

Electrical Panel Assembly Procedure Checklist

Project Name: _____

Panel No.: _____

Date: _____

Technician: _____

General

- Review panel layout and schematic drawings
- Verify all materials and components per BOM
- Inspect enclosure for physical damage

Mechanical Assembly

- Mount all components securely and as per layout
- Ensure correct orientation of all devices
- Check for appropriate cable entry and gland fitting

Electrical Wiring

- Use correct wire type, size, and color
- Terminate wires with proper labeling
- Verify crimped/ferruled wire ends
- Confirm tightness of all connections
- Check wiring against approved schematics

Inspection & Testing

- Perform visual inspection of assembly
- Check continuity of all circuits
- Verify earth and neutral connections
- Check proper operation of all devices (manual/auto)

Documentation

- Update as-built drawings
- Attach all manufacturer's datasheets
- Record and label panel with panel tag & rating

Remarks / Notes

