



REQUIREMENT FOR THE CONNECTION OF POINT LOAD TRANSFORMERS

1. The client/customer writes an **application for Permission to Construct** to the **Regional Head**, introducing the contractor that he/she has been contracted to carry out the installation. The application folio will come with the following:

- Documents showing the contractor is certified by **COREN/NEMSA** and registered with BEDC (issued with **BEDC's Contractor's Certificate**).
- Evidence of energy bill of the customer and the contractor indicating that they are not indebted to BEDC.
- **Schematic and Geographical drawings** of the proposed works by the contractor. The drawings must show at least three existing Distribution transformer substations, closer to the proposed installation area, signed and approved by a **COREN Registered Engineer**.
- The Regional Head (RH) reviews the application for correctness and forwards it to the Regional Head Technical (RHT).
- The RHT assigns the Planning/Construction Engineer to carry out a technical survey and report their findings.
- The Regional Head Technical forwards request via mail to CTO for '**Permit to Construct**' approval.

2. If approved, a letter of approval is issued – duly signed by the CTO and Head MD or CRCM depending on the nature of the construction - to the client/customer, communicating application approval via mail, with the following:

- **Conditions precedent to commencement of construction.**
- **Conditions precedent to commissioning of the project.**

3. The contractor on receipt of the approval, commences the job with supervision of the company's project Engineer (Regional Head Technical) to ensure compliance to NESI standards and request for feeder outages that may be required to carry out construction works.

4. On completion of the job, the client/customer writes a **letter of completion/commissioning test**, accompanied with NEMSA certification to Regional Head which is then forwarded to the RHT.

5. The RHT assigns the **PC&M, Electric Fitters, and Cable jointers** that will carry out respective pre-commissioning tests and checklist, to ensure compliance to company standards after which he forwards to the CTO via mail for approval to commission.

The following documents are required for commissioning of Point Load Transformers:

- Copy of Permit to Construct approval;
- Copy of NEMSA Certification of the project;
- PC&M Test results
- Project "Completion Checklist"
- GIS Asset/Location Capturing Report
- Account Number (for Point Load)
- Meter Number (for Point Load)
- Transformer identification code



6. If approved, a letter of approval - duly signed by the CTO – is issued to the client/customer, communicating commissioning approval, with the following caveats:

- Conditions precedent to commissioning of the project.
- Transformer details and conditions of service.
- Maximum total duration for commissioning a new construction from the time an application is received should not exceed **30 working days**.
- After **6 months** without energizing/commissioning, revalidation of permit to construct is compulsory.