CHECKLIST TEMPORARY SUPPLY

TO BE COMPLETED AND SUBMIT THE FOLLOWING DOCUMENTATION

1	Letter of Acceptance of a Tender (LOA) & Acknowledgement (Award Letter / Letter Application for temporary use of land)	☐
2	Letter of sub-contractor appointment letter as electrical contractor from the applicant	☐
3	Letter of statement of electrical material/equipment compliance architect's site plan	☐
4	Plan showing Main switch/Distribution board, Single line diagram/Schematic and earthing layout /Test Report approved and certified with Letter confirmation of witness testing report which signed and chop by Professional Engineer (PE) Company official seal	☐
5	Architect's site location plan/google map, plan showing the proposed temporary electrical service route/substation nearby and the location main switchboard/Distribution room	☐
6	Form DCS-003-1/003-2	☐
7	Form DCS-005 (cable)	☐
8	Form DCS-007 (contractor testing)	☐
9	Copy of receipt/bill payment	☐
10	Copy of Invoice cable	☐
11	Copy of Invoice prepaid/ Conventional meter and meter no.	☐
13	Valid certificate registration and pass contractor	☐

** Please* ☐ √ *check and tick whichever is applicable before forward/submit the form to CSS/DES counter*

Note: All Temporary supply are to be update every six month from the date of approval until project completed and to be withness testing (Periodic Testing & Inspection test report) and verification by Professional Engineer (PE)

ROUTING SLIP for TEMPORARY SUPPLY

		Action	TPOR	Date Received	Signature	Date Out	Signature
1	Receive complete application	Unit Counter CSS					
2	Check and review application submit	Unit CSS					
3	Issued connection charges	Unit CSS					
4	Issue payment	Unit Counter DES					
5	Issue letterhead bill/receipt	Unit Counter CSS					
6	Registration/activate account	Revenue Management Section					
7	Confirmation connection charges billing	Finance Section DES					
8	approved	Head of CSS					

APPLICATION FOR TEMPORARY ELECTRICITY SUPPLY

PROJECT: Electricity Supply to _____

_____

REGISTRATION NO: _____

CLIENT : _____

MAIN CONTRACTOR/CONTACT NO: _____

M & E PROFESSIONAL/NAME/CONTACT NO: _____

ELECTRICAL CONTRACTOR/CONTACT NO: _____

DATE OF TEST: _____ **NEXT TEST ON:** _____

SCHEDULE OF INSPECTION

Date of Commencement : _____ Original Completion Date : _____

	Periods Of Temporary Supply		**Six (6) Monthly Periodic Testing & Inspection**					
				Date	Remarks		Date	Remarks
Original Completion Period for Temporary Supply	☐ _____ Days		(1)			(6)		
	☐ _____ Weeks		(2)			(7)		
	☐ _____ Months		(3)			(8)		
	☐ _____ Years		(4)			(9)		
			(5)			(10)		

	Revised of EOT Temporary Supply		**Revised Date of Extension of time Six (6) Monthly Periodic Testing & Inspection**					
				Date	Remarks		Date	Remarks
Revised For Extension of Temporary Supply	☐ _____ Days		(1)			(6)		
	☐ _____ Weeks		(2)			(7)		
	☐ _____ Months		(3)			(8)		
	☐ _____ Years		(4)			(9)		
			(5)			(10)		

Revised Completion Date: _____ Termination Date: _____

APPLICATION FOR TEMPORARY SUPPLY SERVICES

Application No:	**DES/TESS/**

To: Department of Electrical Services,
Prime Minister's Office
Old Airport Berakas, BB 3510
Bandar Seri Begawan

PART I - Terms & Conditions for Supply of Temporary Electricity by Department of electrical Services (DES)

1. DES shall install prepayment energy meter(s) for connected loads of 72kVA, 3phase, 50Hz (100A) or less. The applicant shall pay an initial deposit as applicable: -
    i) For connected load of 43kVA (60A) a deposit of B**$5,000.00** shall apply.
    ii) For connected load of 72kVA (100A) a deposit of B**$5,000.00** shall apply.

    Note: The initial deposit is refundable upon satisfying the following conditions: -
    a. The applicant has completed and submitted the 'Request for Termination of Temporary Electricity Supply' form.
    b. Electricity supply to the site has been disconnected and all temporary electrical services have been dismantled and cleared from site to the satisfaction of DES.
    c. The property of DES is found to be in satisfactory condition.

2. Supplier shall install a credit energy meter(s) for connected load greater than 72kVA (100Amps), single- or three- phase supply connection to existing DES substation. The applicant shall pay an initial deposit of **B$15,000.00** for this service.

    Note: The initial deposit is refundable upon satisfying the following conditions:
    a. The applicant has completed and submitted the 'Request For Termination of Temporary Electricity Supply' form.
    b. Electricity supply to the Site has been disconnected and all temporary electrical services have been dismantled and cleared from site to the satisfaction of DES.
    c. The applicant has finalised payment for all outstanding electricity bills.
    d. The property of DES is found to be in satisfactory condition.

3. The applicant shall pay for the non-refundable connection charges incurred by DES for the installation of the energy meter(s) and associated equipment at the site. The connection charges shall be as follows: -
    i) For connected load of 43kVA (60A) the connection charges shall be **B$3,000.00**.
    ii) For connected load of 72KVA (100A) the connection charges shall be **B$8,000.00**.
    iii) For connected load greater than 72KVA (100A) the connection charges shall be calculated as capacity required.

4. The applicant shall accept liability for the account and shall pay for the electricity supplied to the site according to DES Tariff' 'B' (commercial) rate.

5. If the electricity energy meter does not, in the opinion of DES, correctly register the amount of electricity supplied to the site, DES shall be entitled to reassess the charge and invoice accordingly.

6. DES does not guarantee electricity supply to the Site and shall not be liable for any defects in the supply of electricity to the site howsoever caused. In the event of any fault or defects in the incoming supply to the Site, the Applicant shall be responsible for all the necessary rectification works to restore normal electricity supply.

7. DES reserves the right to disconnect the electricity supply to the site, without prior notice under the following conditions:
    i) If the site is found to have unsafe electrical installation;
    ii) If the Applicant is found to have tampered with the kWh meter;
    iii) If the Applicant's does not settle outstanding invoices for the electricity consumption within a time frame specified by DES;
    iv) If any additional extension(s) have been carried out without certification by the Electrical Qualified Person as stipulated in Clause 8 iv).

PART I (Continued)

8. The Applicant shall be fully responsible for the following: -
   i. The supply and installation of incoming supply from DES source to the site as per DES requirement. The design (incl. Single Line Diagram), installation, operation and maintenance of all plant and equipment downstream of the incoming low voltage main switchboard(s) or distribution board(s).
   ii. Engagement and appointment of a competent and registered Electrical Qualified Person to certify all electrical installation is installed as per the DES EIR 2011 – First Edition and IEE Wiring Regulations 17th Edition BS 7671:2008. The M&E consultant must sign off the attached Certificate of Compliance.
   iii. The applicant shall resubmit the application for any extension or modification of the original approved application
   iv. Ensuring that any additional extension or modification of the LV installation is in compliance with the DES EIR 2011 – First Edition and IEE Wiring Regulations 17th Edition BS 7671:2008 and the Applicant's appointed Electrical Qualified Person must sign off that any additional extension to the approved LV installation is safe and in compliance with the above requirements.

   Note: All installations must comply with the Department of Electrical Services Electrical Installation Requirements (EIR) 2011 – First Edition, IEE Wiring Regulations 17th Edition BS 7671:2008 and PBD IEC 60363-7-704: 2010 as amended from time to time and failure to comply with these requirements shall result in the disconnection of temporary electricity supply.

9. DES shall inspect the LV incoming service installation, main incoming distribution board, earthing system and witness all associated testing to ensure that the installation is installed as per DES requirements and in compliance with the DES EIR 2011 – First Edition and IEE Wiring Regulations 17th Edition BS 7671:2008, PBD IEC 60364-7-704: 2010.

