

APPROVED BY
Public Company ORLEN Lietuva
Deputy General Director for Operations

Decree No. TV as of ___ February 2011

**PROCEDURE
FOR ACCEPTANCE OF ELECTRIC EQUIPMENT AS FIT FOR SERVICE**

Revision 1

I. PURPOSE

1.1. Establishment of components of the set of technical documentation for newly installed and reconstructed electric equipment, also of the procedure for transfer of the documentation at Public Company ORLEN Lietuva (hereinafter – the Company);

1.2. Establishment of the procedure for acceptance of electric equipment as fit for service at the Company.

II. SCOPE OF APPLICATION

2.1. The present Procedure shall apply to contractors who, upon completing electric installation and/or reconstruction work under a contract, are to prepare technical documentation for the newly installed or reconstructed electric equipment to be operated at the Company based on the technical solutions document or the design documentation, as well as submit the technical documentation for review.

Upon the review, a Project Execution Supervision and Technical Documentation Control Statement shall be filled out based on which, depending on the conclusions provided therein (in or out of conformity with the requirements set in normative documents, solutions provided in the design and/or technical solutions document), a Certificate of Fitness of Electric Equipment for Service shall be issued. The Certificate is the final document indicating that the piece of electric equipment is in compliance with the requirements set by the owner (the Company), also those set in the design, technical solutions document, normative legal acts of the Republic of Lithuania, and that it can be operated at the Company.

2.2. The requirements of the Procedure shall apply to all the employees of the Company divisions/department/units whose activities are related to operation of electric equipment and acceptance thereof as fit for service.

III. REFERENCES

- 3.1. Law on Construction of the Republic of Lithuania.
- 3.2. Technical Regulation for Construction STR 1.05.06:2010 *Civil Structure Design*;
- 3.3. Technical Regulation for Construction STR 1.01.08:2002 *Types of Civil Structure Construction*;
- 3.4. *Rules for Operation of Power Stations and Electrical Networks*. Vilnius, 2002;
- 3.5. *Rules of Electric Equipment Installation*. Sections V, VI, VII. Vilnius, 2004;
- 3.6. *Rules of Electric Equipment Installation*. Sections I, II, III, IV. Vilnius, 2007;
- 3.7. *Norms and Scopes of Electric Equipment Testing*. Vilnius, 2001;
- 3.8. *Electrical Equipment Operation Safety Regulations*. Vilnius, 2010;
- 3.9. Index of As-Built Documentation under Designs for Construction, Including Construction and Maintenance of Process Units of Public Company ORLEN Lietuva.

IV. KEY TERMS AND DEFINITIONS, ABBREVIATIONS

4.1. **Person in Charge of Electric Section** – a person assigned by an order of General Director of the Company to be responsible for electric equipment at the specific division/department/unit of the Company;

4.2. **Person in Charge of Operation** – an electrical engineer working for the Company assigned to organize technical servicing, maintenance, measurements, testing, start-up and adjustment of a piece of electric equipment;

4.3. **Company** – Public Company ORLEN Lietuva;

4.4. **Trial switching-in** – energizing of a newly-installed or reconstructed piece of electric equipment prior to its acceptance as fit for service in order to test the equipment according to the equipment testing norms and the requirements set in the equipment manufacturer’s documents (test operation, checking of automation and interlocks, phase zero loop measurements, etc.);

4.5. **Projects Support and Designing Department’s Archive (Company Archive)** – Technical Documentation Archive of Public Company ORLEN Lietuva;

4.6. **Work Supervisor** – a person indicated in the Purchase Order (Work Release);

4.7. **Certificate on Fitness of Electric Equipment for Service** – a document whereby Manager of Equipment Supervision and Inspection certifies the fitness of electric equipment for service and accepts it as duly operating;

4.8. **Start of electric equipment service** – the date of approval of the Certificate on Fitness of Electric Equipment for Service;

4.9. **REEI** – Rules of Electric Equipment Installation;

