

Auxiliary Manual Transfer Switch PROCEDURE

TITS-PRO-010


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1. DOCUMENT HISTORY

1.1 Current Document Authoriser

Current Document Authoriser			
Position	Name	Signature	Date
Director	Cedric Meier		16/02/2024

2. PURPOSE

The purpose of the procedure is to outline the correct operations of an auxiliary power supply change over switch unit.

3. SCOPE

To Outline the steps before engaging a battery bank, solar generator, diesel or petrol-powered generator to supply power to the property whilst the mains power is out of service.

4. AUXILIARY POWER STEPS

4.1 Mains and Solar Power Isolation.

When the main power is lost, follow the steps to prepare to have an auxiliary power unit connected to supply power to your property.

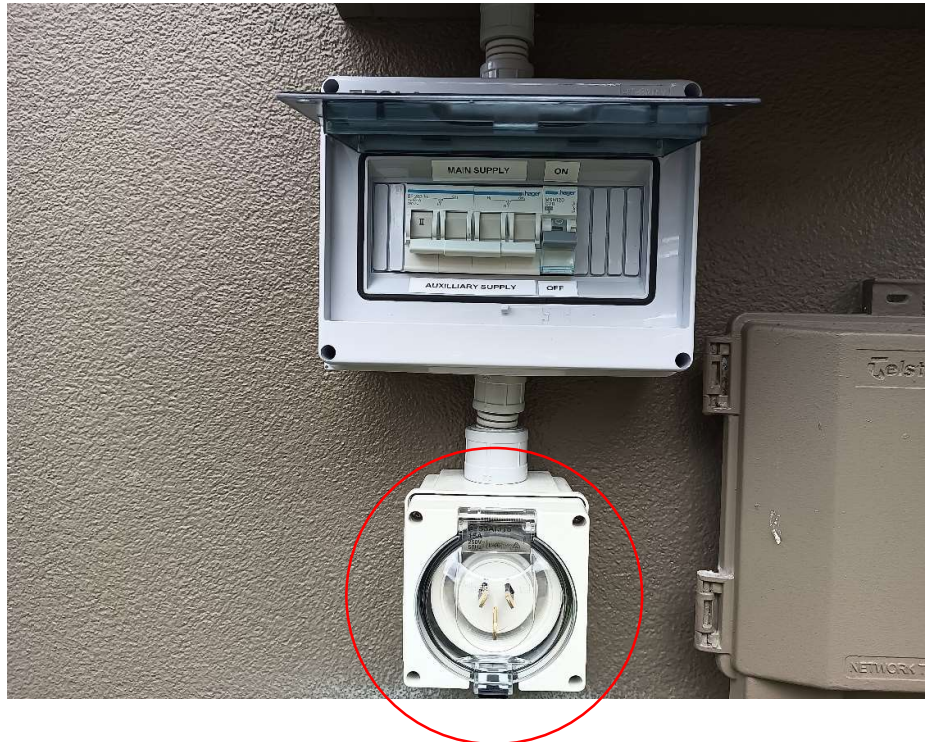
1. Open (Isolate) the main Switch (Red Circuit Breaker)
2. Open (Isolate) the solar system main circuit breaker (if the property has solar power installed), and open (isolate) the Solar DC isolation Switch.
3. Open (Isolate) all final subcircuits in the switchboard, including power, lighting, air conditioning, hot water, etc.

4.2 Auxiliary Supply Plug-in.

Prepare your auxiliary supply unit (battery, solar; or fuel-type generator)

NB: ISOLATED OUTPUT GENERATING SETS ONLY. RCD protected and centre tapped generating sets shall not be connected.

1. Ensure the unit is charged or fuelled up.
2. Complete test runs to ensure all is working correctly.
3. Once happy, plug a 15A lead into the power outlet on the auxiliary unit and plug the female end of the 15A lead into the power inlet under the MTS unit.



4.3 Manually Operated Auxiliary Transfer Switch (MTS)



When mains power is lost, follow the steps to prepare the manually operated transfer switch.

1. Switch the MTS to **II**.
2. Start the auxiliary unit.
3. Close the Auxiliary supply circuit breaker.

NB: Once you have completed all these steps, you should have the power supply back to the switchboard.

4.4 Final Sub-circuit Energization

Once all able steps have been completed, the desired final sub-circuit circuit breakers can be closed.

NB: Depending on the size of the connected auxiliary unit will determine how many circuits can be used; please also note that if over 20A of load is reached, it will trip out your Auxiliary unit.

For a 3KVA or smaller, only energise the chosen critical circuits you want access to while the main supply is unavailable.

4.5 Returning to MAIN SUPPLY

When the mains supply becomes available again, follow the steps to return your system to the mains supply.

1. Open (isolate) the final sub-circuit circuit breakers in your switchboard.
2. Open (isolate) the auxiliary supply circuit breaker.
3. Turn off your generator.
4. Unplug the 15A lead from the inlet and outlet points.
5. Switch the MTS back to **I** (Mains supply)
6. Close the main switch.
7. Close the main switch for the solar supply.
8. Close all final subcircuits circuit breakers and RCDs