10. The applicant shall submit duly completed Application Form for temporary electricity supply service at least 3 months before the required date of supply.

PART II – Scope of Work, Responsibility & Accountability of Professional Engineer

The Scope of Work, Responsibility & Accountability of Professional Engineer shall include but are not limited to the followings;

(1) To check and certify that the electrical installation is in compliance to DES requirements as per Single Line Diagram.

(2) To sign off the Single Line Diagram and application form for submission to DES.

(3) To conduct testing and verifying the installation is in compliance with DES requirement and is safe to be given electrical supply

(4) To perform testing on the electrical installation on a **SIX (6) monthly** basis for the duration of the temporary installation and report on the conformity to DES requirements. This is as per the requirement of the Electrical Installation Requirement First Edition. Copy of the report to be submitted to DES.

(5) To check and verify that the temporary power supply is disconnected prior to DES inspection. To verify and ensure that all electrical wiring works in relation to temporary power supply are removed and sign off form.

(6) To submit with the Application Form a copy of Certificate of Registration as M&E Professional Engineer issued by Ministry of Development – Failure to do so will result in the rejection of the application

Note: Failure of the Professional Engineer to perform any of the requirement in this Part is deemed as a breach of contract and DES has the right to disconnect the supply without warning

PART III (Applicant's Details)			
Name of Applicant:			
I/C Number:		Telephone Number :	
Company Name:			
Forwarding Address:			

1. I/We request you to provide temporary electricity supply as detailed in Part IV by my/our appointed MOD Registered Electrical Contractor undertaking the project.

2. I/We agree that this application for temporary electricity supply service, when accepted, will constitute a binding contract between myself/ourselves and the Department of Electrical Services, Prime Minister's office

3. I/We agree to be bound by the terms and conditions specified as set out in Part I of this application.

Note: The applicant is to produce a copy of award letter from the Client for the project and Occupancy Permit from the relevant authority.

Signature of Applicant(s): _____

Name: _____

Date: _____

Company Stamp

PART IV – (to be completed by Ministry of Development (MOD)Registered Electrical Contractor)

Project Title: _____

Site Address: _____

Type of Application: ☐ Temporary supply for site office ☐ Others _____

Type of Development: ☐ Residential ☐ Commercial ☐ Others _____

Supply Requirement: _____ kVA ☐ Three phase (415V)

[Connected Load]

Estimated Maximum Demand: _____ kVA

Target Date Of Supply: _____

Estimated Duration of Temporary Electricity Supply: _____

Company Name: _____

Forwarding Address: _____

_____

Name of Authorized Electrical Person: _____

DES Registration No: _____

I/C Number : _____

Signature & Date: _____

Company Stamp

PART V (For DES Authorized Persons)

The Electrical Contractor has satisfactorily complied with all the requirements of DES and submitted all the documentations related thereto.

Checked by:

Signature: _____

Name: _____

Date: _____

PART VI (For DES Revenue Section)

Account Number: _____

Meter Number: _____

Meter Installation Date: _____

Electricity Supply Turn On Date: _____

Electricity Supply Turn Off Date: _____

Checked by:

Signature: _____

Name: _____

Date: _____

PART VII (For DES Finance)

Connection Charges Invoice & Receipt Number: _____

Initial Deposit Receipt Number: _____

Refund (Initial Deposit) Receipt Number: _____

Checked by:

Signature: _____

Name: _____

Date: _____

PART VIII (Comment and Approval from Director of Electrical Services.)

