

Engineering Instruction Electrical Distribution Unit

EI D 21-01 V2.0

Substation Access Permit Holder

This Engineering Instruction includes urgent engineering information. Adherence to the information in this Instruction is **MANDATORY**.

Date in Force: 9 September 2021

Date of Review: 1 July 2022

Approved by:

Samiha Najem
A/Associate Director
Electricity Distribution Unit

Authorised by:

Aaron Manvell
A/Engineering Technical
Publications Manager

Audience:

- Persons holding Electrical Certifications throughout Sydney Trains, TfNSW

Main Points:

- **New personal certification Accredited Substation Permit Holder (ELLIPSE Resource Code: AES24).**
- **New Substation Access Permit.**

Primary Affected Document: **PR D 78701 Personnel Certifications – Electrical**
PR D 78502 Substation Access Permit
GL D 79104 Assessment Guide for AES24 Accredited Substation Permit Holder

Scope

Sydney Trains Electrical Distribution Unit advises that a proposed change to the Electricity Network Safety Rules (ENSR) creating a new accreditation for a "Substation Permit Holder" was implemented 1 July 2021. This EI has been updated to reflect some document changes and advise how to order permits.

Authorised persons are advised the following changes to the Electricity Network Rules took effect at 00h00m on 1 July 2021:

- **PR D 78701 V3.1 Personnel Certifications – Electrical** will be superseded by PR D 78701 V3.3 Personnel Certifications – Electrical, dealing with the new AES24 accredited Substation Permit Holder.
- **PR D 78502 V2.1 Substation Access Permit** will be superseded by PR D 78502 V2.2 Substation Access Permit, dealing with the changed procedures for Substation Access Permit.

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- **GL D 79104 V1.1 Assessment Guide for AES24 Accredited Substation Permit Holder** provides guidance on the requirements to be addressed in applications to meet 11.21 of PR D 78701.

Additionally:

- **PR D 78502 FM01 V2.2 Substation Access Permit with 2 Personnel Registers** – Has been updated to reflect the changes in PR D 78502, the inclusion of the Personnel Register and duplicate permit.
- **PR D 78502 FM02 V2.2 Substation / Low voltage Personnel Register** – Has been updated to a single page personnel register for printing of additional Personnel Register.
- **PR D 78502 FM03 V1.0 Substation Access Permit with 6 Personnel Registers** – Has been developed for printing of substation access permit booklets with 6 Personnel Registers.

Ordering of Substation Access Permits

The New Substation Access Permits can be ordered from Toll Stream Solutions using website www.tollstreamdirect.com using the following stock codes and are available now.

Substation Access Permit with 2 Personnel Registers - Stock code no: 1001027770

Substation Access Permit with 6 Personnel Registers - Stock code no: 1001027771

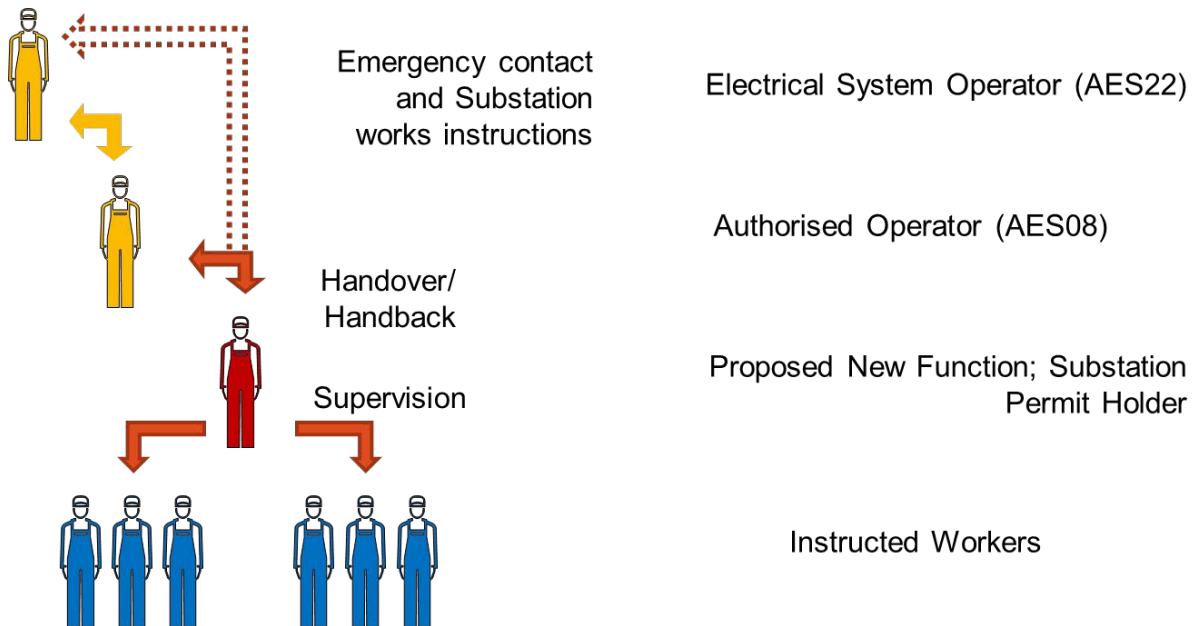
Transition Period from old to new Substation Access Permits

- If a substation access permit is being issued to an AES24 Accredited Substation Permit Holder, the new permit must be used.
- For Substation Access Permits being held by an Authorised Operator the use of the current Substation Access Permit may be used until **31 December 2021** to utilise current stock and to allow for the printing and supply of the new permits.

