিনা বা সমস্যা আছে কিনা ? তাহা অবহিতকরণ ও ব্যবস্থা গ্রহণঃ	ব্রেকার কেবিনেট								
	রীলের অবস্থা								
(গ) ট্রিপ সার্কিট সুপারভিশনঃ									
৫। সুইচ ইয়ার্ডঃ বাসবার									
(ক) ২৩০/১৩২ কেভি ও ৩৩ কেভি (গ্রীডের অংশে) বাস-বারের বিভিন্ন জয়েন্টে Red Hot হচ্ছে কি না ? চাক্ষুস পর্যবেক্ষণ করাঃ (প্রতি সপ্তাহে Thermovision / Infra-red গান/ক্যামেরা দিয়ে পরীক্ষা ও প্রয়োজনীয় ব্যবস্থা গ্রহণ / রিপোর্টিং)						সঠিক		সমস্যা	
৬। নিরাপত্তাঃ									
(ক) সুইচ-ইয়ার্ডের Security Lighting ঠিক আছে কিনা পর্যবেক্ষণ ও লিপিবদ্ধ করুনঃ									
(খ) ঐ সময়ে সার্বিক নিরাপত্তা ব্যবস্থায় কোন ত্রুটি আছে কি না তাহা গুরুত্ব অনুযায়ী লিপিবদ্ধ / অবহিত করুনঃ									
মন্তব্যঃ									
উপকেন্দ্রের ভারপ্রাপ্ত কর্মকর্তার প্রতিনিধিত্ব, নাম ও পদবী					পরিদর্শনকারীর স্বাক্ষর, নাম ও পদবী				

Reviewed by (GMT-1):



Approved by (DO&M) :



Quality Management System		POWER GRID COMPANY OF BANGLADESH LTD.		QUALITY FORMS	
Document No.: QF-GMD-20		TITLE: YEARLY MAINTENANCE SCHEDULE OF SUB-STATION EQUIPMENT & TRANSMISSION LINE		Page: 1 of 2	
Revision No.: 00		Effective Date: 12/12/12			

POWER GRID COMPANY OF BANGLADESH LTD.

YEARLY MAINTENANCE SCHEDULE OF SUB-STATION EQUIPMENT & TRANSMISSION LINE

Grid Circle:	GMD :	Sub-station:
Date:	Reference File:	Sub-Station Identification No:

Fiscal Year :

Sl. No	Description of Work	Month▶	JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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Reviewed by (GMF-I):  Approved by (DO&M): 

Quality Management System Document No:	POWER GRID COMPANY OF BANGLADESH LTD.										QUALITY FORMS			
	TITLE: YEARLY MAINTENANCE SCHEDULE OF SUB-STATION EQUIPMENT & TRANSMISSION LINE													
	QF-GMD-20	Revision No.:	00	Effective Date:	12/12/10						Page:	2	of	2

POWER GRID COMPANY OF BANGLADESH LTD.

YEARLY MAINTENANCE SCHEDULE OF SUB-STATION EQUIPMENT & TRANSMISSION LINE

Sl. No	Description of Work	Month	JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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Deputy Manager / Assistant Manager	Manager
GMD, PGCBL	GMD, PGCBL

Reviewed by (GMT-1):

Approved by (DO&M):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
	TITLE: MONTHLY INSPECTION / MAINTENANCE SCHEDULE OF SUB-STATION EQUIPMENT & TRANSMISSION LINE					
	Document No:	QF-GMD-21	Revision No.:	01	Effective Date:	11/11/12
					Page:	1 of 1

POWER GRID COMPANY OF BANGLADESH LTD.

MONTHLY INSPECTION / MAINTENANCE SCHEDULE OF SUB-STATION EQUIPMENT & TRANSMISSION LINE

Grid Circle:	GMD :	Sub-station:
Date:	Reference File:	Sub-Station Identification No:

Month :

Sl. No.	Description of Work	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
A	Transmission Line Maintenance																															
1																																
2																																
3																																
B	Sub-station Equipment Maintenance																															
1																																
2																																
3																																

Sl. No.	Name & Designation of Personnel for maintenance	Code
1		A
2		B
3		C

Jr. Assistant Manager Sub-station GMD....., PGCB.

Deputy Manager / Assistant Manager Sub-station GMD....., PGCB.

Manager Sub-station GMD....., PGCB.

Reviewed by (GMT-1): *Am* Approved by (DO&M): *[Signature]*

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
	TITLE: INSPECTION & MAINTENANCE OF POWER TRANSFORMER					
Document No:	QF-GMD-22	Revision No.:	1	Effective Date:	28/01/16	Page: 1 of 2

POWER GRID COMPANY OF BANGLADESH LTD.

INSPECTION & MAINTENANCE OF POWER TRANSFORMER

Division: GMD,.....		Substation:		Identification No:	
Date:		Bay Location:		Reference File:	
Make:	Type:	Sl. No.	R:	Y:	B: Year:
Schedule : ☐		Emergency : ☐		Special : ☐	

TRANSFORMER NUMBER:

Sl. No	Item	Condition				Action Taken	Reference
1.	Overall Cleanliness	☐ Clean ☐ Not Cleaned					
2.	Oil Level :	Low	High	Normal	Defective Indicator		
	(i) Main Tank	☐	☐	☐	☐		
	(ii) OLTC	☐	☐	☐	☐		
	(iii) Bushing	☐	☐	☐	☐		
3.	Oil Leak:	Yes No					
	Main Tank	☐	☐	☐	☐		
	OLTC	☐	☐	☐	☐		
	Bushing	☐	☐	☐	☐		
	Conservator	☐	☐	☐	☐		
	Radiator	☐	☐	☐	☐		
4.	Oil Condition(Visual)	Good Not Good					
	Main Tank	Colour:					
		Oudour: ☐ ☐					
	OLTC	Colour:					
		Oudour: ☐ ☐					
5.	Temperature Meter:	Good Defective					
	(i) Oil	☐	☐	☐	☐		
	(ii) Winding	☐	☐	☐	☐		
6.	Pressure Relief Diaphragm for cracks	OK Cracked					
7.	Color of Silica Gel	OK Colour Changed					
8.	Cooler Fans /Pumps	In operation Out of operation					
9.	Local Control Cubicle:	Clean Not Cleaned					
	(i) Transformer	☐	☐	☐	☐		
	(ii) OLTC	☐	☐	☐	☐		
10.	OLTC Operation:	Good Defective					
	Manual	☐	☐	☐	☐		
	Electrical Local	☐	☐	☐	☐		
	Remote	☐	☐	☐	☐		
	SCADA	☐	☐	☐	☐		
11.	Space Heater	O.K Defective					
12.	Un-usual Internal Noise	Yes No					
13.	Bushing :	Good Cracked Punctured					
	(i) HT	☐	☐	☐	☐		
	(ii) LT	☐	☐	☐	☐		
	(iii) Tertiary	☐	☐	☐	☐		
14.	Wheel Lock	Secured Unsecured					

Reviewed by (CE-Trans 2):

[Signature]

Approved by (ED-O&M) :

[Signature]

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: INSPECTION & MAINTENANCE OF POWER TRANSFORMER								
Document No:	QF-GMD-22	Revision No.:	1	Effective Date:	28/01/16	Page:	2	of	2

POWER GRID COMPANY OF BANGLADESH LTD.
INSPECTION & MAINTENANCE OF POWER TRANSFORMER

Sl. No	Item	Condition	Action Taken	Reference
	Buchholz Relay:	Good Defective		
15.	Main Tank	☐ ☐		
	OLTC	☐ ☐		
	Test of Oil (Dielectric Strength):			
	Tank Type (As applicable)	Main Tank OLTC Tank		Acceptance
	Single Tank	 kV kV		criterion:
	Banking Tank			Good ≥ 40 kV
16.	Phase R	 kV kV		Alarming ≥ 30 kV
	Phase Y	 kV kV		Need to be
	Phase B	 kV kV		reclaimed < 30kV
	Test report for Tan Delta, Chemical, Dissolved Gas etc. (If any) shall be attached in separate sheets.			
17.	Insulation test: Temperature: °C Humidity: % Weather:	Position	Time	Absorption Co-efficient (R60/R15)
			R15 (For 15 sec) R60 (For 60 sec)	
		HT-LTE	 MΩ MΩ	
		LT-HTE	 MΩ MΩ	
		LT-HT	 MΩ MΩ	
				Acceptance criterion
				- Insulation level ≥ 1 MΩ Per kV at 60°C - Absorption Co-efficient ≥ 1.3
18.	Earth Resistance:	Connected with mesh	without mesh	Acceptance criterion
		 Ω	 Ω	Connected with mesh ≤ 0.5 without mesh ≤ 1.0
Observation and Action taken:				
Assistant Engineer/Sub Divisional Engineer Date:			Sub Assistant Engineer Date:	

Distribution to:

- Executive Engineer, GMD, PGCB.
- Office Copy.

Reviewed by (CE-Trans 2):

[Signature]

Approved by (ED-O&M) :

[Signature]

POWER GRID COMPANY OF BANGLADESH LTD.

GAS INSULATED SWITCHGEAR BUS-BAR
MONTHLY INSPECTION AND MAINTENANCE

Division: GMD,.....	Substation:	Reference File:
Transformer / Feeder Name:		Breaker ID No:
Schedule : ☐	Emergency : ☐	Special : ☐
Date:	Tank Type :	

Sl. No	Item	Condition		Actions Taken	References
1.	Overall Cleanliness	Good ☐	Not Good ☐		
2.	Pollution in visible insulated body	Good ☐	Not Good ☐		
3.	<u>SF6 Gas:</u>				
	Pressure (or Density)[write Ok or low , if no marking)	R Phase	 bar		
		Y Phase	 bar		
		B Phase	 bar		
		Other	 bar		
	Leakage	Yes ☐	No ☐		
	Any abrupt change between two consecutive readings?	Yes ☐	No ☐		
4.	Conduit Sealing	O.K ☐	Not O.K ☐		
5.	Foundation (Frame, nut, bolts etc)	O.K ☐	Not O.K ☐		
7.	Grounding Connection	O.K ☐	Not O.K ☐		
8.	Thermal scanning	Normal ☐	Abnormal ☐		
9.	Noise (abnormal)	Normal ☐	Abnormal ☐		
10.	Rupture Disc condition	O.K ☐	Not O.K ☐		
11.	Damper Condition	O.K ☐	Not O.K ☐		
11.	Venting System	O.K ☐	Not O.K ☐		
12.	Status of porcelain bushing, insulation	O.K ☐	Not O.K ☐		

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Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
	TITLE: CIRCUIT BREAKER INSPECTION AND MAINTENANCE					
Document No:	QF-GMD-23	Revision No.:	0	Effective Date:	15/02/07	Page: 1 of 2

POWER GRID COMPANY OF BANGLADESH LTD.

