



Construction, Engineering and Transport Faculty

Assessment strategy Workplace observation checklists

UEPOPS428B, UEPOPS430B, UEPOPW456A, UEPOPS525A

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Workplace Observation Checklist

Introduction

These observation checklists contained in this resource may be utilised by enterprise personnel who are authorised to develop high voltage switching instructions associated with electrical equipment and associated plant.

They are designed to provide skills and knowledge evidence of workplace performance and is essential to support the achievement of VET competency units:

- UEPOPS428B - Develop H.V. switching programs
- UEPOPS430B - Control permit to work operations
- UEPOPS456A Perform switching to a switching program
- UEPOPS525A - Coordinate and direct switching program

Instructions to assessor

These workplace observation checklists are intended to assist you as a qualified assessor to make decisions on the student's overall competence in the units of study. The completed document is used to support other evidence collected.

Check the completed workplace observation checklists are signed by the student and the supervisor who conducted the observation.

You as the assessor will make a final judgment of competence once all assessments related to each unit of competency is completed to a satisfactory level.

Instructions to supervisor

You have been nominated as a person who can authoritatively comment on the student's ability to perform tasks and functions covered by the unit in the relevant workplace.

You are required to undertake the observations and complete the following observation checklists providing appropriate detail to demonstrate you are confident the student has demonstrated sufficient evidence to satisfy the required workplace skill. Specific student feedback should be recorded in the space provided.

Should you believe the student has not satisfactorily demonstrated the required skill please place your comments on the feedback sheet.

The completed workplace observation checklists must be signed and dated by both the person under observation and the organisation personnel who conducted the observation.

Upon completion, the observation checklist and a copy of any relevant organisational documentation (e.g. both draft and approved switching or isolation instructions and schedules, schematics, single line diagrams referenced for production of switching instructions, copies of switching programs implemented and completed) associated with the observation conducted must be forwarded to your TAFE with the completed Workplace Observation Check Lists.

NOTE: Do not complete these observation checklists if there is any other possible conflict of interest.

Assessment conditions

The students must have access and use the tools/equipment in the workplace that will be deemed sufficient to form a confident decision of the students' competence.

Reasonable adjustment

To ensure the assessment meets the principles of assessment reasonable adjustment will be applied at the discretion of the qualified assessor in consultation with the supervisor and student.

Appeals

Feedback must be signed by the student and the supervisor to acknowledge an agreement of the result. If the student disagrees with the decision they may discuss this with the supervisor and assessor to determine the options for further assessment.

Assessment Instructions:

- Write your name and student number in the space provided below.
- Ensure the supervisor enters their details in the space provided on each checksheet.
- You must be observed performing skills by a person who has been specifically authorised by your employer to control or conduct the appropriate to work operations.
- Follow all required WHS safety guidelines for the workplace
- Sign the declaration on completion of the observation.

Resources to be supplied by students

- Pen, pencil, eraser, ruler, toolkit, uniform, safety PPE, etc.

Resources permitted during assessment

- Standard dictionaries
- Technical dictionaries
- Organisation or enterprise electrical safety rules, HV electrical safety rules, access permit, permit to work procedures, LV electrical isolation procedures, HV electrical isolation procedures, secondary isolation procedures (e.g. control systems, d.c. supplies, auxiliary plant, CT's, VT's and/or mechanical isolations), earthing procedures, short circuiting procedures and procedures for testing and proving de-energised).
- Programmable and non-programmable calculators

Student Originality Declaration

Tick each the following statements to indicate that you understand them.

I declare that:

- ☐ I will participated in observations of my skills and knowledge.

For the purposes of assessment, I give the assessor of these assessments permission to:

- ☐ Reproduce my work and provide a copy to authorised personnel.
- ☐ Validate the assessment for its authenticity which may include communicating a copy of my work to a checking service (which may keep a copy of my work on its database for future plagiarism checking).

Student Name:			
Student ID:			
Student Signature:		Date:	

Completion instructions

Upon completion, the observation checklist and a copy of any relevant enterprise or organisational documentation (e.g. both draft and approved switching/isolation instructions and schedules, schematics, single line diagrams referenced for production of switching instructions, copies of switching programs implemented and completed) associated with the conducted observations must be forwarded to your TAFE teacher or head teacher.

SYDNEY TAFE

Thomas Street

Ultimo NSW 2007

Attention:

Head Teacher Electrical Trades

Building K, Room K1.18

UEPOPS428B Develop H.V. switching programs

Assessment Task:	Observation	Assessment Due Date:	
Unit descriptor:	This unit deals with the skills and knowledge required to develop switching programs where multiple sources of supply must be considered and managed.		

Observation criteria

Interpret switching requirements

- Notification of requirement is confirmed and assessed
- Area of planned outage is identified using system diagrams, drawings and/or maps, in consultation with appropriate personnel
- Planned work details are interpreted from outage request or equivalent and stated on the draft program
- Where appropriate, the teams and individuals roles and responsibilities within the team are identified and, where required, assist in the provision of the on-the-job training.

Research switching program

- Implications of switching program on the system are identified and recognised
- Types and function of switchgear to be operated are identified and their suitability for operation under forecast system conditions during scheduled outage is assessed
- System loadings, limitations and alternate supply route capabilities are evaluated to ensure system integrity
- Consultation with appropriate parties affected by the switching programme is undertaken in accordance with enterprise procedures
- Consideration is given to geographical and/or site location of isolation points to conclude shortest possible route when determining sequence of switching steps in order to minimise outage time
- Isolated work area is appraised to ensure safe working clearances are maintained in accordance with mandatory regulations and enterprise/site requirements

Draft switching program

- Draft is formatted in logical sequential steps, stating location, apparatus, apparatus ID and operation to be conducted
- Permit to work procedures are entered at correct step in program
- Program is planned to ensure access, work and reinstatement take place in a logical and sequential manner
- Switching program is checked for errors and omissions in accordance with enterprise procedures
- All documentation supporting the program is filled out requirements in accordance with enterprise procedures

UEPOPS428B Develop H.V. switching programs

Validate switching program

- Switching program is forwarded to appropriate personnel for checking and verification in accordance with enterprise procedures

Checklist

Interpret switching requirements

	AC	NC	Observer comments and evidence to support decision
1. Interpret switching requirements			
a. Notification of requirement is confirmed and assessed			
b. Area of planned outage is identified using system diagrams, drawings and/or maps, in consultation with appropriate personnel <ul style="list-style-type: none"> Participant sources required/relevant system schematics/single line diagrams from the appropriate personnel Participant demonstrates use of relevant system schematics/single line diagrams to determine area and location of planned outage. Participant demonstrates use of relevant system schematics/single line diagrams to determine and identify electrical equipment to be utilised to effect electrical isolation for the area/location of the planned outage. 			
c. Planned work details are interpreted from outage request or equivalent and stated on the draft program <ul style="list-style-type: none"> Participant records relevant work details in the appropriate fields of the switching program/schedule pro-forma. 			
d. Where appropriate, the teams and individuals roles and responsibilities			

UEPOPS428B Develop H.V. switching programs

1. Interpret switching requirements	AC	NC	Observer comments and evidence to support decision
<p>within the team are identified and, where required, assist in the provision of the on-the-job training</p> <ul style="list-style-type: none"> Participant identifies work team personnel details from outage/work request form. Participant identifies and confirms that work team personnel are appropriately authorised (as per organisational requirements) to undertake work/tasks requested. Participant assigns isolation switching tasks within the switching program to appropriately authorised personnel only. 			

