

# Commissioning Checklist for Simple Events

## Purpose and Scope

This Checklist has been developed to formalise commissioning activities for simple field events. A Simple Commissioning event is typically work completed by one Work Group on assets outside of a substation, which does not require the programming of settings or functional testing by a second party and is not part of a significant Works Project.


Location	Phone:	Fax:	Date:
Business Unit:	Region:	Depot:	
FdrSTAT Event ID:	Work Request No:	Work Order No:	

## Section A – Construction Checklist


<b>To be completed by Officer Responsible for Construction (confirm where applicable)</b>	
<b>LINE / SWITCH / SUBSTATION CONSTRUCTION</b>	
<input type="checkbox"/>	Confirm Substation installed as per Ergon manuals has been correctly labelled / numbered
<input type="checkbox"/>	Verify Transformer nameplate voltages and configurations are consistent with system requirements
<input type="checkbox"/>	Verify that Surge Diverters have been installed correctly (cable size and connections installed as per Ergon Construction Manuals)
<input type="checkbox"/>	Confirm that all poles and hardware have been installed securely and correct as per Ergon manuals.
<input type="checkbox"/>	Confirm all HV and LV conductors and cables have been installed correctly and all connections secured tightly (cable size and fittings/terminations installed as per Ergon Construction Manuals).
<input type="checkbox"/>	Verify any Switches are correctly labelled, operating correctly and installed as per Ergon Construction Manuals
<input type="checkbox"/>	Verify any Site environment concerns are addressed. (Clearing, packaging, soil erosion)
<b>HV COMPONENT</b>	
<input type="checkbox"/>	Confirm the HV Fuse/Link assembly is correctly mounted and operates effectively
<input type="checkbox"/>	Confirm the HV fuses/links are the correct type and are the correct rating
<input type="checkbox"/>	Verify the HV bridging and/or HV cables are installed correctly and that all connections are secured tightly (cable size and fittings/terminations installed as per Ergon Construction Manuals). Cable Numbers fitted as per SAS
<input type="checkbox"/>	Verify all Apparatus are labelled and operating correctly, and are secured as per Ergon Construction Manuals
<b>LV COMPONENT</b>	
<input type="checkbox"/>	Confirm the LV fuses / link assembly is correctly installed, has the correct rating and operates effectively.
<input type="checkbox"/>	Confirm that any Street Lighting is installed as per Ergon Construction Manuals.
<input type="checkbox"/>	Confirm the LV fuse/link has a correct rating.
<input type="checkbox"/>	Verify the LV bridging is installed correctly and all connections are secured tightly (cable size and fittings / terminations installed as per Ergon Construction Manuals). Distribution system neutral identified and connected to neutral connection bar.
<input type="checkbox"/>	Verify all IPC's are installed correctly and that the final tug test has been carried out.
<input type="checkbox"/>	Confirm if Transformer Neutral left disconnected: Bridge from transformer neutral bushing left disconnected at the neutral connection bar (for pole mounted transformers only).
<b>EARTHING COMPONENT</b>	
<input type="checkbox"/>	Verify Earth mat/s are installed as per Ergon Construction Manual and connected to transformer earth down leads or earth bar.
<input type="checkbox"/>	Verify the Earthing conductor is the correct size and installed as per Ergon manuals.
<input type="checkbox"/>	Verify the Earth connections are terminated correctly and secured tightly.
<input type="checkbox"/>	Confirm Earthing configuration and resistivity readings have been reviewed against Ergon Construction Manual and are recorded on the appropriate Field Data Collection Form(s).
<b>COMMENTS / NOTES</b>	

# Commissioning Checklist for Simple Events

## Section B – Authority to Energise

To be completed by Officer Responsible for Construction (confirm where applicable)	
<input type="checkbox"/>	Confirm the Construction Checklist (as per Section A of this document) has been completed
<input type="checkbox"/>	Verify that Site / Plant Security is in place and activated
<input type="checkbox"/>	Confirm appropriate Operational and Warning Signage is in place
<input type="checkbox"/>	Confirm all environmental and WH&S precautions are in place
<input type="checkbox"/>	Verify that the Asset Data has been collected and that the Field Data Collection Forms are complete
<input type="checkbox"/>	Clearance has been obtained from the Metering Provider confirming that the Revenue Metering installation requirements and tests are complete, and that the equipment may be energised.
Nominated Equipment is ready to be energised (pending completion of testing):	
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
As at _____	(date) at _____ hours
Comments	
<b>Refer Section C for Incomplete Items affecting Operation and Maintenance</b>	
	Signature: _____ Print Name: _____ Title: _____

## Section C – Commissioning Checklist

To be completed by Officer Responsible for Commissioning (confirm where applicable)							
<input type="checkbox"/>	Confirm the Authority to Energise (as per Section B of this document) has been Completed and Signed						
<input type="checkbox"/>	Verify that a Visual Inspection is Complete						
<input type="checkbox"/>	Confirm the plant is ready to Energise as Per Relevant SWPs / Work Practices / Forms						
Nominated Equipment is energised							
<input type="checkbox"/>	As at _____ (date) at _____ hours.						
	Signature: _____ Print Name: _____ Title: _____						
Verify that the Voltage is within Statutory Limits		<b>A-N</b>	<b>B-N</b>	<b>C-N</b>	<b>A-B</b>	<b>B-C</b>	<b>C-A</b>
	<b>LV Bus (unloaded)</b>						
	<b>LV Bus (loaded)</b>						
<input type="checkbox"/>	Confirm that all Tests and Checks are Complete						
<input type="checkbox"/>	Confirm if Transformer Neutral is connected: Bridge from transformer neutral bushing is connected at the neutral connection bar (for pole mounted transformers only).						
Incomplete Items affecting Operation and Maintenance, or details of deviation from Standard Construction: <i>(Attach a Separate List where applicable)</i>							
_____							
_____							

The OCC is to be verbally notified by the Commissioning Officer that the uniquely numbered Commissioning Checklist for Simple Events (Authority to Energise) form has been signed and is complete. The unique Authority to Energise number is the Work Order number, or the Work Request Number in the case of multiple work orders if applicable.