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|------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------|-----------------------|
|  |                                                  |                           | Page 1 of 5           |
| METHOD STATEMENT                                                                   |                                                  |                           |                       |
| INSTALLATION OF SUB PANEL AND DISTRUBUTION BOARD (DB)                              |                                                  |                           |                       |
| <b>Company Doc. No.</b><br>RAMSPRO-HVAC-00-000                                     | <b>Contractor Ref. No.</b><br>QHSE-HVAC-CTW-0000 | <b>Date</b><br>00-00-0000 | <b>Revision</b><br>00 |

## METHOD STATEMENT FOR INSTALLATION OF SUB PANEL AND DISTRUBUTION BOARD (DB)

|                    |  |
|--------------------|--|
| <b>Project No:</b> |  |
|--------------------|--|

| REVISION HISTORY | ISSUE DATE | DESCRIPTION | REVIEW / STATUS |
|------------------|------------|-------------|-----------------|
| 00               |            |             |                 |
|                  |            |             |                 |
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|---------------------|------------------------------------|
| <b>PREPARED BY:</b> | <b>REVIEWED &amp; APPROVED BY:</b> |
|                     |                                    |
|                     |                                    |
| QA QC ENGINEER      | PROJECT ENGINEER                   |



## METHOD STATEMENT

### INSTALLATION OF SUB PANEL AND DISTRIBUTION BOARD (DB)

**Company Doc. No.**  
RAMSPRO-HVAC-00-000

**Contractor Ref. No.**  
QHSE-HVAC-CTW-0000

**Date**  
00-00-0000

**Revision**  
00

### Table of Contents

|      |                                            |   |
|------|--------------------------------------------|---|
| 1.0. | Purpose.....                               | 3 |
| 2.0. | Document/Drawing/Standards Reference.....  | 3 |
| 3.0. | Equipment/Tools/Material Requirements..... | 3 |
| 4.0. | Pre-Preparation Work.....                  | 3 |
| 5.0. | Safety and Compliance.....                 | 3 |
| 6.0. | Work Procedures.....                       | 4 |
| 7.0. | Forms /Checklist Records.....              | 5 |



|                                                                                               |                                           |                    |                           |
|-----------------------------------------------------------------------------------------------|-------------------------------------------|--------------------|---------------------------|
| <div></div> |                                           |                    | Page <b>3</b> of <b>5</b> |
| METHOD STATEMENT                                                                              |                                           |                    |                           |
| INSTALLATION OF SUB PANEL AND DISTRUBUTION BOARD (DB)                                         |                                           |                    |                           |
| Company Doc. No.<br>RAMSPRO-HVAC-00-000                                                       | Contractor Ref. No.<br>QHSE-HVAC-CTW-0000 | Date<br>00-00-0000 | Revision<br>00            |

## 1.0. Purpose

To explain the methodology and procedure for the Sub Panel and DB.

## 2.0. Document/Drawing/Standards Reference

- 2.1. Working Drawing.

## 3.0. Equipment/Tools/Material Requirements

- 3.1. First Aid Resuscitation Chart.
- 3.2. Hand Tools.
- 3.3. Hand Drill.
- 3.4. Crane/Lorry crane.
- 3.5. Measuring Tape.
- 3.6. Sling belt.
- 3.7. Scaffolding.
- 3.8. Marker Pen.
- 3.9. Rubber Mat.

## 4.0. Pre-Preparation Work

- 4.1. Check plinth size, height level, and location according to working drawings.

## 5.0. Safety and Compliance

- 5.1. Ensure compliance with local electrical codes and standards (e.g., IEC, NEC, or BS 7671).
- 5.2. Conduct a final safety inspection to confirm all connections are secure and the installation is hazard-free.
- 5.3. Check the sizes and the hole position of the mounting base frame for the SP and DB panels.
- 5.4. Mark out the Expansion Anchor Bolt positions onto the plinth based on the base frame holes.
- 5.5. Install the Expansion Anchor Bolt according to the Method Statements mentioned in the document.

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|-----------------------------------------------------------------------------------------------|-------------------------------------------|--------------------|----------------|
| <div></div> |                                           |                    | Page 4 of 5    |
| METHOD STATEMENT                                                                              |                                           |                    |                |
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- 5.6. If it is essential, barricade the affected work areas as a safety precaution.
- 5.7. Wear Proper Protection Equipment (PPE) for personal safety.
- 5.8. Confirm whether documentation for lifting gear equipment is required.

## 6.0. Work Procedures

### Pre-Installation Planning

- 6.1. Design Review: Verify the electrical design and layout, ensuring the sub-distribution board's location, size, and load requirements align with the project specifications.
- 6.2. Permits and Approvals: Obtain necessary permits and approvals from local authorities or electrical regulatory bodies.
- 6.3. Material Inspection: Check all materials, including the SDB, circuit breakers, cables, and accessories, for compliance with standards and project requirements.
- 6.4. Safety Gear: Ensure all personnel involved have appropriate personal protective equipment (PPE) such as gloves, helmets, and insulated tools.

### Installation Process

- 6.5. Location Selection: Choose a suitable location for the SDB, ensuring it is easily accessible, well-ventilated, and free from moisture or corrosive substances.
- 6.6. Mounting the Board: Securely mount the sub-distribution board on a wall or panel using appropriate fixings, ensuring it is level and stable.
- 6.7. Cable Routing: Plan and route incoming and outgoing cables neatly, ensuring proper segregation of power and control cables to avoid interference.
- 6.8. Cable Termination: Strip and terminate cables correctly, ensuring proper connections to the busbars, circuit breakers, and neutral/earth bars.
- 6.9. Circuit Breaker Installation: Install circuit breakers (MCBs, RCCBs, etc.) as per the load requirements and circuit design.
- 6.10. Earthing and Bonding: Ensure proper earthing and bonding of the SDB to prevent electrical faults and ensure safety.

### Testing and Commissioning

- 6.11. Continuity Testing: Test the continuity of all circuits to ensure proper connections and no open circuits.
- 6.12. Insulation Resistance Test: Perform insulation resistance tests to verify the integrity of the insulation on cables and components.

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|------------------------------------------------------------------------------------|--------------------------------------------------|---------------------------|-----------------------|
|  |                                                  |                           | Page 5 of 5           |
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- 6.13.Polarity Check: Verify the correct polarity of all connections to ensure proper functioning of the electrical system.
- 6.14.Load Testing: Energize the SDB and test it under load conditions to ensure it operates as intended without overheating or tripping.
- 6.15.Documentation and Labeling: Document all test results, label all circuits clearly, and provide as-built drawings for future reference.

## 7.0. Forms /Checklist Records

- 7.1. Checklist for Cable Installation and Termination.