Research switching program

2. Research switching program	AC	NC	Observer comments and evidence to support decision
<p>a. Implications of switching program on the system are identified and recognised</p> <ul style="list-style-type: none"> Participant liaises with relevant personnel to establish minimum operational requirements which must be maintained. Participant establishes that essential electrical services are not interrupted/compromised throughout the switching program and during the duration of the scheduled work task performance 			
<p>b. Types and function of switchgear to be operated are identified and their suitability for operation under forecast system conditions during scheduled outage is</p>			

UEPOPS428B Develop H.V. switching programs

2. Research switching program	AC	NC	Observer comments and evidence to support decision
<p>assessed</p> <ul style="list-style-type: none"> Participant establishes that electrical switchgear to be used for establishing electrical isolation is serviceable and operational Participant establishes that electrical switchgear to be used for within the switching program has sufficient load current rating for load transfer and load breaking. Participant establishes that electrical switchgear to be used for within the switching program has sufficient fault current rating to break any prospective fault current which may arise during the switching program. Participant establishes that electrical switchgear to be used to effect electrical isolation within the switching program provides effective isolation facility as per organisational requirements. Participant to establish whether electrical protection and monitoring systems (e.g. Overcurrent, earth fault, sensitive earth fault, automatic voltage regulation) require to be set to Non-Auto operation during the switching program. Participant to establish whether switchgear auto reclosing facilities (where fitted) require to be set to Non-Auto operation during the switching program. 			
c. Types and function of switchgear to be operated are identified and their suitability			

UEPOPS428B Develop H.V. switching programs

2. Research switching program	AC	NC	Observer comments and evidence to support decision
<p>for operation under forecast system conditions during scheduled outage is assessed</p> <ul style="list-style-type: none"> Participant establishes that electrical switchgear to be used for establishing electrical isolation is serviceable and operational Participant establishes that electrical switchgear to be used for within the switching program has sufficient load current rating for load transfer and load breaking. Participant establishes that electrical switchgear to be used for within the switching program has sufficient fault current rating to break any prospective fault current which may arise during the switching program. Participant establishes that electrical switchgear to be used to effect electrical isolation within the switching program provides effective isolation facility as per organisational requirements. Participant to establish whether electrical protection and monitoring systems (e.g. Overcurrent, earth fault, sensitive earth fault, automatic voltage regulation) require to be set to Non-Auto operation during the switching program. Participant to establish whether switchgear auto reclosing facilities (where fitted) require to be set to Non-Auto operation during the switching program. 			

UEPOPS428B Develop H.V. switching programs

	AC	NC	Observer comments and evidence to support decision
2. Research switching program			
<p>d. Consultation with appropriate parties affected by the switching program is undertaken in accordance with enterprise procedures</p> <ul style="list-style-type: none"> Participant liaises with relevant personnel whose operational capability is/may be affected by the switching program. 			
<p>e. Isolated work area is appraised to ensure safe working clearances (SWC) are maintained in accordance with mandatory regulations and enterprise/site requirements</p> <ul style="list-style-type: none"> Participant reviews draft switching program and work area to establish if work party can effectively maintain SWC requirements for duration of the scheduled work task performance. Participant re-drafts electrical switching program to provide additional SWC if/where safe working clearances cannot be maintained in accordance with mandatory regulations and enterprise/site requirements. 			
<p>f. H.V./L.V. and control circuitry is examined to ensure no back-feed to work is possible</p> <ul style="list-style-type: none"> Participant refers to relevant system schematics/single line diagrams to identify HV/LV and control circuitry which may provide potential 'back feed' which may compromise electrical isolation and safe working clearances during the performance 			

UEPOPS428B Develop H.V. switching programs

2. Research switching program	AC	NC	Observer comments and evidence to support decision
<p>of the work task.</p> <ul style="list-style-type: none"> Participant to ensure that HV/LV and control circuitry which may provide potential 'back feed' are effectively isolated as distinct steps within the switching program to control risk of potential 'back feed' 			

Draft switching program

3. Draft switching program	AC	NC	Observer comments and evidence to support decision
a. Draft switching program prepared by participant is formatted in logical sequential steps, stating location, apparatus, apparatus ID and operation to be conducted			
b. Draft switching program prepared by participant incorporates permit to work procedures which are entered at correct step within switching program			
c. Draft switching program prepared by participant is planned to ensure access, work and reinstatement take place in a logical and sequential manner			
d. Switching program incorporates clear and concise instructions regarding application of danger tags, warning tags and locking devices in a logical and sequential manner in accordance with mandatory regulations and enterprise/site requirements.			
e. Draft switching program prepared by participant is checked for errors and omissions in accordance with enterprise			

UEPOPS428B Develop H.V. switching programs

	AC	NC	Observer comments and evidence to support decision
3. Draft switching program procedures			
f. All documentation supporting the program is filled out requirements in accordance with enterprise procedures			

Validate switching program

	AC	NC	Observer comments and evidence to support decision
4. Validate switching program			
a. Participant ensures switching program is forwarded to appropriate personnel for checking and verification in accordance with enterprise procedures			
b. Switching program is reviewed by participant after verification, and re-drafted to incorporate any recommendations from personnel conducting the validation.			
c. Where/if necessary, participant ensures that revised switching program is forwarded to appropriate personnel for checking and verification in accordance with enterprise procedures			
d. Switching program is approved for implementation by			

UEPOPS428B Develop H.V. switching programs

Observation summary

Observation Outcome:	<input type="checkbox"/> Satisfactory [S]	<input type="checkbox"/> Not Satisfactory [NS]	<input type="checkbox"/> Resubmission [RS]
Observer's comment regarding student performance.			
Observer's recommendation on how to improve performance if required.			
Observers Name:			
Signature:		Date:	
<p>Student Feedback on Outcomes:</p> <p><input type="checkbox"/> The results of my performance have been discussed and explained to me.</p>			
<p>If you would like to request a review of your results or if you have any concerns about your results, contact your teacher or head teacher.</p>			
Student's signature:		Date:	

UEPOPS430B Control permit to work operations

Assessment Task:	Observation	Assessment Due Date:	
Unit descriptor:	This unit deals with the skills and knowledge required to perform work in association with a permit system.		

