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Our Ref: OM-LA/057

22 July 1997

**MEMORANDUM**

To : Members of Staff

From : Tan L S

Subject: PUB Guidelines on Submission of Inspection Report & Submission of Single-Line Drawing pertaining to Licensed Electrical Installation

During the regular dialogue session among PUB/PS/PG/ACES/IES held on 4 July 1997, PUB issued the following pertaining to Licensed Electrical Installation:

1. Guidelines on Submission of Inspection Report and Flow Chart on Inspection Report Submission.

2. Guidelines on Submission of Single-Line Drawing and Flow Chart on Single-Line Drawing Submission.

3. Essential Details to be Incorporated in Schematic Single-Line Wiring Diagrams for Licensed Electrical Installations (LEI).

TAN L S

Distribution:

Notice Board
LKS/GSH/FYC/LFY
RT
LCT

enc:

TLS/sn

Rec'd 4/7/19

# ESSENTIAL DETAILS TO BE INCORPORATED IN SCHEMATIC SINGLE-LINE WIRING DIAGRAMS FOR LICENSED ELECTRICAL INSTALLATIONS (LEI)

## 1. General

1.1 Standard graphical symbols complying with SS202 to be used
1.2 Minimum paper size shall be A3
1.3 Title Block to have Name of LEI
1.4 Owner of LEI and his correspondence address
1.5 Location / Address description of LEI
1.6 Drawing Number and amendment reference, if any
1.7 Name, Licence Number, Signature of LEW and Date
1.8 Contact telephone and/or pager number of LEW

## 2. Incoming Switchboard

2.1* Type and rating to the relevant IEC / BS Standards (i.e. current carrying capacity, short circuit capacity, protective CT details, busbar size, etc.) of incoming switchgear.
2.2 Approved setting for overcurrent and earth fault protection
2.3 Type and rating of all outgoing switchgears, including spare(s), if any
2.4 Position of metering equipment, where applicable
2.5* Interlock facility for standby generators or other sources of supply
2.6* Earthing system arrangement with earthing conductor size indicated.

## 3. Out-going circuits

3.1 Type, size, and where practicable, length of cables used
3.2* State size of circuit protective conductor, if separate and not in the same composite cable

## 4. Sub-switchboards and distribution boards

4.1 Name or label all sub-switchboards and distribution boards
4.2 State the estimated after diversity maximum demand
4.3* Specify equipment for means of isolation, overcurrent and earth fault / leakage protection
4.4* Specify type/rating/sensitivity of ELCB used for protection of final circuits
4.5 State number of and rating for the final circuits

* Basic safety features

## GUIDELINES ON SUBMISSION OF INSPECTION REPORT

1. Letter notifying licensed electrical worker (LEW) to be sent one month before the due date for inspection.

2. No further reminder is to be sent after the due date.

3. If inspection report is not received 1 week after the due date, a letter is to be sent to the LEW asking for the reason(s) for non-compliance.

