

WRITTEN ASSESSMENT

HVO Basics Theory

WORK BOOK

Topics of Assessment:

- Access to Apparatus (ATA) Only complete up Q28
- High Voltage Operator (HVO) To complete up Q38
- Electrical Supply Industry (ESI) To complete up Q38

Learning Outcomes:

1. Explain network access requirement in accordance with the ATA, including Access Authority, Authority to work in the Vicinity of Apparatus, Sundry Apparatus and Apparatus In-Service (Specified Work or Test)
2. Explain HV Distribution switching practices, operating traps and switching hazards.
3. Explain specific safety requirements for the earthing for access of HV Distribution Switchgear/Network.
4. Identify correct PPE, and describe the PPE inspection process and removal from service that has failed inspection.
5. Describe what barriers/barricades/signs required to prevent unauthorised access to the worksite

STUDENT DETAILS	
Name:	Date:

ASSESSOR DETAILS	
Result:	Competent: <input type="checkbox"/> Not Yet Competent: <input type="checkbox"/>
Assessor Name:	Sign:

Document Control			
Document No	D2018/558810	Release date: 18/12/2018	Version:
Review period	3 Year	Review date: 30/7/2025	1.0
Document Owner:	Work Practices	Document Sponsor:	Senior Manager Service Delivery

Access to Apparatus Rules

Request for Access

1. Quote the clause where an RFA shall be submitted for the planned work or test to be carried out?
Clause No: _____
2. Quote the clause for what items should be recorded in an RFA.
Clause No: _____

Access Authorities

Preparation of an Access Authority

3. When shall an access authority be issued?
Clause No: _____
4. Quote the clause that list the items that an access authority should include.
Clause No: _____

Issue of Access Authority

5. Quote the clause that lists the responsibilities of the person issuing an access authority.
Clause No: _____

Receipt of Access Authority

6. When an authorised person receiving an access authority is not satisfied that the apparatus which is to be worked on is safe, what should they do?
Clause No: _____
7. What should be done if the authorised receiver of the access authority is to be absent from the work area?
Clause No: _____
8. Are you permitted to receive more than one access authority at a time?
YES / NO Clause No: _____
9. Does the person in receipt of an access authority need to suspend or surrender the access authority at completion of each day/shift?
YES / NO Clause No: _____

10. If an access authority is required to be suspended or surrendered, and a work party member has not signed off the access authority, what should be done?

Clause No: _____

11. What is the procedure if an access authority is required to be altered.

Clause No: _____

Work party signing on and off an access authority

12. Do you have to be authorised to sign on/off an access authority?

YES / NO Clause No: _____

13. Does the person in signing on an access authority need to sign off the access authority at completion of each day/shift?

YES / NO Clause No: _____

Transfer of the receipt of an Access Authority

14. When transferring the receipt of an access authority is it necessary for the work party to sign off the access authority?

YES / NO Clause No: _____

15. How is an access authority transferred to another receiver if the original person in receipt of access authority is available.

Clause No: _____

16. How is an access authority is transferred to another receiver if the original person in receipt of access authority IS NOT available.

Clause No: _____

Authorisations for AA

17. Indicate if authorisation is required for the following functions

	Yes	No	Comments (if Any)
Submit RFA			
Prepare LV PRI			
Prepare HV PRI			
Issue Access Authority			
Receive Access Authority			
Sign On/Off Access Authority			
Cancel Access Authority			

Lost or unavailability of access authority

18. What is the procedure to follow if the original copy of the access authority is lost or unavailable.

Clause No: _____

Access to High Voltage Procedures

19. What are the requirements for personal entry to switchyards and secured switch rooms?

Clause No: _____

20. What are the two types of barrier methods for designated high voltage areas.

Clause No: _____

21. What are the precautions when carrying out work or tests on electrical apparatus with fixed fire protection systems.

Clause No: _____

Access to Low Voltage Apparatus

22. What are the considerations you need to take before interconnecting LV circuits.

Clause No: _____

23. What are the requirements, if isolation of low voltage apparatus is required prior to the issue of an access authority for work or test on **high voltage** apparatus?

Clause No: _____

24. What are the requirements, if isolation of low voltage apparatus is required prior to the issue of an access authority for work or test on **low voltage** apparatus?

Clause No: _____

25. Prior to any work commencing on any live or isolated LV apparatus, what shall be identified when risk assessment is carried out.

Clause No: _____

Sundry Apparatus Procedures

26. Quote the clause that describes the responsibilities of the person preparing the apparatus for work or test

Clause No: _____

27. Quote the clause that describes the responsibilities of the person returning the apparatus back to service

Clause No: _____

28. Give 3 examples of sundry apparatus

Switching Operations Safety

29. Give eight examples of switching hazards.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

30. Before operating an ABS, what must High Voltage Operator check? And Why?

31. Give potential problems that may be encountered with oil-filled switchgear that is more than 20 years old. Explain.

Switching Traps

32. Give five examples of switching traps the operator must be aware of?

PPE Selection, Use and Maintenance

33. Select the PPE required for Basic Kit. (Tick appropriate box)

Task	Basic Kit
LS HV (D) lightweight shirt FR1	
Switching suit, FR3	
Safety footwear	
Safety boots that support the ankle	
Medium impact safety glasses	
Full body harness c/w lanyard	
Sun hat	
Arc rated face shield	
Lightweight long trousers FR1	
LV insulating gloves with outers	
Gloves specific for task	
HV insulating gloves with outers	
Safety helmet	

34. Describe the PPE inspection processes including pass/fail criteria.

35. Describe processes for removing equipment from service that has failed inspection.

Public Worksite Control

36. List at least five hazards in an uncontrolled worksite where there is a likelihood of public interaction.

37. What is the difference between administrative control (flagging) and a physical barrier (fencing or collapsible type barrier)?

38. Describe what barriers/barricades/signs options can be considered to prevent unauthorised public access to a worksite if public interaction is probable.
