# Inspection and Test for Record for Switching Units - HV Switchgear

**Client:** ______  
**Subcontractor:** ______

**Project No.:** ______  
**Subcontract P.O. No.:** ______

**Project Name:** ______  
**Substation No.:** ______

## Additional information:

**Manufacturer:**  
**Switching device:** Type  
**P.O. No.:**  
**Function:**  
**Location:**  
**Rating:**  

**Switchboard No.:**  
**Panel No.:**

## Reference Document:

**Items to inspect**

<table>
<thead>
<tr>
<th>Subcontractor</th>
<th>Company</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>inspected initials/date</td>
<td>Hold Point</td>
<td>inspected* initials/date</td>
</tr>
</tbody>
</table>

1.0 Record the reading of the operations counter .........................................

2.0 Check the following items and report any deviations/defects under remarks:

2.1 Circuit labelling correct

2.2 Operation of safety shutters

2.3 Padlocking facilities

2.4 Interlocking facilities, mechanical/electrical

2.5 Mechanical position indicators, indicating lights

2.6 Insulating bushings and barriers

2.7 Cable box and terminations

2.8 Alignment of main and auxiliary contacts

2.9 Mechanical closing and tripping

2.10 Electrical closing local/remote

2.11 Electrical tripping local/remote

H - Company’s presence is mandatory for all activities in section.

h - Company’s presence is mandatory.

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**Accepted for Subcontractor**

**Name:** ______  
**Signature:**  
**Date:** ______

**Accepted for Company**

**Name:** ______  
**Signature:**  
**Date:** ______

**Accepted for Client**

**Name:** ______  
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*Company only initials for holdpoint*
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<tbody>
<tr>
<td>2.12</td>
<td>Alarm indications local/remote</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.13</td>
<td>Anti-condensation heater</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- test insulation resistance at 500 V</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>........................................Mohm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.14</td>
<td>Secondary and auxiliary wiring</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- test insulation resistance at 500 V</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>........................................Mohm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>Earthing:</td>
<td>h</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Check the conditions of earthing bar and connections</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test the earthing bar continuity</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>........................................Micro Ohm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>Record fuse type/rating</td>
<td>h</td>
<td></td>
</tr>
</tbody>
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- **Signature:**
- **Date:**

### Accepted for Company

- **Name:**
- **Signature:**
- **Date:**

### Accepted for Client

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*Company only initials for holdpoint

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5.0 HV pressure test - circuit breaker (for pre-commissioning inspection only)

- Test voltage DC
- leakage current - MA

<table>
<thead>
<tr>
<th></th>
<th>R</th>
<th>S</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td>kV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA</td>
<td></td>
<td></td>
<td></td>
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Tester used:

6.0 Insulation resistance - circuit breaker:

- Test voltage

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<tr>
<th></th>
<th>R</th>
<th>S</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td>V DC</td>
<td></td>
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Phase R, S, T, Mohm

Tester used:

7.0 Conductivity test - circuit breaker:

<table>
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<tr>
<th></th>
<th>R</th>
<th>S</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohm</td>
<td></td>
<td></td>
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Ducter used:

8.0 Current transformer test completed

Sheet no.

Protection relay test completed

Sheet no.

9.0 Remedial action required:

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