

**APPLICATION FOR RENEWAL OF LICENCE TO USE OR
OPERATE AN ELECTRICAL INSTALLATION**

(Please read Explanatory Notes before completing the Forms)

PARTICULARS OF THE INSTALLATION

Name of Electrical Installation/Company:

Business Address:

Address of Electrical Installation:

Types of Business:

APPLICANT'S VERIFICATION

I verify that the information given is correct. The licensed electrical worker as stated in the Letter of Consent and Certificate of Compliance is appointed by me to operate or be in charge of or to control the electrical installation located at the above address.

Name of Applicant : _____

Designation : _____

Telephone : _____

Signature & Date : _____

Company Stamp

CERTIFICATE OF COMPLIANCE

I certify that the *Electrical / Supply Installation at (Name and Address) _____

complies in all respect with The Electricity (Electrical Installations) Regulations 2002
made under the Electricity Act (Cap. 89A)

I shall inspect and test the electrical installation at interval of _____ months.

PARTICULARS OF THE *ELECTRICAL/SUPPLY INSTALLATION

Supply voltage : HT 22KV *Earth Loop Impedance: _____ ohms
(delete whichever is : LT 400/230V
not applicable)

*Circuit Installation
resistance : _____ Megaohms

Approved load : _____ KVA *(Applicable to New Installation)

Installed load : _____ KVA

Standby Generator (if any)	<u>KVA Rating</u>	<u>No. of Units</u>
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SINGLE-LINE & LAYOUT DRAWINGS

The up-to-date single line and layout drawings (both softcopy and hardcopy) are attached.

Drawing Reference no: _____

I am personally satisfied that the *Electrical/Supply installation is fit for operation and shall on demand produce all relevant reports, test results and up-to-date single-line wiring diagram(s).

Name of Electrical Worker: _____ Licence No: _____

Address: _____

Tel No. (Office) : _____

(Home) : _____

Signature : _____

Handphone No. : _____

Date : _____

STATEMENT OF TURN-ONELECTRICAL INSTALLATION DESIGN CERTIFICATION

I certify that the design of the electrical installation complies with the requirements of the Electricity (Electrical Installations) Regulations 2002 and the relevant Singapore Code of Practice.

Name & Signature of LEW responsible for design of electrical installation*	Licence No.	Date

ELECTRICAL INSTALLATION INSPECTION CERTIFICATION

I have supervised the work of the electrical installation and hereby certify that the electrical installation complies with the requirements of the Electricity (Electrical Installations) Regulations 2002 and the relevant Singapore Standard Code of Practice.

I further certify that the said *Electrical/Supply Installation is safe for TURN-ON.

I hereby request for energisation of the supply line to the said installation on _____ (date.)

METER PARTICULARS (Applicable to new installation)

a) Location of meter : _____	b) Meter serial no : _____
c) Multiplying factor : _____	d) *Initial/last reading : _____

Name & Signature of LEW responsible for Electrical installation work*	Licence No	Date

** The same LEW may perform both design and installation work for the electrical installation*

For Official Use:

Appointment has been made on turn-on electricity supplies on _____ at _____ (Date)

_____. Electrical Worker/Contractor informed on _____ .
(Time) (Date)

CERTIFICATE OF RESPONSIBILITY OF INSTALLATION AFTER TURN-ON

Address of Electrical Installation

Approved Load: _____ KVA at _____ volts

Drawing Reference No: _____

I, the understand, hereby fully responsible for the above *Electrical/Supply Installation, with immediate effect from the time the above *Electrical/Supply Installation is TURNED-ON, in accordance with the relevant Regulations, plans and specifications and conditions under which such plans and amendments thereto, if any, were approved.

