



CUSTOMER SUBSTATION ISOLATION REQUEST FORM

INSTRUCTIONS:

- 1) Fill out Section A to request an isolation and send by email, along with a purchase order to systemoperatingplanning@londonhydro.com
 - a. London Hydro may request additional information such as single line diagrams, equipment info, etc.
 - b. If a purchase order is not attached, complete the Billing Information section in Section A.
- 2) London Hydro will fill out the required UWPC forms to complete their work.
- 3) Section B will be completed on-site once isolation has been completed.
- 4) Section C will be completed on-site once reconnection is required.
- 5) For isolations using UWPC PC10C Supporting Guarantee, a PC10C tag shall be signed by the contractor as the holder.

SECTION A – ISOLATION REQUEST INFORMATION

Customer Name	Customer Site Address
Contractor Company	Isolation Requestor Name
Requestor Email	Requestor Phone #
Required Outage Date & Time (mm/dd/yyyy, hh:mm AM/PM)	Approximate Reconnect Date & Time (mm/dd/yyyy, hh:mm AM/PM)
Competent Site Representative (Lead)	Competent Site Representative Phone #
Description of Work	
Secondary connections to be removed from London Hydro owned transformer for testing or removal/installation/repair: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Purchase Order #	
Signature	Date

BILLING INFORMATION

Contractor Company	Address (Street #, Street)	
City	Province	Postal Code
Attention To	Phone #	Fax
Email	HST #	



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FOR LONDON HYDRO USE

PC1 Application #:	PC1 #		
To be issued to:	Contractor		
To be issued at:	Date (mm/dd/yyyy)	Time (hh:mm AM/PM)	
	Date (mm/dd/yyyy)	Time (hh:mm AM/PM)	
Description of Work			
Isolation Required			
Grounds Required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Phase/Rotation Check Required: YES <input type="checkbox"/> NO <input type="checkbox"/>
ESA Inspection:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Remarks			
Requested by	Received by	Work Charged to	Service Order #

SECTION B – EQUIPMENT ISOLATION FOR SUPPORTING GUARANTEE

The isolation point(s) _____ for this project have been established and tagged open by London Hydro under Supporting Guarantee # _____. The Contractor has been made aware of the open point(s) for isolation and agrees not to work on aforementioned equipment.

Contractor requires grounds to be installed by London Hydro:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Contractor aware and accepts concealed contact(s) as point of isolation:	YES <input type="checkbox"/>	NO <input type="checkbox"/> N/A <input type="checkbox"/>
Testing by contractor approved and permitted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

NOTE: CONTRACTOR HAS BEEN MADE AWARE THAT THESE ARE NON-WORKING TEMPORARY DE-ENERGIZING DEVICES AND ARE MEANT FOR PROOF OF ISOLATION ONLY.

Contractor Signature	Date (mm/dd/yyyy)	Time (hh:mm AM/PM)
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SECTION C – RECONNECT/ENERGIZATION FOR SUPPORTING GUARANTEE

Contractor has completed work:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Contractor temporary working grounds removed:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Contractor warned all required persons to keep clear and treat the installation as being alive:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Contractor Signature	Date (mm/dd/yyyy) Time (hh:mm AM/PM)



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TERMS & CONDITIONS

- Customer substation isolations are billable, and will be billed on actual time and material rates. Once the application has been received, a cost estimate can be provided prior to issuing purchase order.
- Isolation request forms shall be submitted at least 10 business days before the outage date required.
- London Hydro will not operate any customer-owned equipment. The Contractor shall be responsible for operating such equipment.
- The Contractor shall be competent in operating electrical equipment and understand the requirements to complete work safely.
- London Hydro is not responsible for damage created due to Contractor error, customer equipment condition, closing in on temporary working grounds, etc.
- London Hydro will make every reasonable attempt to isolate and reconnect the customer at the required times, however there may be instances where London Hydro may delay or cancel the outage due to weather, labour shortages or other unknown causes.
- Any customer high voltage switches or main breakers shall remain open before reconnect at the isolation points.
- Payment terms are NET 30 DAYS.



APPENDICES

APPENDIX A – UWPC TAGS EXAMPLES

PC10C Tags

London Hydro
 PC10C (front)
 rev. 2024-01

Supporting Guarantee

describe equipment isolated, work, location

seq. no.	device	operations to establish guaranteed condition	initial

temporary non-working de-energizing devices installed #

accepted by Holder time and date

issued by time and date

Front of PC10C Tag

London Hydro
 PC10C (back)
 rev. 2024-01

Supporting Guarantee

By signing here I agree the equipment is available for service and I will consider the equipment to be alive.

surrendered by Holder time and date

temporary non-working de-energizing devices removed #

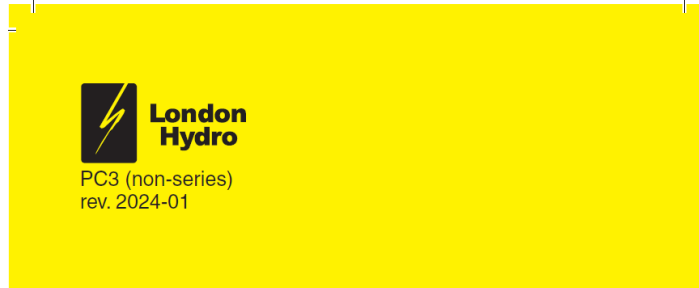
seq. no.	device	operations to remove tag and/or restore	initial

all sequences completed time and date

Rear of PC10C Tag



PC3 Tags



PC3 #



Front of PC3 Tag