

BANGLADESH RURAL ELECTRIFICATION BOARD

**PBS INSTRUCTION 100-31
BREB INSTRUCTION 500-05**

**RESPONSIBILITIES OF BREB AND PBS FOR OPERATION,
CONSTRUCTION & OUTAGE OF ELECTRIC NETWORK SYSTEM**

BANGLADESH RURAL ELECTRIFICATION BOARD
PBS INSTRUCTION 100-31/ BREB INSTRUCTION 500-05

Approval Date: 06/04/1980
Revision Date : 19/02/2019

**SUBJECT: RESPONSIBILITES OF BREB AND PBS FOR OPERATION,
CONSTRUCTION & OUTAGE OF ELECTRIC NETWORK SYSTEM**

I. PURPOSE

This Instruction establishes the authority and responsibilities of BREB and contractors employees with the PBS for the purpose of electric network system and equipment outage, providing working clearances to BREB employees, contractors and other system operations.

II. POLICY

Upon energization of a sub-station or any section of electric network system of a PBS for the purpose of serving customers (this does not include energization for tests) for the operation of the sub-station and/or electric network system, all subsequent prearranged line, substation or equipment outages or interruption will be the responsibility of the PBS.

III. CONSTRUCTION PROCEDURE

- A. During the electric network system construction period and while that construction is the responsibility of the office of the concerned Executive Engineer of /BREB, it will often be necessary to interrupt service to a substation, an electric line or section of line in order

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for the contractor to safely make connections of a new section of line or piece of equipment to the existing line. In this event the contractor, who is to do the work will

request "working clearance" from the concerned Executive Engineer or his/her representative. Unless the contractor has to meet extreme emergency, in most cases, the contractor shall prepare a plan for execution of works incorporating all the works to be done in a particular feeder/lateral/line section before requesting for a "working clearance" and such plan along with a freehand sketch indicating locations where works to be performed to be submitted. The Executive Engineer will examine the plan to ensure that, all the works needed to be done on a particular feeder/ lateral line / section of line before requesting for a "working clearance" and such plan along with a freehand sketch indicating locations, where works to be performed to be submitted. The Executive Engineer or his/ her representative will examine the plan to ensure that all the works needed to be done on a particular feeder/ lateral line / section of line has been incorporated and the works mentioned can be carried out utilizing a single outage keeping the interruption to a minimum. If the Executive Engineer or his/ her representative agrees with the request he/ she will prepare a "Request for Outage" (BREB Form No. 458) and submit the request to the AGM(O&M) of the PBS. AGM(O&M) will approve the request as submitted or agreed upon, and prepare a "Switching and Tagging Order" (BREB Form No. 450), as per Section 4 of the "Substation Operation, Inspection and Maintenance Instructions" PBS Instruction 100-29. Unless emergency exists, the outage will normally be planned on holidays or such other date which will cause minimum public inconvenience. For example, outage will not be planned on a scheduled "weekly hat/ bazar day" on a line section feeding a bazar. "Switching and Tagging order" will be prepared in such a way so that all the works in a line section can be accomplished in a single outage in one go.

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- B. In order to keep interruption at a minimum level, "Hot Line Repair Procedure" may be adopted with the help of PBS Line Crews of that PBS or of other PBSs on request (if available) who trained on "Hot Line Maintenance Work" and who obtained certificate of that training from legal authority to do Hot Line Work, in case of extreme potential consumer connected to that section, such as satellite Station, communication station of air force, radio station, TV station etc. For the purpose of this type of operation PBS instruction 100-49 and 100-50 shall be followed.
- C. On the date of the outage and at the agreed time, the AGM(O&M) or his/her assigned representative Junior Engineer/Assistant Junior Engineer along with the necessary PBS linemen will meet with the Contractor's employee named on the outage request at the place where switches are to be opened and tagged to give the "Working Clearance". Upon orders of the AGM(O&M) or his/her assigned representative with the help of PBS Lineman will perform the necessary switching and tagging as per PBS Instruction 100-29. The AGM(O&M) or his/her assigned representative will then give the "Working Clearance" to the Contractors employee who will satisfy himself/herself that the circuit or equipment is de-energized. The contractor will be responsible for placing his/her protective grounds. Line or equipment must be de-energized and properly grounded before any repair/maintenance work is taken up. Work should only be done between grounded sections. Grounding sets must be put into place by the contractor before working clearance is given. After the work is completed by the Contractor and the responsible Contractors employee is assured that all workmen are clear of the line and will remain clear of the line, and all grounds removed, he will return to the point of tagging and "give up" his/ her working clearance to the AGM(O&M) who will issue orders to the PBS linemen to remove the Workman Protective Tag and re-energize the line.

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IV. OPERATION AND MAINTENANCE PROCEDURE

- A. After a line, substation or piece of electric equipment is placed in service (energized) it will occasionally be necessary for the equipment/ section to be taken out of service at the request of the BREB or PBS itself for inspections, tests or maintenance. In this event after consultation with the concern personnel of BREB and/ or AGM(O&M) of PBS or his/her assigned authorized representative will prepare a "Request for Outage" (BREB Form 458). The AGM(O&M) will approve the request and prepare a "Switching and Tagging Order" (BREB Form No. 450) as per Section 4 of the "Substation Operation Inspection Manual" PBS Instruction No. 100-29. Similar procedure will be followed elaborated in section III to keep the interruption at minimum.
- B. On the date of the outage and the agreed time, the AGM(O&M) or his/her representative along with the PBS linemen will meet with the BREB/PBS personnel who will be given the "Working Clearance", at the place where the switches are to be opened and tagged for the personnel. Upon orders of the AGM(O&M) or his/ her representative with the help of the PBS linemen will perform the necessary switching and tagging as per PBS Instruction 100-29. The AGM(O&M) or his/ her assigned representative will then give the "Working Clearance" to the BREB/ PBS personnel who will be in actual charge of the work. The AGM(O&M) or his/ her assigned representative will satisfy himself/ herself that the circuit or equipment is de-energized and then place their own protective grounds as required. Line or equipment must be de-energized and properly grounded before any repair/ maintenance work is taken up. Work should be done between grounded sections. Grounding set must be obtained and carried to the site by PBS Linemen, who are responsible for "Switching and Tagging" and place properly before working clearance is given by the AGM(O&M) or his/ her assigned representative.


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