QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.						QUALITY FORM
	TITLE: ANNUAL O& M SCHEDULE						
Doc No.	QF-SMD-01	Rev.	00	Effect	11/11/12	Page 1 of 1	

Description of Work	Month	JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE				JULY				AUGUST				SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER			
	Week	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	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
Data Server (BDNDS01, BDNDS02,BDBDS01)	Proposed																																																					
	Executed																																																					
DTS server (BDNDS03)	Proposed																																																					
	Executed																																																					
FE Server (BDNFE01, BDNFE02,BDBFE01	Proposed																																																					
	Executed																																																					
HIS Server (BDNHS01, BDBHS01)	Proposed																																																					
	Executed																																																					
WI Server (BDNWI01, BDNWI02, BDBWI01)	Proposed																																																					
	Executed																																																					
ICCP Server (BDNIC01, BDNIC02, BDBIC01)	Proposed																																																					
	Executed																																																					
AD Server (BDNAD01, BDBAD01)	Proposed																																																					
	Executed																																																					
RS Server (BDNRS01, BDBRS01)	Proposed																																																					
	Executed																																																					
DC Server (BDNDC01)	Proposed																																																					
	Executed																																																					
BARCO (BDNWD01)	Proposed																																																					
	Executed																																																					
M Display (BDBMD01)	Proposed																																																					
	Executed																																																					
Terminal S/W (BDNTS01, BDNTS02, BDBTS01, BDBTS02	Proposed																																																					
	Executed																																																					
LAN S/W (BDNSW01, BDNSW02 BDNSW03, BDNSW04, BDNSW05, BDBSW01, BDBSW02, BDBSW03)	Proposed																																																					
	Executed																																																					
Router (BDNRT01, BDNRT02,BDBRT01)	Proposed																																																					
	Executed																																																					
Fire wall (BDNFW01, BDNFW02, BDBFW01)	Proposed																																																					
	Executed																																																					
Tape Loder (BDNSW01)	Proposed																																																					
	Executed																																																					
Office Console BDNOC01, BDNOC02, BDNOC03,BDNOC04,BDNOC05,BDNOC06,BDNOC07, BDNOC08,BDNOC09,BDNOC10,BDNOC11,BDNOC12, BDNOC13,BDNOC14,BDNOC15,BDNOC16,BDNOC17, BDNOC18,BDNOC19,BDNOC20,BDNOC21,BDNOC22, BDNOC23,BDNOC24, BDNOC25,BDNOC26, BDBOC01,BDBOC02,BDBOC03,BDBOC04,BDBOC05, BDBOC06,BDBOC07,BDBOC08,BDBOC09, BDBOC01,BDBOC02,BDBOC03,BDBOC04,BDBOC	Proposed																																																					
	Executed																																																					
11/0.4 KV Transformer - 1& 2	Proposed																																																					
	Executed																																																					
300 KVA , 100KVA Generator	Proposed																																																					
	Executed																																																					
Battery = 4 Set, UPS = 4 Set	Proposed																																																					
	Executed																																																					
Fire Detection & Fire Fighting System	Proposed																																																					
	Executed																																																					
Ring Main Unit, Auto Transfer Switch & Air Circuit Breaker = 3 nos, Under Ground Cable	Proposed																																																					
	Executed																																																					
Split & Window type Air Cooler (22 nos)	Proposed																																																					
	Executed																																																					
Fire Extinguiser (44 Nos)	Proposed																																																					
	Executed																																																					
Central Air Conditioning System Chiller = 3 nos, Chilled water Pump = 3 nos Air Handeling Unit (AHU) = 6 nos Fan Coil Unit (FCU) = 14 nos	Proposed																																																					
	Executed																																																					
Lift - 1 & 2	Proposed																																																					
	Executed																																																					

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Rev wed by (GM, SO)

Approved by (Director O&M)

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Manager

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORM			
	TITLE: MONTHLY O & M SCHEDULE								
Document No:	QF-SMD-02	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

Work Description/Date	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

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Reviewed by (GM, SO)

