

# Contestable Works Energex Accredited Service Providers

## Switching Re-Authorisation Process



# Contestable Works Switching Re-Authorisation

## Background

The Queensland Electricity Entity Standards for Safe Access to High Voltage Electrical Apparatus (SAHV) require Entities to assess their authorised persons as competent at intervals not exceeding three years.

As part of the current EQL trial for the switching reauthorisation process, there is a requirement to develop a process for the re-authorisation of authorised switching operators for External Service Providers. It is now proposed to adopt a similar framework to the internal framework to enable a consistent approach to switching practices.

This update will supersede any previous switching reauthorisation processes.

**Note:** All current switching authorisation in the South East region will expire 31 December 2021 unless this re-authorisation process has been completed.

## The Framework for Non-Operator and Operator Roles

This framework enables ASP staff to extend switching authorisations and will also determine staff's competency in their switching roles.

This document provides information for the switching reauthorisation framework which now consists of the completion of a three-gate process depending on the level of authorisation and this is explained below.

- **Gate1** - Log experience via the Switching Record of Work Portfolio form.
- **Gate2** - Online Theory Assessment
- **Gate3** - Infield Evaluation



# Contestable Works Switching Re-Authorisation

For ASP staff that hold Non-Operator authorisation (e.g. **IOW** individual of a workgroup, **SEHVE** safe entry to HV enclosures), the requirement for this re-authorisation is to carry out;

- Gate2 - Online Theory Reassessment.

For **PR** (Access/Test Permit Recipients) the requirement will be to complete two gates;

- Gate1 - Log experience via the Switching Record of Work Portfolio form
- Gate2 - Online Theory Reassessment

ASP staff that hold Switching Operator authorisations (**LVS**O Low Voltage Switching Operator) will be required to complete all three gates;

- Gate1 - Log experience via the Switching Record of Work Portfolio form.
- Gate2 - Online Theory Assessment
- Gate3 - Infield Evaluation



# Contestable Works Switching Re-Authorisation – Gate 1

## Gate 1. Experience log

Gate1 is for ASP staff to log experience via the Switching Record of Work Portfolio form where required (e.g. PR & LVSO). This document has been provided to assist this process and may be used to support ASP's internal Safe System of Work.

ASP staff will log experience as per criteria below;

- For a LVSO the requirement will be to log evidence of 5 switching sheets while performing the role of the switching operator.
- For Permit Recipient, (Access/Test) ASP staff will be required to log 5 permits that they have received while performing the role of a Recipient.

Access/Test Permit Recipient, staff will be required to log evidence of 5 permits that have been received while performing the role of a Recipient. If you hold more than one Recipient authorisation you will be required to have at least one from each Recipient authorisation (e.g. if you are authorised for Access Permit Restricted (APR), Access Permit Lines (APL), Access Permit Substation (APS) and/or Test Permit Recipient (TPR), at least one permit from each authorisation held will be required to make up the 5 sheet total).

- Once ASP staff have logged the required experience on the Switching Record of Work Portfolio form, they will submit the form to their supervisor for validation and endorsement. This documentation is to be retained by the ASP and may be requested by Energy Queensland for auditing purposes.

**Note:** An experience log is required be filled out during the three-year authorisation period. An experience log for the current authorisation period 2018 to December 2021 will be required for permits and switching's already completed within this period.



# Contestable Works Switching Re-Authorisation - Gate 2

## Gate 2. Online Theory Assessment

Once the ASP has validated and endorsed the experience log for Gate 1, they are required to make a request for the relevant e-learning module to be issued to the ASP staff for completion. This request can be managed via [www.esitrain.com.au](http://www.esitrain.com.au) and is to be completed in the final 12 months of every 3 year authorisation period.

- If you hold the below authorisation you will be required to nominate for the appropriate online courses.
- Safe Entry to High Voltage Enclosures SEHVE – nominate for 4027
- Individual of a Workgroup IWG - nominate for 4028
- Switching Operator Assistant (Contractor) SOAC - nominate for 4030
- Permit Recipient PR – nominate for 4029
- Low Voltage Switching Operator (SE only) LVSO – nominate for 1837

**NOTE:** these online assessments will be available in September 2021. Each course will attract a fee.

All online training should be completed ASAP to allow Energy Queensland to undertake the Gate 3 Infield Evaluation by December 2021.

The next three year authorisation period will start 1 January 2022 to 31 December 2024.



# Contestable Works Switching Re-Authorisation – Gate 3

## Gate 3. Infield Evaluation

The third gate is a face-to-face infield evaluation for switching operator authorisations. This will be conducted while the authorised switching operator is carrying out a switching sheet under normal switching conditions (e.g. LVSO).

- The infield evaluation will focus on effective communication and interactions between Switching Operators.
- Observations will be carried out under real-time operational conditions in accordance with applicable standards.
- All switching and access activities will be carried out using written, checked and authorised switching sheets and permits appropriate to the task being observed and coordinated through the Network Operations Control Centre.
- This visit is to be carried out within the final year of an individual's three-year authorisation period and is vital to ensuring that switching is being carried out in the correct manner. The infield evaluation will to be carried out by an EQL Infield Switching Evaluator during normal switching operations, under normal operating conditions.

