

# Black Start Test Checklist

	Date	Initials
<b>Black Start Test Checklist</b>		
<i><b>Preparation</b></i>		
<ul style="list-style-type: none"> <li>- <b>Emergency Procedures</b></li> <li>- Review emergency procedures with all involved staff</li> <li>- Amend procedures where necessary</li> <li>- Promulgate reviewed procedures to all staff</li> <li>- Require all departments to review their internal emergency procedures to ensure compatibility</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Plan</b></li> <li>- Gain approval of facility senior management for the black start test</li> <li>- Consult staff</li> <li>- Agree the most suitable time for the test (when most staff are available eg shift changeover)</li> <li>- Document the test sequence and timings</li> <li>- Agree and document actions to be taken in the event of an unsuccessful first attempt</li> <li>- Agree and document the circumstances that will require a test abort</li> <li>- Agree and document any ancillary tests to be conducted at the same time as the emergency generator test</li> <li>- Nominate the Test Controller</li> <li>- Distribute plan to all staff allowing sufficient time for them to become aware and have an opportunity for further input</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Staff Issues</b></li> <li>- Ensure all staff concerns are considered and responded to</li> <li>- Roster any additional staff required for the test period</li> <li>- Encourage staff to record all incidents for subsequent review</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>External Liaison</b></li> <li>- Agree support arrangements with grid distributor</li> <li>- Advise possibility of service disruption to local area etc</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Preparation Tests</b></li> <li>- Test all battery backup supplies</li> <li>- Test all UPS systems</li> <li>- Perform emergency generator start up simulations</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Final Review</b></li> <li>- Final management review meeting to ensure that all preparations have been properly completed</li> <li>- Confirm authority of Test Controller to order the test to commence and to abort the test if necessary</li> </ul>		
<i><b>Conduct of Test</b></i>		
<ul style="list-style-type: none"> <li>- <b>Control Room</b></li> <li>- All parties involved to have a copy of the test instruction</li> <li>- Ensure Control Room is staffed</li> <li>- Test all emergency communication systems</li> <li>- Test communications with engineers conducting test</li> <li>- Ensure representative of medical services (or equivalent) department is located with Test Controller</li> </ul>		

	Date	Initials
<b>Black Start Test Checklist</b>		
<ul style="list-style-type: none"> <li>- Obtain confirmation from the Medical Director (equivalent) of final agreement for the test to proceed</li> <li>- Test Controller to order the test to start at the designated time</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Medial Service Departments</b></li> <li>- Final check of battery and UPS systems</li> <li>- Advice to patients of impending test</li> <li>- Prepare to report unexpected events to Control Room</li> <li>- Note all incidents as they occur</li> <li>- Request test abort if necessary</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Engineering Department</b></li> <li>- Check all staff are at designated locations</li> <li>- Prepare to note all unexpected incidents</li> <li>- Open the incoming circuit breakers when instructed to do so by Test Controller</li> <li>- Observe and record the operation of the emergency generator and the switching systems</li> <li>- If the emergency system has succeeded in powering the essential loads allow the generator to run long enough to conduct all necessary ancillary tests</li> <li>- At the designated time return the facility to the grid supplies and shut down the emergency generator</li> <li>- Dismiss any external staff brought in for the test such as operators from the grid supply authorities</li> </ul>		
<b>Post Test Review</b>		
<ul style="list-style-type: none"> <li>- <b>Operation of Emergency Supplies</b></li> <li>- Collect and collate all incident reports relating to the operation of all emergency power supplies, including the emergency generator, battery backup supplies and UPS</li> <li>- Compile into report for Management with recommendations for actions to be taken</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Operation of Contingency Plans</b></li> <li>- Collect and collate all incident reports relating to the operation of the Contingency Plans, including the operation of the Control Room, communications, staff procedures, patient procedures</li> <li>- Compile into report for Management with recommendations for actions to be taken</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Management Review</b></li> <li>- Review reports relating to the Black Start Test and the operation of the Contingency Plans</li> <li>- Determine actions to be taken as a result of the tests</li> <li>- Decide date for next test</li> <li>- Review Risk Management Plans</li> </ul>		
<b>Black Start Test Report</b>		
<ul style="list-style-type: none"> <li>- <b>Report</b></li> <li>- Black Start Test Report prepared and presented to Management</li> <li>- Report endorsed and annotated with Management decisions on the recommendations made</li> <li>- Report promulgated to all sections of the facility for staff information</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Advice to DHS</b></li> <li>- Information copy of report forwarded to DHS</li> </ul>		

Certified by	
Principal Consultant	Date

Endorsed by	
Consultant Project Manager	Date

Checked by	
CMB Project Manager	Date