

Power Transformer Installation: A Step-by-Step Checklist

Location		Vendor Drawing Number	
System Voltage		Description	
Unit Number		Rating	

1). Name Plate Details

Manufacturer		Phases (R, Y, B)		Connection symbol	
Serial Number		Frequency (Hz)		Un-tanking Mass	
MVA		Diagram Drawing Number		Total Oil	
Voltage Ratio		Year of Manufacturer		Total Mass	
Break Insulation Level		Type of cooling		Heaviest package with oil	
A.C. Test Voltage		Total weight.		Heaviest package without oil	
Vector Group		Transportation Weight		% Impedance (Normal Tap)	

Insulation Level	
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2). Receipt & Storage Checks:

S.No	Description	Result
a	Visually inspect the assembled unit and all transformer components for any damage.	
b	Verify that every accessory is kept in a spotless environment that is shielded from dirt, rain, etc.	

3). Foundation & Placement Check

S.No	Description	Result
a	Verify the accuracy of the foundation level.	
b	Verify the foundation's dimensions.	
c	Verify that the foundation pocket is free of any foreign objects.	
d	Verify that the foundation jack plate is in the proper place.	

4). Assembly of Transformer

S.No	Description	Result
a	Verify that turret 1U ₁ is correctly installed.	
b	Verify that turret 1V ₁ is correctly installed.	
c	Verify that turret 1W ₁ is correctly installed.	
d	Ensure the Buchholz relay pipe is fitted correctly.	
e	Verify OLTC pipe installation.	
f	Verify that the air vent pipe is installed correctly.	
g	Verify that the HV terminal is correctly erected and oriented.	
h	Verify that the LV terminal has been built and positioned correctly.	
i	Verify that the LV Neutral terminal has been correctly built and oriented.	
j	Verify that the LV cable box was built and positioned correctly.	
k	Verify that the Buchholz relay is correctly erected and aligned.	

l	Verify that the OLTC and primary breathers have been installed and positioned correctly.	
m	Check that the radiator's air vent & plug have been installed and positioned correctly.	
n	Check that the pressure relief device is correctly positioned and erected.	
o	Verify that the conservator has been built and positioned correctly.	
p	Check that both ends have been earthed.	
q	Check Breather pipe completed.	
r	Check that all nuts and bolts are tight.	
s	Make sure every transformer component is fixed	
t	Make sure all of the openings (taps, valves) are covered and closed.	

5). Post Assembly and Testing Readiness Checks

S.No	Description	Result
a	Check the transformer oil level.	
b	Check the tightness of the bushing terminal connectors.	
c	Check if Buchholz pipe valves are open.	
d	Verify all valves to the atmosphere blanked.	
e	Check that the radiator top & bottom valves are open.	
f	Check that all gasket joints are leak-tight.	
g	Check that MTJ and JTB are correctly sealed.	

6). Equipment as Accepted : YES / NO

7). Remarks and Observation

TITLE	EOS	
NAME		
DESIGNATION		
SIGNATURE		
DATE		