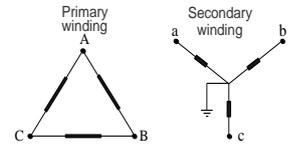


DISTRIBUTION COMMISSIONING FORM (DCF) 3.2 – Non-MPS Distribution Transformer - Decommissioning



Purpose: This instruction covers the decommissioning of all energised existing three-phase non-modular package substation (non-MPS) distribution transformers up to 1,000 kVA.

Notes: The following tests and checks must be performed when removing or replacing three-phase non MPS distribution transformers.



1. Decommissioning of an Existing Transformer

Check the following to decommission an existing transformer	Before de-energising an existing transformer, conduct a phase rotation test on the low voltage side of the transformer and record the results below (if applicable): Phase rotation test result: The phase rotation test result must be 123/ABC/RWB. If the phasing is identified as being transposed during this test and there is no phase marking or phase transposition marking on the cable terminals, attach a caution label to inform the next person in charge of the transposed phase position.	
	De-energise the transformer high voltage and low voltage as per the switching program. Record the switching program number:	
	Confirm that the transformer has been de-energised, install program earths, and issue permit.	

2. Handover of Responsibility to the Transformer Replacement Team Leader

I hereby certify that item 1 has been completed with the above results in accordance with NOCC instructions and transfer control to the person in charge of replacing the transformer.			
Name		NAC	
Signature		Date & Time	

3. Pre-Removal Checks

Before removing an existing transformer, check the following:	Before disconnecting the low voltage leads, check for any phase marking or phase transposition marking or caution label on the high voltage and secondary cable terminals. Verify by tracing the low voltage leads on the transformers, identify the phase colours on the existing transformer and mark or tag each lead with coloured tape.	
	Check the tap setting of the existing transformer and record results below: Tap switch position:	

4. Handover of Responsibility to the person responsible for commissioning

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