

Switchgear Pre-visit Checklist: How to pass a Third Party Evaluation in One Visit

Typical Standards for Evaluation:

1. NFPA 791, Recommended Practice and Procedures for Unlabeled Electrical Equipment Evaluation
2. California Electrical Code
3. UL 508/508A

Pre-Evaluation Guidelines – *Please initial each item*

A. Documentation

Initial:

Before we schedule a site visit, please ensure documentation for the Switchgear is available for the Field Evaluator including:

1. Permit drawings
2. Correction notice (if received)
3. Approved submittal and shop drawing of (N) switchgear
4. Pictures of (E) arrangement

B. Calibrated Torque Wrench Information

Initial:

1. Make/model of torque wrench
2. Torque wrench's serial number
3. Calibration certificate

C. Utility Approval (Variance)

Yes / No

Do you currently have a utility company's approval aka: variance, for this project? Please mark Yes/No.

D. Customer Facility Support

Initial:

Please identify the technician on site ready to open panels and covers, and to answer questions about the Switchgear:

Name: _____

Phone: _____

E. Site Visit Scheduling

Initial:

Please complete and initial "A" through "E" before our arrival, to expedite the evaluation, and help prevent additional costs for our service. If you have concerns, please contact us. Thank you for your cooperation.

Date:

Representative Signature:
