

Declaration of Test Results for New Substation Equipment

SSE Power Distribution

General Details

SSEPD Ref No:- J

Substation Name (for SSEPD use only)

Builder Name and Site Address

Contractor Contact Name

Contractor Telephone No.

Work Details

Details of network installed with associated drawings attached

Important Information

The following shall be observed:

- One form shall be submitted per substation tested/made live.
- Insulation resistance tests shall be carried out prior to connection to the system. The minimum acceptable insulation resistance level shall be 50 Ω .
- Oil filled equipment must have its oil tested during commissioning or have test results from equipment manufacturer stating 'as filled' oil condition. Acceptable values are breakdown greater than 40kV; moisture less than 20ppm; acidity less than 0.03mgKOH/gm.
- All earth resistances have been measured and recorded. Overall HV earth resistance must be no greater than 50 Ω . Where surge arresters are fitted the HV earth resistance must be no greater than 10 Ω .
- Overall LV earth resistance must be no greater than 20 Ω for PME network.
- The declaration over page **MUST BE SIGNED BY THE CONTRACTOR.**

HV and LV Earthing Test Results

HV Earth Value (W)	LV Earth Value (W)		Segregation Test Value
LV Neutral/HV steelwork earth link	Open	Closed	N/A as transformer is pole mounted

HV Equipment Pre-energisation Commissioning Test Results						
	Oil Tests			1kV DC Insulation Test		
	Breakdown Voltage (kV)	Moisture Content (ppm)	Acidity (mgKOH/gm)	L1,L2,L3 to E (M Ω)	L1,L2 to L3 (M Ω)	L1,L3 to L2 (M Ω)
Switchgear						
Transformer						
HV Equipment Pre-energisation Commissioning Test Results						
CB Protection settings agreed with SSEPD and tested				Yes	No	N/A
Dummy HV Fuse used to test correct operation of switchfuse				Yes	No	N/A

LV Equipment Pre-energisation Commissioning Test Results			
	500v DC Insulation Test		
	L1,L2,L3 to E (M Ω)	L1,L2, to L3 (M Ω)	L1,L3 to L2 (M Ω)
LV Pillar or Cabinet			

Acceptance of Substation		
SSEPD Civil Engineering Section have confirmed acceptance of the substation	Date	Name of SSEPD Civil Representative:

We hereby confirm this apparatus has been installed in accordance with SSE Power Distribution requirements and the as-laid drawings. We confirm that individuals with appropriate training, knowledge and experience have tested the apparatus and that the results of those tests are accurately represented on this form. We hereby acknowledge that such apparatus must be regarded as live from the date shown below and that all relevant site personnel (including the site agent) have been informed of this potential hazard.

Signed For and on behalf of (name of Contractor Company) 	Print Name Print Designation 	Date
------------------------------------------------------------------------------------------	-----------------------------------------------------------	-------------------

For SSEPD use only			
Substation NRN/Code		Completed	
		Initials	Date
Site legally owned by SSEPD and wayleave database updated			
Confirm ESQC risk assessment complete in accordance with PR-PS-311			
Nameplate labels (HV switch name, substation name and LVfeeder names and joint user label) fitted			
Breather tube caps on the transformer and switchgear removed and any residual split oil wiped up.			
HV and LV fuses correctly rated as per Fusing Guidance Document TG-PS-151 and guidance sheet installed on cabinet door.			
Oil level of transformer is in sight glass.			
Confirm protection settings on LV circuit breakers			
Confirm protection settings/ TLF size on HV circuit breakers (if applicable)			
S/S fencing labels fitted			
SF6 gas needle in green range on gauge (if appropriate)			
Pressure testing of cable network complete			
Ensure correct locks are fitted to switchgear and a S/S security lock is fitted to the LV cabinet door.			
Secondary voltage between 216V and 253V			
Phase rotation checked and label fitted (Stock no. 004512 clockwise, 004541 anti-clockwise)			
Inspection bar code label fitted			
Chipped paintwork repaired			
SSEPD plant record system (PLACAR) updated.			

Completed by (Print name)	Date	
---------------------------	------	--

Energised by (Print name)	Date	
---------------------------	------	--