



DISTRIBUTION COMMISSIONING TEST SHEET – POLES AND LINE HARDWARE
HPC-4DL-07-0027-2014

This commissioning test sheet covers the checking and commissioning of all replacement or new installations of poles and line hardware.



SAFETY: At all times maintain suitable clearance to all other electrical equipment and verify planned escape routes.

DATE:		Project No.		Name of Officer	
Test Site					

1. LOCATION OF THE POLE AND HARDWARE (lot number and road name)

A:	F:
B:	G:
C:	H:
D:	I:
E:	J:

2. POLE AND LINE HARDWARE DESCRIPTION

Pole				Line Hardware							
	Label/GIS ID code	Pole Type	Stock code / Description	Type	Stock code / Description	Type	Stock code / Description	Type	Stock code / Description	Type	Stock code / Description
A											
B											
C											
D											
E											
F											
G											
H											
I											
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3. VISUAL INSTALLATION AND SAFETY CHECKS

DESCRIPTION		A	B	C	D	E	F	G	H	I	J
1	Check that the installation (poles, line hardware and other equipment) complies with the distribution construction standards, applicable design drawings and there is no sign of damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Check that the voltage rating of the line hardware matches the system voltage (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Check that the clearances between lines and lines to trees, buildings etc. are suitable for service and construction been done as per design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Check that the bay lengths are constructed as per design standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Check that all connections are correctly placed and are secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Check that no loose or unconnected items exists on the line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. COMMISSIONING

Energisation of the high voltage overhead powerline	1	Ensure that all persons are clear of the line before Energising	<input type="checkbox"/>
	2	Ensure that all working earths and programmed earths are removed (if applicable).	<input type="checkbox"/>
	3	Energise the powerline as per the switching program	Number <input type="checkbox"/>



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5. 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