Once ASP staff have completed gates 1 & 2 and these have been validated and endorsed, the ASP will contact the Switching & Access Reauthorisations team via email [switchingreauthorisations@energyq.com.au](mailto:switchingreauthorisations@energyq.com.au) to arrange a Switching Infield Evaluation for the completion of gate 3.



# Contestable Works Switching Re-Authorisation

- After the satisfactory completion of gate 3 the Switching Infield Evaluator will send an email to [bookings@esitrain.com.au](mailto:bookings@esitrain.com.au) requesting the extension of authorisation for a period of 3 years from the date of expiry for individual ASP staff.
- **Note:** If the Switching authorisations are no longer required the ASPs are to email [bookings@esitrain.com.au](mailto:bookings@esitrain.com.au) to have the authorisation removed.
- For any queries, please liaise with the **Technical Training and Apprentices Department, Operational Contracts Department, Contestable Works** or contact [Switching & Access Reauthorisations](#)





# Switching Re-Authorisation Framework - External Service Providers



## PURPOSE AND SCOPE

The Queensland Electricity Entity Standards for Safe Access to High Voltage Electrical Apparatus (SAHV) require Entities to assess their authorised persons as competent at intervals not exceeding three years.

This procedure adopts a similar framework to the internal framework to enable a consistent approach to switching practices this procedure will supersede any previous switching reauthorisation processes for external service providers.

## FRAMEWORK FOR NON-OPERATOR AND OPERATOR ROLES

This framework enables contractor staff to be reauthorised to the next 3-year expiry for their switching authorisations and will also determine staff's competency in their switching roles.

This document provides information for the switching reauthorisation framework which now consists of the completion of a **three-gate process** depending on the level of authorisation.

Contractor staff that hold the following **Non-Operator authorisation, IWG** individual of a workgroup and or **SEHVE** safe entry to HV enclosures, the requirement for re-authorisation is to carry out the appropriate online theory assessment (gate 2) only.

Contractor staff that hold other **Non-Operator authorisations, APR** Access/Test Permit Recipient and or **SOAC** Switching Operator Assistant Contractor, the requirement will be to complete experience log (gate1) and appropriate online theory assessment (gate 2).

Contractor staff that hold the following **Switching Operator authorisations, SWO-SWER** Switching Operator SWER (only), and or **FARO** Field Auto Reclose Operator and or **LVSO** Low Voltage Switching Operator (SE only) will be required to complete all three gates experience log (gate1), online theory assessment (gate 2) and infield evaluation (gate 3).

### Gate 1. Experience log

The first gate is for contractor staff to log experience via the **External Service Provider Switching Record of Work Portfolio Form EE BS001401F100 / EGX 0671** where required (e.g. **SOAC, APR, SWO-SWER, FARO & LVSO**). This document has been provided to assist this process and may be used to support External Service providers internal Safe System of Work.

Contractor staff will log experience as per criteria below.

- Switching Operator authorisations, staff will be required to log evidence of 5 switching sheets while performing the role of a Switching Operator. At least one sheet from each switching operator authorisation is required (e.g. if you are authorised at SWO-SWER Switching Operator SWER only, FARO Field Auto Reclose Operator, LVSO Low Voltage Switching Operator, at least one sheet from each authorisation held will be required to make up the 5 sheet total).
- Switching Operator Assistant (Contractor), staff will be required to log evidence of 3 switching sheets performing the role of the Switching Operators Assistant (Contractor).
- Access/Test Permit Recipient, staff will be required to log evidence of 5 permits that have been received while performing the role of a Recipient. At least one permit from each Recipient authorisation is required (e.g. if you are authorised at APR Access Permit Restricted, APL access permit lines, APS Access Permit Substation, TPR Test Permit Recipient, at least one permit from each authorisation held will be required to make up the 5 sheet total).



# Switching Re-Authorisation Framework - External Service Providers



Once contractor staff have logged the required experience on the Switching Record of Work Portfolio form, they will submit the form to their supervisor for validation and endorsement. This documentation is to be retained by the External Service Provider and may be requested by Energy Queensland for auditing purposes.

**Note:** *This experience log can be filled out at any time during the three-year authorisation period.*

## Gate 2. Online Theory Assessment

Once the External Service Provider supervisor has validated and endorsed the experience log (gate 1), they are to request the relevant e-learning to be issued to their employee for completion. This request can be completed via the [www.esitrain.com.au](http://www.esitrain.com.au) in the final 12 months of the authorisation period.

You will need to nominate for the applicable online courses.

