

INSTALLATION CONNECTION TESTS & PROCEDURES COMMITTEE

Date: 2nd December 2015

Servicing Procedures Refresher Training Information & Focus for Training Providers

RTO's and Training Providers,

The VESI Installation Connection Tests and Procedures Committee (ICTP) is taking this opportunity to remind all RTO's of the information and requirements delivered to training providers at the September 2014 meeting between the Training Providers and the VESI STRC held at Federation Training.

Audits, observations and Distributor information is indicating that the information presented at the meeting requires further communication.

Please find summarised below, requirements and information that will improve consistency, clarity and outcomes for the Servicing Procedures Refresher Training for both training providers and connection workers throughout the VESI distribution networks.

Practical Assessment Tasks

The matrix for the Practical Assessment tasks is included in the Skills and Training Guideline which is accessible on the Skills and Training page of the VESI website. The matrix indicates the specific "Mandatory" (M) procedures to be practically assessed for each of the four roles/streams that undertake annual refresher for servicing procedures.

Where the worker undertakes or is required to undertake an "Additional" (A) procedure during their specific role, that individual procedure is required to be practically assessed for competency in addition to the "Mandatory" (M) procedures. It is the responsibility of the manager/supervisor of the connection worker to inform the Trainer of the work undertaken or required to be undertaken by the worker during their day to day work.

The principles and testing procedures of the "Inclusive" (I) procedures identified on the matrix are reflected and included in the "Mandatory" (M) tasks and as such, are not required to be individually assessed.

Specific areas for attention by Trainers include:

- Confirm with the trainee manager if there are any Additional (A) tasks which require practical assessment to be undertaken by the trainee.
- Provision of suitable training equipment or rigs for practical assessment of Additional (A) tasks.
- Provision of suitable training equipment or rigs for practical assessment of Mandatory (M) tasks for Meter Technicians and Electrical Inspectors.

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Discussion Points and Focus Areas

The following points are provided for discussion during 2016 and 2017 refreshers between the trainer and the trainees and will assist the trainer with assessment of competency, underpinning knowledge and skills.

The VESI ICTP Committee strongly recommends that trainers ensure each worker assessed is competent to undertake all of the mandatory and additional tasks.

This information below is highlighted by the committee as a result of issues identified across the VESI Distribution networks through observations, audits and incidents.

- Conducting Final NST without completing check test.
Hazardous practice as time frames required for final NST may not be immediate enough to prevent electric shock at an installation. It is important that the check test is completed prior to the final NST.
- Completion of Final NST without establishing NITP
Establishment of NITP is critical as the final NST may still pass where the incoming neutral is broken or damaged. The pass may occur due to the condition of the installation's earthing system, however a hazard may exist where a load in excess of 13 amps is placed on the system during the NST test. Establishment of the NITP will identify these situations.
- Establishment of NITP with trailing lead only
The bridge method has been removed from the NITP establishment procedure (3.3) since 2011 due to flawed test results with the customer's main switch in the on position and transposed mains not being identified until the check test.
- Understanding differences between establishing NITP for 4.14A & 4.14B
The NITP for a meter replacement at a multiple occupancy with an undisturbed neutral is the MEN or neutral link at the meter position without further test. Where the neutral is disturbed, the NITP is required to be established downstream of the work at the occupancy switchboard as per connection procedure 4.14B
- Actions to take when original/existing phase sequence is not returned
Incidents have occurred where crews returned a phase sequence different to the original sequence. Requirements are described in the phase sequence test procedure (3.5) and Non-Compliant test results (1.11)
- Understanding of general principles when testing on complex or non-standard installations.
*Incidents and issues highlighted where general principles of VESI procedures (4.2) were not followed for non-standard installations such as an underground reconnection with no fuse on the meterboard or an overhead reconnection with no access to the POA.
There have been reports of connection workers turning the main switch off and lifting the neutral conductor at the neutral link on the meterboard which is hazardous due to the return current of the meter coil.*



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Adherence to the principles and procedures of the VESI Installation Supply Connection and Test Procedures is mandatory and protects both the connection worker and the general public.

As per the ESV Memo in Section 5.6 of the VESI ICTP Manual, ESV will take action against individuals who do not perform the required tests.

If there are any queries or feedback regarding the information in this letter or the actual test procedures, please contact our committee via the ICTP page on the VESI website or your Distributor's representative on the committee.

Yours sincerely

Peter O'Neill
Chairman
VESI Installation Connection Tests & Procedures Committee

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