

Practical assessment 1 – Zone substation transmission switching

Part B: Prepare transformer maintenance*

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

* No loss of customer supply

Preparation	Yes/No	Action
Job risk analysis (WRAP)	YES	COMPLETED BY GROUP AFTER SITE VISIT TO SUB
PPE	YES	SAFETY FOOTWEAR, CAT 3 LATED GLOVES, HI VIS PR SHIRT, LONG PANTS PR SWITCHING JACKET, PANTS, HOOD, SAFETY CHAINES
Substation access	YES	CHECK IN CHECK OUT PROCEDURE FOLLOWED. LOG BOOK FILLED IN
Keys/access tools	YES	KEY BOX CHECKED
Operating handles	YES	CHECK ONSITE AND READY TO USE, EARTHS, EQUIPOTENTIAL BONDS CHECKED.
Barriers and screens	NO	NOT REQUIRE FOR TASK
Danger – Do Not Operate tags High visibility sign	YES	TAGS WERE ON USE IN ACCORDANCE TO SWITCHING SCHEDULE
Electrical test instruments	YES	MODIWARE, CONTINUITY TESTER CHECKED IN TEST
Safety observer	NO	NOT REQUIRED FOR TASK
Other works	YES	OTHER WORKS IN TAHOE TOLD OF WORKS AND KEPT IN COMS WITH DURING DAY.
Work permit	YES	WPD-33/811-h PRE FILLED FOR TASK
Earth sets	YES	CHECKED OK AND IN TEST DATE

Practical assessment 1 – Zone substation transmission switching

Part C: Perform transformer maintenance*

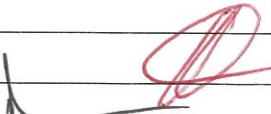

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	YES	CHECK IN CHECK AT POSSIBLE FAULTS LOG BOOK FILLED IN
Job risk analysis (WRAP)	YES	FILLED OUT RISK CONDITIONS ON THE DAY WITH SWOT
Communication	YES	TSO WAS IN COMMUNICATION WITH SCL AND TRAINING WORK GROUP, ETC
PPE	YES	CLEAR WHEN AS PER LISTED IN PREP
Switching schedules	YES	320 - 116120 - 3.
Identification/location	YES	SCOPED EQUIPMENT IN YARD BEFORE USE FOR CORRECT LOCATIONS
Condition of switchgear	YES	SCOPED EQUIPMENT FOR DEFECTS / POOR CONDITIONS PRIOR TO USE
Operation of switchgear	YES	ENSURE CORRECT POSITION OF SWITCH GEAR BEFORE AND AFTER SWITCHING.
Danger – Do Not Operate tags	YES	PRE FILLED FROM PREP, USED IN ACCORDANCE WITH SCHEDULE
Electrical test instruments	YES	MODIWARE AND CONTINUITY TESTER.
Safety observer	YES	ROTATED THROUGHOUT GROUP DURING THE DAY.
Work permit	YES	PRE FILLED LWP FROM PREP USE, APPROPRIATE INFORMATION ADDED.

Practical observation checklist – assessment 1

Participant's name: Brian Vunura

Practical observation checklist – assessment 1			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature: 		Date: <u>7/8/20</u>	
Participant's signature: 		Date: <u>7.8.20</u>	

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part A: Plan to isolate distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

Switching schedule No.

Planning	Yes/No	Action
Network diagrams		
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR		
Switchgear capabilities		
Site visit		
Electrical test instruments		
Work permits		
Operating agreement		

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part B: Prepare to isolate distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

Preparation	Yes/No	Action
Job risk analysis (WRAP)		
PPE		
Substation access		
Keys/access tools		
Operating handles		
Barriers and screens		
Danger – Do Not Operate tags High visibility sign		
Electrical test instruments		
Safety observer		
Other works		
Work permit		
Earth sets		

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part C: Perform isolation of distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

Perform	Yes/No	Action
Substation access		
Job risk analysis (WRAP)		
Communication		
PPE		
Switching schedules		
Identification/location		
Condition of switchgear		
Operation of switchgear		
Danger – Do Not Operate tags		
Electrical test instruments		
Safety observer		
Work permit		

Practical observation checklist – assessment 2

Participant's name: _____

Practical observation checklist – assessment 2			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
Assessor's comments: Satisfactory <input type="checkbox"/> Not yet satisfactory <input type="checkbox"/>			
Participant's comments:			
Assessor's signature:		Date:	
Participant's signature:		Date:	

Practical assessment 3 – Terminal substation switching

Part A: ~~Plan to isolate a disconnector or circuit breaker for maintenance/repair*~~ **TRANSFER OF LOAD**

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

PRACTICAL TASK 3-8-20 ; 820-7361-1

Planning	Yes/No	Action
Network diagrams	YES	PRINTED OUT AND MARKED UP AS PER PROSP
Transformer MVA rating	NO	N/A
AVR	NO	N/A
Interconnection points	NO	N/A.
Points of isolation	NO	NO ISOLATION POINTS REQUIRED - AS PER ENAR WRITTEN BY MATT MILES
Program earths	NO	NO EARTHING POINTS AS PER ENAR WRITTEN BY MATT MILES
Customer supply interruption	NO	NO CUSTOMERS AFFECTED BY OUTAGE
eNAR	YES	ENAR 419588 WRITTEN BY MATT MILES
Switchgear capabilities	NO	COMPLETED BY MATT MILES PRIOR TO ENAR TO ENSURE ALL ALSO TO BE OPERATED ARE FIT FOR SERVICE
Site visit	YES	SITE VISIT TO ANT SUB CONDUCTED FOR SWITCH LOCATION AND CONDITION
Electrical test instruments	NO	NO TESTS REQUIRED.
Work permits	NO	NO PERMITS REQUIRED FOR TASK LOAD TRANSFER ONLY.
Operating agreement	NO	N/A

Practical assessment 3 – Terminal substation switching

Part B: Prepare to isolate a disconnector or circuit breaker for maintenance/repair* *TRANSFER OF LOAD*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	YES	PRE WRITTEN FOR TASK AFTER SITE VISIT, GROUP DISCUSSION WHILST FILLED OUT.
PPE	YES	SAFETY FOOTWEAR, CAT 3 RATES GLOVES, HI VIS PLOMETER PANTS, SAFETY GASSES, HELMET
Substation access	YES	CHECK IN CHECK OUT PROCESS FOLLOWED LOG BOOK FILLED IN
Keys/access tools	NO	NO KEYS, USED TRAINERS TO ACCESS TERMINAL. CHECKED KEY BOX
Operating handles	YES	CHECKED HANDLES ARE WEAR/EQUIPOTENTIAL BONDING IN GOOD ORDER
Barriers and screens	NO	NO SCREENS/BARRIERS REQUIRED.
Danger – Do Not Operate tags High visibility sign	NO	NO TAGS REQUIRED FOR TASK
Electrical test instruments	NO	NO TESTING REQUIRED FOR TASK
Safety observer	NO	NOT REQUIRED FOR PREP WORK
Other works	NO	NO OTHER WORK GROUPS IN AREA.
Work permit	NO	N/A
Earth sets	NO	N/A.

Practical assessment 3 – Terminal substation switching

Part C: ~~Perform isolation of a disconnect or circuit breaker for maintenance/repair*~~ **TRANSFER OF LOAD.**

- Group may discuss considerations using the table below.
- Complete the table with your comments.



* No loss of customer supply

TASK 7

Perform	Yes/No	Action
Substation access	YES	CHECK IN CHECK OUT PROCEDURES FOLLOWED LOCK BOOK FILLED OUT
Job risk analysis (WRAP)	YES	PRE FILLED WRAP FINISHED TO SHOW CONDITIONS OF THE AM. DISCUSSED WITH TSO FOR ANY OTHER HAZARDS.
Communication	YES	TSO COMMUNICATED WITH BTL AS JOB. LAN LATE FOR OK TO PROCEED.
PPE	YES	ALL PPE LISTED IN PREP USED FOR SWITCHING TASK
Switching schedules	YES	J20-7361 - 0700-1000; LAN LATE DUE TO TSO HOLD UP AT PREVIOUS JOB OK FROM BTL / ADMO TO STILL CARRY OUT WORK
Identification/location	YES	SCOPED PRIOR TO SWITCHING RE DWO LOCATIONS
Condition of switchgear	YES	SCOPED PRIOR TO SWITCHING FOR DWO CONDITIONS & ANY FAULTS THAT COULD PREVENT TASKS.
Operation of switchgear	YES	OPERATED SEVERAL TIMES & DISO, CHECKED FOR COMPLETE OPERATION OF EACH STEP
Danger – Do Not Operate tags	NO	NOT REQUIRED FOR THIS TASK
Electrical test instruments	NO	NOT REQUIRED FOR THIS TASK
Safety observer	YES	ROTATED THROUGH GROUP
Work permit	NO	NO PERMITS REQUIRED.

Practical observation checklist – assessment 3

Participant's name: Ryan Jones

Practical observation checklist – assessment 3			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature: 		Date: <u>7/8/20</u>	
Participant's signature: 		Date: <u>7-8-20</u>	

Practical assessment 4 – Terminal line switching

Part A: Plan to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

Planning	Yes/No	Action
Network diagrams		
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR		
Switchgear capabilities		
Site visit		
Electrical test instruments		
Work permits		
Operating agreement		

Practical assessment 4 – Terminal line switching

Part B: Prepare to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)		
PPE		
Substation access		
Keys/access tools		
Operating handles		
Barriers and screens		
Danger – Do Not Operate tags High visibility sign		
Electrical test instruments		
Safety observer		
Other works		
Work permit		
Earth sets		

Practical assessment 4 – Terminal line switching

Part C: Perform isolation and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access		
Job risk analysis (WRAP)		
Communication		
PPE		
Switching schedules		
Identification/location		
Condition of switchgear		
Operation of switchgear		
Danger – Do Not Operate tags		
Electrical test instruments		
Safety observer		
Work permit		

Practical observation checklist – assessment 4

Participant's name: _____

Practical observation checklist – assessment 4			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature:		Date:	
Participant's signature:		Date:	



Produced by Western Power's Power Training Services WA (PTSWA)

Training Place, Jandakot WA 6164 | T: (08) 9411 7888 | F: (08) 9411 7887 | pts-training.com.au

Copyright © Western Power 2020. All rights reserved.

No part of this document may be quoted or made available to persons outside Western Power without prior written consent.

EDM 34195797

6

Practical assessment 4 – ZONE line switching

Part A: Plan to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

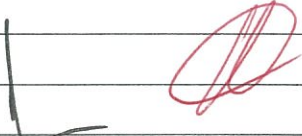

Switching schedule No.