- **Safe Entry to High Voltage Enclosures SEHVE – nominate for 4027**
- **Individual of a Workgroup IWG - nominate for 4028**
- **Switching Operator Assistant (Contractor) SOAC - nominate for 4030**
- **Permit Recipient PR – nominate for 4029**
- **Low Voltage Switching Operator (SE only) LVSO – nominate for 1837**

**Note:** *SWO-SWER & FARO will not have a theory assessment directly associated with these authorisations, the theory assessment will be incorporated in the lower level online assessments listed above.*

If Contractor staff only need to complete gate 1 and gate 2 and have fulfilled the requirements for reauthorisation, they will be reauthorised to the next 3-year expiry. If gate 3 is required, the process below will be followed.

## Gate 3. Infield Evaluation

The third gate is a face-to-face infield evaluation for switching operator authorisations. This will be conducted while the authorised switching operator is carrying out a switching sheet under normal switching conditions (e.g. **SWO-SWER, FARO, LVSO**).

The infield evaluation will focus on effective communication and interactions between Switching Operators, Switching Operators Assistants and Network Operations Control Centre.

Observations will be carried out under real-time operational conditions in accordance with applicable standards.

All switching and access activities will be carried out using written, checked, and authorised switching sheets and permits appropriate to the task being observed and coordinated through the Network Operations Control Centre.

This visit is to be carried out within the final year of an individual's three-year authorisation period and is vital to ensuring that switching is being carried out in the correct manner. **The infield evaluation is to be carried out by an EQL Infield Switching Evaluator** during normal switching operations, under normal operating conditions.

Once contractor staff have completed **gate 1** and are validated and endorsed by their supervisor, the External Service Provider will contact the [Switching & Access Reauthorisations](#) team to arrange a Switching Infield Evaluation for the completion of gate 3.

After the satisfactory completion of gate 3 the [Switching Infield Evaluator](#) will send an email to [bookings@esitrain.com.au](mailto:bookings@esitrain.com.au) requesting the individual to be reauthorised to the next 3-years.

# Switching Re-Authorisation Framework - External Service Providers



**Note:** *If the Switching authorisations are no longer required the external service provider is to email [bookings@esitrain.com.au](mailto:bookings@esitrain.com.au) to have the authorisation removed.*

For any queries, please liaise with the Technical Training and Apprentices Department, Operational Contracts Department, Contestable Works Department, or contact [Switching & Access Reauthorisations](#).

# External Service Provider - Switching Record of Work Portfolio



**Background**

An integral part of switching reauthorisation is exposure to an employee’s authorised roles. This form is to be used to log the details of relevant switching sheets and permits as evidence of practical exposure (gate 1). This completed form is to be sent with the attached evidence to your supervisor and retained locally for compliance and auditing purposes. **Service Providers are to address this requirement as part of their own safe systems of work.**

Re-Authorisations and Records of exposure	
Switching Operator Roles (SWO-SWER, FARO & LVSO)	The requirement will be to <u>log evidence of 5 switching sheets</u> while performing the role of a Switching Operator. At least one sheet from each switching operator authorisation is required (e.g. if you are authorised at <b>SWO-SWER</b> Switching Operator SWER only, <b>FARO</b> Field Auto Reclose Operator, <b>LVSO</b> Low Voltage Switching Operator, at least one sheet from each authorisation held will be required to make up the 5 sheet total).  Note – you must have been the switching operator, not the switching operator’s assistant for these sheets. <b>(to be recorded in Section 1)</b>
Switching Operator Assistant Contractor (SOAC)	The requirement is to log evidence of <u>3 switching sheets</u> while performing the role as a Switching Operator Assistant Contractor <b>SOAC. (to be recorded in Section 1)</b>
Access/Test Permit Recipient (APR, APL, APS & TPR)	The requirement is to log evidence of 5 permits that have been received while performing the role of a Recipient. At least one permit from each Recipient authorisation is required (e.g. if you are authorised at <b>APR</b> Access Permit Restricted, <b>APL</b> access permit lines, <b>APS</b> Access Permit Substation, <b>TPR</b> Test Permit Recipient, at least one permit from each authorisation held will be required to make up the 5 sheet total). <b>(to be recorded in Section 2)</b>

# External Service Provider - Switching Record of Work Portfolio



Roles	Date	Switching Sheet No.	Work Description
<b>Section 1</b> Switching Operator / Switching operator Assistant	/ /		
	/ /		
	/ /		
	/ /		
Roles	Date	Switching Sheet No.	Work Description
<b>Section 2</b> Recipient	/ /		
	/ /		
	/ /		
	/ /		

# External Service Provider - Switching Record of Work Portfolio



<b>Candidate</b> I am aware of the responsibilities associated with the roles indicated above and have performed the roles as documented. As required, I have attached all relevant evidence.			
<b>Name (Print)</b>		<b>External Employee No.</b>	
<b>Signature</b>		<b>Date</b>	/ /
<b>Supervisor</b> I have confirmed this information is true and correct and relevant documentation, as required, is attached to this form.			
<b>Name (Print)</b>		<b>External Employee No.</b>	
<b>Signature</b>		<b>Date</b>	/ /