

## HV0 04 – Authorised person

### SHORT DESCRIPTION OF COURSE AND EXPECTED COMPETENCIES

Students will, after passing the prescribed exam:

#### **Study Unit 1: background**

- A basic background to the Occupational, Health and Safety (OHS) Act and Eskom Regulations.
- An understanding of the functions of the various officials and employees on the Eskom electrical network; and
- An understanding of abnormal conditions which could arise and actions to be taken

#### **Study unit 2: Access**

- An understanding of the control exercised over access to restricted and prohibited areas and live chambers

#### **Study unit 3: Issue of keys**

- An understanding of the issue, safekeeping and use of keys
- An understanding of the responsibility of persons who are authorised to possess keys

#### **Study unit 4: Supervision**

- An understanding of the requirements for supervision in these areas  
A person completing this training module should have the required knowledge to be authorised for access to restricted and prohibited areas only ( excluding live chambers) and to supervise tasks performed at ground level only, that does not require a work permit ( not authorised at a responsible person level)

#### **Study unit 5: Reasons for isolating and earthing**

- An understanding of why apparatus shall be isolated and earthed before you may work on it
- An understanding of the minimum requirements for earthing different types of apparatus
- An understanding of when additional earths shall be applied
- The ability to tell the difference between the various earths and when they are used

#### **Study unit 6: Operating principles**

- The correct order of operating
  - ❖ Switching;
  - ❖ Linking;
  - ❖ Safety testing; and
  - ❖ Earthing
- Requirements for:
  - ❖ Isolating from supply
  - ❖ Applying earths to apparatus
- The handing over procedures
- Returning apparatus to service

#### **Study unit 7: Operating instruction form**

- This study unit will provide you, the learner with an understanding of the use of the operating instruction form with regard to:
  - ❖ Receiving instructions
  - ❖ Carrying out instructions
  - ❖ Transmitted and pre-authorised instruction
  - ❖ Cancelling of instructions

#### **Study unit 8: Work permit system**

- The purpose of the work permit system
- When a work permit is required
- The issue and the use of the work permit system including where customers are involved
- Clearance of work permits prior to returning apparatus to service

**Study unit 9: Abnormal conditions and exceptions to the general rule**

- The action to be taken in abnormal conditions
- The operating procedures to be followed on lines being supplied from a single source of supply
- The requirements for replacing blown dropout fuses

**Study unit 10: Close proximity**

To provide a common understanding of ‘**work** in close proximity’ as defined in the Operating Regulations for High Voltage Systems ( EPC32-846) and the precautions specified by the regulations.

To provide a common understanding of the roles and responsibilities of the various parties involved in the execution of **work** in close proximity and the level of **supervision** that is required for such **work**

Expose the learner to various scenarios where the requirement for performing **work** in close proximity applies. The learner will learn how to identify such situations and how the scope of **work** influences the decision whether or not close proximity applies.

- Receiving instructions ( handovers)
- Carrying out instructions
- Handing back after work is completed

**Study unit 11: Commissioning and testing**

- This study unit will provide you, the learner with an understanding of the regulations governing the commissioning and testing of **apparatus** before it is placed in service
- The roles and responsibilities of the responsible and **authorised persons** when removing and replacing **earths** for testing of **apparatus**
- Basic sequence for removal and replacing of **earths** and test leads

**Study unit 12: Preparation for live work**

- This study unit will provide you, the learner with an understanding of the regulations governing the preparation for **work** on **live** and operational **apparatus**.

A person completing this training module should have the required knowledge to be authorised for one of the following outcomes:

- Operating under supervision
- Open and close of breaker lines and substations
- Control authorisation
- Operating up to and including 33KV
- Operating including Transmission and sub Transmission
- All substation live work; person in charge (lines)

**COURSE CONTENT:**

**Study Unit 1- background**

**Study unit 2- Access**

**Study unit 3- Issue of keys**

**Study Unit 4- Supervision**

**Study Unit 5- Reasons for isolating and earthing**

**Study Unit 6- Operating principles**

**Study Unit 7- Operating instruction form**

**Study Unit 8- Work permit system**

**Study Unit 9- Abnormal conditions and expectations to the general rule**

**Study Unit 10- Close proximity**

**Study Unit 11- commissioning and testing**

**Study Unit 12- Preparation for live work**  
**Annex A: An example of workers registers and risk assessment form**  
**Annex B: An example of a work permit form**

<b>DURATION OF COURSE</b>	5 DAYS	<b>MINIMUM STUDENTS</b>	5
<b>EXPECTED PASS MARK</b>	80%	<b>MAXIMUM STUDENTS</b>	15
<b>TARGET POPULATION</b>	AUTHORISED PERSONS AND TRAINEES		
<b>UNIT STANDARD:</b>	242766	<b>CREDITS:</b>	8
<b>NQF LEVEL:</b>	5		

**TO ATTEND THE ABOVE COURSE/S THE STUDENT MUST MEET THESE MINIMUM REQUIREMENTS:**

1. CATO 06
2. ELW 001
3. OL2 002
8. A MINIMUM OF 3 TO 6 MONTHS ON JOB EXPOSURE TO PLANT AND APPARATUS.
9. STUDENTS MUST BE IN POSSESSION OF, AND UP TO DATE, REGULATION BOOK.
10. STUDENTS WILL BRING PEN, PENCIL, RULER AND WRITING PAD TO THE COURSE.
11. STUDENTS MUST BE ON TIME TO START THE COURSE.
12. MUST BE LITERATE IN THE ENGLISH LANGUAGE (MINIMUM LEVEL 3 ABD).

**EXAMS/TESTS WILL BE DONE ON:** THE MORNING OF THE LAST DAY – COVERING THE WHOLE COURSE