Comment _____

_____

Approved by:

Signature: _____

Name: _____

Date: _____

EARTH TESTING REPORT

Project: _____

_____

Client: _____ Electrical Qualified Person: _____

Particulars of Earthing Material

Item Description	*Manufacturer*	*Model / Type*
Earth Bar/Plate		
Earth Electrode (Rod)		
Earthing Clamp		
Earthing Coupler		
Earth Inspection Pit		

Test Instrument

Manufacturer: _____

Type: _____

Range : _____

Serial No: _____

Test Results: (Please attach earthing layout drawing)

Earthing Point	No. of Rods	Earth Resistance (Ω)
EP-1		
EP-2		
EP-3		
EP-4		
EP-5		
EP-6		

Earthing Point	No. of Rods	Earth Resistance (Ω)
EP-7		
EP-8		
EP-9		
EP-10		
EP-11		
EP-12		

No. of Earthing Points: _____

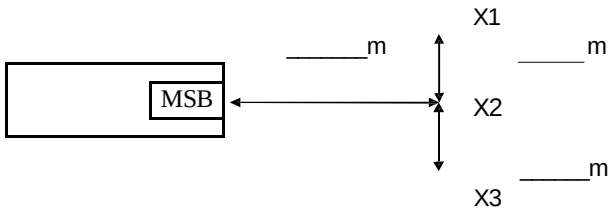
Overall Resistance Value (measured) : _____ Ω (ohm) without copper tape

Total Calculated Resistance : _____ Ω (ohm)

EARTH TESTING REPORT (cont'd)

Earthing Point	Number of Rod	Resistance Value (ohm)	Earthing Point	Number of Rod	Resistance Value (ohm)

Layout of Earthing points with reference to MSB



Pt 1 to Pt 2 = _____ohm

Pt 2 to Pt 3 = _____ohm

Cu Tape = _____ohm

DECLARATION OF THE EARTHING SYSTEM

I certify that the earthing system at the above installation has been installed under my supervision and is in accordance with the British Standards/ the latest edition of the IEE Wiring Regulations.

I declare in particular that :-

a. The earth system is not connected to any other Service System.

b. The earth system is / is not* connected to building structure.

c. Only approved earth electrodes and earthing clamps are used.

d. Every joint is properly done by using copper bolt / caldweld.

e. Salt and other non-approved materials are not used to improve the earth resistance.

f. The earth resistance value is_____ohm.

g. The earth system has been tested on_____(date).

Test Conducted by:

Name: _____
Company Name: _____
Address: _____
Office & Contact no.: _____
Date: _____

_____
Signature & Company's Stamp

Witness by Professional Engineer:

Name: _____
Company Name : _____
Address: _____
Office & Contact no.: _____
Date: _____

_____
Signature & Company's Stamp

INSULATION TEST REPORT

Ref No: _____

Project: _____

_____

Client: _____

Electrical
Qualified Person: _____

Insulation Tester: _____

Manufacturer: _____

_____

TEST CONNECTION	INSULATION READING (M-Ohm)		APPLIED VOLTAGE (kV)	LEAKAGE CURRENT (mA)	RESULT		REMARK
	BEFORE L.V INJECTION	AFTER L.V. INJECTION			PASSED	FAILED	
L1 - E							
L2 - E							
L3 - E							
N - E							
L1 - N							
L2 - N							
L3 - N							
L1 – L2							
L2 – L3							
L3 – L1							
L1 – L2L3NE							
L2 – L1L3NE							
L3 – L1L2NE							
N – L1L2L3E							
E – L1L2L3N							

	MAKE	SERIAL NO.	VOLTAGE
INSULATION TESTED USED			
AC PRESSURE SET USED			

Test Conducted by:

Name: _____

Company Name : _____

Address: _____

Office/Contact No.: _____

Signature/ Company's Stamp/Date

Witness by Professional Engineer:

Name: _____

Company Name : _____

Address: _____

Office/Contact No.: _____

Signature/ Company's Stamp/Date

CERTIFICATE OF COMPLIANCE: NEW INSTALLATION

Ref No: _____

To: Department of Electrical Services,
Prime Minister's Office
Old Airport Berakas, BB 3510
Bandar Seri Begawan

Project: _____

_____

Electrical Installation Single Line Diagram:

