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1. INTRODUCTION

This Standard has been compiled to ensure consistency in the application of and a common understanding of the requirements with respect Training, Evaluation and Authorisation of Personnel Operating under Statutory and Eskom Health and Safety requirements in all Power Stations.

2. SUPPORTING CLAUSES

2.1 SCOPE

This Standard covers the minimum requirements with respect to the:

- Identification of persons responsible for the authorisation process as described in this document.
- Content of candidate's portfolio of evidence.
- Testing and evaluation of Candidates for the purposes of authorisation.
- Examination Committee review.
- Certification and document control

2.1.1 Purpose

To standardise the requirements for training, testing, evaluation and authorisation of personnel to operate in accordance with the requirements of OHSA and Eskom's Fossil Fuel Firing Regulations, Plant Safety Regulations and Operating Regulations for High-Voltage systems within the Generation environment.

2.1.2. Applicability

This Standard applies to all Generation Group Business Units that must comply with Eskom's mandatory Fossil Fuel Firing regulations, Plant Safety Regulations and Operating Regulation for High-Voltage Systems.

Normative/Informative References

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

Normative

- [1] Occupational Health and Safety Act (Act No 85 of 1993).
- [2] 36-681 Plant Safety Regulations.
- [3] 240-114967625 Operating Regulations for High-Voltage Systems.
- [4] 240-105453648 Fossil Fuel Firing Regulations.

Informative

- [1] 240-139250902 Authorisation of Legislative Training Practitioners.
- [2] GGP 1271 Control and testing of live line tools and electrical protective equipment.
- [3] GGD 1221 Electrical Contact Prevention Live Electrical Apparatus.

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2.2 DEFINITIONS

Classification

- a. **Act and regulations:** The act and regulations are defined as the sections and regulations as specified in the Occupational Health and Safety Act OHS Act number 85 of 1993 as amended.
- b. **Authorise / authorised:** Found competent and permission in writing to perform specific duties on specified plant in accordance with the OHS Act, ORHVS, PSR and FFFR.
- c. **Authorisation Interview:** The interface between the Examination Committee and the Candidate seeking authorisation.
- d. **Designated Competent Person:** An Eskom employee who has the delegated authority in terms of General Machinery regulation 2 (1) of the OHS Act.
- e. **Employer:** A person appointed in writing by Eskom as the designated employer in terms of the provisions of the OHSA.
- f. **Evaluation:** The function of assessing a candidate's knowledge of, ability and attitude towards the OHS Act, Fossil Fuel Firing Regulations, Plant Safety Regulations and High-Voltage Regulations as carried out by the Examining Committee.
- g. **Examiner:** A person appointed by the user to evaluate candidates for authorisation in compliance with the requirements of statutory OHS Act Regulations.
- h. **Examining Committees:** A group of persons appointed by the user to evaluate candidates for authorisation in compliance with the requirements of Eskom's mandatory FFFR, PSR and ORHVS.
- i. **Legislative Training ETD:** A person who is qualified, in accordance with 240-139250902 in the discipline within which instruction is given.
- j. **Management Committees / Care Group:** Committees appointed in writing to oversee and manage all issues relating to statutory OHS Act and Generation mandatory FFFR, PSR and ORHVS.
- k. **Testing:** The process of evaluating the theoretical knowledge and practical ability of a candidate to qualify for authorisation to operate under statutory requirements and Eskom's mandatory health and safety regulations.
- l. **Training:** The process of transferring theoretical knowledge and practical skills to candidates at the respective business units.
- m. **Re-training:** consists of theoretical knowledge and practical skills, as well as changes to the OHS Act, FFFR, PSR, ORHVS; training on applicable recommendations resulting from job observations, assessments, audits and incident investigations as well as other training as determined by the Examining Committee.
- n. **Re-authorisation:** The renewal of an authorisation as per PSR / ORHVS and FFFR requirements.
- o. **User:** Is regarded as the owner of the plant or machinery or who has the right of control over the use of plant or machinery, but does not include a lessor of, or any person employed in connection with that plant or machinery.
- p. **Controlled disclosure:** controlled disclosure to external parties (either enforced by law or discretionary)
- q. **Appointed Manager –** Person appointed in writing by the PSM / GM as responsible for the PSR/ORHVS and/or FFFR

