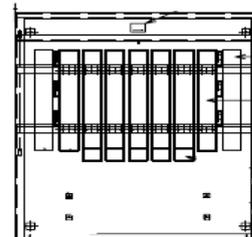


DISTRIBUTION COMMISSIONING FORM 4.10 – Low Voltage Kiosk



Purpose: This form covers the testing and commissioning of new or replacement LV kiosks.

For more information refer to the *Distribution Commissioning Forms Guideline (EDM 34137510)*

The following tests and checks must be carried out after installation and before the kiosk is put into service.

Work Package No.		Test Site/Location:	
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1. Installation and Construction Check

Check that the kiosk has been installed as per the distribution construction standards and applicable design drawings.	
Check that the kiosk and circuits are numbered and labelled correctly (for both fuse bases and covers).	
Check that the earthing work has been completed as per the design drawings if already installed.	

2. Insulation Resistance Test

	Test Connection	Minimum Values	Resistance
Remove the transformer links and confirm that the busbars are de-energised before carrying out this test. Use a 1 kV insulation resistance tester. Conduct insulation and continuity tests and record the results.	Red phase - white phase	>10 MΩ	MΩ
	White phase - blue phase	>10 MΩ	MΩ
	Blue phase - red phase	>10 MΩ	MΩ
	Red phase - earth	>10 MΩ	MΩ
	White phase - earth	>10 MΩ	MΩ
	Blue phase - earth	>10 MΩ	MΩ

3. Handover of Responsibility for the Completion of Items 1-2

I hereby certify that items 1 to 2 have been completed with satisfactory results and transfer control to the network operating authority.			
tested by		NAC	
Signature		Date & Time	
Note: A final insulation test between all phases and neutral/earth on all low voltage circuits must be performed before energising for the first time. This also applies if any connections have been disturbed or replaced.			

4. Cable and Site Checks

Check that the cable testing schedules are available as per the Distribution Commissioning Form.	
Check that the earthing system test results are available for new installations as per the Distribution Commissioning Form (DCF 4.1).	
Check that the neutral to earth link is properly connected and that all other electrical connections are completed correctly and secured.	
Check that the equipment is locked correctly and secure from unauthorised entry.	

5. Energising and Phase-out Test

Energisation of the LV kiosk	Ensure that all persons and equipment are clear of the circuit.			
	Ensure that all short-circuiting equipment has been removed.			
	Check that all the cable isolators are in the open position.			
	Energise the kiosk by replacing the transformer links in accordance with the low voltage switching program and record the switching program number: Click here to enter text.			
	Test and record voltages at kiosk busbars	Expected Value 216–253V	Red - Neutral	V
			White - Neutral	V
			Blue - Neutral	V
		Expected Value 376–440V	Red to White	V
			White to Blue	V
			Blue to Red	V
	Confirm correct phase sequence.	Ø #	Ø #	Ø #
	Phase out across any back-fed cable isolators.			
	Red – red		Acceptable results (< 10 V)	
White – white				
Blue – blue				

6. Handover of Responsibility

I hereby certify that all items have been completed with satisfactory results and transfer control to the network operating authority.			
Commissioned by/project manager		NAC	
Signature		Date & Time	

1. Ensure the work area is left tidy with no hazards to the public.
2. Hand over responsibility to the Network Operating authority.
3. The completed form must be returned to the project file/work pack.