

## Covering Letter (SAMPLE ONLY)

Ref: CX###

WR#

DD/MM/YYYY

**Subject: Configuration of Installation e.g.: 500 kVA rotating machine with bumpless transfer generator, HV Connection Point**

**Project Name:**

**Location:**

**NMI:**

Please find attached our submission for the above mentioned project.

This letter is to certify that as a Registered Professional Engineer of Queensland and by virtue of my training and experience, the submission documentation issued together with this letter complies with the requirements of the latest revisions of the following:

- Site Specific Enquiry Response or Enquiry Response as relevant
- STNW1175 Version [#] - Standard for HV Embedded Generation Connections, including the relevant standards applicable to this installation therein
- STNW3522 Version [#] – Standard for Major Customer Connections, including the relevant standards applicable to this installation therein
- Queensland Electricity Connection Manual Version [#]

Details of generating system(s): *[example only]*

EG #	Size	Type	Operation	Units
1	500kVA	Diesel (Rotating Machine)	Non-Export (Bumpless Transfer)	1 x 500kVA

In addition to the above, the following documents have been submitted as part of the application:

- Network connection diagram (signed by RPEQ) including any existing generating sources;
- Protection and control line diagram including instrument make, model, settings, and instrument transformer details (signed by RPEQ) as relevant
- Generator Technical Data sheet including any Machine impedance characteristics;
- Synchronisation Operational sequences (On loss of supply, on mains restoration, and testing sequences);
- Details of interlocking schemes (if present) and industry standards compliance evidence for the interlocking system.
  - For mechanical (manually operated key systems) interlocking – also require a switching sheet,
  - For electronic interlocking (automated operation through programmed logic) – also require a functional design specification;
- Functional description of the intended operation of the proposed generating system including the bumpless transfer scheme (signed by RPEQ).

**Summary Table *[amend as relevant]***

Documents	Submitted	Provide details
Single Line Diagram (SLD)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Synchronous Operational Sequence	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Bumpless Transfer Scheme Details	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Generator Technical Data Sheet	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Interlocking Scheme (if relevant)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Should you have any queries, please contact the undersigned.

*Signed*

	RPEQ Engineer Name
	Registration Number
	Professional Title
	Company Name
	Company Address
	Contact Details