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2.3 ABBREVIATIONS

Abbreviation	Description
ABO	Authorised Boiler Operator
AO	Appointed Operator
AP	Appointed Person
ARC	Automatic Reclose
BU	Business Unit
C&I	Control and Instrumentation
EL	Earthing Label
EMD	Electrical Maintenance Department
EOD	Electrical Operating Desk
FFFR	Fossil Fuel Firing Regulations
FLIP	Flexi Log Implementation Process
GE	Group Executive
GGP	Generation Group procedure
GST	Generation standard
GTA	Generation Strategy, Technology and Assurance
Gx	Generation
HV	High Voltage
IBI	Integrated Business Improvement
KV	Kilovolt
LCO	Local Control Officer
LL & I M	Learning Liaison and Implementation Manager
LMO	Lifting Machine Operation
MMD	Mechanical Maintenance Department
OHS Act	Occupational Health and Safety Act (Act No 85 of 1993)
OI	Operating Instruction
ORHVS	Operating Regulations for High-Voltage Systems
PICP	Person in Charge of the Plant
PSR	Plant Safety Regulations.
RP	Responsible Person (ORHVS or PSR)
SCCC	Site Change Control Committee
SFT	Sanction for Test
WR	Workers Register
EAL	Eskom Academy of Learning

2.4 ROLES AND RESPONSIBILITIES

2.4.1 All parties interfacing with Power Stations or working on Power Stations shall comply with the Principles contained in this Standard

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2.4.2. The Appointed Manager is responsible for local development, adaptation and implementation of the principles contained in this procedure.

2.5 PROCESS FOR MONITORING

The Appointed Manager is responsible to ensure compliance to this Standard through scheduled audits, reviews and observations as contained in this document.

2.6 RELATED / SUPPORTING DOCUMENTS

The following are related documents:

- Safety Measures against the Thermal Hazards of an Electrical Arc for Metal Enclosed Switchgear (up to 36kV) Standard. 240-56179027
- Procedure for the Effective Management of Safety, Health and Environmental Related Incidents. 32-95
- FFFR 240-105453648
- PSR 36-681
- ORHVS 240-114967625

3. DOCUMENT CONTENT

3.1 REQUIREMENTS

3.1.1 GENERAL

3.1.1.1. Authorisation of personnel to comply with OHS Act (statutory), FFFR, PSR and ORHVS (mandatory) requirements as listed in annexes A and B is dependent on the type of plant and the requirements of the user of the plant, machinery and environment. The results of these analyses and the decisions taken shall be recorded for auditing purposes.

3.1.1.2. The user/designated competent person, whichever is applicable, shall be responsible for ensuring that all persons to be authorised are suitably trained, tested and examined and that their competencies are maintained in accordance with this standard.

3.1.1.3. The user/designated competent person, whichever is applicable, shall be responsible for the process that ensures that each person is authorised in writing, limited to the extent of his/her competency with regard to the type of plant or plant area and the Act and regulations, and that scheduled re-training and re-evaluation are carried out timeously.

3.1.1.4. The user/designated competent person whichever is applicable, shall ensure that Contractors comply to the same requirements as stipulated for Eskom employees in this standard and is contractually bound to such compliance.

3.1.2 LEARNING MATERIAL

3.1.2.1. The development and review of generic legislative learning material shall be done by a group of subject matter experts identified for this purpose by the Gx Operating training Care Group. This group must be qualified to design and develop training material and have an in-depth understanding of the particular legislative discipline, the practical problems and the competency deficiencies that might exist in the work place.

3.1.2.2. Training material shall be approved by

1 The Generation Legislative Care Groups (PSR, FFFR & ORHVS) in terms of the application and interpretation of the regulations

3.1.2.2.1. The LL & I Manager's Forum representative in terms of the format, unit standard compliance and accreditation requirements as well as learning provisioning and assessment methodologies. Practical learning

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material shall be treated similarly to that of theoretical training - i.e. competency based and key learning points must be identified, trained and tested to ensure the safe application of regulations on specific plant.

3.1.2.3. Each Power Station shall compile a practical training curriculum which shall describe all practical training requirements for authorisation. Practical learning material shall be treated similarly to that of theoretical training - i.e. competency based and key learning points must be identified, trained and tested to ensure the safe application of regulations on specific plant

3.1.2.4. The development and review of practical learning material is the responsibility of the relevant line functions at each Power Station. Acceptance and approval of learning material resides with the specific Power Station legislative Management committee

3.1.2.5. The Gx Operating training Care group shall manage the development and review of generic OHS Act learning material. Learning material consisting of extracts from the OHS Act as used in the training and development of operating staff.

