

TRANSFORMER SHUT DOWN

Date:		Transformer ID or Location:				
#	Item	Yes	No	NA	Initial	
Shutdown Process:						
1	Arc flash/Limited approach distances controlled.					
2	Breaker/Switch in open position and locked out.					
3	Breaker/Switch ID:					
4	Inspect Equipment (Grounds, gloves, testers etc.)					
5	Capacitor dissipation procedure implemented?					
6	Absence of Voltage Verified: (Test and inspect tester?)					
7	Grounds Applied.					
8	Place Grounds Lock on lock box or lockout point.					
9	Secure Grounds Lock key to grounds.					
10	Lockout/Tagout Documentation: Complex LOTO Form [] or JHA []					
11	Primary Cables Disconnected.					
12	Secondary Cables Disconnected.					
13	Lightning Arrestors Disconnected.					
Start-Up Process:		Yes	No	NA	Initial	
14	Transformer Testing Completed.					
15	Testing Company: _____	Tested By: _____				
16	Secondary Cables Reconnected.					
17	Primary Cables Reconnected.					
18	Lightning Arrestors Reconnected.					
19	Connections Verified.					
20	Grounds Removed.					
21	Remove Grounds lock from lock box or lockout point.					
22	Barriers installed.					
23	Covers Installed.					
24	Alarms Checked.					
25	Locks Removed.					
Employee Completing Work:				Final Review:		
Contact number: _____						
Employee in Charge:				Final Review:		
Contact Number: _____						
26	Ready to Energize:					