

COURSE TITLE: AUTHORISED ELECTRICAL RECIPIENT - INITIAL

Course Purpose: This module is designed to provide the participants with knowledge and skill required to understand and comply with all safety requirements and obligations related to working on High Voltage Apparatus under the terms of Electrical Access Authorities.

Course Duration: 2 Days.

Pre-requisites: Basic Electrical Appreciation would be preferred but not essential.

| No. | LEARNING OUTCOMES |
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| 1 | Demonstrate the working knowledge required to explain relevant Definitions & Clauses from the Code of Practice of Electrical Safety for work on or near High Voltage Electrical Apparatus or equivalent (Eg. Blue Book) |
| 2 | Demonstrate a working knowledge of the Safe Approach Distances that apply to personnel, vehicles & mobile plant. |
| 3 | Demonstrate a working knowledge of the High Voltage apparatus & when an Electrical Access Permit is required. |
| 4 | Demonstrate a working knowledge of the requirement for Isolating Electrical Apparatus for the purpose of Permit issue for Access to High Voltage Apparatus. |
| 5 | Demonstrate a working knowledge of the general requirements for Earthing of Electrical apparatus for the purpose of Electrical Access Permit Issue. |
| 6 | Demonstrate a working knowledge of the requirements for Barriers and Signs. |
| 7 | Demonstrate a detailed knowledge of Electrical Access Permit Procedures. |
| 8 | Demonstrate a detailed knowledge of the responsibilities of the Recipient in Charge of permits used for Access to electrical apparatus. |
| 9 | Demonstrate working knowledge required to instruct & sign additional Recipients. |

Summary of Content:

1. Code of Practice on Electrical Safety for Work on or near High Voltage Electrical Apparatus or Equivalent (Eg. Blue Book)
2. Safe Approach Distances for various High Voltage levels.
3. Effects of Electric Shock.
4. Methods of normal & inadvertent energisation.
5. Communications Process.
6. Electrical Apparatus Familiarisation.
7. Identification of Official Forms.
8. Labelling of Electrical Apparatus.
9. Tagging.
10. Signs & Barriers
11. Permit Processing Procedure.
12. Electrical Access Permit Isolations.
13. Electrical Access Permit Earthing.
14. Writing of Electrical Access Permits.
15. Responsibilities of the Recipient in Charge.
16. Electrical Access Permit Issue.
17. General knowledge required by a Person Authorised to Receive Electrical Access Permits.

**Delivery:
(Presentation Format)**

Delivery will consist of:

- Training room presentations to deal with the acquisition of knowledge and thinking skills and/or;
- Participant Role-Plays.
- Participant practical paper-based exercises.

Competency Assessment:

Assessment for this module will consist of:

- Written skill assessment will be required to demonstrate:
 - Knowledge of selected Definitions & Clauses of the Code of Practice of Electrical Safety for Work on or near HV Electrical Apparatus or equivalent (Eg. BlueBook).
 - Working knowledge of Safe Approach Distances.
 - Working knowledge of HV Apparatus & when an Electrical Access Permit is required.
 - Working knowledge of the requirements for isolating & earthing of Electrical Access Permit Issue.
 - Knowledge of Electrical Access Procedures.
 - Knowledge of Barriers & Signs
 - Detailed knowledge of the Responsibilities of the Recipient in charge.
 - Working knowledge to instruct & sign on additional Recipients.