



LOW VOLTAGE AIR SWITCH



OWNER Example Owner PAGE 1
 PLANT Example Plant AMBIENT TEMP. _____ °F DATE 10/10/2014
 SUBSTATION DISCONNECTS HUMIDITY _____ % JOB # DISCONNECTS
 POSITION GENERAL ASSET ID _____

NAMEPLATE DATA

MANUFACTURER _____ MODEL NO. _____ TYPE _____
 CATALOG NO. _____ AMPACITY _____ VOLTAGE _____ CONTROL VOLTAGE _____
 SERIAL NUMBER _____ SHUNT TRIP YES INTERRUPT CAPACITY _____ OTHER _____

FUSE DATA

MANUFACTURER _____ CLASS _____ CATALOG NO. _____
 AMPACITY _____ VOLTAGE RATING _____ INTERRUPT RATING _____ OTHER _____

GROUND FAULT RELAY

MANUFACTURER _____ TYPE _____ CATALOG NO. _____
 PICKUP RANGE _____ PICKUP SETTING _____
 TIME DELAY RANGE _____ TIME DELAY SETTING _____ OTHER _____

VISUAL & MECHANICAL INSPECTION

INSPECT PHYSICAL & MECHANICAL CONDITION	
INSPECT ANCHORAGE, ALIGNMENT & CLEARANCES	
INSPECT GROUNDING	
PERFORM AS-FOUND TESTS IF REQUIRED	
CLEAN UNIT	
VERIFY BLADE ALIGNMENT & PENETRATION	
VERIFY TRAVEL STOPS & MECHANICAL OPERATION	
VERIFY FUSE SIZES & TYPES	
VERIFY FUSE HOLDER SUPPORT	

INSPECT BOLTED ELECTRICAL CONNECTIONS FOR HIGH RESISTANCE	
WITH ONE OF:	LOW RESISTANCE OHMMETER
	CALIBRATED TORQUE WRENCH
	THERMOGRAPHIC SURVEY
TEST INTERLOCKING SYSTEMS FOR OPERATION & SEQUENCING	
INSPECT INSULATING ASSEMBLIES	
VERIFY ALL INDICATING & CONTROL DEVICES	
LUBRICATE MOVING CURRENT-CARRYING PARTS	
LUBRICATE MOVING & SLIDING SURFACES	
VERIFY HEATER OPERATION	

ELECTRICAL TESTS

RESISTANCE MEASUREMENTS		POLE 1		POLE 2		POLE 3	
		AS FOUND	AS LEFT	AS FOUND	AS LEFT	AS FOUND	AS LEFT
BOLTED CONNECTIONS	LINE $\mu\Omega$						
	LOAD $\mu\Omega$						
FUSE $m\Omega$							
FUSE HOLDER $m\Omega$							
CONTACT $\mu\Omega$							

INSULATION RESISTANCE TEST RESULTS		10 KVDC		
		POLE 1 (P1-P2)	POLE 2 (P2-P3)	POLE 3 (P1-P3)
POLE TO POLE	M Ω			
POLE TO FRAME	M Ω			
LINE TO LOAD	M Ω			

GROUND FAULT	
PICKUP	
TIMING	

CONTROL WIRING	
	M Ω

COMMENTS: _____
 DEFICIENCIES: _____

TEST EQUIPMENT USED: _____ TESTED BY: Default Administrator



LOADBREAK DISCONNECT TEST



OWNER Example Owner PAGE 2
 PLANT Example Plant AMBIENT TEMP. _____ °F DATE 10/10/2014
 SUBSTATION DISCONNECTS HUMIDITY _____ % JOB # DISCONNECTS
 POSITION GENERAL ASSET ID _____

NAMEPLATE DATA

MANUFACTURER _____ SERIAL NO. _____
 VOLTAGE _____ TYPE _____ AMPERES _____ INTERRUPTING RATING _____ kA
 TYPE OPERATING MECHANISM _____ AGE _____ B.I.L. RATING _____ kV
 MOMENTARY FAULT CLOSING AMPS _____ kA OTHER NAMEPLATE DATA _____

