PowerScout **FLEX**
Commissioning Checklist

ENT INSTRUMENTS | PART OF BEMSIQ GROUP

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 FLEXPoint

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*

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

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❑ Check Real-Time Values for Each Element

Are the current and watt measurements appropriate for the load being monitored?	❑	notes
Verify that voltage levels correspond to the expected service type (e.g., 120V, 208V, 480V).	❑	notes
Check that kW Values are displaying as positive values.	❑	notes
Ensure Power Factor Values fall within normal range of ±0.6 - 0.95	❑	notes
On a balanced load, are Power Factors Uniform across phases (within ~20% of each other)?	❑	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.	❑	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.	❑	notes
Issue: Uneven Power Factor (but kW Positive):		
Solution: If single-phase Power Factor is out of normal range (±0.6-0.95), correct by adjusting the phase/voltage reference.	❑	notes
Solution: If power factors are uneven across multiple phases, adjust the phase/voltage reference (will be 2 or 3 incorrect).	❑	notes

❑ 3rd Party Verification

Are readings within 2% of external reference devices (e.g., digital voltmeter or clamp-on amp meter)?	❑	notes

❑ Establish Communications

Confirm network connectivity.	❑	notes
Set up and confirm that communication has been established at endpoint (DENTCloud, RTU, BMS, etc)	❑	notes

❑ Final Steps

Close and secure all cabinet doors; tighten screws as needed.	❑	notes
Remove all trash and ensure the site is left clean and tidy.	❑	notes

Signature: _____