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Manager
Approved by (Director O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORM		
	TITLE: NLDC SCADA/ EMS SYSTEM MONITORING REPORT							
Document No.	QF-SMD-03	Rev No.	0	Effective Date:	11/11/12	Page: 1	of	3

Location : M/Y:

▼ M/C Name / Date →	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
Data Server																															
Master DS																															
SAMPLER Sampcopy																															
SAMPLER NC_ETA																															
DS01 CPU Uses																															
DS01 Memory Total/Uses (4G)																															
DS01 Disk U01% (39.8G)																															
Incident if any																															
DS02 CPU Uses																															
DS02 Memory Total/Uses (4G)																															
DS02 Disk U01% (39.8G)																															
Incident if any																															
DS03 CPU Uses																															
DS03 Memory Total/Uses (4G)																															
DS03 Disk U01% (39.8G)																															
Incident if any																															
MRS Control																															
GPS Clock																															
FE Server																															
Master Machine																															
FE01 CPU Uses																															
FE01 Memory Total/Uses (4128028 k)																															
Aplication																															
Incident if any																															
FE02 CPU Uses																															
FE02 Memory Total/Uses (4128028 k)																															
Aplication																															
Incident if any																															
HIS Server																															
HS01 CPU Uses																															
HS01 Memory Total/Uses (4G)																															
HS01 Disk U01% (39.8G																															
Incident if any																															
WI Server																															
WI01 CPU Uses																															
WI01 Memory Total/Uses (4128028 k)																															
WI01 Disk																															
Incident if any																															
WI02 CPU Uses																															
WI02 Memory Total/Uses (4128028 k)																															
WI02 Disk																															
Incident if any																															

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Manager

Approved by (Director O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORM		
	TITLE: NLDC SCADA/ EMS SYSTEM MONITORING REPORT							
Document No.	QF-SMD-03	Rev No.	0	Effective Date:	11/11/12	Page: 2	of	3

	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
ICCP Server																															
Master Machine																															
IC01 CPU Uses																															
IC01 Memory Total/Uses (4128028 k)																															
IC01 Disk																															
Incident if any																															
IC02 CPU Uses																															
IC02 Memory Total/Uses (4128028 k)																															
IC02 Disk																															
Incident if any																															
AD Server																															
AD01 CPU Uses																															
AD01 Memory Total/Uses (4128028 k)																															
AD01 Disk																															
Incident if any																															
RS Server																															
RS01 CPU Uses																															
RS01 Memory Total/Uses (4128028 k)																															
RS01 Disk																															
Incident if any																															
DC Server																															
DC01 CPU Uses																															
DC01 Memory Total/Uses (4128028 k)																															
DC01 Disk																															
Incident if any																															
BDNWD01 (BARCO)																															
WD01 CPU Uses																															
WD01 Memory Total/Uses																															
WD01 Disk																															
Incident if any																															
BDNTS01																															
BDNTS02																															
BDNSW01																															
BDNSW02																															
BDNSW03																															
BDNSW04																															
BDNSW05																															
BDNRT01																															
BDNRT02																															
BDNFW01																															
BDNFW02																															
BDNTL01																															

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Manager
Approved by ([illegible] O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.	QUALITY FORM
	TITLE: NLDC SCADA/ EMS SYSTEM MONITORING REPORT	
Document No.	QF-SMD-03 | Rev No. | 0 | Effective Date: | 11/11/12	Page: 3 of 3

Location : M/Y :

