

Switching Operator's name						
Network Authority Card number						
Switching schedule number						
Permit number						
Date						
Location						
Switching level being assessed (please circle & indicate level)	LOU	HOU	ZS	TS	TL	LL TAP

Assessment Summary	
Authorisation Compliant	
Authorisation Not Yet Compliant	
Reassessment	
Retraining	
Assessor's name	
Assessor's signature	

Plan and Prepare	Reference	Compliant / Not Yet Compliant / Did Not Assess	Comments
Check switching schedule for safety, electrical network accuracy and workability	ESSR 3.4.2		
Network connectivity has been checked against network diagram	ESSR 3.4.2		
Substation Entry level 2	ESSR APP 4		
CA – Risk assessment completed	ESSR 3.10 WPM 4.1		
CA – Equipment is in required working condition and test date, sticker displayed	ESSR 3.9 WPM 3.1		
DSO/TSO considered fire risk when operating switchgear / fire extinguishers onsite	WPM 2.16		
Confirm pre-switching electrical tests carried out	ESSR 11.2.7		
CA – Correct PPE worn for the level of switching being carried out	ESSR 3.9 WPM 3.1		
Perform Isolation	Reference	Compliant / Not Yet Compliant / Did Not Assess	Comments
CA – DSO/TSO contacts NCN/NCT to commence schedule ENMAC POF other communication.	ESSR 3.4.2 NWI 050		
CA – Confirm correct version of switching schedule	ESSR 3.4.2		
CA – Sight apparatus labels against switching schedule	ESSR 3.4.4		
DSO/TSO confirms condition of switchgear before and after operating	ESSR 3.4.4		
DSO/TSO confirm status of switchgear before and after operation	ESSR 3.4.4		

Tag completed with correct information	ESSR 3.8.5		
CA – Tag attached in correct position	ESSR 3.8.1 WPM 2.10		
CA – Carries out any appropriate electrical tests	ESSR 11.2.3 -7		
Application of Program Earths / LV Shorts	Reference	Compliant / Not Yet Compliant / Did Not Assess	Comments
Identify designated program earth / LV short position	WPM 2.10 ESSR 7.7.1		
CA – Identify that earth / LV short position is appropriate to prevent inadvertent energisation from primary sources of supply	WPM 2.10 ESSR 7.7.1 TNN 001		
CA – Earthing / LV short position proved de-energised with appropriate test instrument or indicators	ESSR 7.7 WPM 2.10		
DSO/TSO confirms condition of program earth / LV short equipment before applying	WPM 2.10		
Program earths / LV shorts are applied immediately after testing	ESSR 7.7		
DSO/TSO ensures earth leads are not handled while being applied	WPM 2.10		
CA – Danger tag applied to the program earths / LV short with correct details on the tag	ESSR 7.7.1		

Work Permit Process	Reference	Compliant / Not Yet Compliant / Did Not Assess	Comments
Electrical Access Permit (EAP)	ESSR App 5		
Permit Details as per SOP 145	Depot Pack		
1. Purpose – filled in correctly	SOP 145		
2. Isolation points – ensure all isolation points are recorded as per schedules	SOP 145		
3. Program HV earth/LV short – DSO/TSO " name" inserted in placed by columns	SOP 145		
5. Warnings – details completed as appropriate for network configuration	SOP 145		
6. Statement by Person Issuing Permit (I.O.)	SOP 145		
CA – Contact NCD/NCT to register issue of permit	SOP 145		
Correctly signed, timed and communicated by Issuing Officer and understood and signed by RIC/TIC	SOP 145		
10. Relinquishment	SOP 145		
DSO/TSO checked RIC has completed properly	SOP 145		
11. Cancellation	SOP 145		
CA – Issuing Officer signs and cancels permit	SOP 145		
CA – DSO/TSO notify NCD/NCT of permit cancellation	SOP 145		

Removal of Program Earths / LV Shorts	Reference	Compliant / Not Yet Compliant / Did Not Assess	Comments
CA – Program earths / LV shorts and tags removed in sequence as per switching schedule	WPM 2.10 ESSR 7.7.1		
DSO/TSO ensures earth leads are not handled while being removed	WPM 2.10		
DSO/TSO name inserted in "removed by" column in Work Permit -3. Program HV earth/LV short	SOP 145		
Perform Restoration	Reference	Compliant / Not Yet Compliant / Did Not Assess	Comments
CA – Sight apparatus labels against switching schedule	ESSR 3.4.4		
DSO/TSO confirms condition of switch gear before and after operating	ESSR 3.4.4		
DSO/TSO confirm status of switchgear before and after operation	ESSR 3.4.4		
Removes all tags high vis warning signs and barriers from isolation points	ESSR 3.4.4		
CA – Carries out all commissioning and electrical testing as appropriate	ESSR 11.2.7		
CA – Confirms network voltages are correct at completion of schedule	ESSR 11.2.7		
CA – All schedule items completed in sequence	ESSR 3.4.2		
Switching schedule completed with times noted at each item	ESSR 3.4.4		
Other switching operators noted on Switching schedule at relevant item as required	ESSR 3.1.4		
Notifies NCD/NCT schedule completed	ESSR 3.4		