PRACTICAL TASK 6 ON 30.07.20 S20-113820-G

Planning	Yes/No	Action
Network diagrams	YES	PRINTED OFF & MARKED UP
Transformer MVA rating	NO	N/A
AVR	NO	N/A
Interconnection points	NO	N/A
Points of isolation	NO	REQUESTED BY MATT MICAIO
Program earths	NO	REQUESTED BY MATT MICAIO
Customer supply interruption	NO	N/A
eNAR	NO	REQUESTED BY MATT MICAIO
Switchgear capabilities	NO	
Site visit	YES	VISITED SITE 29.7.20
Electrical test instruments	YES	MODIWALK
Work permits	NO	
Operating agreement	NO	

Practical observation checklist – assessment 4

Participant's name: Brian Duckers

Practical observation checklist – assessment 4			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature: 		Date: 7/12/20	
Participant's signature: 		Date: 7.8.20	

Practical assessment 4 – Terminal line switching

Part B: Prepare to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	YES	COMPLETED BY GROUP AFTER SITE VISIT.
PPE	YES	BOOTS LEVEL 1 PANTS & SHIRT. RATED GLOVE TO THE TASK. HELMET.
Substation access	YES	LOG IN PROCEDURE FOLLOWED LOG BOOK CHECK IN & OUT
Keys/access tools	YES	CHECK KEY BOX
Operating handles	YES	CHECK BRAIDS
Barriers and screens	YES	CHECK ORANGE FLAGS
Danger – Do Not Operate tags High visibility sign	YES	TAGS WRITTEN OUT WITH THE CORRECT INFORMATION TO THE SWITCHING SCHEDULE
Electrical test instruments	YES	MODIWARK
Safety observer	NO	NOT REQUIRED FOR PREP.
Other works	YES	NOTIFIED OTHER WORK PARTIES WE ARE ON SITE.
Work permit	YES	PRE FILL OUT EAP. 332731-14.
Earth sets	YES	CHECKED EARTH IN TEST.

Practical assessment 4 – Terminal line switching

Part C: Perform isolation and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access		
Job risk analysis (WRAP)		
Communication		
PPE		
Switching schedules		
Identification/location		
Condition of switchgear		
Operation of switchgear		
Danger – Do Not Operate tags		
Electrical test instruments		
Safety observer		
Work permit		

TASK

5

Practical assessment 3 – Terminal substation switching

Part A: Plan to isolate a disconnector or circuit breaker for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

J20-113850-g. Enar 418767

Planning	Yes/No	Action
Network diagrams	Yes	Printed out + marked up as part of Prep.
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR	Y	Submitted by Matt Magro 418767
Switchgear capabilities		
Site visit		
Electrical test instruments		
Work permits		
Operating agreement		

Practical assessment 3 – Terminal substation switching

Part B: Prepare to isolate a disconnect or circuit breaker for maintenance/repair *

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	Y	Group Discussion + wrap
PPE	Y	Level FR shirt + Trousers Safety boots + glasses Class 3 rated gloves
Substation access	Y	Sign in Sign out via APP.
Keys/access tools	Y	Check keys + tools available
Operating handles	Y	Check available + ready for use
Barriers and screens		
Danger – Do Not Operate tags High visibility sign	Y	Danger tags prewritten as per Schedule
Electrical test instruments	Y	Check available + test dates
Safety observer		
Other works		
Work permit	Y	EAP Prewritten as group discussion + as per schedule
Earth sets	Y	Check + 7 Earthing operational hardware

Practical assessment 3 – Terminal substation switching

Part C: Perform isolation of a disconnect or circuit breaker for maintenance/repair *


- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access		
Job risk analysis (WRAP)		
Communication		
PPE		
Switching schedules		
Identification/location		
Condition of switchgear		
Operation of switchgear		
Danger – Do Not Operate tags		
Electrical test instruments		
Safety observer		
Work permit		

Practical observation checklist – assessment 3

Participant's name: Ryan Vickers

Practical observation checklist – assessment 3			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
Participant's comments:			
Assessor's signature: 		Date: <u>7/8/20</u>	
Participant's signature: _____		Date: <u>7.8.20</u>	

Practical assessment 3 – Terminal substation switching

Part A: Plan to isolate a disconnector or circuit breaker for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No. J20-117190-g ENAR 419620

Planning	Yes/No	Action
Network diagrams	YES	CHECKED FOR ACCURACY AND RELEVANCE .
Transformer MVA rating	NO	
AVR	NO	
Interconnection points	YES	CHECKED BY MATT MIGRO PAUL DUORAK .
Points of isolation	YES	CHECKED BY MATT MIGRO PAUL DUORAK .
Program earths	YES	CHECKED BY MATT MIGRO PAUL DUORAK .
Customer supply interruption	NO .	
eNAR	YES	RAISED BY MATT MIGRO 31/01/20 .
Switchgear capabilities	NO	
Site visit	YES	SCOPING VISIT CONDUCTED PROGRAM STEPPED THROUGH EQUIPMENT CHECKED SERVICEABLE .
Electrical test instruments	YES	MODIEWARK TESTER OBTAINED REPLACEMENT / BACK UP SOURCED .
Work permits	YES	EAP REQUESTED IN ENAR .
Operating agreement	NO	

Practical assessment 3 – Terminal substation switching

Part B: Prepare to isolate a disconnector or circuit breaker for maintenance/repair *

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	YES	SUBSTATION WRAP BOOK SOURCED.
PPE	YES.	LONG SLEEVED CAP / SHIRT / TROUSERS. SAFETY BOOTS / GLASSES, HELMET. RATED CLASS 3 GLOVES + CUTTERS.
Substation access	YES	CHECK AUTHORISATIONS IN COMPLIANCE TOOL.
Keys/access tools	YES	SUBSTATION KEYS CHECKED LOGIN APP CHECKED.
Operating handles	YES	CHECKED SERVICEABLE AND IN PLACE.
Barriers and screens	YES	CHECKED SERVICEABLE AND ON SITE.
Danger – Do Not Operate tags High visibility sign	YES	PRE WRITTEN AND CHECKED
Electrical test instruments	YES	MODIEMARK TESTER CHECKED REPLACEMENT SOURCED.
Safety observer	YES	BRIEFED AND ON SITE.
Other works	YES	OTHER WORK PARTIES ADVISED CONFLICTS DISCUSSED.
Work permit	YES.	EAP BOOK OBTAINED EAP PRE WRITTEN.
Earth sets	YES	CHECKED IN DATE AND SERVICEABLE.

Practical assessment 3 – Terminal substation switching

Part C: Perform isolation of a disconnector or circuit breaker for maintenance/repair *



- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	YES	SUBSTATION KEYS USED WP LOGIN SYSTEM USED VIA TEXT.
Job risk analysis (WRAP)	YES	SUBSTATION WRAP WRITTEN/CHECKED AND COMPLETED.
Communication	YES	MOBILE SWITCHING USED / BTC CONTACTED. ALL WORK PARTY MEMBERS BRIEFED.
PPE	YES	LONG SLEEVED CAT1 SHIRT / LONG TROUSERS, SAFETY BOOTS SAFETY GLASSES, RATED CLASS 3 GLOVES AND OUTERS. USED.
Switching schedules	YES.	320-117190-9 COMPLETED.
Identification/location	YES	ALL SWITCHING LOCATIONS CHECKED AND VERIFIED PRIOR TO OPERATION
Condition of switchgear	YES	ALL SWITCHGEAR CHECKED CORRECT AND SERVICEABLE PRIOR TO USE.
Operation of switchgear	YES	ALL SWITCHGEAR OPERATED IAW SWITCHGEAR MANUALS / OPERATING PROCEDURES.
Danger – Do Not Operate tags	YES	PREFILLED DANGER TAGS ATTACHED CORRECTLY TO RELEVANT EQUIPMENT AND REMOVED AS DIRECTED. ON SWITCHING SCHEDULE.
Electrical test instruments	YES	TEST METER, PROBE CT, TEST METER. CONFIRMED SERVICEABLE / CORRECT.
Safety observer	YES.	EACH MEMBER BRIEFED / ATTENTIVE. WORK CONDUCTED SAFELY.
Work permit	YES	EAP 334721-h CORRECTLY WRITTEN / ISSUED / CANCELLED. IAW SOP 145. RYAN PICKERS PIC (AUTHORISED).

Practical observation checklist – assessment 3

Participant's name: Ryan Vukobratovic

Practical observation checklist – assessment 3			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place	/	
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing	/	
3	Selected and checked appropriate PPE prior to use	/	
4	Worked safely and complied with all safety requirements	/	
5	Carried out switching activities in accordance with the switching schedule	/	
6	Checked apparatus location and identification before and after each operation	/	
7	Inspected condition and status of apparatus and indicators before and after operation	/	
8	Used safe and appropriate testing procedures	/	
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language	/	
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures	/	
12	Completed restoration steps	/	
13	Completed all tests and checks to ensure system back to normal	/	
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)	/	
15	Participated in a job debriefing session	/	
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature: 		Date: 7/8/20	
Participant's signature: 		Date: 7-8-20	

Zone Practical assessment 4 – Terminal line switching

Part A: Plan to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

J20-112160-9

28/07/20

Enar 618657
Task 1

Planning	Yes/No	Action
Network diagrams	Yes	Printed out + marked up as part of Prep
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR	Yes	Submitted by Matt Maym
Switchgear capabilities		
Site visit	Yes	Site visit Completed 27/07/20
Electrical test instruments		
Work permits		
Operating agreement		

Practical assessment 4 – ~~Terminal~~ ^{Zone} line switching

Part B: Prepare to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	Y	Group Discussion + wrap.
PPE	Y	Level 1 Safety shirt, trousers, Boots, Glasses, Class 3 rated gloves
Substation access	Y	Sign in Sign out via app.
Keys/access tools	Y	Check Key available in Cabinet.
Operating handles	Y	Check ready to use, moving parts, braiding.
Barriers and screens		
Danger – Do Not Operate tags High visibility sign	Y	Danger tags re written as per Schedule
Electrical test instruments	Y	Checked + in date.
Safety observer		
Other works		
Work permit	Y	Re written as per Schedule
Earth sets	Y	Onsite checked + all in test date. Working parts checked + Braids checked.

Practical assessment 4 – Terminal line switching

Part C: Perform isolation and earth a transmission line for maintenance/repair*

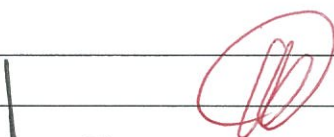

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	Y	Sign + Sign out App used as a group.
Job risk analysis (WRAP)	Y	Group discussion + filled in + Signed
Communication	Y	RTL notified via phone call Phone between operators + Tough pad
PPE	Y	Level 1 FR Shirt, Trousers, Safety boots and glasses Class 3 rated Gloves
Switching schedules	Y	J20-112160-g followed via tough pad. not
Identification/location	Y	Check location Correct as per Schedule
Condition of switchgear	Y	All Switchgear good Condition
Operation of switchgear	Y	Group operations multiple operators.
Danger – Do Not Operate tags	Y	Tags attached as per schedule. + Confirmed.
Electrical test instruments	Y	Provided by TSO checked in date.
Safety observer	.	
Work permit	Y	EW filled in as group discussion IO + RIC Signed on + off

Practical observation checklist – assessment 4

Participant's name: LYAN VUUKS.