M/C Name /Date		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
Data Server																																
SAMPLER	Sampcopy																															
	NC_ETA																															
DS01 CPU Uses																																
DS01 Memory Total/Uses (4G)																																
DS01 Disk U01% (39.8 G)																																
Incident if any																																
GPS Clock																																
FE Server																																
FE01 CPU Uses																																
FE01 Memory Total/Uses (4128028 k)																																
Aplication																																
Incident if any																																
HIS Server																																
HS01 CPU Uses																																
HS01 Memory Total/Uses (4G)																																
HS01 Disk U01% (39.8 G)																																
Incident if any																																
WI Server																																
WI01 CPU Uses																																
WI01 Memory Total/Uses (4128028 k)																																
WI01 Disk																																
Incident if any																																
ICCP Server																																
IC01 CPU Uses																																
IC01 Memory Total/Uses (4128028 k)																																
IC01 Disk																																
Incident if any																																
AD Server																																
AD01 CPU Uses																																
AD01 Memory Total/Uses (4128028 k)																																
AD01 Disk																																
Incident if any																																
RS Server																																
RS01 CPU Uses																																
RS01 Memory Total/Uses (4128028 k)																																
RS01 Disk																																
Incident if any																																
BDBMD01 (Display)																																
BDBSW01																																
BDBSW02																																
BDBSW03																																
BDBTS01																																
BDBTS02																																
BDBRT01																																
BDBFW01																																
Remarkes if any																																
Signature																																

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Reviewed by (GM, SO)

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Manager
Approved by (Director O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORM			
	TITLE: ANNUAL MAINTENANCE SCHEDULE								
Document No:	QF-SMD-04	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	2

PERIOD ..... TO .....

Location : NLDC & Biddyut Bhaban.

Sl no	Description of Work	Month																										
		Week																										
1	Data Server (BDNDS01, BDNDS02,BDBDS01)																											
2	DTS server (BDNDS03)																											
3	FE Server (BDNFE01, BDNFE02,BDBFE01																											
4	HIS Server (BDNHS01, BDBHS01)																											
5	WI Server (BDNWI01, BDNWI02, BDBWI01)																											
6	ICCP Server (BDNIC01, BDNIC02, BDBIC01)																											
7	AD Server (BDNAD01, BDBAD01)																											
8	RS Server (BDNRS01, BDBRS01)																											
9	DC Server (BDNDC01)																											
10	BARCO (BDNWD01)																											
11	M. Display (BDBMD01)																											
12	Terminal S/W (BDNTS01, BDNTS02, BDBTS01, BDBTS02																											

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MANAGER

Reviewed by (GMSO):

Approved by (Director O&M):

PERIOD ..... TO .....

Location : NLDC & Biddyut Bhaban.

Sl no	Description of Work	Month																										
		Week																										
13	LAN S/W (BDNSW01, BDNSW02,BDNSW03, BDNSW04, BDNSW05, BDBSW01, BDBSW02, BDBSW03)																											
14	Router (BDNRT01, BDNRT02,BDBRT01)																											
15	Fire wall (BDNFW01, BDNFW02, BDBFW01)																											
16	Tape Loder (BDNSW01)																											
17	Office Console BDNOC01, BDNOC02, BDNOC03,BDNOC04,BDNOC05,BDNOC06,BDNOC07, BDNOC08,BDNOC09,BDNOC10,BDNOC11,BDNOC12, BDNOC13,BDNOC14,BDNOC15,BDNOC16,BDNOC17, BDNOC18,BDNOC19,BDNOC20,BDNOC21,BDNOC22, BDNOC23,BDNOC24, BDNOC25,BDNOC26, BDBOC01,BDBOC02,BDBOC03,BDBOC04,BDBOC05, BDBOC06,BDBOC07,BDBOC08,BDBOC09, BDSOC01,BDSOC02,BDSOC03,BDSOC04,BDDOC01.																											
18	11/0.4 KV Transformer - 1& 2																											
19	300 KVA , 100KVA Generator																											
20	Battery = 4 Set, UPS = 4 Set																											
21	Fire Detection & Fire Fighting System																											
22	Ring Main Unit, Auto Transfer Switch & Air Circuit Breaker = 3 nos. Under Ground Cable.																											

