



**DISTRIBUTION COMMISSIONING TEST SHEET –STREETLIGHT LUMINAIRE OR SUBCOMPONENT REPLACEMENT
HPC-4DL-07-0036-2017**



This commissioning test sheet covers the replacement of luminaires, lamps, ballasts or removable PE cells in steel pole streetlights.

NOTE: Where any work is done that modifies the incoming service cable or cut-out wiring, do not use this sheet; instead use sheet [HPC-4DL-07-0031-2014 Steel Pole Streetlights](#). This sheet is ideally used for replacement of the luminaire, or a subcomponent (lamp, ballast or PE cell).

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

DATE:		Work order No.		Name of Officer	
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1. LOCATION OF THE STREETLIGHTS (lot number, road name and pick ID)

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

2. VISUAL INSTALLATION AND SAFETY CHECKS

Ensure no person makes contact with the steel pole streetlight or temporary earth electrode while the testing procedures are being undertaken.

DESCRIPTION		A	B	C	D	E	F	G	H	I	J
1	Install a temporary earth stake (independent earth) more than 2 metres from steel pole; • ensuring no underground services are within the vicinity of the stake, • to a minimum depth of 300 mm up to a maximum of 600 mm.	<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"/>
2	As a safety touch test, test between the steel pole and the temporary earth stake. Testing is to cease if a voltage greater than 6 V is measured, the source of voltage should be investigated.	<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 for presence of M.E.N. link between neutral and earth terminal, and link between earth terminal and pole. Install if missing (Refer DCS R26/3)	<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	Test between load phase terminal and load neutral for 0 Volts. (Testing is to cease if a voltage greater than 6 V is measured; instead investigate the source of voltage).	<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"/>



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3. CONDUCT REPLACEMENT OF COMPONENT

Ensure no person reinstates fuses during replacement operation.

4. REINSTATEMENT OF FUSES

DESCRIPTION		A	B	C	D	E	F	G	H	I	J
1	Insert the street light fuse/s into the fuse holder of the cut-out and close cut-out.	<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"/>
2	Confirm the operation of the streetlight lamp.	<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	As a safety touch test, test between the steel pole and the temporary earth stake. Testing is to cease if a voltage greater than 6 V is measured, the source of voltage should be investigated. <i>This test must occur when the luminaire is on, and will need to be timed to occur with the PE cell delayed operation.</i>	<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	Ensure everything is secure and safe from third party access.	<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	Remove temporary earth stake.	<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. 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.