CIRCUIT BREAKER INSPECTION AND MAINTENANCE

Division: GMD.....	Substation:	Reference File:
Transformer / Feeder Name:	Breaker ID No:	
Schedule : ☐	Emergency : ☐	Special : ☐
Date:	Tank Type : Dead Tank : ☐ Live Tank : ☐	

CIRCUIT BREAKER NUMBER :

Sl. No	Item	Condition	Action Taken	Reference
1.	Overall Cleanliness	Good ☐ Not Good ☐		
2.	SF6 Gas:			
	Pressure	O.K ☐ Low ☐ (Record Value)		
	Leakage	Yes ☐ No ☐		
3.	Hydraulic:			
	Hydraulic Unit	Good ☐ Defective ☐		
	Pressures	O.K ☐ Low ☐ (Record Value)		
	Leakage	Yes ☐ No ☐		
4.	Pneumatic:			
	Pneumatic Pressures	O.K ☐ Low ☐ (Record Value)		
	Leakage	Yes ☐ No ☐		
5.	Control system: (As applicable)	O.K Not O.K		
	Hydraulic	☐ ☐		
	Pneumatic	☐ ☐		
	Spring Operation	☐ ☐		
6.	Compressor (For Pneumatic):			
	(i) Running Hour	 Hour		
	(ii) Lubricant *	O.K ☐ Not O.K ☐		* Date of Replacement to be Recorded.
7.	(iii) Filter *	O.K ☐ Not O.K ☐		
	Trip Circuits:	O.K Not O.K		
	Trip coil	☐ ☐		
8.	Closing coil	☐ ☐		
	Indicating meters:	O.K Not O.K		
	SF6 Gas	☐ ☐		
	Hydraulic	☐ ☐		
9.	Pneumatic	☐ ☐		
	Control Box	Good Not Good		
	Cleanliness	☐ ☐		
	Wiring	☐ ☐		
	Space Heater	☐ ☐		
10.	Physical Condition	☐ ☐		
10.	ON/OFF Push Button	Good ☐ Defective ☐		
11.	Clamp Connection	O.K ☐ Loose ☐		
12.	Heater Element	O.K ☐ Not O.K ☐		
13.	Marshaling Kiosk	Good ☐ Rusted ☐		
		Partially Damaged ☐		
		Lock Not working ☐		
14.	Marshaling Kiosk Outside	Good ☐ Rusted ☐		

Reviewed by (GMT-2):

Approved by (DT):

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: CIRCUIT BREAKER INSPECTION AND MAINTENANCE						
Document No:	QF-GMD-23	Revision No.:	0	Effective Date:	15/02/07	Page:	2 of 2

POWER GRID COMPANY OF BANGLADESH LTD.

CIRCUIT BREAKER INSPECTION AND MAINTENANCE

Sl. No	Item	Condition	Action Taken	Reference
15.	Locking & Position Indicator	Good ☐ Defective ☐		
16.	Conduit Sealing	O.K ☐ Not O.K ☐		
17.	Oil Level & Condition: (for OCB only)	O.K ☐ Not O.K ☐ (Record value)		
	Oil Level	O.K ☐ Not O.K ☐		
	Oil Condition(Visual)	O.K ☐ Not OK ☐		
	Oil Leak	YES ☐ No ☐		
	Dielectric Strength	 kV		
18.	Connecting Strip	Good ☐ Defective ☐		
19.	Bushing CT	O.K ☐ Not O.K ☐		
20.	Foundation	O.K ☐ Not O.K ☐		
21.	Auxiliary relays & Timer	Good ☐ Defective ☐		
22.	Contact Relay	Good ☐ Defective ☐		
23.	Contact resistance (Using low resistance bridge)	A - A Phase $\mu\Omega$		
		B - B Phase $\mu\Omega$		
		C - C Phase $\mu\Omega$		
24.	Insulation Resistance	Open Condition	Close condition	
		A Phase to Ground M Ω	 M Ω	
		B Phase to Ground M Ω	 M Ω	
		C Phase to Ground M Ω	 M Ω	
25.	Breaker Operation Counter Reading			
26.	Motor Operation Counter Reading			
27.	Grounding Resistance	 ohm		

Observation & Action Taken:

Jr. Asstt. Manager Date:	Dy. / Asstt. Manager Date:
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Distribution to:

1. Manager, GMD, PGCB.
2. Office Copy.

Reviewed by (GMT-2):

Approved by (DT):

POWER GRID COMPANY OF BANGLADESH LTD.

GAS INSULATED SWITCHGEAR CIRCUIT BREAKER
MONTHLY INSPECTION AND MAINTENANCE

Division: GMD,.....	Substation:	Reference File:
Transformer / Feeder Name:		Breaker ID No:
Schedule : ☐	Emergency : ☐	Special : ☐
Date:	Tank Type : ☐ Dead Tank : ☐ Live Tank : ☐	

Sl. No	Item	Condition	Actions Taken	References
1.	Overall Cleanliness	Good ☐ Not Good ☐		
2.	Pollution in visible insulated body	Good ☐ Not Good ☐		
3.	<u>SF6 Gas:</u> Pressure (or Density)[if no marking, write % of SF6 in green zone]	R Bar Y bar B bar		
	Leakage	Yes ☐ No ☐		
	Any abrupt change between two consecutive readings?	Yes ☐ No ☐		
4.	<u>Control system:</u> (As applicable)	O.K Not O.K		
	Spring Operation	☐ ☐		
	<u>Trip Circuits:</u>	O.K Not O.K		
	Trip coil & spring condition	☐ ☐		
5.	Closing coil & spring condition	☐ ☐		
	Spring status indication	☐ ☐		
6.	<u>Control Box</u>	Good Not Good		
	Cleanliness	☐ ☐		
	Wiring	☐ ☐		
	Space Heater	☐ ☐		
	Physical Condition	☐ ☐		
7.	Marshaling Kiosk	Good ☐ Rusted ☐ Partially Damaged ☐ Lock Not working ☐		
8.	Marshaling Kiosk Outside	Good ☐ Rusted ☐		
9.	<u>Position Indicator</u> Mechanical indication (In GIS)	O.K ☐ Not O.K ☐		
	In LCC	O.K ☐ Not O.K ☐		
	In BCU & control panel	O.K ☐ Not O.K ☐		
	In SAS	O.K ☐ Not O.K ☐		
10.	Conduit Sealing	O.K ☐ Not O.K ☐		
11.	Connecting Strip	Good ☐ Defective ☐		
12.	Foundation (Frame, nut, bolts etc)	O.K ☐ Not O.K ☐		
13.	Auxiliary relays & Timer	Good ☐ Defective ☐		

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POWER GRID COMPANY OF BANGLADESH LTD.

GAS INSULATED SWITCHGEAR CIRCUIT BREAKER
MONTHLY INSPECTION AND MAINTENANCE

14.	Contactors Relay	Good ☐ Defective ☐		
15.	Grounding Connection	O.K ☐ Not O.K ☐		
16.	Grounding Resistance	R ☐ Y ☐ B ☐		
17.	Thermal scanning	Normal ☐ Abnormal ☐		
18.	Noise (abnormal)	Normal ☐ Abnormal ☐		
19.	Tightness of manual releases and latching blocks	O.K ☐ Not O.K ☐		
	<u>Check Auxiliary Switches</u>			
20.	AMP Plug connection	O.K ☐ Not O.K ☐		
	Coupling rods wear (or damage)	Yes ☐ No ☐		
	<u>Operation of Breaker</u>			
	From LCC	O.K ☐ Not O.K ☐		
21.	From control panel	O.K ☐ Not O.K ☐		
	From SAS	O.K ☐ Not O.K ☐		
	Anti-pump function	O.K ☐ Not O.K ☐		
22.	Breaker Operation Counter Condition	R ☐ O.K ☐ Not O.K ☐ Y ☐ O.K ☐ Not O.K ☐ B ☐ O.K ☐ Not O.K ☐		
23.	Breaker Operation Counter	Reading R ☐ Y ☐ B ☐	Triping Nos R ☐ Y ☐ B ☐	Serial No. From record book R ☐ Y ☐ B ☐
24.	Circuit Resistance ($\mu\Omega$)	R- ☐ Y- ☐ B- ☐		
25.	Any Annunciation?	Yes ☐ No ☐		
26.	Alarm System	O.K ☐ Not O.K ☐		
27.	Rupture Disc condition	O.K ☐ Not O.K ☐		
	<u>Tighten electrical connection terminals</u>			
28.	Control and Alarm circuits	Yes ☐ No ☐		
	Elec. lockouts	Yes ☐ No ☐		
	Heater Condition	OK ☐ Not OK ☐		

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Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: VOLTAGE / CURRENT TRANSFORMER INSPECTION AND MAINTENANCE						
Document No:	QF-GMD-24	Revision No.:	0	Effective Date:	15/02/07	Page:	1 of 1

POWER GRID COMPANY OF BANGLADESH LTD.

VOLTAGE / CURRENT TRANSFORMER INSPECTION AND MAINTENANCE

Division: GMD.....	Substation:	Identification No:
Date:	Feeder Name:	Reference File:
Schedule : ☐	Emergency : ☐	Special : ☐

VOLTAGE TRANSFORMER ☐ CURRENT TRANSFORMER ☐ NUMBER:

Sl. No	Item	Condition		Action Taken	Reference
R	Oil Leak	Yes ☐	No ☐		
	Porcelain	Good ☐	Defective ☐		
	Oil Level	O.K ☐	Low ☐		
	Clamp Connection	O.K ☐	Loose ☐		
	Noise	Good ☐	Bad ☐		
	Grounding Connection	O.K ☐	Not O.K ☐		
Y	Oil Leak	Yes ☐	No ☐		
	Porcelain	Good ☐	Defective ☐		
	Oil Level	O.K ☐	Low ☐		
	Clamp Connection	O.K ☐	Loose ☐		
	Noise	Good ☐	Bad ☐		
	Grounding Connection	O.K ☐	Not O.K ☐		
B	Oil Leak	Yes ☐	No ☐		
	Porcelain	Good ☐	Defective ☐		
	Oil Level	O.K ☐	Low ☐		
	Clamp Connection	O.K ☐	Loose ☐		
	Noise	Good ☐	Bad ☐		
	Grounding Connection	O.K ☐	Not O.K ☐		
Overall Cleanliness		O.K ☐	Not O.K ☐		
Insulation Test		Measured at: Temperature :°C Humidity: %			
		Phase - R	Phase - Y	Phase - B	
(a) Primary to Earth		 MΩ	 MΩ	 MΩ	
(b) Secondary to Earth		 MΩ	 MΩ	 MΩ	
(c) Primary to Secondary		 MΩ	 MΩ	 MΩ	
Earth resistance		 Ω	 Ω	 Ω	

Note (If any):

Dy. / Asstt. Manager
Date:.....

