**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 PoorBushings/Bushings Terminal (2 bushings): Complete and Intact  Missing and/or BrokenWith Grounding (Tank and Transformer): Yes NoPressure Relief Valve: Complete and Intact Missing and/or BrokenOil leak: Yes NoVegetated (Transformer): Yes NoDistribution Lines: Sagging Dilapidated VegetatedRoutine Test: Complete and Passed Incomplete and Failed |
| **Recommendations:** |
| **Substation**  | **Findings: ()**Site and Service Condition: Excellent Good PoorGrounding Installation and Test: Complete and Passed Incomplete and FailedCables and Raceways: Complete and Insulated Missing and DamagedControl 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