

Electrical Work Quality Policy



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1. Purpose

This policy aims to ensure all High Tension (HT) electrical work is carried out with the highest standards of quality, safety, and compliance, minimizing risk to personnel, equipment, and operations.

2. Scope

This policy applies to all HT electrical works including installation, maintenance, testing, commissioning, and repair of HT systems such as substations, transformers, HT switchgear, and cabling within the organization or under its supervision.

3. Commitment to Quality

We are committed to:

- Delivering high-quality HT electrical works in compliance with relevant **national and international standards** (e.g., IS, IEC, IEEE).
- Ensuring **continuous improvement** through training, audits, and performance evaluations.
- Using **certified materials, tools, and components** from approved vendors.
- Assigning **qualified and experienced personnel** for all HT tasks.

4. Design and Planning

- All HT system designs shall be reviewed and approved by certified electrical engineers.
- Site surveys and risk assessments shall be conducted prior to project commencement.
- Project planning must include **load studies, earthing systems, fault level analysis,** and protection coordination.

5. Installation Standards

- Installations must comply with **CEA Regulations, IS codes,** and **client-specific requirements**.
- HT cable laying, termination, and jointing must be performed by **licensed professionals** using approved methods.
- Proper **earthing and lightning protection** systems shall be provided at all HT installations.
- All equipment must have **valid type test certificates** from NABL-accredited labs.

6. Testing and Commissioning

- Pre-commissioning tests (IR, HV, continuity, relay calibration, etc.) must be conducted and recorded.
- Commissioning shall only proceed upon satisfactory completion of test reports and inspections.
- Test instruments must be **calibrated and certified**.

7. Safety Assurance

- HT work shall only be performed by **authorized and trained personnel**.
- Strict adherence to **permit-to-work, isolation, and LOTO procedures**.
- Compliance with **NFPA 70E, IS 5216**, and other applicable safety standards.
- Use of appropriate **PPE, safety signage, and insulated tools** is mandatory.

8. Documentation and Traceability

- Maintain complete records for designs, materials, installation procedures, testing, and commissioning.
- Quality assurance checklists must be filled and signed off at each stage.
- All HT work must be traceable to responsible personnel and approved designs.

9. Audit and Review

- Regular **internal quality audits** shall be conducted to assess compliance and identify areas for improvement.
- Non-conformities shall be recorded, analyzed, and addressed through a **corrective action plan**.
- Policy shall be reviewed annually or as required by regulatory changes.

10. Compliance

- Non-compliance with this policy may result in disciplinary action, suspension of contracts, or reporting to regulatory authorities.

Sadhvi Corporate Services Pvt. Ltd.

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