
APPENDIX – A ERECTION CHECK LIST

TRANSFORMER ERECTION CHECK LIST

This checklist is intended for use at site by Site Engineers. It outlines the minimum on site checks expected to be carried out during the erection activity.

CUSTOMER :

EQUIPMENT DETAILS :

SITE :

SR. NO.	CHECK POINT	STATUS		REMARKS
		O.K.	NOT O.K.	
1	AVAILABILITY OF DOCUMENTATION			
	Erection drawings including OGA			
	Erection / Maintenance Manual			
	Transport packing list			
2	RECEIPT OF TRANSFORMER			
	Externally inspected damage (if any)			
	Gas pressure on receipt (Where applicable)			
	Oil level (in case of oil filled transformer)			
	Unit correctly positioned			
3	RECEIPT OF ACCESSORIES			
	All materials stored correctly			
	Packing Cases inspected, damage if any			
	Marshalling box inspected, damage if any			
	Control panels (RTCC)inspected damage if any			
	Materials received corresponded to Advise note			
	Any shortages / wrong supply			
	Materials comply with shipping specification			
	Remark (if any)			

SR. NO.	CHECK POINT	STATUS		REMARKS
		O.K.	NOT O.K.	
4	ERECTION			
	Transport rollers mounted			
	Conservator mounted			
	Buchholz relay and oil surge relay mounted (arrow marked should be towards conservator)			
	Breather mounted and duly charged			
	HV Bushings mounted			
	LV Bushing mounted			
	Tertiary Bushing mounted (if applicable)			
	HV neutral Bushing mounted			
	LV Neutral Bushing mounted			
	Bushing installed at correct angles			
	Diaphragm checked			
	MOLG mounted			
	Radiator mounted			
	Fans mounted			
	Pressure Relief valves mounted			
	Alignment of all pipe work			
	OLTC Conservator mounted			
	Heat Exchangers assembled with pipe work			
	Topping up of transformer oil			
	Leakage observed after 24 hrs.(if any)			
	Rating Diagram and identification plate fitted			
	Control panel (RTCC) aligned			
	Control panel (OLTC) aligned			

SR. NO.	CHECK POINT	STATUS		REMARKS
		O.K.	NOT O.K.	
5	OIL FILLING			
	All bushing oil level			
	Tap changer selector oil level			
	Diverter switch oil level			
	Auxiliary unit oil level			
	Radiator, Headers oil filled			
	Transformer / OLTC Conservator oil tight			
	Complete transformer oil tight			
	All air release plug vented			
	Valves in service position			
	All drain / filter valves blanked			
6	MULTICORE CABLE			
	All tray work adequately secured			
	All cables adequately tied/clipped back to tray			
	Cables glaned correctly			
7	BREATHERS			
	Transformer silica gel breather satisfactory			
	Tap changer silica gel breather satisfactory			
	Dry breather correctly installed			
8	FANS			
	Fans rotate freely & quickly			
	Pumps installed for correct flow			
	Flow indication visible			
9	CONTROL PANELS			
	Cable termination & Glanning			
10	Cleaning and touch up of painting			

APPENDIX -B PRE-COMMISSIONING CHECKS

Customer: _____ Site: _____

TRANSFORMER DETAILS:	Rating:	Oil Qty:
	Voltage:	Mass of oil:
	Year of Manf.:	Wight of C&W:
	Sr. No.:	Impedance:
	Vector Group:	TR Tag #:
OLTC/OCTC DETAILS:	Make:	YOM:
	Type:	Sr. No.:
	Tap Position:	

GENERAL CHECKS:

SR. NO.	CHECK POINTS	STATUS		REMARKS
		O.K.	NOT O.K.	
1	Direction & mounting angle of O.S.R. & Buchholz relay			
2	Dryness of silica gel, seal removal & oil level in bottom cup			
3	Oil level in Main conservator.			
4	Oil level in OLTC conservator.			
5	Oil filled in OTI / WTI pockets.			
6	Earthing of Main tank, cooler bank, neutral, fans, pumps, etc			
7	Absence of oil seepages / leakages.			
8	Bushing -their oil levels & test cap covering.			
9	Explosion vent & rupture pin setting.			
10	Touch up painting & washing.			
11	Overall clearances.			
12	Atmoseal commissioned (top gauge glass to show full oil)			
13	Sagging of radiator / pipes			
14	Tightness of bushing top seal			
15	Distortion in expansion bellows / removal of transit support			

A. MARSHALLING BOX (Sl. No. & Rating: _____)

SR. NO.	CHECK POINTS	STATUS		REMARKS
		O.K.	NOT O.K.	
1	W.T.I. (Sl. No., Make & Model)			
	a. Transit lock release.			
	b. Switch settings & operation.			
	c. Connections.			
	d. Ambient reading.			
	e. Heater shunt shorting link.			
	f. Matching with repeaters.			
	g. Power supply & current converter			
2	O.T.I (Sl. No., Make & Model)			
	a. Transit lock release			
	b. Switch setting & operation.			
	c. Connections.			
	d. Ambient reading.			
	e. Matching with repeaters.			
3	Space heater & Thermostat settings.			
4	Cabling, Glanding, Termination etc.			
5	Earthing & Touch up painting.			
6	Stand by supply change over operation			
7	Timer settings.			
8	Closure of openings & tidiness.			