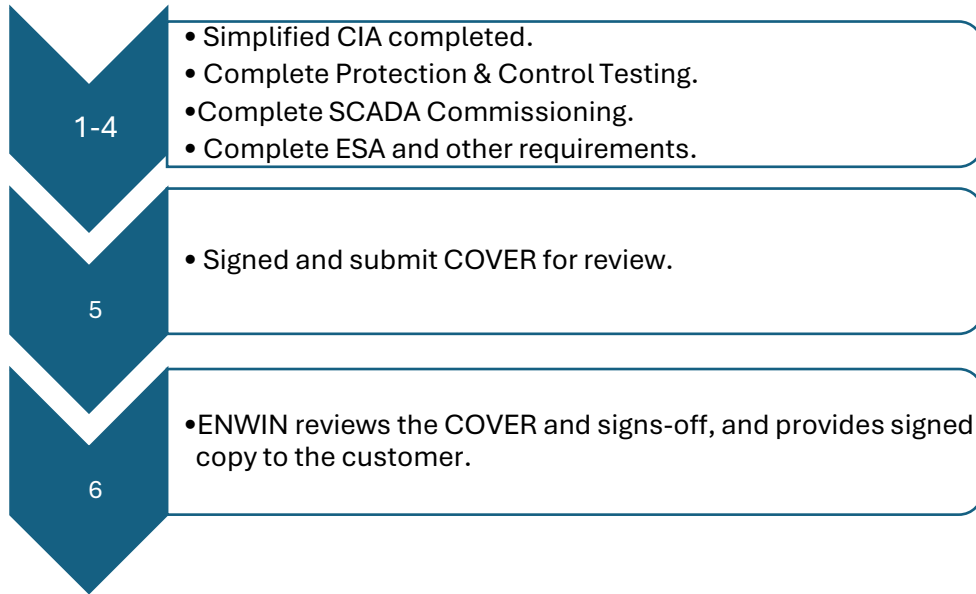


Customer Instructions for Completing the Simplified COVER Form

PRE-REQUISITE

Customer shall submit updated design documentation (i.e. single line diagram, intertie protection etc.) as required by the CIA document, and as agreed by ENWIN, for a design compatibility review at least one month prior to the approved energization date.

PROCESS REQUIREMENTS AND FLOW CHART



For any questions regarding the process requirements, please contact ENWIN at: tsd@enwin.com

SECTION 1.0 / 1.1	Project and contact information
SECTION 2.0	Customers shall complete this section if the DER is either to 600/347V or 120/208V for load displacement or to export energy to the IESO Market.
SECTION 2.1	Customers shall complete this section if the DER is connected 120/240V single phase transformers for non-exporting or to export energy to the IESO Market.
SECTION 2.2	Verification of communication
SECTION 3.0	Additional notes to above sections
SECTION 4.0	Pre-Energise Connection Authorization requirements
SECTION 5.0	Customer representative (P. Eng) sign – off Pre - Energize Authorization request.
SECTION 6.0	ENWIN representative sign-off for Connection Authorization

STAGE 1: COVER PLAN

COVER process starts after the project CIA.

STAGE 2: PRE-ENERGIZATION

Customer shall complete the necessary protection tests, requirements specified in the CIA, SCADA monitoring and control requirements. In addition, customer shall confirm the necessary ESA clearance to energize the DER facility.

STAGE 3: ENERGIZATION

After reviewing the COVER, the ENWIN coordinator signs off on it to authorize energizing and placing the DER facility into service



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 4545 Rhodes Drive
 Windsor, ON, N9A 5T7
 Technical Services:
tsd@enwin.com
 519-251-7303

CONFIRMATION OF VERIFICATION EVIDENCE REPORT (COVER)
(Applicability: DER greater than 12kW and less than or equal to 100kW)

SECTION 1.0	PROJECT AND CONTACT INFORMATION
Customer's Name	
Connected Facility Name	
Address of the Facility	
Total Generation Capacity (kW)	
Connected Transformer Station	
Connected Feeder	
Type of DER Connection	<input type="checkbox"/> CHP <input type="checkbox"/> PV <input type="checkbox"/> NET <input type="checkbox"/> BESS <input type="checkbox"/> Other
Anticipated in service / energization date	

SECTION 1.1	COVER COORDINATOR CONTACT
CUSTOMER	ENWIN
Print Name:	Print Name:
Title:	Title:
Date:	Date:
Tel #:	Tel #:
Email:	Email:

SECTION 2.0	COMMISSIONING AND VERIFICATION TASKS-PROTECTION & CONTROL					
Customers shall complete this section if the DER is either to 600/347V or 120/208V for non-exporting or to export energy to the IESO Market. <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable	To verify	Legend	Results	Initials	Date mm/dd/yyyy	Note #
Is commissioning in compliance with the submitted Commissioning plans and approved drawings?	<input type="checkbox"/>					
Is grounding transformer installed as per CIA recommendations?	<input type="checkbox"/>					
Confirm that the following protection systems, as applicable, have been verified to function as per the design:						
Generator Breaker Protection (50P,51P,50N,51N)	<input type="checkbox"/>					
Under and Over Frequency (81)	<input type="checkbox"/>					
Under and Over Voltage (27,59)	<input type="checkbox"/>					
Reverse Power Protection.	<input type="checkbox"/>					
Grounding Transformer Protection and Control	<input type="checkbox"/>					
Anti-Islanding Protection. Turn Off Utility – Side DG Disconnect.	<input type="checkbox"/>		Yes / No	Initials	Date mm/dd/yyyy	Note #
Confirm whether the inverter indicates a loss of Utility Supply.						
Confirm whether inverter output voltage presence after loss of Utility Supply.						
Did the inverter shut down after loss of Utility Supply?						
Anti-Islanding Protection. Turn On Utility – Side DG Disconnect.	<input type="checkbox"/>		Yes / No	Initials	Date mm/dd/yyyy	Note #
Did the inverter turn back on upon reconnection with the utility grid immediately?						
Did the inverter turn back on upon reconnection with the utility grid after 5 min?						
Note: To verify: The COVER coordinator and the customer will select the applicable protection for the project. Legend: R = Test Required Results: P = Pass, F = Fail, N/A = Not Applicable Tests marked with an asterisk (*) require ENWIN / Hydro One staff coordination						