Assessment Instructions:

You must:

- Have two (2) observation checklists completed on two (2) separate occasions (i.e. on separate dates and for separate work tasks); and
- These observations must be associated with you being required to **control permit to work procedures** associated with maintenance tasks conducted on electrical equipment and associated plant in accordance with the requirements of the enterprise or organisation's permit to work procedures.

Observation criteria

Plan and prepare for permit to work procedures

- Work requirements are identified from request/work orders or equivalent and clarified/confirmed.
- Relevant information and documentation is obtained in accordance with enterprise policy/procedures
- Occupational Health and Safety standards, enterprise procedures/requirements are identified and monitored throughout the work procedure.
- Plant is identified in accordance with enterprise procedures.
- Consultation with all key stakeholders to identify state of plant, requirements, isolations and timetables is confirmed in accordance with enterprise procedures
- Where appropriate, the teams and individuals roles and responsibilities within the team are identified, and where required, assist in the provision of on-the-job training

Perform permit duties

- Permit is obtained and interpreted to confirm accuracy and relevance in accordance with job requirements
- Isolations and appropriate barriers/tagging are confirmed in accordance with permit instructions
- Permit requirements are conveyed and clarified to others involved or affected by the work in accordance with permit requirements
- Others involved are 'signed-on' to the permit prior to the commencement of work in accordance with permit requirements
- Permit conditions are monitored throughout the work sequence in accordance with permit requirements.

UEPOPS430B Control permit to work operations

Complete the work

- Plant is inspected and returned to normal, to ensure it is safe to return to service and all staff working are warned to remain clear.
- All staff signed on are to sign off to indicate their authority to work is removed.
- Work is completed and appropriate personnel notified in accordance with site/enterprise requirements

Checklist

Plan and prepare for permit to work procedures

1. Plan and prepare for permit to work procedures	AC	NC	Observer comments and evidence to support decision
a. Work requirements are identified from request/work orders or equivalent and clarified/confirmed. <ul style="list-style-type: none"> • Participant receives request/work orders or equivalent and, reviews and completes request/work orders or equivalent in accordance with enterprise requirements 			
b. Relevant information and documentation is obtained in accordance with enterprise policy/procedures <ul style="list-style-type: none"> • Participant sources required/relevant permit pro-forma • Participant demonstrates use of relevant system schematics/single line diagrams to determine area and location of planned outage. • Participant demonstrates use of relevant system schematics/single line diagrams to determine and identify electrical equipment to be utilised to effect electrical isolation for the area/location of the planned outage. 			
c. Occupational Health and Safety standards, enterprise			

UEPOPS430B Control permit to work operations

1. Plan and prepare for permit to work procedures	AC	NC	Observer comments and evidence to support decision
<p>procedures/requirements are identified and monitored throughout the work procedure.</p> <ul style="list-style-type: none"> Participant records relevant work details in the appropriate fields of the switching program/schedule pro-forma. 			
<p>d. Plant is identified in accordance with enterprise procedures.</p> <ul style="list-style-type: none"> Participant demonstrates use of relevant system schematics/single line diagrams to determine area and location of planned outage. Participant demonstrates use of relevant system schematics/single line diagrams to determine and identify electrical equipment to be utilised to effect electrical isolation for the area/location of the planned outage 			
<p>e. Consultation with all key stakeholders to identify state of plant, requirements, isolations and timetables is confirmed in accordance with enterprise procedures</p> <ul style="list-style-type: none"> Participant consults with relevant personnel and establishes that electrical plant and/or switchgear to be used for establishing electrical isolation is serviceable and operational Participant consults with relevant personnel and establishes that electrical switchgear to be used for within the switching program has sufficient load current rating for load transfer and load breaking. 			

UEPOPS430B Control permit to work operations

1. Plan and prepare for permit to work procedures	AC	NC	Observer comments and evidence to support decision
<ul style="list-style-type: none"> Participant consults with relevant personnel and establishes that electrical switchgear to be used to effect electrical isolation required by the permit provides effective isolation facility as per enterprise requirements and procedures. Participant consults with relevant personnel and establishes that electrical isolation can be established while maintaining relevant electrical loading which supports required operational capability and essential plant/systems operations. Participant consults with relevant personnel and establishes that sufficient appropriately authorized personnel are available to perform electrical isolations and the work task in accordance with the nominated timelines. 			
<p>f. Where appropriate, the teams and individuals roles and responsibilities within the team are identified, and where required, assist in the provision of on-the-job training</p> <ul style="list-style-type: none"> Participant identifies work team personnel details from outage/work request form. Participant identifies and confirms that work team personnel are appropriately authorised (as per organizational requirements) to access the specific electrical plant /equipment, and undertake work/tasks requested. 			

UEPOPS430B Control permit to work operations

1. Plan and prepare for permit to work procedures	AC	NC	Observer comments and evidence to support decision
<ul style="list-style-type: none"> Participant assigns work tasks to appropriately authorized personnel only. Participant conducts pre-permit and pre work task briefing upon points of electrical/mechanical isolations, permit conditions and work tasks to be undertaken for all work team personnel 			

Perform permit duties

2. Perform permit duties	AC	NC	Observer comments and evidence to support decision
<p>a. Permit is obtained and interpreted to confirm accuracy and relevance in accordance with job requirements</p> <ul style="list-style-type: none"> Participant liaises with relevant personnel to establish minimum operational requirements which must be maintained. Participant reviews permit and nominated work area to establish if work party can effectively maintain safe working clearances (SWC) requirements as specified by enterprise procedures for duration of the scheduled work task performance. 			
<p>b. Isolations and appropriate barriers/tagging are confirmed in accordance with permit instructions</p> <ul style="list-style-type: none"> Participant inspects and confirms that electrical switchgear used for establishing electrical isolation have had danger tags, warning tags and 			

