

Wiring Modifications to a Panel or Switchboard Inspection

ASI JOB No:	CONTRACT No:	DOC No: ASI-OP-OP-ITS-0122 REV No 3.0
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Tag Number:	Description:	
System:	Manufacturer:	Location Dwg:
Subsystem:	Model:	Term Dwg:
Area:	Datasheet:	
Work pack:	Serial No:	

Item	Description				Inspection Results		
					Ok	N/A	Comments
1	Confirm the equipment is de-energized and is safely isolated.						
2	Check and confirm the equipment nameplate data is the correct Panel / Switchboard.						
3	Record test equipment number and verify calibration status.						
	Meter No:		Calibration date:				
4	Check and confirm the wiring modifications that have been completed match the latest drawings and SLD's.						
5	Confirm all modification wiring and terminations are as per the specifications requirements.						
6	Confirm the general arrangement of installation is as shown on the drawings.						Attach a photo of each join
7	Confirm all earthing and bonding of all equipment is as per the drawings and specification.						
8	Check and confirm all equipment is undamaged, installed in accordance with manufacturer's instructions with sufficient clearance and accessibility for operation and maintenance.						
9	Confirm all auxiliary devices are installed as per the manufacturer's recommendations and correctly terminated. Verify all IS barriers and associated components correctly installed and earthed.						
10	Confirm that all checks as required by manufacturer have been completed. Attach manufacturer's check sheet to this form.						
11	Confirm the equipment IP rating has not been compromised.						
12	Confirm all equipment is clean and free from dust / debris, including internals.						
13	Confirm all doors, gland plates are correctly mounted.						
14	Confirm all panel-front components, indicators, lamps, meters are securely mounted and undamaged.						
15	Confirm all switching devices rating and tagging match the drawings.						
16	Check all switching devices for correct mechanical operation.						
17	Confirm that all testing as required by the specification has been completed and recorded.						
18	Confirm the Panel / Switchboard is ready to be re-energised as / when required.						
19	Confirm the installation is as per the manufacturer / project documentation and drawings. Ensure any discrepancies between design drawings and installation are clearly recorded as per project procedure. (I.E. As Built Dwgs)						
20	Confirm all Punch-list items are recorded as per project procedure.						

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Tested By:	Licence No:	Date:
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	COMPLETED BY	SUPERVISOR QA/QC	ACCEPTED BY CLIENT
NAME			
SIGNATURE			
COMPANY			
DATE			