

Title: **LEGISLATIVE TRAINING
CONTRACTS AND VALIDATION
OF LEGISLATIVE
CERTIFICATES**

Unique Identifier: **240-170000408**

Alternative Reference Number: **n/a**

Area of Applicability: **Engineering**

Documentation Type: **Engineering
Instruction**

Revision: **1**

Total Pages: **5**

Next Review Date: **n/a**

Disclosure Classification: **Controlled
Disclosure**

Compiled by



Andre van Heerden
HRD Officer

Date: 08/02/2021

Functional Responsibility



Raj Rajkumar
**NORHVS Care Group
Convener**

Date: 08/02/2021

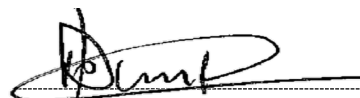
Authorized by



Amelia Mtshali
Senior Manager PDE

Date: 10/02/2021

Supported by SCOT/SC



Dumisani Mtolo
SCOT/SC Chairperson

Date: 08 / 02 / 2021

Content

	Page
Background.....	3
Revision history	3
1. Operating/Legislative Contracts	3
1.1 Establishment of new Contracts.....	3
1.2 Contract management services	3
2. Contract course administration.....	4
3. ESKOM contractor training.....	4
4. Validation of Certificates	4
4.1 Validation on external training provider certificates	4
4.2 Validation of previously issued certificates	5
4.3 Pre Requisites Certificates	5
4.4 Recording of validation letters	5
5. Operating / Legislative training	5
6. Development Team	5

Background

This instruction have a twofold purpose namely to oversee the initiation and management of all OU/Grid and national operating/legislative training contracts and to manage external companies and facilitators that are accredited to present operating/legislative training.

Current contracts have been found to be established without proper scope, requirements and price structures. The purpose of this instruction is to ensure proper oversight of these contracts.

The end state of this instruction is to establish adequate internal capacity for ESKOM unique operating/legislative training

During the process of validation for certificates that was issued by external training providers for operating/legislative training for tender returnables, SHEQ files and authorisation the following was observed:

- 1) Certificates issued without the correct information on them
- 2) Certificates issued by training providers not accredited on the National Facilitators Database
- 3) Certificates from accredited providers that is modified and fraudulently issued.

The purpose of this Technical Instruction is to ensure that all certificates for operating/legislative training used by contractors in their SHEQ files, Proof of tender returnable for contracts and for use for getting authorised are validated by the Learning and Development department before it is being submitted for the mentioned purposes.

This Engineering instruction will apply to all of Distribution and Transmission Divisions and External Contractors.

Revision history

Date	Rev	Compiler	Remarks
Feb 2021	1	A van Heerden	Compiled document.

1. Operating/Legislative Contracts

1.1 Establishment of new Contracts

Before requesting the establishment of a new contract for operating/legislative training, approval must be sought from the NORHVS CG. The approval request must include the following:

- Current internal resources available for the training on the National Facilitators Database
- Provide a plan to indicate the current progress with accrediting internal facilitators
- Future plans to improve capacity

Representatives from NORHVS CG will be assigned to assist with the development of the scope, facilitator requirements and course requirements.

The NORHVS representative must form part of the evaluation panel at the evaluation stage of the contract together with a multi-disciplinary team from the OU/Grid.

1.2 Contract management services

For existing and future operating/legislative contracts, the use of services from the contract must be pre-approved by the NORHVS CG representative. An approval request must be submitted and must include the following:

- Proof that no internal facilitators are available i.e. demand exceeds current capacity.

ESKOM COPYRIGHT PROTECTED

- Progress report on the accreditation of future internal facilitators.

All OU/Grid's must ensure that at least one accredited facilitator is available per 450 operators.

2. Contract course administration

ESKOM registered administrators must ensure that all staff trained via the contract is loaded on SAP LSO and that an ESKOM competency certificate is issued by the administrator.

