



Part of Energy Queensland

## External Service Provider - Switching Record of Work Portfolio

### Background

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

### Re-Authorisations and Records of exposure

<p>Switching Operator Roles (SWO)</p>	<p>The existing face to face reauthorisation will continue to occur until the new framework for infield evaluations is established (e.g. SWER, FARO). Refer to Contractor Switching Reauthorisation Briefing sheet.</p> <p>Note: The proposed future framework for Switching operator roles is currently under development and will be deployed in the near future. (see proposed future requirements for Switching Operator roles below)</p> <p>The requirement will be to log 5 sheets while acting as the switching operator, with at least one sheet from each authorisation held (e.g. if FARO, LVSO and SWER authorisations are held, then at least 1 from FARO, 1 from LVSO and 1 from SWER to make up 5 sheets in total).</p> <p>Note – you must have been the switching operator, not the switching operator's assistant for these sheets. <b>(recorded in Section 1)</b></p>
<p>Switching Operators Assistant (Electrical) (SOAE)</p>	<p>The requirement is to log participation in 5 switching sheets. (not required if Switching Operator authorisation is held) <b>(recorded in Section 1)</b></p>
<p>Switching Operators Assistant (Non-Electrical) (SOAN)</p>	<p>The requirement is to log participation in 3 switching sheets. <b>(recorded in Section 1)</b></p>
<p>Access/Test Permit Recipients</p>	<p>The requirement is to log 5 permits that have been received. (Note: this will be required to include each recipient authorisation held, e.g. access permit recipient lines, access permit recipient subs and test permit recipient. The requirement is to log at least 1 from each authorisation (e.g. at least 1 access permit lines, 1 access permit subs and 1 test permit, as part of the 5 logged permits)) <b>(recorded in Section 2)</b></p>

Once this form has been completed for reauthorisation, form is to be sent to your relevant supervisor and filed locally for auditing purposes.

When providing evidence, the Switching sheet number or original field copies are to be attached to this form where practical.

Roles	Date	Switching Sheet No.	Work Description
<b>Section 1</b> <b>Switching Operators and Assistants</b>			

Roles	Date	Switching Sheet No.	Work Description
<b>Section 2</b> <b>Recipients</b>			

**Candidate**

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.

**Name** (Print) \_\_\_\_\_ **Ergon / Energex Employee No.** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor**

I have confirmed this information is true and correct and relevant documentation, as required, is attached to this form.

**Name** (Print) \_\_\_\_\_ **Employee No.** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**When completed this form is to be archived with the attached evidence as per the current documentation retention schedules.**