

Title	Demonstrate knowledge of the requirements for holding access and test permits in the electricity supply industry		
Level	3	Credits	2

Purpose	People credited with this unit standard are able to: describe the requirements for holding and requesting an access permit; describe limited electrical testing of electrical equipment permissible under an access permit; describe responsibilities of recipients returning access permits for electrical equipment; describe test permit issue and return requirements for electrical equipment; and accept and return an access permit.
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Classification	Electricity Supply > Electricity Supply - Core Skills
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Available grade	Achieved
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Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable legislative and industry requirements.
- 2 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the current version of the Health and Safety at Work Act 2015; Electricity Act 1992; Electricity (Safety) Regulations 2010; and any subsequent amendments and replacements; Electricity supply industry codes of practice and documented enterprise procedures, including *Safety Manual – Electricity Industry* (SM-EI) (2015) Wellington: Electricity Engineers' Association available at www.eea.co.nz.
- 3 Definitions
Asset owner refers to a participant who owns or operates assets used for generating or conveying electricity.
Industry requirements include all asset owner requirements; manufacturers' specifications; and enterprise requirements which may include the documented workplace policies, procedures, specifications, business, and quality management requirements relevant to the workplace in which assessment is carried out.

Outcomes and performance criteria

Outcome 1

Describe the requirements for holding an access permit.

Performance criteria

- 1.1 All the types of electricity supply industry access permits are described.
- 1.2 Permit recipient's responsibilities are described.
- Range includes but is not limited to – safe work practices of employees, other workers, visitors and the public; supervisor responsibilities; attending job location; taking appropriate course of action if absent from job location; appropriate personal protective equipment; permit modifications.
- 1.3 Work party membership responsibilities are described.
- Range competent or under supervision, fit state for work.
- 1.4 Work party member's compliance with permit requirements are described.
- Range includes but is not limited to – information on access or test permits, work party members' signatures, work party members leaving and returning to job.
- 1.5 Basic access permit requirements are described in terms of issuer-applied safety measures and recipient-applied safety measures.
- 1.6 Access permit recipient's job management responsibilities are described.
- Range before starting work, during work, on completion of work.
- 1.7 Access issuer's job management responsibilities are described in terms of SM-EI.

Outcome 2

Describe the requirements for requesting an access permit.

Performance criteria

- 2.1 Permit requirements are described.
- Range equipment removed from service, equipment removed from its service position, items of spare equipment, equipment being erected, equipment being dismantled.
- 2.2 Consultation requirements are described.
- Range reasonable notice, work description, identification of safety measures.

2.3 Boundary marking and notice requirements are described.

Range permit area boundary marking – placement and removal of permit rope, defined points of entry, control of defined entry points, permit rope crossing;
notices – display for access permit, display for test permit, barrier notices near live equipment.

Outcome 3

Describe limited electrical testing of electrical equipment permissible under an access permit.

Performance criteria

3.1 Permissible testing is described in terms of the SM-EI requirements.

3.2 The recipient and issuer compliance requirements are described in terms of the SM-EI requirements.

3.3 Tests with the potential to cause harm are identified.

Outcome 4

Describe responsibilities of recipients returning access permits for electrical equipment.

Performance criteria

4.1 Recipient confirmation responsibilities for returning access permits when all the work is complete are described.

4.2 Recipient confirmation responsibilities for returning access permits when all the work is not complete are described.

4.3 Recipient confirmation responsibilities for returning access permits when the recipient is not personally able to return the permit are described.

Outcome 5

Describe test permit issue and return requirements for electrical equipment.

Performance criteria

5.1 Basic test permit requirements are described.

5.2 Responsibilities of issuer of test permits are described.

5.3 Responsibilities of recipients of test permits are described.

Range during work, on completion of work.

5.4 Responsibilities of recipients returning test permits are described.

5.5 Responsibilities of issuers after a test permit has been returned are described.

Outcome 6

Accept and return an access permit.

Performance criteria

6.1 An access permit is accepted.

Range by hand, telephone, radio, relaying by telephone and radio, transferring a permit, modifying a permit.

6.2 An access permit is returned.

Range procedures under normal circumstances, procedure when the recipient is not able to personally return the permit, procedure for reporting any modifications made.

6.3 Information is recorded in the agreed format and filed in the location required by the industry.

Range includes but is not limited to – original issuer record, recipient site originated record.

Planned review date	31 December 2025
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 April 2001	31 December 2022
Revision	2	10 September 2004	31 December 2022
Rollover and Revision	3	20 June 2008	31 December 2022
Review	4	19 November 2010	31 December 2022
Review	5	27 February 2020	N/A

Consent and Moderation Requirements (CMR) reference	0120
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Connexis – Infrastructure Industry Training Organisation qualifications@connexis.org.nz if you wish to suggest changes to the content of this unit standard.