4.10. **Energizing** – switching on voltage to a piece of electric equipment being put into service or being tested;

4.11. **ESIG** – Equipment Supervision and Inspection Group of Electrical and Automation Department of the Company;

4.12. **Contractor** – an enterprise or organization performing design, installation, measuring, adjustment, repair, testing of electric equipment at the Company under a contract with the Company;

4.13. **Operational Service** (*aka* Electric Power Distribution Network Control Service) – electrical personnel entitled to electric power network switchovers at the Company electric facilities;

4.14. **Project Manager** – a person assigned to manage a project implementation process and to make sure the project is implemented in strict compliance with the established scope and schedule, also that the project budget is not exceeded;

4.15. **Project Execution Supervision and Technical Documentation Control Statement** – a document wherein the ESIG Engineer supervising the electro-technical part of a project and keeping control over the technical documentation specifies the identified unconformities of installation work with the design solutions and/or requirements set in technical solution documents, as well as the flaws observed in the technical documentation. The Statement shall specify what has to be done to eliminate the unconformity before energizing the electric equipment;

4.16. **Request for trial switching-in** – a document prepared by the Contractor specifying the electric equipment to be tested, time and duration of testing and electric equipment user responsibility limit. In addition, responsible employees of the Company shall indicate in the Statement the additional means required for safe testing of the equipment, and agree with the Statement by signing it;

4.17. **HPD** – Head of a Part of Design;

4.18. **Technical Documentation** – a package of technical documents prepared in the Lithuanian (English or Russian, provided this is not in conflict with the laws of the Republic of Lithuania) language, the scope of which is prescribed by construction regulating normative acts of the Republic of Lithuania and the Company As-Built Documentation Index of Construction Projects Including Process Unit Construction and Maintenance, and which is dedicated for acceptance of a new or reconstructed piece of electric equipment as fit for service;

4.19. **Technical Solution Document** – minutes of a technical meeting, technical analysis, documents providing engineering solutions, calculations, schemes, and drawings, based on which the scope of work can be defined and installation work performed.

V. RESPONSIBILITIES

5.1. Manager of Equipment Supervision and Inspection Group (ESIG) shall be responsible for the due evaluation of fitness of electric equipment for service.

5.2. Contractor, having installed, adjusted and tested electric equipment, shall be responsible for due preparation of the electric equipment and its technical documentation for the certification of electric equipment as fit for service.

5.3. Work Supervisor shall be responsible for acceptance and inspection of the work performed by Contractor.

5.4. ESCG Engineer inspecting a piece of electric equipment shall be responsible for due and proper inspection of electric equipment and review of its technical documentation.

5.5. Operational Service shall be responsible for proper and safe energizing of the electric equipment certified as fit for service.

5.6. Project Manager or, when such has not been appointed, a Person in Charge of Operation shall make sure the technical documentation is transferred for storage in accordance with the procedure established in the As-Built Documentation Index of Construction Projects Including Process Unit Construction and Maintenance (Order No. TV1(1.2-1)219 as of 17 September 2009).

5.7. Project Manager shall keep control over the course of the documentation submission procedure, and provide information, if needed, during the entire period of preparation of technical documentation as well as acceptance of electric equipment as fit for service. If no Project Manager has been appointed for the project, Person in Charge of Operation shall take control over the course of the documentation submission procedure.

VI. TECHNICAL DOCUMENTATION

6.1. Preparation of technical documentation.

Contractor shall collect and accumulate technical documentation, record and coordinate all amendments to the design throughout the entire period of implementation of the design and of technical solutions documents. Upon completion of electric equipment installation, start-up, testing-commissioning, the Contractor shall prepare technical documentation for newly installed, reconstructed electric equipment to be operated at the Company. The documentation shall be developed in the state language within the scope of the performed work and shall contain the technical documentation components referred to in the below paragraphs. The to-be-submitted technical documentation shall be bound into folders.

