Method Statement

For The Maintenance of the

LV Switchgear

SITE
REFERENCE

Scope of Works

Maintenance of LV Switchgear

Personnel

Name	Company	Contact Number

Site Overview

Sequence of Work

44-07 DISTRIBUTION BOARDS

Note: It is essential to maintain the integrity of cabinets and panels against the ingress of dust and vermin, the latter can cause severe damage to cables and thus create a fire hazard.

ITEM	FREQ.	ACTION	NOTES
1. Distribution board case.	12m	Check for physical and mechanical damage; touch up paintwork after removing signs of corrosion. Check that door can be securely closed.	If moisture present check source and report.
2. Cable	12m	Check condition and inspect	If possible identify cause

insulation.		for signs of overheating.	of overheating and report.
3. Fuse carriers and MCB's	12m	Check for damage, Check rating(s), Check free operation of MCB mechanisms,	Ensure fuses are not 'blown'. Replace with correct rating as per schedule if necessary.
		Check for evidence of overheating.	Renew where necessary.
4. Circuit charts.	12m	Check for accuracy of descriptions. Ensure labels are securely fixed to exterior of door.	
5. Cable terminations.	12m	Check all phase, neutral and earth connections and termination.	
6. Conduit and cable gland terminations.	12m	Check for tightness.	
7. RCDs.	3m	Check operation via test button.	Responsibility for this check should be agreed with the client.
	12m	Test with approved RCD tester.	Operation should be within 200 milliseconds at rated current output or within 40 milliseconds at 5 times the rated current.