

**Contact Information for Operation and Maintenance**

**Customer's Operation and Maintenance Contact**

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

Name	Registration number	Telephone Number	Email Address
MANHUNG	001571		

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.



REC Signature and Chop:

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Date:

02/08/2018

**CLP's Contact**

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

Basic information	
RE type	PV System
RE system rating	3.9 kW
Installation address	

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

Summary Table for RE Systems			
RE System	Inverter Rating	Total PV Panel Rating (kW)	Overall PV System Rating (kW)
PV System	5	3.9	3.9

### **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:**
  - a. Switch off the RE system Main Breakers ( QF1) and isolation switch (“Isolation Point” QF4) at the switch room.
  - b. Lock up the isolation switch (“Isolation Point” QF4) and affix the maintenance warning notice.
  - c. 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:**
  - a. Unfix the maintenance warning notice, unlock the isolation switch (“Isolation Point”QF4) mentioned in item 2.
  - b. Switch on the isolation switch (“Isolation Point”QF4) and the RE system Main Breakers (QF1).
5. **After completion of site works, inform relevant parties for the work completion.**

**Attachment List**

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**Registered Electrical Worker & Registered Electrical Company Signature**

**(for the Design, Installation, Inspection & Testing)**

Registered Electrical Worker (REW):

REW Registration No.:

REW Signature:

Registered Electrical Company (REC):

REC Registration No.:

REC Signature and Chop:

Date:



*[Faint signature and illegible text]*

YINTAT WATER & ELECTRIC  
ENGINEERING LIMITED  
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2018

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

**A. 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 System at P.4 should be included your RE (PV) System schematic.

**B. Main Electrical Schematic with cloud symbol indication of RE System**

1. The PV system should be indicated with cloud symbol from the PV system and extend to CLP’s power infeed; &
2. The CLP’s account number, revenue meter number & infeed substation number should be added.

**C. RE System (PV Panel) Location Plan in the Premises**

**D. 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 CLP’s Standard Metering Requirements.

Indicate the access route from entrance/exit/nearest staircase to CLP’s FiT/RE meter with arrow.