FUSE DATA

MANUFACTURER _____ TYPE _____ HOLDER _____ MAX. AMPS _____
 REFILL ELEMENT TYPE _____ SIZE _____ CAT. NO. _____ TCC NO. _____ VOLTAGE _____ kV

DESCRIPTION	INSPECTED	CONDITION	CLEANED/LUBED	DESCRIPTION	INSPECTED	CONDITION	CLEANED/LUBED
NAMEPLATE VS. DRAWING/SPEC.	<input type="checkbox"/>			OVERALL CLEANLINESS	<input type="checkbox"/>		
PHYSICAL/MECHANICAL CONDITION	<input type="checkbox"/>			INSULATING MEMBERS	<input type="checkbox"/>		
ANCHORAGE & ALIGNMENT	<input type="checkbox"/>			BOLTED CONNECTIONS	<input type="checkbox"/>		
GROUNDING & CLEARANCES	<input type="checkbox"/>			VERIFY APPROPRIATE LUBRICATION	<input type="checkbox"/>		
BLADE ALIGNMENT/PENETRATION	<input type="checkbox"/>			INDICATION / CONTROL DEVICES	<input type="checkbox"/>		
BLADE TRAVEL STOPS	<input type="checkbox"/>			PHASE BARRIER INSTALLATION	<input type="checkbox"/>		
MECHANICAL OPERATION	<input type="checkbox"/>			VERIFY INTERLOCKS	<input type="checkbox"/>		
FUSE RATINGS VS. DRAWINGS	<input type="checkbox"/>			FUSE MOUNTINGS	<input type="checkbox"/>		

INSULATION TEST VOLTAGE _____ kVDC EQUIPMENT TEMPERATURE _____ °C TEMPERATURE CORRECTION FACTOR TO 20°C, TCF _____

INSULATION TESTS

	POLE 1 (P1-P2)		POLE 2 (P2-P3)		POLE 3 (P1-P3)	
	READING	20°C	READING	20°C	READING	20°C
POLE TO POLE						
POLE TO FRAME						
LINE TO FRAME						
LOAD TO FRAME						
LINE TO LOAD						

CONTACT MEASUREMENTS

		POLE 1	POLE 2	POLE 3
CONTACT RESISTANCE MICRO-OHMS	RDG.			
	20°C			
FUSE RESISTANCE - MICRO-OHMS				
OPENING SPEED (ft/sec)				
CLOSING SPEED (ft/sec)				

	POLE 1	POLE 2	POLE 3
ARCING CONTACT WIPE - INCHES			
MAIN CONTACT WIPE - INCHES			
MAIN CONTACT GAP - INCHES			
MAIN CONTACT TRAVEL INCHES			

COMMENTS: _____
 DEFICIENCIES: _____

TEST EQUIPMENT USED: _____ TESTED BY: Default Administrator



DISCONNECT SELECTOR SWITCH



OWNER Example Owner PAGE 3
 PLANT Example Plant AMBIENT TEMP. _____ °F DATE 10/10/2014
 SUBSTATION DISCONNECTS HUMIDITY _____ % JOB # DISCONNECTS
 POSITION GENERAL ASSET ID _____

NAMEPLATE DATA

MANUFACTURER _____ SERIAL NO. _____
 VOLTAGE _____ TYPE _____ AMPERES _____ INTERRUPTING RATING _____
 TYPE OPERATING MECHANISM _____ AGE _____ B.I.L. RATING _____ kA
 MOMENTARY FAULT CLOSING AMPS _____ kA OTHER NAMEPLATE DATA _____

FUSE DATA

MANUFACTURER _____ TYPE _____ HOLDER _____ MAX. AMPS _____
 REFILL ELEMENT TYPE _____ SIZE _____ CAT. NO. _____ TCC NO. _____ VOLTAGE _____ kV

