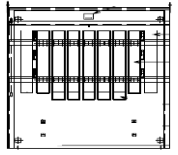




**DISTRIBUTION COMMISSIONING TEST SHEET – LV KIOSK**  
**HPC-4DL-07-0018-2014**



This commissioning test sheet covers the checking, testing and commissioning of all replacement or new installations of low voltage (LV) kiosk before energisation.

**NOTE:** Tests must be carried out after the installation, alteration or repair and before putting back to service.  
**SAFETY:** At all times maintain suitable clearance to all other electrical equipment and verify planned escape routes and fire risks.  
 In preparation for the tests, wherever possible, de-energise and disconnect the LV cables from the equipment and make the area safe.

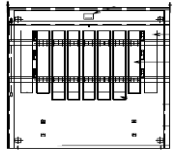
<b>DATE:</b>		<b>Project No.</b>		<b>Name of Officer</b>	
<b>Location of Equipment:</b>					

**1. INSTALLATION AND CONSTRUCTION CHECKS**

1	Check that the kiosk has been installed as per the distribution construction standards and applicable design drawings.	<input type="checkbox"/>
2	Check the supply to the kiosk, that it is switched off and isolated as per switching sheet and permit.	<input type="checkbox"/>
3	Confirm (with approved testing device) that the kiosk is de-energised.	<input type="checkbox"/>
4	Ensure that the earth system is completed as per design drawings.	<input type="checkbox"/>
5	Check that the kiosk is numbered and labelled correctly (for both fuses bases and covers).	<input type="checkbox"/>
6	Check that the neutral to earth link is connected and that the connections are completed correctly and secured	<input type="checkbox"/>
7	Check that Public Safety has been considered (e.g. cabinets secured and locked, trip hazards removed where applicable).	<input type="checkbox"/>

**2. EARTH RESISTANCE TEST**

1	Test earth resistance using one of the following DCT's and record value in 3.4.	<input type="checkbox"/>							
2	New earth stakes, use HPC-4DL-07-0004-2014 DCT- Earth Testing of Distribution Substation, to test the earths.	<input type="checkbox"/>							
3	Existing earth stakes, use HPC-4DL-07-0037-2017 DCT- Earth Testing of Altered Systems, to test the earths.	<input type="checkbox"/>							
4	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Previous test value if known</td> <td style="width:15%;">= _____ Ω</td> <td style="width:25%;">Measured value</td> <td style="width:15%;">= _____ Ω</td> <td style="width:20%;">Value acceptable</td> <td style="width:10%;">Yes <input type="checkbox"/></td> <td style="width:10%;">No <input type="checkbox"/></td> </tr> </table>	Previous test value if known	= _____ Ω	Measured value	= _____ Ω	Value acceptable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
	Previous test value if known	= _____ Ω	Measured value	= _____ Ω	Value acceptable	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Measured value would be acceptable if <b>below 10 Ohms</b> or a value between 0.8 and 1.2 which is obtained when dividing the Measured value by the Previous test value. <b>Note:</b> If previous test value is not known a value less than or equal to, 10 Ohms is acceptable.									
5	Earth stake resistance <b>above 10 Ohms or outside of an acceptable value</b> must be communicated to the formal leader or Asset manager.	<input type="checkbox"/>							



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**3. INSULATION RESISTANCE TEST**

	Test Connection	Expected Results	Test Results
<p>Remove the transformer links and confirm that the busbars are de-energised before commencing with this test.</p> <p>Verify the integrity of the busbar, phase to phase and to earth by using a 1 kV insulation resistance tester for a minimum of 1 minute for a stable reading.</p> <p>Test results are to be greater than 10 MΩ.</p>	Red phase to white phase	>10 MΩ	Ω
	White phase to blue phase	>10 MΩ	Ω
	Blue phase to red phase	>10 MΩ	Ω
	Red phase to earth	>10 MΩ	Ω
	White phase to earth	>10 MΩ	Ω
	Blue phase to earth	>10 MΩ	Ω

Confirm busbar has been discharged after testing.

**Note:** A final insulation test between all phases and the neutral/earth on all LV circuits must be performed prior to energising them for the first time. This also applies after any connections have been disturbed/replaced.

**4. HANDOVER OF RESPONSIBILITY FOR THE COMPLETION OF SECTIONS 1 TO 3**

I hereby certify that sections 1 to 3 have been completed with satisfactory results and transfer responsibility to the commissioning officer.

Testing Officer: \_\_\_\_\_ Pay Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: DD/MM/YY Time: HH:MM

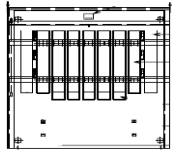
**5. CABLE AND SITE CHECKS**

1	Check that the cable testing schedules are available as per the Distribution Commissioning Work Instruction if applicable.	<input type="checkbox"/>
2	Check that the earth system test results are available for new installations as per the Distribution commissioning Work Instruction.	<input type="checkbox"/>
3	Ensure that all equipment is locked, numbered and labelled correctly, and secure from unauthorised entry.	<input type="checkbox"/>



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**6. PHASING TEST**

If the LV network is to be interconnected with another LV network, phase-out at the normally open point; otherwise phase-out as required.

**7. 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.