Suruhanjaya Tenaga
Energy Commission

GUIDELINES ON THE ELECTRICAL SAFETY MANAGEMENT PLAN (ESMP)

Be Energy smart

Registration Record

REGISTRATION NO.	REVISION DATE	REMARKS

ELECTRICITY SUPPLY ACT 1990
[ACT 447]

GUIDELINES ON THE ELECTRICAL SAFETY MANAGEMENT PLAN

GP/ST/No.63/2026

IN exercise of the power conferred by section 50C of the Electricity Supply Act 1990 [*Act*], the Commission issues the following guidelines:

Citation and commencement

1. These guidelines may be cited as the Guidelines on The Electrical Safety Management Plan under the Act.

2. These Guidelines shall come into operation on the date of the regisration of these Guidelines.

Purpose

3. The purpose of these Guidelines are to establish the requirements for the preparation a Safety Management Plan, as required under the Act.

Dated: 15 May 2026

SITI SAFINAH BINTI SALLEH
Chief Executive Officer
Energy Commission

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1.0 OBJECTIVES

These Guidelines are issued by the Commission with the following objectives:

(a) to provide a framework for relevant parties in the preparation of electrical safety management plan (ESMP) as required under the Electricity Supply Act 1990 [Act];

(b) to ensure the prepared ESMP effectively addresses the six (6) key elements comprising policy, organising, planning and implementation, risk control measures, performance evaluation and action for improvement;

(c) to ensure effective implementation of the ESMP by relevant parties; and

(d) to establish a continuos mechanism for assessing the effectiveness and compliance of the prepared plan.

2.0 APPLICATION OF THE GUIDELINES

These Guidelines shall apply to:

(a) licensees refferred to under section 33A of the Act; and
(b) any person who intend to prepare an ESMP under the Act.

3.0 INTERPRETATION

3.1 In these Guidelines, unless the context requires, the definitions of the terms are as follows:

"Act"	means the Electricity Supply Act 1990 [*Act 447*] as amended, modified or supplemented from time to time;
"Commission"	means the Energy Commission established under the Energy Commission Act 2001 [*Act 610*];
"Electrical Infrastructure Safety Code"	means a code developed, issued and registered by the Commission under section 50A on safety requirements, appropriate safety and technical standards, operation, maintenance and protection of the electrical system and other related matters for electricity supply infrastructure;
"licensee"	means a person licensed under section 9 of Electricity Supply Act 1990 and does not include licensee for retail and a licensee for a private installation;
"Safety Management Plan"	means the safety, reliability, maintenance and technical management plan in respect of electricity supply infrastructure;
"hazard"	means a potential source of harm or adverse health effect on a person or persons;
"risk"	means the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard;

"Permit To Work"	means a formal, written, safe system of work to control potentially hazardous activities which aims to remove both unsafe conditions and human error by imposing a formal system which requires formal action;
"ESMP"	means Electrical Safety Management Plan

3.2 Subject to paragraph 3.1 and unless expressly indicated to the contrary or unless the context otherwise requires, the terms adopted and used in these Guidelines shall bear the same meaning as they are defined in the Act and the subsidiary legislations made under it.

4.0 REGULATORY REQUIREMENTS

A licensee shall prepare an ESMP to address the safety, reliability, maintenance, and technical management aspects of the electricity supply infrastructure in accordance with the requirements under the Act.

5.0 ELEMENTS OF ESMP

An ESMP shall incorporate six (6) key elements of comprehensive safety management. The specific content, structure, or level of detail in each plan may vary depending on the nature and risk level of particular electricity supply infrastructure. The elements to be included are as follows:

5.1 POLICY AND DOCUMENTATION

5.1.1 Policy

5.1.1.1 The licensee shall establish and implement an electrical safety policy that demonstrates the management's commitment to implementing the ESMP for the protection of employees and others who may be affected by the electricity supply infrastructure.

