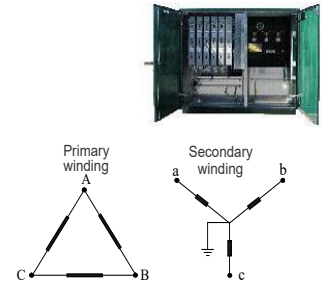


DISTRIBUTION COMMISSIONING FORM (DCF) 3.1 – MPS Distribution transformer decommissioning

Purpose: This instruction covers the decommissioning of all energised existing three-phase modular package substation (MPS) distribution transformers up to 750 kVA.

Notes: The following tests and checks must be performed during removal of three-phase MPS distribution transformers or before they are replaced



Address/Pole No.			
Work Package No.		SPIDAWeb Pick ID:	

1. Decommissioning of an Existing Transformer

Check the following to decommission an existing transformer.	Before de-energising the existing transformer, conduct a phase rotation test on the LV side of the transformer and record results below (if applicable): Phase rotation test result: The phase rotation test result must be 123/ABC/RWB. If phasing is identified as being transposed during this test and there is no phase marking or phase transposition marking on the high voltage and secondary cable terminals, attach a caution label warning tag to inform the next person of the transposed phase position.	
	De-energise the transformer high voltage and low voltage as per the switching program. Record the switching program number:	
	Confirm that the transformer has been de-energised, install program earths, and issue permit.	

2. Handover of Responsibility to the Transformer Replacement Team Leader

I hereby certify that item 1 has been completed with the above results in accordance with NOCC instructions and transfer control to the person in charge of replacing the transformer.			
Name		BNA	
Signature		Date & Time	

3. Pre-Removal Checks

Before removing an existing transformer, check the following:	Before disconnecting the low voltage leads, check for any phase marking or phase transposition marking or caution label on the high voltage and secondary cable terminals. Verify by tracing the low voltage leads on the transformers, identify the phase colours on the existing transformer and mark or tag each lead with coloured tape.	
	Check the tap setting of the existing transformer and record results below: Tap switch position:	

4. Handover of responsibility to the network operating authority

I hereby certify that item 3 has been completed with the above results and transfer control to the network operating authority.			
Decommissioned by		BNA	
Signature		Date & Time	