**Operation Procedures of Renewable Energy (RE) System**

**Disclaimer: This sample document is an example for purposes of illustration only and is intended to serve only as a general resource, not as a form or recommendation.**

**Information for Operation and Maintenance**

**Customer’s Operation and Maintenance Contact**

Name & registration number of the Registered Electrical Contractor (REC) responsible for maintaining the generating facility in safe working order:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Registration number | Telephone Number | Email Address |
|  |  |  |  |

|  |  |
| --- | --- |
| REC Signature and Chop: |  |
| Date (DD/MM/YYYY): |  |

Note: RE System owner should keep this RE System information for record. Where any of the particulars provided on this Contact Information change, the owner of the facility shall notify CLP accordingly.

**Generating Facility Registration (click either one)**

|  |  |
| --- | --- |
| **□** Generating facility is being registered according to the Section 21 of the Electricity Ordinance (Cap. 406) with GF registration receipt number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **□** Generating facility forms part of an electrical installation that requires a periodic test certificate to be submitted to the Director of Electrical and Mechanical Services under the Electricity Ordinance (Cap. 406). | |
|  |

|  |  |
| --- | --- |
| RE System Owner Name and Signature:  (or on behalf of the RE System owner) |  |
| Date (DD/MM/YYYY): |  |

**CLP’s Contact**

|  |  |  |
| --- | --- | --- |
| Contact | Telephone Number | Email Address |
| Emergency | 27288333 | N/A |
| Office hour | 26780322 | csd@clp.com.hk |

|  |  |
| --- | --- |
| **Basic information** | |
| RE type | PV/Wind Turbine System (Please delete if not applicable) |
| RE system rating | xxxxxx kW |
| Installation address | xxxxxx |

|  |  |
| --- | --- |
| RE owner/representative | xxxxxx |
| Contact person | xxxxxx  (Please provide position instead of personal name) |
| Phone number | xxxxxx |
| Communication Address | xxxxxx |

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary Table for RE Systems**  (Please delete this summary table if the premises only with one RE system) | | | |
| RE System | Inverter Rating | Total PV Panel Rating (kW) | Overall PV System Rating (kW) |
| PV System | xxxxxx | xxxxxx | xxxxxx |
| BIPV System | xxxxxx | xxxxxx | xxxxxx |

# Safety Procedure (For Customer Operation & Maintenance Only)

1. Operation of the procedures shall be handled by an appropriate Registered Electrical Worker (REW).
2. **Isolating the power sources from RE System & from CLPP:** 
   1. Switch off the RE system Main Breakers (XX) and isolation switch (“Isolation Point” XX) at XXXXX room.
   2. Lock up the isolation switch (“Isolation Point” XX) and affix the maintenance warning notice.
   3. Secure the key by responsible REW/authorized person, or the key is to be kept by CLPP’s staff, if required.
3. **After the site work and followed by confirming normal of the RE system by the responsible REW, it would be ready for restoration.**
4. **Restoring the power sources from RE System & from CLPP:**
   1. Unfix the maintenance warning notice, unlock the isolation switch (“Isolation Point” XX) mentioned in item 2.
   2. Switch on the isolation switch (“Isolation Point” XX) and the RE system Main Breakers (XX).
5. **After completion of site works, inform relevant parties for the work completion.**

**Attachment List**

Page

[A. RE System Schematic with cloud symbol indication of Lockable “Isolation Point” x](#_Toc422991925)

[B. Main Electrical Schematic with cloud symbol indication of RE System x](#_Toc422991926)

[C. RE System (PV Panel/Wind Turbine) Location Plan in the Premises x](#_Toc422991927)

[D. CLP’s FiT Meter Location Plan with access route x](#_Toc422991928)

**Registered Electrical Worker & Registered Electrical Company Signature  
(for the Design, Installation, Inspection & Testing)**

|  |  |
| --- | --- |
| Registered Electrical Worker (REW): |  |
| REW Registration No.: |  |
| REW Signature: |  |
| Registered Electrical Contractor (REC): |  |
| REC Registration No.: |  |
| REC Signature and Chop: |  |
| Date (DD/MM/YYYY): |  |

**Guidelines for RE owner to prepare the schematic diagrams and related drawings (in Acrobat format):**

# RE System Schematic with cloud symbol indication of Lockable “Isolation Point”

The RE schematic should be made reference to the schematic diagram in the examples shown in EMSD’s “Technical Guidelines on Grid Connection of Renewable Energy Power Systems”. The items listed in the Example of Schematic for PV/Wind Turbine System should be included your RE System schematic.

# Main Electrical Schematic with cloud symbol indication of RE System

1. The PV/Wind Turbine System should be indicated with cloud symbol from the PV/Wind Turbine System and extend to CLP’s power infeed; &

2. The CLP’s account number, revenue meter number & infeed substation number should be added.

# RE System (PV Panel/Wind Turbine) Location Plan in the Premises

# CLP’s RE Meter Location Plan with access route

1. The location and provision of CLP’s FiT/RE meter shall conform to the requirements under “Guide to Supply and Metering Arrangement on Customer’s Internal Distribution System” and “Feed-in Tariff Scheme Standard Metering Requirements” .
2. Indicate the access route from entrance/exit/nearest staircase to CLP’s FiT/RE meter with arrow.