5.1.1.2 The policy shall include, but not limited to, the following:

(i) a clear objective, responsibility, and scope of the policy;

(ii) a commitment to provide safe working conditions to prevent electrical incidents;

(iii) a commitment to fulfil legal requirements related to electrical safety;

(iv) a commitment to identify, eliminate hazards and reduce risks; and

(v) a commitment to continual improvement of the ESMP.

5.1.1.3 The electrical safety policy shall:

(i) be verified and signed by top management;

(ii) be communicated in a language and format that are easily understood within the organisation; and

(iii) be maintained as documented information.

5.1.2 Documentation:

5.1.2.1 The licensee shall establish and maintain documented information required by these Guidelines for the effective implementation of the ESMP.

5.1.2.2 All documented information related to ESMP shall:

(i) be adequate and accurate;

(ii) be reviewed and approved prior to issuance and use, and be periodically evaluated to ensure it remains current and relevant;

(iii) be protected against loss, damage, or unintended alteration; and

(iv) be readily accessible to personnel or employees for the implementation, monitoring, and evaluation of electrical safety activities.

5.2 ORGANISING

5.2.1 Competence:

5.2.1.1 The licensee shall comply with the requirements of the Act its Regulations pertaining to the engagement of registered electrical competent persons and contractors to carry out electrical works in accordance with their respective categories of competency.

5.2.1.2 The licensee shall ensure, including but not limited to, the following:

(i) employees and contractors who are exposed to electrical risks are provided with adequate training and information on electrical safety;

(ii) employees and contractors performing electrical works are competent, possessing the ability to identify hazards, apply safe work practices, and response appropriately during emergencies;

(iii) competent persons shall be assigned in work schedules throughout the operational period; and

(iv) visits and inspections by competent persons shall be carried out at the frequency stipulated under the Regulations.

5.2.1.3 Records related to organising competency by the top management of the licensee shall be maintained as documented information.

5.2.2 Responsibility:

5.2.2.1 The top management of the licencee shall responsible in the planning and implementing the ESMP, including but not limited to, the following:

(i) establishing and implementing the electrical safety policy;

(ii) assigning duties and responsibilities for electrical safety management to line management;

(iii) establishing and leading a safety committee comprising competent persons and employee representatives, assigning clear responsibilities, and ensuring that meetings are conducted at least twice a year;

(iv) ensuring that the ESMP conforms to the requirements of these Guidelines and other statutory provisions;

(v) ensuring the ESMP are implemented with given the necessary support;
(vi) ensuring the identification of electrical hazards, implementation of risk control measures;
(vii) reviewing and verifying investigation reports to ensure appropriate corrective actions are implemented;
(viii) reviewing electrical safety performance and ensuring the implementation of necessary corrective actions; and
(ix) promoting continual improvement in electrical safety performance.

5.2.2.2 Records related to organising responsibility shall be maintained as documented information.

5.2.3 Communication:

5.2.3.1 The licensee shall ensure effective communication are established to disseminate information on electrical hazards, risks control measures to employees, contractors and others who may be affected.

5.2.3.2 Internal and external communications shall include, but not limited to, information on electrical risks, incidents, corrective actions, updates to the ESMP, Permit To Work (PTW), and Emergency Preparedness and Response Plan (EPRP). Such information may be communicated through toolbox meetings, safety briefings, awareness programmes, or other suitable medium to ensure information is effectively conveyed.

5.2.3.3 Warning signs and notices shall be displayed to identify, warn and provide guidance on electrical risks at relevant locations.

5.2.3.4 Appropriate administrative arrangements shall be in place to enable management of the licensee to receive and follow up on suggestions and complaints related to electrical safety.

5.2.3.5 Records related to organising communication by the top management of the licensee shall be maintained as documented information.

