

SSEG APPLICATION CHECKLIST (INTERNAL)

This checklist is to guide the processing of applications within a municipality. It is a template for customization by municipalities (Oct 2016)

| Check | <input checked="" type="checkbox"/> | Comments/Notes |
|---|-------------------------------------|----------------|
| RENEWABLE ENERGY SECTION (primary recipient of application forms) | | |
| RECEIVE APPLICATION FORM | | |
| 1. All information completed? | | |
| 2. Other Departmental permissions obtained? | | |
| 3. NERSA license needed? | | |
| 4. Attachments supplied: | | |
| 4.1. Site plan (commercial and industrial systems only) | | |
| 4.2. Preliminary circuit diagram | | |
| 4.3. Inverter test certificate (certifying compliance with NRS097-2-1) | | |
| EVALUATION OF APPLICATION AS PER NRS097-2-1 and NRS097-2-3 (Note: consult these standards where necessary or for queries) | | |
| 5. Basic compliance with NRS097-2-1: | | |
| 5.1. Inverter Test Certificate according to NRS097-2-1 adequate, from accredited test house? (incl automatic synchronization, passive and active islanding detection etc) | | |
| 5.2. If generator over 13.8kVA, is it 3-phase, balanced across phases? | | |
| 5.3. Fireman's switch? (not mandatory - to be decided) | | |
| 5.4. Earthing arrangements adequate? | | |
| 6. Basic compliance with NRS097-2-3 (if not compliant, specialist grid impact studies may be required): | | |
| 6.1. Max size (kVA) of system 350kVA | | |
| 6.2. System is linked to an LV network (not HV) | | |
| 6.3. LV fault level at customer point of supply greater than 201A | | |
| If on a shared LV feeder: | | |
| 6.3.1. Max kVA 25% of NMD / circuit breaker capacity (see relevant table in NRS097-2-3) | | |
| 6.3.2. Maximum of 20kVA | | |
| 6.3.3. If >4.6kVA, is it balanced across phases? | | |
| If on a dedicated LV feeder | | |
| 6.3.4. Max kVA of 75% of NMD | | |

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| 6.3.5. Feeder cable limits voltage rise to 1% (see relevant NRS097-2-3 section) | | |
| 6.3.6. If >4.6kVA, is it balanced across phases? | | |
| PRIMARY AND SECONDARY PLANNING | | |
| NETWORK CAPACITY CHECK | | |
| 7. Total SSEG generation on shared or dedicated LV feeders <75% of MV/LV transformer rating? | | |
| 8. Total SSEG generation on all feeders <15% of MV feeder peak load? | | |
| RENEWABLE ENERGY SECTION | | |
| 9. If above checks OK, notify customer to proceed | | |
| 10. If above checks not OK , either: | | |
| 10.1. Request further information from customer, or | | |
| 10.2. Inform customer that grid impact study required (and provide list of requirements) | | |
| On receipt of Grid Impact Study from customer: | | |
| RENEWABLE ENERGY SECTION | | |
| 11. Grid impact study indicate that generator installation can proceed? | | |
| PRIMARY AND SECONDARY PLANNING | | |
| 12. Grid impact study indicate that generator installation can proceed? | | |
| Renewable Energy to notify customer accordingly. | | |
| If installation to proceed: | | |
| INFORMATION MANAGEMENT SECTION | | |
| 13. Capture fields | | |
| SAP | | |
| 14. SAP capture fields, issue reference No. | | |
| Installation takes place. Customer notifies Renewable Energy of Commissioning date. | | |
| INSPECTORATE | | |
| Commissioning visit (decide if to be obligatory or optional, or for which sizes optional/obligatory etc): | | |
| 15. Loss of mains test performed and witnessed by Inspectorate? | | |

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| 16. Safety labels fitted in accordance with NRS097-2-1? | | |
| 17. General check for generator compliance with application form information supplied. | | |
| NETWORK (optional visit - for larger systems?) | | |
| 18. Generator parameters comply with relevant information in application form? | | |
| TESTING AND PROTECTION (optional visit - for larger systems?) | | |
| 19. Earthing arrangements adequate? | | |
| Customer submits Commissioning Form signed by Pr Eng/Tech to Renewable Energy. | | |
| RENEWABLE ENERGY | | |
| Renewable Energy provides customer with SSEG contract for signing. | | |
| COMMISSIONING FORM: | | |
| 20. All required information completed? | | |
| 21. Professional signoff? | | |
| 22. Attachments all present? | | |
| 22.1. Final circuit diagram | | |
| 22.2. Inverter test certificate | | |
| 22.3. Electrical CoC | | |
| 22.4. SSEG contract signed by customer | | |
| 22.5. Operation and maintenance procedures manual | | |
| 23. Inspectorate satisfied (see above)? | | |
| If all OK, NOTIFY CUSTOMER, REQUEST METER PAYMENT, INFORM INFORMATION MANAGEMENT, SAP | | |
| METERING | | |
| 24. Install bi-directional meter on confirmation of payment from customer. | | |
| INFORMATION MANAGEMENT | | |
| 25. Update generator info on System | | |
| SAP | | |
| 26. Activate SSEG tariff for customer | | |

| RENEWABLE ENERGY SECTION | | |
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| 27. Check that meter installed | | |
| 28. Check that SAP SSEG tariff activated | | |
| 29. Check that SSEG contract signed | | |
| 30. Inform customer that generation may proceed | | |
| 31. Information provided to NERSA | | |
| 32. Close of process, archive | | |
| End | | |