

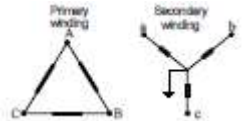


**DISTRIBUTION COMMISSIONING TEST SHEET – NON MPS DISTRIBUTION TRANSFORMER
HPC-4DL-07-0021-2014**



This commissioning test sheet covers the checking, testing and commissioning of all replacement or new installations of non-modular package substation (non-MPS) ground-mounted transformers up to 1,000 kVA before energisation.

NOTE: Tests must be carried out after the installation, alteration or repair and before putting back to service.
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 on both sides and make the area safe.



DATE:		Project No.		Name of Officer	
Transformer Location:					

1. TRANSFORMER DESCRIPTION

Rated Voltages	kV	V	Rated kVA	kVA	Stock code	Serial Number	
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2. VISUAL INSPECTION AND SAFETY CHECK

Inspect the following: <ul style="list-style-type: none"> • Rating plate • Tank and bushings • Tap setting • Oil level • HV terminations • LV terminations • Neutral connection • MEN/N-E connections 	1	Check that the installation complies with the distribution construction standards and applicable design drawings (especially correct orientation as per DSM 3).	<input type="checkbox"/>
	2	Check that Public Safety has been considered (e.g. cabinets secured and locked, trip hazards removed where applicable).	<input type="checkbox"/>
	3	Check the supply to the transformer, that it is switched off and isolated as per switching sheet and permit'.	<input type="checkbox"/>
	4	Confirm (with approved testing device) that the transformer is de-energised.	<input type="checkbox"/>
	5	Ensure that the earth system is complete, undamaged and bonded to earth points. Check 2 m clearance to conductive services or structures, and 15 m clearance to Telstra pits.	<input type="checkbox"/>
	6	Transformer voltage rating matches system voltage.	<input type="checkbox"/>
	7	Transformer tap is at the position of previously installed transformer or per network planning requirements.	<input type="checkbox"/>
	8	Transformer oil level is satisfactory (if visible).	<input type="checkbox"/>
	9	Transformer tank and bushings in good condition (no oil leaks).	<input type="checkbox"/>
	10	HV cables are correctly rated and properly terminated, connected on to the transformer bushings.	<input type="checkbox"/>
	11	The dead-end plugs are the correct voltage rating and correctly installed (transformer with 2 sets of HV bushings).	<input type="checkbox"/>
	12	LV cables are properly terminated and connected on transformer LV bushings.	<input type="checkbox"/>
	13	Check the neutral cable is connected to the neutral bar, the earth cable to the earth bar, and check the MEN link is connected.	<input type="checkbox"/>
	14	All labels fitted and numbered correctly.	<input type="checkbox"/>



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3. INSULATION RESISTANCE TEST

Earth resistance	Resistance: _____ Ω	Ensure that the earth resistance test has been completed with acceptable results prior to commissioning.	<input type="checkbox"/>																
Using an insulation resistance tester for a minimum of 1 minute for a stable reading test the following: (Short circuit all winding terminals of the source of the same voltage level together.)		Ensure that the high voltage (HV) and low voltage (LV) windings of the transformer are de-energised.	<input type="checkbox"/>																
		Disconnect all connections on transformer HV and LV bushings, including MEN links.	<input type="checkbox"/>																
		<table border="1"> <thead> <tr> <th>Test Connection</th> <th>Test Voltage</th> <th>Expected Results</th> <th>Test Results</th> </tr> </thead> <tbody> <tr> <td>Primary HV to Tank</td> <td>2.5 kV</td> <td>>1,000 MΩ</td> <td>Ω</td> </tr> <tr> <td>Primary HV to Secondary LV</td> <td>1 kV</td> <td>>100 MΩ</td> <td>Ω</td> </tr> <tr> <td>Secondary LV to Tank</td> <td>1 kV</td> <td>>100 MΩ</td> <td>Ω</td> </tr> </tbody> </table>	Test Connection	Test Voltage	Expected Results	Test Results	Primary HV to Tank	2.5 kV	>1,000 MΩ	Ω	Primary HV to Secondary LV	1 kV	>100 MΩ	Ω	Secondary LV to Tank	1 kV	>100 MΩ	Ω	
	Test Connection	Test Voltage	Expected Results	Test Results															
	Primary HV to Tank	2.5 kV	>1,000 MΩ	Ω															
	Primary HV to Secondary LV	1 kV	>100 MΩ	Ω															
Secondary LV to Tank	1 kV	>100 MΩ	Ω																
Confirm transformer has been discharged after each test.			<input type="checkbox"/>																