Drawing No.: _____

Connected Load: _____ kVA

100% complete / compliant *(tick as applicable)*

☐	Insulation test *(as attached)*
☐	Protection Commissioning – Primary Injection where applicable *(as attached)*
☐	Protection Commissioning – Secondary Injection where applicable *(as attached)*
☐	Earthing Test *(as attached)*

I, _____**,** the undersigned, hereby certify that I have supervised the above electrical installation and the work is in compliance with the Department of Electrical Services' Electrical Installation Requirements 2011 – First Edition, the IEE Wiring Regulations 17th Edition BS7671:2008 and PBD IEC 60363-7-704: 2010 requirement as amended from time to time. Thus, I hereby certify that the electrical / supply installation is safe for TURN-ON as from _____. I hereby certify that I shall fulfil the requirements described in **Part II** of this application.

Name: _____
Company: _____
Address: _____
Telephone/Contact No.: _____
Date: _____

Signature of Electrical Professional Engineer & Official Stamp

ELECTRICAL INSTALLATION CERTIFICATE (REQUIREMENTS FOR ELECTRICAL INSTALLATIONS-BS 7671(IEE WIRING REGULATIONS)

DETAILS OF THE CLIENT

_____

INSTALLATION ADDRESS

_____

DESCRIPTION AND EXTENT OF THE INSTALLATION Tick boxes as appropriate

New Installation ☐

Description of installation:

Addition to an existing installation ☐

Extent of installation covered by this Certificate

Alteration to an existing Installation ☐

(Use continuation sheet if necessary) see continuation sheet No: _____

FOR DESIGN (FILLED IN BY EOI)

I/We being the person(s) responsible for the design of electrical installation (as indicated by my/our signature below), particulars of which are described above, having exercised reasonable skill and care when carrying out the design hereby CERTIFY that the design work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS7671:2008, amended to_____(date) except for the departures, if any, detailed as follows:

Details of departures from BS7671 (Regulations 120.3 and 120.4):

The extent if liability of the signatory or the signatories is limited to the work described above as the subject of this Certificate

For the DESIGN of the installation: **(Where there is mutual responsibility for the design)

Signature: _____ Date: _____ Name(IN BLOCK LETTERS): _____ Designer No 1

Signature: _____ Date: _____ Name(IN BLOCK LETTERS): _____ Designer No 2**

FOR CONSTRUCTION (FILLED IN BY EOI)

I/We being the person(s) responsible for the construction of the electrical installation (as indicated by my/our signature below), Particulars of which are described above, having exercised reasonable skill and care when carrying out the construction hereby CERTIFY that the construction work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671:2008, amended to_____ (date) except for the departures, if any, detailed as follows:

Details of departures from BS 7671(Regulation 120.3 and 120.4)

The extent of liability of the signatory is limited to the work described above as the subject of this Certificate

For the **CONSTRUCTION** of the installation: **(Where there is mutual responsibility for the design)

Signature: _____ Date: _____ Name (IN BLOCK LETTERS): _____ Constructor

FOR INSPECTION (FILLED IN BY PROFESSIONAL ENGINEER)

I/We being the person(s) responsible for the Inspection of the electrical installation (as indicated by my/our signature below), particulars of which are described above, having exercised reasonable skill and care when carrying out the Inspection hereby CERTIFY that the work for which I/we have been responsible I s to the best of my/our knowledge and belief in accordance with BS 7671:2008, amended to _____ (date)except for the departures, if any, detailed as follows:

Details of departures from BS 7671(Regulation 120.3 and 120.4)

The extent of liability of the signatory is limited to the work described above as the subject of this Certificate

For INSPECTION of the installation: **(Where there is mutual responsibility for the design)

Signature: _____ Date: _____ Name (IN BLOCK LETTERS): _____ Inspector

TESTING (BY EOI)

I/We being the person(s) responsible for the Testing of the electrical installation (as indicated by my/our signature below), particulars of which are described above, having exercised reasonable skill and care when carrying out the Testing hereby CERTIFY that the work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671:2008, amended to _____ (date)except for the departures, if any, detailed as follows:

Details of departures from BS 7671 (Regulations 120.3 and 120.4)