UEPOPS430B Control permit to work operations

2. Perform permit duties	AC	NC	Observer comments and evidence to support decision
<p>locking devices applied in accordance with mandatory regulations and enterprise/site requirements and the requirements of the permit.'</p> <ul style="list-style-type: none"> Participant inspects and confirms that HV/LV and control circuitry which may provide potential "back feed" are effectively isolated and are subject to a danger tags, warning tags and locking devices applied in accordance with mandatory regulations and enterprise/site requirements and the requirements of the permit. Participant inspects and confirms that any secondary supplies (e.g. D.C. supplies) are effectively isolated and are subject to a danger tags, warning tags and locking devices applied in accordance with mandatory regulations and enterprise/site requirements and the requirements of the permit. Participant inspects and confirms that any sources of "stored energy" (e.g. hydraulic, air pressure or spring pressure) which present risk to members of the work team during the performance of their tasks are isolated, discharged and subject to a danger tags, warning tags and locking devices applied in accordance with mandatory regulations and enterprise/site requirements and the requirements of the permit. 			
c. Permit requirements are conveyed and			

UEPOPS430B Control permit to work operations

2. Perform permit duties	AC	NC	Observer comments and evidence to support decision
<p>clarified to others involved or affected by the work in accordance with permit requirements</p> <ul style="list-style-type: none"> Participant conducts pre-work permit and pre work task hazard and risk assessment briefing in accordance with mandatory regulations and enterprise/site requirements and the requirements of the permit. Participant conducts pre-permit "sign on" and pre work task briefing upon points of electrical/mechanical isolations, permit conditions and work tasks to be undertaken for all work team personnel 			
<p>d. Others involved are "signed-on" to the permit prior to the commencement of work in accordance with permit requirements</p> <ul style="list-style-type: none"> Participant ensures all members of the work team understands the extent of the safe work area, the conditions and limitations of the permit, and ensures that all members of the work team are "signed onto" the permit in accordance with enterprise/site requirements and the requirements of the permit. 			
<p>e. Permit conditions are monitored throughout the work sequence in accordance with permit requirements.</p> <ul style="list-style-type: none"> Participant monitors all members of the work team to ensure their compliance with enterprise/site procedures/requirements and the 			

UEPOPS430B Control permit to work operations

2. Perform permit duties	AC	NC	Observer comments and evidence to support decision
<p>requirements of the permit throughout the duration of the work task and the period which the permit is “active”.</p> <ul style="list-style-type: none"> Participant monitors and controls all members of the work team and other personnel access to and egress from the work area under permit, ensuring personnel movements “to and from” the area under permit is controlled and recorded in accordance with enterprise/site requirements and the requirements of the permit 			

Complete the work

3. Complete the work	AC	NC	Observer comments and evidence to support decision
<p>a. Plant is inspected and returned to normal, to ensure it is safe to return to service and all staff working are warned to remain clear.</p> <ul style="list-style-type: none"> Participant inspects and confirms that all personnel have ceased work upon the electrical equipment and/or plant under permit Participant inspects and confirms that all work has been completed, all tools and equipment have been removed from the electrical equipment and/or plant under permit Participant inspects and confirms that all personnel which are signatories to the permit are present and accounted for, and have been 			

UEPOPS430B Control permit to work operations

3. Complete the work	AC	NC	Observer comments and evidence to support decision
advised that they are to remain clear of the electrical equipment and/or plant previously under permit			
<p>b. All staff signed on are to sign off to indicate their authority to work is removed.</p> <ul style="list-style-type: none"> Participant inspects and confirms that all personnel which are signatories to the permit are present and accounted for. Participant ensures that all personnel which are signatories to the permit have 'signed off' the permit. Participant ensures that all personnel which were signatories to the permit acknowledge that the permit has been cancelled, and that they are to remain clear of the electrical equipment and/or plant previously under permit. 			
<p>c. Work is completed and appropriate personnel notified in accordance with site/enterprise requirements</p> <ul style="list-style-type: none"> Participant to ensure that permit documentation is completed in accordance with enterprise requirements and procedures by inserting the relevant information within the correct fields of the permit proforma. Participant to ensure that permit documentation is collated and returned to the relevant personnel for review, completion and archival in accordance with enterprise 			

UEPOPS430B Control permit to work operations

3. Complete the work	AC	NC	Observer comments and evidence to support decision
requirements and procedures.			

UEPOPS430B Control permit to work operations

Observation summary

Observation Outcome:	<input type="checkbox"/> Satisfactory [S]	<input type="checkbox"/> Not Satisfactory [NS]	<input type="checkbox"/> Resubmission [RS]
Observer's comment regarding student performance.			
Observer's recommendation on how to improve performance if required.			
Observers Name:			
Signature:		Date:	
<p>Student Feedback on Outcomes:</p> <p><input type="checkbox"/> The results of my performance have been discussed and explained to me.</p>			
<p>If you would like to request a review of your results or if you have any concerns about your results, contact your teacher or head teacher.</p>			
Student's signature:		Date:	

UEPOPS456A Perform switching to a switching program

Assessment Task:	Observation	Assessment Due Date:	
Unit descriptor:	This unit deals with the skills and knowledge required to perform a switching to a switching program.		

Observation criteria

Prepare for switching program

- Confirm qualifications/authorisations to perform switching operations with party coordinating switching program
- Work health & safety standards, statutory/enterprise regulations, codes of practice and environmental requirements are identified, applied and monitored throughout the program
- Contingency plans are evaluated and discussed with appropriate stakeholders and, where necessary, amendments are relayed to all relevant parties
- Permits and access requirements are established prior to program commencement
- Documentation is received and checked prior to starting the switching program
- Where appropriate, the teams and individuals roles and responsibilities within the team are identified and, where required, assist in the provision of the on-the-job training

Carry out switching program

- Confirm all parties involved in switching program are advised and directed to locations by party coordinating the switching
- Communication is established with the party coordinating the switching and they are maintained throughout duration of program
- Access to plant is obtained in accordance with enterprise/site policy
- Switching program steps are verified before and after each operation
- Permits issued are monitored and recorded in accordance with enterprise procedures
- Switching program is completed and recorded in accordance with enterprise procedures

Complete documentation

- Documentation is updated and equipment problems, abnormalities and status are reported and logged in accordance with enterprise/site procedures

UEPOPS456A Perform switching to a switching program

Checklist

Prepare for switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>a. Confirm qualifications/authorisations to perform switching operations with party coordinating switching program</p> <ul style="list-style-type: none"> Participant identifies (by referencing the enterprise/organisation's training/authorisation/qualification records management system) and confirms that he/she is appropriately authorised to undertake switching operations. Participant liaises with relevant personnel coordinating switching and confirms their training, qualification and authorization levels meet enterpriser/organizational standards to conduct switching operations Participant ensures that he/she only performs switching operations for which they are authorized and assigned. Participant ensures that any discrepancy regarding personal authorisation, assigned switching operations and enterprise/organisational requirements are immediately identified and reported to the relevant supervisor/manager for rectification. 			
<p>b. Occupational health & safety standards, statutory/enterprise regulations, codes of practice and environmental requirements are identified, applied and monitored</p>			