DESCRIPTION	INSPECTED	CONDITION	CLEANED/LUBED	DESCRIPTION	INSPECTED	CONDITION	CLEANED/LUBED
NAMEPLATE VS. DRAWING/SPEC.	<input type="checkbox"/>			OVERALL CLEANLINESS	<input type="checkbox"/>		
PHYSICAL/MECHANICAL CONDITION	<input type="checkbox"/>			INSULATING MEMBERS	<input type="checkbox"/>		
ANCHORAGE & ALIGNMENT	<input type="checkbox"/>			BOLTED CONNECTIONS	<input type="checkbox"/>		
GROUNDING & CLEARANCES	<input type="checkbox"/>			VERIFY APPROPRIATE LUBRICATION	<input type="checkbox"/>		
BLADE ALIGNMENT/PENETRATION	<input type="checkbox"/>			INDICATION / CONTROL DEVICES	<input type="checkbox"/>		
BLADE TRAVEL STOPS	<input type="checkbox"/>			PHASE BARRIER INSTALLATION	<input type="checkbox"/>		
MECHANICAL OPERATION	<input type="checkbox"/>			VERIFY INTERLOCKS	<input type="checkbox"/>		
FUSE RATINGS VS. DRAWINGS	<input type="checkbox"/>			FUSE MOUNTINGS	<input type="checkbox"/>		

INSULATION TEST VOLTAGE _____ kVDC EQUIPMENT TEMPERATURE _____ °C TEMPERATURE CORRECTION FACTOR TO 20°C, TCF _____

INSULATION TESTS	POLE 1 MEGOHMS (P1-P2)				POLE 2 MEGOHMS (P2-P3)				POLE 3 MEGOHMS (P1-P3)				
	READING		20°C		READING		20°C		READING		20°C		
	A	B	A	B	A	B	A	B	A	B	A	B	
POLE TO POLE													
POLE TO FRAME													
LINE TO FRAME													
LOAD TO FRAME													
LINE TO LOAD													

CONTACT MEASUREMENTS	POLE 1		POLE 2		POLE 3		ARCING CONTACT WIPE (inches)	MAIN CONTACT WIPE (inches)	MAIN CONTACT GAP (inches)	MAIN CONTACT TRAVEL (inches)
	A	B	A	B	A	B				
RES. MICRO-OHMS										
RESISTANCE 20°C										
FUSE RES. MICRO-OHMS										
CLOSE/OPEN SPEED (ft/sec)										

COMMENTS: _____
 DEFICIENCIES: _____

TEST EQUIPMENT USED: _____ TESTED BY: Default Administrator



FUSED DISCONNECT INSPECTION & TEST



OWNER Example Owner
 PLANT Example Plant
 SUBSTATION DISCONNECTS
 POSITION GENERAL

PAGE 4
 AMBIENT TEMP. _____ °F
 HUMIDITY _____ %
 DATE 10/10/2014
 JOB # DISCONNECTS
 ASSET ID _____

NAMEPLATE DATA

MANUFACTURER _____ SIZE _____ TYPE _____
 CATALOG NO. _____ SERIES _____ MAX. VOLTS _____

DESCRIPTION	INSPECTED	CONDITION	CLEANED/LUBED	DESCRIPTION	INSPECTED	CONDITION	CLEANED/LUBED
NAMEPLATE VS. DRAWING/SPEC.	<input type="checkbox"/>			OVERALL CLEANLINESS	<input type="checkbox"/>		
PHYSICAL/MECHANICAL CONDITION	<input type="checkbox"/>			INSULATING MEMBERS	<input type="checkbox"/>		
ANCHORAGE & ALIGNMENT	<input type="checkbox"/>			BOLTED CONNECTIONS	<input type="checkbox"/>		
GROUNDING & CLEARANCES	<input type="checkbox"/>			VERIFY APPROPRIATE LUBRICATION	<input type="checkbox"/>		
BLADE ALIGNMENT/PENETRATION	<input type="checkbox"/>			INDICATION / CONTROL DEVICES	<input type="checkbox"/>		
BLADE TRAVEL STOPS	<input type="checkbox"/>			PHASE BARRIER INSTALLATION	<input type="checkbox"/>		
MECHANICAL OPERATION	<input type="checkbox"/>			VERIFY INTERLOCKS	<input type="checkbox"/>		
FUSE RATINGS VS. DRAWINGS	<input type="checkbox"/>			FUSE MOUNTINGS	<input type="checkbox"/>		

