

DEPARTMENT OF FACILITY & INFRASTRUCTURE



ELECTRICAL INTAKE/SITE WITNESS FORM – MEDIUM VOLTAGE CABLE (5kv/15kv)



Project Name:	Inspection Date:
Project Number:	
Contractor Company:	
MANHOLE#/SECTION:	START POINT: FINISH POINT: CABLE LENGTH (FT):

SR. NO	DESCRIPTION	POS AVM* Witness/Inspection Name:		POS PROJECT ELECTRICAL INSPECTOR Witness/Inspection Name:		POS RESIDENT ENGINEER Witness/Inspection Name:		POS F&I ELECTRICAL* Witness/Inspection Name:		NAME & INITIAL OF CONTRACTOR PERFORMING MV CABLE WORK AT SITE INCLUDING LIC#	COMMENTS
1	Die Crimp to Connector Inspection	Inspected & Verified	<input type="checkbox"/>	Inspected & Verified	<input type="checkbox"/>	Inspected & Verified	<input type="checkbox"/>	Inspected & Verified	<input type="checkbox"/>	Initials:	
2	Megger Readings	Inspected & Verified	<input type="checkbox"/>	Inspected & Verified	<input type="checkbox"/>	Inspected & Verified	<input type="checkbox"/>	Inspected & Verified	<input type="checkbox"/>	Initials:	
3	Dynamometer Red Line before Reset	Inspected & Verified	<input type="checkbox"/>	Inspected & Verified	<input type="checkbox"/>	Inspected & Verified	<input type="checkbox"/>	Inspected & Verified	<input type="checkbox"/>	Initials:	
4	MV Cable Voltage rating & Jacket Type	5kv 15kv PVC Jacketed CPE Jacketed End Seals Pulling Eye (15kv >250Ft/Phase) Manufacturing Date (<12 month before installation)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5kv 15kv PVC Jacketed CPE Jacketed End Seals Pulling Eye (15kv >250Ft/Phase) Manufacturing Date (<12 month before installation)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5kv 15kv PVC Jacketed CPE Jacketed End Seals Pulling Eye (15kv >250Ft/Phase) Manufacturing Date (<12 month before installation)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5kv 15kv PVC Jacketed CPE Jacketed End Seals Pulling Eye (15kv >250Ft/Phase) Manufacturing Date (<12 month before installation)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Initials:	
5	Schedule/Plan	Cable Pull Cal. Cable Pull Schedule Switchover and Outage Plan	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cable Pull Cal. Cable Pull Schedule Switchover and Outage Plan	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cable Pull Cal. Cable Pull Schedule Switchover and Outage Plan	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cable Pull Cal. Cable Pull Schedule Switchover and Outage Plan	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Initials:	
6	Conduit Cleaning Prior to Cable Installation	Wire Brush Mandrel Then, a rubber duct swab Separated by 48 to 72 Inch on pull rope	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Wire Brush Mandrel Then a rubber duct swab Separated by 48 to 72 Inch on pull rope	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Wire Brush Mandrel Then a rubber duct swab Separated by 48 to 72 Inch on pull rope	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Wire Brush Mandrel Then a rubber duct swab Separated by 48 to 72 Inch on pull rope	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Initials:	
7	MV Conductor Termination	Indoor Outdoor Comp. type connector Shield ground strap Arc Proofing Tape	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Indoor Outdoor Comp. type connector Shield ground strap Arc Proofing Tape	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Indoor Outdoor Comp. type connector Shield ground strap Arc Proofing Tape	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Indoor Outdoor Comp. type connector Shield ground strap Arc Proofing Tape	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

