



Authorization to Energize Electrical Equipment Form

A Qualified Electrical Person and the Project Commissioning Representative shall use this form to obtain approval for Energization or Re-Energization of Electrical Systems related to Construction or Maintenance Work. Where required the MOC Process should also be utilized.

PROJECT:	WO#:
LOCATION:	EQUIPMENT/DEVICE:
INSTALLER:	COMPANY: BERRY BROS.
QUALIFIED ELECTRICAL WORKER (QEW):	DATE:

General Items	COMPLETE YES/NO	QEW INITIALS:	PCR INITIALS:	Comments
1. All electrical equipment and systems being energized are correctly installed and complete (e.g. Jumpers and test leads removed, cables and bus terminations torqued correctly)?				
2. All electrical equipment is CSA/NRTL approved and rated for the location in which it is installed?				
3. System and equipment voltages verified to be correct?				
4. All electrical components (wire, breaker, overloads etc.) are sized according to the Canadian Electrical Code or National Electric Code requirements?				
5. Are Grounding and Bonding appropriate, correct and complete?				
6. All protective devices are properly rated and installed, programmed and tested?				
7. All Protection and Coordination schemes have been approved by the Engineering Department?				
8. Engineering Incident Energy Analysis Studies complete and detailed Arc Flash & Shock labels in place?				
Quality Assurance/Quality Control				
1. All electrical connections checked for correct termination and tightness?				
2. All instrument loops have been wire checked / continuity checked?				
3. Megger and Hi-pot testing is complete and acceptable e.g. Megger ungrounded conductors to ensure no shorts exist (phase to phase, phase to ground)?				
4. All vendor representative commissioning checks and manufacturers recommended checks are complete?				
5. Ensure that all applicable quality control and assurance documentation has been completed and a copy is entered into the project file.				



6. All tools, construction materials, removed and equipment is clean and free of any debris?				
7. Equipment covers are in place and all bolts installed or if hinged doors, doors closed and latched?				
Switching and Isolation				
1. All branch circuit loads turned off, loads are isolated?				
2. All personnel are clear of equipment, locks and tags removed, permits released?				
3. All Temporary Protective Grounds or Ground Truck and Test Devices are removed and counted?				
4. For outdoor substations all personnel are outside the fence, away from transformers or outside of electrical rooms during energization?	N/A			
5. If required approved Electrical-Specific PPE, Tools, and Equipment are been used for work tasks related to energization and/or re-energization?				

The Electrical equipment or system is complete and safe to energize: (signature required)

Shell SAEP or QEP _____

Project Commissioning Representative _____

PROJECT POST ENERGIZATION CHECKLIST			
System Phasing (if applicable)	System Phasing Checks Complete _____		
Voltage Verification	_____ Volts A-B	_____ Volts B-C	_____ Volts C-A
	_____ Volts A-G	_____ Volts B-G	_____ Volts C-G
Motor Checks	Rotation check _____	Amp Draw _____ A	Uncoupled Run / RTD Temperatures Stable _____