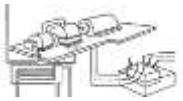
DISTRIBUTION COMMISSIONING TEST SHEET – PRIVATE PARALLEL GENERATORS
HPC-4DL-07-0028-2014

This commissioning test sheet covers the checking, testing and commissioning of all new installations or reconnections to private parallel generators.



NOTE: Checks must be carried out before connecting. The connection must be done in the presence of the customer's electrical contractor.
SAFETY: At all times maintain suitable clearance to all other electrical equipment and verify planned escape routes.

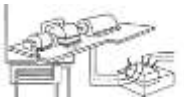
DATE:		**Project No.**		**Name of Officer**	
Location:					

1. GENERATOR(S) DESCRIPTION

	Generator 1	Generator 2	Generator 3
Rated Voltage			
Rated kVA			
RPM			
Percentage Impedance			
Meter Stock Code		Meter Serial Number	

2. VISUAL INSPECTION AND SAFETY CHECK

1	Check that the Completion Notice and HV Submission has been submitted by Customer and passed by Horizon Power.	☐
2	Check that Public Safety has been considered (e.g. cabinets secured and locked, trip hazards removed where applicable).	☐
3	Check that the PPG is not supplying Horizon Power customers while generating in Island Mode under any circumstances.	☐
4	Check that all equipment, which forms part of the connection to the network (such as RMU, cables, etc.) is commissioned with test results made available.	☐
5	Ensure that the earth system is complete, undamaged and bonded to earth points.	☐
6	All labels fitted and numbered correctly.	☐
7	Is protection setting information provided? ☐ Yes ☐ No If "No" then record settings in Section 6 or take a photo of customer's main switch and send for verification.	☐



3. METER AND METERING PANEL INSPECTION

Inspect the following: • Meter • Meter panel • Meter terminations	1	Check that the meter has a calibration sticker/certificate.	☐
	2	Check that the meter seals are still intact.	☐
	3	Check that the metering CT's/VT's are correct and tested (i.e. insulation, ratio etc…).	☐
	4	Check that the meter panel wiring is correctly colour coded and terminated.	☐
	5	Check that the meter attachment screws have no sharp points to pierce any wiring behind meter panel.	☐

The Metering Officer must ensure that all checks are completed and the test results comply with the minimum standards.

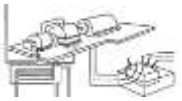
I hereby certify that all checks on the meter/metering panel have been completed with satisfactory results and transfer responsibility to the Commissioning Officer.

Metering Officer: _____ Pay Number: _____

Signature: _____ Date: DD/MM/YY Time: HH:MM

4. COMMISSIONING AND ENERGISATION

1	Check that the Customer's HV installation has a switching operator nominated.				☐
	Nominated Switching Operator Name:		Contact Details		
2	Check that the test results for PPG protection has been verified and deemed satisfactory by Horizon Power protection personnel.				☐
3	Check that the earth test results at point of connection to the network are available and satisfactory		Earth Resistance Value	Ω	☐
4	Check that the condition for connection of PPG is suitable.				☐
	Connection (or re-connection) of PPG shall not be permitted until; all fault restoration or corrective work has been completed, all Horizon Power and Customer protection and control equipment is operational and the Network is stable.				
5	Check that any circuit breaker or recloser within the connection path to a PPG has it's reclose functions **disabled**.				☐
6	Enable PPG to be connected to the Network by requesting HOCC to send an "ENABLE" signal from the SCADA.				☐



7	Energise the circuit as per HOCC commissioning program	Record program number		☐
8	Normalise the circuit by enabling reclose functions, disabled above.			☐

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.

6. RECORD OF PROTECTION SETTINGS

Over Current (O/C) Setting					
Pick Up Current		Trip Time		Instantaneous Pick Up	
Earth Fault Current (E/F) Setting					
Pick Up Current		Trip Time		Instantaneous Pick Up	
Any Other Settings					

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