

Covering Letter (SAMPLE ONLY)

Ref: CX###
WR#

DD/MM/YYYY

Dear Sir/Madam

Subject: Configuration of Installation e.g.: 150 kVA NIL Export Bumpless transfer generator–
Project Name, Location

Please find attached our submission for the above-mentioned project.

This letter is to certify that as a Registered Professional Engineer of Queensland and by virtue of my training and experience, the submission documentation issued together with this letter complies with the requirements of the latest revisions of the following:

- Site Specific Enquiry Response
- STNW1174 Version [#] - Standard for LV Embedded Generation Connections, including the relevant standards applicable to this installation therein
- Queensland Electricity Connection Manual Version [#]

Details of generating system(s): *[example only]*

EG #	Size	Type	Operation	Units
1	50kVA	Diesel (Rotating Machine)	Non-Export (Bumpless Transfer)	1 x 50kVA

In addition to the above, the following documents have been submitted as part of the application:

- Single line diagram of the generating system to the connection point (signed by RPEQ), including bumpless arrangement
- Protection and control line diagram including instrument make, model, settings, and instrument transformer details (signed by RPEQ) as relevant
- Generator technical datasheet including impedance characteristics
- Synchronisation Operational sequences (On loss of supply, on mains restoration, and testing sequences)
- Functional description of the intended operation of the proposed generating system including the bumpless transfer scheme
- Details of any interlocking systems (if relevant) – refer to [Interlocking Requirements Guideline](#) for guidance

Summary Table *[amend as relevant]*

Documents	Submitted	Provide details
Single Line Diagram (SLD)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Synchronous Operational Sequence	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Bumpless Transfer Scheme Details	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Generator Technical Data Sheet	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Should you have any queries, please contact the undersigned.

Signed

	RPEQ Engineer Name
	Registration Number
	Professional Title
	Company Name
	Company Address
	Contact Details