Practical observation checklist – assessment 4			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature: 		Date: <u>7/8/20</u>	
Participant's signature: 		Date: <u>7/8/20</u>	

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part A: Plan to isolate distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

Switching schedule No. 520-125090-9

28/7/20 CAP BANK C53

Planning	Yes/No	Action
Network diagrams	Yes	Network diagrams printed off and marked up
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR	N/A	performed by Matt Migro
Switchgear capabilities		
Site visit	Yes	site visit completed on the 27/7/20
Electrical test instruments		
Work permits		
Operating agreement		

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part B: Prepare to isolate distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

Preparation	Yes/No	Action
Job risk analysis (WRAP)	Yes	group discussion and filled out
PPE	Yes	level 1 safety boots safety glasses helmet *
Substation access	Yes	check in as per western power procedures
Keys/access tools	Yes	confirmed all keys are available and in cabinet
Operating handles	Yes	checked all available and in good condition
Barriers and screens	No	not required
Danger – Do Not Operate tags High visibility sign	Yes	all danger tag pre written as per schedule
Electrical test instruments	Yes	checked in test date and working
Safety observer	No	not required
Other works	Yes	other crew on site communicated with them
Work permit	Yes	pre written as per switching schedule
Earth sets	Yes	check condition and in date & working

* 7cal shirts and pants

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part C: Perform isolation of distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.


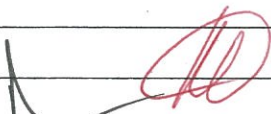

Perform	Yes/No	Action
Substation access	Yes	check in check out as per western Power procedure
Job risk analysis (WRAP)	Yes	group review discussion and all signed on
Communication	Yes	Communicate with R.T.C and with T.S.O
PPE	Yes	level 1 level 4 *
Switching schedules	Yes	confirm J20-125090-9 and version and steps on tough pad * *
Identification/location	Yes	confirm correct location and identification is correct
Condition of switchgear	Yes	check gas levels and condition all good
Operation of switchgear	Yes	operated switch gear as a group under T.S.O direction multiple times.
Danger – Do Not Operate tags	Yes	Danger tags attached as per schedule Extra locks installed on shutters.
Electrical test instruments	Yes	mobile work provided by T.S.O check condition and in date
Safety observer	Yes	T.S.O to observe all switching Rotate within group
Work permit	Yes	E.A.P Filled out and checked by T.S.O

* 7cal pants shirts long sleeve helmet boots glasses
40 cal hood, pants, Jacket, class 3 gloves

** Followed under direction with T.S.O

Practical observation checklist – assessment 2

Participant's name: Ray Jackson

Practical observation checklist – assessment 2			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
Participant's comments:			
Assessor's signature: 		Date: <u>7/8/20</u>	
Participant's signature: 		Date: <u>7-8-20</u>	

Practical assessment 4 – Terminal line switching

Part A: Plan to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

V2 J20-127450-5.
ENAR 418833

Planning	Yes/No	Action
Network diagrams	1	Prepared with isolations Earthing points 29.7.2020
Transformer MVA rating	N/A	Planned Completed by Matt Migno
AVR	N/A	" " "
Interconnection points	N/A	" " "
Points of isolation	N/A	" " "
Program earths	N/A	" " "
Customer supply interruption	N/A	" " "
eNAR	N/A	" " "
Switchgear capabilities	N/A	" " "
Site visit	N/A	" " "
Electrical test instruments	N/A	" " "
Work permits	N/A	" " "
Operating agreement	N/A	" " "

Practical assessment 4 – Terminal line switching

Part B: Prepare to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	Y	Written & Prepared day before 29.7.2020
PPE	Y	gear to be worn organised day before 29.7.2020
Substation access	Y	organised keys to be on site with M. Migne - P.D
Keys/access tools	Y	checked for access with key in cabinets access given by Matt Migne
Operating handles	Y	Scoped day before 29.7.2020 all braided handles clear of obstruction
Barriers and screens	Y	checked and on site in earth sled
Danger – Do Not Operate tags High visibility sign	Y	Pre written & prepared 29.7.2020 spares ready in case of change -
Electrical test instruments	Y	tested & in date Medi sticks, Earths
Safety observer	N/A	
Other works	N/A	
Work permit	Y	Pre written with isolations & Earth placements x 3
Earth sets	Y	on site under 25 MVA

Practical assessment 4 – Terminal line switching

Part C: Perform isolation and earth a transmission line for maintenance/repair*



- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	Y	Organised and Meet at SNR with Matt Mistry with keys. Access to cabinet. Checked in & out after via Mobil log book complete
Job risk analysis (WRAP)	Y	Changes made when on site add during day to suite works all understood WRAP + signed
Communication	Y	Clear & concise when communicating with control & each other whilst switching & moving about yard.
PPE	Y	L1 clothing with safety glasses & boots Rated and in test gloves
Switching schedules	Y	V2 J20-12745015- Read and understood.
Identification/location	Y	Walk thru again before switching began confirming each asset
Condition of switchgear	Y	checked for operability & oil & earthing checked.
Operation of switchgear	Y	all operational & oil levels checked ect
Danger – Do Not Operate tags	Y	all fitted to correct apparatus D/T & RUT
Electrical test instruments	Y	Modi in test - line tested & apparatus for isolations - Earths checked & in date
Safety observer	Y	as a switch group with certified SWOP & trainers
Work permit	Y	x 3 Eap all written & understood Isolation - Earths & Work area Understood.

Practical observation checklist – assessment 4

Participant's name: Leah Vucers

Practical observation checklist – assessment 4			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature: 		Date: <u>7/8/20</u>	
Participant's signature: 		Date: <u>7-8-20</u>	

Power Training Services WA

Practical assessment

Zone and terminal substation switching

Participant's name DAVID DEANGELOS Employer WESTERN POWER

Pay No. (if Western Power employee) 1164

Participant's comments _____

Signature D De Angelis Date _____

PTSWA only

Practical assessment

Satisfactory ☒ Not Yet Satisfactory ☐

Assessor's comments _____

Assessor's name Migro MATT

Assessor's signature [Signature]

Practical assessment

Assessment overview

There are four (4) off-the-job practical assessments for this course. Your assessor will advise the date and the time allocation for each of the assessments.

For each of the assessments the assessor will use an assessment checklist to determine satisfactory performance. If you require clarification about any of the tasks and/or the assessment checklist you should ask your assessor.

Your assessor may ask you additional questions to further assess your knowledge and/or ask you to attempt extra steps in the practical assessment to further assess your skills. Each question and your answer, and/or additional practical steps will be written down on your assessment paper and signed by your assessor as evidence.

Instructions

- For all tasks in this assessment, the assessor must possess the relevant minimum certifications, qualifications or licences relevant to the task being assessed.
- For all tasks in this assessment, the assessor must determine (by observation) if each task item is satisfactory (S) or not yet satisfactory (NYS). The assessor must:
 - place a tick for each task item in the S or NYS column
 - at the completion of the assessment write comments in the assessor's comments section, sign and date the assessment.
- You must demonstrate all criteria in the assessment.
- You must demonstrate in the sequence indicated by the assessment. If it is not critical to demonstrate in the sequence indicated then the assessor may adjust the sequence.
- You must complete all documentation legibly.
- Before the assessment, the assessor must be satisfied the participant is familiar with appropriate safe-working practices relevant to this assessment.
- Before the assessment, the assessor must be satisfied the participant has the essential knowledge relevant to this assessment.
- The assessor must stop the assessment immediately if a safety requirement is breached or about to be breached.
- The assessor must stop the assessment if, in continuing the assessment, the outcome will impact negatively on ongoing safety or the operation of the apparatus or equipment.
- The assessor will provide you with feedback if you are satisfactory or not yet satisfactory.

Assessment appeals

The Power Training Services WA assessment appeals process is located within the Terms and Conditions at www.pts-training.com.au/.

Practical assessment 4 – Terminal line switching

Part B: Prepare to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	YES	GROUP DISCUSSION & WRAP FILLED OUT.
PPE	YES	LEVEL 1 PPE - SAFETY BOOTS, RATED GLOVES CLASS 3, LONG SLEEVES SHIRT & LONG TROUSERS ALL FIRE RESISTANT. *
Substation access	YES	CHECKED IN, AS PER W/P PROCEDURES.
Keys/access tools	YES	CHECKED ALL KEY AVAILABLE IN CADDIS.
Operating handles	YES	CHECKED & READY TO USE. ALL BRAZES IN GOOD CONDITION.
Barriers and screens	NO	NOT REQUIRED.
Danger – Do Not Operate tags High visibility sign	YES	PRE WRITTEN AS PER SCHEDULE
Electrical test instruments	YES	CHECKED IN TEST DATE & WORKING.
Safety observer	NO	NOT REQUIRED.
Other works	NO	NO OTHER WORKS ON SITE.
Work permit	YES	PRE WRITTEN AS PER SCHEDULE.
Earth sets	YES	CHECKED AND ALL IN DATE. BRAZES CHECKED ON 7. 11/5

* SAFETY GLASSES, HELMET.

Practical assessment 4 – Terminal line switching

Part C: Perform isolation and earth a transmission line for maintenance/repair*



- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	YES	CHECKED IN/CHECKED OUT AS PER W/P PROCEDURES.
Job risk analysis (WRAP)	YES	GROUP REVIEW & DISCUSSION, AND SIGNED.
Communication	YES	RTC NOTIFIED VIA PHONE; DISCUSSION WITH AUTHORIZED SWITCHING OPERATOR AND DISCUSSION WITH CROW AT OTHER SUB STATION.
PPE	YES	LEVEL 1, SAFETY BOOTS, RATED GLOVES, CLASS 3 FR SHIRT & TROUSERS ALL WORN. SAFETY GLASSES, HELMET
Switching schedules	YES	J20-112160-G FOLLOWED VIA TOWHPAD UNDER DIRECTION OF ASO
Identification/location	YES	CHECK LOCATION & NUMBERS CORRECT AS PER SCHEDULE
Condition of switchgear	YES	CHECKED & ALL IN GOOD CONDITION.
Operation of switchgear	YES	GROUP OPERATIONS WITH MULTIPLE OPERATORS UNDER DIRECTION OF ASO
Danger – Do Not Operate tags	YES	DANGER TAGS ATTACHED AS PER SCHEDULE & CONFIRMED.
Electrical test instruments	YES	PROVIDED BY ASO CHECKED & IN DATE
Safety observer		
Work permit	YES	EAP FILLED IN AS PER GROUP DISCUSSION IO + RTC SIGNATURE & OFF.

