

Title	Plan and compile a switching instruction in the electricity supply industry		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to plan and compile a switching instruction in the electricity supply industry.
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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.

SCADA is Supervisory Control and Data Acquisition system, and ADMS refers to Advanced Distribution Management System. *Both* refer to a computer system that is used to operate equipment and monitor the performance of the electrical power system and/or network, gather data for analytical purposes, and generally assist the operation and delivery of electrical network functions concerning the supply of electricity to customers.

Switching instruction is a planned sequence of operating actions (or a single action) that has been compiled in an approved format. It is sometimes referred to as an operating order or operating sequence.

Outcomes and performance criteria

Outcome 1

Plan and compile a switching instruction in the electricity supply industry.

Performance criteria

1.1 Switching instruction is planned in terms of industry liaison, communication, and system requirements.

Range may include but is not limited to – liaison with other affected parties, current configuration of the power system, continuity of voltage supply for protection and metering, communication, SCADA, ADMS or control requirements, liaison with the intended recipient for isolation and earthing of equipment, changes which may affect the operation of equipment, commissioning requirements, reconfiguring of the power system required before removing equipment from service or after equipment is returned to service, objective can be met with the minimum number of actions.

1.2 Switching instruction is compiled and documented.

Range includes but is not limited to – clearly stated objective of the switching instruction and legibly written, enterprise approved abbreviations and terminology are used, separate line is used for each action, end of the switching instruction is clearly indicated.

1.3 Switching instruction is reviewed.

Range includes but is not limited to – switching instruction is checked against a single line diagram, operating notes, meets the required objective, entries and actions are confirmed to be accurate and complete, reviewer's and actioner's name entered on the operating form.

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@infrastructureito.org.nz if you wish to suggest changes to the content of this unit standard.