**Substation Energisation Checklist**

**January 2025**

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| **Substation Energisation Checklist** | | | | | | | |
| Project title | |  | | | | | |
| Mua Network reference | |  | | | | | |
| Form completed by | |  | | | | | |
| Company “ICP” | |  | | | | | |
| Position/job title | |  | | | | | |
| Signature | |  | Date | | |  | |
| General Requirements | | | Yes | No | n/a | | Refer to notes/photos |
| Legals completed | | |  |  |  | |  |
| Countersigned BCA or BTS received | | |  |  |  | |  |
| MPAN issued | | |  |  |  | |  |
| Substation locks and signage received and installed | | |  |  |  | |  |
| Pre-energisation commissioning completed and results submitted | | |  |  |  | |  |
| Protection settings installed and recorded | | |  |  |  | |  |
| Switching schedule submitted and approved by mua | | |  |  |  | |  |
| Photos of completed installation | | |  |  |  | |  |
| Meter installation date | | |  |  |  | |  |
| Access Arrangement | | | Yes | No | n/a | | Refer to notes/photos |
| Access road has been constructed | | |  |  |  | |  |
| 24-hour access arrangements are in place | | |  |  |  | |  |
| Substation | | | Yes | No | n/a | | Refer to notes/photos |
| Substation has been located to the approved design | | |  |  |  | |  |
| Substation has been orientated to approved design | | |  |  |  | |  |
| Foundations have been cast to the approved design | | |  |  |  | |  |
| All formwork has been fully removed | | |  |  |  | |  |
| Substation is free from all builder’s debris | | |  |  |  | |  |
| Substation is fully sealed watertight | | |  |  |  | |  |
| Substation is securable post energisation | | |  |  |  | |  |
| Substation ventilation is to the approved design | | |  |  |  | |  |
| Substation door type and size is to the approved design | | |  |  |  | |  |
| Sufficient space around the packaged substation for access and ventilation | | |  |  |  | |  |
| Substation | | | Yes | No | n/a | | Refer to notes/photos |
| Integral substations – anti-vibration pads under transformer/s | | |  |  |  | |  |
| All outgoing circuits terminated and pot ended outside the substation until required | | |  |  |  | |  |
| Cable entry ducts have been sealed as per the approved design | | |  |  |  | |  |
| Substation cable pit is fully sanded to required level | | |  |  |  | |  |
| HV/LV Cables are terminated as per the approved design | | |  |  |  | |  |
| Cables are installed to the correct depth, backfilled and with correct warning and marker tapes | | |  |  |  | |  |
| Ducting system | | | Yes | No | n/a | | Refer to notes/photos |
| All ducting systems are sealed and properly secured | | |  |  |  | |  |
| Quantity, location, and type of ducting have been installed to the approved design | | |  |  |  | |  |
| GRP/Brick Build enclosure | | | Yes | No | n/a | | Refer to notes/photos |
| GRP/Brick Build enclosure size and specifications to the approved design | | |  |  |  | |  |
| Finish colour/Brick type and texture is to the approved design | | |  |  |  | |  |
| GRP enclosure has been secured to the plinth via the fixing brackets and sealed | | |  |  |  | |  |
| Small power and lighting | | | Yes | No | n/a | | Refer to notes/photos |
| Small power and lighting have been installed to the approved design | | |  |  |  | |  |
| All conduit is self-extinguishing heavy-duty PVC | | |  |  |  | |  |
| Test certificate is present (copy retained) | | |  |  |  | |  |
| Earth system | | | Yes | No | n/a | | Refer to notes/photos |
| Earth system, rods, clamps, conductors has been installed to the approved design | | |  |  |  | |  |
| Earth test certificate submitted to mua and readings satisfactory | | |  |  |  | |  |
| Substation doors, door frames, vents and other exposed metalwork are all earthed and connected to the marshalling bar, as required | | |  |  |  | |  |
| Completed form and supporting information to be returned to: energisation@muagroup.co.uk | | | | | | | |
| Notes | | | | | | | |
|  | | | | | | | |
| Attached photo number | Photo description | | | | | | |
| 1 | Substation signage & locks | | | | | | |
| 2 | Substation earth bar and rebar connections | | | | | | |
| 3 | Substation plinth | | | | | | |
| 4 | Substation doors | | | | | | |
| 5 | Substation internal | | | | | | |
| 6 | Substation external | | | | | | |
| 7 | Transformer anti-vibration pads fitted – integral substations | | | | | | |
| 8 | HV sheath test result | | | | | | |
| 9 | HV cable insulation resistance result | | | | | | |
| 10 | Substation access | | | | | | |
| 11 | LV and HV earth link | | | | | | |
| 12 | Metering terminations | | | | | | |
| 13 | GRP grating | | | | | | |
| 14 | Labelled distribution board | | | | | | |
| 15 | Isolation transformer (if applicable) | | | | | | |
| 16 | Cable installation (sand, installed cable, tape) | | | | | | |