Practical observation checklist – assessment 4

Participant's name: DAVID D. ANGELIS

Practical observation checklist – assessment 4			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
Participant's comments:			
Assessor's signature: 		Date: <u>7/8/20</u>	
Participant's signature: <u>David Angelis</u>		Date: <u>7-8-20</u>	

Practical assessment 1 – Zone substation transmission switching

Part A: Plan transformer maintenance*

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No. V1 J20-116120-5

Planning	Yes/No	Action
Network diagrams	Y	Diagram with isolations + Earth Points Marked
Transformer MVA rating	N/A	Completed By Matt Migro
AVR	N/A	" " "
Interconnection points	N/A	" " "
Points of isolation	N/A	" " "
Program earths	N/A	" " "
Customer supply interruption	N/A	" " "
eNAR	N/A	" " "
Switchgear capabilities	N/A	" " "
Site visit	Y	Scoped on 27.7.2020 Check fore access + assets
Electrical test instruments	N/A	Completed By Matt Migro
Work permits	N/A	" " "
Operating agreement	N/A	" " "

Practical assessment 1 – Zone substation transmission switching

Part B: Prepare transformer maintenance*

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

* No loss of customer supply

Preparation	Yes/No	Action
Job risk analysis (WRAP)	Y	Completed & Discussed With crew 28.7.2020 -
PPE	Y	Equipment Prepared & Ready LI & LL
Substation access	Y	
Keys/access tools	Y	Scoped & checked 27.7.2020
Operating handles	Y	" "
Barriers and screens	Y	On site
Danger – Do Not Operate tags High visibility sign	Y	Pre written Per Schedule with spares in case of change
Electrical test instruments	Y	In date & Tested
Safety observer	Y	Switching as group with qualified & certified Trainer & SWOP
Other works	N/A	
Work permit	Y	Pre written as per switch schedule
Earth sets	Y	On site In date

Practical assessment 1 – Zone substation transmission switching

Part C: Perform transformer maintenance*

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	Y	Meet on site with Key holders
Job risk analysis (WRAP)	Y	Read & understood by all
Communication	Y	Clear & concise when switch tasks carried out
PPE	Y	L1 + L4 - L40 cal pants, Jacket hood boots & Rated gloves
Switching schedules	Y	V1 J20-116120-5
Identification/location	Y	Clear and concise follow S-Programme
Condition of switchgear	Y	checked before use
Operation of switchgear	Y	all checked & operated
Danger – Do Not Operate tags	Y	Pre prepared & fitted
Electrical test instruments	Y	In test
Safety observer	Y	as a group With certified SWOP & Trainer
Work permit	Y	Isolation points correct & listed.


Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part A: Plan to isolate distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

Switching schedule No. 520-125090-9

28/7/20 CAP BANK C53

Planning	Yes/No	Action
Network diagrams	Yes	Network diagrams printed off and marked up
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR	N/A	performed by Matt Migro
Switchgear capabilities		
Site visit	Yes	Site visit completed on the 27/7/20
Electrical test instruments		
Work permits		
Operating agreement		

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part B: Prepare to isolate distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

Preparation	Yes/No	Action
Job risk analysis (WRAP)	Yes	group discussion and Filled out
PPE	Yes	level 1 safety boots safety glasses helmet *
Substation access	Yes	check in as per western power procedures
Keys/access tools	Yes	confirmed all keys are available and in cabinet
Operating handles	Yes	checked all available and in good condition
Barriers and screens	No	not required
Danger – Do Not Operate tags High visibility sign	Yes	all danger tag pre written as per schedule
Electrical test instruments	Yes	checked in test date and working
Safety observer	No	not required
Other works	Yes	other crew on site communicated with them
Work permit	Yes	pre written as per switching schedule
Earth sets	Yes	check condition and in date & working

* 7cal shirts and pants

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part C: Perform isolation of distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

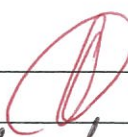
Perform	Yes/No	Action
Substation access	Yes	check in check out as per western Power procedure
Job risk analysis (WRAP)	Yes	group review discussion and all signed on
Communication	Yes	Communicate with R.T.C and with T.S.O
PPE	Yes	level 1 level 4
Switching schedules	Yes	confirm J20-125690-9 and version and steps on tough pad * *
Identification/location	Yes	confirm correct location and identification is correct
Condition of switchgear	Yes	check gas levels and condition all good
Operation of switchgear	Yes	operated switch gear as a group under T.S.O direction multiple times.
Danger – Do Not Operate tags	Yes	Danger tags attached as per schedule Extra locks installed on shutters.
Electrical test instruments	Yes	mobile work provided by T.S.O check condition and in date
Safety observer	Yes	T.S.O to observe all switching Rotate within group
Work permit	Yes	E.A.P Filled out and checked by T.S.O

* 7cal pants shirts long sleeve helmet boots glasses
60 cal hood, pants, Jacket, class 3 gloves

** Followed under direction with T.S.O

Practical observation checklist – assessment 2

Participant's name: DAVID DeANGELES

Practical observation checklist – assessment 2			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature: 		Date: <u>7-8-20</u>	
Participant's signature: <u>David DeAngelis</u>		Date: <u>7-8-20</u>	

Practical assessment 4 – Terminal line switching

Part A: Plan to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No. V2 J20-127450-S.
ENAR 418833

Planning	Yes/No	Action
Network diagrams	Y	Prepared with isolations Earthing points 29.7.2020
Transformer MVA rating	N/A	Planned Completed by Matt Migno
AVR	N/A	" " "
Interconnection points	N/A	" " "
Points of isolation	N/A	" " "
Program earths	N/A	" " " (circled in red)
Customer supply interruption	N/A	" " "
eNAR	N/A	" " "
Switchgear capabilities	N/A	" " "
Site visit	N/A	" " "
Electrical test instruments	N/A	" " "
Work permits	N/A	" " "
Operating agreement	N/A	" " "

Practical assessment 4 – Terminal line switching

Part B: Prepare to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	Y	Written & Prepared day before 29.7.2020
PPE	Y	Gear to be work organised day before 29.7.2020
Substation access	Y	organised keys to be on site with M. Migne - P.D
Keys/access tools	Y	checked for access with key in cabinets access given by Matt Migne
Operating handles	Y	Scoped day before 29.7.2020 all braided handles clear of obstruction
Barriers and screens	Y	checked and all on site in earth sled
Danger – Do Not Operate tags High visibility sign	Y	Pre written & prepared 29.7.2020 spares ready in case of change -
Electrical test instruments	Y	tested & in date Medi sticks, Earls
Safety observer	N/A	
Other works	N/A	
Work permit	Y	Pre written with isolations & Earth Placements x 3
Earth sets	Y	On site under 25 MVA



Practical assessment 4 – Terminal line switching

Part C: Perform isolation and earth a transmission line for maintenance/repair*


- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	Y	Organised and meet at SNR with Matt Minto with keys. Access to cabinet. Checked in & out after via Mobil log book complete
Job risk analysis (WRAP)	Y	Changes made when onsite add during day to suite works all understood WRAP + signed
Communication	Y	Clear & concise when communicating with control & each other whilst switching & moving about yard.
PPE	Y	L1 clothing with safety glasses & boots. Rated and in test gloves
Switching schedules	Y	V2 J20-127450-5- Read and understood.
Identification/location	Y	Walk thru again before switching began confirming each asset
Condition of switchgear	Y	Checked for operability. Oil & Earthing checked.
Operation of switchgear	Y	all operational. Oil levels checked etc
Danger – Do Not Operate tags	Y	all fitted to correct apparatus D/T & RUT
Electrical test instruments	Y	Modi in test - line tested & apparatus for isolations - Earths checked & in date
Safety observer	Y	as a switch group with certified SWOP & Trainers
Work permit	Y	x 3 Eap all written & understood. Isolation - Earths & Work area understood.

Practical observation checklist – assessment 4

Participant's name: DAVID DeANCOLES

Practical observation checklist – assessment 4			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/>			
Participant's comments:			
Assessor's signature: 		Date: <u>7/8/20</u>	
Participant's signature: <u>D. DeAncoles</u>		Date: <u>7-8-20</u>	

Practical assessment 3 – Terminal substation switching

Part A: Plan to isolate a disconnector or circuit breaker for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

J20-113850-g. Enr 418767

Planning	Yes/No	Action
Network diagrams	Yes	Printed out + marked up as part of Prep.
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR	Y	Submitted by Matt Magro 418767
Switchgear capabilities		
Site visit		
Electrical test instruments		
Work permits		
Operating agreement		

Practical assessment 3 – Terminal substation switching

Part B: Prepare to isolate a disconnect or circuit breaker for maintenance/repair *

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	Y	Group Discussion + wrap
PPE	Y	Level FR Shirt + Trousers Safety boots + glasses class 3 rated gloves
Substation access	Y	Sign in Sign out via APP.
Keys/access tools	Y	Check keys + tools available
Operating handles	Y	Check available + ready for use
Barriers and screens		
Danger – Do Not Operate tags High visibility sign	Y	Danger tags prewritten as per Schedule
Electrical test instruments	Y	Check available + test dates
Safety observer		
Other works		
Work permit	Y	EAP Prewritten as group discussion + as per schedule
Earth sets	Y	Check + 7 Earthing operational hardware

Practical assessment 3 – Terminal substation switching

Part C: Perform isolation of a disconnect or circuit breaker for maintenance/repair *

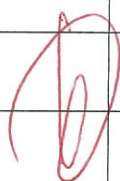
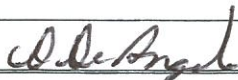
- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access		
Job risk analysis (WRAP)		
Communication		
PPE		
Switching schedules		
Identification/location		
Condition of switchgear		
Operation of switchgear		
Danger – Do Not Operate tags		
Electrical test instruments		
Safety observer		
Work permit		

Practical observation checklist – assessment 3

Participant's name: DAVIDO DO ANGLISS

Practical observation checklist – assessment 3			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature:		Date:	
Participant's signature: 		Date: 7-8-20	

Practical assessment 4 – ZONE line switching

Part A: Plan to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

PRACTICAL TASK 6 ON 30-07-20 S20-113820-6

Planning	Yes/No	Action
Network diagrams	YES	PRINTED OFF & MARKED UP
Transformer MVA rating	NO	N/A
AVR	NO	N/A
Interconnection points	NO	N/A
Points of isolation	NO	REQUESTED BY MATT MICAIO
Program earths	NO	REQUESTED BY MATT MICAIO
Customer supply interruption	NO	N/A
eNAR	NO	REQUESTED BY MATT MICAIO
Switchgear capabilities	NO	
Site visit	YES	VISITED SITE 29.7.20
Electrical test instruments	YES	MODIWALK
Work permits	NO	
Operating agreement	NO	

Practical assessment 4 – ^{Zone}Terminal line switching

Part A: Plan to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

J20-112160-6
28 - July - 2020.