Jr. Asstt. Manager
Date:

Reviewed by (GMT-2):

Approved by (DT) :

POWER GRID COMPANY OF BANGLADESH LTD.

GAS INSULATED SWITCHGEAR VOLTAGE / CURRENT TRANSFORMER
MONTHLY INSPECTION AND MAINTENANCE

Division: GMD,.....		Substation:		Identification No:	
Date:		Feeder Name:		Reference File:	
Schedule : ☐		Emergency : ☐		Special : ☐	
VOLTAGE TRANSFORMER ☐		CURRENT TRANSFORMER ☐		NUMBER:	
Phase	SI	Item	Condition	Action taken	Reference
R		SF ₆ gas Level			
		Pressure (or Density)	O.K ☐ Low ☐bar		
	1	Leakage	Yes ☐ No ☐		
		Any abrupt change between two consecutive readings?	Yes ☐ No ☐		
	2	Noise	Good ☐ Bad ☐		
	3	Grounding Connection	O.K ☐ Not O.K ☐		
	4	Earth Resistance			
	5	Pollution in visible insulated body	Good ☐ Not Good ☐		
	6	Foundation (Frame, nut, bolts etc)	O.K ☐ Not O.K ☐		
	7	Rupture Disc condition	O.K ☐ Not O.K ☐		
		VT Link (Only for VT)			
	8	Hand Driven mechanism	O.K ☐ Not O.K ☐		
	9	Mechanical lock of hand driver	O.K ☐ Not O.K ☐		
	10	Position indication (manual)	O.K ☐ Not O.K ☐		
	11	Position indication (LCC)	O.K ☐ Not O.K ☐		
Y		SF ₆ gas Level			
		Pressure (or Density)	O.K ☐ Low ☐ ...bar		
	1	Leakage	Yes ☐ No ☐		
		Any abrupt change between two consecutive readings?	Yes ☐ No ☐		
	2	Noise	Good ☐ Bad ☐		
	3	Grounding Connection	O.K ☐ Not O.K ☐		
	4	Earth Resistance			
	5	Pollution in visible insulated body	Good ☐ Not Good ☐		
	6	Foundation (Frame, nut, bolts etc)	O.K ☐ Not O.K ☐		
	7	Rupture Disc condition	O.K ☐ Not O.K ☐		
		VT Link (Only for VT)			
	8	Hand Driven mechanism	O.K ☐ Not O.K ☐		
	9	Mechanical lock of hand driver	O.K ☐ Not O.K ☐		
	10	Position indication (LCC)	O.K ☐ Not O.K ☐		
	11	Position indication (LCC)	O.K ☐ Not O.K ☐		
B		SF ₆ gas Level			
		Pressure (or Density)	O.K ☐ Low ☐ ...bar		
	1	Leakage	Yes ☐ No ☐		
		Any abrupt change between two consecutive readings?	Yes ☐ No ☐		
	2	Noise	Good ☐ Bad ☐		
	3	Grounding Connection	O.K ☐ Not O.K ☐		
	4	Earth Resistance			
	5	Pollution in visible insulated body	Good ☐ Not Good ☐		
	6	Foundation (Frame, nut, bolts etc)	O.K ☐ Not O.K ☐		
	7	Rupture Disc condition	O.K ☐ Not O.K ☐		
		VT Link (Only for VT)			
	8	Hand Driven mechanism	O.K ☐ Not O.K ☐		
	9	Mechanical lock of hand driver	O.K ☐ Not O.K ☐		
	10	Position indication (LCC)	O.K ☐ Not O.K ☐		
	11	Position indication (LCC)	O.K ☐ Not O.K ☐		
All	1	Overall Cleanliness	O.K ☐ Not O.K ☐		
	2	Conduit Sealing	O.K ☐ Not O.K ☐		
	3	Thermal scanning	Normal ☐ Abnormal ☐		
	4	Any Annunciation?	Yes ☐ No ☐		
	5	Alarm System	O.K ☐ Not O.K ☐		

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Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: LIGHTNING ARRESTER MAINTENANCE						
Document No:	QF-GMD-25	Revision No.:	0	Effective Date:	15/02/07	Page:	1 of 1

POWER GRID COMPANY OF BANGLADESH LTD.

LIGHTNING ARRESTER MAINTENANCE

Division: GMD,.....	Substation:	Identification No:
Date:	Feeder Name:	Reference File:
Schedule : ☐	Emergency : ☐	Special : ☐

LIGHTNING ARRESTOR NUMBER:

Sl. No	Item	Condition		Action Taken	Reference
R	General Cleanliness	O.K	☐ Not O.K ☐		
	Surge Counter	Working	☐ Defective ☐		
	Porcelain	Good	☐ Defective ☐		
	Clamp Connection	O.K	☐ Loose ☐		
	Noise	Good	☐ Bad ☐		
	Grounding Connection	O.K	☐ Not O.K ☐		
Y	General Cleanliness	O.K	☐ Not O.K ☐		
	Surge Counter	Working	☐ Defective ☐		
	Porcelain	Good	☐ Defective ☐		
	Clamp Connection	O.K	☐ Loose ☐		
	Noise	Good	☐ Bad ☐		
	Grounding Connection	O.K	☐ Not O.K ☐		
B	General Cleanliness	O.K	☐ Not O.K ☐		
	Surge Counter	Working	☐ Defective ☐		
	Porcelain	Good	☐ Defective ☐		
	Clamp Connection	O.K	☐ Loose ☐		
	Noise	Good	☐ Bad ☐		
	Grounding Connection	O.K	☐ Not O.K ☐		
Overall Cleanliness		O.K	☐ Not O.K ☐		
Insulation Test	Measured at: Temperature°C Humidity :%				
	Phase - R	Phase - Y	Phase - B		
Phase to Earth:	 MΩ	 MΩ	 MΩ		
Earth Resistance	 Ω	 Ω	 Ω		

Note (If any):

Dy. / Asstt. Manager Date:.....		Jr. Asstt. Manager Date:	
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Reviewed by (GMT-2):

Approved by (DT) :

POWER GRID COMPANY OF BANGLADESH LTD.

GAS INSULATED SWITCHGEAR LIGHTENING ARRESTER
MONTHLY INSPECTION AND MAINTENANCE

Division: GMD,.....	Substation:	Identification No:
Date:	Feeder Name:	Reference File:
Schedule : ☐	Emergency : ☐	Special : ☐

LIGHTNING ARRESTOR NUMBER:

Phase	Sl	Item	Condition		Action Taken	Reference
R	1	General Cleanliness	O.K ☐	Not O.K ☐		
	2	Surge Counter	Working ☐	Defective ☐		
	3	SF ₆ gas				
		Pressure (or Density)	O.K ☐	Low ☐	bar	
		Leakage	Yes ☐	No ☐		
	3	Any abrupt change between two consecutive readings?	Yes ☐	No ☐		
		4	Noise	Good ☐	Bad ☐	
	5	Grounding Connection	O.K ☐	Not O.K ☐		
	6	Pollution in visible insulated body	Good ☐	Not Good ☐		
	7	Foundation	O.K ☐	Not O.K ☐		
8	Earth Resistance/Leakage Current					
Y	9	Surge Arrester Counter Reading				
	10	Rupture Disc condition	O.K ☐	Not O.K ☐		
	1	General Cleanliness	O.K ☐	Not O.K ☐		
	2	Surge Counter	Working ☐	Defective ☐		
	3	SF ₆ gas				
		Pressure (or Density)	O.K ☐	Low ☐	...bar	
		Leakage	Yes ☐	No ☐		
	3	Any abrupt change between two consecutive readings?	Yes ☐	No ☐		
		4	Noise	Good ☐	Bad ☐	
	5	Grounding Connection	O.K ☐	Not O.K ☐		
6	Pollution in visible insulated body	Good ☐	Not Good ☐			
7	Foundation	O.K ☐	Not O.K ☐			
8	Earth Resistance/Leakage Current					
B	9	Surge Arrester Counter Reading				
	10	Rupture Disc condition	O.K ☐	Not O.K ☐		
	1	General Cleanliness	O.K ☐	Not O.K ☐		
	2	Surge Counter	Working ☐	Defective ☐		
	3	SF ₆ gas				
		Pressure (or Density)	O.K ☐	Low ☐	...bar	
		Leakage	Yes ☐	No ☐		
	3	Any abrupt change between two consecutive readings?	Yes ☐	No ☐		
		4	Noise	Good ☐	Bad ☐	
	5	Grounding Connection	O.K ☐	Not O.K ☐		
6	Pollution in visible insulated body	Good ☐	Not Good ☐			
7	Foundation	O.K ☐	Not O.K ☐			
8	Earth Resistance/Leakage Current					
All	9	Surge Arrester Counter Reading				
	10	Rupture Disc condition	O.K ☐	Not O.K ☐		
	1	Overall Cleanliness	O.K ☐	Not O.K ☐		
	2	Conduit Sealing	Good ☐	Not Good ☐		
	3	Thermal scanning	Normal ☐	Abnormal ☐		
All	4	Any Annunciation	Yes ☐	No ☐		
	5	Alarm System test	O.K ☐	Not O.K ☐		

Note (If any)

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M

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: DISCONNECTOR SWITCH / EARTH SWITCH INSPECTION AND MAINTENANCE						
Document No:	QF-GMD-26	Revision No.:	0	Effective Date:	15/02/07	Page:	1 of 1

POWER GRID COMPANY OF BANGLADESH LTD.
DISCONNECTOR SWITCH / EARTH SWITCH INSPECTION AND MAINTENANCE

Division: GMD,.....	Substation:	Identification No:
Date:	Feeder Name:	Reference File:
Schedule : ☐	Emergency : ☐	Special : ☐

DISCONNECTOR SWITCH / EARTH SWITCH NUMBER:

Item	Condition		Action Taken	Reference
Overall Cleanliness	Good ☐	Bad ☐		
Operating Handle / Lever	Good ☐	Defective ☐		
Motor Operating Mechanism	Good ☐	Defective ☐		
Operating Handle / Pipe Grounding	O.K ☐	Loose ☐		
Earth Switch Ground Connection	Good ☐	Bad ☐		
Earth Switch Lock	O.K ☐	Not O.K ☐		
Interlocking Mechanism (If any)	Functional ☐	Defective ☐		
Insulator	Working ☐	Defective ☐		
Silver Contact	Good ☐	Defective ☐		
Operating Rods/ Lever	O.K ☐	Loose ☐		
Gear Box/ Lubrication	Good ☐	Bad ☐		
Switch Blade Alignment	O.K ☐	Not O.K ☐		
Rusting	Exists ☐	Not Exists ☐		
Contact resistance	R - Phase	 $\mu \Omega$		
	Y - Phase	 $\mu \Omega$		
	B - Phase	 $\mu \Omega$		

Note (If any):

Dy. / Asstt. Manager Date:..... Jr. Asstt. Manager Date:
--

Reviewed by (GMT-2):



Approved by (DT) :



POWER GRID COMPANY OF BANGLADESH LTD.

