

Engineering Guideline  
Electrical Distribution Unit

GL D 79104

# Assessment Guide for AES24 Accredited Substation Permit Holder

Version 1.1

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# Guideline

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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	01 July 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 that 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 the Sydney Trains process for accreditation / re-accreditation of an 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 while reading this information.

## 3 Prerequisites – Resume Requirements and Criteria

Applicants need to ensure that 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 in.
- **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 that 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 of the 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.

Applicants must satisfy one (1) or more of the following in Table 1.

**Table 1**

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

Or

Applicants must satisfy a minimum of two (2) of the following in Table 2.

**Table 2**

<b>Criteria</b>	<b>Check evidence</b>	<b>Signed by PCBU</b>
Staged commissionings of electrical apparatus in HV Substations while 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 substation		
Directly supervised working parties during the installation or testing or commissioning of electrical apparatus in a partially commissioned or fully commissioned HV substation		

## 4 Table 22 Requirements

AES24 Accredited Substation Permit Holder / Re-Accreditation (Section 11.21 Table 22 of PR D 78701) 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. Re Requirement B, a copy of Certificate. 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. Re Requirement D, a copy of Certificate. Re Requirement E, a copy of Certificate.