4. CABLE RECONNECTION

1	Reconnect phase cables, tighten bolts with recommended torque stated below.	<input type="checkbox"/>
2	Reconnect neutral cables, tighten bolts with recommended torque stated below.	<input type="checkbox"/>
3	Reconnect neutral-to-earth links, tighten bolts with recommended torque stated below.	<input type="checkbox"/>
Suggested bolt torques: M10 stainless steel bolts: 38 Nm M12 stainless steel bolts: 66 Nm M14 stainless steel bolts: 106 Nm M16 stainless steel bolts: 162 Nm		

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5. ENERGISATION OF TRANSFORMER WITHOUT LOAD

NOTE Highest risk of failure of a transformer is at energisation – ensure escape plan in place and JRA reflects potential hazard.

Check that the transformer LV is not connected to the LV network Check the HV fuse rating before energizing the transformer HV Conduct a voltage and phase rotation test on the LV once the transformer is energised.	Check that the HV fuses are correct.						Fuse Rating	A	<input type="checkbox"/>
	Energise the transformer HV as per HV switching program (check for abnormal noise)						Program No.		<input type="checkbox"/>
	Conduct a voltage and phase rotation test on LV side of transformer, preferably at LV disconnect or fuse box.								<input type="checkbox"/>
	Test Connection	Value Ranges	Selected Tap Voltage	Test Results	Test Connection	Value Ranges	Selected Tap Voltage	Test Results	
	Red to neutral	226 – 254 V	_____ V	V	Red to white	390 – 440 V	_____ V	V	
	White to neutral			V	White to blue			V	
	Blue to neutral			V	Blue to red			V	
Phase rotation (123 or ABC or RWB)						Rotation			

6. PHASING TEST

Conduct a phasing test at the open points of the LV network, where the LV supply is coming from another transformer.	Conduct the phasing test under switching schedules on points of the LV network where the potential of the energised transformer can be matched with the potential of another energised transformer. This test ensures that the interconnections of transformers are made or can be made for operational purposes. <ul style="list-style-type: none"> • If the LV conductors are energised from an interconnected transformer, conduct the phasing test at the new transformer's LV disconnecter. • If the LV conductors are not energised, proceed to section 6 and conduct the phasing test on normally open points where it can be interconnected from another transformer.
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7. ENERGISATION OF THE LV NETWORK

Conduct a voltage and phase rotation test on the LV once the transformer is energised.	If applicable, ensure all short-circuiting equipment is removed from LV network.					<input type="checkbox"/>
	If applicable, check that the LV fuses are correct					<input type="checkbox"/>
	Energise the LV circuits as per LV switching program.				Program No.	<input type="checkbox"/>
	Ensure that the LV network is returned to its normal operating configuration. If applicable, ensure that the LV circuits are not interconnected with any other transformers and are supplied only from the supply transformers.					<input type="checkbox"/>
	Conduct a voltage test on the LV disconnector of the new transformer to ascertain whether the transformer supply is within statutory limits during load conditions.					<input type="checkbox"/>
	Test Connection	Allowed Range	Test Results	Test Connection	Allowed Range	Test Results
	Red to neutral	226 – 254 V	V	Red to white	390 – 440 V	V
	White to neutral		V	White to blue		V
	Blue to neutral		V	Blue to red		V
	Conduct a service connection test on all installations where the service connections have been disturbed.					<input type="checkbox"/>
Check that all cabinets are secured and locked. (If applicable).					<input type="checkbox"/>	

8. 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.

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