



CONFIRMATION OF VERIFICATION EVIDENCE REPORT

[All generators greater than 10kW, shall be complete and submit this report before energization]

Section 1	BASIC INFORMATION	
Name of Customer		
Name of Facility		
Address		
Generator Capacity		
Station & Feeder		
Type of Generation		
Section 2	SIGNATURES / CERTIFICATES	
TO BE SIGNED UPON COMPLETION OF ALL PARTS OF THE COVER		
<p>I/we acknowledge the completion of the COVER as noted and will undertake to rectify the deficiencies identified in the "NOTES" section.</p>		
<p>Signature of Customer Representative _____</p> <p>Print Name: _____</p> <p>Date: _____</p> <p>Title/Affiliation: _____</p> <p>Email: _____</p>	<p>I certify that the attached results/reports were undertaken/reviewed by the undersigned and are in conformance with all requirements, except as noted herein.</p> <p>Signature of Engineer Certifying report _____</p> <p>Print Name: _____ <u>P.Eng</u></p> <p>Date: _____</p> <p>Title/Affiliation: _____</p> <p>Email: _____</p>	
Section 3	DISTRIBUTION	
<p>Distribution List (when all parts are completed):</p> <p><input type="checkbox"/> Transmitter (Customer Business Relations),</p> <p><input type="checkbox"/> ENWIN System Planning/Engineering</p> <p><input type="checkbox"/> Customer,</p>	<p>ENWIN Coordinator:</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Date: _____</p> <p>Tel: _____</p> <p>Email: _____</p>	



Section 4(a)	CONFIRMATION OF VERIFICATION – PROTECTION & CONTROL					
Complete for Load Displacement / Export generators connected at <u>27.6kV</u> Confirm the following Protection & Control requirements are in place and operating properly	Protection Group	Legend	Results	Note #	Initials	Date yyyy/mm/dd
1. LV Bus Main and Backup Unit Protection Scheme						
2. Transformer Main and Backup Protection Scheme						
3. HV Breaker Failure Protection						
4. LV Breaker Failure Protection						
5. Under and Over Frequency						
6. Transfer Trip / DGEO Test						
7. Passive Anti-Islanding Protection (check that the generator disconnects upon loss of utility supply by 0.3s)						
8. Reverse Power (load displacement)						
9. Confirm the installation complies with submitted Single Line Diagram						
10. Other (Specify)						

Protection Group to be tested: e.g. A, B, or A&B, D = to be Done
 Legend: C = Confirm, W = Witness
 Results: P = Pass, F = Fail
 All Parts: N/A = Not Applicable



Section 4(b)	CONFIRMATION OF VERIFICATION – PROTECTION & CONTROL					
Complete for Load Displacement / Export generators connected at <u>347/600V or 120/208V</u> Confirm the following Protection & Control requirements are in place and operating properly	Protection Group	Legend	Results	Note #	Initials	Date yyyy/mm/dd
1. Operation of Isolation Switch						
2. Synchronous Breaker Failure Protection						
3. Transfer Trip / DGEO Test						
4. Passive Anti-Islanding Protection (check that the generator disconnects upon loss of utility supply by 0.3s)						
5. Under and Over Frequency						
6. Under and Over Voltage						
7. Reverse Power (load displacement)						
8. Confirm the installation complies with submitted Single Line Diagram						
9. Other (Specify)						

Protection Group to be tested: e.g. A, B, or A&B, D = to be Done
 Legend: C = Confirm, W = Witness
 Results: P = Pass, F = Fail
 All Parts: N/A = Not Applicable



Section 4(c)	CONFIRMATION OF VERIFICATION – PROTECTION & CONTROL					
Complete for Generators connected momentarily to transfer load Confirm the following Protection & Control requirements are in place and operating properly	Protection Group	Legend	Results	Note #	Initials	Date yyyy/mm/dd
1. Operation of Isolation Switch (Confirm the complete transfer is less than 100ms)						
2. Confirm the isolation complies with submitted Single Line Diagram						
3. Other (Specify)						

Protection Group to be tested: e.g. A, B, or A&B, D = to be Done
 Legend: C = Confirm, W = Witness
 Results: P = Pass, F = Fail
 All Parts: N/A = Not Applicable

Section 4(d)	CONFIRMATION OF VERIFICATION – PROTECTION & CONTROL					
Complete for Generators not connected momentarily to transfer load Confirm the following Protection & Control requirements are in place and operating properly	Protection Group	Legend	Results	Note #	Initials	Date yyyy/mm/dd
1. Operation of Transfer Switch (Break before Make Functionality)						
2. Confirm the isolation complies with submitted Single Line Diagram						
3. Other (Specify)						

Protection Group to be tested: e.g. A, B, or A&B, D = to be Done
 Legend: C = Confirm, W = Witness
 Results: P = Pass, F = Fail
 All Parts: N/A = Not Applicable



Section 5	CUSTOMER OWNED AND OPERATE DG [not required for generators paralleling utility for less than 100msec]					
Confirm the following SCADA telemetry quantities indicate correctly	Test Needed	Legend	Results	Note #	Initials	Date yyyy/mm/dd
1. LV Phase to Phase Voltages (R, W, B)						
2. LV Phase Current (R, W, B)						
3. MW Flows and Directions						
4. MVA _r Flow and Directions						
5. Power Factor						
6. Synchronizing Breakers Open/Close Status						
7. HV/LV Line Disconnect Switches Open/Close Status						
8. Other (Specify)						

Test Needed: D = Done
 Legend: C = Confirm, W = Witness
 Results: P = Pass, F = Fail
 All Parts: N/A = Not Applicable



Section 6	NOTES
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Instructions for Completing the COVER form:

Step 1: Discuss with the EnWin Coordinator and decide what protection test / controls are required.

Step 2: Complete Intended Tests

Step 3: Send original signed COVER Report to:

Attn: Technical Services
ENWIN Utilities Ltd.
P. O. Box 1652 Stn. "A"
4545, Rhodes Drive,
Windsor, ON,
N9A 5T7