UEPOPS456A Perform switching to a switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>throughout the program</p> <ul style="list-style-type: none"> Participant ensures that the switching program to be implemented incorporates clear and concise instructions regarding application of danger tags, warning tags and locking devices in accordance with mandatory regulations and enterprise/site requirements. Participant ensures switching program to be implemented and work area to be established work party can effectively maintain Safe Work Clearance (SWC) requirements for duration of the scheduled work task performance. Participant ensures that when performing switching, he/she has access to the appropriate PPE, test equipment and earthing equipment as required by mandatory regulations and enterprise/site procedural requirements and the switching program. Participant ensures that the appropriate PPE, test equipment and earthing equipment provided to for use when switching is inspected prior to use and deemed to be serviceable in accordance with mandatory regulations and enterprise/site requirements. Participant ensures that pre-work risk assessment is conducted in accordance with mandatory regulations and enterprise/site requirements 			

UEPOPS456A Perform switching to a switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>c. Contingency plans are discussed with party coordinating switching program</p> <ul style="list-style-type: none"> Participant liaises with relevant personnel and reviews switching program to establish parameters for implementation of the switching program contingency. Participant liaises with relevant personnel and reviews switching program to establish protocols/procedures for variation of switching program steps and sequence to address contingency (e.g. non-operational electrical apparatus and associated equipment utilised for electrical isolation) Participant liaises with relevant personnel and reviews switching program to establish appropriate 'go/no go' points where the switching program may need to be suspended and reversal/restoration switching should be implemented. Participant liaises with relevant personnel and reviews switching program to establish appropriate 'go/no go' points where the switching program would need to be suspended and reversal/restoration switching be implemented to revert to operational status in the event of electrical loading and/or essential electrical supplies non being able to be maintained as operationally required. 			
d. Permits and access requirements are			

UEPOPS456A Perform switching to a switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>established prior to program commencement</p> <ul style="list-style-type: none"> Participant reviews switching program to ensure program incorporates access permit and permit to work procedures as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the work tasks being undertaken. Participant reviews switching program and identifies all access permit/permit to work requirements as applicable to the switching program and associated work/maintenance tasks to be conducted. Participant liaises with relevant personnel and identifies individuals which will be assigned to implement and coordinate access permit/permit to work procedures as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the work tasks being undertaken. Participant identifies (by referencing enterprise/organisation training/authorisation/qualification records management system) and confirms that he/she is appropriately authorised to implement and coordinate access permit/and permit to work procedures where he/she has been assigned the responsibility to do so by the switching program. Participant ensures that any 			

UEPOPS456A Perform switching to a switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>discrepancy regarding authorisation of their personal authorisation to implement and coordinate access permit/permit to work procedures are immediately identified and reported to the relevant supervisor/manager for rectification.</p>			
<p>e. Documentation is received and checked prior to starting the switching program</p> <ul style="list-style-type: none"> Participant ensures that relevant copies of switching program/switching instructions/switching schedule have been received as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the work tasks being undertaken. Participant reviews relevant copies of switching program/switching instructions/switching schedule to identify those switching steps for which they are assigned. Participant reviews relevant copies of switching program/switching instructions/switching schedule to establish and confirm the sequential steps, apparatus location, apparatus type, apparatus ID and switching operation to be conducted. Participant ensures that relevant copies of access permits/permits to work are received as required by mandatory regulations and enterprise/site procedural requirements and as applicable to 			

UEPOPS456A Perform switching to a switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>the work tasks being undertaken.</p> <ul style="list-style-type: none"> Participant ensures that his/her receipt of relevant copies of switching program/switching instructions/switching schedule and access permits/permits to work are logged and recorded as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the work tasks being undertaken. 			
<p>f. Where appropriate, the teams and individuals roles and responsibilities within the team are identified and, where required, assist in the provision of the on-the-job training</p> <ul style="list-style-type: none"> Participant liaises with relevant personnel coordinating switching and confirms that that personnel assigned to implement switching operations are appropriately authorised (as per organizational requirements) to do so. Participant liaises with relevant personnel coordinating switching and confirms that personnel assigned to implement and coordinate access permit/and permit to work procedures are appropriately authorised (as per organizational requirements) to do so. Participant liaises with relevant personnel coordinating switching and confirms that work team personnel are appropriately authorised (as per organizational requirements) to undertake 			

UEPOPS456A Perform switching to a switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>work/tasks requested.</p> <ul style="list-style-type: none"> Participant participates within a briefing upon switching program/switching instructions/switching schedule to personnel assigned to implement switching operations, to ensure all personnel have clear understanding of the switching program implementation, switching sequencing and their individual assigned switching steps, timings and responsibilities Participant participates within a briefing upon access permit/permit to work requirements to personnel assigned to implement/coordinate these permits to ensure all personnel have clear understanding of the switching program implementation, switching sequencing and their individual assigned access permit/permit to work issue, cancellation switching steps, timings and responsibilities 			

Carry out switching program

2. Carry out switching program	AC	NC	Observer comments and evidence to support decision
<p>a. Confirm all parties involved in switching program are advised and directed to locations by party coordinating the switching</p> <ul style="list-style-type: none"> During coordination of switching program participant responds to instructions from personnel 			

UEPOPS456A Perform switching to a switching program

2. Carry out switching program	AC	NC	Observer comments and evidence to support decision
<p>assigned to implement switching operations.</p> <ul style="list-style-type: none"> During coordination of switching program Participant confirms to personnel assigned to implement switching operations that they are at the correct equipment locations by verbally confirmation of the equipment unique identification name/number as assigned by the switching program/switching instructions/switching schedule During coordination of switching program Participant verbally re-confirms location and equipment identification information to personnel assigned to implement switching operations using 'double confirmation processes' 			
<p>b. Communication is established with the party coordinating the switching and they are maintained throughout duration of program</p> <ul style="list-style-type: none"> Participant confirms that the communications mediums utilised for the coordination of the switching program are functional by performing a communications check to all personnel assigned to implement/coordinate switching operations Participant ensures clarity of verbal communication is provided via chosen communications mediums is maintained by implementing 'double confirmation processes' Participant repeats back to 			