3.1.2.6. The EAL Technical Faculty Maintenance School shall manage the development and review of generic LMO learning material as and when required

3.1.3 LEGISLATIVE GATE KEEPERS

3.1.3.1 Before a candidate may attend Legislative training, the relevant Line Manager / Contract Manager shall recommend a candidate for training by completing a recommendation for training letter. A template is provided for this purpose in Appendix K

3.1.3.2 For PSR the candidate will firstly do the ORHVS Module 1 (for access)

The candidate shall write a criterion assessment at the end of the module and must obtain at least 80%. At least 70% is required to qualify for a re-write of the assessment and the candidate may then continue on the course (as per Procedure 240-46979537) should the candidate obtain less than 70% he / she shall be excluded from the rest of the course and will need to redo the training at a later date.

3.1.3.3 The candidate will then continue with the ARC Flash training module

The candidate shall write a criterion assessment at the end of the module and must obtain at least 80%. At least 70% is required to qualify for a re-write of the assessment (as per Procedure 240-46979537) should the candidate obtain less than 70% he / she will need to redo the training at a later date.

3.1.3.4 The candidate will then continue with the Risk Assessment training module

The candidate shall write a criterion assessment at the end of the module and must obtain at least 80%. At least 70% is required to qualify for a re-write of the assessment (as per Procedure 240-46979537) should the candidate obtain less than 70% he / she will need to redo the training at a later date.

3.1.3.5 The candidate will then continue with the PSR training modules

The candidate shall write a criterion assessment at the end of the modules and must obtain at least 80%. At least 70% is required to qualify for a re-write of the assessment (as per Procedure 240-46979537) should the candidate obtain less than 70% he / she will need to redo the training at a later date.

3.1.3.6 Bullet points 3.1.3.3, 3.1.3.4 and 3.1.3.5 may be performed in any sequence. The ARC flash, Risk Assessment and PSR shall all be passed with 80% to receive credits for PSR.

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3.1.3.7 For the Authorised Supervisor training, the relevant Line Manager / Contract Manager shall recommend a candidate for training by completing a recommendation for training letter.

In the case of a contractor, an appointment letter from the employer regarding his / her knowledge and experience in terms of his / her outputs this letter shall also be signed by the relevant Eskom Contract Manager or Line Manager responsible for the contractor.

The candidate shall write a criterion assessment at the end of the module and must obtain at least 80%. At least 70% is required to qualify for a re-write of the assessment (as per Procedure 240-46979537) should the candidate obtain less than 70% he/she will need to redo the training at a later date.

3.1.3.8 for ORHVS:

The candidate will do the ORHVS Module 1

The candidate shall write a criterion assessment at the end of the module and must obtain at least 80%. At least 70% is required to qualify for a re-write of the assessment and the candidate may then continue on the course (as per Procedure 240-46979537) should the candidate obtain less than 70% he / she shall be excluded from the rest of the course and will need to redo the training at a later date.

The candidate will then do the ORHVS Module 2

The candidate shall write a criterion assessment at the end of the module and must obtain at least 80%. At least 70% is required to qualify for a re-write of the assessment and the candidate may then continue on the course (as per Procedure 240-46979537) should the candidate obtain less than 70% he / she shall be excluded from the rest of the course and will need to redo the training at a later date.

The candidate will then do the ORHVS Module 3

The candidate shall write a criterion assessment at the end of the module and must obtain at least 80%. At least 70% is required to qualify for a re-write of the assessment (as per Procedure 240-46979537) Should the candidate obtain less than 70% he / she shall be excluded from continuing to Module 4 should it be required and will need to redo the training at a later date.

The candidate will do the ORHVS Module 4 if required

The candidate shall write a criterion assessment at the end of the module and must obtain at least 80%. At least 70% is required to qualify for a re-write of the assessment (as per Procedure 240-46979537) should the candidate obtain less than 70% he / she will need to redo the training at a later date.

3.1.3.9 Candidates will be limited to 2 attempts per course per year, on Legislative training courses to afford all employees the opportunity of attending such training unless motivated in writing by the Manager of the relevant employee.

