

Background

As part of the trial for the switching re-authorisation process, there is a requirement to develop a process for the re-authorisation of authorised contractors, as well as our internal staff. With the effects of COVID, the face-to-face training for this was suspended. While face to face training has now recommenced, there's a backlog of training to be completed. It's now proposed to adopt a similar framework to the proposed internal framework to enable this to proceed.

The Framework for Non-Operator Role

The proposed framework to enable contractors to be able to extend switching authorisations consists of a two-gate process:

1. The first gate is for contractor staff to log experience via the **Switching Record of Work Portfolio** form where required (e.g. SOA, APR).

Note: For other non-operating roles (e.g. individual of a workgroup, safe entry to HV enclosures), the requirement for re-authorisation is to complete gate 2 by carrying out the theory e-Learning only (experience log not required).

2. The second gate consists of an online theory assessment for all held switching authorisations (For more information see below Gate 2).

The framework for operational roles (e.g. SWER, FARO, LVSO) will be further developed as the internal trial continues. While this is under development, the existing face to face process remains in place for the extension of operator level roles for contractors (e.g. SWER, FARO).

Gate 1 - Experience log

An in-field experience form will be provided to the authorised service providers to support this process. This is to assist with their own internal Safe System of Work.

- For a Switching Operators Assistant (Electrical), staff will be required to log participation in 5 switching sheets.
- For a Switching Operators Assistant (Non-Electrical), staff will be required to log participation in 3 switching sheets.
- For Access/Test Permit Recipient, staff will be required to log 5 permits that they have received.

Note: this will need to include each recipient authorisation held, e.g. if they hold access permit recipient lines, access permit recipient subs and test permit recipient, they'll be required 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).

Contractor Switching Re-authorisations



Part of Energy Queensland

Once contracts staff have logged this experience and filled out the required form, they submit the form to their supervisor for verification. This documentation is to be retained by the external service provider and provided as requested by Energy Queensland for auditing purposes.

Note: This experience log can be filled out at any time and only needs to be completed once during the 3-year authorisation period.

Gate 2 - Online Theory Assessment

Once the responsible person for the external service provider has verified that the experience log has been satisfactorily completed, they are to request for the relevant e-learning to be issued to the contract employee for completion. This can be completed via the Portal and is to be completed in the final 6 months of the authorisation period.

Enrolment to the below online reassessments will be via the ESITrain website.

- Safe Entry to High Voltage Enclosures (SEHVE) - T0613
- Individual of a Workgroup (IOW) - T0614 (this incorporates SEHVE)
- Switching Operator Assistant (SOA) - 8399 (this incorporates SEHVE and IOW)
- LVSO – Low Voltage Switching Operator SW12
- Permit Recipient (PR) – 8400 (this incorporates SEHVE, IOW and SOA)
- SO – Lines (SWER Only) - 8401 (PR needs to be completed in conjunction with this assessment)
- Field Auto Reclose Operator – 8404 (this incorporates SEHVE and IOW)

Once these two gates have been completed, the external service provider will request to be re-authorised for a period of 3 years from the date of expiry. Please email bookings@esitrain.com.au.

Authorisation Roles that require Face-to-Face

Face-to-face training will be reinstated for Operator roles until this new framework for infield evaluations is established (e.g. SWER, FARO). The external service provider will nominate for the online theory component prior to completion of the practical face-to-face. Re-authorisation for a 3-year period will occur once the theory and practical components are completed.

Note: If the Switching authorisations are no longer required the external service providers are to email bookings@esitrain.com.au to have the authorisation removed.

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