**GAS INSULATED SWITCHGEAR DS/ES
MONTHLY INSPECTION AND MAINTENANCE**

Division: GMD,.....	Substation:	Reference File:
Transformer / Feeder Name:		Breaker ID No:
Schedule : ☐	Emergency : ☐	Special : ☐
Date:		

Sl. No	Item	Condition	Actions Taken	References
1.	Overall Cleanliness	Good ☐ Not Good ☐		
2.	Pollution in visible insulated body	Good ☐ Not Good ☐		
3.	<u>SF6 Gas:</u>			
	Pressure (or Density) [write % of SF6 in green zone]	R bar Y bar B bar		
	Leakage	Yes ☐ No ☐		
	Any abrupt change between two consecutive readings?	Yes ☐ No ☐		
4.	<u>Control Box</u>	Good ☐ Not Good ☐		
	Cleanliness	☐		
	Space Heater	☐		
	Physical Condition	☐		
5.	<u>Position Indicator</u>			
	Mechanical indication (In GIS)	O.K ☐ Not O.K ☐		
	In LCC	O.K ☐ Not O.K ☐		
	In BCU & control panel	O.K ☐ Not O.K ☐		
	In SAS	O.K ☐ Not O.K ☐		
6.	Conduit Sealing	O.K ☐ Not O.K ☐		
7.	Connecting Strip	Good ☐ Defective ☐		
8.	Foundation (Frame, nut, bolts etc)	O.K ☐ Not O.K ☐		
9.	Auxiliary relays & Timer	Good ☐ Defective ☐		
10.	Contactor Relay	Good ☐ Defective ☐		
11.	Grounding Connection	O.K ☐ Not O.K ☐		
12.	Earth Resistance	R		
		Y		
		B		
13.	Thermal scanning	Normal ☐ Abnormal ☐		
14.	<u>Operation of DS/ES</u>			
	From LCC	O.K ☐ Not O.K ☐		
	From control panel	O.K ☐ Not O.K ☐		
	From SAS	O.K ☐ Not O.K ☐		

13/7/22

M

POWER GRID COMPANY OF BANGLADESH LTD.
GAS INSULATED SWITCHGEAR DS/ES
MONTHLY INSPECTION AND MAINTENANCE

15.	DS/ES Operation Counter Condition	R	O.K ☐	Not O.K ☐		
		Y	O.K ☐	Not O.K ☐		
		B	O.K ☐	Not O.K ☐		
16.	Operation Counter Reading	R				
		Y				
		B				
17.	Any Annunciation	Yes ☐	No ☐			
18.	Alarm System test	O.K ☐	Not O.K ☐			
19.	Rupture Disc condition	O.K ☐	Not O.K ☐			
20.	Spring Condition (High Speed ES)	O.K ☐	Not O.K ☐			

Pravin
13/7/22

(Signature)

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: BUS-BAR & STRUCTURE INSPECTION AND MAINTENANCE							
Document No:	QF-GMD-27	Revision No.:	0	Effective Date:	15/02/07	Page:	1	of 1

POWER GRID COMPANY OF BANGLADESH LTD.

BUS-BAR & STRUCTURE INSPECTION AND MAINTENANCE

Division: GMD	Substation:	Identification No:.....
Date:	Bus bar Name / No :	Reference File:
Schedule : ☐	Emergency : ☐	Special : ☐

Bas Bar Number:

Sl. No	Item	Condition	Action Taken	Reference
1	Cleanliness	☐ Cleaned ☐ Dirty		
2	Bus-bar joints	☐ O.K. ☐ Loose/Burnt (state in detail below)		
3	Bus-bar support insulator	☐ Good ☐ Cracked		
4	Bus-bar VT Fuse	☐ Good ☐ Defective		
5	Bus-bar VT Terminal Block	☐ Good ☐ Defective		
6	Cable Termination (If any)	☐ Good ☐ Defective		
7	Bird's Nest (Gantry Structure)	☐ Yes ☐ No		
8	Rusting	☐ Present ☐ Not Present		
9	Structure Grounding	 Ω		

Observation & Action Taken:

Dy. / Asstt. Manager Date :	Jr. Asstt. Manager Date :
---	---

Distribution to:

1. Manager, GMD, PGCB.
2. Office Copy.

Reviewed by (GMT-2)

Approved by (DT) :

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: TRANSMISSION LINE MAINTENANCE								
Document No:	QF-GMD-28	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of	2

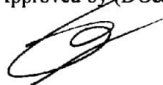
POWER GRID COMPANY OF BANGLADESH LTD.

TRANSMISSION LINE MAINTENANCE

Division: GMD:		Reference File:	
Transmission Line:		Total No. of Tower:	
Date:		Angle Towers:	
Schedule : ☐	Emergency : ☐	Special : ☐	

ক্রমিক নং	পরিদর্শনের বিবরণ		টাওয়ার নাম				
			 হইতে পর্যন্ত	 হইতে পর্যন্ত	 হইতে পর্যন্ত	 হইতে পর্যন্ত	 হইতে পর্যন্ত
১	টাওয়ার ফাউন্ডেশন	ভাল খারাপ					
২	টাওয়ার লেগ	ভাল মরিচা					
৩	টাওয়ারের মেম্বর	সব আছে চুরি গিয়াছে মরিচা ধরিয়াছে					
৪	ডেঞ্জার প্রেট	সব আছে চুরি গিয়াছে মরিচা ধরিয়াছে					
৫	নাম্বার প্রেট	সব আছে অস্পষ্ট নাই					
৬	ড্যাম্পার	ঠিক আছে স্থানচ্যুত নাই					
৭	ইনসুলেটর ডিস্ক	ভাল ভাংগা					
৮	লুপের অবস্থা	ভাল খারাপ					
৯	ইনসুলেটর মেটাল পার্ট	ভাল ক্ষয় / মরিচা					
১০	ক্র্যাম্প / কানেক্টর	ভাল খারাপ					
১১	জাম্পার	ভাল খারাপ					
১২	মেইন তার	ভাল আছে স্ট্যান্ড কাটা					

Reviewed by (GMT-1): 

Approved by (DO&M): 

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: TRANSMISSION LINE MAINTENANCE								
Document No:	QF-GMD-28	Revision No.:	01	Effective Date:	11/11/12	Page:	2	of	2

ক্রমিক নং	পরিদর্শনের বিবরণ		টাওয়ার নাম্বার				
			 হইতে পর্যন্ত	 হইতে পর্যন্ত	 হইতে পর্যন্ত	 হইতে পর্যন্ত	 হইতে পর্যন্ত
১৩	শিল্ড তার / ও.পি.জি.ডাব্লিউ	আছে নাই					
১৪	আরোহন প্রতিরোধক	ভাল আছে ঠিক নাই					
১৫	টাওয়ার নাট	ঢিলা নাই					
১৬	লাইনে পাখির বাসা	আছে নাই					
১৭	গাছ - পালা	পরিষ্কার কাটতে হবে					
তথ্যগতভাবে গৃহিত ব্যবস্থা :							
যে সমস্ত ব্যবস্থা গ্রহণ প্রয়োজন :							
উপ / সহঃ ব্যবস্থাপক জুনিঃ সহঃ ব্যবস্থাপক ফোরম্যান / লাইনম্যান/টেক, স্টাফ : ১। ২। ৩। ৪।							

Reviewed by (GMT-1): 

Approved by (DO&M):



Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: MONTHLY TREE TRIMMING REPORT								
Document No:	QF-GMD-29	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of	1

POWER GRID COMPANY OF BANGLADESH LTD.

MONTHLY TREE TRIMMING REPORT

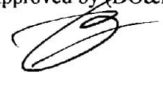
Division: GMD,	Transmission Line:	Identification No:
Month	Section:	Reference File:
Schedule : ☐	Emergency : ☐	Special : ☐

তারিখ	টাওয়ার নাম		এলাকার নাম	কর্তনকৃত গাছপালায় বিবরণ	মন্তব্য
	হইতে	পর্যন্ত			

অতিরিক্ত তথ্য / মন্তব্য (যদি থাকে)ঃ

			ফোরম্যান / লাইনম্যান/টেক. স্টাফ :
			১।
			২।
			৩।
			৪।
উপ / সহঃ ব্যবস্থাপক	জুনিঃ সহঃ ব্যবস্থাপক	তারিখ :.....	তারিখ :.....

Reviewed by (GMT-1): 

Approved by (DO&M) : 

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS	
	TITLE: BATTERY CELL INSPECTION						
Document No:	QF-GMD-30	Revision No.:	01	Effective Date:	11/11/12	Page:	1 of 1

POWER GRID COMPANY OF BANGLADESH LTD.