Planning	Yes/No	Action
Network diagrams	YES	PRINTED OUT AND MARKED UP AS PART OF PREP
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR	N/A	PERFORMED BY MATT MICRO
Switchgear capabilities		
Site visit	YES	SITE VISIT COMPLETED ON 27-7-20.
Electrical test instruments	YES	MODIWAH
Work permits		
Operating agreement		

Practical assessment 4 – Terminal line switching

Part B: Prepare to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	YES	COMPLETED BY GROUP AFTER SITE VISIT.
PPE	YES	BOOTS LEVEL 1 PANTS & SHIRT. RATED GLOVE TO THE TASK. HELMET.
Substation access	YES	LOG IN PROCEDURE FOLLOWED LOG BOOK CHECK IN & OUT
Keys/access tools	YES	CHECK KEY BOOK
Operating handles	YES	CHECK BRAIDS
Barriers and screens	YES	CHECK ORANGE FLAGS
Danger – Do Not Operate tags High visibility sign	YES	TAGS WRITTEN OUT WITH THE CORRECT INFORMATION TO THE SWITCHING SCHEDULE
Electrical test instruments	YES	MODIWARK
Safety observer	NO	NOT REQUIRED FOR PREP.
Other works	YES	NOTIFIED OTHER WORK PARTIES WE ARE ON SITE.
Work permit	YES	PRE FILL OUT EAP. 332731-14.
Earth sets	YES	CHECKED EARTH IN TEST.

Practical assessment 4 – Terminal line switching

Part C: Perform isolation and earth a transmission line for maintenance/repair*

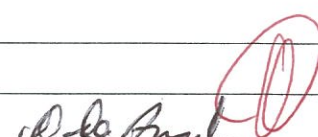
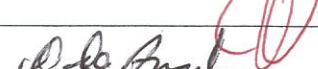
- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access		
Job risk analysis (WRAP)		
Communication		
PPE		
Switching schedules		
Identification/location		
Condition of switchgear		
Operation of switchgear		
Danger – Do Not Operate tags		
Electrical test instruments		
Safety observer		
Work permit		

Practical observation checklist – assessment 4

Participant's name: DAVID De ANGELS

Practical observation checklist – assessment 4			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
Participant's comments:			
Assessor's signature: 		Date: 7/8/20	
Participant's signature: 		Date: 7-8-20	

Practical assessment 3 – Terminal substation switching

Part A: ~~Plan to isolate a disconnector or circuit breaker for maintenance/repair*~~ **TRANSFER OF LOAD**

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

TASK 7

Switching schedule No.

PRACTICAL TASK 3-8-20 ; 320-7361-L

Planning	Yes/No	Action
Network diagrams	YES	PRINTED OUT AND MARKED UP AS PART OF PREP
Transformer MVA rating	NO	N/A
AVR	NO	N/A
Interconnection points	NO	N/A.
Points of isolation	NO	NO ISOLATION POINTS REQUIRED - AS PER ENAR WRITTEN BY MATT MCKEES
Program earths	NO	NO EARTHING POINTS AS PER ENAR WRITTEN BY MATT MCKEES
Customer supply interruption	NO	NO CUSTOMERS AFFECTED BY OUTAGE
eNAR	YES	ENAR 419588 WRITTEN BY MATT MCKEES
Switchgear capabilities	NO	COMPLETED BY MATT MCKEES PRIOR TO ENAR TO ENSURE ALL ALSO TO BE OPERATED ARE FIT FOR SERVICE
Site visit	YES	SITE VISIT TO ANT SUB CONDUCTED FOR SWITCH LOCATION AND CONDITION
Electrical test instruments	NO	NO TESTS REQUIRED.
Work permits	NO	NO PERMITS REQUIRED FOR TASK LOAD TRANSFER ONLY.
Operating agreement	NO	N/A

Practical assessment 3 – Terminal substation switching

Part B: ~~Prepare to isolate a disconnector or circuit breaker for maintenance/repair~~* **TRANSFER OF LOAD**

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	YES	PRE WRITTEN FOR TASK AFTER SITE VISIT, GROUP DISCUSSION WHILST FILLED OUT.
PPE	YES	SAPPHI FOOTWEAR, CAT 3 RATES GLOVES, HI VIS PLOTH/TRA PANTS, SAFETY CHAIN, HELMET
Substation access	YES	CHECK IN CHECK OUT PROCESS FOLLOWED LOG BOOK FILLED IN
Keys/access tools	NO	NO KEYS, USED TRAINERS TO ACCESS TERMINAL. CHECKED KEY BOX
Operating handles	YES	CHECKED HANDLES ARE WEAR/EQUIPMENTAL BONDING IN GOOD ORDER
Barriers and screens	NO	NO SCREENS (BARRIERS REQUIRED).
Danger – Do Not Operate tags High visibility sign	NO	NO THIS REQUIRED FOR TASK
Electrical test instruments	NO	NO TESTING REQUIRED FOR TASK
Safety observer	NO	NOT REQUIRED FOR PREP WORK
Other works	NO	NO OTHER WORK GOING ON IN AREA.
Work permit	NO	N/A
Earth sets	NO	N/A.

Practical assessment 3 – Terminal substation switching

Part C: ~~Perform isolation of a disconnect or circuit breaker for maintenance/repair*~~ **TRANSFER OF LOAD.**


- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	YES	CHECK IN CHECK-OUT PROCEDURES FOLLOWED LOCK BOOK FILLED OUT
Job risk analysis (WRAP)	YES	PRE FILLED WRAP FINISHED TO SHOW CONDITIONS OF THE AM, DISCUSSED WITH TSO FOR ANY OTHER HAZARDS.
Communication	YES	TSO COMMUNICATED WITH BTL AS JOB ROLLOUT FOR OK TO PROCEED.
PPE	YES	ALL PPE LISTED IN PREO USED FOR SWITCHING TASK
Switching schedules	YES	J20 - 7361 - 0700-1000; LAN LATE DUE TO TSO HOLD UP AT PLANTING JOB OK FROM BTL/ATMO TO STILL CARRY OUT WORK
Identification/location	YES	SCOPED PRIOR TO SWITCHING RE DWO LOCATIONS
Condition of switchgear	YES	SCOPED PRIOR TO SWITCHING FOR DWO CONDITIONS & ANY FAULTS THAT COULD PREVENT TASKS.
Operation of switchgear	YES	OPERATED SEVERAL TIMES & ALSO, CHECKED FOR COMPLETE OPERATION OF EACH STEP
Danger – Do Not Operate tags	NO	NOT REQUIRED FOR THIS TASK
Electrical test instruments	NO	NOT REQUIRED FOR THIS TASK
Safety observer	YES	ROTATED THROUGH GROUP
Work permit	NO	NO PERMITS REQUIRED.

Practical observation checklist – assessment 3

Participant's name: Dario DeAngelis

Practical observation checklist – assessment 3			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
Participant's comments:			
Assessor's signature: 		Date: <u>7-8-20</u>	
Participant's signature: <u>D DeAngelis</u>		Date: <u>7-8-20</u>	

Practical assessment 3 – Terminal substation switching

Part A: Plan to isolate a disconnector or circuit breaker for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No. J20-117190-g ENAR 419620

Planning	Yes/No	Action
Network diagrams	YES	CHECKED FOR ACCURACY AND RELEVANCE.
Transformer MVA rating	NO	
AVR	NO	
Interconnection points	YES	CHECKED BY MATT MIGRO PAUL DUORAK.
Points of isolation	YES	CHECKED BY MATT MIGRO PAUL DUORAK.
Program earths	YES	CHECKED BY MATT MIGRO PAUL DUORAK.
Customer supply interruption	NO.	
eNAR	YES	RAISED BY MATT MIGRO 31/01/20.
Switchgear capabilities	NO	
Site visit	YES	SCOPING VISIT CONDUCTED PROGRAM STEPPED THROUGH EQUIPMENT CHECKED SERVICEABLE.
Electrical test instruments	YES	MEDIEWARE TESTER OBTAINED REPLACEMENT / BACK UP SOURCED.
Work permits	YES	EAP REQUESTED IN ENAR.
Operating agreement	NO	

Practical assessment 3 – Terminal substation switching

Part B: Prepare to isolate a disconnector or circuit breaker for maintenance/repair *

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	YES	SUBSTATION WRAP BOOK SOURCED.
PPE	YES.	LONG SLEEVED CAT / SHIRT / TROUSERS. SAFETY BOOTS / GLASSES, HELMET. RATED CLASS 3 GLOVES + CUTTERS.
Substation access	YES	CHECK AUTHORISATIONS IN COMPLIANCE TOOL.
Keys/access tools	YES	SUBSTATION KEYS CHECKED LOGIN APP CHECKED.
Operating handles	YES	CHECKED SERVICEABLE AND IN PLACE.
Barriers and screens	YES	CHECKED SERVICEABLE AND ON SITE.
Danger – Do Not Operate tags High visibility sign	YES	PRE WRITTEN AND CHECKED
Electrical test instruments	YES	MODIEMARK TESTER CHECKED REPLACEMENT SOURCED.
Safety observer	YES	BRIEFED AND ON SITE.
Other works	YES	OTHER WORK PARTIES ADVISED CONFLICTS DISCUSSED.
Work permit	YES.	EAP BOOK OBTAINED EAP PRE WRITTEN.
Earth sets	YES	CHECKED IN DATE AND SERVICEABLE.

Practical assessment 3 – Terminal substation switching

Part C: Perform isolation of a disconnect or circuit breaker for maintenance/repair *

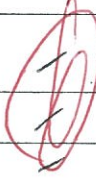


- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	YES	SUBSTATION KEYS USED WP LOGIN SYSTEM USED VIA TEXT.
Job risk analysis (WRAP)	YES	SUBSTATION WRAP WRITTEN/CHECKED AND COMPLETED.
Communication	YES	MOBILE SWITCHING USED / BTC CONTACTED. ALL WORK PARTY MEMBERS BRIEFED.
PPE	YES	LONG SLEEVED CAT1 SHIRT / LONG TROUSERS, SAFETY BOOTS SAFETY GLASSES, RATED CLASS 3 GLOVES AND OUTERS. USED.
Switching schedules	YES.	320-117190-9 COMPLETED.
Identification/location	YES	ALL SWITCHING LOCATIONS CHECKED AND VERIFIED PRIOR TO OPERATION
Condition of switchgear	YES	ALL SWITCHGEAR CHECKED, CORRECT AND SERVICEABLE PRIOR TO USE.
Operation of switchgear	YES	ALL SWITCHGEAR OPERATED IAW SWITCHGEAR MANUALS / OPERATING PROCEDURES.
Danger – Do Not Operate tags	YES	PREFILLED DANGER TAGS ATTACHED CORRECTLY TO RELEVANT EQUIPMENT AND REMOVED AS DIRECTED. ON SWITCHING SCHEDULE.
Electrical test instruments	YES	TEST METER, PROBE CT, TEST METER. CONFIRMED SERVICEABLE / CORRECT.
Safety observer	YES.	EACH MEMBER BRIEFED / ATTENTIVE. WORK CONDUCTED SAFELY.
Work permit	YES	EAP 334721-H CORRECTLY WRITTEN / ISSUED / CANCELLED. IAW SOP 145. RYAN WICKERS PIC (AUTHORISED).

