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	Installation of Transformer Installation			
	Company Doc. No. HSEDOCS-ITI-00-000	Contractor Ref. No. QHSE-ITI-0000	Date 00-00-0000	Revision 00

METHOD STATEMENT FOR DRY TYPE TRANSFORMER INSTALLATION

Project No:	
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REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS
00			

PREPARED BY:	REVIEWED & APPROVED BY:
QA QC ENGINEER	PROJECT ENGINEER

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1.0. Purpose:

This Method Statement covers for dry type Installation of Transformer.

2.0. Scope of Work:

This procedure defines the method to be used to ensure that the Installation of Transformer Installation are correct and acceptable and shall conform to the specifications.

3.0. References:

- 3.1. QCS
- 3.2. Project Specifications
- 3.3. Approved Drawings
- 3.4. Approved Material Submittal
- 3.5. Approved Safety Plan.
- 3.6. Approved Shop Drawings
- 3.7. QA/QC Installation
- 3.8. Regulations

4.0. Responsible Personnel on Site:

- 4.1. Electrical Field Engineers
- 4.2. Safety Officer
- 4.3. QA/QC Engineer
- 4.4. Electrical Superintendent
- 4.5. Approved HV subcontractor for termination the incoming cable to the panel

5.0. Safety:

- 5.1. All safety precautions shall be followed as per approved safety plan & procedure.
- 5.2. Ensure all involved persons are aware of the same.
- 5.3. Safety Officer to ensure that all tools and equipment's are suitable and in good conditions.
- 5.4. Ensure that all tradesmen shall leave their working places clean, tidy and free of rubbish.
- 5.5. All lifting equipment shall be checked for the capacity.
- 5.6. Hot work permit for using electric tools drill, grinder, etc.

6.0. Delivery:

- 6.1. The approved transformer.
- 6.2. The transformer is dry type, 11KV/415, 1600 KVA, 3phase, 50 Hz.
- 6.3. Check for any damages, scratches on packing before acceptance of delivery.

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- 6.4. Check the KVA capacity, voltage, country of origin and be sure are
- 6.5. And in accordance to the approved material submittal (IA)

7.0. Storage:

- 7.1. Use forklift or mobile crane to off-load transformers. Make sure that the capacity of
- 7.2. Forklift or mobile crane can carry the weight of the transformer,
- 7.3. Offloading transformer on tile designated offloading area. Proper care must be observed during offloading to prevent unnecessary damage for the transformer.
- 7.4. Move the transformer to a dry and clean storage area through the use of fork lift.
- 7.5. Ensure that the transformer are properly protected and covered by tarpaulin.
- 7.6. Submit material delivery form to the consultant for their inspection and approval.

8.0. Pre-Installation:

- 8.1. All materials and documentation relevant to this particular section of works shall be checked prior to installation and all the installation shall be as per kahramaa drawings.
- 8.2. Before any permanent work will be started, inspection of all materials, tools and accessories shall be carried out.
- 8.3. Cables shall be checked for continuity and insulation resistance and records shall be kept for future reference.
- 8.4. Ensure that a proper access to execute the works in a suitable condition and free from obstruction.

9.0. Installation Procedure:

- 9.1. It has been presumed that all related civil works has been completed prior to transformer installation
- 9.2. Before the transformer will be delivered to site, check that the transformer railing is fixed as per drawings and comply with local Electricity Authority
- 9.3. Move the transformers from the storage area using forklift and set them in position near to the transformer room. Make sure that the orientation of the transformer with regards to the position of cable entries is correct.
- 9.4. Check mechanical operation of off-load tap changer and on- load tap changer through complete tap range. Verify that the movement is positive.
- 9.5. Push in the transformer inside its room. Set the transformer on their final positions and make sure that they are properly secured and protected.
- 9.6. Polarity of the transformer shall be verified.
- 9.7. Dress and terminate the incoming and outgoing cables on the transformers. Ensure that the cables are supported properly. Cable glands and lugs shall be from approved manufacturer.
- 9.8. After termination works has been completed, clean the transformer cable box and ensure that it is free from foreign materials. Ensure that all the connections are

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- 9.9. Properly tight through the use of torque wrench
- 9.10. Cover the cable boxes. Bolts and nuts must be tightening properly. Make sure that the transformer room is clean and free from foreign materials.
- 9.11. Transformer will be connected to designated earthing pit using earthing cable.

10.0. Tools

- 10.1. Electric-powered tools: Drill, grinder.
- 10.2. Hand tools: Screw drivers, pliers, wrenches, crow bar and hammer.
- 10.3. Meters: Earth resistance test meter, insulation test meter, 11KV test meter.
- 10.4. Mechanical test tools: Torque wrench.

11.0. Inspection:

- 11.1. A 2 request for inspection shall be raised. One request after installation of transformers and the second after cable termination.
- 11.2. Before energizing, Kahramaa engineer will inspect and test the transformer

12.0. Attachments:

- 12.1. Risk assessment
- 12.2. Checklist
- 12.3. PTW