



Electrical Switchgear Pre-Commissioning Checksheet

Project Name: Checksheets.com	Project Code: CHKSHEETS1
Equipment Tag: -----	System: -----
Discipline: Electrical	Location: -----
Contractor: -----	Date: 22/01/2026

1. Equipment Information & Documentation

Verification of equipment data and documentation completeness

#	Activity / Check Item	Response		
1	Confirm equipment conforms to data sheet and specifications <i>Verify nameplate data matches specification</i> <i>Ref: Equipment data sheet</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
2	Check all circuit identification labels are correct and legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
3	Verify installation drawings have been marked up as-built <i>Red-line drawings must be completed per project procedures</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

2. Visual Inspection

Physical condition assessment of switchgear components

#	Activity / Check Item	Response		
4	Visually inspect equipment internally and externally for mechanical damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
5	Ensure all equipment is clean and free from dust, debris, and foreign objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
6	Check door seals are undamaged and doors open/close correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
7	Confirm all covers and bolts are of correct type and properly fitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
8	Verify phase identification is correct throughout the switchgear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

3. Mechanical Operation Tests

Verification of mechanical components and operation

#	Activity / Check Item	Response		
9	Check circuit breaker alignment and free running into cubicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
10	Confirm correct operation of busbar shutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
11	Test smooth operation of circuit breaker racking mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
12	Check operation of breaker carriage location pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
13	Test manual operation of selector switches, MCBs, and push buttons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

14 Verify all electrical and mechanical interlocks function correctly

Pass N/A Fail

4. Electrical Connections & Wiring

Verification of electrical connections and wiring integrity

#	Activity / Check Item	Response		
15	Check all internal cabling and wiring is neat, correct, and undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
16	Verify busbar alignment and connecting links are tight to specified torque <i>Torque values per manufacturer specifications</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
17	Confirm earthing system is correct, tight, and continuity checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
18	Check incoming cable condition and correct termination kit installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
19	Verify spare cable entries are correctly sealed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

5. Insulation Testing

Electrical insulation resistance measurements

#	Activity / Check Item	Response		
20	Disconnect all electronic equipment, CTs, VTs, and protection devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
21	Perform insulation resistance test using 5kV megger - Phase to Phase <i>Record lowest reading in MΩ. Minimum acceptable: 100MΩ</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Perform insulation resistance test using 5kV megger - Phase to Earth <i>Record lowest reading in MΩ. Minimum acceptable: 100MΩ</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Perform insulation resistance test using 5kV megger - Phase to Neutral <i>Record reading in MΩ. Minimum acceptable: 100MΩ</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Check insulation resistance across open circuit breaker contacts <i>Record lowest reading in MΩ per phase</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Protection & Control Systems

Verification of protection and control circuit functionality

#	Activity / Check Item	Response		
25	Verify CTs and VTs are correct to drawings and undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
26	Test operation of breaker auxiliary circuits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
27	Function test all relays and control circuit trips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
28	Check all alarm indicators function correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
29	Confirm correct isolation of auxiliary circuits by control fuse removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
30	Verify fuse sizes are correct per drawings and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

7. Safety & Security Systems

Verification of safety features and security provisions

#	Activity / Check Item	Response		
31	Check padlocking facilities on isolators and cubicle doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
32	Verify shutter operation, padlock facilities, and correct color coding <i>Bus side shutters (red/DANGER), circuit side shutters (yellow/CAUTION)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

33	Confirm anti-condensation heater operation (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
34	Verify all racking tools, door keys, and switch keys are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail

8. Final Verification

Final checks and documentation completion

#	Activity / Check Item	Response		
35	Reconnect all previously disconnected equipment and devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
36	Confirm all test equipment has been removed from switchgear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
37	Verify all cubicle doors are secure and properly earthed to chassis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Pass	N/A	Fail
38	Record any punchlist items identified during inspection <i>Document any deficiencies requiring correction</i>			

Prepared By:

Reviewed By:

Approved By:

Date: _____ Sign: _____

Date: _____ Sign: _____

Date: _____ Sign: _____