



## Bangladesh Power Management Institute

Plot No. 2, Road-104, Sector-4, Purbachal,  
Rupgonj, Narayangonj

### Field Visit Guideline

#### Purpose of field visit

The purpose of the field visit is basically observation for education and for providing with experiences outside everyday activities of the trainee officers. It stimulates questions and ideas and also provide and practical experience for the trainees.

#### Why this visit

- To make a connection between reality and theory – hands-on
- Can be used as an introduction to a unit or a culminating activity.
- To provide an authentic learning experience
- Trainees get to meet and interact with others
- Trainees will learn using different methodology

#### What to do

All participants will be divided into teams and study on one or more of the following fields:

##### Power Plants

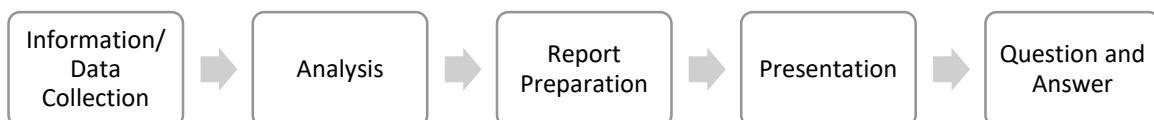
- Power Plant Operation
- Maintenance
- Auxiliary Consumption
- Fuel Consumption
- Financial Discipline
- Safety and Security

##### Distribution Substation

- Supply Line
- Transformers
- Busbars
- Switchgear
- Outcoming feeders
- Switching apparatus
- Switches
- Fuses
- Circuit breakers
- Surge voltage protection
- Grounding

#### Stages of the Study

Stages of the study will be as follows:



#### Guidelines for Safety and Behavior

There are many potential liability situations that can occur on a field trip, it is your ultimate responsibility to ensure that the following safety guidelines are met concerning safety and behavior while outside the BPMI.

- Participants must be onboard on time if they want to use transport provided by BPMI.
- Participants willing to use own transport are requested to be present at the destination on time.
- Team members will have to select one leader of the team.
- Team members are advised to collect adequate data from the host Officials. They can hand over the requirement to the host Officials and get data through e-mail.
- In briefing session, all participants are encouraged to ask questions and get clear idea about the subject presented by the host Officials.
- Do not take photographs in restricted areas.
- Please follow the instructions of the Course Authority.
- Get onboard on time during return trip.

## Report Preparation

Each team has to prepare and submit a comprehensive report on the study during field visit. Report should be within 5-10 pages. Structure of the report may be as follows (not restricted to):

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Caption           <ul style="list-style-type: none"> <li>– Bangladesh Power Management Institute</li> <li>– Name of topic of the Training Course</li> <li>– Duration of the Training</li> </ul> </li> <li>• Title</li> <li>• Name of the team members</li> <li>• Acknowledgement</li> <li>• Index</li> <li>• Introduction</li> </ul> | <ul style="list-style-type: none"> <li>• Basic Information/overview on the Site/Installation/Plant</li> <li>• Basic features of the Site/Installation/Plant</li> <li>• Technical Specification/Information</li> <li>• Performance of the Site/Installation/Plant</li> <li>• Commercial Data and Analysis</li> <li>• Problems</li> <li>• Probable solution(s)</li> <li>• Conclusion</li> </ul> |
|---|---|

## Evaluation

Findings of the report may have some impact on the evaluating performance of the participants of the training course. Following things of the report will be considered during evaluation:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Data accumulated during visit</li> <li>• Analysis of the data</li> <li>• Problem identification</li> <li>• Recommended solution</li> </ul> | <ul style="list-style-type: none"> <li>• Structure of the report</li> <li>• Presentation of the report</li> <li>• Behaviour of the participants during visit</li> </ul> |
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## Conclusion

The recommendation of the report will be communicated to the Power Division and respective organization based on authenticity, importance and impact on the performance of the installation visited. So, participants are requested to pay proper attention in data collection, report preparation and presentation.