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| **CHECKLIST FOR NEW STREET LIGHTS**  |
| **Description of Works:**  | **Date:**  |
| **Name of Main Contractor:**  | **Name of Person Monitoring:**  |
| **Contact Phone or Email:**  | **Title:**  |
| **Location:**  |

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| **1.0 Is Installation in Accordance with the Approved Design?** | **Yes** | **No** |
| 1.1 Pole position in road |  |  |
| 1.2 Pole Height |  |  |
| 1.3 Pole Type |  |  |
| 1.4 Outreach arm length |  |  |
| 1.5 Luminaire type  |  |  |
| **2.0 Are Poles and Luminaires Installed to Correct Standard** | **Yes** | **No** |
| 2.1 Pole vertical in two directions (parallel to the road and at right angles to road) |  |  |
| 2.2 Luminaires at design tilt (usually 0 degrees for LED luminaires) |  |  |
| 2.3 Gear door is properly fitted and secured – at correct height |  |  |
| 2.4 No physical damage to pole or luminaire (Visual Check: chips, scratches) |  |  |
| 2.5 If pole painted, paint should be in good condition (NO chips, scratches, rubs) |  |  |
| **3.0 Electrical Checks** | **Yes** | **No** |
| *Note 1* these checks must be carried out by a street light contractor |  |  |
| *Note 2* approximately 20% of poles being inspected must have a gear door opened and internal check |  |  |
| *Note 3* each light point is an installation under AS/NZS 3000 |  |  |
| 3.1 Number of poles being checked in the area |  |  |
|  3.1.1 Number of poles checked |  |  |
| 3.2 Number of fuses installed – 1 or 2? (Note: HRC fuse not CB) |  |  |
| 3.3 Fuse Size (standard size 6 Amp HRC) |  |  |
| 3.4 Fuse Board secured to pole (prefer screwed to mounting rail at back of pole) |  |  |
| 3.5 Neutral Bar – Earth bar & link (all connections in accordance with AS/NZS 3000) |  |  |
| 3.6 Main Earth (must be impact welded to earth electrode and buried to 300mm below surface) |  |  |
| 3.7 Main Earth conductor size? |  |  |
| 3.8 Earth wire bond to gear door and pole conductor size |  |  |
| 3.9 Cable type & size to luminaire (example 2c N/S 2.5mm2) |  |  |
| 3.10 Connection of service cable to light pole i.e. nearest tud/pillar or dedicated circuit (describe below) |  |  |
| 3.11 Incoming source cable size and type |  |  |
| **4.0 Service Line** | **Yes** | **No** |
| *Note 1* these checks must be carried out by a street light contractor |  |  |
| 4.1 Ownership of service line – Lines Co or NTA |  |  |
| 4.2 As built drawing of service line to enter into GIS |  |  |
| 4.3 Service line point of connection to Lines Co network |  |  |
| 4.4 Is service line looped to next pole or single feed? |  |  |
| 4.5 How many lights are on the circuit? |  |  |
| 4.6 Service line type and size |  |  |
| **5.0 Luminaire Control** | **Yes** | **No** |
| *Note 1* these checks must be carried out by a street light contractor |  |  |
| 5.1 NEMA socket (Note: 5 or 7 pin NEMA socket is standard) |  |  |
| 5.2 Photocell or light point controller (LPC) |  |  |
| 5.3 Shorting cap (Controlled from switched circuit) |  |  |
| **6.0 Data Entry** | **Yes** | **No** |
| 6.1 Each light pole (installation) needs a Certificate of Compliance (COC) copy in RAMM |  |  |
| 6.2 Each installation to be recorded in RAMM (NTA street light contractor to check that this is complete) |  |  |
| 6.3 If installation controlled by CMS, check it is in CMS software database and under control |  |  |
| 6.4 Each light needs a GXP area allocated in RAMM and an ICP number |  |  |

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| **Immediate Corrective Actions/Rectifications:** |
| **Action Taken:** | **By Who:** |
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| **Follow up Corrective and Preventative Actions/Rectifications:** |
| **Action:** | **By Who:** | **By When:** |
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**Comments, Observations and Feedback:**

. Revision Table

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| --- | --- | --- |
| **Version** | **Date** | **Changes** |
| 1 | 15/10/2020 | Original |
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