|  |  |  |
| --- | --- | --- |
| Substation:       | Relay Equipment Memorandum | Today’s Date:       |
| **Equipment Protected:**       | Power Delivery Form 006F Forward via email toEquipment Memorandums **(****equipmemo@pacificorp.com****);** or internal mail to1500 LCT Form Rev Date: 6/10/2011 R8 | **Commissioning Testing Date:**        |
| **Work Order #:**       | [ ] Main Grid [ ] Local[ ] Distribution [ ] Power Supply | [ ]  Direct Assigned EquipmentEntity/Utility:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Completed By:**       |
| **Complete this form when any programmable/settable equipment utilized in protection systems or to interface with SCADA or other communication systems is installed or removed.****Examples Include: ▪** Annunciator ▪ HMI ▪ Interchange Meters ▪Jurisdictional Load Meters ▪Programmable Logic Controller ▪Sequence of Events or Digital Fault Recorder ▪Modems/Line Sharing Switches/Communications Processors ▪Automation Controllers▪Digital/Analog Transducers ▪Satellite Clocks ▪Pilot Protection Equipment ▪Relays; major and all auxiliary relays such as lockout, breaker failure, thermal, trip indication, etc. |
| Relay Equipment INSTALLED: |
| [ ]  Update to Existing Relays in Package [ ]  Installed New Relay Package [ ]  Other Equipment Installed; Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (or circle above equipment type) |
| IEEE # | Mfg. | Mfg. Date | Type | Part # | Serial # | I.L. # | Supply Voltage | Internal Battery | Mstr Warrnty# | SAP #(if known) |
|       |       |       |       |       |       |       |       | [ ]  |  |  |
|       |       |       |       |       |       |       |       | [ ]  |  |  |
|       |       |       |       |       |       |       |       | [ ]  |  |  |
|       |       |       |       |       |       |       |       | [ ]  |  |  |
|       |       |       |       |       |       |       |       | [ ]  |  |  |
|       |       |       |       |       |       |       |       | [ ]  |  |  |
|       |       |       |       |       |       |       |       | [ ]  |  |  |
| Relay Equipment REMOVED: |
|   [ ]  Individual Relays Removed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | **[ ]** Relay Package Removed; SAP # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (including all individual relays in package)**[ ]** Other Equipment Removed; SAP #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For Asset Management Use ONLY:  Completed By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; P#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Area\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PCM PKG#\_\_\_\_\_\_\_\_\_\_ WECC Priority [ ]  YES [ ]  NO  Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewed By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; P#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Date\_\_\_\_\_\_\_\_\_\_\_\_\_ PMP Type\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |