Energisation certificate and checklist

Yellow cells are for you to fill in. Free template from Deskely · deskely.com/resources/energization-certificate

Equipment / switchboard ID	Voltage	Upstream source / feeder

System / subsystem	Permit to work number	Requested date and time

Progress

Yes: 0 No: 0 N/A: 0 of 16 checks

No.	Check	Confirmed	Evidence	By	Date
TESTS COMPLETE					
1	Insulation resistance and continuity tests done and accepted				
2	Earthing and bonding tested				
3	Protection relay settings applied and secondary injection tested				
4	CT and VT tests done (ratio, polarity, burden)				
5	Functional and interlock tests done				
6	Breaker timing and contact resistance (where applicable)				
INSTALLATION					
7	MC certificate signed for the equipment				
8	No category A punch items open				
9	Covers, doors and shrouds fitted				
10	Cable glands and seals complete				
11	Labels, danger notices and single line diagram in place				
SAFETY					
12	Area barricaded and signed as live				
13	People in the area and affected parties informed				
14	LOTO isolations removed and locks returned				
15	Permit to work issued for energisation				
16	Emergency arrangements in place (rescue kit, contact numbers)				

ENERGISATION RECORD

Energised by	Authorised by (electrical responsible person)	Date and time energised

Voltage L1-L2 (V)	Voltage L2-L3 (V)	Voltage L3-L1 (V)

Phase rotation (L1-L2-L3)	Frequency (Hz)	Remarks

Certificate

We certify that the equipment above has been inspected and tested, that the checks listed are confirmed, and that it was energised safely at the date and time recorded. From that time the equipment is live and is controlled under the permit to work system.

Sign-off	Name	Signature	Date
Electrical responsible person			
Commissioning			
Operations			

Verification before energising follows IEC 60364-6 (low voltage installations) and IEC 61439 (switchgear assemblies), or your project specification.

Energisation register

One line per piece of equipment energised. Keep it with the permit office so everyone knows what is live.

Project	Area / module	Register owner

Status

Equipment: 1 Energised: 0 Planned: 1 De-energised: 0

Equipment	Description	Voltage	Source / feeder	System	Subsystem	Date energised	Certificate no.	Status	Remarks
MCC-01	*Motor control centre*	*690 V*	*SWG-01 feeder F12*	*80*	*80-03*		*EC-80-001*	***Planned***	*Example*