



Bangladesh Power Development Board
INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO
45001:2018 STANDARDS)

PROCEDURE FOR COMMERCIAL OPERATION



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Document No.:
BPDB-IMS-PR-058

Revision No.: 00

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1.0 Purpose

To ensure efficient and effective monitoring process of distribution of electricity.

2.0 Scope

Applies to whole of Integrated Management System of Bangladesh Power Development Board (BPDB).

3.0 Terms and Definition

Definition

None

Abbreviations

BPDB – Bangladesh Power Development Board

MR – Management Representative

DD – Deputy Director

4.0 Roles and Responsibility

Tasks in Reference Clause nos.	Responsibility
5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11, 5.13, 5.14	Executive engineer
5.12	Deputy Director
5.15	MR/Head of the plant

5.0 Procedure

Plan of the operational procedure

- Preparing monthly billing
- Allocations of meters
- Preparation of Executive Summary of monthly operational data
- Programming & Troubleshooting of all kinds of meter
- Allocation to and Data collection from all concerned of KPI parameters

5.1 Monthly Billing

- Obtained reading from Energy Auditing unit
- Verify and data entered into prescribed billing format.
- Bill issue to bulk consumers namely:-DPDC, DESCO, WZPDC, REB and BPDB six distribution zones.
- After issuing, bill is sent to corresponding offices.

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5.2 References Allocation of CT, PT, 110V meter, 3-0, 400V meter & Single phase meter

- Requisition received from sites for new connection and replacement of faulty/damaged meter.
- Verification of submitted documents and allocation accordingly.

5.3 Preparation of Executive Summary

- Obtained monthly operational data (MOD) from all ESU & Power Stations (BPDB, IPP, RENTAL etc.)
- Analyze above data, prepared Executive Summary.

5.4 Programming & Troubleshooting of all kinds of meter

- Programming & reprogramming of all programmable energy meter as per requirement of BPDB.
- Trouble-shooting activities and remedial measures.

5.5 SCADA related works

- Provide SCADA operational support to distribution zones
- Provide SCADA maintenance support to distribution zones

5.6 New connection of 132KV and above voltage level

- Application received from interested consumers
- Feasibility study against applied connection with respect to prescribed criteria as required
- Report preparation and submission to the board for final decision.

5.7 Tender document preparation for meter, pre-paid meters & evaluation

- On the basis of stock status, tender document preparation for all kinds of meter including APP.
- Requisition placed to purchase dept.
- After evaluating and finalizing Tender, meters are received from selectee supplier.
- Received meters are then distributed to all electric supplier unit (ESU) as required.

5.8 Technical specification review for all kinds of meters

- Revision of specification as per requirement of system
- Submission to proper authority for approval.

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- After approval, approved specification is entered into tender documents.

5.9 AMR Server, meter configure, connectivity establishes, reading & reporting etc.

- Configuration of all meter, server communication channel etc. used for Automatic meter reading system.
- Connectivity establish, taking automatic meter reading and reporting accordingly.

5.10 MOD collection, analysis & reporting of commercial activities

- Collection of computerized MOD from all ESUs
- Analysis and reporting performance of commercial activities of all ESUs.

5.11 KPI related works

- Allocation of KPI parameters to all concerned
- Data collection, analysis and reporting achievement.

5.12 Reward- Punishment Scheme

- Target fixing to all electric supplier unit (ESU) to achieve KPI parameters.
- Committee is formed and evaluation of various functions is conducted according to KPI and report of external audit firm.
- Preparing working paper containing details chart of rewarded and punished functions including type of reward and punishment
- Implementation of the scheme according to approved working paper containing list of rewarded and punished functions.

5.13 Energy Auditing Activities

- Collection of reading of all input energy meters of BPDB distribution systems, DPDC, DESCO, W2PDC & REB including energy generated from all power plants of BPDB, RENTAL, IPPs etc.
- Energy balancing by calculating supplied energy, consumed energy and system loss.
- Supplied energy= consumed energy + system loss.
- Bill issue to all PBS under BREB
- Giving comments and approval on metering scheme for IPP/RENTAL power plants.
- Perform all kinds of test/ calibration of energy meters.
- Taking necessary action if deviation found in testing.

5.15 Electric supply Units

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- Activities of Electric Supply Unit (ESU) are done by following Commercial Operation Procedure (COP).

5.16 Implementation & Review

- Procedure for Commercial Operation and its effectiveness after implementation will be checked and reviewed during internal audits.
- Actions are taken on the basis review

6.0 References

- a) Commercial Operation Procedure (COP)
- b) Audit Report

7.0 Appendix

None

8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Revision

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