

Inspect by:		Date:	
Assisted by:		Start & End:	
		Substation & Location:	

No.	Items to be checked	Status			Remarks
		Condition	Brand/Model	Eqpt Name	
1	Entrance indicator light (green & red)				
2	Door, lock, ventilation louvers & netting				
3	Floor, drain, cable trench & trench cover				
4	Wall & ceiling (painting, signage, leakage)				
5	Cleanliness (dust, debris, rubbish, etc.)				
6	Electrical & emergency lighting				
7	SSO power point & light switch				
8	Cable, cable ladder / tray / trunking, etc.				
9	Switchgear (VCB / GIS / Oil / CO2 type)				
10	Digital power meter				
11	Voltmeter				
12	Ammeter				
13	Indication light				
14	Selector switch / heat switch				
15	Over Current & Earth Fault (OC/EF) Relay				
16	Relay calibration				
17	Switchgear racking tool				
18	Switchgear / transformer panel door				
19	Schematic drawing & safety poster				
20	Rubber mat				
21	Auto transfer switching equipment				
22	DC tripping panel & battery				
23	Transformer body & cooling fan				
24	Transformer temperature controller				
25	Earthing (ground & neutral) & earth chamber				
26	Fire CO2 control panel - body				
27	Fire CO2 control panel - indication light				
28	Fire CO2 control panel - test switch				
29	Fire curtain release				
30	Fire alarm bell & manual discharge key switch				
31	CO2 cylinder & fire extinguisher				
32	Fire smoke & heat detector				
33	Airconditioning & ventilating fans & filter				
34	Exhaust fan & thermostat & starter panel				
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Disposition (Immediate Corrective Action):	Comments :
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Inspection By:  Signature: Name: Appointment: Date:	Verified By:  Signature: Name: Appointment: Date:	Acknowledged By Customer Representative:  Signature: Name: Appointment: Date:
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