

# Inspection and Test Record for Outgoing Units - LV Switchgear

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

Additional information:

Manufacturer: \_\_\_\_\_ Switching device: Type \_\_\_\_\_

P.O. No.: \_\_\_\_\_ Function \_\_\_\_\_

Location: \_\_\_\_\_ Rating \_\_\_\_\_

Switchboard No: \_\_\_\_\_

Panel No.: \_\_\_\_\_ Reference Document: \_\_\_\_\_

Items to inspect	Subcontractor		Company		Remarks
	inspected initials/date	Hold Point	inspected* initials/date		
<p>Note: Tests marked (C) are required for pre-commissioning inspection only</p> <p>1.0 Check the following items and note any deviations/defects under remarks:</p> <p>1.1 Circuit labelling</p> <p>1.2 Mechanical damage</p> <p>1.3 Door interlock</p> <p>1.4 Mechanical position indication</p> <p>1.5 Electrical closing local/remote</p> <p>1.6 Electrical tripping local/remote</p> <p>1.7 Alarm indication local/remote</p> <p>1.8 Wiring connections and marking</p> <p>Test insulation resistance wiring at 500 V ..... Mohm</p>		H			

H - Company's presence is mandatory for all activities in section. Attachments, No. of pages: \_\_\_\_\_

h - Company's presence is mandatory.

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

\*Company only initials for holdpoint

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

Additional information:

Manufacturer: _____	Switching device: Type _____
P.O. No.: _____	Function _____
Location: _____	Rating _____
Switchboard No: _____	
Panel No.: _____	Reference Document: _____

Items to inspect	Subcontractor	Company		Remarks
	inspected initials/date	Hold Point	inspected* initials/date	
2.0 Earthing  Check the condition of the earthing bar and connections test earthing bar continuity ..... Micro Ohm		h		
3.0 Insulation resistance test - switching device (C) at 500 V  Phase R ..... Mohm Phase S ..... Mohm Phase T ..... Mohm		h		
4.0 Protection relay test (C)		h		
5.0 Check and record the fuse:  Class ..... Rating ..... Condition .....		h		
6.0 Remedial action completed:		h		

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