

Switchboard - Main

Last Issue Date: 30/11/2020		Type Of Service				
Activity		A	B	C	D	E
1	<p>INSTALLATION SPECIFIC MAINTENANCE: Refer to the manufacturer's recommended maintenance procedures or the specific maintenance instructions developed for the installation. Notify the FMSP in writing of any significant safety issues, failures or major components requiring replacement as identified during the maintenance procedures. Rectify the issues in line with the maintenance Agreement and record any modifications in the logbook.</p>	Y			Y	Y
2	<p>GENERAL: Inspect the switchboard and the switchroom, as follows: a) For general cleanliness. b) For condition and any signs of damage. c) That ventilation openings are unobstructed and free from dust/debris. d) That any forced ventilation or HVAC is operational. e) For evidence of overheating or burning. f) For evidence of moisture ingress. g) For corrosion. h) For audible discharge. i) For signs of vermin presence. j) For combustible materials. k) For presence of a 'Legend Card'.</p>	Y			Y	Y
3	<p>INSULATION: Inspect the condition of all insulation, especially for: damage, cracks, signs of tracking or blistering, and any other noticeable defects.</p>	Y		Y	Y	Y
4	<p>BUSBARS AND BUSBAR CHAMBERS: Inspect the condition of busbars, include the following: a) Examine any barriers and supports. b) Examine busbars for any discolouration from heating. c) Damaged insulation. d) Deformation. e) Inadequate support or loose fixings. f) Verdigris. g) And inspect all neutral and earth bars or links.</p>	Y			Y	Y
5	<p>WITHDRAWABLE COMPONENTS: Withdraw all draw-out components and service in accordance with the manufacturer's recommendations and applicable Standards. (Refer Special Comments).</p>	Y				Y
6	<p>OTHER MAINTENANCE AND INSPECTION: a) Confirm that all wiring duct covers are fitted. b) Replace any missing pole fillers. c) Inspect arcresi control devices.</p>	Y			Y	Y
7	<p>Use a heat sensitive detector to locate any hot spots. Notify the FMSP and seek approval for further investigations if required.</p>	Y			Y	Y
8	<p>ANTI-CONDENSATION HEATERS (if fitted):</p>	Y			Y	Y

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	a) Inspect the condition and confirm the operation of the heater/s. b) Inspect the condition and confirm operation of the thermostat/s.					
9	CONNECTIONS AND CABLE TERMINATIONS (GENERAL): Inspect and test all main electrical connections, including: a) For signs of overheating or verdigris. b) Are tight and making good contact. c) Insulation resistance testing (all poles to earth). d) Test the main earthing circuit for continuity and that it is adequately mechanically protected. e) Inspect the integrity of main earth electrode. f) Inspect the integrity of the 'MEN' link. g) Inspect the integrity of main earth conductor.	Y				Y
10	CONNECTIONS AND CABLE TERMINATIONS (OVERHAUL): Inspect and test all main electrical connections: a) Torque all primary conductor connection bolts to their recommended values. b) Tighten all secondary control wire connections. Check for loose lug crimps and broken wires. c) Reinsulate or replace any conductors showing damage to primary insulation. d) Comprehensive insulation testing. e) Undertake a thermographic survey after all reconnections to ensure thermal performance during operation.	Y				
11	MAJOR COMPONENTS (OVERHAUL): a) Complete functional testing of all circuits including emergency stop, shunt trip mechanisms, automatic transfer systems and any other similar equipment. b) Clean, refurbish or replace (as necessary) all contacts. c) Replace any equipment and accessories found to be unsafe or prone to failure.	Y				
12	AUXILIARY EQUIPMENT: Inspect and test the condition and operation of any auxiliary equipment if applicable.	Y				Y
13	INSTRUMENTS AND METERS: Inspect and test (as appropriate) all indicators, meters and instruments for proper operation. Notify the FMSP in writing of any significant demand increases, power factor (or other parameter) issues and any capacities being exceeded.	Y			Y	Y
14	INTERLOCKS: Correct the operation of any interlocks and padlocking devices should be verified and adjust as required.	Y				Y
15	FUSES, CIRCUIT BREAKERS, SWITCHES AND SWITCH UNITS: Inspect the condition and test the operation.	Y				Y
16	LEGEND - CIRCUIT IDENTIFICATION - If applicable: a) Review all circuits to ensure that the 'Legend Card' entries correspond with actual site designations and with services, supplies, accessories, plant and equipment identification.	Y				Y

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	b) Verify that 'Legend Card' correctly identifies all of the circuits and protection devices. Provide an updated, typed legend card if any discrepancies are identified. c) Report missing or incorrect identifier studs, labels and 'Legend Cards'. Replace any missing studs, labels or the legend card accordingly.					
17	Service and confirm the operation of contactors and relays, if applicable. Clean the arc cuters or replace them where necessary.	Y				Y
18	Verify the integrity of all mountings, brackets and fixings.	Y				Y
19	Complete all maintenance activities identified during the inspections and testing that can be carried out safely without the need to shut down the installation.	Y			Y	Y
20	Notify the principal in writing of any required shutdowns to carry out the remaining maintenance work. Coordinate an appropriate time for any required shutdowns.	Y			Y	Y
21	Notify the FMSP in writing of any recommended or required major maintenance work resulting from the inspections and testing completed and seek approval to proceed with the work.	Y			Y	Y
22	Record the results in the logbook of and submit a customer service report to the FMSP complete with any testing, changes from previous inspections and a detailed description of the works completed.	Y			Y	Y

Special Comments and Technical Data

D SERVICE ANNUAL (VISUAL INSPECTION WITH BOARD ENERGISED).
 E SERVICE 5 YEARLY (BOARD DE-ENERGISED, SITE APPROVAL REQUIRED).
 A SERVICE 10 YEARLY (BOARD DE-ENERGISED, SITE APPROVAL REQUIRED).

A AND E SERVICES MAY NEED TO BE MORE FREQUENT (UP TO EVERY 2 YEARS) DEPENDING ON EQUIPMENT PARTICULARS AND THE ENVIRONMENTAL CONDITIONS.

THE SERVICE ACTIVITIES & FREQUENCIES ARE GENERIC & MAY NEED TO BE VARIED DEPENDING ON MANUFACTURER'S RECOMMENDATIONS & SITE CONDITIONS.

A SPECIALIST LICENSED CONTRACTOR IS REQUIRED FOR THIS WORK.

USE E12B IF A THERMOGRAPHIC SURVEY IS REQUIRED.
 REFER TO E25 (SERIES) FOR RCD MAINTENANCE.
 REFER TO E11 FOR MAIN SWITCHBOARDS WITH INTEGRAL GENERAL DISTRIBUTION SECTIONS.

APPLICABLE LEGISLATION AND STANDARDS: WH&S REGULATIONS, AS3000, AS 61439.1 (FOR GENERAL INFORMATION) AND AS2467 FOR ADDITIONAL MAINTENANCE INFORMATION.

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