BATTERY CELL INSPECTION

Division: GMD,.....	Substation:	Identification No:
Date:	Set No:	Reference File:
Schedule : ☐	Emergency : ☐	Special : ☐

Cell No	Voltage	Level	Sp. Gravity	Temp (°C)	Cell No	Voltage	Level	Sp. Gravity	Temp (°C)
1					47				
2					48				
3					49				
4					50				
5					51				
6					52				
7					53				
8					54				
9					55				
10					56				
11					57				
12					58				
13					59				
14					60				
15					61				
16					62				
17					63				
18					64				
19					65				
20					66				
21					67				
22					68				
23					69				
24					70				
25					71				
26					72				
27					73				
28					74				
29					75				
30					76				
31					77				
32					78				
33					79				
34					80				
35					81				
36					82				
37					83				
38					84				
39					85				
40					86				
41					87				
42					88				
43					89				
44					90				
45					91				
46					92				

Dy. / Asstt. Manager Date :	Jr. Asstt. Manager Date :	Foreman / Electrician/Tech. Staff Date :
--------------------------------------	------------------------------------	---

Reviewed by (GMT-1):  Approved by (DO&M): 

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS				
	TITLE: BATTERY AND CHARGER TEST REPORT								
Document No:	QF-GMD-31	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of	2

POWER GRID COMPANY OF BANGLADESH LTD.

Battery & Charger Test Report

Division: GMD,.....	Substation:	Identification No:
Date:	Bay Location:	Reference File:
Schedule : ☐	Emergency : ☐	Special : ☐

Charger No. :

AC supply ON Condition

Input AC Voltage (Ph-Ph) = Volt
 Input AC Current = Amp.
 Charging DC Current = Amp
 Load DC Current = Amp

AC Supply OFF Condition.

Time Battery Drain Current Battery Terminal Voltage

Battery terminal voltage after hr drain = Volt.

Charger ON Position (after test)

Charger Out Put Voltage= Volt.
 Charging Current this moment (max^m)= Amp.

Boost & Float Charging Condition

Boost Charging ON at = hr.
 Boost Charging OFF & Float Charging ON at = hr.

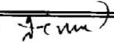
Battery Bank-1

Total no. of cell= nos.

Cell Voltage:

- a) High = Volt
- b) Low = Volt

*Cell Temperature = deg.C

Reviewed by (GMT-1): 

Approved by (DO&M):



Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: BATTERY AND CHARGER TEST REPORT								
Document No:	QF-GMD-31	Revision No.:	01	Effective Date:	11/11/12	Page:	2	of	2

POWER GRID COMPANY OF BANGLADESH LTD.

Battery & Charger Test Report

Specific Gravity per cell (satisfactory):

a) High =

b) Low =

Cell Voltage Un-satisfactory.

Cell nos. =nos.

Cell Voltage. =Volt

Specific Gravity Un-satisfactory

Cell nos. =

Spec. Gravity. =

Cleaning Condition :

a) Battery Charger: Good...../ Bad.....

b) Battery Cell : Good...../ Bad.....

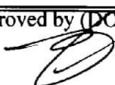
Remarks:

Dy. / Asstt. Manager
Date :

Jr. Asstt. Manager
Date :

Foreman / Electrician/Tech. Staff
Date :

Reviewed by (GMT-1): 

Approved by (DO&M): 

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: BATTERY AND CHARGER MAINTENANCE							
Document No:	QF-GMD-32	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of 1

POWER GRID COMPANY OF BANGLADESH LTD.

BATTERY AND CHARGER MAINTENANCE

Division: GMD.....	Substation:	Identification No:
Date:	Set No:	Reference File:
Schedule : ☐	Emergency : ☐	Special : ☐

Sl. No	Item	Condition	Action Taken	Reference
1	Battery	Cleanliness	Yes ☐ No ☐	
2		Electrolyte Level	Ok ☐ Low ☐	
3		Cell Leakage	Ok ☐ Low ☐	
4		Inter-cell Connection	Ok ☐ Loose ☐	
5		Cleanliness	Yes ☐ No ☐	
6		AC Main	On ☐ Off ☐	
7		Alarm	Yes ☐ No ☐	

Stability Test:

Time	AC Main (Ph – Ph)		Charger Output		Battery Output	
	Condition	Voltage	Voltage	Current	Voltage	Current
	On					
	Off					
	Off					
Battery Voltage Drained after..... Hours.					Volts	
	On					

Notes (If any):

Dy. / Asstt. Manager
Date:.....

Jr. Asstt. Manager
Date:.....

Foreman / Electrician
Date:.....

Reviewed by (GMT-1): *[Signature]*

Approved by (DO&M): *[Signature]*

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: ACCIDENT REPORT							
Form No.:	QF-GMD-36	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of 1

POWER GRID COMPANY OF BANGLADESH LTD.

Form No. 18

ACCIDENT REPORT

Registered No

1. (a) Name and address of the factory

(b) Telephone No

2. Name and address of occupier

3. Principal products (s)/ services rendered

(i)

(ii)

(iii)

4. Particulars of the injured person:

(a) Name:

(b) Address

(i) Present

(ii) Permanent:

(a) Age

(b) Sex

(c) Occupation:

5. Date and time of accident:

6. Branch Department/Place where accident occurred:

7. Brief description:

(a) Causes:

(b) Nature of injuries

8. Name and address of witnesses to the accident:

(1)

(2)

9. Name and address of the medical officer under whose treatment the injured person has been placed.

10. Date and time of despatch of

Signature of occupier/Manager

Date

Reviewed by (GMT-2):

Approved by (DT)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: FINAL ACCIDENT REPORT							
Form No.:	QF-GMD-37	Revision No.:	00	Effective Date:	15/02/07	Page:	1	of 2

POWER GRID COMPANY OF BANGLADESH LTD.

Form No. 18A

FINAL ACCIDENT REPORT

Registered No

1. (a) Name and address of the factory

(b) Telephone No

2. Name and address of occupier

3. Principal products/services rendered

(i)

(ii)

(iii)

4. Particulars of the injured person:

(a) Name:

(b) Address

(i) Present

(ii) Permanent:

(c) Age:

(d) Sex:

(e) Occupation:

5. Nature of accident: (Please tick which is applicable)

i) Death

ii) Permanent total disablement

iii) Permanent partial disablement

iv) Injury causing absence from work Exceeding 20 days

v) Injury causing absence from work for more than 16 hours and up to 20 days...

vi) Injury causing less than 48 hours absence (if this sub item is ticked, please do not fill up item 6 to 10).

6. If the accident resulted in permanent partial disablement to injured person, stick one or more (as may be the case in the following list of injuries.

Loss of:

Right arm above or at elbow.

☐

Left arm above or at elbow.

☐

Right arm below the elbow.

☐

left arm below the elbow.

☐

Leg at or above the knee

☐

Leg below the knee

☐

Hearing permanent

☐

One eye

☐

Total Thumb

☐

All toes of one foot

☐

One phalanx of thumb

☐

Index finger

☐

Great toe

☐

Any finger other than index finger.

☐

N.B. - Loss of any limb or member also includes loss of its use.

Reviewed by (GMT-2):

Approved by (DT)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: ACCIDENT REPORT								
Form No.:	QF-GMD-37	Revision No.:	00	Effective Date:	15/02/07	Page:	2	of	2

POWER GRID COMPANY OF BANGLADESH LTD.

7. Classification by type of accident (Please tick which) is applicable):

- | | |
|--|--------------------------|
| i) Falls of person ... | ☐ |
| ii) Failing objects | ☐ |
| iii) stepping or strike against or struck
by objects excluding failing object | ☐ |
| iv) Electricity | ☐ |
| v) Poison, corrosive and harmful substances, including radiation | ☐ |
| vi) Explosion | ☐ |
| vii) Fire... | ☐ |
| viii) Irruption water | ☐ |
| ix) Suffocation by gases | ☐ |
| x) Any other (specify, e.g., over exertion/
strenuous movement, etc.) | ☐ |

8. classification by agency of accident (Please tick which is applicable)

- | | |
|--|---|
| i) Peime movers | |
| ii) Transmission machinery | |
| iii) Lifting machinery | L |
| iv) Working machine | 1 |
| v) Other equipment and installations.1 | |
| vi) Rail transport | L |
| vii) Other transport and haulage | J |
| viii) Hand tools.... | |
| ix) Any other (specify, e.g., water transport, pressure
vessebis, furnaces. ovens, kilns, etc.) | |

9. period (working hours) of absence from duty in the
case of no-fatal kilns accient:-

10. Name and address of the medical officer under whose treatment the injured person has been placed

11. Date of despatch of report

.....

Signature of occupier/Manager/Agent

Date

Reviewed by (GMT-2):

Approved by (DT)

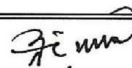
Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: APPROVAL OF LINE/EQUIPMENT SHUTDOWN FOR CORRECTIVE MAINTENANCE / PROJECT WORK						
Document No:	QF-GMD-38	Revision No.:	1	Effective Date:	01/08/15	Page:	1 of 1

To be filled up by field offices				
1. Purpose of Outage : Corrective Maintenance ☐ Development work ☐				
2. Name of the office requesting Outage : _____				
3. Name of work place : _____				
4. Equipment proposed for Outage : _____				
5. Description of work to be done : (Please attach single line diagram along with switching)				
6. Outage : Date _____ to _____ Time _____ : to _____				
7. Clearance of the Concerned authority on "Power Interruption/Generating unit Outage/Disruption of Communication Link/Protection System": _____				
<u>Outage Request Initiated by</u>	<u>Checked by</u>	<u>Verified by</u>	<u>Recommended by</u>	<u>Recommended & Forwarded to EMD(LDC) by</u>
Signature (Name.....) SDE/AE, Office: Date: Mobile:	Signature XEN, Office: Date:	Signature PD, Office: Date:	Signature SE, Office: Date:	Signature CE(Tr-1/Tr-2) Date:
To be filled up System Operation Department (SOD)				
8. Outage request Received by EMD(LDC): Signature:		Date:	9. Outage Code No.:	
10. Comments of LDC on Outage:				
<u>Prepared by</u>	<u>Checked by</u>	<u>Verified by</u>	<u>Recommended by</u>	<u>Approved by</u>
Signature SDE/AE, EMD Date:	Signature XEN, EMD: Date:	Signature SE, LDC: Date:	Signature CE(S.O) Date:	Signature ED(O&M)/CE(S.O) Date:

Note: 1) This outage request is to be received by NLDC at least three working days in advance of outage date.
2) Outage schedule as approved by NLDC is to be followed strictly.



Reviewed by (MR)



Approved by (ED- O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE : WORK/TEST PERMIT							
Form No.:	QF-GMD-39	Revision No.:	01	Effective Date	20/12/21	Page	1	3

পাওয়ার গ্রিড কোম্পানি অব বাংলাদেশ লিমিটেড

কাজ/টেস্ট অনুমতি ও ছাড়পত্র

কাজ করার অনুমতি

কাজ করার আবেদন:

আবেদনকারীর নাম ও পদবী:
 কাজের স্থান(যে লাইন/ইকুইপমেন্টে কাজ করা হবে তার নাম)
 কাজের উদ্দেশ্য:
 প্রস্তাবিত শাট-ডাউনের সময়কাল: তারিখ সময় হতে তারিখ সময় পর্যন্ত
 আবেদনকারীর স্বাক্ষর:

কাজ করার অনুমতি প্রদান :

আবেদনকারী/মনোনীত ব্যক্তির নাম ও পদবী:
 কাজ সম্পাদনের জন্য অনুমোদিত সময়কাল : তারিখ সময় হতে তারিখ সময় পর্যন্ত
 অনুমতি প্রদানকারী শিফট ইনচার্জ এর নাম ও পদবী:
 স্বাক্ষর:

কাজের স্থান আইসোলেশন/পৃথকীকরণ:

QD-TSS-01 অনুযায়ী নিম্নলিখিত সার্কিট/ ট্রান্সফরমার / ডায়ামিটার আইসোলেশন/পৃথকীকরণ, গ্রাউন্ডিংকরণ সহ কশনটেপ/লালফিতা দ্বারা কাজের স্থান চিহ্নিত করা হলো:
 আইসোলেটেড সার্কিট/ ট্রান্সফরমার / ডায়ামিটার এর নামঃ
 শিফট ইনচার্জ এর নাম ও পদবী:
 স্বাক্ষর:

লোকাল গ্রাউন্ডিংকরণ :

QD-TSS-01 অনুযায়ী নিম্নলিখিত আইসোলেশনকৃত সার্কিট/ট্রান্সফরমার/ডায়ামিটার লোকাল গ্রাউন্ডিংকরণ পূর্বক কশনটেপ/লালফিতা দ্বারা কাজের স্থান চিহ্নিত করে কাজের নিরাপদ পরিবেশ নিশ্চিত করা হলো:
 লোকাল গ্রাউন্ডিংকারী কারিগরী কর্মচারীর নাম ও পদবী:
 স্বাক্ষর
 লোকাল গ্রাউন্ডিং এর তদারককারী শিফট ইনচার্জ এর নাম ও পদবী:
 স্বাক্ষর:

আইসোলেটেড/পৃথককৃত কাজের স্থান বুঝে নেওয়া:

আমি আইসোলেটেড/পৃথককৃত কাজের স্থান, ব্যবহৃত আর্থিং ও নিরাপত্তা ব্যবস্থা পরীক্ষা করেছি এবং সন্তোষজনক পেয়েছি। আমি QD-TSS-01-এ বর্ণিত সুরক্ষা ব্যবস্থা বজায় রাখার জন্য সমস্ত প্রয়োজনীয় ব্যবস্থা গ্রহণ করব। এছাড়া আমার লিখিত আবেদনের প্রেক্ষিতে শিফট ইনচার্জ কর্তৃক প্রদত্ত আইসোলেশন/পৃথককৃত স্থানে কাজের জন্য যাবতীয় দায়-দায়িত্ব গ্রহণ করলাম।
 কাজের অনুমতি গ্রহণকারীর নাম ও পদবী:
 স্বাক্ষর:

Reviewed by (CE-T1) :



Approved by (ED-O&M) :



QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE : WORK/TEST PERMIT							
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পাওয়ার গ্রিড কোম্পানি অব বাংলাদেশ লিমিটেড
কাজ/টেস্ট অনুমতি ও ছাড়পত্র

ক্রিয়ারেস (ছাড়পত্র)

ছাড়পত্র:

আমি এতদ্বারা ঘোষণা করছি যে, যে কাজটির জন্য শাট-ডাউন প্রয়োজন ছিল তা এখন স্থগিত/সম্পন্ন হয়েছে। উপরোল্লিখিত ইকুইপমেন্টসমূহে কাজের জন্য যে সকল লোকাল গ্রাউন্ডিং ও সুরক্ষাব্যবস্থা গ্রহণ করেছিলাম তা অপসারণ করা হয়েছে। আরও ঘোষণা করছি যে, আমাদের কাজ সম্পর্কিত ইকুইপমেন্ট সমূহ চালু করার জন্য/পরিষেবার জন্য প্রস্তুত।

কাজের অনুমতিপ্রাপ্ত কর্মকর্তার নাম ও পদবী:

স্বাক্ষর:

তারিখ: সময়:

লোকাল গ্রাউন্ডিং অপসারণ:

QD-TSS-01 অনুযায়ী নিম্নলিখিত আইসোলেশনকৃত সার্কিটব্রেকার/ডায়ামিটার হতে লোকাল গ্রাউন্ডিং ও অস্থায়ী প্রান্তরেখা অপসারণ করা হলো।

লোকাল গ্রাউন্ডিং অপসারণকারী কারিগরী কর্মচারীর নাম ও পদবী:

স্বাক্ষর:

লোকাল গ্রাউন্ডিং অপসারণ এর তদারককারী শিফট ইনচার্জ এর নাম ও পদবী:

স্বাক্ষর:

আইসোলেশন/পৃথকীকরণ বাতিল করা:

ক্রিয়ারেস/ছাড়পত্র ফেরত প্রদানকারী ব্যক্তির নাম/মনোনীত ব্যক্তির নাম ও পদবীসহ স্বাক্ষর:

ছাড়পত্র প্রদানের প্রকৃত তারিখ ও সময়: তারিখ সময়:

শিডিউল অনুযায়ী ছাড়পত্র প্রদানের তারিখ ও সময়: তারিখ সময়:

ক্রিয়ারেস/ ছাড়পত্র গ্রহনকারী (শিফট ইনচার্জ এর নাম).....

এতদ্বারা গ্রাউন্ডিং উন্মুক্তকরণ সহ আইসোলেশন/পৃথকীকরণ এর অনুমতি প্রত্যাহার করা হলো।

শিফট ইনচার্জ এর নাম ও পদবী:

স্বাক্ষর:

নির্দেশ/সম্মতি প্রদানকারী কর্মকর্তা (নাম ও পদবী) (উপ-কেন্দ্রের ভারপ্রাপ্ত কর্মকর্তা)

সময় তারিখ:

কাজের অনুমতি প্রত্যাহার:

কাজের অনুমতি ফেরত প্রদানকারীর নাম/মনোনীত ব্যক্তির নাম ও পদবী:

কাজের অনুমতি ফেরত গ্রহনকারীর নাম/মনোনীত ব্যক্তির নাম ও পদবী:

এতদ্বারা কাজের অনুমতি বাতিল করা হলো।

কাজের অনুমতি প্রত্যাহার ও ক্রিয়ারেস গ্রহনকারী শিফট ইনচার্জ এর নাম ও পদবী:

স্বাক্ষর:

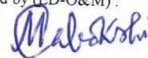
নির্দেশ/সম্মতি প্রদানকারী কর্মকর্তা (নাম ও পদবী) (উপ-কেন্দ্রের ভারপ্রাপ্ত কর্মকর্তা)

সময় তারিখ:

Reviewed by (CE-T1) :



Approved by (ED-O&M) :



QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
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পাওয়ার গ্রিড কোম্পানি অব বাংলাদেশ লিমিটেড
কাজ/টেস্ট অনুমতি ও ছাড়পত্র

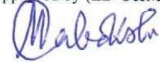
নির্দেশনাঃ

- ১। কাজ করার অনুমতি ও ছাড়পত্র বিষয়ক যে কোন কার্যক্রমের পূর্বেই এই নির্দেশনা পড়ে বুঝে নিতে হবে।
- ২। পূর্বনির্ধারিত শাট-ডাউন এবং উন্নয়ন কাজের শাট-ডাউনের ক্ষেত্রে অনুমোদনের ছায়া কপি কাজ করার আবেদনের সাথে সংযুক্ত করতে হবে।
- ৩। আবেদনকারী কর্তৃক যথাযথ স্বাক্ষরিত হওয়ার পর শিফট ইনচার্জ কাজ করার অনুমতিপত্র প্রদান করবেন।
- ৪। শিফট ইনচার্জ কর্তৃক অনুমতিপ্রাপ্ত কাজের স্থানকে কশনটেপ/লালফিতা দ্বারা চিহ্নিত করে পৃথকীকরণ করতে হবে। এই স্থানটিতে সংশ্লিষ্ট ইকুইপমেন্ট এ কাজ করার জন্য আবেদনকারীর অধিকার/কর্তৃত্ব থাকবে। এটি একটি নিশ্চয়তা যে, আবেদিত ইকুইপমেন্টসমূহ সার্ভিস থেকে আলাদা করা হয়েছে, কাজের জন্য ছাড়পত্র দেওয়া হয়েছে, আবেদনকারীর সুরক্ষার জন্য প্রয়োজনীয় ব্যবস্থা গ্রহণ করা হয়েছে এবং উল্লিখিত ইকুইপমেন্টসমূহ কাজ করার জন্য নিরাপদ। সব কন্ট্রোলিং পয়েন্টে MEN WORKING ট্যাগ বসানো হয়েছে। উপরোক্ত নিশ্চয়তা প্রদান করা হলেও আবেদনকারীর নিজের এবং তার দায়িত্বে থাকা কর্মরতদের সুরক্ষার জন্য প্রয়োজনীয় কোনো অতিরিক্ত সতর্কতা নেওয়ার প্রয়োজন থাকলে আবেদনকারীকে তা গ্রহণ করতে হবে ও প্রয়োজ্য ক্ষেত্রে কাজ শুরুর পূর্বে Toolbox Talk সম্পন্ন করতে হবে।
- ৫। এই কাজের অনুমতিপত্র সংশ্লিষ্ট ইকুইপমেন্টে শুধুমাত্র আবেদনকারী গ্রুপের কাজের জন্য প্রযোজ্য হবে। নিম্নোক্ত বাধ্যবাধকতার মধ্যে থেকে আবেদনকারী বর্ণিত ইকুইপমেন্টটিতে যে কোন কাজ বা অপারেশন করতে পারবেন।
 - ক) যন্ত্রের প্রাথমিক কন্ট্রোল ডিভাইসগুলি যখন কন্ট্রোল রুমে অবস্থিত থাকবে তখন শুধুমাত্র শিফট ইনচার্জ তা পরিচালনা করবে।
 - খ) শিফট ইনচার্জ এর সম্মতি ব্যতিরেকে কোন ইকুইপমেন্টকে সচল/সার্ভিসে থাকা অন্যান্য ইকুইপমেন্টের সাথে সংযোজন করা যাবে না।
 - গ) আবেদনকারীর লিখিত অনুরোধ ও অপারেটর ইনচার্জের বিবেচনার ভিত্তিতে নিরাপত্তা বিদ্যিত হওয়ার আশংকায় অপারেটর ইনচার্জের বাধা প্রদান করতে পারবেন। এর পরেও কাজ চলমান রাখলে কোন ধরনের দুর্ঘটনার সম্মুখীন হলে তার দায়ভার স্বয়ংক্রিয়ভাবে আবেদনকারীর উপর বর্তাবে।
- ৬। আবেদনকারী কর্তৃক যথাযথ স্বাক্ষরিত হওয়ার পর শিফট ইনচার্জ এই অনুমতিপত্র গ্রহণ/স্বাক্ষর করবেন।
- ৭। অপ্রয়োজনীয় বাক্য /শব্দাংশ অংশ কেটে দিতে হবে।

