

**Appendix A – Sample Commissioning Forms****Equipment and Installation Verification****EV001– Medium Voltage Cables, Splice Kits and Cable Connectors****Project:** Cable Repair Project**Project No.:** R.066711.001 & R.720041.001

Page 1 of 4

**1. MATERIAL VERIFICATION**

- Record reason for any substitution.

Manufacturer & Model Number					
Ref. No.	Type & Size	Specified	Submitted	Installed	Comments (1)

**2. FACTORY TESTING SUMMARY****Instructions**

- Any issues raised in the Factory Report should be summarized in the Comments column
- Attach copies of submitted reports

Ref. No.	Test	Date	Manufacturer's Representative	Witnessed/Approved (Project Engineer)		Witnessed/Approved (Authority Having Jurisdiction)		Comments (1)
				By	Representing	By	Representing	

## Appendix A – Sample Commissioning Forms

### Equipment and Installation Verification

#### EV001– Medium Voltage Cables, Splice Kits and Cable Connectors

**Project:** Cable Repair Project

**Project No.:** R.066711.001 & R.720041.001

Page 2 of 4

**Comments:**.....  
.....  
.....

### 3. INSTALLATION VERIFICATION & TESTING

#### Instructions:

1. Cable identification provided
1. Undersized, damaged and partly corroded cable connectors are replaced
2. Cables are adequately supported, independent of other system supports; no stress on terminations (some slack)
3. Cable spacing is adequate (e.g. from adjacent cables or heat source) and not at risk of physical damage.
4. Cable sheathes, equipment, brackets and all non-current carrying metal parts are grounded and all undersized ground wires are replaced
5. Cables and splices are wrapped with fire retardant electric arc proofing tape
6. Ground wires are adequately and properly supported
7. Damage free. (No nicks, crushed or damaged splice kits or ripped sheaths)
8. Mechanical split bolt ground connectors are replaced with compression connectors
9. Continuity and correct circuit & phase connections confirmed. For ground conductor measure & record cable resistance, should not exceed 0.5 Ohms (Point to Point)
10. Perform continuity test by measuring & recording resistance in micro Ohms of cables between splices and cable connections
11. Record insulation resistance for each current carrying conductor to ground and between adjacent conductors. [Provide reference values??](#)

#### Instruments used:

Type.....  
Make.....  
Model.....  
Last calibration.....

Type.....  
Make.....  
Model.....  
Last calibration.....

Type.....  
Make.....  
Model.....  
Last calibration.....

- Meters should have been re-calibrated within the last 12 months

# Appendix A – Sample Commissioning Forms

## Equipment and Installation Verification

### EV001– Medium Voltage Cables, Splice Kits and Cable Connectors

**Project:** Cable Repair Project

**Project No.:** R.066711.001 & R.720041.001

Page 3 of 4

Reference No.	Cable No.	Manhole No.	Identification (1)	Cable connectors (2)	Cable Support (3)	Clearance (4)	Grounding (5)	Fire retardant wrap (6)	Ground wire support (7)	Damage Free (8)	Compression Connectors(9)	Continuity & phase(10)	Contact Resistance (11)	Insulation Resistance Integrity (12)		Comments
														Megger Test	VLF Tan Delta Test	
														See Results on separate test forms provided by the contactor/manufacturers		

Comments.....

.....

.....

.....

.....

.....

**Submitted By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Representing:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Installing Contractor)

**Comments:**

**Appendix A – Sample Commissioning Forms**

**Equipment and Installation Verification**

**EV001– Medium Voltage Cables, Splice Kits and Cable Connectors**

**Project:** Cable Repair Project

**Project No.:** R.066711.001 & R.720041.001

Page 4 of 4

.....  
.....  
.....

**Reviewed By:** ..... **Signature:** .....  
**Representing:** ..... **Date:** .....  
(Departmental Representative)

**Comments:** .....  
.....  
.....

**Reviewed By:** ..... **Signature:** .....  
**Representing:** Morrison Hershfield **Date:** .....

**Comments:** .....  
.....  
.....