



**DISTRIBUTION COMMISSIONING TEST SHEET – CUSTOMER CONNECTIONS LV CT METERED  
HPC-4DL-07-0001-2014**

This commissioning test sheet covers the checking, testing and commissioning of all new installations of large low voltage customers.



**NOTE:** Tests must be carried out after the installation before connecting. The connection must be done in the presence of the customers electrical contractor.  
**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.

<b>DATE:</b>		<b>Project No.</b>		<b>Name of Officer</b>	
<b>Location:</b>					

**1. CUSTOMER DESCRIPTION**

SPD Type		SPD Model		Rated Voltage		V	Rated Current		A
				Connection to HP Network		<input type="checkbox"/> Fuse _____ Type _____ A <input type="checkbox"/> Link _____ Type _____ A			

**2. VISUAL INSPECTION AND SAFETY CHECK**

Inspect the following: <ul style="list-style-type: none"> <li>• Main switch (SPD) terminations</li> <li>• Neutral connection</li> <li>• MEN/N-E connections</li> </ul>	1	Check that the Completion Notice 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 WADCM.	<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 (with approved testing device) that the customer is de-energised.	<input type="checkbox"/>
	6	Ensure that the earth system is complete, undamaged and bonded to earth points.	<input type="checkbox"/>
	7	LV cables are properly terminated and connected on meter and main switch (SPD).	<input type="checkbox"/>
	8	Neutral connected and earthed on earth bar.	<input type="checkbox"/>
	9	All labels fitted and numbered correctly.	<input type="checkbox"/>
	10	Is protection setting information provided? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No" then record settings in Section 7 or take a photo of customer's main switch and send for verification.	<input type="checkbox"/>



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**3. INSULATION RESISTANCE TEST**

Ensure that the Main Switch (SPD) is off

Use a 1 kV insulation resistance tester for 1 minute between each phase of the customers mains (never use a 5 kV insulation tester for this test).  
 Values greater than 100 MΩ are acceptable.  
 (Note: 1,000 MΩ = 1 GΩ)

Test Connection	Minimum Values	Test Results
Red phase to white phase	>100 MΩ	Ω
White phase to blue phase	>100 MΩ	Ω
Blue phase to red phase	>100 MΩ	Ω

Confirm customer's mains have been discharged after testing.

**4. METER AND METERING PANEL INSPECTION**

*New Low Voltage (LV) CT Meter Installation Form* complete

**The Metering Installer 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 (meter is safe to be energised, but not considered fully commissioned until remote check complete). **The LV meter installation form must be submitted to Horizon Power Metering Services.**

Metering Installer: \_\_\_\_\_ Pay Number: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date:     /    /     Time:     :    

**5. SERVICE CONNECTION TEST**

Service Connection Test (CS10# [2745508](#)) done

OR

Energise at later date



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**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. This sheet is a record of commissioning is required for the Handover Certificate.
4. Attach as-built drawings and datasheets to this sheet and send to relevant regional asset manager.

**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**