5.3 PLANNING AND IMPLEMENTATION

5.3.1 Planning and Implementation

The licensee shall establish, implement and maintain an ESMP to ensure effective electrical safety management for electrical infrastructure. The ESMP shall supports:

(i) compliance with the Act, Regulations, Codes and Guidelines; and
(ii) implementation of all elements of ESMP elements.

5.3.1.1 The planning of ESMP shall include, but not limited to, the following:

(i) establishing ESMP objectives ;
(ii) allocating resources and assigning responsibilities;
(iii) developing competency, training and awareness programmes;
(iv) communicating and dessiminating information on electrical risks and safety;
(v) identifying hazard, assessing risk and determining control measures;
(vi) planning for maintenance, testing and calibration activities;
(vii) preparing for emergency response and preparedness;
(viii) conducting performance evaluation; and
(ix) pursuing continual improvement.

5.3.1.2 The licensee shall identify and designate responsible personnel or teams, allocate budgets and measureable targets to eliminate, minimize and control electrical risks within the insfrastructures.

5.3.1.3 The licensee shall implement all planned activities and ensure deployment of resources accordingly.

5.3.1.4 Records related to planning and implementation shall be maintained as documented information.

5.4 RISK CONTROL MEASURES

5.4.1 Identification, Evaluation and Control of Risks:

5.4.1.1 The licensee shall establish, implement, and maintain a systematic process to identify hazards, assess risks, and determine appropriate control measures to ensure safe operation of the infrastructure. Any hazards and risks to employees, contractors and others affected persons shall be identified, evaluated, and controlled on an ongoing basis based on the appropriate methods.

5.4.1.2 The implementation of control measures for the hazards elimination and risks reduction shall be according to the Hierarchy of Controls, as follows:

(i) eliminate the hazard;
(ii) substitute with less hazardous processes, operations, materials, or equipments;
(iii) use engineering controls, including training and reorganization of work;
(iv) use administrative controls, including training; and

(v) use appropriate PPE. A combination of other control measures and PPE can effectively control the risks.

5.4.1.3 The licensee shall ensure that employees are provided with and wear appropriate PPE when performing electrical works. Records of PPE issuance, including expiry date shall be maintained to ensure proper maintenance, and timely replacement.

5.4.1.4 The licensee shall ensure that all respective electrical equipment is tested and calibrated at specified intervals, with corresponding records are maintained respectively.

5.4.1.5 Where work operations, processes, activities or organizational changes have the potential to affect electrical safety, a Management of Change (MoC) process shall be implemented. This process shall include:

(i) conduct a risk assessments to evaluate any hazards arising from the proposed changes; and

(ii) obtain the necessary approvals and conduct relevant training prior implementation of the changes.

5.4.1.6 Records related to identification, evaluation and control of risks shall be maintained as documented information.

5.4.2 Permit To Work (PTW) System:

5.4.2.1 The licensee shall establish, implement and maintain a PTW system to control high risk electrical works. PTW system shall ensure that all work is properly assessed, authorised, monitored and conducted in safe conditions.

5.4.2.2 The licensee shall ensure that the PTW system is governed by a documented standard operating procedures that specifies the process of issuance and cancellation of PTW.

5.4.2.3 The PTW shall specify the scope of work and the necessary precautions to be taken before commencement. The PTW shall only be issued by a competent person after confirming that all required safety measures have been properly implemented.

5.4.2.4 A safety briefing shall be conducted by the competent person prior to the commencement of any high risk electrical works. The briefing shall be delivered to:

(i) the competent person receiving the PTW; and

(ii) any person under the control of the competent person.

5.4.2.5 Records related to PTW system shall be maintained as documented information.

5.4.3 Emergency Preparedness and Response:

5.4.3.1 The licensee shall established, implement and maintain an Emergency Preparedness and Response Plan (EPRP) to prepare for and respond to any potential emergency situations related to the electrical infratructures or installations. The EPRP shall include, but not limited, to the following:

(i) emergency procedures for preparation, response, and recovery action for post emergency incidents;

(ii) procedures for responding to electrical shock or fire incidents;

(iii) procedures for reporting and recording emergency incidents; and

(iv) a list of contact information of relevant authorities and emergency services.

