

Electrical Substation Maintenance Inspection Checklist

Conduct maintenance inspections on electrical substations to get a closer look at areas of concerns and determine what service need to be scheduled. Level up to the Fulcrum mobile app to customize this form to accommodate both quantitative and qualitative assessment of the substations and avoid heavy repair costs in the long run. Find the digital version of this form and more at <https://www.fulcrumapp.com/apps/substation-maintenance-inspection-checklist>.

Inspection/Checks

Substation/Location Street Address _____
City, State, Zip _____

DISCONNECT SWITCH INSPECTION

▶ **Switch** properly closed/opened & in req. op. position

Observation/readings _____

Date corrected Date _____ Time _____

Description _____

▶ **Porcelain Condition** dirt, chips, flashover

Observation/readings _____

Date corrected Date _____ Time _____

Description _____

▶ **Linkeages, Operating Handles** damage & correct positioning

Observation/readings _____

Date corrected

Description _____

▶ **Motor Mechanism** damage, corrosion

Observation/readings _____

Date corrected

Description _____

▶ **Anti Condensation** Heaters (working)

Observation/readings _____

Date corrected

Description _____

STATION BUS & SURGE ARRESTER INSPECTION

▶ **Porcelain Condition** dirt, chips, flashover

Observation/readings _____

Date corrected

Description _____

▶ **Bus Connections** discoloration, damage, heating/burning, tightness

Observation/readings _____

Date corrected Date Time

Description _____

VACUUM CIRCUIT BREAKER

▶ **Operating Mechanism/Control Cabinet, Tank** damage/corrosion/deterioration

Observation/readings _____

Date corrected Date Time

Description _____

▶ **Anti Condensation Heaters** working

Observation/readings _____

Date corrected Date Time

Description _____

TRANSFORMER & TAP CHANGER INSPECTION

▶ **Main tank/tap-changer oil levels** damage/corrosion/deterioration

Observation/readings _____

Date corrected Date Time

Description _____

▶ **Pressure gauges on sealed tanks** Positive pressure

Observation/readings _____

Date corrected Date _____ Time _____

Description _____

▶ **Silica gel – Main Tank/Tap Charger** Dry/Wet

Observation/readings _____

Date corrected Date _____ Time _____

Description _____

▶ **Valves, welds, gaskets** damage/leakage

Observation/readings _____

Date corrected Date _____ Time _____

Description _____

STRUCTURE INSPECTION

▶ **Foundation** cracks, shifting, deterioration

Observation/readings _____

Date corrected Date _____ Time _____

Description _____

Certification

Engineer name

Please print

Signature

Date

____ / ____ / ____

Time

____ : ____ AM / PM



Fulcrum is a mobile app creation platform that lets you digitize checklists like this easily — and automate related workflows! — without writing any code.

Check us out at fulcrumapp.com/checklists