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MANAGER

Reviewed by (GMSO):

Approved by(Director O&M):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: Check-Sheet for Data Archiving								
Document No:	QF-SMD-05	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	2

Location : M/Y

no	Table name	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
1	33 KV LOADSHED																															
2	ACE_1MN																															
3	ANL_1MN																															
4	AVGE_KV_30MN																															
5	AVGE_KV_DAY																															
6	CNT_CB-DAY																															
7	CNT_TAP_DAY																															
8	DAILY_MW_MVAR																															
9	DL_AVGE_30MN																															
10	DL_AVGE_DAY																															
11	DOWNTIME																															
12	FUEL_HR																															
13	GN_AVGE_30MN																															
14	GN_AVGE_DAY																															
15	GN_PEAK_30MN																															
16	GN_PEAK_DAY																															
17	LOADSHED_HR																															
18	LOADSHED_OUTAGE_TIME																															
19	LOAD_AVGE_DAY																															
20	LOAD_PEAK_30MN																															
21	LOAD_PEAK_DAY																															

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Reviewed by (GM, SO)

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Manager
Approved by (Director O&M)

22	LOG_OPER																															
23	LOG_POWSYS																															
24	MINMAX_KV_30MN																															
25	MINMAX_KV_2DAY																															
27	YSACT_SOE																															
28	UNIT2_HR																															
29	UNIT_HR																															
30	UNIT DATA																															
31	UNIT _DATA_MVAR																															
32	LOG_SYSACT																															
	Signature																															

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Reviewed by (GM, SO)

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Manager
Approved by (Director O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD. TITLE: Daily Check Sheet for Non Reporting RTU					QUALITY FORM			
Document No:	QF-SMD-06	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

Month:

Date	RTU name	Signature

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Manager

Reviewed by (GM, SO)

Approved by (Director O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD. TITLE: Weekly Check-Sheet for Computer Performance of Office & ACC Consoles					QUALITY FORM			
Document No:	QF-SMD-07	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

S. No	Console ID	Location	Status			Remarks
			CPU Usage(%)	Memory Usage(%)	Disk Usage(%)	
1	BDNOC01					
2	BDNOC02					
3	BDNOC03					
4	BDNOC04					
5	BDNOC05					
6	BDNOC06					
7	BDNOC07					
8	BDNOC07					
9	BDNOC08					
10	BDNOC09					
11	BDNOC10					
12	BDNOC11					
13	BDNOC12					
14	BDNOC13					
15	BDNOC14					
16	BDNOC15					
17	BDNOC16					
18	BDNOC17					
19	BDNOC18					
20	BDNOC19					
21	BDNOC20					
22	BDNOC21					
23	BDNOC22					
24	BDNOC23					
25	BDNOC24					
26	BDNOC25					
27	BDNOC26					
28	BDBMD01					
29	BDNOC01					
30	BDNOC02					
31	BDNOC03					
32	BDNOC04					
33	BDNOC05					
34	BDNOC06					
35	BDNOC07					
36	BDNOC08					
37	BDNOC09					
38	BDSOC01					
39	BDSOC02					
40	BDSOC03					
41	BDSOC04					
42	BDDOC01					

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Manager

Reviewed by (GM, SO)

Approved by (Director O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORM			
	TITLE: Check Sheet for Battery								
Document No:	QF-SMD-08	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

Name of the Station: Capacity: Ah

Date:

Cell no	Cell voltage	Sp. gravity	Cell no	Cell voltage	Sp. gravity	Cell no	Cell voltage	Sp. gravity

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Reviewed by (GMSO):

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Manager
Approved by (Director O&M):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.						QUALITY FORM			
	TITLE: Check Sheet for Diesel Generator									
Document No:	QF-SMD-09	Revision No.:	00	Effective Date:	11/11/12		Page:	1	of	1

Check Sheet for Diesel Generator

Name of the Station: Date:

Date	Battery Voltage	Sp. gravity	Cooling water level	Lub oil level	Fuel level at stating	Starting time	Stop time	Output Voltage	Running hours	Fuel level	Remarks	Signature

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Reviewed by (GM, SO)

Approved by (Director O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORM			
	TITLE: Log sheet for Electrical Equipment								
Document No:	QF-SMD-10	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	2

