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| **Work Instruction** | WO No.  |  |
| Date: |  |
| Scope: |  |
| Team Leader: |  | Relay Base Type: |  |
| Activity: | Relay Base (plug-in) Like for Like Renewal |
| Reference:  | PR S 40008, PR S 40009, PR S 40010, PR S 40011, PR S 40024, Relay Equipment Manual |
| Activity No. | Task No. | Work Description | Completed Name/Sign |
|  |  | APPARATUS INSPECTION & PREPARATION |  |
| 1 | 1A | Compare the existing relay & relay base to the specific circuit design and ensure it is of correct configuration and type. |  |
|  | 1B | Ensure the new relay base is of correct configuration and type, including pin coding and labelling, in accordance with the specific design. |  |
| 2 | 2A | Wire/null count wiring terminated to the existing relay base and compare to the specific circuit design.Include a correlation of beads/tags associated with the relay base wires and ensure they are commensurate with the relay base terminals. |  |
| 3 | 3A | Visually inspect the wiring and terminations for any defects. |  |
| 4 | 4A | Document the disconnections on an attached circuit diagram. |  |
|  |  | SAFEWORKING & DISCONNECTION FROM INTERLOCKING |  |
| 5 | 5A | Ensure affected signalling apparatus associated with circuits that pass through each and every relay contact is disconnected and booked out of use in accordance with PR S 40008 and PR S 40009. |  |
|  | 5B | Remove the relay and place it in a safe area free of contaminants. |  |
|  | 5C | Remove the relay base securing clip. |  |
|  |  | DISCONNECTION, REMOVAL AND INSTALLATION |  |
| 6 | 6A | Carefully transfer the terminated wires from the existing relay base to the new relay base one lug at a time, taking care to insert the wire into the correct receptacle.Take care not to short circuit the live connection.Examine each lug and ensure satisfactory condition before inserting.When inserting the lug ensure a definite "click" sound is heard.Tug the wire lightly to check that it is secure and will not fall out. |  |
|  | 6B | Remove the existing relay base mounting screws and remove the old base. |  |
|  | 6C | Install the new relay base in position taking care not to dislodge the terminated wires. Secure the mounting screws taking care not to over tightening as this may crack the base.Install the relay base securing clip. |  |
| 7 | 7A | Visually inspect the wiring and terminations for any defects, ensuring each wire and lug is securely terminated. |  |
| 8 | 8A | Correlate the beads/tags associated with the relay base wiring and ensure they are commensurate with the relay base terminals. |  |
|  | 8B | Ensure terminated wiring is in accordance with previously correlated circuit diagram. |  |

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| Activity No. | Task No. | Work Description | Completed Name/Sign |
|  |  | CERTIFICATION |  |
| 9 | 9A | Wire/null count wiring terminated on the new relay base and compare to the specific circuit design. Record on circuit diagram. |  |
| 10 | 10A | Test relay in test panel and if satisfactory insert in new relay base.Insert cleanly as not to damage contacts on rear of relay. |  |
| 11 | 11A | Perform a Circuit Function Test of circuits operating through the relay with both the relay energised (front contacts) and relay de-energised (back-contacts). |  |
| 12 | 12A | Arrange for the signaller to check the operation of the affected signalling and indications associated with the relay.Ensure the relay is secured in the base. |  |
|  | 12B | Book affected signalling apparatus back into use. |  |
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| I certify the relay base for |  | Relay has been replaced and tested and is fit for service. |

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| Print Name |  | Position |
|  |  |  |
| Signature |  | Date |

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