5.4.3.2 The licensee shall ensure that:

(i) the EPRP are communicated and readily accessible to all relevant employees, contractors and visitors;

(ii) the periodic emergency drills are conducted with the participation of employees and other relevant parties; and

(iii) the EPRP is reviewed and, where necessary, revised drills, exercises or actual emergency situations to ensure its continued effectiveness.

5.4.3.3 The licensee shall establish an Emergency Response Team (ERT) with clearly defined duties and responsibilities to designated representatives. The team shall include members with relevant electrical safety knowledge to ensure effective coordination and technical decision-making during electrical emergencies. Where electrical switching operations are required, an electrical competent person shall be present to perform such activities.

5.4.3.4 The licensee shall communicate relevant emergency information to contractors, visitors, emergency services, government authorities, and, where appropriate, the local community. The development of the EPRP shall take into account the needs and capabilities of these interested parties.

5.4.3.5 Emergency response equipments shall be readily available, easily accessible and within its validity period.

5.4.3.6 Records related to EPRP shall be maintain as documented information.

5.5 PERFORMANCE EVALUATION

5.5.1 Investigation of Electrical-related Incidents:

5.5.1.1 The licensee shall establish, implement and maintain a documented operating procedure for the reporting and investigation of electrical related incidents event occuring within the infrastructure.

5.5.1.2 Incidents investigations shall be carried out by a competent person or a representative of the organisation representatives with relevant electrical safety knowledge, with appropriate participation of management and employees. The investigation report shall include:

(i) identification of contributing factors resulting from any shortcomings or failures in the ESMP; and

(ii) identification of corrective actions and oppurtunities for improvement to enhance the effectiveness of the ESMP.

5.5.1.3 The licensee shall maintain and retain documented information related to the investigation of electrical-related incidents.

5.5.2 Performance Monitoring and Review:

5.5.2.1 The licensee shall establish, implement and maintain a process for monitoring, measurement, analysis and review of electrical safety performance. The evaluation of electrical safety performance may include, but are not limited to, the following:

(i) target for lost-time injuries;

(ii) number of electrical incidents;

(iii) compliance with training requirements;

(iv) safety inspection frequency; and

(v) closure rate of corrective actions within the specified time frame.

5.5.2.2 The licensee shall ensure that the records and statistics of electrical incidents are analysed. Root causes of the incidents shall be identified and addressed through the implementation of both short-term and long-term control measures to reduce electrical incidents, prevent recurrence and improve overall safety performance.

5.5.2.3 The licensee shall conduct periodic internal audits of the ESMP to identify the strengths and weaknesses, and to recommend appropriate actions for improvement.

5.5.2.4 Management reviews shall be conducted, at planned intervals at least once a year to evaluate the overall strategy of ESMP and ensure its continued suitability, adequacy and effectiveness. This review may include consideration of, but is not limited to, the following:

(i) status of actions from previous management reviews;
(ii) audit findings from safety committee, internal audits, investigation reports, and comments issued by competent persons;
(iii) progress on corrective actions;
(iv) compliance with legal and regulatory requirements;
(v) adequacy of resources for maintaining as effective ESMP;
(vi) relevant communications with interested parties; and
(vii) opportunities for continual improvement.

5.5.2.5 The licensee shall maintain and retain documented information related to performance monitoring and review activities.

5.6 ACTION FOR IMPROVEMENT

5.6.1 Corrective Actions:

5.6.1.1 The licensee shall establish, implement and maintain arrangements for corrective actions to enhance and continually improve the ESMP, based on the results of electrical safety performance monitoring, incident investigations, audits and management reviews.

