

FIELD INSPECTION REPORT Quality Control Form	ITP No.:		
	Inspection Gr.		
	Report No.		
	Date		
INSPECTION TYPE SWITCHBOARD/ BUS-BAR/ DUCT INSTALLATION AND CONTINUITY TEST Inc. INCOMING/ SECTIONALIZER UNIT	WORK No.		
	UNIT NO.		
	ITEM No.		
	LOCATION		
	DATE/NAMES/SIGNATURE		
INSPECTION NOTICE NO.:	COMPANY	CONTRACT OR	SUBCONTR
DRAWING NO(S):	/ /	/ /	/ /
MANUFACTURER:			
SYSTEM VOLTAGE:			
SIZE / RATING:			
TEST EQUIPMENT:			

1. INSTALLATION

NO	ITEM TO CHECK	RESULT	REMARKS
1.	Check nameplate and rating with specification and drawing.		
2.	Check proper alignment of total board.		
3.	Inspect assembly, tightness, levels, etc.		
4.	Inspect all bus-bars and bolted electrical connection.		
5.	All braces and supports adequate to handle of bus duct.		
6.	Wall opening covered properly with fire resistance materials.		
7.	Inspect all safety features.		
8.	Remove blocking and blinding materials.		
9.	Check Control voltage.		
10.	Check draw out mechanism, if any.		
11.	Check circuit number and color code.		
12.	Check mimic diagram (if any)		
13.	Check control fuse rating and gauge range.		
14.	Check instrument and signaling lamps visually.		
15.	Check signal circuit terminations.		
16.	Check leveling and fixation of panels to the foundation. (visually)		
17.	Inspect cables and glands. (Visually)		
18.	Check CT's and PT's. (Visually)		
19.	Check Protection relays. (Visually)		
20.	Check damages and cleanness of Busbars, Switchgears and Terminals, etc.		

Legend NA.: Not Applicable

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2. ASSEMBLY (splicing, Tightness, Conductivity): Bus-Bar Bus-Duct
 Bolt size & Grade: _____ Torque Value (NM): _____

Circuit Designation (Feeder)		Contact Resistance ($\mu\Omega$)					Ducter Number
From	To	L1	L2	L3	N	E	

(1) Conductivity tests shall be carried out between adjacent out goers or adjacent out goers and incomers in order to verify the entire bus-bar path including "drippers and risers".
 (2) For identical connections the measured values shall not differ by more than 20% from each other.

Legend NA.: Not Applicable

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3. I.R TEST

Bus-bar	Test Voltage	Time	Test Applied Between ($\mu\Omega$ G Ω)				
			Phase to Earth	L1-E:	L2-E:	L3-E:	N-E:
A			Phase to Phase	L1-L2:	L2-L3:	L3-L1:	
				N-L1:	N-L2:	N-L3:	
			Phase to Earth	L1-E:	L2-E:	L3-E:	N-E:
B			Phase to Phase	L1-L2:	L2-L3:	L3-L1:	
				N-L1:	N-L2:	N-L3:	
			Phase to Earth	L1-E:	L2-E:	L3-E:	N-E:

4. H.V PRESSURE TEST

Bus-bar/ Duct No.	Test Voltage	Time	Leakage Current (μA)			Remarks
			L1	L2	L3	

Remarks and Deviations:

Legend NA.: Not Applicable