

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		Comments/Notes
RENEWABLE ENERGY SECTION (primary recipient of application forms)		
RECEIVE APPLICATION FORM		
1. All information completed?	<input type="checkbox"/>	
2. Other Departmental permissions obtained?	<input type="checkbox"/>	
3. NERSA license needed?	<input type="checkbox"/>	
4. Attachments supplied:	<input type="checkbox"/>	
4.1. Site plan (commercial and industrial systems only)	<input type="checkbox"/>	
4.2. Preliminary circuit diagram	<input type="checkbox"/>	
4.3. Inverter test certificate (certifying compliance with NRS097-2-1)	<input type="checkbox"/>	
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)	<input type="checkbox"/>	
5.2. If generator over 13.8kVA, is it 3-phase, balanced across phases?	<input type="checkbox"/>	
5.3. Fireman's switch? (not mandatory - to be decided)	<input type="checkbox"/>	
5.4. Earthing arrangements adequate?	<input type="checkbox"/>	
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	<input type="checkbox"/>	
6.2. System is linked to an LV network (not HV)	<input type="checkbox"/>	
6.3. LV fault level at customer point of supply greater than 201A	<input type="checkbox"/>	
If on a shared LV feeder:		
6.3.1. Max kVA 25% of NMD / circuit breaker capacity (see relevant table in NRS097-2-3)	<input type="checkbox"/>	
6.3.2. Maximum of 20kVA	<input type="checkbox"/>	
6.3.3. If >4.6kVA, is it balanced across phases?	<input type="checkbox"/>	
If on a dedicated LV feeder		
6.3.4. Max kVA of 75% of NMD	<input type="checkbox"/>	

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?		

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		
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		