5.6.1.2 When the evaluation of the ESMP indicates that existing corrective actions are ineffective, or similar incidents have reoccured, the licensee shall determine and implement additional corrective measures in accordance with the Hierarchy of Controls referred to in paragraph 5.4.1.2.

5.6.1.3 Directives and notices issued by the Commission requiring compliance or actions shall be addressed promptly and effectively. This shall also include appropriate actions taken based on recommendations made by the appointed electrical competent person during scheduled inspections or visits.

5.6.1.4 The licensee shall maintain and retain documented information related to corrective actions activities.

5.6.2 Continual Improvement:

5.6.2.1 The licensee shall continually improve the suitability, adequacy and effectiveness of the ESMP to enhance electrical safety performance and the reliability of the electricity supply infrastructure.

5.6.2.2 The electrical safety procedures and performance of the electricity supply infrastructure may be benchmarked against

other similar organisations to identify best practices and improve electrical safety performance.

5.6.2.3 The licensee shall maintain and retain documented information related to continual improvement activities.

6.0 ESMP PREPARATION CHECKLIST

6.1 This section provides an ESMP preparation checklist based on the six (6) elements described in Section 5.0. Relevant parties under the Act shall use this checklist to assess effectiveness, compliance and improvement measures that are required for the preparation and implementation of ESMP.

6.2 ESMP Preparation Checklist. Please tick on the relevant column.

THE ELECTRICAL SAFETY MANAGEMENT PLAN					
NO.	**DESCRIPTION**	**DI**	**C**	**NC**	**OFI**
1.0	**POLICY AND DOCUMENTATION**				
1.1	**Electrical Safety Policy**				
1.1.1	Establishment of an Electrical Safety Policy	☐			
1.2	**Documentation**				
1.2.1	All item marks as documented information (DI) are maintained and retained accordingly.	☐			
1.2.2	Legal and regulatory documents related to electricity as latest reference	☐			
1.2.3	Relevant guidelines or standard related to electricity as latest reference	☐			
2.0	**ORGANISING**				
2.1	**Competence**				
2.1.1	Registration of competent person.	☐			
2.1.2	Appointment letter of registered electrical contractor.	☐			
2.1.3	Training records of competent person and employees.	☐			
2.1.4	Operational work schedule includes competent person.	☐			
2.1.5	Visit and inspection frequency conducted accordance to Regulations.	☐			
2.2	**Responsibility**				
2.2.1	Top management (TM) demonstrated leadership in planning and implementing the ESMP. TM assigned duties and responsibilities for electrical safety management to line management.	☐			
2.2.2	TM established safety committee, lead the committee and meeting conducted at least twice a year.	☐			
2.2.3	TM ensured identification of electrical hazards and implementation of risk control measures.	☐			
2.2.4	TM reviewed the implementation of corrective actions, electrical safety performance and promote continual improvement.	☐			
2.3	**Communication:**				
2.3.1	Medium of communication to disseminate information related to electrical risks and control measures including internal and external communications.				
2.3.2	Medium to warn and advice on site electrical risk.				
2.3.3	Medium to received/follow up suggestion and complaints on electrical safety matters.				

