

Title	Handover operational plant		
Level	4	Credits	4

Purpose	People credited with this unit standard are able to: demonstrate knowledge of the handover of operations; carry out handover of operational plant; and receive handover of operational plant.
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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:
 - Health and Safety at Work Act 2015;
 - Electricity Act 1992;
 - Electricity (Safety) Regulations 2010;
 - Electricity supply industry codes of practice and documented enterprise procedures, including *Safety Manual – Electricity Industry (SM-EI)* and relevant EEA guides available from www.eea.co.nz; and any subsequent amendments and replacements.
- 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 and standards; manufacturers' specifications; and enterprise requirements which cover 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

Demonstrate knowledge of the handover of operations.

Performance criteria

- 1.1 Purpose of handover is explained.
- Range handover of responsibility, continuity of operations, safe operation of plant, high risk operations.
- 1.2 Types of shift handovers and reasons for them are identified.
- Range shift-shift, within shift, shift to management, shift to external authority.
- 1.3 Format for recording handover is identified.
- 1.4 Relevant information from all sources during the shift is recorded and collated.
- Range shift log, shift handover report, permit system, reports.

Outcome 2

Carry out handover of operational plant.

Range evidence of three handovers is required.

Performance criteria

- 2.1 Handover is conducted in a professional manner.
- Range formal handover procedure followed, verbal, written or electronic, clear communication, language, interactive, structured format, priority of information, approved location, free from distraction or interruption.
- 2.2 Handover is conducted in a manner that fits the recipient's ability to comprehend the handover.
- Range may include but is not limited to – level of experience, length of time since last shift, shared understanding.
- 2.3 Information relevant to area of responsibility is recorded and verbally handed over.
- Range may include but is not limited to – critical information, status of operations, abnormal plant conditions, plant limiting conditions, outstanding overrides, alarm status, outstanding critical operating tasks or routines, outstanding maintenance activity, state of work control documents, upcoming operational requirements, operational priorities, process safety related issues, safety related issues, environmental related issues, historical information.

2.4 Recipient's understanding of the handover information is confirmed.

Range verification of the information received, feedback, participation.

Outcome 3

Receive handover of operational plant.

Range evidence of three handovers is required.

Performance criteria

3.1 Information handed over is cross checked.

3.2 Operational issues are dealt with in order of priority.

3.3 Historical information is sought where required.

3.4 Communication with other parties is carried out where required.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	16 March 2017	31 December 2023
Review	2	30 September 2021	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.