3.1.4 LEARNING PROVISIONING

3.1.4.1. Authorisation of ETD Practitioners for the provisioning of learning in terms of the FFFR, PSR, ORHVS, LMO and OHS Act for Operators shall comply with the conditions and requirements as stipulated in the procedure for Authorisation of Legislative ETD Practitioners (240-139250902).

3.1.4.2. . The provisioning of the legislative learning shall be evaluated for quality purposes at least once per quarter by a delegated member of the site examination committee with specific focus on interpretation and application of the regulations. Note: This evaluation must be performed during the presentation of the course material

3.1.4.3. Candidates for initial and for re-authorisation training shall as a minimum have read the Eskom Life Saving Rules and all relevant on site procedures that governs: Confined Space Entry (RP), Hot Work Impairments (RP),

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Operational Logbook Entries (AO/AP/ABO/PICP), Temporary Operating Instruction (AO/AP/ABO/PICP) and Out of Normal (AO/AP/ABO/PICP) where applicable as per scope of Authorisation. (Appendix K)

4.1.4.4. Candidates for initial and re-authorisation purposes shall successfully complete the theoretical and practical training interventions required for authorisation.

3.1.5. TESTING FOR PSR & ORHVS

A candidate shall pass all approved examinations for theoretical and practical training interventions of the specific legislative course prior to authorisation

The theoretical examination will consist of two sections as follows:

The first section will be a set of questions designed to test the candidate's knowledge of the key learning points. The candidate shall score 100 % in this section.

The second section will be a published set of random questions to test the candidate's knowledge of the remaining training material; the pass mark for this section will be 80 %.

Persons with a pass mark between 70 to 79% shall be allowed to re-write the assessment and those scoring less than 70% shall re-do the course.

The practical examination will be a set of practical tasks that the candidate shall be able to perform, or where this is not possible, be able to explain how to perform them. These tasks will be based on the practical key learning points, but not limited to them. Examples of practical tasks and knowledge being:

Plant Knowledge: electrical reticulation diagrams, personal protective equipment, difference in switchgear, generation 11 point safety plan, accessing the computerised permit to work system, switching, linking, safety testing and earthing, test before touch, ARC flash, confined spaces, radiation areas, hot work control, over-headlines, paralleling of supplies, loop supplies, hazardous area identification and correct PPE identification and usage.

Communication: communication between AO/RP/AP and LCO. Risk Assessment, Pre and post-job briefing, emergency telephone numbers, standard isolation procedures and 3 way communication practises as well as Log writing.

Permit Application: Safety procedures in terms of regulation 5.09 sanction for test, computerised permit to work system and operating instruction form.

Permit implementation: Safety procedures, fixed earthing gear, portable earthing, and controlled earths.

Permit acceptance: Access Control, Worker Register, Risk Assessment, Pre- Work Check list, verification of isolations.

Testing of plant: Sanction for test and HV testing under regulation 5.9.

Clearing of a permit: Worker register, making the work site safe, actions to consider before closing doors and covers.

Revocation of permit: Update computerised permit to work system, make the work site safe.

Energise Apparatus/plant: Actions to consider before energising plant, testing door and panel interlocking, replacing all doors, gates, checking all sign posting in place, return of all keys to Live Chambers, re-commissioning of plant, re-synchronising requirements

Assessment documents for the assessment of the generic theoretical training component shall be drawn from Hyperwave. Additional examination questions to cover plant specifics and practical assessment methods and instruments are subjected to approval by the site examining committee Theoretical assessment documents shall be controlled as per point 3.1.4 "selection and control of assessment instruments" stipulated in procedure 240-46314619: Generation Operator Assessment, Authorisation & Moderation procedure

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The assessors Examiners for both theoretical and practical training material shall complete a signed report for the Examining Committee, stating that the candidate meets all prerequisites as required for authorisation. See Annexure Q for an example of a Theoretical Training Report and Annexure R for the Practical Training Report

Evidence, verified by the candidate's line manager or supervisor that the candidate has read the relevant onsite local procedures as required in 3.1.4.3 has sufficient plant knowledge for the authorisation and has a general healthy attitude toward safety. Evidence of this verification must be available at the candidate's authorisation interview. See Annexure K as an example.

3.1.6. TESTING FOR FFFR

3.1.5.1. A candidate shall pass all approved examinations for theoretical and practical training interventions of the specific legislative course prior to authorisation.