SECTION 2.1	COMMISSIONING AND VERIFICATION TASKS-PROTECTION & CONTROL					
Customers shall complete this section if the DER is connected 120/240V single phase transformers for non-exporting or to export energy to the IESO Market. <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable	To verify	Legend	Results	Initials	Date mm/dd/yyyy	Note #
Is commissioning in compliance with the submitted Commissioning plans and approved drawings? <input type="checkbox"/>						
Confirm that the following protection systems, as applicable, have been verified to function as per the design:						
Anti-Islanding Protection.	<input type="checkbox"/>					
Under and Over Frequency (81)	<input type="checkbox"/>					
Under and Over Voltage (27,59)	<input type="checkbox"/>					
Reverse Power Protection.	<input type="checkbox"/>					
Anti-Islanding Protection. Turn Off Utility – Side DG Disconnect.	<input checked="" type="checkbox"/>		Yes / No	Initials	Date mm/dd/yyyy	Note #
Confirm whether the inverter indicates a loss of Utility Supply.						
Confirm whether inverter output voltage presence after loss of Utility Supply.						
Did the inverter shut down after loss of Utility Supply?						
Anti-Islanding Protection. Turn On Utility – Side DG Disconnect.	<input checked="" type="checkbox"/>		Yes / No	Initials	Date mm/dd/yyyy	Note #
Did the inverter turn back on upon reconnection with the utility grid immediately?						
Did the inverter turn back on upon reconnection with the utility grid after 5 min?						
Note: To verify: The COVER coordinator and the customer will select the applicable protection for the project. Legend: R = Test Required Results: P = Pass, F = Fail, N/A = Not Applicable Tests marked with an asterisk (*) require ENWIN / Hydro One staff coordination						

SECTION 2.2	COMMISSIONING AND VERIFICATION TASKS-TELECOMMUNICATION AND SCADA TELEMETRY					
Confirm the following SCADA telemetry quantities, where applicable: Legend: R = Test Required; Results: P = Pass, F = Fail All Parts: N/A = Not Applicable	To verify	Legend	Results	Initials	Date mm/dd/yyyy	Note #
Is commissioning in compliance with the submitted Commissioning plans?	□					
Is SCADA trip shut down the DER as per design?	□					
Confirm that the following, as applicable, have been verified to function as per the design:						
Synchronizing breaker status						
Phase Neutral Voltages (RN, WN, BN)						
Phase Current (IR, IW, IB)						
MW Generation						
MVar Generation						
Note: To verify: The COVER coordinator and the customer will select the applicable protection for the project. Legend: R = Test Required Results: P = Pass, F = Fail, N/A = Not Applicable Tests marked with an asterisk (*) require ENWIN / Hydro One staff coordination						

SECTION 4.0	PRE-ENERGIZATION CONNECTION AUTHORIZATION		
Legend: R = To attach required document, N/A = Not Applicable Prior to energizing any new or modified load or portions of generator facilities, the Customer must provide either Temporary Connection Authorization <i>or</i> Grid Connection Authorization, along with supporting documentation.	Legend	Date mm/dd/yy yy	Note #
A single line diagram identifying portions of load and/or generator facilities to be energized and the isolation point(s).			
Grid Connection Authorization issued by Electrical Safety Authority (ESA) (Code Article 2-012). Attach document.			

SECTION 5.0	CUSTOMER SIGN OFF FOR PRE-ENERGIZATION AUTHORIZATION	
By signing this form, the customer acknowledges the following: <ul style="list-style-type: none"> • All required verifications specified in CIA have been completed. • The customer facility design and operation meet the minimum standards for customer facilities connected to a distribution system, as per the distribution System Code. • The equipment and installation meet CSA and/or other applicable safety standards. • The Commissioning Test Representative acknowledges that the embedded generator meets the minimum standards for facility design, construction and operation of generation facilities connected to a distribution system as per the latest revision of the Distribution System Code Appendix F.2- Technical Requirements. 		
	Signature of Customer representative (Note: Must be P. Eng Licensed in Ontario)	
	Print Name:	
	Title:	
	Date:	
	Must affix P. Eng seal (stamp here)	
After signing the COVER, the customer shall submit it to the ENWIN Project Coordinator.		

SECTION 6.0	COVER REQUIREMENT REVIEW SIGN OFF		
<p>ENWIN COVER Coordinator approves the proposed checks, verifications, tests and notes submitted by the customer for the scheduled COVER.</p>			
	Signature of ENWIN representative		
	Print Name:		
	Title:		
Date:			
<p>After signing the COVER, ENWIN shall submit it to the Customer Project Coordinator.</p>			