UEPOPS456A Perform switching to a switching program

2. Carry out switching program	AC	NC	Observer comments and evidence to support decision
<p>switching coordination personnel the instructions they were given with reference to the switching instruction and the switching step they are required to perform.</p> <ul style="list-style-type: none"> Participant confirms completion of each individual switching with personnel using 'double confirmation processes'. Participant is verbally communicates with personnel coordinating the switching, advising them of the switching instruction step they have completed, with the participant repeating back the instruction and confirming that the step has been completed. 			
<p>c. Access to plant is controlled in accordance with enterprise/site policy</p> <ul style="list-style-type: none"> Participant identifies and confirms that that he/she is appropriately authorised to access and only access the electrical equipment and associated electrical apparatus for which they hold relevant enterprise/organization authorization. Participant identifies and confirms that he/she is appropriately authorised to implement and coordinate access permit/and permit to work procedures, and only issue permits for which they hold relevant enterprise/organization authorisation. 			
d. Switching program steps are verified			

UEPOPS456A Perform switching to a switching program

2. Carry out switching program	AC	NC	Observer comments and evidence to support decision
<p>before and after each operation</p> <ul style="list-style-type: none"> Participant ensures clarity of instructions provided via chosen communications mediums is maintained by implementing 'double confirmation processes' with switching coordination personnel Participant awaits contact by switching coordinator and listens to verbal communication of instructions provided. Participant responds to instructions from switching coordinator by repeating back the instruction they were given, with reference to the switching instruction and the switching step they are required to perform. Participant verbally requests that they be given verbal approval by the switching coordinator to perform the switching step. Participant confirms completion of each individual switching step with switching coordinator using 'double confirmation processes'. Participant contacts switching coordinator, communicating the switching instruction step they have just completed, with reference to the switching instruction and the switching step they were required to perform. 			
<p>e. Switching steps are logged upon successful completion of each operation</p> <ul style="list-style-type: none"> Participant confirms completion of 			

UEPOPS456A Perform switching to a switching program

2. Carry out switching program	AC	NC	Observer comments and evidence to support decision
<p>each individual step within the switching program/switching instructions/switching schedule with switching coordinator</p> <ul style="list-style-type: none"> Participant transcribes completion of each individual step of the switching program/switching instructions/switching schedule upon his/her copy of the switching program Participant ensures that upon his/her copy of the switching program that the time of completion of each step of the switching operation and their name/initials are formally recorded as required by mandatory regulations, enterprise/site procedural requirements and as applicable to the switching program 			
<p>f. Permits issued are monitored and recorded in accordance with enterprise procedures</p> <ul style="list-style-type: none"> Participant confirms that access permit/and permits to work are issued as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the switching program Participant ensures that confirmation of issue and subsequent cancellation of access permit/and permits to work is facilitated as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the switching program 			

UEPOPS456A Perform switching to a switching program

2. Carry out switching program	AC	NC	Observer comments and evidence to support decision
<ul style="list-style-type: none"> Participant ensures that confirmation of issue and subsequent cancellation of access permit/and permits to work are transcribed upon his/her copy of the switching program/switching instructions/switching schedule as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the HV switching program Participant ensures that the time of operation, the name of the assigned personnel which issued/cancelled the permits is transcribed as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the HV switching program 			
<p>g. Switching program is completed and recorded in accordance with enterprise procedures</p> <ul style="list-style-type: none"> Participant ensures that switching program/switching instruction/switching schedule are completed within the planned time allocation as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the switching program Participant ensures that access permit/ permits to work associated with the switching program/switching instruction/switching schedule are completed within the planned time allocation as required by mandatory regulations and enterprise/site 			

UEPOPS456A Perform switching to a switching program

2. Carry out switching program	AC	NC	Observer comments and evidence to support decision
<p>procedural requirements and as applicable to the switching program</p> <ul style="list-style-type: none"> Participant ensures all documentation associated with the switching program is completed and returned to the switching coordinator within the planned time allocation as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the switching program 			

Complete documentation

3. Complete documentation	AC	NC	Observer comments and evidence to support decision
<p>a. Documentation is updated and equipment problems, abnormalities and status are reported and logged in accordance with enterprise/site procedures</p>			

UEPOPS456A Perform switching to a switching program

Observation summary

Observation Outcome:	<input type="checkbox"/> Satisfactory [S]	<input type="checkbox"/> Not Satisfactory [NS]	<input type="checkbox"/> Resubmission [RS]
Observer's comment regarding student performance.			
Observer's recommendation on how to improve performance if required.			
Observers Name:			
Signature:		Date:	
<p>Student Feedback on Outcomes:</p> <p><input type="checkbox"/> The results of my performance have been discussed and explained to me.</p> <p>If you would like to request a review of your results or if you have any concerns about your results, contact your teacher or head teacher.</p>			
Student's signature:		Date:	

UEPOPS525A - Coordinate and direct switching program

Assessment Task:	Observation	Assessment Due Date:	
Unit descriptor:	This unit deals with the skills and knowledge required to perform a switching to a switching program.		

Observation criteria

Prepare for switching program

- Qualifications or authorisations of personnel performing switching operations are established
- Occupational health & safety standards, statutory/enterprise regulations, codes of practice and environmental requirements are identified, applied and monitored throughout the program
- Contingency plans are evaluated and discussed with appropriate stakeholders and, where necessary, amendments are relayed to all relevant parties
- Permits and access requirements are established prior to program commencement
- Documentation is distributed to relevant parties prior to program commencement
- Where appropriate, the teams and individuals roles and responsibilities within the team are identified and, where required, assist in the provision of the on-the-job training

Direct switching program

- All parties involved in switching program are advised and directed to locations
- Communication is established with all involved parties and maintained throughout duration of program System loadings, limitations and alternate supply route capabilities are evaluated to ensure system integrity
- System schematic diagram or equivalent is updated as program proceeds
- Access to plant is controlled in accordance with enterprise/site policy
- Work groups are coordinated and directed in accordance with enterprise procedures
- Permits issued are monitored and recorded in accordance with enterprise procedures
- Switching program is controlled to ensure outage coincides with planned timetable

Maintain dynamic integrity of system

- Switching program steps are verified before and after each operation Permit to work procedures are entered at correct step in program
- Steps are logged upon successful completion of each operation Switching program is checked for errors and omissions in accordance with enterprise procedures
- System conditions/stability is constantly monitored in accordance with system requirements

