



Automatic Transfer Switches Pre-Functional Checklist

Equipment ID	[Equipment ID]
Building	[Building]
Location	[Room]

Statement of Readiness

The above equipment and/or systems integral to them are complete and ready for functional testing, except as noted. None of the outstanding items preclude safe and reliable functional tests being performed. This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.

Responsible Contractor Sign Here

CONTRACTOR	PRINTED NAME	SIGNATURE	DATE
General Contractor (GC)			
Mechanical Contractor (MC)			
Electrical Contractor (EC)			
TAB Contractor (TAB)			
Controls Contractor (CC)			

This statement of readiness has been received by the Commissioning Agent on _____ and will be incorporated as part of the final commissioning report.

EQUIPMENT DATA

Static Switch Nameplate

Parameter	Data
Equipment ID	
Manufacturer	
Model	
Catalog Number	
Date Manufactured	

**Static Switch Source #1 Isolation Circuit Breaker (CB1) Nameplate**

Parameter	Data
Manufacturer/Model	
Frame Amps	
Volts	
GFI Module	
SC Rating	
Current Rating	

Static Switch Source #2 Isolation Circuit Breaker (CB2) Nameplate

Parameter	Data
Manufacturer/Model	
Frame Amps	
Volts	
GFI Module	
SC Rating	
Current Rating	

Static Switch Output Isolation Circuit Breaker (CB3) Nameplate

Parameter	Data
Manufacturer/Model	
Frame Amps	
Volts	
GFI Module	
SC Rating	
Current Rating	

**Static Switch Bypass to Source #1 Circuit Breaker (CB4) Nameplate**

Parameter	Data
Manufacturer/Model	
Frame Amps	
Volts	
GFI Module	
SC Rating	
Current Rating	

Static Switch Bypass to Source #2 Circuit Breaker (CB5) Nameplate

Parameter	Data
Manufacturer/Model	
Frame Amps	
Volts	
GFI Module	
SC Rating	
Current Rating	

System Readiness Checklist

Yes = Checked and Completed, N/A = Not Applicable

Inspection Checklist					
Description	Yes	N/A	Initials	Date	Comments
As-Built Drawings complete, available and on-site.	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment shop drawings available.	<input type="checkbox"/>	<input type="checkbox"/>			
Operation and Maintenance manuals available.	<input type="checkbox"/>	<input type="checkbox"/>			
Installation and startup manual available.	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment warranty information completed and provided in O&M Manual.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify receipt and acceptance of manufacturer's factory test reports.	<input type="checkbox"/>	<input type="checkbox"/>			
Doors to electrical room installed.	<input type="checkbox"/>	<input type="checkbox"/>			
Locks or temporary security measures installed & operational. Room can be secured.	<input type="checkbox"/>	<input type="checkbox"/>			
Electrical room clear of storage, temporary equipment, etc.	<input type="checkbox"/>	<input type="checkbox"/>			
Permanent lighting or 30 foot candle temporary lighting in service.	<input type="checkbox"/>	<input type="checkbox"/>			



Inspection Checklist					
Description	Yes	N/A	Initials	Date	Comments
Egress routes from electrical room are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>			
Electrical room & equipment clean of construction debris and dust, and are dry.	<input type="checkbox"/>	<input type="checkbox"/>			
Working clearances meet NEC and contract documents.	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment has been installed on a level housekeeping pad or properly attached to the structure or wall.	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment anchored per manufacturer's instruction.	<input type="checkbox"/>	<input type="checkbox"/>			
Warning Signs installed per shop drawings and contract documents.	<input type="checkbox"/>	<input type="checkbox"/>			
All shipped-loose components installed.	<input type="checkbox"/>	<input type="checkbox"/>			
Electrical room grounding system complete.	<input type="checkbox"/>	<input type="checkbox"/>			
Grounding electrode conductor has been attached to the building ground ring.	<input type="checkbox"/>	<input type="checkbox"/>			
Shipping bolts and braces removed.	<input type="checkbox"/>	<input type="checkbox"/>			
ATS doors allow for full swing; latch open and close without binding; and no physical damage.	<input type="checkbox"/>	<input type="checkbox"/>			
All field and interconnecting wiring is completed and labeled at each end with visible and readable tags. (Printed markings on the conductors are NOT acceptable.).	<input type="checkbox"/>	<input type="checkbox"/>			
All bolted connections tightened to their proper torque values.	<input type="checkbox"/>	<input type="checkbox"/>			
All wiring installed properly with correct bend radius and no insulation damage.	<input type="checkbox"/>	<input type="checkbox"/>			
All contacts, devices, etc. for interface with SCADA system are installed, functional and wired to terminal strips for connection of field wiring.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify Normal and Emergency line side phase rotation.	<input type="checkbox"/>	<input type="checkbox"/>			
Verify that NORMAL and EMERGENCY sources are available.	<input type="checkbox"/>	<input type="checkbox"/>			
ATS settings have been adjusted per the Engineer/specifications.	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment layout and schematic wiring diagrams available and on-site.	<input type="checkbox"/>	<input type="checkbox"/>			
System sequence of operation available and on-site.	<input type="checkbox"/>	<input type="checkbox"/>			
Remote STS summary alarm wiring complete and tested.	<input type="checkbox"/>	<input type="checkbox"/>			
Logic and control connections are routed away from power runs for noise prevention.	<input type="checkbox"/>	<input type="checkbox"/>			
Modbus TCP/IP network interface connection made and operational.	<input type="checkbox"/>	<input type="checkbox"/>			
Machine room space air conditioning working and available for use.	<input type="checkbox"/>	<input type="checkbox"/>			
Factory-supplied critical spare parts inventory delivered and available on-site.	<input type="checkbox"/>	<input type="checkbox"/>			



Inspection Checklist					
Description	Yes	N/A	Initials	Date	Comments
Factory test and startup documentation provided with copies attached to this SRC.	<input type="checkbox"/>	<input type="checkbox"/>			
Testing agency has been scheduled to perform the test and the commissioning agent has been notified of the testing date.	<input type="checkbox"/>	<input type="checkbox"/>			
Test equipment requirements have been reviewed with the testing agency.	<input type="checkbox"/>	<input type="checkbox"/>			
Power available for test equipment.	<input type="checkbox"/>	<input type="checkbox"/>			
Installation is complete and ready for verification testing.	<input type="checkbox"/>	<input type="checkbox"/>			
Training Plan approved.	<input type="checkbox"/>	<input type="checkbox"/>			
Training sessions of owner training completed / acceptance granted / training materials submitted to Commissioning Agent.	<input type="checkbox"/>	<input type="checkbox"/>			
Notes:					

Additional Comments: