

Switching Recertification

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As of 1 August 2014, to achieve switching authority recertification, switching operators are required to complete an onsite assessment by a qualified Certificate IV Trainer and Assessor from the Field Assessor Group.

This process replaces the previous switching level recertification process, which was completed by a desk top audit. (Please see Work Practice Development & Training bulletin DM# 12181967)

Switching Operator Guidelines to the Recertification Process

1. Applications for recertification must be submitted on-line at www.pts-training.com.au (go to the menu bar where you will find the switching recertification application).
 2. The application must be submitted twenty business days prior to your switching authorisation expiring (you will be advised within five business days after receipt of your application of the agreed time).
 3. A full switching schedule for all switching authorisations is required to be organised prior to applying for an assessment. It is encouraged that these be on the same day.
 4. Please provide three separate dates that you will be available for all your switching authorisations to be assessed.
 5. All switching authorisations will be assessed to bring expiry dates into line.
 6. No extensions will be given after expiry date. If the switching authorisation has expired, the Switching Officer will need to complete full switching training.
 7. Please be aware that if compliance to any critical aspect is not achieved, this will mean the recertification is unsuccessful.
 8. If unsuccessful, the Switching Operator will need to:
 - i. complete refresher switching training if non-compliant to a process driven critical aspect
 - ii. complete full switching training if non-compliant to a technical critical aspect
 - on successful completion of the full switching training, the Switching Operator is required to apply for re-assessment (prior to resuming switching activities on the network)
 - iii. apply for a second assessment if non-compliant on a number of the non-critical aspects
 - another Switching Operator is to be present at the second assessment
 - if the Switching Operator is non-compliant after the second assessment they will need to complete full switching training
 9. For any queries, please contact switching.recertification@westernpower.com.au
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New Authorisations

Please see table below that shows new authorisations.

Current authorisation level	Previous authorisation level
LV (LOU)	levels 1 and 4
HV (HOU)	levels 2 and/or 5
Zone Substations (ZS)	levels 6 or 8
Transmission Substations (TS)	level 10
Transmission Lines (TL)	levels 7 and/or 9

Please see table below for assessment criteria.

Assessment criteria	Minimum requirement to achieve assessment criteria outcome
LV (LOU)	Minimum levels 1 and 4
HV (HOU)	Minimum levels 2 and/or 5
Zone Substations (ZS)	Minimum levels 6 or 8
Transmission Substations (TS)	Minimum level 10
Transmission Lines (TL)	Minimum levels 7 and/or 9