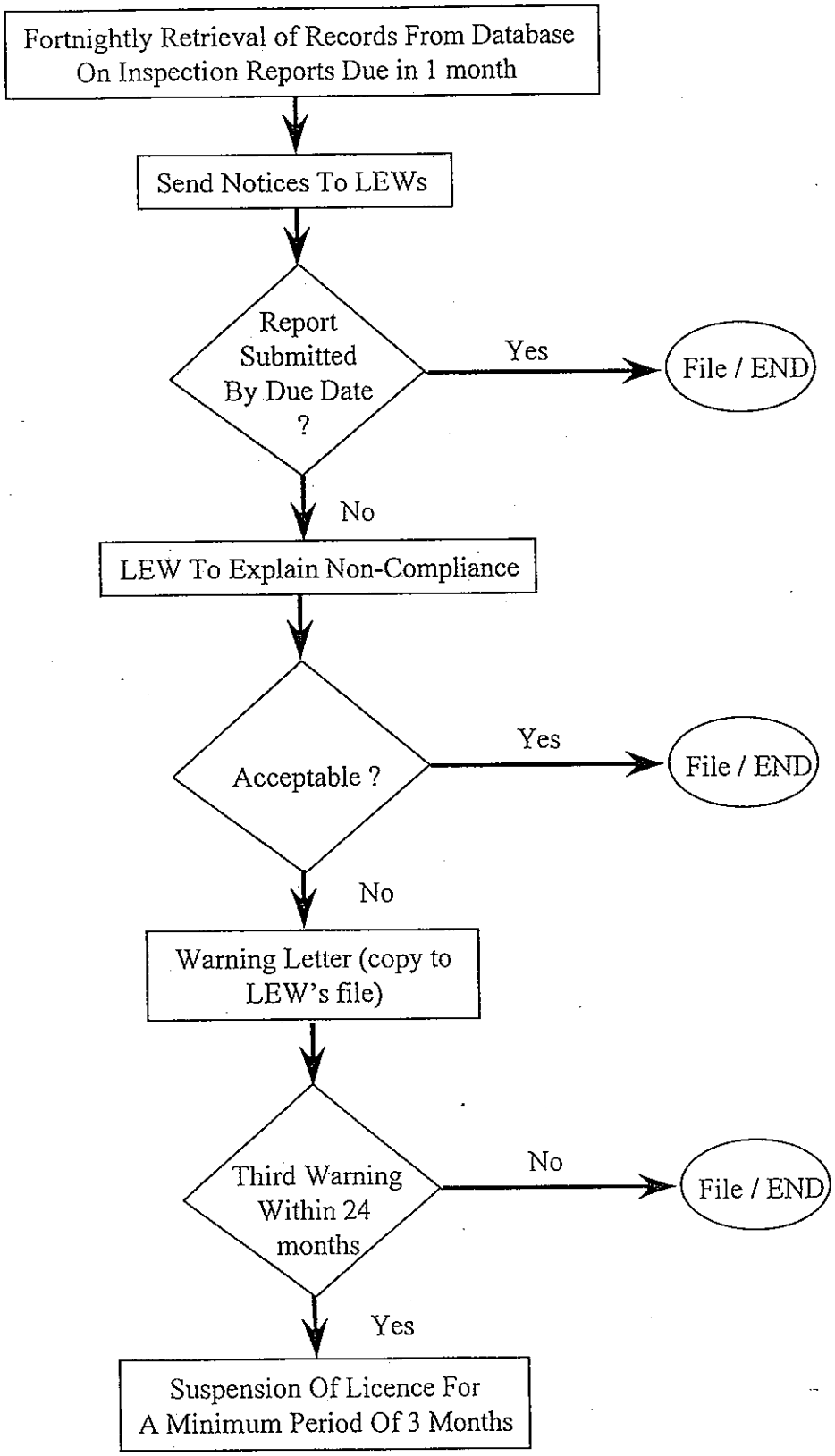
4. A warning letter is to be sent to the LEW if the reason given is not acceptable. Reason such as the notice did not reach the LEW is not acceptable as

   (a) the LEW had declared in section 4 of Form EI and specified the intervals for the inspections; and

   (b) the LEW had been informed of such requirement in the acknowledgement sent to him when the licence was granted to the licensee.

5. A record of warning letters issued to all LEWs will be kept. Any LEW issued with a third warning letter within 24 rolling calendar months will be subject to suspension of licence for a minimum period of 3 months.

# FLOW CHART ON INSPECTION REPORT SUBMISSION



## GUIDELINES ON SUBMISSION OF SINGLE-LINE DRAWING

1 Letter notifying licensed electrical worker (LEW) to be sent one month before the due date for single-line drawing (SLD) submission.

2 No further reminder is to be sent after the due date.

3 If SLD is not received one week after the due date, a notice is to be sent to the LEW asking for the reason(s) for non-compliance.

4 A warning letter is to be sent to the LEW if the reason given is not acceptable. Reason such as the notice did not reach the LEW is not acceptable as the LEW had, in section 4.4 of the Form EI, undertaken to submit the SLD within 3 months from the date of application.

5 A record of warning letters issued to all LEWs will be kept. Any LEW issued with a third warning letter within 24 rolling calendar months will be subject to suspension of licence for a minimum period of 3 months.

# FLOW CHART ON SINGLE-LINE DRAWING SUBMISSION

