Monthly Generator Transfer Test

This procedure helps customers comply with Generator Testing required by the NFPA. If you have any doubts about completing this procedure contact your Clifford Power Systems representative and request a training session. (ref. NFPA 110 Sect. 8.3.1)

The instructions below walk a customer through the process of performing a Transfer Test or Simulated Power Outage.

STEP 1 - Disable
Notate any alarms present on the control panel. Move the generator Auto/Off/Run switch from the AUTO position to the **OFF** position. This will disable the generator from running until the pre-startup procedure is completed.

STEP 2 - Pre-Startup Check List
Place an OK in the appropriate box below or make a note of problem.

Performed by:							
Date:							
Engine Hours Before Start:							
Visual Checks	Alarms Present: (Before Switching Off)						
	Check for leaks:						
	Block temp: (Should be 70-120F)						
	Generator Area Cleanliness						
Fluid Level Checks	Check Oil Level:						
	Check Coolant Level:						
	Check Fuel Level:						
	Check for Water in Fuel Tank:						
	Check Battery Electrolyte Level						

STEP 3 – Back in Automatic Mode
Insure all personnel are clear of all moving parts and electrical connections before completing this section. Protective equipment must be worn when completing this section such as hearing and eye protection. Move the generator Auto/Off/Run switch from the OFF position to the **AUTO** position.

STEP 4 – Simulate Power Outage
Turn **OFF or OPEN** the main breaker providing power from Utility to the Automatic Transfer Switch.

You may also simulate a Power Outage by placing the Test switch located on the Automatic Transfer Switch into the **TEST** position.

Record the appropriate readings in the box below or make a note of problem.

Performed by:							
Date:							
Time Delay before Engine Crank (sec) Time from power fail to crank							
Crank Time (sec) Time from crank to start							
Transfer (sec) Total time between power fail and power return.							
After Transfer	Oil Pressure						
	Coolant Temp						
	DC Amps or Volts						
	AC Volts						
	AC HZ						
	AC Amps						
	KW						
15 Minutes	Oil Pressure						
	Coolant Temp						
	DC Amps or Volts						

STEP 5 – Return to Utility
Turn **ON** or **CLOSE** the main breaker or place the test switch back to the **NORMAL** position. This should be done at such a time that the Automatic Transfer Switch will not retransfer prior to a full 30 minutes of run time under load.

Before Transfer at 30 Minutes	Oil Pressure						
	Coolant Temp						
	DC Amps or Volts						
	AC Volts						
	AC HZ						
	AC Amps						
	KW						
Retransfer (sec) Total time between power fail and power return.							
Time Delay Stop (min) Total time between Retransfer and generator shutdown.							
Engine Hours After Run							

If any checks cannot be completed contact your local Clifford Power Systems representative immediately and inform them of any problems.

Tulsa, OK	Oklahoma City, OK	Little Rock, AR	Mansfield, TX	Garland, TX	Longview, TX	Austin, TX	San Antonio, TX	Kansas City, MO	Houston, TX
(918) 836-0066	(405) 440-9201	(501) 907-5884	(817) 640-5544	(817) 640-5544	(903) 291-8305	(512) 477-6937	(210) 333-0377	(913) 312-2031	(346) 980-0266