

# Sample Consultant Report (Electrical System)

TITLE

CONSULTANT REPORT

(DAY / MONTH / YEAR)

CLIENT ADDRESS

CONSULTANT ADDRESS

CONTENT

ITEM	CONTENT	PAGE NO.
1	PROJECT INFORMATION	
2	LOCAL AUTHORITY	
	a) TENAGA NASIONAL BERHAD (TNB)	
	b) TELEKOM MALAYSIA BERHAD (TMB)	
	c) MAJLIS DAERAH / BANDARAYA	
	d) OTHER AUHTORITY	
3	SCOPE OF WORKS (ELECTRICAL SYSTEM)	

<b>ITEM</b>	<b>CONTENT</b>	<b>PAGE NO.</b>
4	DISCUSSION HEAD OF DESIGN TEAM (ELECTRIC, ELV & ICT & ETC.)	
5	DISCUSSION WITH CLIENT / OWNER ABOUT REQUIREMENT	
6	DESIGN REVIEW	
7	TENDER STAGE	
8	CONSTRUCTION DRAWING APPROVAL	
9	CONTRACT DOCUMENT	
10	SUB CONTRACTOR INFORMATION	
11	INTERIM PAYMENT	
12	MATERIAL APPROVAL	
13	LIST OF SHOP DRAWING	
14	METHOD STATEMENT	
15	NON COMPLIANCE REPORT (NCR)	

## 1. PROJECT INFORMATION

<b>ITEM</b>	<b>DESCRIPTION</b>		
1	CONSULTANT		
	a)	ARCHITECT	XXX
			XXX
			TEL: XXX FAX: XXX
	b)	CIVIL & STRUCTURE	XXX
			XXX
			TEL: XXX FAX: XXX
	c)	MECHANICAL	XXX
			XXX
			TEL: XXX FAX: XXX
	d)	ELECTRICAL	XXX
			XXX

ITEM		DESCRIPTION	
			TEL: XXX FAX: XXX
	e)	QUANTITY SURVEYOR	XXX
			XXX
			TEL: XXX FAX: XXX
	f)	OTHERS	
2		CONTRACTOR	XXX
			XXX
			TEL: XXX FAX: XXX
3		CONTRACT NUMBER	XXXX/XXXX/XXXX/XXX
4		CONTRACT PRICE	RMXXXXXX.XX
5		MECHANICAL PRICE	RMXXXXXX.XX
		ELECTRICAL PRICE	RMXXXXXX.XX
		ICT PRICE	RMXXXXXX.XX
		OTHER PRICE	RMXXXXXX.XX
6		CONSTRUCTION START	DAY/MONTH/YEAR
7		CONSTRUCTION FINISH	DAY/MONTH/YEAR
8		EXTENSION OF TIME	(XXX DAYS) DAY/MONTH/YEAR
9		LIQUIDATED AND ASCERTAINED DAMAGES (LAD)	RMXXX.XX
10		RESIDENT ENGINEER (R.E)	NAME
11		CLERK / INSPECTION OF WORK (C/I . O. W)	NAME

2. LOCAL AUTHORITY - TENAGA NASIONAL BERHAD (TNB)

BIL	DESCRIPTION LETTER	DATE	REFERENCE LETTER	REMARK

2. LOCAL AUTHORITY - TELEKOM MALAYSIA BERHAD (TMB)

BIL	DESCRIPTION LETTER	DATE	REFERENCE LETTER	REMARK

2. LOCAL AUTHORITY - MAJLIS DAERAH / BANDARAYA

BIL	DESCRIPTION LETTER	DATE	REFERENCE LETTER	REMARK

2. LOCAL AUTHORITY - OTHERS

BIL	DESCRIPTION LETTER	DATE	REFERENCE LETTER	REMARK

3. SCOPE OF WORKS (ELECTRICAL SYSTEM)

NO.	ELECTRICAL SCOPE	REMARK
1.	ELECTRICAL BLOCK DIAGRAM	
2.	EXTERNAL ELECTRICAL INSTALLATION	
3.	INTERNAL ELECTRICAL INSTALLATION	
4.	LIGHTNING PROTECTION SYSTEM	
5.	STANDBY GENERATOR SET	
6.	STREET LIGHTING / COMPOUND LIGHTING	
7.	MATV SYSTEM	
8.	CCTV SYSTEM	
9.	CARD ACCESS SYSTEM	
10.	SOUND REINFORCEMENT SYSTEM	
11.	STAGE CURTAIN SYSTEM	
12.	STAGE LIGHTING SYSTEM	
13.	PUBLIC ADDRESS SYSTEM	
14.	AUDIO VISUAL SYSTEM	
15.	BUILDING SUPERVISORY SYSTEM	
16.	INFRA TELECOMMUNICATION SYSTEM	
17.	UNDERFLOOR TRUNKING SYSTEM	
18.	ICT - NETWORKING SYSTEM	