3.1.5.2. The theoretical examination will consist of two sections as follows:

i. The first section will be a set of questions designed to test the candidate's knowledge of the key learning points; the candidate shall score 100 % in this section.

ii. The second section will be a published set of random questions to test the candidate's knowledge of the remaining generic training material; the pass mark for this section will be 80 %.

3.1.5.3. Persons with a pass mark between 70 to 79% shall be allowed to re-write the assessment and those scoring less than 70% shall have to re-do the course.

3.1.5.4. The practical examination will be a set of practical tasks that the candidate shall be able to perform, or where this is not possible, be able to explain how to perform them. These tasks will be based on the practical key learning points, but not limited to them. Examples of practical tasks and knowledge being:

3.1.5.5. Plant Knowledge: boiler and turbine layout and operation, unit operation, unit controls and emergencies and application of the FFFR.

3.1.5.6. Communication: communication between Shift Management, Maintenance sections, Engineering and EOD. Risk Assessment, Pre and post-job briefing, standard isolation & standby procedures, light-up authorisations and 3 way communication practises as well as Log writing.

3.1.5.7. Testing of plant: statutory and mandatory testing of low/hi drum level alarms/trips, testing of milling plant after maintenance activities, High SH and RH press protection etc.

3.1.5.8. Essential instrumentation: know impact of and communication channels when essential instrumentation is defective.

3.1.5.9. Requirements for First Fires: actions to be taken when first firing is established and for first mill in service.

3.1.5.10. **Exemptions and Waivers:** Shall form part of the Authorisation session.

3.1.5.11. Examination papers for the assessment of the generic theoretical training component shall be drawn from a bank of questions approved by the LL & I Manager's Forum with specific focus on questioning techniques, unit standard criteria and content. Additional examination questions to cover plant specifics and practical assessment methods and instruments is subjected to approval by the site FFFR examining committee and LL & I Manager

3.1.5.12. The Examiners for both theoretical and practical training material shall complete a signed report for the Examining Committee, stating that the candidate meets all prerequisites as required for authorisation as ABO / PICP. See Annexure Q for an example of a Theoretical Training Report and Annexure R for the Practical Training Report.

3.1.5.13. Evidence, verified by the candidate's line manager or supervisor that the candidate has read the relevant onsite local procedures as required in 3.1.4.3 has sufficient plant knowledge for the authorisation and has a general healthy attitude toward safety. Evidence of this verification must be available at the candidate's authorisation interview. See Annexure K as an example.

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3.1.5 TESTING FOR OHS Act ISSUES

3.1.6.1. Persons designated as Statutory Appointees in terms of the OHSA and regulations shall have at least attended the accredited OHSA general course relevant for appointment and the course in the related subject / discipline and be considered competent by an Examiner.

3.1.6.2. For applicable OHS Act training courses refer to Appendix A as a guide

3.1.6 EVALUATION

3.1.6.1. The Examining Committees / assessors shall be responsible for satisfying themselves that:

- i. The candidate has been theoretically trained and tested has attended the relevant course (OHS Act) and has a thorough knowledge of the important key learning points as well as any other points regarding the regulations the committee deem important.
- ii. The candidate has adequate practical knowledge of the plant or equipment and the ability to perform all tasks safely.
- iii. As a minimum has sufficient knowledge on relevant local procedures (typically those described in 3.1.4.3).
- iv. The candidate displays a healthy attitude towards safety and will exercise caution when carrying out his/her duties.
- v. The candidate understands that the relevant regulations are the minimum requirements which shall not be contravened and it must be referred to whenever there is any doubt.

3.1.6.2. The Examining Committee members shall:

3.1.6.3. Be evaluated by the chairperson of the examining committee to ensure adequate knowledge and experience of the applied regulation prior to appointment.

3.1.6.4. Be required to have done the relevant courses and pass them with at least 80% and re-write every two years.

3.1.6.5. Be appointed in writing by the PSM / GM before serving as an Examining Committee member.

3.1.6.6. Have sufficient experience at a senior level in the business unit to give the Examining Committee adequate authority.

3.1.6.7. The committee members should be representative of the discipline that needs to be assessed. (E.g. Maintenance, Outage, Engineering and Operating).