6.2. Technical Documentation Register. (Attachment 1).

The Technical Documentation Register shall be presented in two copies. One of the copies shall be kept together with the technical documentation, the other – at Equipment Supervision and Inspection Group of Electrical and Automation Department. Each document of technical documentation shall be entered into the Register individually. Documents shall be bound into a folder in the sequence they are entered into the Register.

6.3. Design. Technical Solution Document.

In the Technical Solutions Document Contractor shall sign each sheet of detail drawings of an executed project and also each page of Technical Solutions Document and affix the stamp 'AS BUILT'. If changes or deviations from the Design or Technical Solution Document information occurred during installation, Contractor shall mark in red the deviations, inaccuracies, amendments and modifications on the detail drawings of the Project and Technical Solution Document, and have them agreed upon by the HPD and the person, who prepared the Technical Solution Document. All the design modifications and deviations shall be included into the Design Modification and Deviation Sheet and Technical Solution Document.

6.4. Log of Changes and Deviations. (Attachment 2).

This document shall be prepared in the course of installation work. If any modifications and deviations from the Design and Technical Solution Document occurred for any reasons, they shall be entered into the Log by specifying the changes made and reasons thereto. The Log shall be signed by the customer (if initiator of the change), the Contractor and HPD.

6.5. Electric Installation Work Transfer-Acceptance Statement. (Attachment 3).

Upon completion of electric equipment installation, testing-commissioning work as well as introduction and training of the Company electro-technical personnel, Contractor shall prepare technical documentation and inform Work Supervisor. Company Work Supervisor shall give notice thereof to the Person in Charge of Operation. Person in Charge of Operation shall inspect the completeness, quality and scope of the performed work, and sign the Electric Installation Work Transfer-Acceptance Statement.

The Person in Charge of Operation shall indicate in the Statement the identified defects, specify the term for elimination of the defects, and decide if the Statement can be signed prior to elimination of the installation-related defects.

The Statement shall be signed by:

- Person in Charge of Operation;
- Project Manager or Project Engineer;
- A person authorized by the Contractor (Work Supervisor).

In cases when uninterrupted power supplies, frequency converters, 6 kV voltage relay protection, ventilation and air-conditioning units, 0.4 kV and 0.6 kV automation were installed, the Transfer-Acceptance Statement shall also be signed by Manager of Critical Equipment Maintenance.

The conclusions shall specify that the piece of equipment is ready for inspection, adjustment, start-up and commissioning.

6.6. Notice of Demobilization of Electric Installation Team from a Facility (Attachment 4)

The document shall be prepared by the Contractor. The document shall specify when and from what facility electric installation team was demobilized.

6.7. Certificate of Electric Equipment Installation, Testing-Commissioning and Conformity with REEI Requirements. (Attachment 5).

The document shall specify the facility and scope of the performed installation work, provide confirmation that the work has been completed and that it conforms to REEI requirements.

6.8. Work completion control documents.

These documents shall be prepared by Contractor; whereas, the work shall be accepted and the document signed by Person in Charge of Operation or, if assigned, Construction Technical Supervisor. The documents shall be submitted based on the scopes of work performed. Separate documents shall be prepared for the following jobs:

- Hidden grounding conductor installation work;
- Inspecting and checking of busbar contact connections;
- Inspection of cables laid in trenches and cable route structures before back-filling/covering;
- Cables laid;
- Transferring-accepting of trenches and structures for cable laying;
- Heating of cable on a drum prior to laying at low temperatures;
- Inspecting and checking of cable, drum;
- Inspecting of pipes prior to back-filling /cover-up;
- Inspecting of laid wires prior to cover-up.

6.9. Switchgear (Panel) Maintenance Statement. (Attachment 6)

The document shall specify the switchgear or panel where maintenance and/or installation work was performed, that the work has been completed and it conforms to REEI requirements.

6.10. Topographical survey of grounding conductors, cable lines.

The topographical survey shall be approved by Engineer Surveyor of Projects Support and Designing Department of the Company, and submitted in electronic format for its entrance into the Company database.