NO.	DESCRIPTION	DI	C	NC	OFI
3.0	**PLANNING AND IMPLEMENTATION**				
3.1	**Planning and Implementation:**				
3.1.1	Established Electrical Safety Management Plan comprising 6 key elements of ESMP.	☐			
3.1.2	Established maintenance, testing and calibration plan.	☐			
3.1.3	Responsible personnel, budgets, and measurable targets are identified and established to control electrical risks.	☐			
3.1.4	All planned activities are implemented and recorded accordingly.	☐			
4.0	**RISK CONTROL MEASURES**				
4.1	**Identification, Evaluation and Control of Risks:**				
4.1.1	Hazard Identification, Risk Assessment and Control Measures are established for all high risks activities.	☐			
4.1.2	Control Measures are implemented based on Hierarchy of Control.	☐			
4.1.3	Personal Protective Equipments are issued and recorded.	☐			
4.1.4	Testing and calibration records for electrical equipements.	☐			
4.1.5	Management of Change (MoC) process is implemented for any changes that may affect electrical safety.	☐			
4.2	**Permit-To-Work (PTW) System:**				
4.2.1	PTW system and procedures for issuance and cancellation are established.	☐			
4.2.2	PTW implementation records for issuance and cancellation.	☐			
4.2.3	Safety briefings are conducted prior to the commencement of high risk electrical works.	☐			
4.3	**Emergency Preparedness and Response:**				
4.3.1	The emergency response preparedness and response plan (EPRP) is established.	☐			
4.3.2	The EPRP is communicated to all relevant parties.	☐			
4.3.3	Periodic emergency drills and awareness programmes are conducted.	☐			
4.3.4	Emergency Response Team (ERT) is established.	☐			
4.3.5	Emergency response equipments are readily available, accessible and within the validity period.	☐			

NO.	DESCRIPTION	DI	C	NC	OFI
5.0	**PERFORMANCE EVALUATION**				
5.1	**Investigation of Electrical-related Accidents and Incidents:**				
5.1.1	Reporting and investigation procedures of electrical accident are established.	☐			
5.1.2	Investigation report includes identification of contributing factors and corrective actions.	☐			
5.1.3	Accidents are recorded.	☐			
5.2	**Performance Monitoring and Review:**				
5.2.1	Electrical safety performances are monitored and reviewed.	☐			
5.2.2	Electrical accidents are recorded and analysed. Root causes and corrective actions are identified.	☐			
5.2.3	Periodic internal audits are conducted to identify compliance of ESMP.	☐			
5.2.4	Management review are conducted to evaluate overall ESMP strategy.	☐			
6.0	**ACTION FOR IMPROVEMENT**				
6.1	**Corrective Actions:**				
6.1.1	Planned corrective actions are implemented.	☐			
6.1.2	Where similar accidents have recurred, additional corrective actions are implemented in accordance with the Hierarchy of Control.	☐			
6.1.3	Directives and notices issued by ST are acted upon prompty and effectively.	☐			
6.1.4	Recommendation issued by competent person, audits, or top management review acted upon promptly.	☐			
6.2	**Continual Improvement:**				
6.2.1	Continually review the suitability, adequacy and effectiveness of the ESMP.	☐			
6.2.2	Procedures and performance are benchmarked with other similar organisations	☐			
7.0	**OVERALL EVALUATION**				
	☐Compliance (C) ☐Non-Compliance (NC) ☐Oppurtunity For Improvement (OFI) ☐Remarks (if any)				
8.0	REMARKS. (Areas for improvement status of compliance with legal requirement and follow up actions to be taken)				

Prepared/Assessed by:

Signature of Responsible Officer :
Name of Responsible Officer :
Name of Licensee/Organisation :
Date of Preparation/Assessment :

Approved by:

Signature of Management Rep. :
Name of Management Rep. :
Name of Licensee/Organisation :
Date of Approval :

NOTE:

The preparation or assessment process should include the review of relevant documents, random interviewing of personnel and inspection of infrastructure. Below are the standards for grading the performance of the organisation.

GRADING

Compliance	:	Good practice is in place and effectively implemented.
Non-Compliance	:	Good practice described is not yet in place or if it is in place, it is not implemented.
Oppurtunity For Improvement	:	Good practice is partially in place or partially implemented. There is a room for improvement.

APPENDIX 1: SAMPLE OF ELECTRICAL SAFETY POLICY

Statement of Policy

[Company Name] is committed to providing safe workplace for all employees, suppliers, contractors, customers, the public and other who may be affected by our activities.

[Company Name] is commited to take every reasonable effort to identify and eliminate hazards for the prevention of work-related accidents and injuries.

