

SWITCH BOX & SOCKET FIXING

Work Method Statement - Professional Installation Guide







SCOPE

This procedure covers the installation of switch boxes and sockets including preparing the installation location, mounting, wiring, connecting, testing, and commissioning electrical circuits.

CHECKLIST ITEM	STATUS	REMARKS
Installation areas identified on drawings	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Scope boundaries clearly defined	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Work phases and sequences planned	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Exclusions and limitations documented	<input type="checkbox"/>	<input type="text" value="Enter remark"/>








LABOR REQUIREMENT

The following personnel are needed:

-  Site Engineer - 1
-  Supervisors - 2
-  Safety Officer
-  Quality Inspector
-  Administrative Staff
-  Fitters
-  Electricians
-  Helpers





CHECKLIST ITEM	STATUS	REMARKS
All required personnel assigned and available	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Qualifications and certifications verified	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Roles and responsibilities communicated	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Contact information documented	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Backup personnel identified if needed	<input type="checkbox"/>	<input type="text" value="Enter remark"/>

EQUIPMENT & MATERIALS REQUIREMENT

-  Switch boxes and sockets
-  Mounting brackets and hardware
-  Electrical wires and conduits
-  Wire Connectors
-  Screwdrivers, pliers and hand tools
-  Voltage tester or multimeter
-  Personal Protective Equipment (PPE)

CHECKLIST ITEM	STATUS	REMARKS
All materials procured and delivered to site	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Material specifications verified against requirements	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Tools and equipment inspected and functional	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Testing equipment calibrated and certified	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
PPE available for all personnel	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Storage arrangements adequate and secure	<input type="checkbox"/>	<input type="text" value="Enter remark"/>

PRECAUTIONS AND SAFETY MEASURES

-  Wear adequate PPE during installation
-  Turn off electricity at main panel before work
-  Handle electrical components with caution
-  Follow local electrical codes

CHECKLIST ITEM	STATUS	REMARKS
Toolbox talk conducted before work	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Power isolation verified and locked out	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
All personnel wearing required PPE	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Work area barricaded and signage displayed	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Fire extinguisher available on site	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
First aid kit accessible	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Emergency contact numbers displayed	<input type="checkbox"/>	<input type="text" value="Enter remark"/>



PROCEDURE

Step 1: Pre-fixing Preparation

CHECKLIST ITEM	STATUS	REMARKS
Electrical drawings reviewed and understood	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Power supply isolated and tested	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Site hazards identified and mitigated	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
All tools and materials on site	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Work permit obtained if required	<input type="checkbox"/>	<input type="text" value="Enter remark"/>

Step 2: Mounting and Wiring

CHECKLIST ITEM	STATUS	REMARKS
Mounting locations marked accurately	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Brackets installed level and secure	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Conduit routing completed per specifications	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Wire sizes correct as per design	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Wire color coding verified	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Terminal connections tight and secure	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Zero voltage confirmed with tester	<input type="checkbox"/>	<input type="text" value="Enter remark"/>

Step 3: Fixing and Connection

CHECKLIST ITEM	STATUS	REMARKS
Switch boxes securely fastened	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Sockets properly aligned and level	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Circuit connections match electrical diagrams	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
All circuits properly labeled	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Continuity test passed	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Insulation resistance test completed	<input type="checkbox"/>	<input type="text" value="Enter remark"/>

Step 4: Testing and Commissioning

CHECKLIST ITEM	STATUS	REMARKS
Power restored safely and gradually	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
All switches operate correctly	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
All sockets tested with test device	<input type="checkbox"/>	<input type="text" value="Enter remark"/>
Voltage levels within acceptable range	<input type="checkbox"/>	<input type="text" value="Enter remark"/>

CHECKLIST ITEM	STATUS	REMARKS
No signs of overheating or arcing	<input type="checkbox"/>	<input type="text" value="Enter remar"/>
Earth continuity verified	<input type="checkbox"/>	<input type="text" value="Enter remar"/>
Final inspection completed and approved	<input type="checkbox"/>	<input type="text" value="Enter remar"/>