3.1.7 PORTFOLIO OF EVIDENCE

3.1.7.1 The Candidates portfolio of evidence shall consist of:

- i. Theoretical training results (Appendix Q) and a copy of the assessment documents.
- ii. The practical training report (Appendix R) as well as the completed practical training task assessments.
- iii. An on job observation for at least one of the completed practical training assessments. See Annexure M to Annexure P for examples of observations.
- iv. Evidence of adequate plant knowledge, general attitude toward safety and verification that relevant onsite procedures have been read from the candidate's Manager or Supervisor. See Annexure K. "Line Management Training, Reading & Experience Assessment Form".
- v. An Examination Evaluation and Recommendation form shall be completed by the Chairpersons of the committees for each authorisation assessed. See Annexure J.
- vi. Evidence that FLIP training has been done where applicable

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3.1.8 AUTHORISATION

3.1.8.1. Management of Authorisations

3.1.8.2. The Examining Committee shall recommend a candidate who is suitable for authorisation.

3.1.8.3. An Examination Evaluation and Recommendation form (Appendix J) shall be completed by the Examination Committee Chairperson during the candidate's evaluation. Participating Examination Committee Members as well as the Candidate shall sign the form in the spaces provided.

3.1.8.4. If a candidate is not successful in obtaining his / her authorisation, the reason for the decision taken by the committee must be documented in the comments section on the form.

3.1.8.5. A printed authorisation form shall be used to record the details of the authorisation.

3.1.8.6. The authorisation period shall not exceed two years from the date of authorisation signed into effect by the PSM / GM as per the recommendation by the examining committee.

3.1.9 RE-AUTHORISATION

A candidate who is due for re-authorisation shall:

- i) Attend an intervention with the relevant ETDP for Regulation interpretation purposes, study the material and write / re-write the theoretical exams, followed by practical training. (Where applicable) After successful completion, the authorisation process will follow.
- ii) If the authorisation has lapsed for a period of more than 90 days, the complete initial authorisation training process shall be followed.
- iii) The re-authorisation period for PSR, ORHVS and FFFR shall, as a minimum requirement, be every two years.
- iv) On revision of the FFFR regulation, all authorised persons shall be retrained and re-authorised as per the FFFR requirement.

FFFR re-authorisation for ABO

- v) Competency will need to be demonstrated on a four year cycle i.e. every second authorization period
- vi) Competency will be assessed according to the station specific assessment tool designed for the purpose.

3.1.10 TRANSFER OR PORTABILITY OF AUTHORISATIONS

3.1.10.1. If an authorised person is transferred from Station A to Station B, provided that the authorisation at Station A is still valid, the person will only be required to be trained, tested and examined on the practical training course / requirements of Station B.

3.1.10.2. Similarly, if a Contractor or other service provider is required to work on other Generation sites, provided that his / her authorisation is valid, the person will only be required to be trained, tested and examined for the practical training course of those additional sites. A new authorisation certificate shall be issued

3.1.10.3. If the authorised person is transferred from Contractor A to Contractor B on another site or the same site, the authorisation will not be valid at Contractor B unless trained, tested and examined for the practical training course for those sites / new contractor. A new authorisation certificate shall be issued indicating the change in employer contractor details.

3.1.10.4. The original authorisation date shall be the base date on the running or current 2-year authorisation period.

3.1.10.5 For FFFR Authorisation, a transfer will necessitate Theory and Practical training from the beginning i.e. Authorisation not transferable.

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3.1.11 AUTHORISATION FORM

3.1.11.1. The Examining Committee or Examiner (OHS Act) shall complete an authorisation form with the following information:

- i. Candidate's / person's name and surname
- ii. Unique employee number / national identification number / passport number
- iii. Person's designation
- iv. His / her department, function or employer
- v. Unique authorisation number
- vi. Terms under which he / she is being authorised
- vii. Person's duties and responsibilities in terms of the authorisation
- viii. Person's area of responsibility
- ix. Date certificate issued
- x. Authorisation date and authorisation expiry date
- xi. Name and designation of the person recommending the authorisation (if applicable)
- xii. Name and designation of the official authorising the candidate
- xiii. Acceptance by the candidate
- xvi. In cases where persons are authorised as both RP & AP / AO, ABO and PICP, separate certificates must be issued. Dual authorisation must be indicated on the RP's certificate

3.1.12 AUTHORISATION ADMINISTRATION

3.1.12.1. All authorisations (statutory or mandatory) shall be recorded in a database and shall be administered with regard to the types and expiry dates of authorisations by an Appointed Administrator at each BU. (Appendix H)

3.1.12.2. Adequate warning shall be given to an Authorised Person by the appointed administrator, detailing the authorisation lapse or expiry dates via the FLIP System.

