

**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-ON**ELECTRICAL 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 : _____

REF NO.: _____



ELECTRICAL SWITCH ROOM AUTHORISATION FORM

(A) The following personnel are authorised to carry out works inside the switch room:

1.0 Name of Applicant(s): _____

1.1 NRIC/FIN No.: _____

1.2 Applicant's Company Name: _____

1.3 Mobile No.: _____

1.4 Switch Room Name/No.: _____

1.5 Details of work to be carried out inside switch room: _____

(Example: Cable laying, electrical installation work, project description, attach drawings if any, etc.)

1.6 Duration of Work: From _____ [Date/Time], To _____ [Date/Time]
(Refer to item 7 of Switch Room Regulations & Requirements for works exceeding office hours.)

1.7 Risk Assessment is attached? *[YES / NO] (*Delete if not applicable)

1.8 Authorised By:

CAG E&D Group Officer's Signature / Date

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(B) Declaration of Applicant:

I, _____ [Name], _____ [NRIC/FIN No.],
_____ [Company] **shall comply strictly with CAG's Switch Room Regulations and Requirements as stated.**

Applicant's Signature / Date

.....
(C) Certification by the Maintenance Contractor:

This is to certify that the above-mentioned personnel have complied with CAG's Switch Room Regulations & Requirements.

Maintenance Contractor's Signature / Date

CAG'S SWITCH ROOM REGULATIONS & REQUIREMENTS

- 1) Contractor is only allowed to carry out works as specified in the details of work authorised by CAG E&D Group (refer to item 1.5 of the switch room authorisation form). CAG E&D Group reserves the right to amend these regulations and requirements from time to time and Contractor/Tenant shall comply without fail.
- 2) Contractor shall follow any instructions given by CAG E&D Group or the Maintenance Contractor with regards to safety regulations (e.g. live parts inside the switch room). Contractor who is found to violate any safety regulations and codes of practice will be instructed to stop work immediately.
- 3) Contractor shall submit risk assessment for any works to be carried out inside the switch rooms. Application to work inside the switch room will be rejected if risk assessment is not submitted to CAG E&D Group.
- 4) Trunking, conduits and cable trays shall not be removed, unless authorised by CAG E&D Group. Contractor shall reinstate trunking, cable trays and conduits to the satisfaction of the Maintenance Contractor or CAG E&D Group.
- 5) Contractor shall not lay cables into the switch room's existing cable trays, conduits and trunking. Contractor shall provide new trunking, cable trays and conduits. Installation of new trunking, cable trays and conduits shall only be carried out upon CAG E&D Group's approval.
- 6) Daily cleanliness of switch room shall be maintained by the Contractor before leaving the premises to the satisfaction of the Maintenance Contractor or CAG E&D Group. Contractor shall ensure that the switch room is cleared of all debris, installation equipments and accessories (e.g. ladders, tools, loose cables, etc.) before leaving the premise.
- 7) All works in the switch rooms shall be carried out during office hours or as per stipulated time authorised by CAG E&D Group. For works exceeding office hours, separate approval shall be sought from CAG E&D Group.
- 8) Switch rooms are not allowed to be left unattended during the stipulated work period.
- 9) Contractor is not allowed to obtain or draw out any switch room's keys from the Maintenance Contractor. Duplication of keys is strictly forbidden. Contractor shall be seriously dealt with upon failure to abide by this rule.
- 10) For duration of works that exceed more than a month, Contractor shall submit the authorisation form to CAG E&D Group monthly.
- 11) Contractor shall be responsible and make good whatever damages/losses incurred and bear the whole cost of reinstatement/replacement of the affected switch room's facilities/equipments to the satisfaction of CAG E&D Group.
- 12) Cable termination works, isolation of power and turn-on of electricity shall only be carried out in the presence of CAG E&D Group or its authorised representative.
- 13) During the course of works in the switch room, the Contractor shall abide to any instructions given by CAG E&D Group or Maintenance Contractor. For example, CAG E&D Group or Maintenance Contractor has the authority to instruct the Contractor to delay, abort the works or restore the power to resume airport operations.