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		Fireproofing Wrap First 05 Terminations Non-Metallic Tie Wraps for cable support Cable tags Feeder/Circuit Tag Tap/Load Tag Phase Tape Conductor Color coding Cable loop within Manhole	<input type="checkbox"/> Fireproofing Wrap <input type="checkbox"/> First 05 Terminations <input type="checkbox"/> Non-Metallic Tie Wraps for cable support <input type="checkbox"/> Cable tags <input type="checkbox"/> Feeder/Circuit Tag <input type="checkbox"/> Tap/Load Tag <input type="checkbox"/> Phase Tape <input type="checkbox"/> Conductor Color coding <input type="checkbox"/> Cable loop within Manhole	<input type="checkbox"/> Fireproofing Wrap <input type="checkbox"/> First 05 Terminations <input type="checkbox"/> Non-Metallic Tie Wraps for cable support <input type="checkbox"/> Cable tags <input type="checkbox"/> Feeder/Circuit Tag <input type="checkbox"/> Tap/Load Tag <input type="checkbox"/> Phase Tape <input type="checkbox"/> Conductor Color coding <input type="checkbox"/> Cable loop within Manhole	<input type="checkbox"/> Fireproofing Wrap <input type="checkbox"/> First 05 Terminations <input type="checkbox"/> Non-Metallic Tie Wraps for cable support <input type="checkbox"/> Cable tags <input type="checkbox"/> Feeder/Circuit Tag <input type="checkbox"/> Tap/Load Tag <input type="checkbox"/> Phase Tape <input type="checkbox"/> Conductor Color coding <input type="checkbox"/> Cable loop within Manhole	<input type="checkbox"/> Fireproofing Wrap <input type="checkbox"/> First 05 Terminations <input type="checkbox"/> Non-Metallic Tie Wraps for cable support <input type="checkbox"/> Cable tags <input type="checkbox"/> Feeder/Circuit Tag <input type="checkbox"/> Tap/Load Tag <input type="checkbox"/> Phase Tape <input type="checkbox"/> Conductor Color coding <input type="checkbox"/> Cable loop within Manhole	<input type="checkbox"/> Initials: 	
8	Testing	Insulation Resistance Test (Cable on Reel)	<input type="checkbox"/> Insulation Resistance Test (Cable on Reel)	<input type="checkbox"/> Insulation Resistance Test (Cable on Reel)	<input type="checkbox"/> Insulation Resistance Test (Cable on Reel)	<input type="checkbox"/> Insulation Resistance Test (Cable on Reel)	<input type="checkbox"/> Initials: 	
9	Verify that the proper connector has been provided for the operating voltage and to accommodate the cable sizes and types used.	Compliant Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Initials: 	
10	Verify the insulation has been stripped back to the proper specified dimension for each layer and type of insulation in preparation for connector installation, in accordance with manufacturer's instructions.	Compliant Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Initials: 	
11	Verify that the stripped cable has been properly cleaned in preparation for connector installation. Verify that the semiconductor material residue has been cleaned off the insulation using an axial wiping motion to eliminate tracking.	Compliant Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Initials: 	
12	Verify that the compression lug or connector supplied with the connector kit has been properly crimped per the	Compliant Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant	<input type="checkbox"/> Initials: 	

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	manufacturer's written instructions									
13	Verify that the connector is torqued to proper values per the manufacturer's published torque values.	Compliant Non-Compliant	<input type="checkbox"/> <input type="checkbox"/>	Compliant Non-Compliant	<input type="checkbox"/> <input type="checkbox"/>	Compliant Non-Compliant	<input type="checkbox"/> <input type="checkbox"/>	Compliant Non-Compliant	<input type="checkbox"/> <input type="checkbox"/>	Initials:

ADDITIONAL COMMENTS:

ACCEPTANCE AND APPROVAL:

APPROVED YES <input type="checkbox"/> NO <input type="checkbox"/>	APPROVED YES <input type="checkbox"/> NO <input type="checkbox"/>	APPROVED YES <input type="checkbox"/> NO <input type="checkbox"/>	APPROVED YES <input type="checkbox"/> NO <input type="checkbox"/>
NAME:	NAME:	NAME:	NAME:
SIGNATURE:	SIGNATURE:	SIGNATURE:	SIGNATURE:
DATE:	DATE:	DATE:	DATE:
POS ELECTRICAL INSPECTOR	POS RESIDENT ENGINEER	POS AVM DEPTT.	POS F&I ELECTRICAL DEPTT.

Note: AVM Deptt. and F&I Deptt. require advance notice (at least 05 working days) for any site walk or inspection. Coordinate with Resident Engineer and Electrical Inspector for Scheduling.

“*” – Either of Deptt. can inspect and provide their feedback/approval depending upon availability on Inspection Date.