<b>NO.</b>	<b>ELECTRICAL SCOPE</b>	<b>REMARK</b>
19.	ICT - TELEPHONE SYSTEM	
20.	MASTER CLOCK SYSTEM & VIDEO INTERCOM SYSTEM	
21.	NURSE CALL SYSTEM	
22.	CONFERENCE SYSTEM	

4. DISCUSSION HEAD OF DESIGN TEAM (ELECTRIC, ELV & ICT & ETC.)

<b>BIL</b>	<b>MATTERS</b>	<b>DATE</b>	<b>REMARK</b>

5. DISCUSSION WITH CLIENT / OWNER ABOUT REQUIREMENT

<b>BIL</b>	<b>MATTERS</b>	<b>DATE</b>	<b>REMARK</b>

6. DESIGN REVIEW

<b>BIL</b>	<b>LIST SCOPE OF WORKS</b>	<b>DATE</b>	<b>REMARK / COMMENT</b>

7. TENDER STAGE

<b>BIL</b>	<b>DESCRIPTION</b>
1.	PROJECT TITLE
2.	DOCUMENT
3.	SITE VISIT
4.	DATE SELLING TENDER
5.	DATE CLOSE TENDER
6.	DATE AWARD TO CONTRATOR

8. CONSTRUCTION DRAWING APPROVAL

<b>BIL</b>	<b>LIST OF DRAWING</b>	<b>DRAWING NO.</b>	<b>DATE</b>	<b>STATUS (A, B, C)</b>
1.				
2.				

BIL	LIST OF DRAWING	DRAWING NO.	DATE	STATUS (A, B, C)
3.				
4.				
5.				
6.				

9. CONTRACT DOCUMENT

BIL	DESCRIPTION	DATE	REMARKS / COMMENT

10. SUB CONTRACTOR INFORMATION

BIL	SUBCONTRACTOR NAME	SUPPORTING DOCUMENT	REMARK / COMMENT

11. INTERIM PAYMENT

BIL	INTERIM NO.	AMOUNT (RM)	DATE	PERCENTAGE (%)	CUMULATIVE (RM)

12. MATERIAL APPROVAL

BIL	DESCRIPTION	BRAND	MODEL	RECEIVE DATE	STATUS (A, B & C)	REPLY DATE

13. LIST OF SHOP DRAWING

BIL	DRAWING TITLE	DRAWING NO.	RECEIVED DATE	STATUS (A, B & C)	REPLY DATE	REMARK / COMMENT

14. METHOD STATEMENT

<b>BIL</b>	<b>DESCRIPTION</b>	<b>RECEIVED DATE</b>	<b>STATUS (A, B &amp; C)</b>	<b>REPLY DATE</b>	<b>REMARK / COMMENT</b>
1.	INSTALLATION OF G.I CONDUIT				
2.	INSTALLATION OF TRUNKING				
3	INSTALLATION OF TELEPHONE SYSTEM				
4.	INSTALLATION OF ICT SYSTEM				
5.	PEMASANGAN LAMPU				
6.	INSTALLATION OF UNDERGROUND CABLE				
7.	UNDERGROUND DUCTING				
8.	LIGHTNING PROTECTION SYSTEM				
9.	UNDERFLOO TRUNKING				

15. NON COMPLIANCE REPORT (NCR)

<b>BIL</b>	<b>DESCRIPTION</b>	<b>RECEIVED DATE</b>	<b>STATUS (Open &amp; Close)</b>	<b>REPLY DATE</b>	<b>REMARK / COMMENT</b>
1.					
2.					
3					
4.					
5.					
6.					
7.					
8.					

<b>BIL</b>	<b>DESCRIPTION</b>	<b>RECEIVED DATE</b>	<b>STATUS (Open &amp; Close)</b>	<b>REPLY DATE</b>	<b>REMARK / COMMENT</b>
9.					