

Checklist No. 1—Items For New LV Installation or Items For Periodic Testing of LV Installations

Installation Address: _____

Tested by/Date
(N/A if not applicable)

(a) Switchboards, Circuit Breakers and Main Switches

- (i) No visible damage to impair safety. _____
- (ii) Safe access provided. _____
- (iii) Every circuit breaker, main switch and fuse holder(s) provided with up-to-date, legible and durable rating labels giving their ratings. _____
- (iv) Every circuit breaker and main switch provided with a legible and durable identification label. _____
- (v) An up-to-date schematic diagram displayed to show the main distribution system. _____
- (vi) Link of adequate size installed in neutral circuit. _____
- (vii) All accessible live parts screened with insulating plate or earthed metal. _____

Tested by/Date
(N/A if not applicable)

(viii) The overload and fault current protection characteristics of all circuit breakers verified with secondary injection test instruments where appropriate.

(ix) Lowest insulation resistance being ____Mohms (not less than 1 Mohm) measured between phases/neutral/earth.

(x) All exposed conductive parts effectively earthed with a maximum earth fault loop impedance being ____ohms.

(The following item(s) under this section shall be included for low voltage installations which was connected to supply after 1st Jun 1992)

(xi) An up-to-date notice of periodic inspection and testing provided at point of supply (i.e. a switchboard, a circuit breaker or a distribution board) of the installation in compliance with Code 17D.

Tested by/Date
(N/A if not applicable)

(b) Substations

(The following item(s) under this section shall be included for low voltage installations which was connected to supply after 1st Jun 1992)

- (i) A warning notice 'DANGER SUBSTATION, UNAUTHORISED ENTRY PROHIBITED' and '危險——電力分站，未經授權不得內進' provided at every entrance of substations in compliance with Code 17A(1).
- (ii) Suitable locking facilities provided for HV substations in compliance with Code 4F(1)(c).
- (iii) Suitable lighting provided in compliance with Code 4F(3)(a).
- (iv) Suitable ventilation provided in compliance with Code 4F(3)(a).
- (v) Entrance/exit free of obstruction in compliance with Code 4F(2)(c).

(c) Switchrooms

(The following item(s) under this section shall be included for low voltage installations which was connected to supply after 1st Jun 1992)

- (i) A warning notice 'DANGER — ELECTRICITY, UNAUTHORISED ENTRY PROHIBITED' and '危險——有電，未經授權不得內進' provided at every entrance of switchrooms in compliance with Code 17A(2).

Tested by/Date
(N/A if not applicable)

- (ii) Suitable locking facilities provided for HV Switchrooms in compliance with Code 4F(1)(c).

- (iii) Suitable lighting provided in compliance with Code 4F(3)(a).

- (iv) Suitable ventilation provided in compliance with Code 4F(3)(a).

- (v) Entrance/exit free of obstruction in compliance with Code 4F(2)(c).

(d) Busbar Trunking System including Rising Mains

- (i) No visible damage to impair safety.

- (ii) Phase identification marked on both ends of main cable/ conductor, and at terminations.

- (iii) All joints of metal conduit or trunking to be mechanically sound, electrically continuous and protected against corrosion.

- (iv) All accessible live parts screened with an insulating plate or earthed metal.

- (v) Lowest insulation resistance being _____ Mohms (not less than 1 Mohm) measured between phases/neutral/ earth.

- (vi) All metal conduit or trunking effectively earthed with a maximum earth fault loop impedance being _____ ohms.

Tested by/Date
(N/A if not applicable)

(e) Meter Board/Box

- (i) No visible damage to impair safety. _____
- (ii) Safe access provided. _____
- (iii) All exposed metal parts effectively earthed with a maximum earth fault loop impedance being _____ ohms. _____

(f) Overhead Lines

- (i) No visible damage to impair safety. _____
- (ii) A minimum height of _____ metres from ground (not less than 5.8 metres for lines acrossing any place accessible to vehicular traffic, 5.2 metres in other places or not less than the tallest height restriction of _____ metres). _____
- (iii) Lowest insulation resistance being _____ Mohms (not less than 1 Mohm) measured between phases/neutral/earth. _____
- (iv) All metal work associated with every steel pole effectively earthed. _____

(g) Main Cables

- (i) No visible damage to impair safety. _____
- (ii) Cables protected against mechanical damage. _____

Tested by/Date

(N/A if not applicable)

- (iii) Correct phase identification provided at both ends of the cable.