6.11. State Energy Inspectorate's Certificate-Report on Inspection of Technical Status of Electric Equipment.

This document is necessary when a Permit for Construction Work has been obtained.

6.12. Norms and Scopes for Electric Equipment Testing.

Test reports shall be submitted in accordance with the scopes of work performed. A report shall contain the following information:

- Work completion date (report issue date);
- Title of facility;
- Instruments used for measuring by name, make, production serial number and the date of the next inspection of the instrument;
- Permissible ranges of measurement results;
- Measurement results and conclusions.

Measurement results shall meet the requirements set in REEI and the Norms & Scopes for Electric Equipment Testing. A Report shall be signed by persons having conducted the testing (with their names, surnames, job titles and date specified) and the Work Supervisor. Reports shall have no empty (non-filled-in) gaps or fields.

6.13. Declarations of conformity, specifications, data sheets, technical passports of construction products.

Each document of Declarations of Conformity shall be entered into the Technical Documentation Register individually.

6.14. Inspection Report on Electric Equipment Operated in Potentially Explosive Atmospheres.

The Report shall be prepared by an Engineer of ESIG. Upon installing Ex equipment, the Contractor shall give notice to ESIG that the equipment is ready for inspection. Upon performing initial inspection of the Ex equipment, ESIG shall hand the Inspection Report over to Contractor. The Contractor shall register the Inspection Report with the Technical Documentation Register and bind it into the technical documentation folder.

6.15. Operation Manuals for Electric Equipment Designed for Service in Potentially Explosive Atmospheres (in Lithuanian).

6.16. Electric Equipment Operation Manuals in Lithuanian.

Operation manuals for electric equipment (switchgears, control panels, electric motors, uninterrupted power supplies, electronic power units, reactive power compensators, electric drives), including but not limited to the above list, shall be submitted in the Lithuanian language.

Operation manuals for other electric equipment may be provided in English or Russian.

Development of operation manuals for electric equipment, which has been newly-installed or revamped at the Company, shall be arranged by Project Manager or, where such has not been appointed, by Person in Charge of Operation.

6.17. Operational electrical diagrams.

Development of operational electrical diagrams shall be arranged by Person in Charge of Operation. In cases where, at the moment of submission of technical documentation, operational electrical diagrams are not available, design single-line diagrams shall be used as per Technical Solution Documents including all the corrections made and affixed with the Contractor's stamp 'AS-BUILT'. Such single-line diagrams shall be verified and signed by:

- Contractor,
- Person in Charge of Operation,
- Head of Electrical Shop of Power Production Plant.

Such single-line diagrams with original signatures shall be bound into the technical documentation folder. Person in Charge of Operation shall transfer one copy of the diagrams to the Operational Service and bind the other one into the folder kept at the electric equipment room and submit it for plotting in accordance with the Diagram Plotting Procedure. Person in Charge of Operation shall manually mark up the additions and amendments to a corresponding design diagram on the approved operational diagram stored in electric equipment room.

6.18. Energizing the electric equipment for trial switching-in. (Attachment 7)

After installing electric equipment, Contractor shall fill out Attachment 7 REQUEST FOR TRIAL SWITCHING-IN for the newly installed or reconstructed electric equipment requiring a trial switching-in for the full completion. Contractor shall coordinate the Request for Trial Switching-in with:

- Person in Charge of Operation,
- Project Manager,
- Manager of Equipment Supervision and Inspection,
- Other representatives of the Company, when instructed so by Manager of Equipment Supervision and Inspection.

In order to energize electric equipment for its pre-commissioning, all the mandatory technical documentation as per Items 6.2–6.4 6.8–6.10 and 6.12–6.17 above shall be prepared, except for the documents, which must be prepared only after pre-commissioning, having energized the equipment, and upon receipt of the Report on Inspection of Technical Status of Electric Equipment issued by Equipment Supervision and Control Group, also upon review of technical documentation.