Practical observation checklist – assessment 3

Participant's name: DAVIDO DEANGLIS

Practical observation checklist – assessment 3			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place	/	
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing	/	
3	Selected and checked appropriate PPE prior to use	/	
4	Worked safely and complied with all safety requirements	/	
5	Carried out switching activities in accordance with the switching schedule	/	
6	Checked apparatus location and identification before and after each operation	/	
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures	/	
9	Fitted and removed danger tags as and where appropriate	/	
10	Communicated with program controller appropriately using clear and concise language	/	
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures	/	
12	Completed restoration steps	/	
13	Completed all tests and checks to ensure system back to normal	/	
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)	/	
15	Participated in a job debriefing session	/	
Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/>			
Participant's comments:			
Assessor's signature: 		Date: <u>7/8/20</u>	
Participant's signature: 		Date: <u>7-8-20</u>	

Power Training Services WA

Practical assessment

Zone and terminal substation switching

Participant's name MARC CHANTRELL Employer W.P.C

Pay No. (if Western Power employee) 110151

Participant's comments _____

Signature ME Date 6-8-20

PTSWA only

Practical assessment

Satisfactory ☒ Not Yet Satisfactory ☐

Assessor's comments _____

Assessor's name Michael West

Assessor's signature [Signature]

Practical assessment

Assessment overview

There are four (4) off-the-job practical assessments for this course. Your assessor will advise the date and the time allocation for each of the assessments.

For each of the assessments the assessor will use an assessment checklist to determine satisfactory performance. If you require clarification about any of the tasks and/or the assessment checklist you should ask your assessor.

Your assessor may ask you additional questions to further assess your knowledge and/or ask you to attempt extra steps in the practical assessment to further assess your skills. Each question and your answer, and/or additional practical steps will be written down on your assessment paper and signed by your assessor as evidence.

Instructions

- For all tasks in this assessment, the assessor must possess the relevant minimum certifications, qualifications or licences relevant to the task being assessed.
- For all tasks in this assessment, the assessor must determine (by observation) if each task item is satisfactory (S) or not yet satisfactory (NYS). The assessor must:
 - place a tick for each task item in the S or NYS column
 - at the completion of the assessment write comments in the assessor's comments section, sign and date the assessment.
- You must demonstrate all criteria in the assessment.
- You must demonstrate in the sequence indicated by the assessment. If it is not critical to demonstrate in the sequence indicated then the assessor may adjust the sequence.
- You must complete all documentation legibly.
- Before the assessment, the assessor must be satisfied the participant is familiar with appropriate safe-working practices relevant to this assessment.
- Before the assessment, the assessor must be satisfied the participant has the essential knowledge relevant to this assessment.
- The assessor must stop the assessment immediately if a safety requirement is breached or about to be breached.
- The assessor must stop the assessment if, in continuing the assessment, the outcome will impact negatively on ongoing safety or the operation of the apparatus or equipment.
- The assessor will provide you with feedback if you are satisfactory or not yet satisfactory.

Assessment appeals

The Power Training Services WA assessment appeals process is located within the Terms and Conditions at www.pts-training.com.au/.

Practical assessment 1 – Zone substation transmission switching

Part A: Plan transformer maintenance*

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No. 520-116120-g

Planning	Yes/No	Action
Network diagrams	Yes	printed of Diagrams
Transformer MVA rating	N/A	
AVR	N/A	
Interconnection points	N/A	
Points of isolation	N/A	
Program earths	N/A	
Customer supply interruption	N/A	
eNAR	N/A	
Switchgear capabilities	N/A	
Site visit	Yes	visit site to check Job out day before & check Earths
Electrical test instruments	Yes	modie work
Work permits	N/A	
Operating agreement	N/A	

Practical assessment 1 – Zone substation transmission switching

Part B: Prepare transformer maintenance*

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

* No loss of customer supply

Preparation	Yes/No	Action
Job risk analysis (WRAP)	Yes	wrap filled out and completed
PPE	Yes	Level 1 7cal shirt & pants boots glasses Level 4 40cal hood Jacket Pants gloves
Substation access	Yes	check in AS per Western Power class 3
Keys/access tools	Yes	Keys for the Job are there
Operating handles	Yes	check all is good Braides & Earthing
Barriers and screens	Yes	check barriers are there
Danger – Do Not Operate tags High visibility sign	Yes	All Danger tags Filled out with correct info
Electrical test instruments	Yes	modie work in test date and working
Safety observer	N/A	
Other works	N/A	
Work permit	N/A	
Earth sets	Yes	check all earths in date and good conditions

Practical assessment 1 – Zone substation transmission switching

Part C: Perform transformer maintenance*

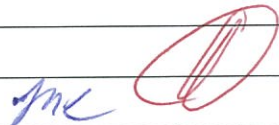

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	Yes	check in as a group as per Western Power rules
Job risk analysis (WRAP)	Yes	wrap filled out and all signed on as a group
Communication	Yes	keep good communication at all times with P.T.C and Switcher
PPE	Yes	level 1 7cal pant shirt boots helmet glasses level 4 40 cal hood Jacket pants class 3 gloves.
Switching schedules	Yes	confirm schedule is correct on version confirm each step on tough Pad
Identification/location	Yes	check that at correct location & identification is correct
Condition of switchgear	Yes	check condition of switch gear braides mat earthing
Operation of switchgear	Yes	correct operation confirmed has open & closed
Danger – Do Not Operate tags	Yes	Attach all danger tags with correct info
Electrical test instruments	Yes	Modie work
Safety observer	Yes	TSO to be observing at all times -
Work permit	Yes	EAP is fill out correct and all signed on -

Practical observation checklist – assessment 1

Participant's name: MARC CHANTRELL

Practical observation checklist – assessment 1			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place	/	
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing	/	
3	Selected and checked appropriate PPE prior to use	/	
4	Worked safely and complied with all safety requirements	/	
5	Carried out switching activities in accordance with the switching schedule	/	
6	Checked apparatus location and identification before and after each operation	/	
7	Inspected condition and status of apparatus and indicators before and after operation	/	
8	Used safe and appropriate testing procedures	/	
9	Fitted and removed danger tags as and where appropriate	/	
10	Communicated with program controller appropriately using clear and concise language	/	
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures	/	
12	Completed restoration steps	/	
13	Completed all tests and checks to ensure system back to normal	/	
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)	/	
15	Participated in a job debriefing session	/	
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
Participant's comments:			
Assessor's signature: 		Date: 6/8/20	
Participant's signature: 		Date: 6/8/20	

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part A: Plan to isolate distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

Switching schedule No. _____

Planning	Yes/No	Action
Network diagrams		
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR		
Switchgear capabilities		
Site visit		
Electrical test instruments		
Work permits		
Operating agreement		

Practical assessment 3 – Terminal substation switching

Part A: Plan to isolate a disconnect or circuit breaker for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

J20-113850-g. Enar 418767

Planning	Yes/No	Action
Network diagrams	Yes	Printed out + marked up as part of Prep.
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR	Y	Submitted by Matt Magro 418767
Switchgear capabilities		
Site visit		
Electrical test instruments		
Work permits		
Operating agreement		

Practical assessment 3 – Terminal substation switching

Part B: Prepare to isolate a disconnect or circuit breaker for maintenance/repair *

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	Y	Group Discussion + wrap
PPE	Y	Level 1 FR shirt + Trousers Safety boots + glasses class 3 rated gloves
Substation access	Y	Sign in Sign out via APP.
Keys/access tools	Y	check keys + tools available
Operating handles	Y	check available + ready for use
Barriers and screens		
Danger – Do Not Operate tags High visibility sign	Y	Danger tags prewritten as per Schedule
Electrical test instruments	Y	check available + test dates
Safety observer		
Other works		
Work permit	Y	EAP Prewritten as group discussion + as per schedule
Earth sets	Y	check + 7 Existing operational hardware

Practical assessment 3 – Terminal substation switching

Part C: Perform isolation of a disconnect or circuit breaker for maintenance/repair *


- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access		
Job risk analysis (WRAP)		
Communication		
PPE		
Switching schedules		
Identification/location		
Condition of switchgear		
Operation of switchgear		
Danger – Do Not Operate tags		
Electrical test instruments		
Safety observer		
Work permit		

Practical observation checklist – assessment 3

Participant's name: MARC CHANTRELL

Practical observation checklist – assessment 3			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place	/	
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing	/	
3	Selected and checked appropriate PPE prior to use	/	
4	Worked safely and complied with all safety requirements	/	
5	Carried out switching activities in accordance with the switching schedule	/	
6	Checked apparatus location and identification before and after each operation	/	
7	Inspected condition and status of apparatus and indicators before and after operation	/	
8	Used safe and appropriate testing procedures	/	
9	Fitted and removed danger tags as and where appropriate	/	
10	Communicated with program controller appropriately using clear and concise language	/	
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures	/	
12	Completed restoration steps	/	
13	Completed all tests and checks to ensure system back to normal	/	
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)	/	
15	Participated in a job debriefing session	/	
<p>Assessor's comments: Satisfactory <input type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature: 		Date: <u>6/8/20</u>	
Participant's signature: <u>me</u>		Date: <u>6/8/20</u>	

Practical assessment 3 – Terminal substation switching

Part A: Plan to isolate a disconnector or circuit breaker for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No. J20-117190-g ENAR 419620

Planning	Yes/No	Action
Network diagrams	YES	CHECKED FOR ACCURACY AND RELEVANCE .
Transformer MVA rating	NO	
AVR	NO	
Interconnection points	YES	CHECKED BY MATT MIGRO PAUL DUORAK .
Points of isolation	YES	CHECKED BY MATT MIGRO PAUL DUORAK .
Program earths	YES	CHECKED BY MATT MIGRO PAUL DUORAK .
Customer supply interruption	NO .	
eNAR	YES	RAISED BY MATT MIGRO 31/01/20 .
Switchgear capabilities	NO	
Site visit	YES	SCOPING VISIT CONDUCTED PROGRAM STEPPED THROUGH EQUIPMENT CHECKED SERVICEABLE .
Electrical test instruments	YES	MODIEWARK TESTER OBTAINED REPLACEMENT / BACK UP SOURCED .
Work permits	YES	EAP REQUESTED IN ENAR .
Operating agreement	NO	

Practical assessment 3 – Terminal substation switching

Part B: Prepare to isolate a disconnector or circuit breaker for maintenance/repair *

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	YES	SUBSTATION WRAP BOOK SOURCED.
PPE	YES.	LONG SLEEVED CAP / SHIRT / TROUSERS. SAFETY BOOTS / GLASSES, HELMET. RATED CLASS 3 GLOVES + OUTERS.
Substation access	YES	CHECK AUTHORISATIONS IN COMPLIANCE TOOL.
Keys/access tools	YES	SUBSTATION KEYS CHECKED LOGIN APP CHECKED.
Operating handles	YES	CHECKED SERVICEABLE AND IN PLACE.
Barriers and screens	YES	CHECKED SERVICEABLE AND ON SITE.
Danger – Do Not Operate tags High visibility sign	YES	PRE WRITTEN AND CHECKED
Electrical test instruments	YES	MODIEMARK TESTER CHECKED REPLACEMENT SOURCED.
Safety observer	YES	BRIEFED AND ON SITE.
Other works	YES	OTHER WORK ARTICS ADVISED CONFLICTS DISCUSSED.
Work permit	YES.	EAP BOOK OBTAINED EAP ARE WRITTEN.
Earth sets	YES	CHECKED IN DATE AND SERVICEABLE.

