

<b>Title</b>	<b>Describe and apply the issuer's responsibilities for the management of access and test permits and assurances</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to: identify the requirements for safety measures around permit issuing; describe the requirement for issuing and cancelling permits on high voltage electrical equipment; describe and apply the assurance sender and permit issuer's responsibilities for managing the assurance process; describe and apply the issuer's responsibilities for managing permit change and associated permits and assurances; and describe and apply the recording and logging requirements for access and test permits and assurances.
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<b>Classification</b>	Electricity Supply > Electricity Supply - Power System Management
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<b>Available grade</b>	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](http://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.

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## Outcomes and performance criteria

### Outcome 1

Identify the requirements for safety measures around permit issuing.

#### Performance criteria

1.1 The requirements for safety measures in the issuing of permits for generation or transmission or distribution sectors of the electricity industry are identified.

Range may include but is not limited to – high voltage isolation, back feed isolation, locking and tagging, application of issuer earthing.

### Outcome 2

Describe the requirement for issuing and cancelling permits on high voltage electrical equipment.

#### Performance criteria

2.1 Access and test permits are described in terms of their use in the electricity supply sector.

2.2 The purpose of the sections used in the permit forms are explained.

2.3 Permit issuer's management responsibilities for issuing and cancelling are described in terms of the SM-EI and asset owner requirements.

2.4 The requirements for boundary marking and notices are described.

Range may include but is not limited to – 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 permits, display for test permits, barrier notices near live equipment.

### Outcome 3

Describe and apply the assurance sender and permit issuer's responsibilities for managing the assurance process.

#### Performance criteria

3.1 The assurance process is described.

Range may include but is not limited to – situations where assurances are required, assurance status: sent and received, no longer necessary, cancelled.

3.2 The purpose of each section used in the assurance form is described.

- 3.3 The assurance sender's responsibilities for managing the assurance process is described.
- 3.4 The permit issuer's responsibilities for managing the assurance process is described.
- 3.5 The assurance process for person with operational control to send and receive back for cancellation is applied.
- Range may include but is not limited to – lock out process, real time communications, relevant documentation.
- 3.6 The assurance process for issuer of permit to receive and return for cancellation is applied.
- Range may include but is not limited to – lockout process, real time communication, relevant documentation.

#### **Outcome 4**

Describe and apply the issuer's responsibilities for managing permit change.

Range situations where permit change is required, permit status, access to test, test to access, equipment under permit change, safety measure change, return time change, emergency recall, equipment modification, change of permit issuer, change of permit recipient.

#### **Performance criteria**

- 4.1 The permit change process is described and applied.

#### **Outcome 5**

Describe and apply the issuer's responsibilities for managing associated permits and assurances.

#### **Performance criteria**

- 5.1 The management required for associated permits and assurances is described and applied.

#### **Outcome 6**

Describe and apply the recording and logging requirements for access and test permits and assurances.

#### **Performance criteria**

- 6.1 The requirements for recording and logging access and test permits and assurances are described and applied in terms of the correct format and the asset owner's requirements.

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<b>Planned review date</b>	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

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:qualifications@connexis.org.nz) if you wish to suggest changes to the content of this unit standard.