

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).

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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 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 requesting the individual to be reauthorised to the next 3-years.

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Note: *If the Switching authorisations are no longer required the external service provider is 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, Contestable Works Department, or contact [Switching & Access Reauthorisations](#).