Background

In the current ENSR, the person issuing a substation permit (an "Authorised Operator" (AES08) defined in PR D 78701 Personnel Certifications – Electrical) was usually the only person at the substation qualified to hold the permit, and hence had to remain at the substation to instruct the workers, hold the permit for the duration of the work, and cancel the permit after the work finished.

Following a review of the functions and requirements to hold substation permits within industry and internally, an opportunity existed to create an "accredited substation permit holder", allowing the AES08 to leave the substation after issuing the substation permit. Once the work is completed an AES08 would return to cancel the permit.



The stakeholders benefitting from this change are AEOs responsible for the implementation of new or modified equipment at substations – in particular TfNSW Infrastructure & Place. Training was developed and field trials were conducted between 2019 & 2020. These trials have been completed successfully, and the safety change is now ready for full implementation.

Action required

Persons holding the following personal certifications must be briefed on the roll-out of this change prior to the effective date:

- Authorised Operator (AES08)
- Authorised Officer (Substations) (AES07)
- Authorised Attendant (AES05) who under their duties can issue permits
- Electrical Authorising Officer (AES14)
- Electrical System Operator (AES22).

Contact

For further information please contact Electrical Distribution Unit.

E: RailElectricalSafety@transport.nsw.gov.au

M: 0434 057 727

Engineering Guideline
Electrical Distribution Unit

GL D 79104

Assessment Guide for AES24 Accredited Substation Permit Holder

Version 1.1

Date in Force: 1 July 2021

Guideline

Approved by: Samiha Najem
A/Associate Director, Electrical
Distribution Unit

Authorised by: Aaron Manvell
Engineering Tech Publications
Manager

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Document control

Version	Date	Author/ Prin. Eng.	Summary of change
1.0	16 August 2019	B Lidbetter	First Version
1.1	29 April 2021	R Bahl	No Change – Formal Submission

Summary of changes from previous version

Summary of change	Section

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1 Introduction

As an operator of the electrical system, Sydney Trains is defined in the Electricity Supply Act (1995) NSW as a Distribution Network Service Provider (DNSP) and, as a DNSP, has the obligation to ensure sound processes are in place to govern its practices. This document defines the requirements and expectations of contractors requesting electrical authorisation to carry out electrical works on Sydney Trains' electrical infrastructure.

Sydney Trains guide PR D 78701 "Personnel Certifications – Electrical Authorisations" outlines Sydney Trains process for accreditation / re-accreditation of AES24 Accredited Substation Permit holder.

2 Scope

The following information is provided as further guidance of the requirements to be included in the resume to meet 11.21 prerequisites No 8 of PR D 78701 and table 22 requirements. This information will directly refer to requirements out of PR D 78701 and reference to that document should be made whilst reading this information.

3 Prerequisites - Resume Requirements & Criteria

Applicants need to ensure their resume is clear and concise. Content should be long enough to show employment experiences and needs to detail what your responsibilities were and what you achieved.

Responses should be direct and organised. It should demonstrate capabilities by providing evidence of how you meet each of the criteria, through relevant experience. EDU would suggest utilising the STAR model in your responses

- **Situation:** Provide a brief outline of the situation or setting, and which company the situation took place
- **Task:** Outline what your role was and what you had to do
- **Approach or Action:** Outline how you did it
- **Result:** Describe the outcomes, what was achieved and the end result

Ensure responses are honest and are an accurate account of your abilities and that you have addressed all aspects of the criteria.

Note 1: - For applications to be successful, candidates should provide as many employment experiences as they can for each criteria.

Note 2: - Applicants will have to call out examples of specific work, assets, roles and responsibilities to enable EDU to assess the person's suitability. The specific examples shall also call out where the person has been accredited or certified to undertake the works by the training provider in the form of certification. For example if the person has been trained to install or maintain a particular electrical apparatus, then this shall be referenced and evidenced

Satisfies one (1) or more of the following in Table 1

Criteria	Check evidence	Signed by PCBU
Authorised for switching by another Electrical Network Operator and have issued access authorities		
Held Access Authorities issued by another Electrical Network Operator		
Previously held Sydney Trains Authorisation for Sub Station switching and has issued Substation Access Permits		
Previously Held a Sydney Trains Substation Access Permits as an accredited Substation Permit Holder		

Table 1

Or

Satisfies a minimum of two (2) of the following in Table 2.

Criteria	Check evidence	Signed by PCBU
Staged commissioning's of electrical apparatus in HV Substations whilst the substation is partially commissioned or fully commissioned		
Inspection and testing of Electrical apparatus in a partially commissioned or fully commissioned HV Substation		
Installation of electrical apparatus in a partially commissioned or fully commissioned HV substation		
Maintenance of Electrical Apparatus in a partially commissioned or fully commissioned HV Substations		
Directly supervises working parties during the installation or testing or commissioning of electrical apparatus in a partially commissioned or fully commissioned HV substation		

Table 2

4 Table 22 Requirements

AES24 Accredited Substation Permit Holder / Re-Accreditation (Section 11.21 Table 22 of PR D 78701)

1. Re Requirement A, written advice from TfNSW Training must be provided to the certifying authority that the person has successfully completed either the accreditation or re-accreditation ENSR examination as applicable
2. Re Requirement B, copy of Certificate.
3. Re Requirement C, written advice from TfNSW Training must be provided to the certifying authority that the person has successfully completed either the accreditation ESP01 or re-accreditation ESP01R course.
4. Re Requirement D, copy of Certificate
5. Re Requirement E, copy of Certificate