- (iv) Lowest insulation resistance being _____ Mohms (not less than 1 Mohm) measured between cores and cores to earth.

- (v) All exposed metal parts including the cable armour effectively earthed with a maximum earth fault loop impedance being _____ ohms.

(h) Distribution Board

- (i) No visible damage to impair safety.

- (ii) No fuse installed in the neutral circuit.

- (iii) All live parts screened with an insulating plate or earthed metal.

- (iv) Phase identification provided on the distribution board.

- (v) Insulation resistance of not less than 1 Mohm measured between phases/ neutral/ earth.

- (vi) All exposed metal parts effectively earthed.

Tested by/Date
(N/A if not applicable)

(The following item(s) under this section shall be included for low voltage installations which was connected to supply after 1st Jun 1992)

- (vii) A warning notice 'DANGER' and '危險' provided on the front panel of every distribution board in compliance with Code 17A(3). _____
- (viii) A notice of periodic testing provided at or near the main distribution board incorporating a residual current device (RCD) in compliance with Code 17E. _____

(i) Final Circuits

- (i) No visible damage to impair safety. _____
- (ii) All non-armoured cables susceptible to damage protected with steel conduit/trunking. Bushing and rubber grommet, where necessary, provided. _____
- (iii) Conductor sized to suit the rating of the fuse/MCB protecting the circuit. _____
- (iv) No cable joint in final circuit. _____
- (v) All joints of metal conduits or trunking to be mechanically sound, electrically continuous and protected against corrosion. _____
- (vi) For temporary installation, cables lying on the ground or attached to scaffoldings secured on suitable supports. _____

Tested by/Date
(N/A if not applicable)

(vii) Insulation resistance of not less than 1 Mohm measured between phases/neutral/earth. _____

(viii) All metal conduits, trunking, switch boxes and exposed metal parts effectively earthed. _____

(ix) Residual current devices function properly. _____

(x) Earth fault loop impedance and polarities of every outlet checked. _____

(j) Motors

(i) No visible damage to impair safety. _____

(ii) Insulation resistance of not less than 1 Mohm measured between phases/neutral/earth. _____

(iii) All exposed conductive parts effectively earthed. _____

(k) Earthing

(i) No visible damage to impair safety. _____

(ii) All exposed conductive parts of the wiring installation connected to the earthing terminal with appropriate protective conductor. _____

(iii) Bonding/earthing connection to water pipe/ gas pipe/duct effectively connected. _____

Tested by/Date
(N/A if not applicable)

(The following item(s) under this section shall be included for low voltage installations which was connected to supply after 1st Jan 1985)

- (iv) A warning notice 'SAFETY *EARTH/ ELECTRICAL CONNECT DO NOT REMOVE' and '安全接地終端 — 切勿移去' provided at all main earthing terminal and main bonding connections. _____
- (v) Main equipotential bonding conductors effectively connected to main water pipes, main gas pipes, other services pipes/ducting and exposed metallic parts of structural framework. _____
- (vi) Supplementary equipotential bonding effectively provided between exposed conductive parts and extraneous conductive parts. _____
- (vii) Exposed conductive parts of fixed equipment installed outside equipotential zone effectively earthed for the required disconnection. _____
- (viii) Exposed conductive parts of fixed equipment installed within equipotential zone effectively earthed for the required disconnection. _____
- (ix) Effectiveness of the main equipotential bonding connection to the main earthing terminal. _____

Tested by/Date
(N/A if not applicable)

- (x) Effectiveness of the main equipotential bonding connection to the lightning protection system.

(I) Neon Sign

- (i) No visible damage to impair safety.
- (ii) The fireman's switch clearly labelled.
- (iii) All high voltage equipment enclosed in an earthed metal box fitted with a 'DANGER' and '危險' warning notice.
- (iv) All live parts screened with an insulation plate or earthed metal.
- (v) High voltage cables securely supported with glass or glazed porcelain.
- (vi) Insulation resistance of the LV circuit being _____ Mohms (not less than 1 Mohm) between phases/neutral/earth.

Tested by/Date

(N/A if not applicable)

- (vii) All exposed metalwork permanently and effectively bonded and earthed with a maximum earth fault loop impedance of _____ohms measured at LV side.

*Delete whichever is inapplicable

Remarks: REC and REW are required to ensure their responsible fixed electrical installation is able to comply with the relevant requirements of this Code of Practice, rather than the items as listed in the checklists only.