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ETHEKWINI MUNICIPALITY

Trading Services
Electricity Unit

GUIDELINES: COMMISSIONING REPORT FOR EMBEDDED GENERATION

The purpose of this document is to provide a guideline for completing the “COMMISSIONING REPORT FOR EMBEDDED GENERATION”

The report consists of 9 sections categorized into 3 parts as follows:

- Part A: Site Details / Particulars Installer and Engineer
- Part B: Embedded Generator Details
- Part C: Compulsory Declaration

The report must be completed in the electronic pdf version. No hand written reports will be accepted. You may however provide neat hand drawn sketches if required in section 7.

Please complete the report in BLOCK LETTERS and ensure that all fields are completed. Where a field is irrelevant, mark that field as “not applicable” or “n/a”. Do not leave blank.

Where a block has to be marked, you may use a “tick” (✓) confirming your relevant option.

Once the report has been completed, print out and obtain the relevant signatures. You may then scan and email the report together with the relevant supporting documents. All documents should be in pdf format.

NOTE: THIS REPORT MUST BE COMPLETED BY AN ECSA REGISTERED PROFESSIONAL (i.e. Pr. Eng. or Pr. Tech.).



COMMISSIONING REPORT FOR EMBEDDED GENERATION RESIDENTIAL SMALL SCALE

REFERENCE NUMBER :

E									
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 ◀ *Note: This is the reference number that was allocated to your application*

This is the reference number that has been provided to you when your application was captured. Ensure that this number is correctly populated as it provides a reference to your application as entered into our electronic database.

PART A – SECTION 1 & 2 & 3

1. SITE DETAILS							
Floor No.	Unit No.	Street No.	Lot No.	ERF Number / Property Key			
Street Name							Post Code
Suburb				Town			
GPS Co-ordinates Latitude:		GPS Co-ordinates Longitude:		Rates Account Number			
Use decimal degree format e.g. Latitude: -29.847538, Longitude: 31.025368							
2. INSTALLER DETAILS							
Title	First Name	Surname		ID Number			
Company Name							Landline
Physical Address							Cellphone
Email Address							Fax No.
State any Accrediation							Reg Number
3. ENGINEER DETAILS							
Title	First Name	Surname		ID Number			
Company Name							Landline
Physical Address							Cellphone
Email Address							Fax No.
State ECSA Accrediation (Pr-Eng, Pr Tech.)							Reg Number

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Section 1 requires the basic details of the site. This information should be as per the site details of the application. "Site" refers to the property where the SSEG installation has been carried out.

Section 2 requires the details of the installer. This refers to the individual / company that was responsible for the physical installation of your SSEG.

Section 3 requires the details of the engineer. This refers to the individual / company that was responsible for commissioning your SSEG system. The engineer must be an ECSA registered professional.

PART B – SECTION 4

4. MANDATORY INFORMATION TO BE SUBMITTED		
Information for submission	Submitted	File Name <i>(prefer pdf file)</i>
Final copy of circuit diagram	Yes <input type="checkbox"/> No <input type="checkbox"/>	◀ Circuitdiagram.pdf
Inverter type test certificate & test report according to NRS 097-2-1	Yes <input type="checkbox"/> No <input type="checkbox"/>	◀ Inverter.pdf
Factory setting sheet indicating that the inverter has been set in accordance to NRS 097-2-1	Yes <input type="checkbox"/> No <input type="checkbox"/>	◀
An electrical installation certificate of compliance	Yes <input type="checkbox"/> No <input type="checkbox"/>	◀
Operation and Maintenance procedure	Yes <input type="checkbox"/> No <input type="checkbox"/>	◀
Decommissioning procedure	Yes <input type="checkbox"/> No <input type="checkbox"/>	◀

Failure to submit the above mentioned information will result in the non-acceptance of this commissioning report and withdrawal of any approval for the connection of the embedded generator to the grid.

This section indicates the mandatory information that must be submitted with your report. Confirm the submission and indicate the name of the file that contains this information in your attachments. Please only attach relevant documents and refrain from providing unnecessary datasheets and generic product information.

PART B – SECTION 5

5. SMALL SCALE EMBEDDED GENERATOR DETAILS	
Embedded Generation Details	<i>Type information in the space provided below. Where additional space is required, make use of the additional information section.</i>
Type of Generation Solar PV <input type="checkbox"/> Wind <input type="checkbox"/> Hydro <input type="checkbox"/> Other <input type="checkbox"/> Specify _____	
Size of Installed Generation <input type="text"/> <input type="text"/> <input type="text"/> kVA Power Factor of operation <input type="text"/> Maximum peak AC short circuit current (A) <input type="text"/> A	
Number of Inverter / generator Units <input type="text"/> <input type="text"/>	
Manufacturer / Model of PV Panels	Enter Manufacturer details here
Manufacturer / Model of Inverter / Generator	Enter Manufacturer / Model of Inverter
Manufacturer / Model of battery storage device	Enter Manufacturer / Model of battery storage device
Serial Number (s) of Inverter / Generator	Enter serial number (s) of inverters / generators

Note : Datasheets may be required for certain equipment. Do not submit datasheets unless otherwise requested.

This section requires details of the equipment installed and relevant serial and model numbers. Enter information in the grey space provided on the right hand side of the page. Keep information clear, concise and to the point.

PART C – SECTION 6

PART C - COMPULSARY DECLARATION

6. COMPLIANCE AND DECLARATION BY ENGINEER

Area of compliance

- The generation installation complies with the relevant sections of NRS 091-2-3
- The loss of mains protection (anti-islanding) has been proved by a functional test carried out as part of the on-site commissioning.
- Protection settings have been set to comply with NRS 097-2-1
- Safety labels have been fitted in accordance with NRS 097-2-1
- The generation installation complies with the relevant sections of SANS 10142-1
- Installation certificate of compliance attached
- Reverse power blocking system installed to prevent reverse power flow onto the municipal grid (Where applicable)

	Complied	Date Comissioned
Y	<input type="checkbox"/>	<input type="checkbox"/> dd / mm / yyyy
Y	<input type="checkbox"/>	<input type="checkbox"/> dd / mm / yyyy
Y	<input type="checkbox"/>	<input type="checkbox"/> dd / mm / yyyy
Y	<input type="checkbox"/>	<input type="checkbox"/> dd / mm / yyyy
Y	<input type="checkbox"/>	<input type="checkbox"/> dd / mm / yyyy
Y	<input type="checkbox"/>	<input type="checkbox"/> dd / mm / yyyy
Y	<input type="checkbox"/>	<input type="checkbox"/> dd / mm / yyyy

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It is mandatory for the embedded generation system to comply to respective parts of the above mentioned specifications. Non-Compliance to any of the above will result in the non-approval of this application. Attached the necessary certification where applicable.

This sections seeks to confirm that the SSEG installation complies with the relevant standards and guidelines. Mark the status of compliance for each line of information and provide the relevant date of commissioning.

PART C – SECTION 7 and 8

7. ADDITIONAL DRAWINGS / SKETCHES

8. ADDITIONAL TECHNICAL INFORMATION

Section 7 can be used to provide additional drawings or sketches relevant to the SSEG installation. This may include the layout of PV panels on the roof, the location of the inverter, the location of the isolation switch, etc.

Section 8 can be used to provide additional technical information relevant to the SSEG installation.

PART C – SECTION 9

9. SIGNATURE AND APPROVAL

This is to confirm that the information contained in this commissioning report and the supporting documentation is true and correct.

Engineer Name / Surname

Signature

Date / /

This section must be signed by the engineer. Ensure all fields are completed. This report will not be accepted unless all information is provided and signed off.