Upon receipt of the Request for Trial Switching-in and upon making sure that sufficient conditions for safe operation of electric equipment have been provided, also that the instructions given by Manager of Equipment Supervision and Inspection have been fulfilled, the Operational Service shall energize the electric equipment in accordance with the procedure effective at the Company. Contractor shall attend the energizing of the equipment and immediately eliminate the defects (if any, within the limits of the design) identified by the Operational Service. If a process unit is to be energized, operations personnel shall issue a requisition for energization of the unit.

During a trial switching-in, it shall be checked if the units are operable according to the established process diagrams, if all the control systems, including automatic regulators, protection and shutdown devices, alarm, control and measuring instrumentation have been adjusted, if the equipment is ready for a complex testing, and if operation thereof is safe.

VII. SUBMISSION OF TECHNICAL DOCUMENTATION FOR REVIEW AND PROCEDURE FOR ACCEPTANCE OF ELECTRIC EQUIPMENT AS FIT FOR SERVICE

7.1. After the installation of electric equipment is completed, start-up and testing-commissioning thereof performed, the Contractor, having introduced the newly-installed or reconstructed electric equipment to be operated at the Company to the Company employees and having performed training thereto, shall prepare technical documentation thereof and submit it to ESIG for inspection of technical status of the electric equipment as well as review of the technical documentation at least four days prior to the scheduled energization. If required, State Energy Inspectorate's Certificate on Technical Status of Electric Equipment shall be obtained and enclosed.

7.2. ESIG shall register the submitted technical documentation with Projects Technical Documentation Register. Persons transferring and accepting technical documentation shall sign in the Register.

7.3. ESIG engineer shall review the technical documentation, inspect the completeness of electric equipment installation work as well as compliance of quality with the design solutions, as per norms effective, within the period of three business days. In case of receipt of technical documentation for large-scoped projects, an ESIG engineer shall inform Project Manager thereon and agree with him/her on the final term of the documentation review.

7.4. Having completed the review, an ESIG engineer shall prepare a Project Execution Supervision and Technical Documentation Control Statement. The Statement shall provide all the flaws (those related to project execution, installation, adjustment, measurement and testing, as well as those of the technical documentation), if any, and specify what should be done to eliminate the

unconformity prior to energization of electric equipment. If no unconformities or defects were observed, the conclusions shall specify that the work performed under the electro-technical part of the design **CONFORMS** to the design solutions. Technical documentation has been **FULLY DEVELOPED** within the scope of work performed according to the Technical Documentation Register.

In the cases when uninterrupted power supplies, frequency converters, 6 kV voltage relay protection, ventilation and air-conditioning units, also 0.4 kV and 0.6 kV automation was installed, technical documentation shall be transferred for review to a representative of Critical Equipment Maintenance Group, who shall record in the Project Execution Supervision and Technical Documentation Control Statement all the defects and unconformities regarding the project execution, installation, measurement, adjustment, testing, as well as those observed in the technical documentation.

7.5. An ESIG engineer shall e-mail or fax a signed copy of the prepared Project Execution Supervision and Technical Documentation Control Statement to:

- Project Manager,
- Person in Charge of Operation.

7.6. Contractor shall ensure and an ESIG engineer shall check if the electric equipment to be commissioned, its controls and alarms are duly labeled, i.e. if the labeling corresponds to the design and the operative tag practice applied at the Company. Contractor shall present the intended labels/tags to the Person in Charge of Operation, who shall have them approved by Operational Service and a representative of Critical Equipment Maintenance Group.

7.7. Having taken into consideration the unconformities with the design, applicable normative documents and the flaws of technical documentation, as provided in the Project Execution Supervision and Technical Documentation Control Statement, Manager of Equipment Supervision and Inspection shall issue a Certificate of Fitness of Electric Equipment for Service wherein he/she shall indicate that the electric equipment is in compliance with normative documents and provide the conclusion regarding fitness of the equipment for service and accept it as operable.

