PRIOR ENERGIZATION PROCEDURE LIST

At all times this document shall be used in conjunction with the Operation and Maintenance supplied with the transformer

ITEM	DESCRIPTION	MARK CHECKED & WITH PICTURES	
		At time of installation in the field	Prior to Energization
	MECHANICAL INSPECTION		
1	Read the serial number of the transformer name plate for each specific inverter skid and fill out the "Inspection and testing prior Energization" form.	●	
2	Upon transformer receipt the tank vacuum gauge/pressure gauge may indicate a positive or negative reading when the transformer is received. Depending on the temperature of the insulating fluid and ambient air temperature rising or falling, sun heating the tank. The pressure reading should vary over time with ambient temperature. This indicates that the transformer tank is sealed effectively. If the vacuum /pressure gauge shows a constant zero reading, this indicates the possibility of a tank leak. If this occurs, the tank should be checked carefully for leaks as per step below.	●	
3a	Check tank for indication of fluid leaks, looking at carefully at weld seams, bushings, gauges , valves and all other tank fittings.	●	
3b	Check for external damage including dents on tank walls, radiators and terminal compartment.	●	
3c	Check for broken, cracked, or damages bushings, gauges, valves or other fittings and accessories.	●	
4	Check for proper fluid level. The fluid level gauge pointer should be between **"Max/High"** and **"Min/Low"** marks. If this is not the case proceed check for oil leaks.	●	
5	Check for the following accessories integrity:	●	
5a	Dead front primary terminations.	●	
5b	Secondary terminations with spades.	●	
5c	Pressure relief valve.	●	
5d	Cover mounted pressure relief device.	●	
5e	Drain valve with sampler.	●	
5f	Liquid level gauges with 1 contact.	●	
5g	Liquid temperature gauges with 2 contacts.	●	
5h	Pressure vacuum gauge with 1 contact.	●	
5i	Bonding straps on cabinet and throat.	●	
5j	Check for busbar integrity. Look for Pitting and surface defects.	●	
5k	HV cabinet door is locked and closed.	●	
5l	LV cabinet door is locked and closed.	●	
5m	Busbar verification as intact and **sprayed with Glyptal 1201a - See attached data sheet provided.**	●	
5n	Throats are sealed in a proper way with the invertor.	●	
6	Check for electrical control wire integrity.	●	
7	Check for animal ingress in all compartments and covers.	●	
8	Fill out the **"Initial inspection Checklist "** form for certification by WEG .	●	
	PRIOR ENERGIZATION NOTES		
1	In case discrepancies are found with regards to long term inspection, email findings to **rlamb@weg.net. Findings must include serial number and photographs of the findings.**	●	●
2	All discrepancies shall be reported using the WEG form **"Prior Energization Non Conformance"** form.	●	●
3	After the transformer has been installed on the skid, but before it is energized, the tests as described under the section electrical testing and checks must be performed and should be performed as a minimum to ensure the transformer is ready for energization and warranty validation. **DO NOT ENERGIZE THE TRANSFORMER** without performing these tests and checks as described and certification by WEG.		●