



Eskom

Standard

Distribution & Transmission

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1. Introduction

This document has been developed to standardise training requirements for the staff working on the Eskom wires business Network. This will include the process of authorising staff to perform different task on the LV, HV and Live work.

2. Supporting clauses

2.1 Scope

This document covers the Portfolio of Evidence for Low Voltage (LV), High Voltage (HV) and Live Work (LW) authorisations. The portfolio of evidence sets out the requirements for both theoretical and practical learning, which shall be completed by all candidates. This document shall be used in conjunction with 240-70413865, Power Delivery Operating Assessment, Authorisation and Training Standard.

2.1.1 Purpose

The purpose of this Standard is to ensure a uniform approach in Eskom on skills development of persons in terms of the Low Voltage regulations, Operating Regulations for High Voltage Systems and all documentation governing Low and High Voltage Operating and Live Work.

2.1.2 Applicability

This standard is applicable to all persons who need to be declared competent prior to authorisation for the required authorisation including Contractors.

2.2 Normative/informative references

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

- [1] 240-61523882, Low Voltage Regulations
- [2] 240-70413865, Power Delivery Operating Assessment, Authorisation and Training Standard
- [3] 240-73413207, Low Voltage Training Standard
- [4] DPC 34-333, Safety requirements to be met by contractors and sub-contractors employed by Eskom.
- [5] DPC 34-380, Identifying, Analysing, Documenting and Observing dangerous and hazardous tasks.
- [6] 240-124982934, Low Voltage Live Work Standard
- [7] 240-120054284, Personal protective equipment standard
- [8] 240-86640998, Supervision of people in electrical hazardous locations
- [9] 240-70500880, Standard for the control and application of master locks and issue of master keys
- [10] 240-159944019, Operating and Maintenance Quick Reference Manual
- [11] 240-139695158, High Voltage Live Work Training Standard
- [12] 240-114967625, Operating Regulations for High Voltage Systems
- [13] ISO 9001, Quality management system
- [14] Occupational Health and Safety Act, 1993
- [15] Construction Regulations, 2003
- [16] SANS 10142-1-2

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[17] 240-128673233, Portfolio of Evidence for Transmission High Voltage Live Work Authorisation

2.2.2 Informative

None

2.3 Definitions

2.3.1 General

Definition	Description
Assessor	Any person who has been trained and found competent and appointed as an assessor by the designated/Delegated person.
Coach	A person who is authorised to the level of instruction, and appointed as a Coach in the discipline in which transfer of learning is done, he/she facilitates practical learning experiences, conducts pre-assessments and presents information to individual learners
Connection and Disconnection Service Providers	A Person authorised to perform connection and disconnection of customers
Declaration of Authenticity	An intended affirmation by the candidate about the validity and eligibility that the contents of his portfolio of evidence is entirely his own, original work and that he has done the job himself
Delegated Person	A person appointed by the designated person under the Occupational Health and Safety Act 85 of 1993. GMR 2.7(a).
Designated Person	A person appointed under the Occupational Health and Safety Act 85 of 1993. GMR 2(1) or his/her delegate
Eskom	Eskom Holdings (Pty) Limited, its divisions and wholly owned subsidiaries.
Eskom wide	Documents that are applicable throughout Eskom and that have been numbered and registered, (Document ID), by Eskom Documentation Centre.
Gender part	"He" will include the female in this document.
Guide	A document explaining the use of equipment, methods, techniques, controls, approach, etc. or giving recommendations or guidance in a specific area.
Instruction	The detailed sequence of steps required to achieve a stipulated result.
LV Operator	A person suitably, selected, trained, assessed and authorized to perform circuit identification, isolating, locking out, tagging and testing activities on either or both overhead and underground LV networks.
LV Operator in Training	A person suitably trained and authorized to perform LV operating in terms of these regulations under the supervision of a person authorized to do so.
LV Responsible Person	A person who has been authorized to be responsible for ensuring that the work on the LV Infrastructure and Service Connections covered by a permit can be carried out safely and in accordance with the LV Operating Regulations
Meter Reader	A person suitably trained and authorised, having access to a meter box to capture meter readings.
Metering Technician	A Person suitable trained and authorised to perform verification, maintenance of metering, installation commissioning of Low Voltage metering and monitoring equipment and live method of non- intrusive CT ratio verification

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Definition	Description
Meter Worker	Artisan, special workman, meter tester, technician or engineer who performs metering work on specific categories of metering installations and who is therefore required to have the appropriate level of specialized training
Portfolio of Evidence	Is a personal record and documentary evidence of the candidate, trainee's knowledge, skills and experience
Regulations	A document which sets out the legislative, regulatory or administrative rules adopted and published by the authority empowered to enforce them, either internal or external to Eskom.
Specific authorisation	Refers to a person who has been suitably selected, trained, assessed and authorized by giving of permission in writing to perform specific duties and responsibilities in terms of these low voltage regulations. These will include Revenue Protection, Power Plant staff, Major Engineering staff etc.
Streetlights Worker	A person suitably trained and authorised to access and work on streetlights.
Trainee	Refer to the person participating in the learning and development process (Also referred to as candidate or incumbent).

2.3.2 Disclosure classification

Controlled disclosure: controlled disclosure to external parties (either enforced by law, or discretionary).

2.4 Abbreviations

Abbreviation	Description
CNC	Customer Network Centre
CPM	Control Plant Maintenance
DOFI	Drop Out Fuse Isolator
Dx	Distribution
Dx TL&D	Distribution Technical Learning & Development
EA	Engineering Assistant
F/L	Formal Learning
GLF	Group Learning Facilitator
HMI	Human Machine Interface
HV	High Voltage
ILF	Individual Learning Facilitator
LV	Low Voltage
LW	Live Work
MEW	Major Engineering Works
NMC	Network Management Control
NORHVSC	National Operating Regulation for High Voltage System Committee
NTCSA	National Transmission Company of South Africa
OPGW	Optical Ground Wire

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ORHVS	Operating Regulations for High Voltage Systems
OTS	Officer Technical Support
Abbreviation	Description
PiC	Person in Charge
PNOC	Provincial Network Operating Committee
PoE	Portfolio of Evidence
PPE	Personal Protective Equipment
PPM	Power Plant Maintenance
PTO	Principal Technical Official
PtP	Person authorised to Perform
SAQA	South African Qualifications Authority
SDB	Service Distribution Box
SEA	Senior Engineering Assistant
SME	Subject Matter Expert
SMS	Specialised Maintenance and Support
SOR	Switch Operating Room
SPM	Secondary Plant Maintenance
SS	Senior Supervisor
STO	Senior Technical Official
TO	Technical Official
TSU	Technical Service Unit

2.5 Roles and responsibilities

The Designated Person or his delegate shall ensure that the contents of this standard are implemented. All persons required to be authorised for HV, LV and LW shall have a Portfolio of Evidence.

The ownership of this learning system is placed with the learner who will be expected to ensure that he/she covers all of the sections required and gathers evidence of his/her learning in this Portfolio.

Although this document covers a wide spectrum of duties within various Eskom groups e.g., Transmission, Distribution with its departments such as CPM, PPM, NMC, CNC, MEW and Contractors there may be different requirements of the portfolio of evidence, and they shall complete what is relevant to their specific level of authorisation (Low- Voltage, High Voltage and Live Work).

2.6 Process for monitoring

- a) All candidates shall comply to all aspects as per authorisation matrix.
- b) Any additional learning achieved by the candidate shall be added to his PoE for record purposes.
- c) The Portfolio of Evidence is the property of the incumbent.
- d) The Portfolio of Evidence must be kept in a place of safekeeping provided at the incumbent's place of work.

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- e) The Portfolio of Evidence serves as a learning process and shall remain in place after authorisation and ensure that the maintenance and upgrading of the person's competence is captured.
- f) The Portfolio of Evidence sets out the requirements for theoretical, practical and on job learning, which shall be completed by all candidates.
- g) The Portfolio of Evidence shall be made available on request and submitted for authorisation assessment.

2.7 Related/supporting documents.

Not applicable.

3. Portfolio of Evidence guidelines

A Portfolio of Evidence consists of, but not limited to, the following requirements (from Annex A onwards to be part of the incumbent's portfolio of evidence).

Note: Section L to Z is OU's specific. (Additional information as per OU's requirements)

As per index of the PoE	Pre-requisite before authorisation (How to compile your PoE)	Continually updating
Index	Annex A is the index of the PoE and sets out the contents of the PoE. This index must be the front page of the PoE.	Updating of PoE file is only required when this PoE document is revised.
Section A Title page, declaration of authenticity & copy of your ID document.	Insert all the pages from section A in this section of your PoE. <ul style="list-style-type: none"> • Complete the title page. • Complete the declaration of authenticity. • Add a copy of your ID document. 	Updating is only required when there are changes on the title page and/or experience.
Section B Levels of authorisation	Insert all the pages from section B in this section of your PoE. It explains the various levels of authorisation with regard to low-voltage, high voltage and live work.	Updating is only required when this PoE document is revised, and changes are made.
Section C Learning activities	Insert all the pages from section C in this section of your PoE. The learning activities are shown as a matrix for the various levels of authorisation. <ul style="list-style-type: none"> • These learning activities serve as pre-requisites for a specific level of authorisation. These learning activities are the requirements; the designated person (GMR 2.1 appointee) may add additional learning as required.	Updating is only required when this PoE document is revised, and new learning has been acquired

As per index of the PoE	Pre-requisite before authorisation (How to compile your PoE)	Continually updating
<p>Section D Learning checklist</p>	<p>Insert all the pages from section D in this section of your PoE.</p> <ul style="list-style-type: none"> • Learning checklists. • Verification signature of the candidate means that he/she verifies that he/she has done the relevant training. • Verification signature of the Line Manager/Senior Supervisor means that he/she checked that the training was done by the candidate. <p>Coach / Certificate / On Job means:</p> <ul style="list-style-type: none"> ○ Coach (if available) signature verifies that he/she has trained the candidate. ○ On Job training doesn't require a certificate. ○ Simply record On Job training if it was done. <p>Note: Previous signed off section D to be transferred to Section D2</p>	<p>Updating is only required when this PoE document is revised, and new learning has been acquired</p>
<p>Section E List Activities Performed In substations, Feeders and Equipment Within the Area (This Includes Both High & Low Voltage)</p>	<p>Insert all the pages from section E in this section of your PoE.</p> <p>Note: This section is meant to give evidence of the candidate's practical exposure that relates to the level of authorisation required.</p> <ul style="list-style-type: none"> • Substations & Feeders also means mini subs, ring main units, LV feeders, etc. <p>Eskom Employees/Contractors.</p> <ul style="list-style-type: none"> • In your area of responsibility indicate your geographical knowledge by recording the substation and/or feeder name that you visited and also the reason for such visit. • Capture exposure to all substation and feeder equipment in your geographical area. 	<p>Updating is required for purpose of proof when visiting substations or feeders that you have not recorded previously in this section.</p>

As per index of the PoE	Pre-requisite before authorisation (How to compile your PoE)	Continually updating
Section F Regulations, instructions, bulletins & task manuals.	Insert all the pages from section F in this section of your PoE. <ul style="list-style-type: none"> Ensure completed and signed declaration from both the candidate and Line Manager/Senior Supervisor. Ensure possession of the correct specific operating regulations of the geographical area.	Updating is required for purpose to ensure that you are in possession of the latest revision of ORHVS, area operating regulations and low voltage regulations, etc.
Section G Supporting Evidence	Insert all the pages from section G in this section of your PoE. <p>Note: The required evidence must be proof of the most recent two activities, except where operating is done on various equipment in the geographical area, the operating instruction forms shall be included in this section.</p> <ul style="list-style-type: none"> This applies to either a learner or an authorised person. Supporting evidence must relate to your required level of authorisation. 	Updating is required whenever there is new evidence acquired
Section H Collected Evidence	Insert the following proof in this section. <ul style="list-style-type: none"> Qualifications e.g., qualified electrician, technician, engineer, etc, 	Updating is required when there is new evidence acquired

4. Authorisation

This document has been seen and accepted by:

Name and surname	Designation
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David Strauss	Manager Network Sector
Devan Nardhamuni	Plant Operating Committee Chairperson
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Lenah Mothata	NTCSA Operating SO Chairperson
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Mike Voudouris	Snr Consultant Engineering
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Tshwari Ramagofu	ORHVS and Operating Training Care Group (NTCSA) Chairperson
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5. Revisions

Date	Rev.	Compiler	Remarks
May 2025	4	Refiloe Mahlangu	Document aligned with Power Delivery Operating Assessment, Authorisation and Training Standard. HV and LV as well as Transmission PoE's merged. CPM, PPM section was reviewed. The new practical assessment forms and observations form were included
April 2021	3	Refiloe Mahlangu and Thabo Hleli	Document aligned with Power Delivery Operating Assessment, Authorisation and Training Standard. HV and LV as well as Transmission PoE's merged. Included are CPM, PPM, MEW which were previously not part of this document
June 2015	2	N Kgomo LV PoE Johan van Zyl HV PoE	Document unique identifier numbers corrected. Include detailed low voltage evidence into this portfolio which resulted in having to do various changes to headings and subheadings. HV PoE Identifier number is kept and only LV PoE number is discarded
Dec 2013	1	Thandi Ntombela	The whole document was revised. New unique identifier number issued
May 2012	0	M C Buthane	Measure changes on the technology the whole document was revised Various changes made to headings and subheadings

6. Development team

The following people were involved in the development of this document:

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7. Acknowledgements

Not applicable.

Annex A – Portfolio of Evidence Index

SECTION A

Title page

Declaration of authenticity

Copy of identification document

SECTION B

Authorisation levels

SECTION C

Learning activities

SECTION D

Learning checklists

SECTION D2

Previous signed off section D

SECTION E

Substation/feeder visits

SECTION F

Regulations, instructions, bulletins, and task manuals.

SECTION

Supporting evidence

SECTION H

Collected evidence.

Certificates and any other documentary evidence

SECTION I

Task observations

SECTION J

Authorisations/appointments

SECTION K

Portfolio of evidence quality checklist

SECTION L-Z

OU specifics

DECLARATION OF AUTHENTICITY

I, _____ declare that the contents of this portfolio of evidence is true reflection of evidence provided.

I further declare that for the purposes of this portfolio, I am able to engage and sustain oral communication and that I can understand, speak, read, write and be assessed in English.

Signature: _____ Date _____

SECTION B

HIGH VOLTAGE LEVELS OF AUTHORISATION

Outcome 1: Non-Operating Authorisation

Access and ground level supervision for a person to perform non dangerous activities, in either or both restricted and prohibited areas.

Outcome 2: Operating under supervision.

The candidate must be allowed sufficient time to become familiar with the plant and apparatus in his area and to gain practical exposure. A training path for operating type authorisations shall include a practical phase where operating will be conducted under the supervision of an Appointed Operator. Training, assessment and authorisation in this category will allow such a candidate to perform switching, linking, safety testing and earthing of any sort under supervision of an Appointed Operator as per the limitations stipulated.

Outcome 3: Responsible person

Responsible person shall be authorised to be responsible for ensuring that the work on the apparatus covered by a work permit can be, carried out with safety and within the terms of the ORHVS.

Outcome 4: Specific Authorisation

Training, assessment and authorisation in this category will allow such Appointed Operator limited authorisation which could include but is not limited to:

- a) Take a hand over of Apparatus, safety test, application, and removal of working earths.
- b) Opening and closing of breakers, isolators, and switches lines/substations
- c) Climbing of structures on live power lines to gain access for non-electrical activities for person's performing these activities as per standard 240-132479779
- d) Climbing of structures on live power lines to gain access for non-electrical activities for person's supervising these activities as per standard 240-132479779

Outcome 5: Operating on Distribution Networks

Training, assessment and authorisation in this category will allow such Appointed Operator to perform switching, linking, safety testing, earthing and issuing work permit on apparatus up to and including 33 kV.

This could include:

- a) Establishment of local control.

Outcome 6: Operating on Sub-Transmission and Transmission Networks

Training, assessment and authorisation in this category will allow such Appointed Operator to perform switching, linking, safety testing, earthing and issuing work permit apparatus.

This could include:

- a) Establishment of local control.

Outcome 7: Live work Authorisation

Training, assessment and authorisation in this category will allow such authorised person to perform live work on apparatus up to and including Transmission voltages. These authorisations will detail the live work method that the person is authorised for:

- Assuming the duties of a person to perform live work on lines in terms of the method restrictions specified.
- Assuming the duties of a person in charge of live work in terms of restrictions specified.

a) Basic Gloving / Task Manual Gloving (Extended Gloving)

Training, assessment, and authorisation in this category will allow such authorised person to perform live work on apparatus up to and including 33kV. These authorisations will detail the live work task manual that the person is authorised for:

- Assuming the duties of a person to perform live work on lines in terms of this method.
- Assuming the duties of a person in charge of live work in terms of this specified.

b) Stick and Bare Hand/ Extended Stick and Bare Hand

Training, assessment, and authorisation in this category will allow such authorised person to perform live work on apparatus from 44kV up to and including 132kV. These authorisations will detail the live work task manual that the person is authorised for:

- Assuming the duties of a person to perform live work on lines in terms of this method.
- Assuming the duties of a person in charge of live work in terms of this specified.

c) Substation Gloving

Training, assessment, and authorisation in this level of authorisation will allow such authorised person to perform live work on apparatus from 11kV to 33kV. These authorisations will detail the live work task manuals that the person is authorised for:

- Assuming the duties of a person to perform live work on substations in terms of this method.
- Assuming the duties of a person in charge of live work on substations in terms of this method.

d) Substation Stick and Bare Hand

Training, assessment, and authorisation in this level of authorisation will allow such authorised person to perform live work on apparatus from 44kV to 132kV. These authorisations will detail the live work task manuals that the person is authorised for:

- Assuming the duties of a person to perform live work on substations in terms of this method.
- Assuming the duties of a person in charge of live work on substations in terms of this method.

Outcome 8: Controller Authorisation

Training, assessment, and authorisation in this category will allow such authorised person to perform duty at a control centre, who is responsible for the general operation of the power system or a section thereof.

LOW VOLTAGE LEVELS OF AUTHORISATION

Meter reader

Refers to a person having access to a meter box to capture meter readings. This includes a visual inspection of the meter box content e.g., meters, circuit breaker, cabling, etc.

Connection and Disconnection Service Providers/ESKOM Employees (Level 1 and 2)

A Person authorised to perform connection and disconnection of customers; this person will also carry out the functions of a meter reader.

Metering Technician (Level 3 and 4)

A Person suitable trained and authorised to perform verification, maintenance of metering, installation commissioning of Low Voltage metering and monitoring equipment and live method of non- intrusive CT ratio verification.

Responsible person

A person who has been authorized to be responsible for ensuring that the work on the LV Infrastructure and Service Connections covered by a permit can be carried out safely and in accordance with the LV Operating Regulations.

Operator in Training

Refer to the person participating in the learning and development process.

LV Operator

A person suitably, selected, trained, assessed and authorized to perform circuit identification, isolating, locking out, tagging and testing activities on either or both overhead and underground LV networks.

Streetlights worker

A person trained and assessed to access and work on streetlight.

Control Plant Maintenance (CPM) and Power Plant Maintenance (PPM)

A person suitably selected, trained, assessed and authorised to perform circuit identification, isolating, locking out, tagging and testing activities.

SECTION C (1)

Note:

The learning activities are shown as a matrix for the various levels of authorisation.

Legend: O denotes post- authorisation (where applicable) X denotes pre-authorisation Shaded means not applicable

Note:

- Outcome 4c and 4d only for NTCSA
- It can be outsourced module number and module names are the lasted published documents and it could be changed in the SCOT process.
- Outcome 7 (See Sect C 2)

NO.	THEORETICAL TRAINING/ FORMAL COURSE	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER		
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM	
1.	Health safety and quality at work	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	Pre 02 (a)	F/L
2.	First Aid Level 2	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	US120496	F/L
3.	Basic Fire Fighting / Fundamental of Fire Safety	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	US12484	F/L
4.	Supervision in electrically hazardous areas	X	O	X	X	X	X	X	X	X	X	X	X	X	X	O	X	X	X	X	X	ELW 001	F/L
5.	High Voltage environment and regulations awareness (First time ORHVS only)	X	O	X	X	X	X	X	X	X	X			X	X	O	X	X	X	X	X	HVA 01	F/L

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NO.	THEORETICAL TRAINING/ FORMAL COURSE	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER	
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM
6.	Understanding the fundamentals of Electricity or NTS 3 or Relevant electrical qualification (If not a qualified electrician or technician or electric line mechanic)	O	X	X	X	X	X	X	X	X			O	X	X	X	X	X	X	X	L2C 01	F/L
7.	Medical Certificate	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Area specific	HEALTH
8.	Pre-Task Plan Risk Assessment /HIRA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	PRE 002 (b)	F/L
9.	Select, use and care for electrical measuring instruments (If not a qualified electrician or technician or electric line mechanic)	O	X	X	X	X	X	X	X	X			O	O	X	X	X	X	X	X	US 10237	F/L
10.	Equipotential Earthing	O	X	X	X	X	X	X	X	X					X	X	X	X			OL2 002	F/L
11.	Safe use of Working from Height Systems (Compulsory for NTCSA)	O	O	O	O	O	X	X	O	O				O	O	O	X	X	O	O	US229998	F/L

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NO.	THEORETICAL TRAINING/ FORMAL COURSE	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER	
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM
12.	Working from Height Rescue (Compulsory for NTCSA)	O	O	O	O	O	X	X	O	O				O	O	O	O	O	O	O	US229995	F/L
13.	Pole climbing shoes	O	O	O	O	O	O	O	O	O				O	O	O	O	O			OATO 04	F/L
14.	Operate on Medium Voltage networks (11kV- 33kV)		O			X	O	O	X	X	X										L4E 11	F/L
15.	Operate on High Voltage networks (44kV-765kV)		O		O	O	X	X	O	X	X										L4E 12	F/L
16.	Line Inspection (MV)	O	O	O	O	O	X	X	O	O							O	O			MVLM 001	F/L
17.	Basic Power System Protection (11kV–33kV)		O	O	O	O	O	O	X	X	X										ESTO 012	F/L
18.	Basic Power System Protection (44kV–765kV)		O	O		O	O	O	O	X	X										EPTO 021	F/L
19.	Phasing: 110V–132kV					O	O	O	O	O	X										ESTDO 004	F/L
20.	Mobile Elevated Work Platform (Compulsory for live work and 765kV)				O	O	O	O	O	O						O	O	O	O	O	OATO 04	F/L

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NO.	THEORETICAL TRAINING/ FORMAL COURSE	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER		
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM	
21.	Basic Slings (compulsory for NTCSA)			O	O	O	X	X	O	O						O	O	O		O	US12481	F/L	
22.	Lifting Tackle Inspection (Compulsory for NTCSA)			O	O	O	X	X	O	O						O	O	O		O	L4E 12	F/L	
23.	Basic Measurements and Marking Out																				US14700	F/L	
24.	Low Voltage Regulations (Exclude NTCSA)					O	O	O	O	O		X	X	X	X	X	X	X	X	X	LVOR 001	F/L	
25.	Low Voltage Operating												O		X	O	X	X			LVOP 001 (NTCSA)	F/L	
26.	LV Line Construction														O	O	O	O			ELW 011	F/L	
27.	Core Line Construction (Only required if modules are not listed on Mv Line construction certificate)			O	O											O	O	O	O		ELW 002	F/L	
																							ELW 003
																							ELW 005
																							ELW 006
																							ELW 012

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NO.	THEORETICAL TRAINING/ FORMAL COURSE	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER	
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM
28.	MV Line Construction			O	O		O	O	O	O											ELW 004	F/L
																					ELW 007	
																					ELW 008	
																					ELW 009	
																					ELW 010	
29.	ORHVS: Access and supervision (HVO 01)	X	X	X	X	X	X	X	X	X	X										HVO 01	F/L
30.	ORHVS: Responsible Person (HVO 02)		X	X	X	X	X	X	X	X	X										HVO 02	F/L
31.	ORHVS: Appointed Operator (HVO 04)		X		X	X	X	X	X	X	X										HVO 04	F/L
32.	ORHVS: Climbing of live lines for non-electrical activities (NTCSA only)						X	X													HVO 05	F/L
33.	Pre-paid Metering														O	O	X				OTO 006a-d	F/L
34.	Testing of services														O	O	O				OTO 006g	F/L

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NO.	THEORETICAL TRAINING/ FORMAL COURSE	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER	
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM
45.	Transformer Maintenance	○	○	○			○	○	○	○											US113858	Site Specific
46.	Battery inspection and maintenance	○	○	○		○	○	○	○	○								○	○		US114671	F/L
47.	Oil Sampling Course	○							○	○											EHTHUA 02(B)	F/L
48.	Live Work Appreciation	○	○	○	○	○	○	○	○	○	○											
49.	Meter level 1 Worker																	○				
50.	Meter level 2 Worker																	○				
51.	Meter level 3 Worker																	○				
52.	Meter level 4 Worker					○				○	○							○				
53.	Gloving Training (11kV – 33kV)																					Outcome 7 (See Sect C 2)
54.	PiC Gloving Training (11kV – 33kV)																					Outcome 7 (See Sect C 2)
55.	Stick and Bare Hand Training (44 kV – 132kV)																					Outcome 7 (See Sect C 2)
56.	PiC Stick and Bare Hand																					Outcome 7 (See Sect C 2)

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NO.	PRACTICAL EXPOSURE	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER		
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM	
1.	Pre-planning: Application	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	Area specific	On job (Coach)
2.	On-site risk assessment and Permit System	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	Area specific	On job (Coach)
3.	Applications of prohibitory signs	X	X	X	X	X	O	O	X	X		X	X	X	X	X	X	X	X	X	X	Area specific	On job (Coach)
4.	Performing non dangerous activities	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	Area specific	On job (Coach)
5.	Enter a restricted / prohibited area	X	X	X		X	X	X	X	X	X											Area specific	On job (Coach)
6.	Ring main unit (MV)								O	O	O											Area specific	On job (Coach)
7.	Mini substation (MV/LV)								O	O	O					X		X			X	Area specific	On job (Coach)
8.	Shared structure practical exposure								O	O						X	X	X	X			Area specific	On job (Coach)
9.	Emergency Preparedness Plans (Compulsory for Outcome 6 NTCSA only)		O	O	O	O	O	O	O	O	O											Area specific	NTCSA

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NO.	PRACTICAL EXPOSURE	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER	
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM
10.	Transfer & by-pass site specific procedures (Compulsory for Outcome 4b and 6 NTCSA only)		○	○	○	○	○	○	○	○	○										Area specific	NTCSA
11.	Calculation of Loading scenarios (Compulsory for Outcome 6 NTCSA)		○	○	○	○	○	○	○	○	○										Area specific	On job (coach)
12.	Security Linking (Compulsory for Outcome 6 NTCSA)		○	○	○	○	○	○	○	○	○										Area specific	On job (coach)
13.	380 Lay out of substation/chop over systems (Compulsory for Outcome 6 NTCSA)		○	○	○	○	○	○	○	○	○										Area specific	On job (coach)
14.	Tap change procedures / Double bank transformers (Compulsory for Outcome 6 NTCSA)		○	○	○	○	○	○	○	○	○										Area specific	On job (coach)
15.	Drawings & diagrams interpretation (Compulsory for Outcome 4b and 6 NTCSA)		○	○	○	○	○	○	○	○	○										Area specific	On job (coach)

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NO.	PRACTICAL EXPOSURE	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER		
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM	
16.	Cap bank/SVC earthing (Compulsory for Outcome 6 NTCSA)		○	○	○	○	○	○	○	○	○											Area specific	On job (coach)
17.	Loading & load flow (Compulsory for Outcome 6 NTCSA)		○	○	○	○	○	○	○	○	○											Area specific	On job (coach)
18.	Supervisory/Tele control (ERTU's/D400) (Compulsory for Outcome 4b and 6 NTCSA)		○	○	○	○	○	○	○	○	○											Area specific	On job (coach)
19.	HMI & Bay processors (Compulsory for Outcome 4b and 6 NTCSA)		○	○	○	○	○	○	○	○	○											Area specific	On-job (Coach)
20.	DC Earth Faults on Batteries circuits (Compulsory for Outcome 4b and 6 NTCSA)		○	○	○	○	○	○	○	○	○							○				Area specific	On-job (Coach)
21.	Cap bank first line maintenance/Can replacement (Compulsory for Outcome 4b 6 NTCSA)		○	○	○	○	○	○	○	○	○											Area specific	DxTL&D

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		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM
22.	Visit to Regional Control Centre NMC		O	O	O	O	O	O	O	O	O										Area specific	On-job (Coach)
23.	Visit National Control Centre (NC)				O	O	O	O	O	O	X										Area specific	On-job (Coach)
24.	OPGW/ADSS/ADD LASH Fibre Optic			O	O	O	O	O	O	O											Area specific	On-job (Coach)
25.	DC Earth Faults on Batteries circuits (Compulsory for Outcome 4b and 6 NTCSA)		O	O	O	O	O	O	O	O								O			Area specific	On-job (Coach)
26.																						
27.																						
28.																						
29.																						

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NO.	PRACTICAL OPERATING TRAINING AND OTHER RELATED TRAINING (Done until competent)	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER	
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM
1.	Practical barricading	O		O					O	X					O		O	O	O	O	Area specific	On job (Coach)
2.	Take handover instruction for purpose of supervision of people performing work in close proximity				X		X	X	O	O											Area specific	On job (Coach)
3.	Take handover instruction after isolation and earthing was done for purpose of safety test, application, and removal of working earths.				X		O	O	X	O											Area specific	On job (Coach)
4.	Battery Inspection and maintenance	O		O		X	O	O	X	X								O			Area specific	On job (Coach)
5.	Opening and closing of breakers, isolators, and switches at lines / substations.					X			O	X	X										Area specific	On job (Coach)
6.	Operate/Bypass a line feeder breaker at a Substation.								O	X	X										Area specific	On job (Coach)

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NO.	PRACTICAL OPERATING TRAINING AND OTHER RELATED TRAINING (Done until competent)	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER		
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM	
7.	Operate/Bypass a pole mounted breaker e.g. Recloser. (Dx)								O	X	X											Area specific	On job (Coach)
8.	Operate/Bypass a voltage regulator.								O	O	X											Area specific	On job (Coach)
9.	Operate a Capacitor bank/SVC'S								O	O	X											Area specific	On job (Coach)
10.	Operate on Mini substation (RMU's).								O	O	X											Area specific	On job (Coach)
11.	Take Permission to operate and work instructions								O	O	X											Area specific	On job (Coach)
12.	Take Permission to sectionalise instruction.								O	O	X											Area specific	On job (Coach)
13.	Replacement of drop out fuse units as per Reg 5.5.2					O			O	O	X											Area specific	On job (Coach)
14.	Operating emergency preparedness plan								O	O	O											Area specific	On job (Coach)
15.	Phasing					O			O	O	X											Area specific	On job (Coach)
16.	Supervisory and BPIS (NTCSA)					O			O	O	X											Area specific	On job (Coach)

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		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM	
17.	Operating Bypass/Transfer Bars								X	X	X											Area specific	On job (Coach)
18.	Taking a line breaker out for maintenance (Alive back) (NTCSA)								X	X	X											Area specific	On job (Coach)
19.	Returning a line breaker to service after maintenance (Alive back).								X	X	X											Area specific	On job (Coach)
20.	Taking a line and breaker out for maintenance (Dead back).								X	X	X											Area specific	On job (Coach)
21.	Returning a line and breaker to service after maintenance (Dead back).								X	X	X											Area specific	On job (Coach)
22.	Taking an interconnected power system (IPS) line out for maintenance.								O	X	X											Area specific	On job (Coach)

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NO.	PRACTICAL OPERATING TRAINING AND OTHER RELATED TRAINING (Done until competent)	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER		
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM	
23.	Returning an interconnected power system (IPS) line to service after maintenance.								O	X	X											Area specific	On job (Coach)
24.	Taking a transformer panel out for maintenance.								O	X	X											Area specific	On job (Coach)
25.	Returning a transformer panel to service after maintenance.								O	X	O											Area specific	On job (Coach)
26.	Taking a bus coupler breaker, bus section breaker/isolator or section of busbar out of service for maintenance.								O	X	X											Area specific	On job (Coach)
27.	Returning a bus coupler breaker, bus section breaker/isolator or section of busbar to service.								O	X	X											Area specific	On job (Coach)
28.	HMI and Bay Processors (NTCSA)				O					O	X											Area specific	On job (Coach)

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		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM
29.	Operating Line/busbar Reactors									O	X										Area specific	On job (Coach)
30.	Security Linking									O	X										Area specific	On job (Coach)
31.	Taking an interconnected power system transformer panel out of service.									O	X										Area specific	On job (Coach)
32.	SCADA Training (NMC)					O			O	O	X										Area specific	On job (Coach)
33.	Cable Network Operating LV												O		X	O	X	X	O	O	Area specific	On job (Coach)
34.	Cable Network Operating MV				O				O	O	X										Area specific	On job (Coach)
35.	Taking a rural transformer out for maintenance/ replacement									X	O	X									Area specific	On job (Coach)
36.	Returning a rural transformer to service after maintenance/ replacement									O	X	X									Area specific	On job (Coach)
37.	Re-energizing of transformer after trip										O	O									240-123470234	On job (Coach)

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NO.	ON-JOB TRAINING (Done until competent)	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER	
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM
1.	Ladder Safety	O	O	O	O	O	X	X	O	O		O	O	O	O	O	O	O	O	O	CATO 09	On job (Coach)
2.	Installation of prepaid meters													O		O	X		O		240-66129617	On job (Coach)
3.	Energy meter kwh reading and kVA reading. (Indigo polyphase meter CI.2)													O		O	X				240-34636675	On job (Coach)
4.	Replacement of pole mounted service distribution box (Dead work)														O	O	X				240-61129617	On job (Coach)
5.	Replacement of DIN rail prepaid meter, service distribution box, surge arrester and MCB (Dead work)													O	O	O	X				240-66129293	On job (Coach)
6.	Joining LV conductor and aerial bundle conductor (Dead work)														O	O	X				240-66129387	On job (Coach)
7.	Removing the meter during cut-off (Dead work)													O	O	O	O	X			240-66129433	On job (Coach)

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NO.	ON-JOB TRAINING (Done until competent)	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL	TRAINING PROVIDER	
		Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM			PPM
33.	Commissioning and maintenance of small power user (SPU) metering													X	O	O	X				240-101754967	On job (Coach)
34.	Standard for the verification of metering installations													X		O	X				240-55198002	On job (Coach)
35.	Commissioning and maintenance of metering installations (LPU LV)													X		O	O		O		240-55246054	On job (Coach)
36.	Live method non-intrusive current transformer (CT) ratio verification					O				O	O										240-69164883	On job (Coach)
37.	Connections, reconnections and cut-off of customer's electricity supply												X			O	X				34-1086	On job (Coach)
38.	Meter movement form for conventional and prepaid meters												X		X	O	X				06TI-020	On job (Coach)
39.	Clearances between HV, MV and LV conductors.	X	O	X	X	X	X	X	X	X	X				X	O	X	X	X	X	240-114967625	On job (Coach)

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40.	Tapping of transformers ON/OFF- LOAD					O			O	O	O											5.5C	On job (Coach)
41.	Maintenance for Sf 6 gas management			O					O	O	O											EPTO 008	On job (Coach)
42.	Switching Auxiliaries								O	O	O												On job (Coach)
43.																							
44.																							
45.																							
46.																							
47.																							
48.																							
49.																							
50.																							
51.																							

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NO.	DOCUMENT NUMBER (Training material)	STANDARDS, PROCEDURES AND TECHNICAL INSTRUCTION	High Voltage Levels of Authorisation											Low Voltage Levels of Authorisation								TRAINING MATERIAL		
			Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 7 (See Sect C (2))	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM		PPM	
1.	240-62196227	Lifesaving rules	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	On job (Coach)
2.	32-132	Distribution fire risk management	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	On job (Coach)
3.	32-332	First aid standard	O	O	O	O	O	O	O	O	O	X	O	O	O	O	O	O	O	O	O	O	O	On job (Coach)
4.	240-70413681	Portfolio of evidence	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	On job (Coach)
5.	32-95	Environmental, Occupational Health and Safety Incident Management Procedure	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	O	X	On job (Coach)
6.	34-380	Identifying, analysing, documenting, and observing tasks according to criticality	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	O	O	O	O	O	On job (Coach)
7.	240-70413865	Power Delivery Operating Assessment, Authorisation and Training Standard	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	O	X	On job (Coach)
8.	240-43848327	Procedure for refusal to work on the grounds of health, safety and environmental concerns	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	O	X	On job (Coach)

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			Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 7 (See Sect C (2))	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker		CPM	PPM	
9.	240-59944019	Field services operating and maintenance quick reference manual	O	O	O	O	O	O	O	O	O	O				O	O	O	O	O	O	O	O	On job (Coach)
10.	240-86640998	Supervision of people in Electrically hazardous Locations	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	O	X		On job (Coach)
11.	240-70500896	Standard for the control and application of master locks and issue of master keys	X	X	X	X	X	O	O	X	X	X		X	X	X	X	X	X	X	O	X		On job (Coach)
12.	240-86100853	Standard for barricading prohibited area and live chamber	X	X	X	X	X	O	O	X	X	X												On job (Coach)
13.	240-20054284	Provision and use of personal protective equipment	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	O	X		On job (Coach)
14.	240-88365419	Distribution driver and operator assessment and training	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	O	O	O	O	O	On job (Coach)
15.	559-68198576	Pre-task planning and feedback process	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	O	X		On job (Coach)
16.	34-333	OHS Act requirements to be met by principal contractors employed by Eskom	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	O	O	O	O	O	On job (Coach)

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NO.	DOCUMENT NUMBER (Training material)	STANDARDS, PROCEDURES AND TECHNICAL INSTRUCTION	High Voltage Levels of Authorisation											Low Voltage Levels of Authorisation								TRAINING MATERIAL		
			Outcome 1	Outcome 2	Outcome 3	Outcome 4a	Outcome 4b	Outcome 4c	Outcome 4d	Outcome 5	Outcome 6	Outcome 7 (See Sect C (2))	Outcome 8	Meter reader	Connection/Disconnection Service Provider	Metering Technician	Responsible person	Operator in Training	Operator	Streetlights worker	CPM		PPM	
17.	240-80605256	Access to farms (Includes strategy on dealing with game farms)	O	O	O	O	O	X	X	O	O	O		O	O	O	O	O	O	O	O	O	O	On job (Coach)
18.	240-00979499	Standard for a fall arrest system		X	X	X	X	X	X	X	X	X				X	X	X	X	X	O	X	On job (Coach)	
19.	240-25004047 240-25124036	Standard for the selection, care, use, inspection and maintenance of ladders		X	X	X	X	X	X	X	O				X	X	X	X	X	O	X	On job (Coach)		
20.	32-418	Working at heights		X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	O	X	On job (Coach)		
21.	240-6576750	Risk of trip assessment		O	O	O	X			X	X	O	X	O	O	O	O	O	O	X	X	On job (Coach)		
22.	240-0175091	The use, care, maintenance and testing of high-voltage operating sticks		O		X	X			X	X	X				O	O	O	X	O	O	O	On job (Coach)	
23.	240-78692652	Procedure for the application and maintenance of portable earths		O		X	O			X	X	O				X	O	X					On job (Coach)	
24.	240-69125290	Standard for the use of equipotential earth footplates		O	O	O	X			X	X	X				X	O	X					On job (Coach)	
25.	240-74732327	Approved contact and proximity test detectors		O		X	X			X	X						O	O					On job (Coach)	

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26.	240-75909223	Procedure for operations requirements - Standardized terminology when issuing instructions for operating		O		X	X	X	X	X	X	O	X											On job (Coach)
27.	240-70000068	Establishment and operating of temporary local control centres								O	O		X										On job (Coach)	
28.	240-77091409	Phasing of equipment					O	O	O	O	O	O	X										On job (Coach)	
29.	240-35662197	Operating procedure - when the integrity of earth continuity conductors connecting apparatus to the earth mat is suspect.		O		X				X	X	O	O										On job (Coach)	
30.	240-38196972	Routine inspection and maintenance of sub-transmission and reticulation lines			O	O	O			O	O	O											On job (Coach)	
31.	240-70000908	Substations inspection (Dx only)	O		O					O	X	O											On job (Coach)	
32.	240-32211252	Substation inspection (NTCSA only)	O	O							O												On job (Coach)	

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NO.	DOCUMENT NUMBER (Training material)	STANDARDS, PROCEDURES AND TECHNICAL INSTRUCTION	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL					
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40.	240-14673875	High voltage live working											X													On job (Coach)
41.	240-35663075	Standard for live tapping											O													On job (Coach)
42.	240-70413029	Care, inspection, maintenance and testing of live work strain carriers (stick and bare hand)											X													On job (Coach)
43.	240-39695158	High voltage live work training standard											X													On job (Coach)
44.	TST 41-92 (NTCSA Only)	Standard for Aerial Live Working											X													On job (Coach)
45.	TST 41-91 (NTCSA Only)	High-voltage live working											X													On job (Coach)
46.	240-76222282	Care, inspection, maintenance and testing of live work lifting equipment											X													On job (Coach)
47.	TGL 41-93 (NTCSA Only)	Guide for the planning of live line maintenance work											X													On job (Coach)
48.	TST 41-624 (NTCSA Only)	Live line risk assessment and fall protection plan											X													On job (Coach)
49.	240-94743368	Training matrix for Meter Workers																X		X	X			X		On job (Coach)

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NO.	DOCUMENT NUMBER (Training material)	STANDARDS, PROCEDURES AND TECHNICAL INSTRUCTION	High Voltage Levels of Authorisation											Low Voltage Levels of Authorisation								TRAINING MATERIAL	
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50.	240-75660336	Substation and network equipment label specifications	O	O	O	X	O	X	X	X	X	O		O	O	O	O	O	X	O	O	O	On job (Coach)
51.	240-62629353	Standard for labelling of Secondary Plant equipment		O			X			O	X	O											On job (Coach)
52.	240-65216546	Standard for portable earthing gear		O	X	X	X			X	X	X					X	X	X	X	X	X	On job (Coach)
53.	240-78692652 (Rev 7)	Standard for use and maintenance of earthing gear		O	X	X	X			X	X	X					X	X	X	X	X	X	On job (Coach)
54.	240-85660696	Safety earthing of capacitor banks		O							O		X										On job (Coach)
55.	240-57787869	Safe working and application of portable discharge earthing gear on series capacitor banks		O							O		X										On job (Coach)
56.	240-70001076	Earthing code of practice for the application of earthing, bonding and/ or insulating gear on high voltage system (Compulsory NTCSA)		O		X					X		X										On job (Coach)

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NO.	DOCUMENT NUMBER (Training material)	STANDARDS, PROCEDURES AND TECHNICAL INSTRUCTION	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL				
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57.	240-70001077	Removal and Re-application of earth for testing purposes in transmission substation in terms of the ORHVS Regulation 5.9.2 (Compulsory NTCSA)		O	X								X												On job (Coach)
58.	240-56227419	Actions and Precautions to be followed when receiving Buchholz Alarm		O								O	X												On job (Coach)
59.	240-66917056	Passive Fire protection for oil filled equipment	O	O	O	O	O					O	O												On job (Coach)
60.	240-59145540	Assessment of risk of trip of system equipment, work procedures and notification to control centres		O	O		X	O	O	O				X											On job (Coach)
61.	240-60725802	Substation bay maintenance		O	O		O						O												On job (Coach)
62.	240-86768820	Maintenance standard for dis-connectors (isolators) and earthing switches with voltages up to 765kV		O	O							O	O												On job (Coach)

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NO.	DOCUMENT NUMBER (Training material)	STANDARDS, PROCEDURES AND TECHNICAL INSTRUCTION	High Voltage Levels of Authorisation										Low Voltage Levels of Authorisation								TRAINING MATERIAL			
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71.	240-54213112	Operating and safety testing MV cable connected to apparatus			O						O	O												On job(coach)
72.	240-70000070	Distributions interim safety measures for access and work in close proximity to Metal-Enclosed switch gear up to 48 kV	O	O	O	O	O				O	O		O	O	O	O	O	O	O	O	O	O	On job (coach)
73.	240-70141891	Operating Agreement between Transmission and Generation for Network Events on Generator Transformer and Station Transformer Bays in Power Stations		O								O		X										On job (coach)
74.	240-57648744	Fault Locating Methods for MV Cable Standard			O						O	O		O										On job (coach)
75.	240-86845625	Identifying and spiking of power cables			O						O	O		O										On job (coach)
76.	240-23470234	Re-energizing of transformer after trip									O			O										On job (Coach)
77.	240-03407540	Commissioning of embedded generators	O	O	O		O				O	O		O	O	O	O	O	O	X	O	O	O	On job(coach)

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78.	240-70000660	Implementation Guide for Smart Meters															X	O		O							On job (coach)
79.																											
80.																											
81.																											
82.																											
83.																											
84.																											
85.																											
86.																											
87.																											
88.																											

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SECTION C (2) Live Work

Legend:
 O: Denotes Post-authorisation
 X: Denotes Pre-authorisation
 T: Denotes To be done in Live Work Training
 Shaded means Not Applicable.

Live Work Levels of Authorisation

No.	THEORETICAL TRAINING/FORMAL COURSE	Basic Gloving	TM Gloving	PIC Gloving	Basic S & BH	TM S & BH	PIC S & BH	Substation Gloving	Substation PIC Gloving	Substation S & BH	Substation PIC S & B	TRAINING MATERIAL	TRAINING PROVIDER
1	Health, safety and quality at work	X	X	X	X	X	X	X	X	X	X	PRE 02 (a)	F/L
2	First Aid Level 2	X	X	X	X	X	X	X	X	X	X	US120496	F/L
3	Basic Fire Fighting / Fundamental of Fire Safety	X	X	X	X	X	X	X	X	X	X	US12484	F/L
4	Supervision in electrically hazardous areas	X	X	X	X	X	X	X	X	X	X	ELW 001	F/L
6	Understanding the fundamentals of Electricity or NTS 3 (If not a qualified electrician or technician or electric line mechanic)	X	X	X	X	X	X	X	X	X	X	L2C 01	F/L
7	Medical Certificate	X	X	X	X	X	X	X	X	X	X	Area specific	F/L
8	Pre-task Planning and Risk Assessment	X	X	X	X	X	X	X	X	X	X	PRE 02 (b)	F/L
9	Select, use and care for electrical measuring instruments (If not a qualified electrician or technician or electric line mechanic)	X	X	X	X	X	X	X	X	X	X	US 10237	F/L
10	Equipotential Earthing	X	X	X	X	X	X	X	X	X	X	OL2 002	F/L
11	Safe use of Working from Height Systems	X	X	X	X	X	X	X	X	X	X	US229998	F/L

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Live Work Levels of Authorisation

No.	THEORETICAL TRAINING/FORMAL COURSE	Basic Gloving	TM Gloving	PiC Gloving	Basic S & BH	TM S & BH	PiC S & BH	Substation Gloving	Substation PiC Gloving	Substation S & BH	Substation PiC S & B	TRAINING MATERIAL	TRAINING PROVIDER
12	Working from Height Rescue	O	O	O	X	X	X	X	X	X	X	US229995	F/L
14	Operate on Medium Voltage Networks (11kV- 44kV)							O	X	O	X	L4E_12	F/L
15	Operate on High Voltage networks (66kV-132kV)							O	X	O	X	L4_11	F/L
16	Line Inspection (MV)	X	X	X	X	X	X	X	X	X	X	MVLM 001	F/L
17	Basic Power System Protection (11kV–22kV)	O	O	X	O	O	X	X	X	X	X	ESTO 012	F/L
18	Basic Power System Protection (33kV–765kV)	O	O	O	O	O	X	O	O	X	X	EPTO 021	F/L
20	Mobile Elevated Work Platform	X	X	X	X	X	X	X	X	X	X	US243272	F/L
21	Sling Loads	X	X	X	X	X	X	X	X	X	X	US12481	F/L
22	Lifting Tackle Inspection	X	X	X	X	X	X	X	X	X	X	L4E 12	F/L

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Live Work Levels of Authorisation

No.	THEORETICAL TRAINING/FORMAL COURSE	Basic Gloving	TM Gloving	PiC Gloving	Basic S & BH	TM S & BH	PiC S & BH	Substation Gloving	Substation PiC Gloving	Substation S & BH	Substation PiC S & B	TRAINING MATERIAL	TRAINING PROVIDER
27	Core Line Construction	X	X	X	X	X	X	X	X	X	X	ELW 002	F/L
												ELW 003	
												ELW 005	
												ELW 006	
												ELW 012	
28	MV Line Construction	X	X	X	X	X	X	X	X	X	X	ELW 004	F/L
												ELW 007	
												ELW 008	
												ELW 009	
												ELW 010	
31	ORHVS: Appointed Operator (Level 4)	X	X	X	X	X	X	X	X	X	X	HVO 04	F/L
41	Erect, use and dismantle access scaffolding	O	O	O	O	O	O	O	O	O	O	US 263245	F/L
42	Inspect access scaffolding	O	O	O	O	O	O	O	O	O	O	US 263205	F/L
59	Gloving Training (11kV – 33kV)	T	X	X	X	X	X	X	X	X	X	ESTO 046	F/L

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Live Work Levels of Authorisation

No.	THEORETICAL TRAINING/FORMAL COURSE	Basic Gloving	TM Gloving	PiC Gloving	Basic S & BH	TM S & BH	PiC S & BH	Substation Gloving	Substation PiC Gloving	Substation S & BH	Substation PiC S & B	TRAINING MATERIAL	TRAINING PROVIDER
60	PiC Gloving Training (11kV – 33kV)			T				O	X			ATO 02	F/L
61	Stick and Bare Hand Training (44 kV – 132kV)				T	X	X			X	X	ESTO 047	F/L
62	PiC Stick and Bare Hand						T				X	ESTO 021	F/L
63	Substation Gloving Training (11kV – 33kV)							T	X				F/L
64	Substation PiC Gloving Training (11kV – 33kV)								T				F/L
65	Substation Stick and Bare Hand Training (44 kV – 132kV)									T	X		F/L
66	Substation Stick and Bare Hand PiC Training (44 kV – 132kV)										T		F/L
67	Lay out and mark off regular and irregular shapes for thermoplastic fabrication	X	X	X	X	X	X	X	X	X	X	US 14700	F/L

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Live Work Levels of Authorisation

No.	PRACTICAL EXPOSURE	Live Work Levels of Authorisation										TRAINING MATERIAL	TRAINING PROVIDER
		Basic Gloving	TM Gloving	PiC Gloving	Basic S & BH	TM S & BH	PiC S & BH	Substation Gloving	Substation PiC Gloving	Substation S & BH	Substation PiC S & B		
1	Pre-planning: Application	X	X	X	X	X	X	X	X	X	X	Area specific	On job (Coach)
2	On-site risk assessment and declaration	O	O	X	O	O	X	O	X	O	X	Area specific	On job (Coach)
4	Performing non dangerous activities	X	X	X	X	X	X	X	X	X	X	240-114967625	On job (Coach)
5	Enter a Restricted / Prohibited area	O	O	O	O	O	O	X	X	X	X	240-114967625	On job (Coach)
8	Shared structure practical exposure	O	O	O								Area specific	On job (Coach)
25	Line Construction	X	X	X	X	X	X	X	X	X	X	ELW 02-10	Dx. TL&D

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Live Work Levels of Authorisation

No.	PRACTICAL OPERATING TRAINING AND OTHER RELATED TRAINING	Live Work Levels of Authorisation										TRAINING MATERIAL	TRAINING PROVIDER
		Basic Gloving	TM Gloving	PiC Gloving	Basic S & BH	TM S & BH	PiC S & BH	Substation Gloving	Substation PiC Gloving	Substation S & BH	Substation PiC S & B		
1	Practical barricading	O	O	O	O	O	O	X	X	X	X	240-86100853	On job (Coach)
4	Battery Inspection and maintenance							O	X	O	X	Area specific	On job (Coach)

NOTE:

Numbering in section C 2 is aligned to Section D

For Live Work POE requirements on the Transmission System, please refer to 240-128673233, Portfolio of Evidence for Transmission High Voltage Live Work Authorisation

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SECTION D

LEARNING CHECKLIST INTRODUCTION

The learner must monitor his progress using the Learning Checklist in Section D of this Portfolio.

This checklist will be scrutinised by the Supervisor to assist with the scheduling of an Authorisation Assessment date.

The competent Authorised Person not only needs to purely be authorised in terms of the ORHVS, but needs to have the knowledge, skills and attitude in order to carry out all of his duties safely and to the best of his ability. To this end there are many other competencies that he will need, so that he can perform basic maintenance of the system under his authorisation, standby duties, assist his colleagues and be a true asset to the business.

The responsibility to ensure competency rests with the learner, but it is up to his supervisor to prioritise and compact with him on learning programs that he will need to perform his duties and also to further his personal development.

VERIFICATION SIGNATURES – MEANING

- **Incumbent:** His/her signature is binding and declaring that he/she has done the relevant learning as the subject title describes.
- **Coach:** His/her signature declare that the candidate attended the relevant learning.
- **Certificate:** If the Coach is not available for the verification signature the certificate reference number should be filled in. If no number on the certificate you must allocate your personal reference number on the certificate that is uniquely identifiable. All certificates to be filed in section H of this POE.
- **Line Manager/Snr Supervisor;** His/her signature verifies the validity and correctness of the relevant learning. He/she must ensure that the relevant learning was done by the incumbent.

I declare that I understand the meaning of the verification signatures.

Incumbent: Signature:(Name
print)

Line Manager/Snr Supervisor: Signature:(Name
Print)

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THEORETICAL TRAINING/FORMAL COURSE		VERIFICATION SIGNATURES				
		Incumbent / Learner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
1.	Health safety and quality at work					
2.	First Aid Level 2					
3.	Basic Fire Fighting / Fundamental of Fire Safety					
4.	Supervision in electrically hazardous areas					
5.	High Voltage environment and regulations awareness (first time ORHVS only)					
6.	Understanding the fundamentals of Electricity or N3 (If not a qualified electrician or technician or electric line mechanic)					
7.	Medical Certificate					
8.	Pre-Task Plan Risk Assessment/HIRA					
9.	Select, use and care for electrical measuring instruments (If not a qualified electrician or technician or electric line mechanic)					
10.	Equipotential Earthing					
11.	Safe use of Working from Height Systems (Compulsory for NTCSA)					
12.	Working from Height Rescue (compulsory for NTCSA)					
13.	Pole climbing shoes					
14.	Operate on Medium Voltage networks (11kV- 33kV)					
15.	Operate on High Voltage networks (44kV-765kV)					
16.	Line Inspection (MV)					
17.	Basic Power System Protection (11kV–33kV)					
18.	Basic Power System Protection (44kV–765kV)					
19.	Phasing: 110V–132kV					
20.	Mobile Elevated Work Platform (Compulsory for live work and 765kV)					

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THEORETICAL TRAINING/FORMAL COURSE		VERIFICATION SIGNATURES				
		Incumbent / Learner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
21.	Basic Slings (Compulsory for NTCSA)					
22.	Lifting Tackle Inspection (compulsory for NTCSA)					
23.	Basic Measurements and Marking Out					
24.	Low Voltage Regulations (Exclude NTCSA)					
25.	Low Voltage Operating					
26.	Low Voltage Line Construction					
27.	Core Line Construction ELW 002					
	Core Line Construction ELW 003					
	Core Line Construction ELW 005					
	Core Line Construction ELW 006					
	Core Line Construction ELW 012					
28.	MV Line Construction ELW 004					
	MV Line Construction ELW 007					
	MV Line Construction ELW 008					
	MV Line Construction ELW 009					
	MV Line Construction ELW 010					
29.	ORHVS: Access and supervision (HVO 01)					
30.	ORHVS: Responsible Person (HVO 02)					
31.	ORHVS: Appointed Operator (HVO 04)					
32.	ORHVS: Climbing of live lines for non-electrical activities. (NTCSA only)					
33.	Pre-paid Metering					
34.	Testing of services					
35.	Perform work on energised low voltage networks					

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THEORETICAL TRAINING/FORMAL COURSE		VERIFICATION SIGNATURES				
		Incumbent / Learner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
36.	Installing of streetlights					
37.	Earthing Training (NTCSA Only)					
38.	Electric Fence Inspection & Maintenance					
39.	LV network inspection & maintenance					
40.	Ladders & Scaffolding Training					
41.	Erect, use and dismantle access scaffolding					
42.	Inspect access scaffolding					
43.	Breaker First Line Maintenance					
44.	Isolator First Line Maintenance					
45.	Transformer Maintenance					
46.	Battery inspection and maintenance					
47.	Oil Sampling Course					
48.	Live Work Appreciation					
49.	Meter level 1 Worker					
50.	Meter level 2 Worker					
51.	Meter level 3 Worker					
52.	Meter level 4 Worker					
53.	Gloving Training (11kV – 33kV)					
54.	PiC Gloving Training (11kV – 33kV)					
55.	Stick and Bare Hand Training (44 kV – 132kV)					
56.	PiC Stick and Bare Hand					
57.	Substation Gloving Training (11kV – 33kV)					
58.	Substation PiC Gloving Training (11kV – 33kV)					
59.	Substation Stick and Bare Hand Training					

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THEORETICAL TRAINING/FORMAL COURSE		VERIFICATION SIGNATURES				
		Incumbent / Learner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
60.	Substation Stick and Bare Hand PIC Training (44 kV – 132kV)					
61.	Lay out and mark off regular and irregular shapes for thermoplastic fabrication					
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PRACTICAL EXPOSURE		VERIFICATION SIGNATURES				
		Incumbent / Leaner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
1.	Pre-planning: Application					
2.	On-site risk assessment and Permit System					
3.	Applications of prohibitory signs					
4.	Performing non dangerous activities					
5.	Enter a restricted/prohibited area					
6.	Ring main unit (MV)					
7.	Mini substation (MV/LV)					
8.	Shared structure practical exposure					
9.	Emergency Preparedness Plans (Compulsory for Outcome 6 NTCSA only)					
10.	Transfer & by-pass site specific procedures (Compulsory for Outcome 4b and 6 NTCSA only)					
11.	Calculation of Loading scenarios (Compulsory for Outcome 6 NTCSA)					
12.	Security Linking (Compulsory for Outcome 6 NTCSA)					
13.	380 Lay out of substation/chop over systems (Compulsory for Outcome 6 NTCSA)					
14.	Tap change procedures / Double bank transformers (Compulsory for Outcome 6 NTCSA)					
15.	Drawings & diagrams interpretation (Compulsory for Outcome 4b and 6 NTCSA)					
16.	Cap bank/SVC earthing (Compulsory for Outcome 6 NTCSA)					
17.	Loading & load flow (Compulsory for Outcome 6 NTCSA)					
18.	Supervisory/Tele control (ERTU's/D400) (Compulsory for Outcome 4b and 6 NTCSA)					
19.	HMI & Bay processors (Compulsory for Outcome 4b and 6 NTCSA)					
20.	DC Earth Faults on Batteries circuits (Compulsory for Outcome 4b and 6 NTCSA)					

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PRACTICAL EXPOSURE		VERIFICATION SIGNATURES				
		Incumbent / Leaner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
21.	Cap bank first line maintenance/Can replacement (Compulsory for Outcome 4b 6 NTCSA)					
22.	Visit to Regional Control Centre NMC					
23.	Visit National Control Centre (NC)					
24.	OPGW/ADSS/ADD LASH Fibre Optic					
25.	DC Earth Faults on Batteries circuits (Compulsory for Outcome 4b and 6 NTCSA)					
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PRACTICAL OPERATING TRAINING AND OTHER RELATED TRAINING (Done until competent)		VERIFICATION SIGNATURES				
		Incumbent / Leaner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
1.	Practical barricading					
2.	Take handover instruction for purpose of supervision of people performing work in close proximity					
3.	Take handover instruction after isolation and earthing was done for purpose of safety test, application and removal of working earths.					
4.	Battery Inspection and maintenance					
5.	Opening and closing of breakers, isolators and switches at lines / substations.					
6.	Operate/Bypass a line feeder breaker at a Substation.					
7.	Operate/Bypass a pole mounted breaker eg. Recloser. (Dx)					
8.	Operate/Bypass a voltage regulator.					
9.	Operate a Capacitor bank/SVC'S					
10.	Operate on Mini substation (RMU's).					
11.	Take Permission to operate and work instructions					
12.	Take Permission to sectionalise instruction.					
13.	Replacement of drop out fuse units as per Reg 5.5.2					
14.	Operating emergency preparedness plan					
15.	Phasing					
16.	Supervisory and BPIS (NTCSA)					
17.	Operating Bypass/Transfer Bars					
18.	Taking a line breaker out for maintenance (Alive back) (NTCSA)					
19.	Returning a line breaker to service after maintenance (Alive back).					
20.	Taking a line and breaker out for maintenance (Dead back).					
21.	Returning a line and breaker to service after maintenance (Dead back).					

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22.	Taking an interconnected power system (IPS) line out for maintenance.					
23.	Returning an interconnected power system (IPS) line to service after maintenance.					
24.	Taking a transformer panel out for maintenance.					
25.	Returning a transformer panel to service after maintenance.					
26.	Taking a bus coupler breaker, bus section breaker/isolator or section of busbar out of service for maintenance.					
27.	Returning a bus coupler breaker, bus section breaker/isolator or section of busbar to service.					
28.	HMI and Bay Processors (NTCSA)					
29.	Operating Line/busbar Reactors					
30.	Security Linking					
31.	Taking an interconnected power system transformer panel out of service.					
32.	SCADA Training (NMC)					
33.	Cable Network Operating LV					
34.	Cable Network Operating MV					
35.	Taking a rural transformer out for maintenance/ replacement					
36.	Returning a rural transformer to service after maintenance/ replacement					
37.	Re- energizing of transformer after trip					
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ON-JOB TRAINING	VERIFICATION SIGNATURES
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	(Done until competent)	Incumbent / Leaner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
1	Ladder Safety					
2	Installation of prepaid meters					
3	Energy meter kwh reading and kVA reading (indigo polyphase meter Cl.2)					
4	Replacement of pole mounted service distribution box (Dead work)					
5	Replacement of DIN rail prepaid meter, service distribution box, surge arrestor and MCB (Dead work)					
6	Joining LV conductor and aerial bundle conductor (Dead work)					
7	Removing the meter during cut-off (Dead work)					
8	Replacement of the low voltage cables (Dead work)					
9	Replacement of circuit breaker in the mini substation (Dead work)					
10	Replacement of circuit breaker on pole mounted service distribution box (Dead work)					
11	Replacement of fuse base / holder (Dead work)					
12	Replacement of the pillar box/stubby/meter box (Dead work)					
13	Low voltage live work streetlight installation					
14	Low voltage live work: Connecting/Disconnecting S1 customers					
15	Low voltage live work: Installing and connecting a new SDB on the pole					
16	Low voltage live work: Replacing a SDB with customer connected to it					
17	Low voltage live work: Connecting a customer on the SDB already installed on the pole					
18	Low voltage live work: Installing pole box and connecting the cable and jumpers					
19	Low voltage live work: Disconnecting a customer					

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ON-JOB TRAINING (Done until competent)		VERIFICATION SIGNATURES				
		Incumbent / Leaner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
20	Low voltage live work: Installation/removal of a cable in an energised distribution pillar box and livening up/disconnecting of a customer					
21	Low voltage live work: replacement of a pole-mounted circuit-breaker					
22	Low voltage live work: replacement of a circuit breaker in an energised distribution pillar box/meter box					
23	Low-voltage live-work: changing a non- metallic pillar box housing					
24	Low voltage-live work: installing/replacing LV fuse components					
25	Low voltage live work: replacing of a fuse base and holder/carrier					
26	Low voltage live work: replacing of jumpers between conductors and pole- mounted fuses or MCB's					
27	Low voltage live work: livening up a pole-mounted service distribution box					
28	Low voltage live work: Replacing of a connector on a live bare conductor					
29	Low voltage live work: Installing and replacing of the stripple fuse unit under live condition					
30	Low voltage live work: MCB's and LV fuses in mini-sub/brick subs operating					
31	Low voltage live work: Replacement of surge arrester, circuit breaker, measuring unit, service cable for split meters on the pole top box					
32	Low voltage live work: Replacement of ED's and ECU's under live conditions					
33	Commissioning and maintenance of small power user (SPU) metering					
34	Standard for the verification of metering installations					
35	Commissioning and maintenance of metering installations (LPU LV)					
36	Live method non-intrusive current transformer (CT) ratio verification					
37	Connections, reconnections and cut-off of customer's electricity supply					

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ON-JOB TRAINING (Done until competent)		VERIFICATION SIGNATURES				
		Incumbent / Leaner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
38	Meter movement form for conventional and prepaid meters					
39	Clearances between HV, MV and LV conductors.					
40	Tapping of transformers ON/OFF-LOAD					
41	Maintenance for Sf 6 gas management					
42	Switching Auxiliaries					
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Document Number		Standards, Procedures and Technical Instructions	VERIFICATION SIGNATURES				
			Incumbent / Learner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
				Name	Signature	Name	Signature
1	240-62196227	Lifesaving rules					
2	32-132	Distribution fire risk management					
3	32-332	First aid standard					
4	240-70413681	Portfolio of evidence					
5	32-95	Environmental, Occupational Health and Safety Incident Management Procedure					
6	34-380	Identifying, analysing, documenting, and observing tasks according to criticality					
7	240-70413865	Power Delivery Operating Assessment, Authorisation and Training Standard					
8	240-43848327	Procedure for refusal to work on the grounds of health, safety, and environmental concerns					
9	240-159944019	Field services operating and maintenance quick reference manual					
10	240-86640998	Supervision of people in Electrically hazardous Locations					
11	240-70500896	Standard for the control and application of master locks and issue of master keys					
12	240-86100853	Standard for barricading prohibited area and live chamber					
13	240-120054284	Provision and use of personal protective equipment					
14	240-88365419	Distribution driver and operator assessment and training					
15	559-668198576	Pre-task planning and feedback process					

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Document Number	Standards, Procedures and Technical Instructions	VERIFICATION SIGNATURES				
		Incumbent / Leaner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
16	34-333	OHS Act requirements to be met by principal contractors employed by Eskom				
17	240-80605256	Access to farms (includes strategy on dealing with game farms)				
18	240-00979499	Standard for a fall arrest system				
19	240-125004047 240-125124036	Standard for the selection, care, use, inspection, and maintenance of ladders				
20	EPC 32-418	Working at heights				
21	240-6576750	Risk of trip assessment				
22	240-0175091	The use, care, maintenance and testing of high-voltage operating sticks				
23	240-78692652	Procedure for the application and maintenance of portable earths				
24	240-69125290	Standard for the use of equipotential earth footplates				
25	240-74732327	Approved contact and proximity test detectors				
26	240-75909223	Procedure for operations requirements - Standardized terminology when issuing instructions for operating				
27	240-170000068	Establishment and operating of temporary local control centres				
28	240-77091409	Phasing of equipment				
29	240-135662197	Operating procedure - when the integrity of earth continuity conductors connecting apparatus to the earth mat is suspect.				

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Document Number	Standards, Procedures and Technical Instructions	VERIFICATION SIGNATURES				
		Incumbent / Leaner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
30	240-138196972	Routine inspection and maintenance of sub-transmission and reticulation lines				
31	240-170000908	Substations inspection (Dx only)				
32	240-132211252	Substation inspection (NTCSA only)				
33	240-123470234	Re-energising of transformers after a trip				
34	240-164466022	Operating on 11 To 33kv overhead lines equipped with sensitive earth fault protection				
35	240-86576740	Procedure for by-passing of reticulation voltage regulators and paralleling of reticulation feeders				
36	240-120804300	Standard for the labelling of electrical equipment within ESKOM WIRES networks				
37	240-147632179	PTO & W and PTS in Distribution division				
38	240-135663316	Care, inspection, maintenance and testing of insulating gloves, sleeves, hoses, blankets, and covers for live working				
39	240-92064074	Routine inspection, care, maintenance and testing of insulating aerial devices				
40	240-14673875	High voltage live working				
41	240-135663075	Standard for live tapping				
42	240-70413029	Care, inspection, maintenance and testing of live work strain carriers (stick and bare hand)				
43	240-139695158	High voltage live work training standard				
44	TST 41-92 (NTCSA Only)	Standard for Aerial Live Working				