The extent of liability of the signatory is limited to the work described above as the subject of this Certificate

For TESTING of the installation: **(Where there is mutual responsibility for the design)

Signature: _____ Date: _____ Name (IN BLOCK LETTERS): _____ Tester

NEXT INSPECTION (FILLED IN BY PROFESSIONAL ENGINEER)

I/We the designer (s), recommended that this installation is further Inspected and tested after an interval or not more than ____Years/month

ELECTRICAL INSTALLATION CERTIFICATE (REQUIREMENTS FOR ELECTRICAL INSTALLATION-BS7671 [IEE WIRING REGULATIONS])

PARTICULAR OF THE SIGNATORIES TO THE ELECTRICAL INSTALLATION CERTIFICATE

Designer(No 1) (FILLED BY EOI)

Name: _____ Company: _____

Address: _____ Postcode: _____ Tel. No.: _____

Designer(No 2)(FILLED IN BY EOI)

Name: _____ Company: _____

Address: _____ Postcode: _____ Tel. No.: _____

Constructor (FILLED IN BY EOI)

Name: _____ Company: _____

Address: _____ Postcode: _____ Tel. No.: _____

Inspector (FILLED IN BY PROFESSIONAL ENGINEER)

Name: _____ Company: _____

Address: _____ Postcode: _____ Tel. No.: _____

SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS (FILLED IN BY EOI) Tick boxes and enter details, as appropriate

Earthing Arrangements	**Number and Types Of Live Conductors**	**Nature of Supply Parameters**	**Supply Protective Device Characteristics**
TN-C ☐	a.c ☐ dc ☐	Nominal voltage, U/U_o (1) _____ V	Type: _____
TN-S ☐	1-phase,2-wire ☐ 2pole ☐	Nominal frequency, f (1) _____ Hz	Rated current _____ A
TN-C-S ☐	2-phase,3-wire ☐ 3pole ☐	Prospective fault current, I_{pf} (2) _____ kA	
TT ☐	3-phase,3-wire ☐ other ☐	External loop impedance, Z_e (2) Ω	
IT ☐	3-phase,4-wire ☐	(Note: (1) by enquiry, (2) by enquiry or by measurement)	
Alternative source of supply (to be detailed on attached Schedules schedules ☐			

PARTICULARS OF INSTALLATION REFERED TO IN THE CERTFICATE (FILLED IN BY EOI) Tick boxes and enter details, as appropriate

Means of Earthing

Distributor's facility ☐

Installation earth electrode ☐

Maximum Demand

Maximum demand (load) _____ kVA/Amps Delete as appropriate

Details of Installation earth Electrode *(where applicable)*

Type (e.g.rod(s), tape etc)	Location	Electrode resistance to earth
		Ω

Main Protective Conductors (FILLED IN BY EOI)

Earthing Conductor: material csa Connection verified ☐

Main protective bonding of poles/conductors material _____ csa _____ Connection verified ☐

To incoming water and/or gas service to incoming gas service ☐ To others elements: _____

Main Switch or Circuit-Breaker (FILLED IN BY EOI)

BS, Type and number of poles _____ Current rating _____ A Voltage Rating _____ V

Location _____ Fuse rating or setting _____ A

Rated residual operating current IΔn = _____ mA, and operating time of _____ ms (at IΔn) applicable only where an RCD is suitable and is used as a main circuit circuit-breaker

COMMENTS ON EXISTING INSTALLATION (in the case of an addition or alteration see Section 633)

_____

SCHEDULES

The attached Schedules are part of this document and this Certificate is valid only when they are attached to it _____ Schedules of Inspections and _____ Schedules of Test Results are attached

(Enter quantities of schedules attached)

Test Conducted by:

Name: _____

Company Name : _____

Address: _____

Office/Contact No.: _____

_____

Signature/ Company's Stamp/Date

Witness by Professional Engineer:

Name: _____

Company Name : _____

Address: _____

Office/Contact No.: _____

_____

Signature/ Company's Stamp/Date