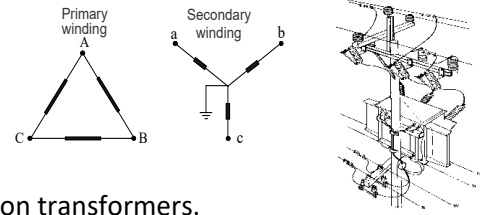


DISTRIBUTION COMMISSIONING FORM (DCF) 3.4 – Three phase pole mounted transformer decommissioning

Purpose: This instruction covers the decommissioning of all energised existing three-phase pole mounted distribution transformers up to 315 kVA.



Notes: The following tests and checks must be carried out when removing or before replacing existing three phase pole mounted distribution transformers.

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

1. Decommissioning of an Existing Transformers

Check the following to decommission an existing transformer	Before de-energising an existing transformer, conduct a phase rotation test on the low voltage 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 the phase sequence is transposed without any phase markings on the pole or cable terminals, attach a caution label to inform the next person in charge of the changes.	
	De-energise the transformer high voltage and low voltage as per the switching program. Record the switching program number:	
	After confirming that the transformer has been de-energised, install program earths and then issue permit.	

2. Handover of Responsibility

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. Installation and Construction 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 pole. 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 the result below: Tap switch position:	

4. Handover of Responsibility

I hereby certify that all items have been completed with satisfactory results and transfer control to the network operating authority.			
Decommissioned by		BNA	
Signature		Date & Time	