

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: DAILY SYSTEM FAULT REPORT								
Document No:	QF-CNS-02	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

Power Grid Company of Bangladesh Ltd.
CNST Division, NLDC Building, Dhaka

DAILY SYSTEM FAULT REPORT

Date:.....

A. Transmission System Fault: (SDH, PDH, Microwave, OPGW):

SL#	Severity	Name Alarm	Equipment / Service	Station	Rising Date & Time	Remarks

B. Services Fault: (OTS, ATS, RTU, Power):

SL #	Severity	Alarm Name	Equipment/ Service	Station	Rising Date & Time	Remarks

C. NMS Related Fault:

SL#	Severity	Alarm Name	Equipment/ Service	Station	Rising Date & Time	Remarks

N.B.

JAM, CNSTD, PGCB
Date:

AM/DM, CNSTD, PGCB
Date:

Manager, CNST, PGCB
Date:


Reviewed by (GMSO):


Approved by (Director O&M):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.			QUALITY FORMS					
Document No:	QF-CNS-03	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1
TITLE: SHIFT REGISTER									

Power Grid Company of Bangladesh Ltd.
 CNST Division, NLDC Building, Dhaka

SHIFT REGISTER

Shift : A/B/C

Date :

Officer on duty :

Login time :

Network Status :

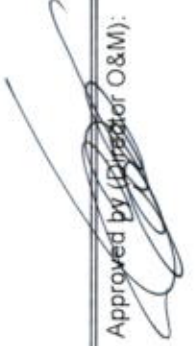
:

Logout time :

JAM, CNSTD, PGCB
 Date:



Reviewed by (GMSO):



Approved by (Director O&M):



JAM, CNSTD, PGCB
 Date:

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: WEEKLY PROGRESS REPORTS								
Document No:	QF-CNS-04	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

Power Grid Company of Bangladesh Ltd.
CNST Division, NLDC Building, Dhaka

WEEKLY PROGRESS REPORTS

Week:

SL No.	Task Name	System Description		Progress Status				
		NMS System	Nos	Target	Achieved upto previous week	Achieved upto current week	% Complete	
1	Daily Monitoring & checking	Transmission Servers						
		Transmission clients						
		Telephone Server						
		Telephone Client						
		NMS switches						
		Printer						
		Transmission System						
		SDH						
		PDH						
		MW						
		Fiber Optic Link						
		MD50(Modem)						
		IP Telephony System						
		Cisco VoIP Switches						
		Cisco Call Manager						
		Cisco VoIP Router						
		IP(OTS) Phones						
		ATA						
		Pabx System						
		PABX						
Pabx trunks								
ATS Phones								
2	Antivirus Udate	Client Machines						
3	Detailed inspection & cleaning	Servers						
		Clients						
		Printer						
4	System Backup taking	NMS(T2000)						
		SNMP System						
		PDH System						
		PABX System						
		Switches						
5	Daily Report preparing & Submission	Routers						
		PGCB Telecom Network Fault						
6	Fault Rectification, Development & Integration Works							

** The Target is Set from To

AM/DM, CNSTD, PGCB
Date:

Manager, CNSTD, PGCB
Date:


Reviewed by (GMSO):



Approved by (Director O&M):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS				
Document No:	QF-CNS-05	Revision No.:	00	Effective Date:	11/11/2	Page:	1	of	2
TITLE: ANNUAL MAINTENANCE SCHEDULE									

POWER GRID COMPANY OF BANGLADESH LTD.
 CNST Division, NLDC Building, Dhaka
ANNUAL MAINTENANCE SCHEDULE
 PERIOD TO

Sl. No.	Description of Work	Month	JANUARY			FEBRUARY			MARCH			APRIL			MAY			JUNE										
			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
1.	Detail inspection & cleaning	Week																										
	Servers																											
	Clients																											
	Switches																											
	Routers																											
	Printers																											
2.	System redundancy check																											
	Servers																											
	Switches																											
	Routers																											
	MW/Fiber Optic																											
3.	System backup																											
	NMS (T2000)																											
	SNMP system																											
	PDH system																											
	PABX system																											
	Switches																											
	Routers																											
4.	Antivirus update																											
	Client machines																											

Date: _____ Assistant Manager/Deputy Manager
 Manager
 Date: _____


 Approved by (Director & M)


 Reviewed by (GMSO):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: SCHEDULE MAINTENANCE REPORT								
Document No:	QF-CNS-06	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

**Power Grid Company of Bangladesh Ltd.
CNST Division, NLDC Building Dhaka**

Master Station	
Backup Station	

SCHEDULE MAINTENANCE REPORT

Schedule date:


Actual Maintenance date:

Name of the station:	Name of the Equipment:
Date:	
Job Description:	
Action Taken:	
Spares used for Maintenance:	
Manpower used:	
Remarks:	

AM/DM, CNSTD, PGCB
Date:

Manager, CNSTD, PGCB
Date:


Reviewed by (GMSO):


Approved by Director (O&M):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY FORMS			
	TITLE: BREAKDOWN MAINTENANCE REPORT								
Document No:	QF-CNS-07	Revision No.:	00	Effective Date:	11/11/12	Page:	1	of	1

Power Grid Company of Bangladesh Ltd.
CNST Division, NLDC Building Dhaka


Master Station	
Backup Station	

BREAKDOWN MAINTENANCE REPORT

Name of the station:	Name of the Equipment:
Date:	
Cause of Breakdown:	
Job Required:	
Action Taken:	
Spares used for Maintenance:	
Manpower used:	
Remarks:	

AM/DM, CNSTD, PGCB
Date:

Manager, CNSTD, PGCB
Date:


Reviewed by (GMSO):


Approved by (Director, O&M):

QUALITY MANAGEMENT SYSTEM	POWER GRID COMPANY OF BANGLADESH LTD.				QUALITY FORMS		
	TITLE: INTEGRATION & DEVELOPMENT WORK RECORD						
Document No:	QF-CNS-08	Revision No.:	00	Effective Date:	11/11/12	Page:	1 of 1

Power Grid Company of Bangladesh Ltd.

CNST Division, NLDC Building, Dhaka

INTEGRATION & DEVELOPMENT WORK RECORD

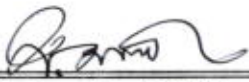
Date :

Name of the job :

Job description :

AM/DM, CNSTD, PGCB
Date:

Manager, CNSTD, PGCB
Date:


Reviewed by (GMSO):


Approved by Director (O&M):

Quality Management System		POWER GRID COMPANY OF BANGLADESH LTD.		QUALITY FORMS	
TITLE: HISTORY CARD					
Document No:	QF-CNS-10	Revision No.:	00	Effective Date:	11/11/12
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POWER GRID COMPANY OF BANGLADESH LTD.

HISTORY CARD

Circle:	Division: CNST,	Station:
Reference File:		Identification No:
Schedule Maintenance : S	Un-schedule/Emergency Maintenance : U	Breakdown Maintenance : B

Name of the Equipment :	Rating:	Equipment Identification Code:
Name of the Manufacturer:	Date of Manufacturing:	Date of Commissioning:
Model Number:	Serial Number:	Name of Project:

Date	Brief Description of Work	Type of maintenance	Outage Duration		Spares/ Material Used	Signature & Designation
			Start Date: Time:	Finish Date: Time: Total Duration (hh:mm)		

Note: Only to include Breakdown Maintenance & Annual Maintenance. Duration is for only Breakdown Maintenance.

AM/DM, CNSTD, PGCB

Date:

Manager, CNSTD, PGCB

Date:


Reviewed by (GMSO):


Approved by (Director O&M) :