

Welcome to our “e-REW Express”. In some circumstances, the registered electrical contractor/worker may require gaining access to HK Electric distribution substation to carry out electrical works including installation and maintenance of customer’s equipment such as cables and ventilation fans. In this new issue of “e-REW Express”, we shall explain the procedures for arranging the access and the safety precautions for working inside the substation.

We hope you will find the information of this e-REW Express useful. If you have any suggestion, please send an email to us at mail@hkelectric.com or contact our Customer Installation Section at 2887 3455 so that we can further improve our service.

Procedures for Request of Access into HK Electric Distribution Substation

1. Procedures for Making the Request of Access

The applicant shall complete the Form C&M62 ‘Request for Access into HK Electric Substation’ (as shown in Figure 1. This form can be obtained by calling our Customer Services Representative (C&M) at telephone number 2814 3219 who will be pleased to provide a copy of the form by fax, post or email.

The duly completed form should be returned to our Construction & Maintenance Department at 16/F Electric Tower, No.1 Lee Hing Street, Apleichau, Hong Kong, by fax (Fax. No. 2871 0700) or by post at least 2 weeks before the date of access.

Figure 1 – Form C&M62 ‘Request For Access into HEC Substation’

Normally, access will be arranged in periods of half-day sessions. Morning session is from 0930 to 1200hrs Monday to Saturday while afternoon session is from 1330 to 1600hrs Monday to Friday. If temporary shutdown of electricity supply is required, a CI Form 509 shall be submitted as well.

Upon acceptance of the access application, a confirmation fax will be issued to the applicant confirming the date/time of the access and whether the service is chargeable or not. For chargeable services, a debit note will be issued to the applicant for settlement after completion of the services.

2. Safe Precautions for Working Inside a Substation

Under the current Factories and Industrial Undertakings (F&IU) Ordinance, a distribution substation is regarded as a construction site. Every personnel entering the substation should bring along a valid Construction Industry Safety Card and wear safety helmet. In addition, the working party should also bring along a 4.5kg dry powder fire extinguisher when working inside our substation and shall also observe relevant requirements as stipulated in other F&IU Ordinances.

No smoking is allowed inside HK Electric substation. When naked flame is required during the course of work, necessary precautionary measures must be implemented and prior approval from HK Electric engineers must be obtained.

All equipment inside substation are energized and customers should not interfere with HK Electric equipment in the course of work. If drilling on concrete is required, metal detection must be performed in advance to ensure no embedded services exist at the drilling point.

When work is in close proximity to HK Electric's installation or the work is extensive, prior consultation with our engineer regarding the working method should be arranged. Consultation appointment could be made through our Customer Services Representative at telephone number 2814 3219.

Should you have any enquiry regarding the above procedure, please feel free to call our Customer Services Representative at telephone number 2814 3219.