

Title	Action and report on a switching instruction in the electricity supply industry		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to: describe the purpose of a switching instruction; action a switching instruction; and report switching actions, 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.

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

Outcomes and performance criteria

Outcome 1

Describe the purpose of a switching instruction in the electricity supply industry.

Performance criteria

- 1.1 The purpose and reasons for a switching instruction are described.
- Range may include but is not limited to – switchgear operation, proof of de-energised equipment, security and safety measures, distribution equipment, switch and network ratings.
- 1.2 The situations when a switching instruction is not required are described.

Outcome 2

Action a switching instruction in the electricity supply industry.

Performance criteria

- 2.1 Equipment to be operated is identified.
- Range plant location, drawings, industry asset owner's documentation.
- 2.2 Equipment is operated in accordance with planned sequence.
- 2.3 Safety measures for lockout process are actioned.
- Range may include but is not limited to – permit issuer, equipment locking and tagging.
- 2.4 Operating actions are communicated and recorded on switching instruction.
- 2.5 Ongoing liaison and communication requirements with affected parties are maintained.

Outcome 3

Report switching actions.

Range may include but is not limited to – operating log, service report, work report, station operation log; evidence of two reports is required.

Performance criteria

- 3.1 Information is recorded concisely in the required industry format and filed in the correct location.

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.