

SUBSTATION ENCLOSURE HANDOVER INSPECTION REPORT

Inspection Date	
Address	
Substation Name	
Substation Type	
CitiPower/Powercor Reference Drawing	
CitiPower/Powercor Project Manager	

Builder		
Site Contact	Name	
	Phone	
	Fax	

Conduits From S/S Enclosure to B/L	Conduit correct size	Y	N	N/A
	Correct type & formation	Y	N	N/A
	Conduit encased in 2hr fire rated material	Y	N	N/A
	Certificate of 2 hr fire rated material provided	Y	N	N/A
	Conduit encased in concrete	Y	N	N/A
	Conduit route min bend 2000mm	Y	N	N/A
	Correct conduit entry into sub	Y	N	N/A
	Correct level entry into sub	Y	N	N/A
	Conduit drainage pit installed	Y	N	N/A
	Conduit pit adequately drained	Y	N	N/A
	Adequate drainage system installed between S/S & retaining wall	Y	N	N/A
	Conduit correct cover in street	Y	N	N/A
	Conduit cut to correct length & sealed at street end	Y	N	N/A
	Wire or equivalent tracer inserted	Y	N	N/A

Equipment Entry

Entrance able to withstand 26t load	Y	N	N/A
Entrance width & height correct	Y	N	N/A
Equipment hatch installed	Y	N	N/A
Equipment hatch 2 hr fire rated	Y	N	N/A
Equipment lifting eye/s installed	Y	N	N/A
Equip. lifting eye/s height correct	Y	N	N/A
Equip. lifting eye/s spacing correct	Y	N	N/A
Equip.lifting eye/s tonnage labelled	Y	N	N/A
Personnel safety anchor/s installed	Y	N	N/A
Equipment pad installed	Y	N	N/A
Equipment hatch waterproofed	Y	N	N/A
Equipment hatch heavy duty	Y	N	N/A
Equipment pulling eye/s installed	Y	N	N/A
Equip. pulling eye/s tonnage labelled	Y	N	N/A

Walls

Complete	Y	N	N/A
2hr fire rated solid concrete	Y	N	N/A
Solid blockwork / concrete infill block erected	Y	N	N/A
Cavity construction	Y	N	N/A
Cavity walls drained	Y	N	N/A
Waterproofed	Y	N	N/A
Ventilation penetrations correct	Y	N	N/A
Gaps sealed	Y	N	N/A
Vermin proofed	Y	N	N/A
Protrusions removed	Y	N	N/A
Painted	Y	N	N/A
EMF shielding installed	Y	N	N/A
EMF certificate provided	Y	N	N/A

Roof

Completed	Y	N	N/A
2hr fire rated solid concrete	Y	N	N/A
Waterproofed (short & long term)	Y	N	N/A
Gaps Sealed	Y	N	N/A
Vermin proofed	Y	N	N/A
Protrusions removed	Y	N	N/A
Painted	Y	N	N/A
EMF shielding installed	Y	N	N/A
EMF certificate provided	Y	N	N/A

Trenches	Formed correctly	Y	N	N/A
	Depth correct	Y	N	N/A
	Width & position correct	Y	N	N/A
	Grate covers correct - grid type correct, no deflection, 20kg max	Y	N	N/A
	Rebate for grate correct depth	Y	N	N/A
	Grate covers in place	Y	N	N/A
	Pulling plate/s & eye/s installed	Y	N	N/A
Doors	Hung	Y	N	N/A
	Number of doors & positions correct	Y	N	N/A
	Door dimensions correct	Y	N	N/A
	Door swing rotation correct	Y	N	N/A
	Self closing	Y	N	N/A
	Panic bar installed	Y	N	N/A
	Handles fitted - D-Pull external	Y	N	N/A
	Lock provision - Lockwood type per spec.	Y	N	N/A
	Turn snib latches top & bottom	Y	N	N/A
	No standing sign	Y	N	N/A
	Fire rated & Tagged	Y	N	N/A
	Painted	Y	N	N/A
	Steel Angle bund installed - 150mm min.	Y	N	N/A
	Raised Platform	Installed as per drawing	Y	N
Hand rail removable		Y	N	N/A
Platform height correct		Y	N	N/A
Support the weight of equipment		Y	N	N/A
Monorail & trolley installed		Y	N	N/A
Certificate of structural adequacy provided		Y	N	N/A
Grills & Fire Shutter/s	Installed	Y	N	N/A
	Sealed	Y	N	N/A
	Certificate of 2 hr fire rating provided	Y	N	N/A
Light & Power /	Correct layout	Y	N	N/A
	Temp supply available	Y	N	N/A

Fan	L&P board labelled as required	Y	N	N/A
	Fan bypass switch installed	Y	N	N/A
	Correct fan rotation - stickers	Y	N	N/A
	Fan is 3 phase 415 V - separate 5 pin plug	Y	N	N/A
	Correct Fan Flow	Y	N	N/A
	Adjustable thermostat installed / connected	Y	N	N/A
	Fan tested - certificate provided	Y	N	N/A
	Emergency exit sign with 3 hr back up	Y	N	N/A
	Power points installed	Y	N	N/A
	Lighting switches installed with neon indicator	Y	N	N/A
	Ceiling light with emergency battery backup installed & labelled	Y	N	N/A
	Cord pull switch installed	Y	N	N/A
	Tail from switchboard to future LV board	Y	N	N/A
	Certificate of Electrical Safety provided	Y	N	N/A

Other items Structural changes that occur during construction which effect
 Substation layout, equipment or conduits route shall be reported to CitiPower's/Powercor's Substation Design Section for acceptance.

Outstanding Items

--	--

Energisation	24 hour access arranged	Y	N	N/A
	Substation enclosure ready for 'Hand-Over'	Y	N	N/A

Signed

Name	
Company	
Date	