

Distribution Transformer Commissioning Certificate

Version 3 – 220F028B
Issued Date 1 August 2025

Certify where required that the information written on this Certificate (and its attachments) is a true and correct record of the works undertaken and that the equipment is ready and safe to be commissioned.

Retain a copy of this Certificate (plus its attachments) on your files and **send the originals to Powerco** as prescribed in 360S014 *Electricity As-Built Reporting Standard*.

Record HV works on **220F028A Pre-commissioning HV Commissioning Inspection Certificate – Minor Works**

Complete this form whenever a transformer is installed or replaced (e.g., after a fault or upgrade, etc.)

Job Name		Contractor Name	
No / Street / Road		Town/District	
		Contractor Ref. No.	
CIWR No.		Date Completed	
SAP W/O No.		Transformer No.	

a) As-Built Information Records have been uploaded to SAP

Confirmed ✓

360S014EE As-built Electrical Equipment Record	
360S014EG As-built Transformer Record	
360S014EH As-built Equipment Record Cards	
360S014EI As-built Underground Network Distribution Panel Layout Record	
360S014EJ As-built Earth Installation and Test Record	
360S014EO As-built Transformer ICP Change Form (if applicable)	
Labelling completed per 393S004 Labelling and Safety Signage Requirements Standard	

b) Earthing Equipment Testing Verification

Result

Acceptable Result

Earth Electrode Resistance	Leg 1	Ohm	25 ohms or less see 393S017A Permanent Earthing - Design Requirements
	Leg 2	Ohm	
Total MEN Earth Resistance Test	Urban Area	Ohm	5 Ohms or less for urban (≥ 10 ICPs)
	Remote Or Rural	Ohm	25 Ohms or less for Remote or Rural (< 10 ICPs)

If an earth resistance test requirement cannot be achieved, complete 393F017 then contact your supervisor for advice. Refer to 393S018 for Permanent Earthing Testing Methods. **Do Not Liven Without Powerco Approval.**

c) Phase Connections to Low Voltage Network

Confirmed ✓

For pole mounted transformers: Confirm that the transformer LV phase terminals (bushings) are securely connected to the designated phase conductors via LV HRC fuses as detailed in 393S024 Network Fuse Protection Standard	a	
	b	
	c	

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d) Neutral Earth Bonding Connection Attestation

Pole Mounted Transformers (Refer Std Drawing 1010200) Tick (✓) applicable option **Yes** **No** **Not applicable**

Is the transformer neutral bushing securely connected to the earth/neutral bar?				
Is the transformer neutral bushing securely connected to each distribution network neutral conductor?			(No Neutral conductor)	
Is each overhead neutral conductor securely connected to earth? (2 nd MEN connection)				

Ground Mounted Transformers Refer Std Drawing 1025604 Tick (✓) applicable option **Yes** **No**

Is the transformer neutral bushing securely connected to the earth/neutral bar				
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e) Pre HV-Fuse Insertion Checks

Confirmed ✓

Confirm that LV is Isolated from Local LV distribution network	
Confirm that HV Fuse Rating and Size is correct for the site (per 393S024 Network Fuse Protection Standard)	
HV Fuses Inserted and Transformer has been energised	
HV fuse size installed	A

f) OFF LOAD Voltage Checks: Measured at Source/Supply Side of OPEN LV Fuse Base

	Measured Volts				Acceptable Results Shall Be Between	Confirmed ✓
	Circuit 1	Circuit 2	Circuit 3	Circuit 4		
R to W	V	V	V	V	412 V to 422 V	
W to B	V	V	V	V	412 V to 422 V	
B to R	V	V	V	V	412 V to 422 V	
R to N	V	V	V	V	238 V to 244 V	
W to N	V	V	V	V	238 V to 244 V	
B to N	V	V	V	V	238 V to 244 V	
As Left Transformer Tap Setting					Adjust tap to achieve acceptable voltage	

g) Pre LV-Fuse Insertion Checks:

Confirmed ✓

Confirm that LV Fuse Rating/s and Size/s is/are correct for site (per 393S024 Network Fuse Protection Standard)	
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h) Phase Rotation Checks (if connecting to a De-energised LV network)

Confirmed ✓

Phase rotation matches pre-transformer removal checks if available	
Confirm correct rotation of any Consumer three phase load, if available	

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i) Phasing In / Paralleling Checks (if connecting to an Energised LV network where the supply to LV customers has been maintained through open points)

After confirming that both circuits are alive, measure across the paralleling device:

Measured points	Measured Volts				Acceptable Results	Confirmed ✓
	New circuit 1 to existing circuit	New circuit 2 to existing circuit	New circuit 3 to existing circuit	New circuit 4 to existing circuit		
R1 to R2	V	V	V	V	<10 V	
W1 to W2	V	V	V	V	<10 V	
B1 to B2	V	V	V	V	<10 V	
Neutrals connected (✓)						

j) Loop Impedance Tests (Refer 220S047 Loop Impedance Testing Standard)

Measured at the source/supply side of LV fuses near the transformer	Measured Impedance	
R to W	Ω	
R to B	Ω	Acceptable loop impedance result to be less than 0.2 Ω – This value indicates connections to the transformer are electrically sound.
W to B	Ω	
R to neutral	Ω	
W to neutral	Ω	
B to neutral	Ω	

k) LV Open Point Restoration (if connecting to an Energised LV Network)

Location of Open Point	Confirmed ✓
LV Open Point 1	LV open points restored to original status
LV Open Point 2	
LV Open Point 3	
LV Open Point 4	

I) Testing Attestation

I certify that the work to which this certificate applies has been done lawfully and safely and that the information in this certificate is correct and that the equipment is safe to energise

Print Name		Signed	
Date		ISN ID Number	



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Document Control

Version Date

Change

3	1st August 2025	Authorised by and Document Owner change
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