

PowerScout HD Commissioning Checklist



PART OF
BEMSIQ
GROUP



Print and complete this worksheet at the metering site for each meter.

Meter Details

Date:		Meter Serial Number:	
Installer:		Meter Description:	
Site Location:		Meter IP Address:	
Site Number:		Gateway IP:	

Major Checklist Items

Record Important Information

Record breaker and circuit mapping for each panel.

notes

Take Pictures of the Installation

Overall Installation: Include the meter and panel.

notes

Open Panel Close-Up: Focus on CT installation and breakers.

notes

Voltage Connections: Capture voltage connections to the meter.

notes

Verify Meter Settings with ViewPoint

Confirm the meter clock is accurate under the "Meter Setup" tab.

notes

Retrieve and Verify the Setup Table

CT Type: Matches the installed CTs.

notes

CT Amperage Setting: Corresponds to the installed CTs.

notes

Breaker Compatibility: Ensure CTs are appropriately rated (e.g., avoid using Rogowski Coils on 20A breakers).

notes

Service Type: Matches the breaker configuration and wiring for each element.

notes

CT Reference Voltage and Sequence: Confirm that L1, L2, and L3 correspond to the correct CTs.

notes

Check Real-Time Values for Each Element

Are the current and watt measurements appropriate for the load being monitored?	<input type="checkbox"/>	notes
Verify that voltage levels correspond to the expected service type (e.g., 120V, 208V, 480V).	<input type="checkbox"/>	notes
Check that kW Values are displaying as positive values.	<input type="checkbox"/>	notes
Ensure Power Factor Values fall within normal range of $\pm 0.6 - 0.95$	<input type="checkbox"/>	notes
On a balanced load, are Power Factors Uniform across phases (within $\sim 20\%$ of each other)?	<input type="checkbox"/>	notes

Troubleshoot Real-Time Value Issues

Issue: Negative kW (but Power Factors Uniform):		
Solution: Correct CT polarity by physically flipping the CT or using the digital CT Flipper.	<input type="checkbox"/>	notes
Issue: Negative kW AND Uneven Power Factor(s):		
Solution: Correct by changing the phase/voltage reference input, then verify if the CT also needs to be flipped.	<input type="checkbox"/>	notes
Issue: Uneven Power Factor (but kW Positive):		
Solution: If single-phase Power Factor is out of normal range ($\pm 0.6 - 0.95$), correct by adjusting the phase/voltage reference.	<input type="checkbox"/>	notes
Solution: If power factors are uneven across multiple phases, adjust the phase/voltage reference (will be 2 or 3 incorrect).	<input type="checkbox"/>	notes

3rd Party Verification

Are readings within 2% of external reference devices (e.g., digital voltmeter or clamp-on amp meter)?	<input type="checkbox"/>	notes
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Establish Communications

Confirm network connectivity.	<input type="checkbox"/>	notes
Set up and confirm that communication has been established at endpoint (DENTCloud, RTU, BMS, etc)	<input type="checkbox"/>	notes

Final Steps

Close and secure all cabinet doors; tighten screws as needed.	<input type="checkbox"/>	notes
Remove all trash and ensure the site is left clean and tidy.	<input type="checkbox"/>	notes

Signature: _____