Practical assessment 3 – Terminal substation switching

Part C: Perform isolation of a disconnect or circuit breaker for maintenance/repair *

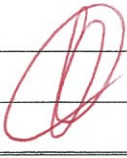

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	YES	SUBSTATION KEYS USED WP LOGIN SYSTEM USED VIA TEXT.
Job risk analysis (WRAP)	YES	SUBSTATION WAAP WRITTEN/CHECKED AND COMPLETED.
Communication	YES	MOBILE SWITCHING USED / BIC CONTACTED. ALL WORK PARTY MEMBERS BRIEFED.
PPE	YES	LONG SLEEVED CAT1 SHIRT / LONG TROUSERS, SAFETY BOOTS SAFETY GLASSES, RATED CLASS 3 GLOVES AND OUTERS. USED.
Switching schedules	YES.	320-117190-9 COMPLETED.
Identification/location	YES	ALL SWITCHING LOCATIONS CHECKED AND VERIFIED PRIOR TO OPERATION
Condition of switchgear	YES	ALL SWITCHGEAR CHECKED CORRECT AND SERVICEABLE PRIOR TO USE.
Operation of switchgear	YES	ALL SWITCHGEAR OPERATED IAW SWITCHGEAR MANUALS / OPERATING PROCEDURES.
Danger – Do Not Operate tags	YES	PREFILLED DANGER TAGS ATTACHED CORRECTLY TO RELEVANT EQUIPMENT AND REMOVED AS DIRECTED. ON SWITCHING SCHEDULE.
Electrical test instruments	YES	TEST METER, PROBE CT, TEST METER. CONFIRMED SERVICEABLE / CORRECT.
Safety observer	YES.	EACH MEMBER BRIEFED / ATTENTIVE. WORK CONDUCTED SAFELY.
Work permit	YES	EAP 334721-H CORRECTLY WRITTEN / ISSUED / CANCELLED. IAW SOP 145. RYAN VICKERS PIC (AUTHORISED).

Practical observation checklist – assessment 3

Participant's name: MARC CHANTRELL

Practical observation checklist – assessment 3			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place	/	
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing	/	
3	Selected and checked appropriate PPE prior to use	/	
4	Worked safely and complied with all safety requirements	/	
5	Carried out switching activities in accordance with the switching schedule	/	
6	Checked apparatus location and identification before and after each operation	/	
7	Inspected condition and status of apparatus and indicators before and after operation	/	
8	Used safe and appropriate testing procedures	/	
9	Fitted and removed danger tags as and where appropriate	/	
10	Communicated with program controller appropriately using clear and concise language	/	
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures	/	
12	Completed restoration steps	/	
13	Completed all tests and checks to ensure system back to normal	/	
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)	/	
15	Participated in a job debriefing session	/	
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
Participant's comments:			
Assessor's signature: 		Date: 6/8/20	
Participant's signature: 		Date: 6/8/20	

Practical assessment 3 – Terminal substation switching

Part A: ~~Plan to isolate a disconnector or circuit breaker for maintenance/repair*~~ **TRANSFER OF LOAD**

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

TASK 7

Switching schedule No.

PRACTICAL TASK 3-8-20 ; 820-7361-1

Planning	Yes/No	Action
Network diagrams	YES	PRINTED OUT AND MARKED UP AS PER PREP
Transformer MVA rating	NO	N/A
AVR	NO	N/A
Interconnection points	NO	N/A.
Points of isolation	NO	NO ISOLATION POINTS REQUIRED - AS PER ENAR WRITTEN BY MATT MILES
Program earths	NO	NO EARTHING POINTS AS PER ENAR WRITTEN BY MATT MILES
Customer supply interruption	NO	NO CUSTOMERS AFFECTED BY OUTAGE
eNAR	YES	ENAR 419588 WRITTEN BY MATT MILES
Switchgear capabilities	NO	COMPLETED BY MATT MILES PRIOR TO ENAR TO ENSURE ALL DISC TO BE OPERATED ARE FIT FOR SERVICE
Site visit	YES	SITE VISIT TO ANT SUB CONDUCTED FOR SWITCH LOCATION AND CONDITION
Electrical test instruments	NO	NO TESTS REQUIRED.
Work permits	NO	NO PERMITS REQUIRED FOR TASK LOAD TRANSFER ONLY.
Operating agreement	NO	N/A

Practical assessment 3 – Terminal substation switching

Part B: ~~Prepare to isolate a disconnect or circuit breaker for maintenance/repair~~ * TRANSFER OF LOAD

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	YES	PPE WRITTEN FOR TASK AFTER SITE VISIT, GROUP DISCUSSION WHILEST FILLED OUT.
PPE	YES	SAPPHI FOOTWEAR CAT 3 RATES GLOVES, HI VIS PLSHIRT & PANTS, SAPPHI GLOVES, HELMET
Substation access	YES	CHECK IN CHECK OUT PROCESS FOLLOWED LOG BOOK FILLED IN
Keys/access tools	NO	NO KEYS, USED TRAINERS TO ACCESS TERMINAL. CHECKED KEY BOX
Operating handles	YES	CHECKED HANDLES FOR WEAR/EQUIPMENTAL BONDING IN GOOD ORDER
Barriers and screens	NO	NO SCREENS (BARRIERS REQUIRED).
Danger – Do Not Operate tags High visibility sign	NO	NO TAGS REQUIRED FOR TASK
Electrical test instruments	NO	NO TESTING REQUIRED FOR TASK
Safety observer	NO	NOT REQUIRED FOR PPE WORK
Other works	NO	NO OTHER WORK CIRCUITS IN AREA.
Work permit	NO	N/A
Earth sets	NO	N/A.

Practical assessment 3 – Terminal substation switching

Part C: ~~Perform isolation of a disconnect or circuit breaker for maintenance/repair~~ ^{TRANSFER OF LOAD.}

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	YES	CHECK IN CHECK OUT PROCEDURES FOLLOWED LOG BOOK FILLED OUT
Job risk analysis (WRAP)	YES	PRE FILLED WRAP FINISHED TO SHOW CONDITIONS OF THE DAY, DISCUSSED WITH TSO FOR ANY OTHER HAZARDS.
Communication	YES	TSO COMMUNICATED WITH BTC AS JOB PROGRESS FOR OK TO PROCEED.
PPE	YES	ALL PPE LISTED IN PRO USED FOR SWITCHING TASK
Switching schedules	YES	J20 - 9361 - 0700-1000; LAN LATE DUE TO TSO HOLD UP AT PREVIOUS JOB OK FROM BTC / AGENC TO STILL CARRY OUT WORK
Identification/location	YES	SCOPED PRIOR TO SWITCHING RE DNO LOCATIONS
Condition of switchgear	YES	SCOPED PRIOR TO SWITCHING FOR DNO CONDITIONS & ANY FAULTS THAT COULD PREVENT TASKS.
Operation of switchgear	YES	OPERATED SEVERAL TYPES OF DISO, CHECKED FOR COMPLETE OPERATION OF EACH STEP
Danger – Do Not Operate tags	NO	NOT REQUIRED FOR THIS TASK
Electrical test instruments	NO	NOT REQUIRED FOR THIS TASK
Safety observer	YES	ROTATED THROUGH GROUP
Work permit	NO	NO PERMITS REQUIRED.

Practical observation checklist – assessment 3

Participant's name: MARC CHANTRELL

Practical observation checklist – assessment 3			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
Participant's comments:			
Assessor's signature:		Date: <u>6/8/20</u>	
Participant's signature: <u>me</u>		Date: <u>6/8/20</u>	

Practical assessment 4 – Terminal line switching

Part A: Plan to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

V2 J20-127450-S.
ENAR 418833

Planning	Yes/No	Action
Network diagrams	Y	Prepared with isolations Earthing Points 29.7.2020
Transformer MVA rating	N/A	Planned Completed by Matt Migno
AVR	N/A	" " "
Interconnection points	N/A	" " "
Points of isolation	N/A	" " "
Program earths	N/A	" " "
Customer supply interruption	N/A	" " "
eNAR	N/A	" " "
Switchgear capabilities	N/A	" " "
Site visit	N/A	" " "
Electrical test instruments	N/A	" " "
Work permits	N/A	" " "
Operating agreement	N/A	" " "

Practical assessment 4 – Terminal line switching

Part B: Prepare to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	Y	Written & Prepared day before 29-7-2020
PPE	Y	Gear to be worn organised day before 29-7-2020
Substation access	Y	organised keys to be on site with M Migne - P.D
Keys/access tools	Y	checked for access with key in cabinets access given by Matt Migne
Operating handles	Y	Scoped day before 29-7-2020 all braided handles clear of obstruction
Barriers and screens	Y	checked and all on site in earth sled
Danger – Do Not Operate tags High visibility sign	Y	Pre written & prepared 29-7-2020 spares ready in case of change -
Electrical test instruments	Y	tester & in date Medi sticks, Earls
Safety observer	N/A	
Other works	N/A	
Work permit	Y	Pre written with isolations & Earth placements x 3
Earth sets	Y	On site under 25 MVA

Practical assessment 4 – Terminal line switching

Part C: Perform isolation and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	Y	Organised and met at SWR with Matt Mignall with keys. Checked in & out after via Mobil log book complete Access to cabinet
Job risk analysis (WRAP)	Y	Changes made when onsite and during day to suite works all understood WRAP + signed
Communication	Y	Clear & concise when communicating with control & each other whilst switching & moving about yard.
PPE	Y	L1 clothing with safety glasses & boots Rated and in test gloves
Switching schedules	Y	V2 J20-127450-5- Read and understood.
Identification/location	Y	Walk thru again before switching began confirming each asset
Condition of switchgear	Y	Checked for operability & oil & earthing checked.
Operation of switchgear	Y	all operational oil levels checked etc
Danger – Do Not Operate tags	Y	all fitted to correct apparatus D/T & RUT
Electrical test instruments	Y	Modi in test - live tested & apparatus for isolations - Earths checked & in date
Safety observer	Y	as a switch group with certified SWOP & Trainers
Work permit	Y	x 3 Eap all written & understood Isolation - Earths & Work area understood.

Practical observation checklist – assessment 4

Participant's name: MARC CHANTRELL

Practical observation checklist – assessment 4			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place		
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing		
3	Selected and checked appropriate PPE prior to use		
4	Worked safely and complied with all safety requirements		
5	Carried out switching activities in accordance with the switching schedule		
6	Checked apparatus location and identification before and after each operation		
7	Inspected condition and status of apparatus and indicators before and after operation		
8	Used safe and appropriate testing procedures		
9	Fitted and removed danger tags as and where appropriate		
10	Communicated with program controller appropriately using clear and concise language		
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures		
12	Completed restoration steps		
13	Completed all tests and checks to ensure system back to normal		
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)		
15	Participated in a job debriefing session		
Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/>			
Participant's comments:			
Assessor's signature:		Date: 6/8/20	
Participant's signature:		Date: 6/8/20	



Produced by Western Power's Power Training Services WA (PTSWA)

Training Place, Jandakot WA 6164 | T: (08) 9411 7888 | F: (08) 9411 7887 | pts-training.com.au

Copyright © Western Power 2020. All rights reserved.

