

## Switchgear Erection & Commissioning Checklist

**Consumer:**

**Visit Date:**

**Site:**

**PO No.:**

**Switchgear Type & Rating:**

**Panel Qty: I/C**

**O/G**

**B/C**

### Foundation Frame

<b>Sl.No</b>	<b>Checklist</b>	<b>Status Yes / No</b>	<b>Remarks</b>
1	Bed plate levelling below -40 mm is completed.	Yes / No	
2	Inspecting the floor frame for any harm. Measurement of the cross section revealed equality.	Yes / No	
3	Floor frame levelling accomplished within +/- 1 mm	Yes / No	
4	According to the DRG, the cutout location for the power and control cable entries has been located.	Yes / No	
5	The floor frame's bed plate welding is completed.	Yes / No	
6	Floor frame earthing after primary earthing is completed.	Yes / No	
7	Regardless of whether the floor level is below the foundation frame by three millimeters, flooring work must be done.	Yes / No	

## Erection of Panel

Sl.No	Checklist	Status Yes / No	Remarks
1	Check the panel enclosure for any outside damage.	Yes / No	
2	Have you notified the insurance company of any damage that you have seen?	Yes / No	
3	Once the case is open, check the panel's condition; it should be in good shape.	Yes / No	
4	Panels are connected and there is no space between them.	Yes / No	
5	Panels are positioned on the floor frame, and the level is acceptable.	Yes / No	
6	If a gap is found, the same is sealed with action.	Yes / No	
7	The panels' additional holes are sealed.	Yes / No	
8	All packing materials have been removed from the panels.	Yes / No	

## Panel Testing – Mechanical

Sl.No	Checklist	Status Yes / No	Remarks
1	Remove any packing materials used to lock the breaker. Please follow the instructions on the panel board.	Yes / No	
2	Verified the movement of the breaker to the test and service position.	Yes / No	
3	Checked the operation of the test and service position switch & contacts.	Yes / No	

4	Open front cover of the breaker & inspect the condition. If necessary, verify the tightness of all bolts.	Yes / No	
5	Manually charged the spring and tested the breaker to ensure proper operation.	Yes / No	
6	Checked the contacts of the auxiliary switch in the both positions.	Yes / No	
7	Checked the operation of the limit switches and it is OK.	Yes / No	
8	Checked the contacts on the pole side; everything is okay.	Yes / No	
9	Checked the contacts on the panel side; everything seems ok.	Yes / No	
10	The movement of the shutter was tested and found to be okay.	Yes / No	
11	The condition of the bus bar supported insulator has been tested and found okay.	Yes / No	
12	Bus bars are built as per drawing.	Yes / No	
13	The contact alignment of the breaker with the panel was examined and determined to be okay.	Yes / No	
14	Bus bar bolt tightness was examined and confirmed to be okay.	Yes / No	
15	Inter panel wiring finished per authorised drawings.	Yes / No	

## Panel Testing – Electrical

Sl.No	Checklist	Status Yes / No	Remarks
1	The continuity of the inter-panel wiring was tested.	Yes / No	
2	Control voltage value was tested.	Yes / No	
3	All of the panel's MCBs were turned off prior to energising the control voltage.	Yes / No	
4	After connecting the control voltage, check the same in all panels.	Yes / No	
5	Turned on the MCBs in each panel one after another.	Yes / No	
6	Inspected the operation of the breaker.	Yes / No	
7	Verified the trip operation of breaker through relay.	Yes / No	
8	All types of relays (current and voltage) were tested to ensure proper operation. Conduct the relay test as instructed, and record the values separately.	Yes / No	
9	The primary injection test on CT was completed. Conduct CT test as instructed and record values individually.	Yes / No	
10	Check the contact resistance on the breaker and bus joints. Please refer to the instruction sheet; values are recorded sequentially.	Yes / No	
11	Ratio check of the potential transformer is done. Conduct the PT test as instructed and record the values individually.	Yes / No	
12	Verified the open delta voltage.	Yes / No	
13	Checked meters using the sec injection test.	Yes / No	
14	Megger and high-voltage tests were undertaken.	Yes / No	

	Conduct the HV test as instructed and record the values separately.		
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The above switch board is get commissioned after passing the essential tests as outlined in the check list, and it is found to be operationally acceptable.

**Overall Remarks**

**Site Supervisor:**

**Site Engineer:**

**Commissioning Engineer:**