



**Switchgear Checklist**

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Temperature °F Humidity %

**NAME PLATE DATA**

Manufacturer Serial No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Voltage Class Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consisting of: Total breakers \_\_\_\_\_Total instruments \_\_\_\_\_ Total relays\_\_\_\_\_

Molded case breakers \_\_\_\_\_

External condition: \_\_\_\_\_Good \_\_\_\_\_Fair \_\_\_\_\_Poor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GENERAL INSPECTION OF EXTERIOR  OF EQUIPMENT |  |  | INSPECT BREAKER AND CELL CONTACTS |  |
| INSPECT FOR DAMGE, BENT OR  TWISTED DOORS |  |  | VACUUM AND CLEAN INTERIOR OF CUBICLES |  |
| INSPECT DOOR HANDLES, LOCKING BARS  AND MECHANISM |  |  | LUBRICATE DRAWOUT ASSEMBLY |  |
| CHECK DOOR INTERLOCKS FOR  PROPER OPERATION |  |  | CHECK CELL INTERLOCKS AND AUXILIARY  CONTACT ASSEMBLIES |  |
| CHECK CONTROL KNOBS AND SWITCHES FOR  FREEDOM OF MOVEMENT AND CONTACT CONDITION |  |  | PERFORM BREKER INSPECTION AND TEST |  |
| INSPECT FOR BROKEN INSTRUMENTS,  RELAY COVER(S) AND GLASS |  |  | INSPECT AND PERFORM INSULATION TEST OF  POWER CABLE / BUS TO GROUND |  |

**This model form/template must be customized to meet your Agency’s needs.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| INSPECT FOR PROPER GROUNDING  OF EQUIPMENT |  |  | RESTORE CONTROL POWER TO SWITCHGEAR |  |
| INSPECT BUS AND SUPPORT INSULATORS |  |  | CHECK RELAYS FOR POSITIVE TRIPPING |  |
| CLEAN BUS INSULATORS |  |  | TEST ANNUNCIATOR-ALARM FOR TARGET |  |
| DIELECTRIC TEST OF BUS WORK AND POTHEADS |  |  | CHECK PANEL LIGHTS FOR OPERATION:  BURNED OUT / MISSING BULBS AND LAMP COVERS |  |
| INSPECT CONTROL AND METERING TRANSFORMERS |  |  | OPERATE CLOSE AND TRIP BREAKER CONTROLS |  |
| INSPECT AND CHECK INSTRUMENTS |  |  | CHECK AUTOMATIC TRANSFER OPERATION |  |
| CHECK CONDITION OF WIRING AND TERMINAL  CONNECTIONS |  |  | MAKE FINAL VISUAL INSPECTION:  REMOVE LEADS, TOOLS, ETC. |  |
| REMOVE DRAWOUT BREAKERS |  |  | NOTE AND REPORT ANY UNMARKED CIRCUITS |  |
| CHECK RAILS, GUIDES, ROLLERS AND SHUTTER  MECHANISM |  |  | REPORT UNSAFE CONDITIONS |  |

Comments:

Deficiencies:

Tested by: