

Motor Control Panel (MCP) Inspection Checklist

Project	:	
Consumer	:	
Job Number	:	

MCP DETAILS							
Equipment:							
Marking:							
System Rating:							
KV		Phase		A Bus		Hz	

S.No	Visual Inspection	Remarks
1	General inspection of the entire panel and equipment.	
2	Check for damaged, bent, (or) twisted doors, and confirm ground bonding.	
3	Check for broken instruments, relay cover glass, and damaged phase indication lights.	
4	Inspect the bus for exterior harm, missing insulation, and connections at joints to ensure plating is appropriate.	
5	Check the cleanliness of the interior of cubicles/compartments.	
6	Inspect the insulation, stand-off insulators, & bus separators for any damage (or) clearance issues.	
7	Inspect for correct compartmentalization as needed.	
8	Inspect the color & painting as required by the work specification.	

S.No	Mechanical Inspection	Remarks
1	Bus bars & joints verified for torque and marking.	
2	Check the bus for support and spacing. Marking, Sizing, and Clearances	
3	Check the alignment of the breaker mechanism within the stack, as well as the flexibility of movement.	
4	Check the rails, guides, rollers, & shutter mechanism.	
5	Inspect the breaker to ensure that the positive & negative interlockings are aligned and working properly.	
6	Manually close & open breakers in connected and unconnected positions, as verified.	
7	Rack each breaker into the appropriate cell to ensure that every single breaker of same rating are interchangeable.	
8	All of the interface-rejection plate are installed & accurate as the breaker setup.	

S.No	Electrical Inspection	Remarks
1	Check the control wire from point to point according to the drawing design.	
2	Check wire markers and ensure terminal block connections that are secure & correctly indicated.	
3	Megger tests the main bus from phase to ground & phase to phase.	
4	Hi-pot across PH to PH & PH to GRD at 1 minute per rated voltage.	
5	Check the function of the voltmeters and ammeters.	
6	All protection relays are powered & set to their factory settings.	
7	The protection relays' trip/alarm operation has been validated.	
8	The functioning and function of the power circuit breakers system were confirmed.	
9	Control circuits perform in accordance with the engineering drawings that have been checked.	

S.No	Final Inspection	Remarks
1	Name Plate: (Master, Warning, Data, & Component Labels)	
2	All necessary protection barriers are in place.	
3	Examine the paint finish for right color and faults.	
4	Equipment is properly set up for short shipment, if applicable.	
5	Hardware, straps, and other installation-related components are provided.	
6	Switchgear assembly as per the engineering issued drawing validated and ready for tag.	

	Tested By	Inspected By	Remarks
Signature			
Name/Designation			
Company			