We commit to safety excellence in all activities we operate and comply with relevent laws and regulations and adhere to applicable standards and procedures.

We shall ensure continuous improvement in our safety management and performance.

We require all our employees, suppliers, contractors, customers to understand and strictly adhere to the policy at all times and recognise that safety is everyone's responsibility.

[Name and Signature]

President / Chief Executive Officer

[Company Name]

[Date]

APPENDIX 2: SAMPLE OF A LIST OF ELECTRICAL SAFETY PLAN/ ACTIVITIES/ INNITIATIVES

LIST OF ELECTRICAL SAFETY PLAN		
Name of Company	**ELECTRICAL SAFETY PLAN**	Form No.: Issue No.: Page: ... of ...

List of Activities for Year .....

Plan / Activities / Innitiatives	Date	Objective	Target Group	Status of Implementation

APPENDIX 3: SAMPLE OF HIRARC FORM

HIRARC FORM			
Name of Company:		Conducted by: (Name & Designation) Date: From ..... to	
Process / Location:			
Approved by: (Name & Designation)			
Date:		Review Date:	Next Review Date:

Hazard Identification, Risk Analysis and Control Measures

No.	Hazard Identification			Risk Analysis				Risk Control Measure	
	Activity	Hazard	Cause/ Effect	Existing Risk Control	Likelihood	Severity	Risk Level	Recommended Control Measures	Action (Responsible Officer/ Date / Status)

APPENDIX 4: SAMPLE OF TRAINING RECORD

TRAINING RECORD		
Name of Company	**ELECTRICAL SAFETY TRAINING RECORD**	Form No.: Issue No.: Page: ... of ...

List of Electrical Safety Related Training Record for Year .....

Participant Name	Date of Training	Name of Training	Organizer	Status of Completion

APPENDIX 5: SAMPLE OF MAINTENANCE/TESTING/CALIBRATION RECORD

MAINTENANCE / TESTING / CALIBRATION RECORD		
Name of Company	MAINTENANCE / TESTING / CALIBRATION RECORD	Form No.: Issue No.: Page: ... of ...

List of Electrical Maintenance / Testing / Calibration Record for Year .....

Name of Machineries/ Equipment/Apparatus	Machineries/ Equipment/Apparatus ID	Last Maintenance/Tested/ Calibrated	Next Date for Maintenance / Testing / Calibration	Status of Next Maintenance / Testing / Calibration

APPENDIX 6: SAMPLE OF INVESTIGATION REPORT FORM

INVESTIGATION REPORT FORM		
Name of Company	INVESTIGATION REPORT FORM RELATED TO ELECTRICAL INCIDENTS	Form No.: Issue No.: Page: ... of ...

PART A: Composition of Investigation Team

Item	Name	Department	Signature
Investigation Team Leader			
Investigation Team (s) *Team comprises of competent person or a representatives with relevant electrical safety knowledge with a participation of management and employee representatives.*			

PART B: Affected Person

Item	Name	Designation / Department	Age / Gender	Severity (Fatal / Non-Fatal)
Affected Person 1	1)			
Affected Person 2	2)			
Affected Person 3	3)			

PART C: Investigation Information

Item	Details
Date of Incident	
Date of Investigation	
Description of Incident	Describe what happened before, during and after the incident and describe detailed injury. (Attach sketch & photos if necessary)
Root Causes	
Recommended Action for Improvement Recommendation accepted for action by: *(by top management)*	Please specify the action and the recommended completion date ---------- Name: Designation: Date:
Verification of Action for Improvement *(by top management)*	---------- Name: Designation: Date:

APPENDIX 7: SAMPLE OF PPE RECORD

PPE RECORD		
Name of Company	PPE RECORD FOR ELECTRICAL WORKS	Form No.: Issue No.: Page: ... of ...

List of PPE Records for Electrical Works for Year .....

Employee's Name	Type of PPE	Issuance Date	Expiry Date	Signature /Acknowledgement

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