Complete documentation

- Documentation is updated and equipment problems, abnormalities and status are

UEPOPS525A - Coordinate and direct switching program

reported and logged in accordance with enterprise/site procedures

Checklist

Prepare for switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>a. Qualifications/authorisations of personnel performing switching operations are established</p> <ul style="list-style-type: none"> Participant liaises with relevant personnel and identifies individuals to be assigned to conduct switching operations Participant identifies (by referencing enterprise/organisation's training/authorisation/qualification records management system) and confirms that personnel assigned to switching operations are appropriately authorised (as per organisational requirements) to undertake switching operations. Participant ensures that switching operations are assigned to appropriately authorised personnel only. Participant ensures that any discrepancy regarding authorisation of personnel assigned to switching operations and enterprise/organisational requirements are immediately identified and reported to the relevant supervisor/manager for rectification. 			
<p>b. Occupational health & safety standards, statutory/enterprise regulations, codes of practice and environmental requirements are identified, applied and monitored</p>			

UEPOPS525A - Coordinate and direct switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>throughout the program</p> <ul style="list-style-type: none"> Participant establishes that electrical switchgear to be used for establishing electrical isolation within the switching program is serviceable and operational Participant ensures that the switching program to be implemented incorporates clear and concise instructions regarding application of danger tags, warning tags and locking devices in a logical and sequential manner in accordance with mandatory regulations and enterprise/site requirements. Participant ensures switching program to be implemented and work area to be established work party can effectively maintain safe work clearance (SWC) requirements for duration of the scheduled work task performance. Participant ensures that personnel conducting switching program have access to the appropriate PPE, test equipment and earthing equipment as required by mandatory regulations and enterprise/site procedural requirements and the switching program. 			
<p>c. Contingency plans are evaluated and discussed with appropriate stakeholders and, where necessary, amendments are relayed to all relevant parties</p> <ul style="list-style-type: none"> Participant liaises with relevant personnel and reviews HV switching 			

UEPOPS525A - Coordinate and direct switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>program to establish parameters for implementation of switching program contingency.</p> <ul style="list-style-type: none"> Participant liaises with relevant personnel and reviews switching program to establish protocols/procedures for variation of switching program steps and sequence to address switching program contingency (eg non operational electrical apparatus and associated equipment utilised for electrical isolation) Participant liaises with relevant personnel and reviews switching program to establish appropriate 'go/no go' points where the HV switching program may need to be suspended and reversal/restoration switching should be implemented. Participant liaises with relevant personnel and reviews switching program to establish appropriate 'go/no go' points where the switching program would need to be suspended and reversal/restoration switching be implemented to revert to operational status in the event of electrical loading and/or essential electrical supplies non being able to be maintained as operationally required. 			
<p>d. Permits and access requirements are established prior to program commencement</p> <ul style="list-style-type: none"> Participant reviews switching program to ensure program 			

UEPOPS525A - Coordinate and direct switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>incorporates access permit and permit to work procedures as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the work tasks being undertaken.</p> <ul style="list-style-type: none"> Participant reviews switching program and identifies all access permit/permit to work requirements as applicable to the switching program and associated work/maintenance tasks to be conducted. Participant liaises with relevant personnel and identifies individuals which will be assigned to implement and coordinate access permit/permit to work procedures as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the work tasks being undertaken. Participant identifies (by referencing enterprise/organisation training/authorisation/qualification records management system) and confirms that personnel assigned to implement and coordinate access permit/and permit to work procedures are appropriately authorised to do so. Participant ensures that any discrepancy regarding authorisation of personnel assigned to implement and coordinate access permit/permit to work procedures are immediately identified and reported to the relevant 			

UEPOPS525A - Coordinate and direct switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
supervisor/manager for rectification.			
<p>e. Documentation is distributed to relevant parties prior to program commencement</p> <ul style="list-style-type: none"> Participant ensures that relevant copies of switching program/switching instructions/switching schedule are distributed to all personnel assigned to switching operations as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the work tasks being undertaken. Participant ensures that relevant copies of switching program/switching instructions/switching schedule are distributed to the relevant authorised personnel assigned to switching operations required by mandatory regulations and enterprise/site procedural requirements and as applicable to the work tasks being undertaken. Participant ensures that relevant copies of access permits/permits to work are distributed to the relevant authorised to implement and coordinate access permit/permit to work procedures as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the work tasks being undertaken. Participant ensures that distribution of relevant copies of switching program/switching 			

UEPOPS525A - Coordinate and direct switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>instructions/switching schedule and access permits/permits to work are logged and recorded as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the work tasks being undertaken.</p>			
<p>f. Where appropriate, the teams and individuals roles and responsibilities within the team are identified and, where required, assist in the provision of the on-the-job training</p> <ul style="list-style-type: none"> Participant identifies and confirms that that personnel assigned to implement switching operations are appropriately authorised (as per organisational requirements) to do so. Participant identifies and confirms that personnel assigned to implement and coordinate access permit/and permit to work procedures are appropriately authorised (as per organisational requirements) to do so. Participant identifies and confirms that work team personnel are appropriately authorised (as per organisational requirements) to undertake work/tasks requested. Participant delivers a briefing upon switching program/switching instructions/switching schedule to personnel assigned to implement switching operations to ensure all personnel have clear understanding of the switching program 			

UEPOPS525A - Coordinate and direct switching program

1. Prepare for switching program	AC	NC	Observer comments and evidence to support decision
<p>implementation, switching sequencing and their individual assigned switching steps, timings and responsibilities</p> <ul style="list-style-type: none"> Participant delivers a briefing upon access permit/permit to work requirements to personnel assigned to implement/coordinate these permits to ensure all personnel have clear understanding of the switching program implementation, switching sequencing and their individual assigned access permit/permit to work issue, cancellation switching steps, timings and responsibilities 			

Direct switching program

2. Direct switching program	AC	NC	Observer comments and evidence to support decision
<p>a. All parties involved in switching program are advised and directed to locations</p> <ul style="list-style-type: none"> During coordination of switching program Participant directs personnel assigned to implement switching operations to correct equipment locations as assigned by the switching program/switching instructions/switching schedule During coordination of switching program Participant confirms that personnel assigned to implement switching operations are at the correct equipment locations requesting that the personnel verbally confirm the equipment 			

UEPOPS525A - Coordinate and direct switching program

2. Direct switching program	AC	NC	Observer comments and evidence to support decision
<p>unique identification name/number as assigned by the switching program/switching instructions/switching schedule</p> <ul style="list-style-type: none"> During coordination of switching program Participant verbally re-confirms that personnel assigned to implement switching operations are at the correct equipment locations by referencing the and verbally confirms that the personnel are at the correct equipment location using the equipment unique identification name/number as assigned by the switching program/switching instructions/switching schedule 			
<p>b. Communication is established with all involved parties and maintained throughout duration of program</p> <ul style="list-style-type: none"> Participant establishes that the communications mediums utilised for the coordination of the switching program/switching instructions/switching schedule are available to all personnel assigned to implement switching operations Participant confirms that the communications mediums utilised for the coordination of the switching program/switching instructions/switching schedule are functional by performing a communications check to all personnel assigned to implement switching operations Participant ensures clarity of 			

