

## Entry to High Voltage switchyards and buildings induction form

This form is required to be completed as part of the Power Networks Access to Apparatus Authorisation for entry into High Voltage (HV) switchyards and buildings.

Where a person believes they have adequate experience and knowledge to be authorised access, the recognition of prior learning section of this form must be completed. They should provide evidence to the authorisation endorser who will forward the information to the authorisation approver.

### Attendees

Name	Employer	Reason access required	Signature

### Induction information

Item	Yes	No	Comments
Requirement to contact System Control on entry. Call 08 8944 2606	<input type="checkbox"/>	<input type="checkbox"/>	
Importance of ensuring gates and doors are closed correctly and locked discussed	<input type="checkbox"/>	<input type="checkbox"/>	
General layout of zone substations and switchyards discussed and identified including: Walkways/driveways <input type="checkbox"/> Exits <input type="checkbox"/> Circuit breaker room <input type="checkbox"/> Switchyard <input type="checkbox"/> Radio and fire extinguishers <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire suppression system discussed and deactivation process explained and location of deactivation switches identified.	<input type="checkbox"/>	<input type="checkbox"/>	
High voltage equipment in the switchyard identified and hazard indicators <sup>1</sup> discussed.	<input type="checkbox"/>	<input type="checkbox"/>	
Earthing system and components explained and identified as well as the dangers associated with interfering with the earthing system.	<input type="checkbox"/>	<input type="checkbox"/>	
Work requirements, controls and limitations discussed. Access to Work in the Vicinity (AWV) and Access Authority (AA) is required for all work above ground level work <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	

### Recognition of prior learning

This section to be completed where the applicant has previous experience and knowledge working in HV switchyards and buildings

Evidence of experience including a summary resume and other electricity entity authorisations attached

Comments:

### Sign off

Induction Officer's name:

Induction Officer's signature:

Date:

<sup>1</sup> Hazard indicators include excessive arcing and/or noise coming from equipment or obvious damage. Equipment that can operate automatically shall also be addressed as part of the induction.

<sup>2</sup> Ground level work includes general gardening and cleaning work so an AWV is not required.

### Document control

BDOC No:	BDOC2014/267	Document release date:	11 June 2014
Review period:	3 Years	Next review date:	11 June 2017
Document owner:	Manager Work Practices and Training	Document sponsor:	Manager Work Practices and Training