EQUIPMENT TEMPERATURE _____ °C INSULATION TEST VOLTAGE _____ KVDC TEMPERATURE CORRECTION FACTOR TO 20°C, TCF _____

TEST RESULTS

POSITION	CONTACT RESISTANCE MICRO-OHMS			FUSE DATA					INSULATION RESISTANCE - MEGOHMS						
	PHASE A	PHASE B	PHASE C	TYPE	SIZE	RESISTANCE - MICRO-OHMS			PH A-GND	PH B-GND	PH C-GND	PH A-B	PH A-C	PH B-C	
						A	B	C							

ACTUAL READING SHADING INDICATES TEMPERATURE CORRECTED READING TO 20°C

COMMENTS: _____
 DEFICIENCIES: _____

TEST EQUIPMENT USED: _____ TESTED BY: Default Administrator



BOLTED PRESSURE SWITCH TEST



OWNER Example Owner PAGE 5
 PLANT Example Plant AMBIENT TEMP. _____ °F DATE 10/10/2014
 SUBSTATION DISCONNECTS HUMIDITY _____ % JOB # DISCONNECTS
 POSITION GENERAL ASSET ID _____

NAMEPLATE DATA

MANUFACTURER _____ MODEL NO. _____ TYPE _____ SERIAL NUMBER _____
 CATALOG NO. _____ AMPACITY _____ SHUNT TRIP YES NO CONTROL VOLTAGE _____

FUSE DATA

MANUFACTURER _____ TYPE _____ CATALOG NO. _____ AMPACITY _____ A

GROUND FAULT RELAY

MANUFACTURER _____ TYPE _____ CATALOG NO. _____
 PICKUP RANGE _____ TIME DELAY RANGE _____
 PICKUP SETTING _____ TIME DELAY SETTING _____

DESCRIPTION	INSPECTED	CONDITION	CLEAN/LUBE	DESCRIPTION	INSPECTED	CONDITION	CLEAN/LUBE
OVERALL CLEANLINESS	<input type="checkbox"/>			ARC CHUTES	<input type="checkbox"/>		
INSULATING MEMBERS	<input type="checkbox"/>			OPERATING MECHANISM	<input type="checkbox"/>		
CONTACT FINGERS	<input type="checkbox"/>			CONTACT SEQUENCE	<input type="checkbox"/>		
MAIN CONTACTS	<input type="checkbox"/>			GROUND CONNECTION	<input type="checkbox"/>		
ARCING CONTACTS	<input type="checkbox"/>			AUXILIARY DEVICES	<input type="checkbox"/>		

GROUND FAULT RELAY TESTED / CALIBRATED YES NO

INSULATION TEST VOLTAGE _____ KVDC EQUIPMENT TEMPERATURE _____ °C TEMPERATURE CORRECTION FACTOR TO 20°C, TCF _____

INSULATION RESISTANCE	INSULATION RESISTANCE TEST RESULTS - MEGOHMS					
	POLE 1 (P1-P2)		POLE 2 (P2-P3)		POLE 3 (P1-P3)	
	READING	20°C	READING	20°C	READING	20°C
POLE TO POLE						
POLE TO FRAME						
LINE TO FRAME						
LOAD TO FRAME						
LINE TO LOAD						

CONTACT MEASUREMENTS	POLE 1	POLE 2	POLE 3
ARCING CONTACT WIPE			
MAIN CONTACT WIPE			
MAIN CONTACT GAP			
MAIN CONTACT TRAVEL			

	POLE 1	POLE 2	POLE 3
CONTACT RESISTANCE - MICRO-OHMS			
FUSE RESISTANCE - MICRO-OHMS			

CONTROL WIRING - MEGOHMS			
READING		20°C	

(ALL MEASUREMENTS IN INCHES)

COMMENTS: _____
 DEFICIENCIES: _____

TEST EQUIPMENT USED: _____ TESTED BY: Default Administrator