Reviewed by (CE-T1) :



Approved by (ED-O&M) :



Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
	TITLE: FACILITY RECORD OF GRID SUB-STATION					
Document No:	QF-GMD-40	Revision No.:	01	Effective Date:	11/11/12	Page: 1 of 3

POWER GRID COMPANY OF BANGLADESH LTD.

FACILITY RECORD OF GRID SUB-STATION

GMD :	Substation:	kV Grid Sub-station.	Sub-Station Identification No:
Date :	Reference File No.		

Transformer:

ID No.	Bank	Rated Voltage (kV)	Capacity (MVA)	OLTC	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks

132kV Circuit Breaker :

ID No.	Name	Type	Rated Current (A)	Rated Fault Current (kA)	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks

33kV Circuit Breaker :

ID No.	Name	Type	Rated Current (A)	Rated Fault Current (kA)	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks

132kV Disconnecter :

ID No.	Name	Rated Current (A)	Hand/Motor Operated	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks

33kv Disconnecter:

ID No.	Name	Rated Current (A)	Hand/Motor Operated	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks

Bus Bar:

ID No.	Rated Voltage	Conductor Type	Rated Current (A)	Bus Scheme	No. of Sections	Date of Commissioning	Unit Cost TK- lac	Remarks

Reviewed by (GMT-1): 

Approved by (DO&M) : 

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: FACILITY RECORD OF GRID SUB-STATION						
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POWER GRID COMPANY OF BANGLADESH LTD.
FACILITY RECORD OF GRID SUB-STATION

Lighting Arrestor:

ID No.	Name of Feeder	Type	Rated Voltage (kV)	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks
CT :							

PT/CVT :

ID No.	Name of Feeder	Type	Rated Voltage (kV)	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks
PT/CVT :							

Protective Relay:

ID No.	Name of Feeder	Type	Rated Voltage (kV)	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks
Protective Relay:							

Meters:

ID No.	Name	Objective	Type	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks
Meters:							

Auxiliary Equipment:

ID No.	Name	Purpose	Type	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks (Meter Sl. No.)
Auxiliary Equipment:							

Shunt Capacitor:

ID No.	Name	Type of Facility	Capacity (MVAR)	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks
Shunt Capacitor:							

Reviewed by (GMT-1):

ID No.	Name	Rated Voltage (kV)	Capacity (MVAR)	Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks
Reviewed by (GMT-1):							

Approved by (DO&M) :



Quality Management System		POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS		
Document No.:		TITLE: FACILITY RECORD OF GRID SUB-STATION					
QF-GMD-40	Revision No.:	01	Effective Date:	11/11/12	Page:	3	of 3

POWER GRID COMPANY OF BANGLADESH LTD.
FACILITY RECORD OF GRID SUB-STATION

Battery:

ID No.	Name			Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks

Battery Charger:

ID No.	Name			Manufacturer	Date of Commissioning	Unit Cost TK- lac	Remarks

Transmission Line:

ID No.	Name	Circuit	Length in KM (Route/Circuit)	No. Of Tower	Conductor Type & Cross Section Area (mm ²)	Date of Commissioning	Unit Cost TK- lac	Remarks

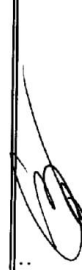
Sub-station Land:

Area	Mouza	CS Daag No.	RS Daag No.	Khatyan No.	Unit Cost TK- lac	Remarks

Control Room Building:

No. of Building	Objective	Single/Multi storied	Area in each floor (Sq. M.)	Total Area (Sq. M.)	Unit Cost TK- lac	Remarks

Proposed – CT, PT/CVT & Cost.

Reviewed by (GMT-I): *Arin* Approved by (DO&M): 

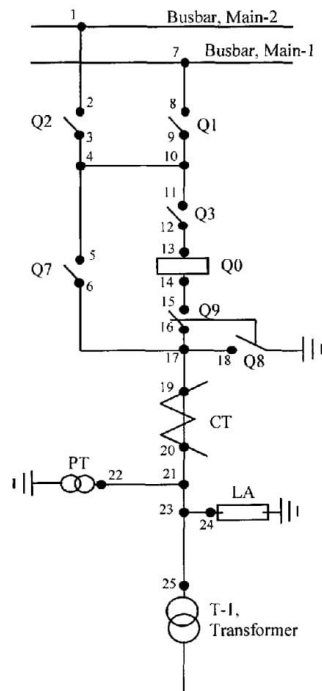
Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORM
	TITLE : TEMPERATURE MEASUREMENT OF DIFFERENT JUNCTION POINTS OF CONDUCTOR					
Document No:	QF-GMD-41	Revision.:	00	Effective Date :	1/1/2014	Page: 1 of 1

POWER GRID COMPANY OF BANGLADESH LTD.

Grid Circle:	GMD :	Sub-station :
Date :	Ref. File :	S/S Identification No:

TEMPERATURE MEASUREMENT OF DIFFERENT JUNCTION POINTS

Name of Bay : _____



Junction Points	Phase			Remarks
	R	Y	B	
1				
2				
3				
4				
5				
6				
7				
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25				

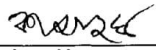
Measured by _____

Station- In charge _____

Name : _____
Designation : _____

Name : _____
Designation : _____

* Users can add/omit the points as required.


Reviewed by
Chief Engineer, Trans-2


Approved by
Executive Director (O&M)

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: SHUNT REACTOR INSPECTION AND MAINTENANCE						
Document No:	QF-GMD-42	Revision No.:	0	Effective Date:	01/01/2015	Page:	1 of 1

SHUNT REACTOR INSPECTION & MAINTENANCE

Division:	Station/Substation:	Identification No:
Date:	Bay Location:	Reference File:
Make:	Type:	Sl. No:
Schedule : ☐	Emergency : ☐	Special : ☐

SHUNT REACTOR NUMBER:

Sl. No	Item	Condition	Action Taken	Reference
1.	Overall Cleanliness	☐ Clean ☐ Not Cleaned		
2.	Oil Level :	Low High Normal Defective Indicator		
	(i) Main Tank	☐ ☐ ☐ ☐		
	(ii) Bushing	☐ ☐ ☐ ☐		
	Oil Leak:	Yes No		
	Main Tank	☐ ☐		
	Bushing	☐ ☐		
	Conservator	☐ ☐		
	Radiator	☐ ☐		
	Oil Condition(Visual)	Good Not Good		
4.	Main Tank	Colour: (Record colour) Oudour: ☐ ☐		
	Temperature Meter:	Good Defective		
5.	(i) Oil	☐ ☐		
	(ii) Winding	☐ ☐		
6.	Pressure Relief Diaphragm for cracks	OK Cracked		
7.	Color of Silica Gel	OK Colour Changed		
8.	Local Control Cubicle:	Clean Not Cleaned		
9.	Space Heater	O.K Defective		
10.	Un-usual Internal Noise	Yes No		
	Bushing :	Good Cracked Punctured		
	(i) HT	☐ ☐ ☐		
	(ii) Neutral	☐ ☐ ☐		
12.	Buchholz Relay: Main Tank	Good Defective		
	Test of Oil (Dielectric Strength):	Main Tank kV		
13.	Test report for Tan Delta, Chemical, Dissolved Gas etc. (If any) shall be attached in separate sheets.			
14.	Insulation test: Temp. at °C Humidity: % Weather:	Position HTN-E MΩ	Time R15 (For 15 sec) R60 (For 60 sec) MΩ	Absorption Co-efficient (R60/R15)
15.	Earth Resistance:	Connected with mesh Ω	without mesh Ω	

Observation and Action taken:

Sub-Assistant Engineer Date:	Assistant/ Sub-Divisional Engineer Date:
---------------------------------------	---

Reviewed by (CE,T-2)

Approved by(ED)

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS	
	TITLE: AIR COOLER INSPECTION AND MAINTENANCE					
Document No:	QF-GMD-43	Revision No.:	0	Effective Date:	01/01/2015	Page: 1 of 1

Air cooler
Quarterly maintenance

Division:	Station/Substation:	Identification No:
Date:	Feeder Name:	Reference File:
Schedule : ☐	Emergency : ☐	Special : ☐

Item	Observation		Action taken	Reference
Physical Condition	Good ☐	Not Good ☐		
Radiator	Good ☐	Defective ☐		
Radiator Fans	Good ☐	Defective ☐		
Compressor	Good ☐	Defective ☐		
Overall Tightness	O.K ☐	Loose ☐		
Overall leakage	O.K ☐	Not O.K ☐		
Gas pressure	O.K ☐	Not O.K ☐		
Overall Cleanliness	Clean ☐	Not Cleaned ☐		

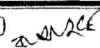
Comments:

Sub-Divisional Engineer

Assistant Engineer

Sub-Assistant Engineer.

Reviewed by (CE,T-2)



Approved by(ED)



Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: CHILLER , AHU INSPECTION AND MAINTENANCE							
Document No:	QF-GMD-44	Revision No.:	0	Effective Date:	01/01/2015	Page:	1	of 1

POWER GRID COMPANY OF BANGLADESH LTD.