7.8. Upon issuing the Certificate on Fitness of Electric Equipment for Service, Manager of Equipment Supervision and Inspection shall inform the following thereon by e-mailing or faxing a signed copy to them:

- Persons in charge of electric facilities,
- Operational Service,
- Project Manager,
- Person in Charge of Operation,
- Contractor, in case the technical documentation contains contact information.

7.9. Upon receipt of the Certificate of Fitness of Electric Equipment for Service issued by Manager of Equipment Supervision and Inspection, and upon making sure the conditions sufficient for safe operation of electric equipment have been provided and all the instructions given by Manager of Equipment Supervision and Inspection have been fulfilled, Person in Charge of Operation shall submit (arrange for) a requisition for energizing electric equipment under Decree No. TV17(1.51-4)-123 *Regarding Appointment of Responsible Persons*.

A person switching on electric equipment shall first make sure the conditions sufficient for safe operation of the electric equipment have been provided and then energize the electric equipment. Contractor shall attend the energization of equipment and immediately eliminate the defects (if any) observed.

7.10. In exclusive cases, when it is necessary to start energization of newly-installed or revamped electric equipment immediately (in order to ensure proper operations process or avoid accidents and losses), the procedure for certification of electric equipment as fit for service shall be decided upon by the Commission (to be convened by Chairperson of the Commission) by taking the flaws of the technical documentation into account. The Commission shall consist of:

- Chief Electrical and Automation Engineer,
- Manager of Equipment Supervision and Inspection (Chairperson of the Commission),
- Chief Maintenance Specialist for Electrical and Instrumentation Equipment,
- Head of Electrical Shop of Power Production Plant.

Project Manager and other invited specialists may also take part in the Commission. In certain cases, the Chairperson of the Commission may replace the existing or add new members to the Commission. The decision of the Commission shall be documented by issuing Meeting Minutes with specified flaw elimination due dates.

VIII. DOCUMENTS – RECORDS

8.1. Pursuant to the Procedure, the records indicated in Table 1 shall be issued.

Table 1

Item No.	Record	Storage location	Responsible	Term of Storage
1	Inspection Report for Electric Equipment Operated in Potentially Explosive Atmospheres	Projects Support and Design Department Archive Technical Documentation Folder	Archivist	10 years after the end of service
2.	Request for Trial Switching-in	Operational Service	Head of Section	During testing of electric equipment + 1 month
3.	Register of Requests for Trial Switching-in (in electronic format)	Operational Service	Head of Section	1 month after commissioning of the unit
4.	Register of Project Technical Documentation	Equipment Supervision and Inspection Group	Engineer of Equipment Supervision and Inspection Group	One year after completion
5.	Project Execution Supervision and Technical Documentation Control Statement	Equipment Supervision and Inspection Group Folder of Project Execution Supervision and Technical Documentation Control Statements	Equipment Supervision and Inspection Group Engineer	During the service of electric equipment + one year
6.	Certificate of Fitness of Electric Equipment for Service	Projects Support and Design Department Archive. Technical Documentation Folder	Archivist	10 years after the end of service

IX. CONTROL AND DISTRIBUTION OF PROCEDURE

9.1. The present Procedure shall be controlled and distributed in accordance with the general system procedure *Preparation and Control of Management System Documents*.

X. ATTACHMENTS

- 10.1. Attachment 1 – Technical Documentation Register (form);
- 10.2. Attachment 2 – Design Modification and Deviation Sheet (form);
- 10.3. Attachment 3 – Electric Installation Work Transfer-Acceptance Statement (form);
- 10.4. Attachment 4 – Notice of Demobilization of Electric Installation Team from a Facility (form);
- 10.5. Attachment 5 – Certificate of Electric Equipment Installation, Testing-Commissioning and Conformity with REEI Requirements;
- 10.6. Attachment 6 – Switchgear (Panel) Maintenance Statement (form);
- 10.7. Attachment 7 – Request for Trial Switching-in (form).

