***INSPECTION AND TEST CHECKLIST FOR: MAIN SWITCHBOARDS***

***Note – To be completed on a floor by floor basis***

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| DB NUMBER | PRE-REQUISITE WORKS  Confirm All Work Has Been Completed | | | INSTALLATION CHECKS  Completion of “Visual Inspection of Distribution Board” Check list | | | VISUAL INSPECTION  Complete Visual inspection immediately prior to testing | | |
| COMPLETE  YES/NO | CHECK BY | DATE | COMPLETE  YES/NO | CHECK BY | DATE | NO DAMAGE  YES/NO | SUFFICIENT SUPPORTS  YES/NO | CORRECT LABELING  YES/NO |
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**COMMENTS: (Including test instrumentation details)**

**NCR No:**

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| ***FINAL ACCEPTANCE:*** | ***NAME*** | ***SIGNATURE*** | ***POSITION*** | ***APPROVED (YES/NO)*** | ***DATE*** |
| **Heyday Group** |  |  |  |  |  |
| **Client (Representative)** |  |  |  |  |  |
| **Authority (If Applicable)** |  |  |  |  |  |

**ACCEPTANCE CRITERIA: AS PER ITP = (1) AS3000:2007 WIRING RULES. (2) SPECIFICATION. (3) LATEST APPROVED DRAWINGS. (4) SUPPLY AUTHORITY APPROVAL. (5) COMMISSIONING WORK METHOD STATEMENT .**

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| DB NUMBER | **INSULATION RESISTANCE**  *AS/NZS 3017:2007 Insulation resistance tests are necessary to ensure that the insulation resistance between all live conductors and earth or, as the case may be, all live parts and earth is adequate to ensure the integrity of the insulation.*  **The insulation resistance shall be not less than 1 MΩ.** | | | | | | | | | | | |
| R-W | R-B | W-B | R-N | W-N | B-N | R-E | W-E | B-E | PASS / FAIL | CHECK BY | DATE |
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**COMMENTS: (Including test instrumentation details)**

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| DB NUMBER | CIRCUIT BREAKER OPERATION  Continuity Test – With breaker in open and closed position | | | | CIRCUIT BREAKER SETTING CHECKS  Verify Breaker Settings are as per Distribution Board Shop drawings ,Associated schematics & DB Schedules  (Board Drawings to be attached to ITC) | | | CURRENT TRANSFORMER POLARITY CHECKS  Visual Inspection – Confirm CT Marking Indicators are as per manufacturer Install. Guidelines. Visual Inspection of all other wiring | | | CURRENT TRANSFORMER RATIO CHECK  Visual Inspection of CT Ratio. Record CT ratio and confirm it is as per the switchboard shop drawing | |
| OPEN POSITION  PASS/FAIL | CLOSED POSTION  PASS/FAIL | CHECK BY | DATE | PASS / FAIL  PASS/FAIL | CHECK BY | DATE | PASS / FAIL  PASS/FAIL | CHECK BY | DATE | CT Ratio  Record actual CT ratio | Shop Drawing  Record CT ratio on Chadwick’s shop drawing |
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