

Location	PS:	Remarks
	Annual Checklist	Year
Lifting Equipment	Carry annual insurance inspection and certification as necessary.	
Fire Fighting System Inspection	Check normal operation of panel, record and rectify any defect. Provide annual inspection/service in accordance with BS 5839 Part 1, 1986	
Submersible Pumps	Lift pumps and check the pump and motor for painting and corrosion inspection bearings. Check impellers wear rings, vanes for corrosion and fixing. Checking the condition of the motor through temperature or vibration analysis	
Motors	Checking motor voltage, current, trip settings, temperature and vibration. Check PTC Thermistor resistance/Temperature Switch/Moisture Probe resistance. Check and record insulation resistance and adequate earthing	
MCC Panel	Wipe clean all bus bars, insulators and barriers to remove accumulated dirt. Check all bus bar joints and supports for tightness using a torque wrench. Inspect doors and ensure that panel IP rating is safe guarded. Open and close the ACB breaker, locally and remotely using the different auxiliaries. Test operational of Control sequence and interlocks of air circuit breakers. Test protection relays in accordance with O&M Manuals. Check the settings of timing relays, overload relay, magnetic and thermal protection of circuit breakers etc. Inspect doors and ensure that panel IP rating is safe guarded. Open and close the ACB breaker, locally and remotely using the different auxiliaries. Test operational of Control sequence and interlocks of air circuit breakers. Test protection relays in accordance with O&M Manuals. Check the settings of timing relays, overload relay, magnetic and thermal protection of circuit breakers etc.	
Protection Systems	Provide a full safety inspection, including operation of all interlocks, Earthing & Protective devices of wall mounted distribution boards.	
Switchboards	Full examination/Service and replace defective components. Provide a full safety inspection, including operation of all interlocks, Earthing & Protective devices. Check and record insulation resistance on all incoming and outgoing cables.	
Electrical Installation	Visual inspection of all cables. Check and record insulation resistance on all incoming and outgoing cables. Check and rectify any damages to earthing system. Conduct and record earthing tests including resistance of earthing points and comply with ADWEA requirements.	