

# Inspection Record for Switch Houses (including transformer yards)

Record No.: \_\_\_\_\_

Client: _____	Subcontractor: _____
Project No.: _____	Subcontract P.O. No.: _____
Project Name: _____	Substation No.: _____

Additional Information: \_\_\_\_\_ Location: \_\_\_\_\_

Reference Document: \_\_\_\_\_

Items to inspect	Subcontractor	Company		Remarks
	inspected initials/date	Hold Point	inspected* initials/date	
1.0 Tidiness and general condition of station and yard in satisfactory condition		h		
2.0 Check the following items:  Station exterior:		H		
2.1 Has the station been numbered and fire fighting instructions and danger signs been provided  Is the station equipment complete with:				
2.2 First aid/electrical shock treatment directions				
2.3 Any instructions required by local authority				
2.4 Key diagram of main power system				
2.5 Single line diagrams of switchboards				
2.6 Schematic/wiring diagrams of switchboards				
2.7 Blackboard and/or log book				
2.8 Sufficient caution and danger notices and spare fuses				
2.9 If a telephone is provided: appropriate telephone list				
2.10 Fire extinguisher ..... State type: CO <sub>2</sub> /BCF				

H - Company's presence is mandatory for all activities in section.  
h - Company's presence is mandatory.

Attachments, No. of pages: \_\_\_\_\_

Accepted for Subcontractor	Accepted for Company	Accepted for Client
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

\*Company only initials for holdpoint