RANGOVAS:

Miestas:
 Užsakovas : AB "ORLEN LIETUVA"
 Objektas

TECHNINĖS DOKUMENTACIJOS

(Projekto, techninių sprendimų dokumento pavadinimas)

REJESTRAS

Eil. Nr.	Dokumento pavadinimas	Dokumento Nr.	Lapų kiekis	Organizacija pateikusi dokumentą

Rejeistrą sudarė: _____
 (Pareigos, Vardas, Pavardė, parašas)

Rejeistrą tikrino/ priėmė: _____
 (Pareigos, Vardas, Pavardė, parašas)

RANGOVAS:

UŽSAKOVAS : AB "ORLEN LIETUVA"

OBJEKTAS:

PAKEITIMŲ IR NUKRYPIMŲ

ŽINIARAŠTIS Nr.

Atlikti projekto / techninių sprendimų dokumento pakeitimai netrukdo normaliai eksploatacijai ir nekeičia sumontuoto įrenginio naudojimo esminių sąlygų, atitinka veikiančioms normoms ir sąlygoms.

Pakeitimai atžymėti projekte/ techninių sprendimų dokumente:

Nr. _____

Priežastys nurodytos lentelėje.

Eil. Nr.	Pakeitimo pavadinimas/aprašymas	Priežastys

RANGOVO ATSTOVAS :

(Pareigos, Vardas, Pavardė, Parašas, Data)

SUDERINTA SU PDV :

(Atestato Nr., Vardas, Pavardė, Parašas, Data)

UŽSAKOVO ATSTOVAS :

(Pareigos, Vardas, Pavardė, Parašas, Data)

RANGOVAS:

Miestas

Užsakovas AB „Orlen Lietuva“

Objektas

Data

ELEKTROS MONTAVIMO DARBŲ PRIĖMIMO – PERDAVIMO
A K T A S Nr. _____

Komisija susidedanti iš užsakovo atstovų

vardas, pavardė

.....

vardas, pavardė

ir montavimo darbų atstovo

vardas, pavardė

atliko sumontuotų elektros įrenginių patikrinimą.

1. Perdavimui pateikta

.....

Įrenginių pavadinimas, pagrindinė techninė charakteristika

2. Objektas sumontuotas pagal projektą / techninių sprendimų dokumentą paruoštą

.....

Pavadinimas, projektinė organizacija

3. Elektros įrenginiai išbandyti

(po įtampa, esant apkrovimui, trukmė)

4. Komisija patikrino techninę dokumentaciją pateiktą ir parengtą pagal Lietuvos respublikos norminių aktų ir Akcinės bendrovės „Orlen Lietuva“ reikalavimus.

5. Komisijos nustatyti trūkumai, defektai, nukrypimai nuo galiojančių taisyklių (arba pridedami priedai):

Komisijos išvados:

1. Atliktų darbų kokybė.
2. Elektros montavimo darbų atitikimas EIT, LR norminių aktų reikalavimams.
3. Objektas paruoštas tikrinimui, paleidimui ir įvedimui į eksploataciją.

Vertinimas

Perdavė:

pareigos, vardas, pavardė, parašas, data

Priėmė:

pareigos, vardas, pavardė, parašas, data

.....

pareigos, vardas, pavardė, parašas, data

Įrengimų priežiūros ir kontrolės grupė:

Nustatyti trūkumai surašyti Projekto vykdymo priežiūros ir techninės dokumentacijos kontrolės akte Nr.

.....

Išvada, pareigos, vardas, pavardė, parašas, data

ELEKTROS MONTAVIMO DARBŲ PRIĖMIMO – PERDAVIMO AKTO Nr. _____
PRIEDAS Nr.1

Vykdam sumontuotų elektros įrenginių ir techninės dokumentacijos patikrinimą pastebėti šie montavimo darbų trūkumai, nukrypimai nuo galiojančių taisyklių ir kiti defektai:

Eil. Nr.	Trūkumo aprašymas	Rangovo atžyma apie trūkumo ištaisymą. Pareigos, parašas, data.

