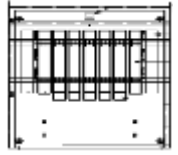




DISTRIBUTION COMMISSIONING TEST SHEET – LV KIOSK
HPC-4DL-07-0018-2014



This commissioning test sheet covers the checking, testing and commissioning of all replacement or new installations of low voltage (LV) kiosk 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 and fire risks. In preparation for the tests, wherever possible, de-energise and disconnect the LV cables from the equipment and make the area safe.

DATE:		Project No.		Name of Officer	
Location of Equipment:					

1. INSTALLATION AND CONSTRUCTION CHECKS

1	Check that the kiosk has been installed as per the distribution construction standards and applicable design drawings.	<input type="checkbox"/>
2	Check the supply to the kiosk, that it is switched off and isolated as per switching sheet and permit.	<input type="checkbox"/>
3	Confirm (with approved testing device) that the kiosk is de-energised.	<input type="checkbox"/>
4	Ensure that the earth system is completed as per design drawings.	<input type="checkbox"/>
5	Check that the kiosk is numbered and labelled correctly (for both fuses bases and covers).	<input type="checkbox"/>
6	Check that the neutral to earth link is connected and that the connections are completed correctly and secured	<input type="checkbox"/>
7	Check that Public Safety has been considered (e.g. cabinets secured and locked, trip hazards removed where applicable).	<input type="checkbox"/>

2. INSULATION RESISTANCE TEST

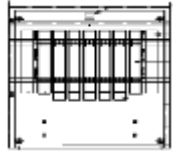
	Test Connection	Expected Results	Test Results
Remove the transformer links and confirm that the busbars are de-energised before commencing with this test. Verify the integrity of the busbar, phase to phase and to earth by using a 1 kV insulation resistance tester for a minimum of 1 minute for a stable reading. Test results are to be greater than 10 MΩ.	Red phase to white phase	>10 MΩ	Ω
	White phase to blue phase	>10 MΩ	Ω
	Blue phase to red phase	>10 MΩ	Ω
	Red phase to earth	>10 MΩ	Ω
	White phase to earth	>10 MΩ	Ω
	Blue phase to earth	>10 MΩ	Ω

Confirm busbar has been discharged after testing.

Note: A final insulation test between all phases and the neutral/earth on all LV circuits must be performed prior to energising them for the first time. This also applies after any connections have been disturbed/replaced.



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3. HANDOVER OF RESPONSIBILITY FOR THE COMPLETION OF SECTIONS 1 TO 2

I hereby certify that sections 1 to 2 have been completed with satisfactory results and transfer responsibility to the commissioning officer.

Testing Officer: _____ Pay Number: _____
Signature: _____ Date: DD/MM/YY Time: HH:MM

4. CABLE AND SITE CHECKS

1	Check that the cable testing schedules are available as per the Distribution Commissioning Work Instruction if applicable.	<input type="checkbox"/>
2	Check that the earth system test results are available for new installations as per the Distribution commissioning Work Instruction.	<input type="checkbox"/>
3	Ensure that all equipment is locked, numbered and labelled correctly, and secure from unauthorised entry.	<input type="checkbox"/>

5. PHASING TEST

If the LV network is to be interconnected with another LV network, phase-out at the normally open point; otherwise phase-out as required.

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.

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