No part of this document may be quoted or made available to persons outside Western Power without prior written consent.

EDM 34195797

Practical assessment 4 – ZONE line switching

Part A: Plan to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

PRACTICAL TASK 6 ON 30.07.20

520-113820-g

Planning	Yes/No	Action
Network diagrams	YES	PRINTED OFF & MARKED UP
Transformer MVA rating	NO	N/A
AVR	NO	N/A
Interconnection points	NO	N/A
Points of isolation	NO	REQUESTED BY MATT MICAIO
Program earths	NO	REQUESTED BY MATT MICAIO
Customer supply interruption	NO	N/A
eNAR	NO	REQUESTED BY MATT MICAIO
Switchgear capabilities	NO	
Site visit	YES	VISITED SITE 29.7.20
Electrical test instruments	YES	MODIWALK
Work permits	NO	
Operating agreement	NO	

Practical assessment 4 – Terminal line switching

Part B: Prepare to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Job risk analysis (WRAP)	YES	COMPLETED BY GROUP AFTER SITE VISIT.
PPE	YES	BOOTS LEVEL 1 PANTS & SHIRT. RATED GLOVE TO THE TASK. HELMET.
Substation access	YES	LOG IN PROCEDURE FOLLOWED LOG BOOK CHECK IN & OUT
Keys/access tools	YES	CHECK KEY BOOK
Operating handles	YES	CHECK BRAIDS
Barriers and screens	YES	CHECK ORANGE FLAGS
Danger – Do Not Operate tags High visibility sign	YES	TAGS WRITTEN OUT WITH THE CORRECT INFORMATION TO THE SWITCHING SCHEDULE
Electrical test instruments	YES	MODIWALK
Safety observer	NO	NOT REQUIRED FOR PREP.
Other works	YES	NOTIFIED OTHER WORK PARTIES WE ARE ON SITE.
Work permit	YES	PRE FILL OUT EAP. 332731-14.
Earth sets	YES	CHECKED EARTH IN TEST.

Practical assessment 4 – Terminal line switching

Part C: Perform isolation and earth a transmission line for maintenance/repair*


- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access		
Job risk analysis (WRAP)		
Communication		
PPE		
Switching schedules		
Identification/location		
Condition of switchgear		
Operation of switchgear		
Danger – Do Not Operate tags		
Electrical test instruments		
Safety observer		
Work permit		

Practical observation checklist – assessment 4

Participant's name: MARC CHANTRELL

Practical observation checklist – assessment 4			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place	/	
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing	/	
3	Selected and checked appropriate PPE prior to use	/	
4	Worked safely and complied with all safety requirements	/	
5	Carried out switching activities in accordance with the switching schedule	/	
6	Checked apparatus location and identification before and after each operation	/	
7	Inspected condition and status of apparatus and indicators before and after operation	/	
8	Used safe and appropriate testing procedures	/	
9	Fitted and removed danger tags as and where appropriate	/	
10	Communicated with program controller appropriately using clear and concise language	/	
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures	/	
12	Completed restoration steps	/	
13	Completed all tests and checks to ensure system back to normal	/	
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)	/	
15	Participated in a job debriefing session	/	
<p>Assessor's comments: Satisfactory <input type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature: 		Date: <u>6/8/20</u>	
Participant's signature: <u>me</u>		Date: <u>6/9/20</u>	

Zone Practical assessment 4 – Terminal line switching

Part A: Plan to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Switching schedule No.

J20-112160-9

28/07/20

Erar 618657
Task 1

Planning	Yes/No	Action
Network diagrams	Yes	Printed out + marked up as part of Prep
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR	Yes	Submitted by Matt Mayson
Switchgear capabilities		
Site visit	Yes	Site visit Completed 27/07/20
Electrical test instruments		
Work permits		
Operating agreement		

Practical assessment 4 – ~~Terminal~~ ^{Zone} line switching

Part B: Prepare to isolate and earth a transmission line for maintenance/repair*

- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

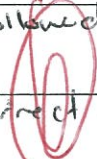
Job risk analysis (WRAP)	Y	Group Discussion + WRAP
PPE	Y	Level 1 - Safety shirt, trousers, Boots, Glasses. Class 3 rated gloves
Substation access	Y	Sign in - Sign out via app.
Keys/access tools	Y	Check Key available in Cabinet.
Operating handles	Y	Check ready to use, moving parts, bridging.
Barriers and screens		
Danger – Do Not Operate tags High visibility sign	Y	Danger tags are written as per Schedule
Electrical test instruments	Y	Checked + in date.
Safety observer		
Other works		
Work permit	Y	Rewritten as per Schedule
Earth sets	Y	Onsite checked + all in test date. Working parts checked + Brads checked.

Practical assessment 4 – Terminal line switching

Part C: Perform isolation and earth a transmission line for maintenance/repair*

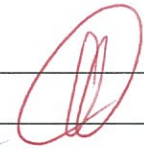
- Group may discuss considerations using the table below.
- Complete the table with your comments.

* No loss of customer supply

Perform	Yes/No	Action
Substation access	Y	Sign + Sign out App used as a group.
Job risk analysis (WRAP)	Y	Group discussion + filled in + Signed
Communication	Y	RTC notified via phone call Phone between operators + Tough pad
PPE	Y	Level 1 FR Shirt, Trousers, Safety boots and glasses Class 3 rated Gloves
Switching schedules	Y	J20-112160-9 followed via tough pad. 
Identification/location	Y	Check location correct as per Schedule.
Condition of switchgear	Y	All Switchgear good Condition
Operation of switchgear	Y	Group operations multiple operators.
Danger – Do Not Operate tags	Y	Tags attached as per schedule. + Confirmed.
Electrical test instruments	Y	Provided by TSO checked in date.
Safety observer	.	
Work permit	Y	EW filled in as group discussion IO + RIC Signed on + off

Practical observation checklist – assessment 4

Participant's name: MARC CHANTRELL

Practical observation checklist – assessment 4			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place	✓	
2	Job risk assessment process followed: - Read and selected Golden Safety Rules - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing	✓	
3	Selected and checked appropriate PPE prior to use	✓	
4	Worked safely and complied with all safety requirements	✓	
5	Carried out switching activities in accordance with the switching schedule	✓	
6	Checked apparatus location and identification before and after each operation	✓	
7	Inspected condition and status of apparatus and indicators before and after operation	✓	
8	Used safe and appropriate testing procedures	✓	
9	Fitted and removed danger tags as and where appropriate	✓	
10	Communicated with program controller appropriately using clear and concise language	✓	
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures	✓	
12	Completed restoration steps	✓	
13	Completed all tests and checks to ensure system back to normal	✓	
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)	✓	
15	Participated in a job debriefing session	✓	
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature: 		Date: <u>6/8/20</u>	
Participant's signature: <u>me</u>		Date: <u>6/8/20</u>	

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part A: Plan to isolate distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

Switching schedule No. 520-125090-9

28/7/20 CAP BANK C53

Planning	Yes/No	Action
Network diagrams	Yes	Network diagrams printed off and marked up
Transformer MVA rating		
AVR		
Interconnection points		
Points of isolation		
Program earths		
Customer supply interruption		
eNAR	N/A	performed by Matt Migro
Switchgear capabilities		
Site visit	Yes	site visit completed on the 27/7/20
Electrical test instruments		
Work permits		
Operating agreement		

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part B: Prepare to isolate distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.

Preparation	Yes/No	Action
Job risk analysis (WRAP)	Yes	group discussion and filled out
PPE	Yes	level 1 safety boots safety glasses helmet *
Substation access	Yes	check in as per western power procedures
Keys/access tools	Yes	confirmed all keys are available and in cabinet
Operating handles	Yes	checked all available and in good condition
Barriers and screens	No	not required
Danger – Do Not Operate tags High visibility sign	Yes	all danger tag pre written as per schedule
Electrical test instruments	Yes	checked in test date and working
Safety observer	No	not required
Other works	Yes	other crew on site communicated with them
Work permit	Yes	pre written as per switching schedule
Earth sets	Yes	check condition and in date & working

* 7cal shirts and pants

Practical assessment 2 – Indoor switchgear zone substation distribution switching

Part C: Perform isolation of distribution circuit breaker for maintenance

- Group may discuss considerations as listed in the table below.
- Complete the table with your comments.


Perform	Yes/No	Action
Substation access	Yes	check in check out as per western Power procedure
Job risk analysis (WRAP)	Yes	group review discussion and all signed on
Communication	Yes	Communicate with R.T.C and with T.S.O
PPE	Yes	level 1 level 4 *
Switching schedules	Yes	confirm J20-125090-9 and Version and steps on tough pad * *
Identification/location	Yes	confirm correct location and identification is correct
Condition of switchgear	Yes	check gas levels and condition all good
Operation of switchgear	Yes	operated switch gear as a group under T.S.O direction multiple times.
Danger – Do Not Operate tags	Yes	Danger tags attached as per schedule Extra locks installed on shutters.
Electrical test instruments	Yes	mobile work provided by T.S.O check condition and in date
Safety observer	Yes	T.S.O to observe all switching Rotate within group
Work permit	Yes	E.A.P Filled out and checked by T.S.O

* 7cal pants shirts long sleeve helmet boots glasses
60 cal hood, pants, Jacket, class 3 gloves

** Followed under direction with T.S.O

Practical observation checklist – assessment 2

Participant's name: MARC CHANTRELL

Practical observation checklist – assessment 2			
Item	Action/result required by the participant	S	NYS
1	Ensured site safety requirements in place	/	
2	Job risk assessment process followed: - Information entered into workplace risk assessment plan (WRAP) - Participated in job briefing	/	
3	Selected and checked appropriate PPE prior to use	/	
4	Worked safely and complied with all safety requirements	/	
5	Carried out switching activities in accordance with the switching schedule	/	
6	Checked apparatus location and identification before and after each operation	/	
7	Inspected condition and status of apparatus and indicators before and after operation	/	
8	Used safe and appropriate testing procedures	/	
9	Fitted and removed danger tags as and where appropriate	/	
10	Communicated with program controller appropriately using clear and concise language	/	
11	Issued and cancelled work permits in conjunction with Network Operations/RIC/TIC using Western Power procedures	/	
12	Completed restoration steps	/	
13	Completed all tests and checks to ensure system back to normal	/	
14	Signed off and completed all requirements of the workplace risk assessment plan (WRAP)	/	
15	Participated in a job debriefing session	/	
<p>Assessor's comments: Satisfactory <input checked="" type="checkbox"/> Not yet satisfactory <input type="checkbox"/></p>			
<p>Participant's comments:</p>			
Assessor's signature: 		Date: <u>6/8/20</u>	
Participant's signature: <u>MARC</u>		Date: <u>6/8/20</u>	

