

Covering Letter (SAMPLE ONLY)

Ref: CX###
WR#

DD/MM/YYYY

Subject: Configuration of Installation e.g.: 500 kVA rotating machine with NIL, Partial or Full Export; Stand-by or Continuous Parallel Generator (refer to Table 3 STNW1175), 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
- 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	Rotating machine	Partial Export (Continuous Parallel)	1 x diesel machine
TOTAL	Capacity	500kVA	Export	200kW

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 line diagram including rotating machine protection and interface protection device settings, isolation points and instrument transformer details (signed by RPEQ)
- Interface Protection Relay- Name, Make and Model from the Approved List found on the DNSP's Website
- Generator Technical Data Sheet including machine impedance data and characteristics
- Synchronisation Operational sequences (On loss of supply, On mains restoration, Testing sequences)
- Any information on equipment within the connection point that can contribute to fault currents like large motors, chillers etc
- Any master control scheme and logic for the EG System if present
- 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

Summary Table *[amend as relevant]*

Documents	Submitted	Provide details
Single Line Diagram (SLD)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Power Quality Settings	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Protection Report	Yes <input type="checkbox"/> No <input type="checkbox"/>	
IPR Details	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Synchronous Operational Sequence	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Generator Technical Data Sheet	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Voltage rise calculations (export systems)	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