Užsakovas:

pareigos, vardas, pavardė, parašas, data

Rangovas:

pareigos, vardas, pavardė, parašas, data

(Juridinio asmens, atlikusio įrenginių montavimo darbus, pavadinimas)

**ELEKTROS MONTAVIMO DARBŲ VYKDYTOJŲ IŠVEDIMO IŠ OBJEKTO
PAŽYMA Nr. _____**

20 ____m. mėn. d.

(Vieta)

Šiuo pažymime, kad _____

(objekto pavadinimas)

Pagal _____

(projekto Nr., pavadinimas)

elektros montavimo darbai užbaigti. Darbininkai išvesti, objektas paruoštas elektros energijos padavimui.

A.V.

Rangovo įmonės vadovas ar įgaliotas asmuo:

Darbų vykdytojas:

(Juridinio asmens, atlikusio įrenginių montavimo darbus, pavadinimas)

**ELEKTROS ĮRENGINIŲ ATITIKTIES
PAŽYMA Nr. ____**

20__ m. _____ mėn. _____ d.

(Vieta)

Šiuo pažymime, kad

(objekto pavadinimas)

(įrenginių pavadinimas)

elektros įrenginiai sumontuoti, suderinti, išbandyti ir atitinka „Elektros įrenginių įrengimo taisyklių“ reikalavimus.

(Pareigos, Vardas, Pavardė, parašas)

RANGOVAS:

Miestas: _____
 Užsakovas : AB "ORLEN LIETUVA"

Objektas: _____

Įrenginys: _____

**SKIRSTYKLOS (SKYDO) REMONTO
 AKTAS Nr. _____**

Remonto pradžia 20__ m. _____ mėn. d. Remonto pabaiga 20__ m. _____ mėn. ____ d.

Remonto priežastis _____

Remonto tipas _____

Eil. Nr.	Atliekamų darbų pavadinimas	Atžyma apie įvykdymą	Vykdytojo parašas
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			


Pastabos: _____

Išvados _____

Darbų vadovas, atsakingas už remontą: _____
 (parašas) (vardas, pavardė)

Remontą atliko: darbų vykdytojas: _____
 (parašas) (vardas, pavardė)

brigados nariai : _____
 (parašas) (vardas, pavardė)

		PRAŠYMAS BANDOMAJAM ĮJUNGIMUI	
AKCINĖ BENDROVĖ „ORLEN LIETUVA“		Data:	
Rangovas (Įmonės pavadinimas, sutarties su AB „Orlen Lietuva Nr., darbų paskyros Nr.)			
Projektas (Nr., pavadinimas)			
Objektas: (Nr., pavadinimas)			
Atlikti darbai (trumpas apibūdinimas, atitiktis)			
Numatomi bandyti įrenginiai: (technologinis numeris, bandymo tipas, data ir trukmė)			
Rangovo atstovas (pareigos, vardas, pavardė, parašas, tel. Nr.)			

Elektros įrenginių naudojimo atsakomybės ribų schema:

Pastotė/skirstykla/skydas/narvelis:	<u>AB „Orlen Lietuva“ atstovas:</u> V.Pavardė, pareigos, parašas
Akcinė bendrovė „Orlen Lietuva“	
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Rangovas:	<u>Rangovo atstovas:</u> V.Pavardė, pareigos, parašas

DĖMESIO! Suderinimai 2-ame lape.

SUDERINIMAI:

	Nurodymai dėl saugaus įjungimo ir bandymo atlikimo	Pareigos, Vardas, Pavardė, parašas, data
IPK grupė (elektros įrenginių techninės būklės patikrinimo akto Nr.)		
Kiti (projekto vadovas. Gamybos vadovas ir kt.)		

Vykdymas:

	Registracija Operatyvinėje tarnyboje	ĮJUNGTA	IŠJUNGTA
Data, Nr.			
Pareigos, Vardas, Pavardė, parašas			