

Electrical Panel Testing Checklist

ForumElectrical.Com

Consumer Detail:

Date:

Panel No:

Location:

Make:

Rev:

Sr. No.	Checklist	Detail Description	Remarks	Status
1	Panel Appearance			
	a). Dimension	Check that the panel's width, height, and depth are consistent with the GA drawings.		
	b). Paint/Color	Check paint as indicated in the specification.		
	c). Sheet Thickness	Check sheet thickness as indicated in specifications.		
	d). Panel Mounting/ Fixing arrangement	Check that the appropriate angle (1.5 to 2 ft height) is given for panel mounting.		
	e). Nameplate	Check that the Nameplate is provided on the panel.		
2	Electrical Component			
	a). Switchgear Make	Check that all of the switchgear utilized is consistent with the BOM. For example,		

		if L&T is specified, ensure sure all components are L&T.		
	b). Switchgear Ratings	Check that all contactors, overload relays, MCB/MCCBs, SPP, CTs, bus bars, ammeters, and voltmeters are rated according to the drawings.		
	c). Internal Arrangement	Check that the internal arrangement of the components matches the drawing.		
	d). Check these Instruments/c omponents are provided in panel	Incomer MCB/MCCB, ammeter/voltmeter with selector switches, single-phase preventer, phase indicator, fan/filter, selector switches, and so on.		
3	Electrical Wiring			
	a). Internal Wiring	Check that all power & control wiring is as shown in the drawing.		
	b). WLC & Timer wiring	Check the water level controller & timer for the blower. Logic wiring and interlocks are provided as shown in the drawing.		
	c). Power & Control Terminal	Check that power & control terminal strips are provided, and that the wiring termination is completed properly.		

	d). For VFD Panel	Check the VFD rating & wiring according to the drawings. VFD drive testing must be conducted.		
	e). For PLC Panel	Check with the provider for Soft PLC logic that meets our logic requirements. All programming should be tested to see if it runs.		
4	Power Supplies			
	a). Power Supply	Check that a single phase power supply is provided for the Level Controller, Local Indicators, Switches, and other components in the panel.		
	b). Terminals	Check if spare terminals are available for future use in the panel.		
5	Test Certificates			
	a). Test Certificates	For motors, VFDs, and electrical switchgear, get the test certificates from the provider.		
Overall Remarks:				

Tested By:	Date:	Sign:
Inspected By:		
Verified By:		
Note	Each panel should be inspected using the aforementioned checklist. In the case that the vendor checks on his own, he will complete the following checklist and provide a self-certified report.	

Electrical Panel Monthly Checklist

Month:

S.No	Description	Yes	No	N/A	Remarks
1	The main power line & outgoing power cable are placed or ground for permitted uses.	√			
2	High voltage signage must be displayed.	√			
3	All outgoing circuits must be equipped with a circuit breaker, and the receptacle must be grounded.	√			
4	All power distribution boards on site must be labeled with a schematic specifying the source from which they are powered.	√			
5	Ground resistance should be measured using an earth tester.	√			
6	A fully charged fire extinguisher will be given.	√			
7	The names and phone numbers of competent people are placed on the panel board.	√			
Inspected By					
Verified By					

Electrical Panel Hourly Checklist

Time: _____

S.No	Panel Number	Location	Panel Box	Panel Lock	Light Indicator	Breaker	Wiring	Connection	Isolation	Grounding	Remarks

V = GOOD

X = DAMAGE

Inspected By	
Verified By	