

Test Certificate

GENERAL TEST CERTIFICATE

Sheet 1 of 11

Customer:				Substation:	
Site:					
Date:		Job No:		Circuit Title:	
Type of Unit:	Panel No.		Rating		Serial No.
Test Equipment Used & ID:					
High Voltage Switchgear & Switchboards – Maintenance Inspection					
	Item	Complete Yes/No/NA	Correction Required	Correction Complete	Comment
1	Manually / Electrically Open CB				
2	Manually / Electrically Close CB				
3	Record CB Operation Counter				
4	Brush down exterior surfaces				
5	Check for corrosion				
6	Check switch position indicators for correct op.				
7	Check switch interlocks for correct operation				
8	Check test access cover interlocks for correct operation				
9	Check condition of internal wiring and connections				
10	Check ventilation / filters are clear (if fitted)				
11	Check anti-con heaters and thermostatic controls (if fitted)				
	Item	Complete Yes/No/NA	Correction Required	Correction Complete	Comment
12	Check correct operation of barriers and shutters (if				

	applicable)							
13	Check security of nuts, screws, split pins and other fasteners							
14	Check linings, guards and inter-phase barriers for damage, burning or delamination							
15	Clean and lubricate moving parts							
16	Inspect, clean and lubricate interlock mechanism							
17	Check security of nuts, screws, split pins and other fasteners							
18	Check SF6 Pressure gauge is in the green range / Manometer reading					Panel	Circuit	Busbar
19	Check contact wear in accordance with manufacturer instruction (if possible)							
20	Remove cable box covers and check box and terminations for signs deterioration							

Protection Relays & Control Panels

	Item	Complete Yes/No/NA	Correction Required	Correction Complete	Comment
1	Clean exterior and interior of panel				
2	Check integrity of retaining clips and split pins				
3	Check condition of internal wiring and connections				
4	Check settings are correct				
	Item	Complete Yes/No/NA	Correction Required	Correction Complete	Comment
5	Check function of relays by secondary injection				

6	Check indicating devices operate and re-set correctly				
7	Test secondary injection of AC current operated relays and verify timing accuracy				
8	Test DC voltage operated relay by applying/removing voltage				
CT's					
1	Brush down all exterior surfaces (if accessible)				
VT's					
1	Brush down all exterior surfaces (if accessible)				
2	Confirm size/rating of VT fuses (if applicable)				
3	Confirm continuity of each VT fuse (if applicable)				
Substation Earthing					
	Item	Complete Yes/No/NA	Correction Required	Correction Complete	Comment
1	Check condition of main earth and earth bonds				
2	Confirm identification and warning labels are correct, legible and secure				
3	Test resistance of switchgear panel earthing (if accessible) @ 10A - Results in Microhms				
		L1	L2	L3	
	Panel 1 – 2				
	Panel 2 – 3				
	Panel 3 – 4				
	Panel 4 - 5				
	Panel 5 - 6				

Description of Relays

Panel No.	Relay Type & Serial No.	Complete	Comments
2	MRI-IE SN MR962384		