UEPOPS525A - Coordinate and direct switching program

2. Direct switching program	AC	NC	Observer comments and evidence to support decision
<p>instructions provided via chosen communications mediums is maintained by implementing 'double confirmation processes'</p> <ul style="list-style-type: none"> Participant verbally communicates the switching instruction to the individually personnel conducting the switching Participant requires personnel to repeat back the instruction they were given with reference to the switching instruction and the switching step they are required to perform. Participant confirms completion of each individual switching with personnel using 'double confirmation processes'. Participant is requires the individual performing the switching verbally communicate the switching instruction step they have completed, with the participant repeating back the instruction and requesting that confirmation that the step has been completed. Participant ensures that confirmed completion of each individual step within the switching program/switching instructions/switching schedule is transcribed upon his/her copy of the switching program/switching instructions/switching schedule and identifies the time of operation, the name of the assigned personnel which conducted the switching step as required by mandatory 			

UEPOPS525A - Coordinate and direct switching program

2. Direct switching program	AC	NC	Observer comments and evidence to support decision
regulations and enterprise/site procedural requirements and as applicable to the switching program			
<p>c. System schematic diagram or equivalent is updated as program proceeds</p> <ul style="list-style-type: none"> Participant ensures that relevant schematic/single line diagrams as applicable to switching program/switching instructions/switching schedule are updated to reflect the revised status of the electrical equipment and associated electrical apparatus after receiving confirmation of completion of each step of the switching program, as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the switching program 			
<p>d. Access to plant is controlled in accordance with enterprise/site policy</p> <ul style="list-style-type: none"> Participant identifies and confirms that that personnel assigned to implement switching operations are appropriately authorised and only access electrical equipment and associated electrical apparatus for which they hold relevant enterprise/organisation authorisation. Participant identifies and confirms that personnel assigned to implement and coordinate access permit/and permit to work procedures are appropriately authorised only access electrical equipment and associated electrical 			

UEPOPS525A - Coordinate and direct switching program

2. Direct switching program	AC	NC	Observer comments and evidence to support decision
apparatus for which they hold relevant enterprise/organisation authorisation..			
e. Work groups are coordinated and directed in accordance with enterprise procedures			
f. Permits issued are monitored and recorded in accordance with enterprise procedures <ul style="list-style-type: none"> Participant identifies and confirms that that personnel assigned to implement switching operations are appropriately authorised and only access electrical equipment and associated electrical apparatus for which they hold relevant enterprise/organisation authorisation. Participant identifies and confirms that personnel assigned to implement and coordinate access permit/and permit to work procedures are appropriately authorised only access electrical equipment and associated electrical apparatus for which they hold relevant enterprise/organisation authorisation. Participant confirms that access permit/and permits to work are issued as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the switching program Participant ensures that confirmation of issue and subsequent cancellation of access 			

UEPOPS525A - Coordinate and direct switching program

2. Direct switching program	AC	NC	Observer comments and evidence to support decision
<p>permit/and permits to work is received from personnel assigned to implement and coordinate access permit/and permit to work procedures as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the switching program</p> <ul style="list-style-type: none"> Participant ensures that confirmation of issue and subsequent cancellation of access permit/and permits to work are transcribed upon his/her copy of the switching program/switching instructions/switching schedule and identifies the time of operation, the name of the assigned personnel which issued/cancelled the permits as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the switching program 			
<p>g. Switching program is controlled to ensure outage coincides with planned timetable</p> <ul style="list-style-type: none"> Participant ensures that switching program/switching instruction/switching schedule are completed within the planned time allocation as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the switching program 			

UEPOPS525A - Coordinate and direct switching program

Maintain dynamic integrity of system

3. Maintain dynamic integrity of system	AC	NC	Observer comments and evidence to support decision
<p>a. Switching program steps are verified before and after each operation</p> <ul style="list-style-type: none"> Participant provides clear and concise instructions via chosen communications mediums by implementing 'double confirmation processes' Participant verbally communicates the switching instruction to the individually personnel conducting the switching Participant requests personnel to repeat back the instruction they were given with reference to the switching instruction and the switching step they are required to perform. Participant ensures that they individually confirm completion of each individual switching with personnel using 'double confirmation processes' Participant requests that the individual performing the switching verbally communicate the switching instruction step they have completed. Participant repeats back the instruction and requests the individual performing the switching provide verbal confirmation that the step has been completed. 			
<p>b. Steps are logged upon successful completion of each operation</p>			

UEPOPS525A - Coordinate and direct switching program

3. Maintain dynamic integrity of system	AC	NC	Observer comments and evidence to support decision
<ul style="list-style-type: none"> Participant confirms completion of each individual step within the switching program/switching instructions/switching schedule Participant transcribes completion of each individual step of the switching program/switching instructions/switching schedule upon his/her copy of the switching program Participant ensures that upon his/her copy of the switching program that the time of operation, the name of the assigned personnel which conducted the switching step is formally recorded as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the switching program Participant updates relevant schematic/single line diagrams are updated to reflect the revised status of the electrical equipment and associated electrical apparatus after receiving confirmation of completion of each step of the switching program, as required by mandatory regulations and enterprise/site procedural requirements and as applicable to the switching program 			
c. System conditions/stability is constantly monitored in accordance with system requirements			
d. Alternative program steps are quickly and accurately developed if/when unexpected problems occur			

UEPOPS525A - Coordinate and direct switching program

Complete documentation

4. Complete documentation	AC	NC	Observer comments and evidence to support decision
a. Documentation is updated and equipment problems, abnormalities and status are reported and logged in accordance with enterprise/site procedures			

UEPOPS525A - Coordinate and direct switching program

Observation summary

Observation Outcome:	<input type="checkbox"/> Satisfactory [S]	<input type="checkbox"/> Not Satisfactory [NS]	<input type="checkbox"/> Resubmission [RS]
Observer's comment regarding student performance.			
Observer's recommendation on how to improve performance if required.			
Observers Name:			
Signature:		Date:	
<p>Student Feedback on Outcomes:</p> <p><input type="checkbox"/> The results of my performance have been discussed and explained to me.</p>			
<p>If you would like to request a review of your results or if you have any concerns about your results, contact your teacher or head teacher.</p>			
Student's signature:		Date:	