**CANVASSING CENTER INSPECTION FORM**

**Name of Canvassing Center:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Actual Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Principal/Person in-charge:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Distribution Utility in Charge:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Account Details:**

|  |  |
| --- | --- |
| Consumer Type: | Applied/Contracted Capacity (kW): |
| Connected Load (kW): | Exceeding Contracted Capacity? Yes No |

**Service Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Service Drop Scheme: Overhead UG Others (*pls. specify)*: \_\_\_\_\_\_\_\_ | | | |
| Near Pole No: | Pole Type | DT Rating (kVA): | Circuit No.: |

**Substation Details:**

|  |  |
| --- | --- |
| Substation Name: | Rated Capacity (MVA): |
| Nameplate No.: | Dependable Capacity (MVA): |
| No. of feeder Connection: | Total Percent Loading (%): |
| With N-1? Yes No | |

**Inspection Details:**

|  |  |  |
| --- | --- | --- |
| **Service Drop** | | **Findings: ()**  Dilapidated Substandard Missing    Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Recommendations:** |
| **Service Entrance** | | **Findings: ()**  Improper Size of Wires Weatherhead not Raintight No/Substandard Conduit  Damaged/Melted/Spliced Wires No/Improper Grounding    Others *(pls. specify)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Recommendations:** |
| **Service Equipment (Optional)** | | **Findings: ()**  No/Improper Enclosure Inappropriate Fuse/CB Rating Damaged/Loose Fuse/CB  No/Improper Grounding of Enclosure Others *(pls specify)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Recommendations:** |
| **Meter** | | **Findings: ()**  Unreadable/Broken Segment No/Broken Meter Seal with Foreign Objects  Broken Glass Cover Others *(pls specify)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Recommendations:** |
| **Distribution Lines and Transformer** | | **Findings: ()**  Voltage Rating and Taps: \_\_\_\_\_\_\_\_\_  Loading: \_\_\_\_\_\_\_\_\_\_ %  Site and Service Condition: Excellent Good Poor  Bushings/Bushings Terminal (2 bushings): Complete and Intact  Missing and/or Broken  With Grounding (Tank and Transformer): Yes No  Pressure Relief Valve: Complete and Intact Missing and/or Broken  Oil leak: Yes No  Vegetated (Transformer): Yes No  Distribution Lines: Sagging Dilapidated Vegetated  Routine Test: Complete and Passed Incomplete and Failed |
| **Recommendations:** |
| **Substation** | | **Findings: ()**  Site and Service Condition: Excellent Good Poor  Grounding Installation and Test: Complete and Passed Incomplete and Failed  Cables and Raceways: Complete and Insulated Missing and Damaged  Control Room: All equipment is working Well ventilated  Corroded and Exposed Wire Monitored and Recorded  Others *(pls. specify)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Protective Relaying: Transmission Line Protection Bus Protection  Transformer Protection Breaker Failure Protection  Distribution Line Protection Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Routine Test: Complete and Passed Incomplete and Failed |
| **Recommendations:** |
| **Load-side Facilities (Optional)** | **Fuse/CB** | Dilapidated Missing Inappropriate CB/Fuse rating:  Other Findings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Wirings** | Over-sagging Inappropriate Size of Wire  With Octopus Connection Exposed with Damage  Other Findings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Outlets** | Dilapidated Missing Uncovered Disconnected/No Power  Other Findings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Recommendations:** | |

Needs Tree Trimming? (Yes/No) *\_\_\_\_\_\_\_\_\_\_\_*

With Gen Set? (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_

***READY FOR ELECTIONS?******(Yes/No)*** *\_\_\_\_\_\_\_\_\_\_*

Inspected by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature above Printed Name*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date*

Legend:

UG = Underground

DT = Distribution transformers

CT = Current Transformers