

Covering Letter (SAMPLE ONLY)

Ref: CX###
WR#

DD/MM/YYYY

Dear Sir/Madam

Subject: Configuration of Installation e.g.: 500 kVA with NIL, Partial (kW) or Full Export Stand-by or Continuous Parallel Generator – **Project Name, Location**

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
- STNW1174 Version [#] - Standard for LV Embedded Generating 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	110kVA	Rotating machine	Export (Continuous Parallel)	1 x diesel machine
TOTAL	Capacity	110kVA	Export	110kW

In addition to the above, the following documents have been submitted as part of the application:

- Single line diagram of the generating system to the connection point, including protection relay arrangement (signed by RPEQ).
- Protection line diagram including inverter and grid protection relay and generator details; make, model, settings, and instrument transformer details (signed by RPEQ)
- DNSP Approved Interface Protection Relay- Name, Make and Model (list available on DNSP Website)
- Synchronisation Operational sequences (On loss of supply, on mains restoration, and testing sequences)
- Generator Technical Data sheet including impedance parameters
- Voltage Rise Calculations; the EG System has been designed so that there is a maximum 2% voltage rise from the EG System to the Connection Point (export systems)
- Details of interlocking schemes, if relevant (refer to [Interlocking Requirements Guideline](#) for guidance).

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