

# Documenting Ready-to-Start Inspection

Field Procedure: CM-CE-303002-R0001  
**Documenting Ready-to-Start Inspection**  
 Rev. 0 Effective Date: 12/15/2009

**Purpose:** To document inspection of transformer mechanical, electrical and control systems as "ready for service" before energizing or **re-energizing**:

- Newly installed equipment
- Reconfigured equipment
- After major maintenance
- Any substation transformer taken out of service to perform scheduled or emergent work, including preventative or corrective maintenance, repairs or replacements

*Identify Applicable Checklists* ..... 1

*Verify Equipment Status for Transformers < 2000 kVA* ..... 2

*Verify Equipment Status for Substation Transformers* ..... 3

*Close Out Work* ..... 4

 **Important:** Checklists are Level 1 documents.

## Identify Applicable Checklists

**Note:** The newly installed or reconfigured equipment covered includes:

- Transformer
- ATO
- Switchgear
- Capacitors
- Circuit breakers
- Reclosers
- Other equipment under control of DSO/TSO

For typical use with:	Checklist:	Performed by:
All equipment for test department	CM-CE-303002-R0002	Representative of working department as designated by its management
Field equipment and transformers < 2000 kVA and substation equipment	CM-CE-303002-R0003	
Substation transformers	CM-CE-303002-R0005	
City of Chicago equipment (in addition to other checklist)	CM-CE-303002-R0004	
Network hi-rise field equipment and transformers < 2000 kVA	CM-CE-303002-R0006	

# Verify Field Equipment and Transformers < 2000 kVA and Substation Equipment

## Person in Charge

**Note:** Notify designated authority before beginning any testing that involves any lines or equipment on system.

- 1 Perform inspection using applicable checklist(s):
  - CM-CE-303002-R0002
  - CM-CE-303002-R0003
  - CM-CE-303002-R0006
  - Also CM-CE-303002-R0004 if within City of Chicago

**Within City of Chicago**  
**CM-CE-303002-R0004**

Thumbnail of CM-CE-303002-R0004 checklist form, titled 'ComEd Field Procedure City of Chicago Equipment Ready to Start Inspection'.

### CM-CE-303002-R0002

Thumbnail of CM-CE-303002-R0002 checklist form, titled 'ComEd Field Procedure Test Department New Equipment Ready to Start Inspection Report'.

### CM-CE-303002-R0003

Thumbnail of CM-CE-303002-R0003 checklist form, titled 'ComEd Field Procedure Field Equipment and Transformers <2000 kVA Ready to Start Inspection'.

### CM-CE-303002-R0006

Thumbnail of CM-CE-303002-R0006 checklist form, titled 'ComEd Field Procedure Network Hi-Rise Ready to Start Inspection for Field Equipment and Transformers <2000 kVA - DRAFT'.

**Field Procedure: CM-CE-303002-R0001**  
**Documenting Ready-to-Start Inspection**  
**Rev. 0 Effective Date: 12/15/2009**

- 2 Sign and date checklist(s) for pre-livening attributes. 
- 3 With checklist, notify designated authority to energize:
  - Use 3-way communication.
  - Confirm checklist is complete, signed and dated.
  - Confirm post-livening checks will be performed.
- 4 Perform post-livening checks.

# Verify Equipment Status for Substation Transformers

## Person in Charge

**Note:** Notify designated authority before beginning any testing that involves any lines or equipment on system.

**Field Procedure: CM-CE-303002-R0001**  
**Documenting Ready-to-Start Inspection**  
**Rev. 0 Effective Date: 12/15/2009**

- 1** Perform inspection using applicable checklist(s):
  - CM-CE-303002-R0005
  - Also CM-CE-303002-R0004 if within City of Chicago

**Note:** ComEd representative also performs inspection for contractor-installed transformer.

**Within City of Chicago**  
**CM-CE-303002-R0004**

Thumbnail of the 'City of Chicago Equipment Ready to Start Inspection' form (CM-CE-303002-R0004). It includes fields for 'READY FOR START NOTICE', 'ComEd Representative', 'City of Chicago Representative', and 'Date'. It also has a 'Notes' section for additional information.

## CM-CE-303002-R0005

Thumbnail of the 'ComEd Field Procedure Substation Transformers Ready to Start Inspection DRAFT' form (CM-CE-303002-R0005). It includes fields for 'Location', 'Equipment', and 'Date Entry Checklist Completed'. It also has a table for 'Substation Maintenance Tasks' and a table for 'Checklist completed by'.

CM-CE-303002-R0005 page 8

Thumbnail of page 8 of the CM-CE-303002-R0005 form. It contains a table for 'Power Testing, (SFRA only if SFRA apart in time from other power testing) Tasks' with columns for 'Task No.', 'Lead (INHS) (or N/A)', 'Fluor check (MVA) (or N/A)', and 'Note Added (Y/N)'. It also has a 'Notes Section' and a table for 'Description' and 'Work Request or Work Order'.

- 2** Document abnormal conditions that will not return to normal:
  - List individually.
  - Include work request or work order number (if available).
- 3** For abnormal control switch positions, pulled alarm cutouts or similar that will not return to normal:
  - Report to designated authority.
  - Document details.
  - Tag properly.

- 4** Address abnormal conditions by either:
  - Repairing all required abnormal conditions. - OR -
  - Consulting responsible T&S engineer and obtaining agreement to allow energizing with existing conditions.
- 5** Complete checklist.
- 6** Sign and date checklist for pre-livening attributes.
- 7** Contact FLS to verbally verify completion of each checklist step.
- 8** With checklist, notify designated authority to energize:
  - Use 3-way communication.
  - Confirm checklist is complete, signed and dated.
  - Confirm post-livening checks will be performed.

# Close Out Work

## Person in Charge

- Return completed checklist(s) with work package to planner or designee.

**Field Procedure: CM-CE-303002-R0001**  
**Documenting Ready-to-Start Inspection**

---

**Rev. 0    Effective Date: 12/15/2009**

**CM-CE-303002-R0002**

**CM-CE-303002-R0003**

**CM-CE-303002-R0005**

**CM-CE-303002-R0006**

**Within City of Chicago CM-CE-303002-R0004**

## Supervisor

- Review applicable checklist(s):
  - Resolve Notes/Explanations/Comments:
    - Make sure they are identified.
    - Make sure they are addressed.
    - Make sure work requests are generated.
  - Verify completion.
  - Verify signature.

- Sign and date checklist(s).



- File checklist and reports for closeout.

