

HV/EHV Control & Relay Panel Pre Dispatch Inspection Checklist

Documents required before starting the inspection

- Approved drawings (general arrangement, wiring, schematic)
- Factory Acceptance Test (FAT) reports
- Bill of Materials (BOM)
- Factory location and contact person details

Visual Inspection

- Panel dimensions as per approved drawings
- Component layout matches general arrangement
- Correct wire sizes: 2.5 sq. mm (CT, PT, Earth), 1.5 sq. mm (others)
- Color-coded wires for CT & PT circuits
- All wires, terminals, and devices clearly labeled
- All components present as per BOM
- Proper earthing and bonding of panels and doors
- Clean panel finish, no rust or sharp edges

Functional Tests

- All auxiliary and numerical relay contacts operate correctly
- Entire scheme functions with DC supply applied
- Numerical relays' power supply matches substation voltage
- Numerical relays, trip relays, and DC supervision relays tested
- Annunciators operate for all alarm and trip conditions
- Interlocks and logic circuits function as designed
- Fault simulation verifies relay and trip operation
- Meters, indicators, and mimic diagrams work and illuminate properly
- Cable terminations and lugs tight and secure
- Panel doors open/close smoothly; gaskets seal properly

+ Additional Requirements

- Carrier send test push button installed where required
- All specified spares and accessories included and listed

Inspection Team Sign-Off

- Client/consultant representative present
- Panel manufacturer's engineer present
- Joint sign-off completed

Reporting

- Checklist completed and signed
- MOM prepared and Signed

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