



ELECTRICAL ENGINEERING INSTRUCTION

ELECTRICAL SWITCHING DIAGRAM PREPARATION, APPROVAL AND MANAGEMENT

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Distribution: A and B

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1.0 SCOPE

This instruction describes the procedure to be followed when requesting preparation and approval of new and amended electrical switching diagrams.

2.0 GENERAL

- 2.1 Under no circumstances will maintenance depot personnel be allowed to prepare new- nor amend existing electrical switching diagrams independently from this process.
- 2.2 Electrical switching diagrams will be created and maintained by the Central Drawing Office on a server that is accessible to all personnel granted access.
- 2.3 The diagrams will be available as read-only files and can only be copied and printed to a local colour printer.
- 2.4 Depots will provide copies of electrical switching diagrams to their own staff.

3.0 PROCEDURE

- 3.1 Depot personnel shall prepare a detailed sketch or fully marked-up print or “red-lining” of the approved new electrical layout diagram or existing electrical switching diagram.
- 3.2 Scan and e-mail the sketch or diagram to the Central Drawing Office who will require at least 28 calendar days to prepare a new or amend an existing diagram as per sketch or marked-up diagram indicating the effective date.
- 3.3 The process of issuing the energising / de-energising notice according to Engineering Instruction CEE-GI_019 can run concurrently with this period.
- 3.4 Central Drawing Office will e-mail the draft new diagram or amended diagram back to the depot for approval.
- 3.5 The Maintenance Manager (Electrical) / Regional Electrical Engineer shall confirm the accuracy of the diagram by approving the amended or new diagram by adding his signature / electronic signature, scan and e-mail it back to the Central Drawing Office with an original signed hard copy kept at the depot on file. Central Drawing Office will file this document in electronic format for record purposes as an audit trail for amendments.
- 3.6 Central Drawing Office will make available the latest version of the diagram on the file server and forward a copy of the diagram to Electrical Control and Telecontrol.

4.0 MANAGEMENT OF SWITCHING DIAGRAMS

- 4.1 The Maintenance Manager (Electrical) / Regional Electrical Engineer or any person acting in this capacity shall review all switching diagrams annually to confirm the accuracy thereof against the physical circuit equipment.
- 4.2 This confirmation shall be sent to the responsible Electrical Control Office at the end of January of every year.

5.0 RELATED INSTRUCTIONS

Engineering Instruction CEE-GI_019: Procedures for Energising / De-Energising of High-Voltage Electrical Equipment.

6.0 AMENDMENT

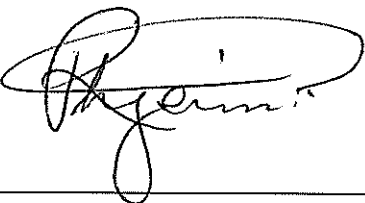
The title and clause 3 were revised. Clause 4 was added.

This instruction cancels Engineering Instruction CEE-GI_052 Issue 3 of July 2013.

END



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