**Chiller and AHU
Quarterly maintenance**

Grid Circle	Division:	Station/Substation:
Date:	Reference File:	Identification No:
Schedule : ☐	Emergency : ☐	Special : ☐

Item	System-01 ID No. -		System-02 ID No. -		Action Taken	Reference
Physical Condition	Good ☐	Not Good ☐	Good ☐	Not Good ☐		
Radiator	Good ☐	Defective ☐	Good ☐	Defective ☐		
Radiator Fans	Good ☐	Defective ☐	Good ☐	Defective ☐		
Compressor	Good ☐	Defective ☐	Good ☐	Defective ☐		
Circulating Water pumps	Good ☐	Defective ☐	Good ☐	Defective ☐		
Circulating Water Pressure	O.K ☐	Not O.K ☐	O.K ☐	Not O.K ☐		
AHU Fans	Good ☐	Defective ☐	Good ☐	Defective ☐		
Overall Tightness	O.K ☐	Loose ☐	O.K ☐	Loose ☐		
Overall leakage	O.K ☐	Not O.K ☐	O.K ☐	Not O.K ☐		
Gas pressure	O.K ☐	Not O.K ☐	O.K ☐	Not O.K ☐		
Overall Cleanliness	Clean ☐	Not Cleaned ☐	Clean ☐	Not Cleaned ☐		

Comments:

Sub-Divisional Engineer

Assistant Engineer

Sub-Assistant Engineer

Reviewed by (CE,T-2):

[Signature]

Approved by (ED) :

[Signature]

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: WEEKLY INSPECTION AND MAINTENANCE OF DIESEL GENERATOR						
Document No:	QF-GMD-47	Revision No.:	0	Effective Date:	01/01/2015	Page:	1 of 1

**POWER GRID COMPANY OF BANGLADESH LTD
WEEKLY INSPECTION FOR DIESEL GENERATOR**

Grid Circle:	Division:	Station/Substation:
Date:	Reference File:	Identification No:
Schedule : ☐	Emergency : ☐	Special : ☐

Particulars	DG Set		Remarks
1. Checks before Starting			
1. Lubricating System			
1.1 Leakage	No ☐	Yes ☐	
1.2 Engine Oil Level	Ok ☐	Not Ok ☐	
2. Cooling System			
2.1 Leakage	No ☐	Yes ☐	
2.2 Coolant Level	Ok ☐	Not Ok ☐	
3. Air Intake			
3.1 Air cleaner restriction	No ☐	Yes ☐	
3.2 Leakage	No ☐	Yes ☐	
4. Fuel			
4.1 Leakage	No ☐	Yes ☐	
4.2 Water separator (drain)	No ☐	Yes ☐	
5. Battery Charger			
5.1 Battery Voltage (V)			
5.2 Charger On trickle/Boost			
5.3 Charger Current			

Mode		Time	Fuel Level		Oil Temp (°C)	Coolant 1 Temp (°C)	Coolant 2 Temp (°C)	Oil Pressure (kpa)	Remarks
			1	2					
	Start								
	Stop								
	Total					Put the DG ON automatic mode.			

Steady State

1	Speed	
2	Torque	
3	Voltage (V)	
4	Current (A)	
5	Power (kw)	
6	Frequency	
7	P.F	

DG Clock

Start	Stop	Running hours/min

Note:

Sub-Divisional Engineer

Sub-Assistant Engineer

Reviewed by (CE,T-2) 

Approved by (ED) 

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: YEARLY INSPECTION AND MAINTENANCE OF DIESEL GENERATOR								
Document No:	QF-GMD-48	Revision No.:	0	Effective Date:	01/01/2015	Page:	1	of	2

POWER GRID COMPANY OF BANGLADESH LTD
YEARLY MAINTENANCE FOR DIESEL GENERATOR

Grid Circle:	Division:	Station/Substation:
Date:	Reference File:	Identification No:
Schedule : ☐	Emergency : ☐	Special : ☐

System	Type	Particulars	Description
Lubricating	Check	For leakage	
	do	Operation of oil heater	
	do	Engine oil level	
	do	Hydraulic governor oil level	
	Change	Full flow filter	
	do	By pass filter	
	do	Engine oil	
	do	Hydraulic governor oil	
Cooling	Check	For leakage	
	do	For radiator air restriction	
	do	Operation of coolant heater	
	do	Hose and connection	
	do	Coolant level	
	Do	Belt condition and tension	
	do	Fan water pump	
	Change	Water filter	
Air intake	Clean	Water separator	
	do	Cooling system	
	check	For leaks	
	do	Air cleaner restriction	
	do	Piping and connection	
Fuel	Clean	Crankcase breather	
	do	Filter if required	
	check	For leakages	
	do	Fuel level	
	do	Governor leaks	
	do	Fuel lines and connection	
	do	Fuel pump	
	Drain	Sediment from tanks	
	change	Fuel filter	

Reviewed by (CE,T-2)

[Signature]

Approved by(ED)

[Signature]

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: YEARLY INSPECTION AND MAINTENANCE OF DIESEL GENERATOR								
Document No:	QF-GMD-48	Revision No.:	0	Effective Date:	01/01/2015	Page:	2	of	2

Exhaust	check	For leaks	
		Restriction	
	Drain	Condensate tap	
Battery	Check	Charging system	
		Battery condition	
Engine	Clean	Overall clean	
Generator	Check	Air restriction	
		Electrical connection	
	Grease	Bearing	
		Winding resistant	
	Clean	Generator	
Switch gear	Check	Switch in auto mode	
		CB	
		Logic check	
Oil refill	Check	Pump 1	
		Pump 2	
		Drain system	
		Level in BMS	
DG room	Clean	Over all clean	
	Check	Lighting	
		Air inlet	
		Exhaust fan	

Comments:

Reviewed by (CE,T-2)

Signature

Approved by(ED)

Signature

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS		
	TITLE: VIDEO PROJECTION INSPECTION AND MAINTENANCE							
Document No:	QF-GMD-49	Revision No.:	0	Effective Date:	01/01/2015	Page:	1	of 1

POWER GRID COMPANY OF BANGLADESH LTD.

**VIDEO PROJECTION SYSTEM
Quarterly maintenance**

Grid Circle:	Division:	Substation:
Date:	Reference File:	Identification No:
Schedule : ☐	Emergency : ☐	Special : ☐

Unit	Cleaning		Lamp-hours		System	Replace-reset (put tick)		Remarks
	Screen	Filter	A	B	Hours	Lamp A	Lamp B	
11								
12								
13								
14								
15								
21								
22								
23								
24								
25								
Server			X	X	X	X	X	X
Cover		X	X	X	X	X	X	X

VPS Structure

11	12	13	14	15
21	22	23	24	25

Comments:

Sub-Divisional Engineer

Assistant Engineer

Sub-Assistant Engineer

Reviewed by (CET-2):

Approved by (ED,O&M) :

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: AC FILTER/ CAPACITOR INSPECTION AND MAINTENANCE						
Document No:	QF-GMD-50	Revision No.:	0	Effective Date:	01/01/2015	Page:	1 of 2

AC FILTER/ CAPACITOR INSPECTION AND MAINTENANCE

Division:	Station/Substation:	Identification No:
Date:	Feeder Name:	Reference File:
Schedule : ☐	Emergency : ☐	Special : ☐

NUMBER:

1. CAPACITORS

Phase	Item	Capacitor ID No. -		Capacitor ID No. -		Action Taken	Reference
	Physical Condition	Good ☐	Not Good ☐	Good ☐	Not Good ☐		
	Porcelain	Good ☐	Defective ☐	Good ☐	Defective ☐		
	Bushing	Good ☐	Defective ☐	Good ☐	Defective ☐		
	Clamp Connection	O.K ☐	Loose ☐	O.K ☐	Loose ☐		
	Grounding Connection	O.K ☐	Not O.K ☐	O.K ☐	Not O.K ☐		
	Overall Cleanliness	Clean ☐	Not Cleaned ☐	Clean ☐	Not Cleaned ☐		

2. REACTORS

Phase	Item	Reactor ID No. -		Reactor ID No. -		Action Taken	Reference
	Physical Condition	Good ☐	Not Good ☐	Good ☐	Not Good ☐		
	Porcelain	Good ☐	Defective ☐	Good ☐	Defective ☐		
	Bushing	Good ☐	Defective ☐	Good ☐	Defective ☐		
	Clamp Connection	O.K ☐	Loose ☐	O.K ☐	Loose ☐		
	Grounding Connection	O.K ☐	Not O.K ☐	O.K ☐	Not O.K ☐		
	Overall Cleanliness	Clean ☐	Not Cleaned ☐	Clean ☐	Not Cleaned ☐		

3. RESISTORS

Phase	Item	Resistor ID No. -		Resistor ID No. -		Action Taken	Reference
	Physical Condition	Good ☐	Not Good ☐	Good ☐	Not Good ☐		
	Porcelain	Good ☐	Defective ☐	Good ☐	Defective ☐		
	Bushing	Good ☐	Defective ☐	Good ☐	Defective ☐		
	Clamp Connection	O.K ☐	Loose ☐	O.K ☐	Loose ☐		
	Grounding Connection	O.K ☐	Not O.K ☐	O.K ☐	Not O.K ☐		
	Overall Cleanliness	Clean ☐	Not Cleaned ☐	Clean ☐	Not Cleaned ☐		

Observation & Action Taken:

Sub-Assistant Engineer Date:	Assistant/ Sub-Divisional Engineer Date:
---------------------------------------	---

Reviewed by (CE,T-2):

[Signature]

Approved by (ED):

[Signature]

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS				
	TITLE: AC FILTER/ CAPACITOR INSPECTION AND MAINTENANCE								
Document No:	QF-GMD 50	Revision No.:	0	Effective Date:	01/01/2015	Page:	2	of	2

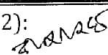
AC FILTER/ SHUNT CAPACITOR INSPECTION AND MAINTENANCE

4. Capacitance Measurement (Micro Farad)			Phase No. _	
Sl. No	Side- Left	Side- Right	Action Taken	Reference
01.				
02.				
03.				
04.				
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36.				

Observation & Action Taken:

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Sub-Assistant Engineer Date:	Assistant/ Sub-Divisional Engineer Date:
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Reviewed by (CE,T-2): 

Approved by (ED): 