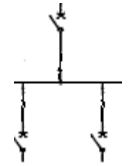




**DISTRIBUTION COMMISSIONING TEST SHEET – CUSTOMER CONNECTIONS OR RECONNECTIONS HV CT METERED
HPC-4DL-07-0007-2014**

This commissioning test sheet covers the checking, testing and commissioning of all new installations or reconnections to high voltage customers.



NOTE: Tests must be carried out after the installation, alteration or repair and before connecting. The connection must be done in the presence of the customer's electrical contractor. In some new installations, where Horizon Power equipment is located in the customer's substation, the Substation Commissioning Test sheet must be filled out.

SAFETY: At all times maintain suitable clearance to all other electrical equipment and verify planned escape routes. In preparation for the tests, wherever possible, disconnect the cables from the equipment and make the area safe.

DATE:		Project No.		Name of Officer	
Location:					

1. CUSTOMER DESCRIPTION

SPD Type		SPD Model		Rated Voltage	V	Rated Current	A
----------	--	-----------	--	---------------	---	---------------	---

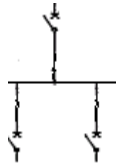
2. VISUAL INSPECTION AND SAFETY CHECK

Inspect the following: • Terminations	1	Check that the Service Order and HV Submission has been submitted by Customer and passed by Horizon Power.	<input type="checkbox"/>
	2	Check that the installation complies with the distribution construction standards and applicable design drawings.	<input type="checkbox"/>
	3	Check that Public Safety has been considered (e.g. cabinets secured and locked, trip hazards removed where applicable).	<input type="checkbox"/>
	4	Check the supply to the customer, that it is switched off and isolated.	<input type="checkbox"/>
	5	Confirm that the customer is de-energised (with approved testing device).	<input type="checkbox"/>
	6	Ensure that the earth system is complete, undamaged and bonded to earth points.	<input type="checkbox"/>
	7	HV cables are properly terminated.	<input type="checkbox"/>
	8	All labels fitted and numbered correctly.	<input type="checkbox"/>
	9	Is protection setting information provided? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No" then record settings in Section 6 or take a photo of customer's main switch and send for verification.	<input type="checkbox"/>



**DISTRIBUTION COMMISSIONING TEST SHEET – CUSTOMER CONNECTIONS OR RECONNECTIONS HV CT METERED
HPC-4DL-07-0007-2014**

This commissioning test sheet covers the checking, testing and commissioning of all new installations or reconnections to high voltage customers.



3. METER AND METERING PANEL INSTALLATION

New HV Meter Installation Form completed

The HV Metering Technician must ensure that all checks are completed and the test results comply with the minimum standards.

4. COMMISSIONING AND ENERGISATION

1	Check that the Customer's HV installation has a switching operator nominated.			<input type="checkbox"/>
	Customer's Switching Operator Name:		Contact Details	
2	Ensure that the Customer's Main Switch (and Earth Switch, if applicable) is off.			<input type="checkbox"/>
3	Energise the circuit as per switching program	Record program number		<input type="checkbox"/>
4	Ensure that all equipment is locked, numbered and labelled correctly, and secure from unauthorized entry.			<input type="checkbox"/>
5	Inform the customer's electrical contractor that the circuit is now permanently energised.			<input type="checkbox"/>
6	The switching operator must ensure labelling matches ENMAC and GIS diagrams.			<input type="checkbox"/>

5. METER COMMISSIONING

Remote checks complete

The HV Metering Technician must ensure that all checks are completed and the test results comply with the minimum standards.

I hereby certify that all checks on the meter/metering panel have been completed with satisfactory results, meter commissioning is complete, and transfer responsibility to the Commissioning Officer.

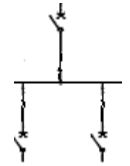
HV Metering Technician: _____ Pay Number: _____

Signature: _____ Date: DD/MM/YY Time: HH:MM



**DISTRIBUTION COMMISSIONING TEST SHEET – CUSTOMER CONNECTIONS OR RECONNECTIONS HV CT METERED
HPC-4DL-07-0007-2014**

This commissioning test sheet covers the checking, testing and commissioning of all new installations or reconnections to high voltage customers.



6. OPERATIONAL HANDOVER

The commissioning officer must ensure that all checks are completed and the test results comply with the minimum standards.

I hereby certify that all sections have been completed with satisfactory results and transfer responsibility to the network operating authority. This equipment is ready to be **SAFELY** energised.

Commissioning Officer: _____ Pay Number: _____

Signature: _____ Date: DD/MM/YY Time: HH:MM

1. Ensure the work area is left tidy with no hazards to the public.
2. Hand over responsibility to the operating authority
3. Return this sheet to the project/working file as a record of commissioning and as a document required for the Handover Certificate.

7. RECORD OF PROTECTION SETTINGS

Over Current (O/C) Setting					
Pick Up Current		Trip Time		Instantaneous Pick Up	
Earth Fault Current (E/F) Setting					
Pick Up Current		Trip Time		Instantaneous Pick Up	
Any Other Settings					

IMPORTANT: PLEASE ATTACH AS-BUILT DRAWINGS AND DATASHEETS TO THIS SHEET AND SEND TO RELEVANT ASSET MANAGER