Date/Eq. name							
11/.4 kV Sub station Essential LT panel (T1)							
V1 V1 V3							
I1 I2 I3							
11/.4 kV Sub station Non Essential LT panel (T2)							
V1 V1 V3							
I1 I2 I3							
11/.4 kV X-er T1							
Oil Level Oil temp.							
11/.4 kV X-er T2							
Oil Level Oil temp.							
Diesel Generator							
Fuel Level % Operating Hours Battery Voltage Battery Water Level							
UPS1							
Charger Vdc Charger Idc Inverter L1 Inverter L2 Inverter L3 Inverter V1 Inverter V2 Inverter V3							
UPS2							
Charger Vdc Charger Idc Inverter L1 Inverter L2 Inverter L3 Inverter V1 Inverter V2 Inverter V3							

Reviewed by (GMSO):

Approved by (Director O&M):

Date/Eq. name							
Lift Pump							
Start time & Stop Time							
Start time & Stop Time							
Submersible Pump							
Start time & Stop Time							
Start time & Stop Time							
Lighting System							
Security Point							
Ist fl.							
2nd Fl.							
3rd Fl.							
4t Fl.							
Stair							
C/R Room							
Server Room							
Split AC							
Server Room Control Room Inverter Room							
Lift							
Lift 1							
Lift 2							

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Manager

Reviewed by (GMSO):

Approved by (Director O&M):

Log sheet for Air Cooler System

1. Chilled water Pump (A)

Time	Pump No.	Voltage (360-440)	Ampere(MDB) R, Y, B	Water Discharge Pressere (kg/sqcm)	Discharge valve opening (%)	Remarks
01:00						
02:00						
03:00						
04:00						
05:00						
06:00						
07:00						
08:00						
09:00						
10:00						
11:00						
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						
18:00						
19:00						
20:00						
21:00						
22:00						
23:00						
24:00						

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Time	Chiller No.	Voltage (360-440)	Amp. (MDB) R, Y, B	Amb. Temp .	Inlet temp.	Outlet temp.	Suction press. of refrig.	Dis. press of refeig	Load(%)	Remarks
01:00										
02:00										
03:00										
04:00										
05:00										
06:00										
07:00										
08:00										
09:00										
10:00										
11:00										
12:00										
13:00										
14:00										
15:00										
16:00										
17:00										
18:00										
19:00										
20:00										
21:00										
22:00										
23:00										
24:00										

2. Chiller

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Reviewed by (GM, SO)

Approved by (Director O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORM			
	TITLE: Log sheet for Lift Operation								
Document No:	QF-SMD-12	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

Log sheet for Lift Operation

Name of the month:

S.No	Lift	Jobs	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
1	Lift 1																																
2																																	
3																																	
4																																	
5																																	
6																																	
7																																	
1	Lift 2																																
2																																	
3																																	
4																																	
5																																	
6																																	
7																																	
Signature																																	

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Manager

Reviewed by (GM, SO)

Approved by (Director O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD. TITLE: Incident Report					QUALITY FORM			
Document No:	QF-SMD-13	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

Event No.
Name of the station : Location:
Name of the equipment:
Nature of fault: ☐ HW ☐ SW
Message sent to:
Reporting date: Closing date:
Reported by:
Problem summary:
Action taken:
Remarks:

(----------)
JAM

(----------)
AM/DM

(----------)
Manager

Reviewed by (GM, SO)

Approved by (Director O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.						QUALITY FORM			
	TITLE: Schedule Maintenance Report									
Document No:	QF-SMD-14	Revision No.:	00	Effective Date:	11/11/12		Page:	1	of	1

Date:
Name of the station : Location:
Name of the equipment:
Assigned person:
Description of work:
Spare used for Maintenance: ☐ Yes ☐ No Part no.
Faulty H/W handed over to store: ☐ Yes ☐ No ☐ N/A
Remarks:

(----------) JAM

(----------) AM/DM

(----------) Manager

Reviewed by (GM, SO)

Approved by (Director O&M)

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORM			
	TITLE: Breakdown Maintenance Report								
Document No:	QF-SMD-15	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

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

(----------)
JAM

(----------)
AM/DM

(----------)
Manager

Reviewed by (GM, SO)

Approved by (Director O&M)