



Reliability Study Quick Start Guide

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Quick Start

The Cigré Working Group A3.06 Survey tool was developed with an intuitive design so that for many users, only a few words of instruction are required. This Quick Start Guide is designed for those users who are familiar with Microsoft Excel™ and provides them with all the necessary instructions to participate in the study.

Introduction

The software tool developed by Cigré Reliability and Maintenance Working Group has been designed to ease the data collection process and perform a limited number of validation processes resulting in a high degree of data integrity. The software tool employs Microsoft Excel™ and is compatible with version 97 and later. The software tool is comprised of five major components:

- Utility Identification
- Equipment Population
 - Disconnectors and Earthing Switches
 - Instrument Transformers
 - GIS
 - SF₆ Circuit Breakers
- Equipment Failure
 - Disconnectors and Earthing Switches
 - Instrument Transformers
 - GIS
 - SF₆ Circuit Breakers
- GIS Maintenance
- Definitions



Step 1-Create Directory

On a PC with a version of Microsoft Excel™ 97 or newer, create a new directory for storing the Cigré Reliability Survey Template and subsequent response files.

Step 2-Copy

Copy the Excel™ template and to the directory created in step 1.

Step 3-Launch

Launch the survey tool from Excel™ or from your Windows Explorer.

Step 4-Select Language

Select the appropriate language/translation

Step 5-Utility Data

Complete the Utility section of the survey tool and save as an Excel™ template named CIGRE_reliability.XLT

Step 6-Population Cards

Complete and save the population cards for:

- Disconnectors and Earthing switches
- GIS
- Instrument Transformers
- SF6 Circuit Breakers

Save each population card separately by clicking on the "Extract Card and Save" button before proceeding on to the next population card. Save them in the directory created in step 1 above.

Step 7-E-mailing Population Card

E-mail the population cards to your Cigré Representative



Step 8-Failure Cards

After a failure investigation is finished, complete and save the failure cards for:

- Disconnectors and Earthing switches
- GIS
- Instrument Transformers
- SF6 Circuit Breakers

Save each failure card separately by clicking on the "Extract Card and Save" button before proceeding on to the next failure card. Save them in the directory created in step 1 above.

Step 9-E-mailing Failure Cards

E-mail the failure cards to your Cigré Representative

Step 10-GIS Maintenance

Each Year, complete the GIS Maintenance questionnaire

Save each GIS Maintenance questionnaire separately by clicking on the "Extract Card and Save" button before proceeding on to another card. Save them in the directory created in step 1 above.

Step 11-E-Mail

E-mail the GIS Maintenance questionnaire to your Cigré Representative