The external facilitator must be loaded on SAP LSO as a resource and be list on the certificate as the facilitator. The certificate remains the intellectual property of ESKOM.

3. ESKOM contractor training

All contractors wishing to attend any of the Operating/Legislative courses must first apply to the specific OU/Grid before attending courses presented by external providers.

4. Validation of Certificates

All course presented to ESKOM staff and contractors by external training providers, for Operating / Legislative training, must have been facilitated by a facilitator and company that are accredited on the National Facilitators Database. Certificates after June 2018 must also comply with the 240-114967625 Power Delivery Operating Assessment Authorisation and Training Standard with regards the information that must be captured on the certificate to make it a valid certificate.

All certificates that is/was issued by external training providers must be validated against the National Facilitators Database. Procurement, SHEQ and Authorisation Assessors evaluating persons for authorisation e.g. Technical Support must insure that a **validation letter (document no 240-170000416) was issued for each of the external training certificates submitted**. Only appointed Master Facilitators that is listed on the National Facilitates Database may issue these validation letters. A list of appointed Master Facilitators can be obtained from facilitators@eskom.co.za by sending the word facilitators in the subject line.

Validation criteria will include:

- SAP LSO
- National Facilitators Database
- Original assessment documents together with Original attendance registers

Should any doubt exist about the authenticity of the validation letter, the issuing master facilitator must be contacted for confirmation?

4.1 Validation on external training provider certificates

For all training presented from 01 March 2021 onwards, accredited external training providers must submit the following scanned documents to the designated Master Facilitator for validation, This must happen prior to issuing a certificate to an ESKOM contractor.

- The attendance list of the course
- Copies of the students pre requisites certificates
- Scanned colour copy of the certificate to be issued to successful students
- The first and second pages of the student's assessments to show the facilitator name and who issued the assessments.

On completion of the validation, Master Facilitator will issue a validation letter (document no 240-170000416) to the external training provider. The provider is required to issue this letter to the student in conjunction with the certificate. This means that student can now submit the certificates to ESKOM already validated.

Failure by the external provider to comply will result in the provider's accreditation being revoked.

ESKOM COPYRIGHT PROTECTED

4.2 Validation of previously issued certificates

All external certificates issued before 1 March 2021 must be validated by an appointed Master Facilitator and all ESKOM internal certificates must be verified by the registered administrator in the OU/Grid. **Colour** copies of the certificates must be submitted to the registered Master Facilitator in the case of a certificate issued by an external provider.

The respective ESKOM departments can validate that the validation letter (document no 240-170000416) is valid should any doubt exists of the letter's authenticity with the Master Facilitator that issued the letter.

4.3 Pre Requisites Certificates

All pre requisite certificates for legislative and line construction courses must comply with the same requirements as in 4.1 and 4.2.

4.4 Recording of validation letters

Master Facilitators shall complete the **recording sheet** for all validation letters issued. These will be stored on the Master Facilitators SharePoint drive for audit purposes.

A copy of the actual validation letters will also be stored on the SharePoint drive.

5. Operating / Legislative training

Operating/Legislative training will cover the following courses

- ORHVS HVO 01, HVO 02 and HVO 04
- ELW 001 Supervision in Electrical Hazardous Area
- OL2 002 Equipotential Earthing
- HVA 001 ORHVS Awareness
- LVOR 001 Low Voltage Regulations
- LVOP 001 Low Voltage Operating
- ESTO 012 Basic Power System (11kV-44kV)
- EPTO 021 Basic Power System (66kV-132kV)
- L4E 11 Operate on Medium Voltage Networks (11kV-44kV)
- L4E 12 Operate on High Voltage Networks (66kV-132kV)
- Core/MV/LV Line Construction
- L3E 06 Live Low Voltage work Methods
- ESTO 004 Phasing 110V to 132kV

6. Development Team

- Andre van Heerden
- Sharad Bhagwan