

Network High-rise Equipment and Transformers Inspection (Ready-for-Start)

ComEd Training and Reference Material (T&RM)
CM-CE-303002-R0006
Rev. 6

Revision as of 07-20-17 as a result of ACE Report # 01091518:

For any items on this Ready To Start (RTS) Checklist that cannot be completed OR have conditions that are questionable, the Person In Charge (PIC) is required to contact the appropriate ComEd Subject Matter Expert (SME) to determine the condition that must be achieved prior to Livening. Any items that cannot be resolved prior to Livening must be approved by the appropriate SME. That discussion shall be documented in the Comments section at the end of the RTS Checklist. Those Comments shall contain the date discussed, resolution, RTS Lead name and the name and position of the ComEd SME contacted.

Revision as of 12-28-15 to include verbiage to support NERC CIP v5 activities.

Work performed on assets identified as a BES CYBER SYSTEM shall adhere to:

- **RC-AC-PCS3-007 NERC CIP Configuration Control and Change Management Process.**
- **RC-AC-PGM3-003 NERC CIP Cyber Security Training Program**
- **RC-AC-PGM3-005 NERC CIP Access Management Program**

Please Print

Location: _____

Equipment: _____

Work Orders and Task Numbers: _____

Checklist Completion: _____

Completed by: _____

Any questions, call your Supervisor.

The Supervisor and Person-in-Charge must review checklists for accuracy after completion of *Additions, Replacements, Maintenance, or Testing*, and verbally verify in person or by phone that each line item is completed before authorizing equipment to be energized.

IMPORTANT: The last person to release clearance shall ensure that each department has completed their related checklists when applicable.

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Items must be initialed or marked *N/A*, and all issues must be addressed before *Final Sign-off*.

Department	Checklist completed by (print first and last name)	FINAL SIGN-OFF (Signatures)	Start Date/Time	Completion Date/Time
SSM				
TG				
AO				
Other				

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Preliving Equipment Review



CALL 1 – Notify Designated Authority before working on the ComEd System.

Task	✓ Yes	✓ No	✓ N/A
1. When replacing equipment, confirm the original nameplate data matches the nameplate data of the new equipment.			
2. Resolved any nameplate discrepancies.			
3. Verify mapping is completed and checked for accuracy by the DSO.			
4. Confirm cable ducts (unused) are open and clear for future cable pulls.			
5. Confirm building construction material is removed from vault.			
6. Confirm aisles and pathways are clear to replace transformers or line-bays.			
7. Confirm path to hatch is unobstructed.			
8. Confirm cables or cable structures/supports are NOT hanging low.			
9. Confirm ventilation is powered-on and operating as designed.			
10. Confirm equipment is NOT leaking.			
11. Verify all Underground and Overhead de-energized work is completed.			
12. Remove all identified hazards and debris created during the work.			
13. Remove or park protective grounds and barriers to allow operation of switch or equipment. If barriers prohibit switching, place an <i>Abnormal Condition</i> tag on the equipment lock; check the "No" column; note in <i>Comments</i>.			
14. Confirm equipment is clean, orderly, and stenciled/labeled to reflect current equipment identification nomenclature.			
15. Confirm equipment is tested for: <ul style="list-style-type: none"> • Proper system voltage (check nameplate as applicable) • Correct phasing of primary and secondary cable/wire • Shorts and fault conditions 			
16. Confirm CTs and or meters are installed.			
17. Check position of dual ratio switch/tap changer.			
18. Verify construction meets established company standards including but not limited to primary phase-to-phase, and phase-to-ground electrical clearances.			
19. Verify any electrical configuration changes from engineering design are documented on "as built" prints.			

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20. Complete any other required procedure.			
21. Verify Protective Relay Settings are applied as per Relay Settings Order issued by Relay Protection Engineering per AM-CE-P134.			
22. Verify PM Work Orders exist in PassPort according to AM-CE-9095.			
23. List in the <i>Comments Section</i> below each PM Work Order that must be closed.			
24. Issue one line diagram to DSO, verified by appropriate dept. (TI, SSO, Testing)			
25. Complete Ready-for-Start in detail with signatures (City of Chicago).			
26. Access to vault in off hours (City of Chicago).			
27. Check customer availability for livening (voltage and rotation checks).			
28. Confirm safety issues addressed (e.g., leakers in vault).			



CALL 2 – After completing checklist Section 1, call the Designated Authority and complete this section. Communicate restore times if applicable.

Dispatcher name: _____

Task	✓ Yes	✓ No	✓ N/A
1. Communicate current state of equipment and any configuration changes from prints.			
2. Confirm Worker Alteration Log is cleared.			
3. Communicate that equipment is ready to be released for service.			
4. Liven as directed by the Designated Authority.			

Post-livening Equipment Review

This section may be completed after clearance is released to the Designated Authority. No call to Designated Authority is required if equipment livenes as designated.

Task	✓ Yes	✓ No	✓ N/A
1. Check to ensure proper voltage, phasing, and phase rotation.			
2. Confirm Worker Alteration Log is cleared.			
3. Apply the In-Service label to the new equipment, write in date. In service label CAT ID number -0001641986 *			

Return completed checklist to your Supervisor

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I certify the equipment complies with ComEd standards, and is ready-for-service.

Name: _____	Name: _____
Date: _____	Date: _____
Title: _____	Title: _____
Region: _____	Region: _____

Supervisor Review:

Before Supervisor authorizes equipment to be released for service, Supervisor shall obtain verbal confirmation either in-person or by phone from the Person-in-Charge that each applicable item on this checklist has been verified to be complete and complies with CM-CE-303002.

Review and address discrepancies/issues, and verify:

- Abnormal Conditions have been properly addressed or resolved, and documented.
- Checklist is completed and signed by the Person-in-Charge.
- Supervisor signs this checklist after completion by field personnel, and equipment has been placed in service.
- Once the sign off is done this completed checklist shall be inserted back into the work pouch.

Supervisor signs below after reviewing Checklist & Comments for accuracy and completion. All notes must be properly filled out and addressed.

Supervisor and Department	Signature to Authorize	Date
_____	_____	_____

Supervisor and Department	Signature to Authorize	Date
_____	_____	_____