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Document Number		Standards, Procedures and Technical Instructions	VERIFICATION SIGNATURES				
			Incumbent / Leaner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
				Name	Signature	Name	Signature
45	TST 41-91 (NTCSA Only)	High-voltage live working					
46	240-76222282	Care, inspection, maintenance and testing of live work lifting equipment					
47	TGL 41-93 (NTCSA Only)	Guide for the planning of live line maintenance work					
48	TST 41-624 (NTCSA Only)	Live line risk assessment and fall protection plan					
49	240-94743368	Training matrix for Meter Workers					
50	240-75660336	Substation and network equipment label specifications					
51	240-62629353	Standard for labelling of Secondary Plant equipment					
52	240-65216546	Standard for portable earthing gear					
53	240-78692652 Rev 7	Standard for use and maintenance of earthing gear					
54	240-85660696	Safety earthing of capacitor banks					
55	240-57787869	Safe working and application of portable discharge earthing gear on series capacitor banks					
56	240-70001076	Earthing code of practice for the application of earthing, bonding and/ or insulating gear on high voltage system (Compulsory NTCSA)					
57	240-70001077	Removal and Re-application of earth for testing purposes in transmission substation in terms of the ORHVS Regulation 5.9.2 (Compulsory NTCSA)					
58	240-56227419	Actions and Precautions to be followed when receiving Buchholz Alarm					
59	240-66917056	Passive Fire protection for oil filled equipment					

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Document Number	Standards, Procedures and Technical Instructions	VERIFICATION SIGNATURES				
		Incumbent / Leaner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
			Name	Signature	Name	Signature
60	240-159145540	Assessment of risk of trip of system equipment, work procedures and notification to control centres				
61	240-60725802	Substation bay maintenance				
62	240-86768820	Maintenance standard for dis-connectors (isolators) and earthing switches with voltages up to 765kV				
63	240-67449796	Safe operating practice for GIS Substation (NTCSA only)				
64	240-84854974	Continuity measurement of substation earth grid system				
65	240-137743677	Procedure for Topping Up SF6 outdoor switchgear gas filled medium and high voltage				
66	240-130615862	Earthing of Transmission Line Towers				
67	240-71380115	Routine inspection and maintenance of transmission lines				
68	240-82421511	Maintenance standard for metal structured power lines				
69	240-45438791	Re-energising/Proving a Busbar after a Busbar fault				
70	41-203	Procedure for Topping Up SF 6 for Various Gas Insulated Circuit Breakers				
71	240-154213112	Operating and safety testing MV cable connected to apparatus				
72	240-170000070	Distributions interim safety measures for access and work in close proximity to Metal-Enclosed switch gear up to 48 kV				

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Document Number		Standards, Procedures and Technical Instructions	VERIFICATION SIGNATURES				
			Incumbent / Leaner Signature	Coach / Reference number		Line Manager/Senior Supervisor	
				Name	Signature	Name	Signature
73	240-70141891	Operating Agreement between Transmission and Generation for Network Events on Generator Transformer and Station Transformer Bays in Power Stations					
74	240-57648744	Fault Locating Methods for MV Cable Standard					
75	240-86845625	Identifying and spiking of power cables					
76	240-123470234	Re-energizing of transformer after trip					
77	240-103407540	Commissioning of embedded generators					
78	240-170000660	Implementation Guide for Smart Meters					
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Section D2

Historical Information

All valid previous signed off section D to be transferred to D2

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SECTION E

LIST ACTIVITIES PERFORMED IN SUBSTATIONS, FEEDERS AND EQUIPMENT WITHIN THE AREA (THIS INCLUDES BOTH HIGH & LOW VOLTAGE).

Eskom Employees/Contractors

- Candidates must prove their geographical knowledge of the area that he/she will operate or work in.
- All substations/feeders/mini subs/ring main units in the area where operating/work is to be performed must be visited and signed off. Also state the reason for such visit.
- Record all substations/feeders and equipment Eskom wide that you have visited and state the reason for such visit.
- All operating and operations on various equipment done in the specific geographical area.

Candidates:

If under training the incumbent's Coach must also sign to indicate that he/she provided the on-job training.

If Coach is not available for any reason leave this space open.

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SECTION F

Regulations, instructions bulletins and task manuals

Area Operating Regulations & Instructions

I (Name and Surname) _____ with unique/ID number _____ hereby declare that I have received a copy of the relevant area operating regulations and instructions and I have added this to the back of my ORHVS book.

Incumbent Signature

Line Manager/Supervisor's Signature

Low Voltage Operating Regulations (LVOR) & Instructions

I (Name and Surname) _____ with unique/ID number _____ hereby declare that I have received a copy of the LV Operating Regulations.

Incumbent Signature

Line Manager/Supervisor's Signature

Operating Regulations For High Voltage Systems & Instructions

I (Name and Surname) _____ with unique/ID number _____ hereby declare that I have received a copy of the Operating regulations for HV systems.

Incumbent Signature

Line Manager/Supervisor's Signature

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SECTION G
Supporting Evidence

PRE-TASK PLANNING FORMS (HV/MV/LV/LW)	X 2 (Recent)
*OPERATING INSTRUCTION FORMS (HV/MV)	All operating on various equipment done in the specific geographical area (Operating instruction forms)
WORK PERMITS(HV/MV)	X 2 (Recent)
WORKERS REGISTERS(HV/MV/LV)	X 2 (Recent)
RISK ASSESSMENTS(HV/MV/LV)	X 2 (Recent)
LIVE WORK DECLARATION FORM AND RISK ASSESSMENT	X 2 (Recent)
LIVE WORK ACTIVITY SHEET	See pages 2 to 5 in this section G
LIVE WORK HOURS WORKED REGISTER	
MMF FORM (METER MOVEMENT FORM)	X 2 (Recent)
COMMISSIONING/ MAINTENANCE SHEETS SHOULD BE PROVIDED AS PROOF FOR METER WORKERS	X 2 (Recent)

***These are documents prior to and after authorisation by which the candidate proves exposure or competence for the applicable Outcome**

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SECTION H

Collected Evidence

Qualifications: e.g., qualified electrician, technician, engineer	These qualifications, if not original then copies
Certificates	These certificates, if not original then copies
Other documentary evidence	Courses/workshops attended

SECTION I

Task Observation

Outcome 1 to 6 Task Observations	Task Observations relating to the candidate's level of authorisation e.g., operating, permit, access, supervision, etc.
Outcome 7 Live Work Task Observations	Task Observations relating to the candidate's level of authorisation e.g., on live work task manuals, supervision, etc.
Outcome 8 Controller Task Observations	Task Observations relating to candidate level of authorisation (Sub transmission or Transmission)
Low Voltage Task Observations	Task Observations relating to the candidate's level of authorisation e.g., low voltage task manuals (Live & dead work), meter change out

Task Observations

- 1) 240-70413865: Line Managers/Senior Supervisors shall carry out task observations on all authorised persons including Local controller/Control officer regularly, but at least once (1) every six months.
- 2) 240-14673875: Line Managers/Senior Supervisors shall carry out task observations on all authorised persons regularly, but at least three (3) task observations in a twelve (12) month period for Live Work.

On-Job Observation documentation can consist of:

- On job observation tick sheet (240-70413865)
- Pre-task planning form – complete (Where applicable)
- Risk assessment form – complete (Where applicable)
- Work order (Where applicable)
- Operating instruction form – complete (240-11496765) (Where applicable)
- Permit form – complete (240-11496765) (Where applicable)
- Meter movement form (Where applicable)
- Shift handover. (Where applicable)
- Outage plan/ schedule (Where applicable)
- Telephone recording (Where applicable)

SECTION J

Authorisations / Appointments

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SECTION K

Portfolio of Evidence Quality Checklist

Completion of this check sheet should ensure compliance to the PoE requirements. (Please Signatures)

CRITERIA	Incumbent/ Leaner	Line Manager/ Supervisor
INDEX PRESENT (MOST FRONT PAGE OF THE PORTFOLIO)		
USE PROPER INDEX DIVIDERS (SECTION A UP TO THE END)		
SECTION A		
TITLE PAGE COMPLETED		
DECLARATION OF AUTHENTICITY FORM COMPLETED		
COPY OF IDENTIFICATION DOCUMENT ATTACHED		
SECTION B		
DIFFERENT LEVELS OF AUTHORISATION UNDERSTOOD		
SECTION C		
RELEVANT LEARNING ACTIVITIES IDENTIFIED		
SECTION D		
RELEVANT LEARNING CHECKLISTS COMPLETED AND SIGNED		
SECTION D2 (Previous)		
PREVIOUS SIGNED OFF EVIDENCE		
SECTION E		
LIST ACTIVITIES PERFORMED IN SUBSTATIONS, FEEDERS AND EQUIPMENT WITHIN THE AREA (THIS INCLUDES BOTH HIGH & LOW VOLTAGE)		
SECTION F		
REGULATIONS, INSTRUCTIONS BULLETINS AND TASK MANUALS		
SECTION G		
ORIGINAL / COPIES OF THE FOLLOWING EVIDENCE INCLUDED (LV/MV /HV/LW)		
PRE-TASK PLANNING FORMS		
OPERATING INSTRUCTION FORMS		
WORK PERMITS		
WORKERS REGISTERS		
RISK ASSESSMENTS		
LIVE WORK DECLARATION FORM AND RISK ASSESSMENT		

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CRITERIA	Incumbent	Line Manager/ Supervisor
SECTION H		
LIVE WORK ACTIVITY SHEET COMPLETED (IF REQUIRED)		
LIVE WORK HOURS WORKED REGISTER		
MMF FORM (METER MOVEMENT FORM)		
QUALIFICATIONS		
CERTIFICATES		
REFER TO REVISED AND UPDATED STANDARDS, PROCEDURES, ETC. AWARENESS / READ AND SIGN		
SECTION I		
OUTCOME 1 TO 6 TASK OBSERVATIONS		
OUTCOME 7 LIVE WORK TASK OBSERVATIONS		
OUTCOME 8 TASK OBSERVATIONS		
LOW VOLTAGE TASK OBSERVATIONS		
SECTION J		
ALL AUTHORISATIONS / APPOINTMENTS INCLUDED		
SECTION K		
LIVE WORK AUTHORISATION AND ASSESSMENT		

PERSON CHECKING THIS PORTFOLIO OF EVIDENCE	Incumbent	Line Manager / Supervisor
NAME		
SIGNATURE		
DATE		

COMMENTS:

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SECTION L-Z

OU specifics

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