Name of Electrical Worker: _____ Licence No: _____

Address: _____

Tel No. (Office) : _____

(Home) : _____

Signature : _____

Handphone No : _____

Note: Applicable to new installation

*Delete whichever is not applicable

LETTER OF CONSENT

I, _____ Licence No: _____
consent to operate or be in charge of or to control the Electrical Installation during the
validity period of the licence (from today until 31 December 200_) located at Changi
Airport, at the premises known as (Name and Address of Installation) _____

Address : _____
Tel No. (Office) : _____
(Home) : _____ Signature : _____
Handphone No : _____ Date : _____

SWITCHROOM AUTHORISATION FORM

AUTHORISATION TO CARRY OUT WORK INSIDE SWITCHROOM

The following personnel (s) are authorised to carry put works inside the electrical Switchroom stated below:

1.0 Name : _____

1.1 IC No : _____

1.2 Applicant's Company Name: _____

1.3 Telephone No : _____

1.4 S / Room No : _____

1.5 Details of Work to be carried out inside S/R : _____

(E.g. cable termination, cable laying, installation work, project description, etc.)

1.6 Duration of Work: From _____ [Date/Time] to _____ [Date/Time]
(Work to be carried out after office hours, pls. refer to Pt. 7 of Switch Room Regulations & Requirements.)

1.7 Authorised by :

CAG E&D Group Officer

Compliance to CAG Engineering Switchroom Regulations & Requirements (see overleaf)

I, _____, _____ (NRIC/FIN No.) of

_____ hereby agree to comply

(* CAG / Contractor / Company / Tenant)

with the Switchroom Regulations and Requirements as stated.

(* CAG / Contractor / Company / Tenant)

.....
This is to certify that the abovementioned personnel had duly complied with the Switchroom Regulations & Requirements to the satisfaction of CAG Engineering.

Maintenance Contractor

* Delete if not applicable.

SWITCHROOM REGULATIONS & REQUIREMENTS

- 1) CAG/Contractor/Company/Tenant shall comply with the scope of work (details of work) authorized by CAG E&D Group (refer to Pt. 1.5 of the authorisation form).
- 2) CAG/Contractor/Company/Tenant shall comply with the instructions given by Maintenance Contractor on the switchroom's safety requirements (e.g. live parts inside the switchroom) shall never be meddled, properly insulated tools shall be used during installation work.
- 3) Cable trunkings, conduits, cable trays shall not be removed, unless authorized by CAG E&D Group. CAG/Contractor/Company shall reinstate trunkings, cable trays and conduits to the satisfaction of Maintenance Contractor/ CAG E&D Group.
- 4) CAG/Contractor/Company/Tenant shall not lay cables into the switchroom's existing cable trays, conduits and trunkings. Contractor shall provide new trunkings, cable trays & conduits. The disposition of these trunkings, cable trays and conduits shall only be carried out upon CAG E&D Group's approval.
- 5) Cleanliness of switchroom shall be maintained by CAG/Contractor/Company/Tenant before leaving the premises to the satisfaction of Maintenance Contractor/CAG E&D Group daily. Switchrooms shall be cleared of all installation equipments and accessories (e.g. ladders, tools, loose cables and panels) pertaining to the work carried out by CAG/Contractor/Company/Tenant before leaving the premises daily.
- 6) Contractor shall carry out work within the stipulated time authorized by CAG E&D Group (refer to Pt. 1.6 of the authorization form). For works exceeding the stipulated time, approval shall be sought from CAG E&D Group.
- 7) All works in the switchrooms shall be carried out during office hours. For works exceeding office hours, approval shall be sought from CAG E&D Group.
- 8) CAG/Contractor/Company/Tenant is not allowed to obtain/draw out/hold any switchroom's keys from the Maintenance Contractor.
- 9) For works involving more than a day, CAG/Contractor/Company/Tenant shall get the authorization form from CAG E&D Group daily.
- 10) Duplication of keys is strictly forbidden. CAG/Contractor/Company/Tenant shall be seriously dealt with upon failure to abide by this rule.
- 11) Contractor shall be responsible and make good whatever damages/losses incurred and bear the whole cost of reinstatement/replacement of the affected switchroom's facilities/equipments to the satisfaction of CAG E&D Group.
- 12) CAG E&D Group reserves the right to amend these procedures from time to time and CAG/Contractor/Company/Tenant shall comply without fail.
- 13) During the course of work in the switchroom, the user shall also abide to any instructions given by CAG E&D Group or Maintenance Contractor representing CAG. For example, CAG E&D Group or Maintenance Contractor has the right to instruct the user to stop, delay, abort work or restore the power in order to maintain the proper operations of Changi Airport.