

Checklist No. 5—Items for HV Installation

(Note: For LV Installation/Equipment, please refer to other checklists in this appendix)

Installation Address: _____

	Tested by/Date (N/A if not applicable)
(a) Switchboard, Circuit Breakers	
(i) No visible damage to impair safety in compliance with Code 21A.	_____
(ii) Safe access and adequate clearance space provided in compliance with Code 4E.	_____
(iii) Work done properly recorded in log book in compliance with Code 4H(2)(d).	_____
(iv) Every circuit breaker provided with a legible and durable identification label in compliance with Code 4D(1).	_____
(v) An up-to-date schematic diagram displayed in compliance with Code 6A(b).	_____
(vi) All accessible live parts screened with insulating plate or earthed metal in compliance with Code 4C(2)(b).	_____
(vii) All exposed conductive parts effectively earthed in compliance with Code 11D.	_____
(viii) Earthing system effectively connected in compliance with Code 12.	_____

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

(ix) Warning notice displayed at main bonding connections in compliance with Code 17B.

(x) All protective devices are functioned properly and correctly set in compliance with Code 21B(9).

(xi) Padlock facilities for shutters provided in compliance with Code 21C(c).

(xii) Maintenance test carried out according to relevant recognised standards and manufacturers' recommendation, where appropriate, with test reports (insulation resistance test, pressure test, ductor test, oil dielectric strength test etc.) in compliance with Code 21D(2).

(xiii) The electrical installation and its surrounding area were visually inspected for presence of water seepage; if present, the owner of fixed electrical installation was notified to follow up and take appropriate protective measures.

(b) Main Cables

(i) No visible damage to impair safety in compliance with Code 21A.

(ii) Cables protected against mechanical damage and suitably supported in compliance with Code 25C.

Tested by/Date

(N/A if not applicable)

- (iii) All exposed metal parts including the armour effectively earthed in compliance with Code 11D.

- (iv) Maintenance test carried out according to relevant recognised standards and manufacturers' recommendation, where appropriate, with test reports (insulation resistance test, pressure test etc.) in compliance with Code 21D(2).

- (v) The electrical installation and its surrounding area were visually inspected for presence of water seepage; if present, the owner of fixed electrical installation was notified to follow up and take appropriate protective measures.

(c) Transformers/Motors

- (i) No visible damage to impair safety in compliance with Code 21A.

- (ii) All accessible live parts screened with insulating plate or earthed metal in compliance with Code 4C(2)(b).

- (iii) Proper ventilation provided to avoid excessive temperature rise in compliance with Code 4F(3).

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

- (iv) Maintenance test carried out according to relevant recognised standards and manufacturers' recommendation, where appropriate, with test reports (insulation resistance test, pressure test, oil dielectric strength test etc.) in compliance with Code 21D(2). _____
- (v) The electrical installation and its surrounding area were visually inspected for presence of water seepage; if present, the owner of fixed electrical installation was notified to follow up and take appropriate protective measures. _____

(d) Earth

- (i) A warning notice 'SAFETY EARTH CONNECTION—DO NOT REMOVE' and '安全接地終端——切勿移去' provided at all main earthing terminal and main bonding connections in compliance with Code 17B. _____
- (ii) Earthing conductors of adequate size. _____

(e) DC Battery System

- (i) Condition of battery system. _____
- (ii) Voltage of each battery cell measured. _____

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

(f) Operation and Testing Tools and Equipment

- (i) Proper operation tools and equipment provided for switching and isolation use. _____
- (ii) Suitable self-test high voltage tester provided for verifying equipment dead. _____

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.