



DISTRIBUTION COMMISSIONING FORM (DCF) 4.4 – Pole Top Switch

Purpose: This form covers the testing and commissioning of all replacements or new installations of pole top switches before energisation.

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

Notes: The following test must be carried out after installation or alteration and before the switch is put into service.

Address/Pole No.			
Work Package No.		SPIDAWeb Pick ID:	

1. Pre-Installation Checks

Pre-construction checks	Ensure that the earth resistance test (DCF 4.1) has been completed with acceptable results (<30 Ω) prior to commissioning.	
	Ensure that the switch rating matches the system voltage.	
Install switch with blades and contacts de energised and operate for a functional test.	Ensure that the blades (flexi-tails) are properly oriented.	
	Ensure that the retaining springs of the pole-top switch are correctly installed.	
	Operate the pole-top switch and ensure that it opens and closes smoothly, that the contacts are fully seated in the closed position, and that all three blades are firm and operate simultaneously. (Adjust if necessary.)	
	Ensure the Distribution Switching (WPC) padlock fits in both open and closed positions. (not applicable for Mid-pole Operator mechanism)	
Construction checks	Check that construction complies with the distribution construction standards and applicable design drawings.	
	Check that the anti-climbing guards and danger plate are fitted correctly.	
	Check that the structure is numbered and labelled correctly.	
	Ensure the switch body, switch handle and earth mat are properly earthed and secured.	

2. Testing

Testing	Ensure that all working earths and programmed earths are removed (if applicable).					
	Ensure that the switch is in the correct position (open or closed) as per the switching program or network configuration.					
	Conduct a phase-out test under Network Operations switching schedules if the conductors on both sides of the switch are energised from different feeders. Use appropriate phasing devices to ensure that phases on the left side of the switch are in phase with those on the right side of the switch.	Phase-out Test Results				
		Connections		In Phase?		N/A
		Red	Red	Yes	No	
			White	Yes	No	
			Blue	Yes	No	
		White	Red	Yes	No	N/A
			White	Yes	No	
			Blue	Yes	No	
Blue		Red	Yes	No	N/A	
	White	Yes	No			
	Blue	Yes	No			

3. Energisation

Energisation	Ensure that all bypass jumpers have been removed (if applicable).	
	Operate the switch as per the switching program number.	

4. Handover of Responsibility

I hereby certify that items 1 to 3 have been completed with the above results and transfer control to the network operating authority.			
Commissioned by		NAC	
Signature		Date & Time	

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