3.1.12.3. Line management shall inform the Administrator when Authorised Personnel are promoted, transferred or leave Eskom.

3.1.13 EXTENSION OF AUTHORISATION

The user / designated competent person may at his / her discretion, extend an authorisation once only for a period not exceeding one calendar month, provided the authorisation has not yet lapsed. This extension shall be in writing and shall state the reason for the extension. A new "extended" authorisation certificate shall be issued in such circumstances.

3.1.14 MAINTENANCE OF STANDARDS

3.1.14.1. In order to maintain safety, quality standards & procedures and provide assurance that OHS Act, the FFFR, the PSR and the ORHVS is being followed; the User / designated manager shall ensure that:

3.1.14.2. Six monthly self-assessment reviews of the processes are performed and that a system is in place whereby deviations are recorded, addressed and closed-out.

3.1.14.3. Monthly job observations are carried out and recorded on persons carrying out functions of their authorisation, in this way bad habits and incorrect practise can be identified and addressed before an incident occurs. See Appendix M to P for examples of these observations. (Where applicable)

3.1.14.4. Serious transgressions of the PSR / ORHVS / FFFR rules must be investigated with a view of preventing them from re-occurring and in so remaining a learning organisation.

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3.1.14.5. Findings of the investigations of rule / regulatory transgressions must be presented at the PSR / ORHVS / FFFR Care groups all incidents or near miss one pagers must be sent to the relevant committees.

3.1.14.6. Authorisation Panel Observations are carried out as set out in Appendix L after every authorisation session.

4. AUTHORISATION

5. REVISIONS

Date	Rev.	Compiler	Remarks
March 2014	4	S.R. Smit	Revised to include Back to Basic requirements and to merge GST 36-771 (practical training requirements for authorisation) into one document as well as to make further improvements.
January 2015	5	S.R Smith	Document reviewed and included section 3.1.5 Testing for FFFR
June 2017	6	B Coetzer	Document reviewed inclusive of Appendixes to accommodate all 3 disciplines.
October 2018	7	G van Oudtshoorn	Document reviewed to include FFFR and Legislative gatekeepers
August 2019	8	G van Oudtshoorn	Gate keeper on ORHVS module 1 was changed to allow Candidate to re right exam if he score between 70% and 79% and not redo the coarse

6. REVIEW TEAM

- Andre Korkie.
- Jan Van Rhyn.
- Jaco Smit.
- Boela Coetzer.
- Shameth Hurrichand.
- Sherman Kuhl.
- Nick Visagie
- Pieter Voster
- Errol Lapin

7. ACKNOWLEDGEMENTS

N/A

CONTROLLED DISCLOSURE

8 APPENDIX:

STATUTORY APPOINTMENT	REFERENCE
Electrical Installations - Earth Leakage Inspector	Act 16.2
- Accredited Person (General & Flame proofing)	
Electrical Machinery - Flameproof Inspector	EMR 8
Fire Prevention & Protection - Fire Fighting Co-ordinator	Environment ER 9
- Fire Fighting Inspector	ER 9; GSR 2
- Fire Officer	ER 9
- Fire Team Member	ER 9
Hand Tools Inspection Officer	EMR 9(4)
Hazardous Substances Co-ordinator	GSR 3; GAR 15
Health & Safety - Committee Chairman	OHSA 19
- Committee Member	Sec 19
- Endorser of Committee Minutes	GSR 18
- Endorser of H&S Representative Reports	Sect 16.2
- Programme Auditor	Sect 16.2
- Reporting Officer	GAR 7
- Representative	Sect 17
Ladder Inspector	GSR 13(a)
Lifting Equipment - Inspection Officer	DMR 18(1)
Lifting Machinery Operator	DMR 18(11)
Medical Facilities - First Aid Co-ordinator	Section 12 (1)
- First Aider	GSR 3
- Medical Co-ordinator	GSR 3
STATUTORY APPOINTMENT	REFERENCE
Power Tools (Explosive) – Operator	DMR 20
Power Tools (Air) – Inspection Officer	DMR 14
Safety - Incident Investigator	Sect 24 & GAR 10
- Supervisor	Sect 8(2)
Safety Harness Supervisor	GSR 6 & 12
Scaffolding Supervisor / Inspector	GSR 6,12 & 13
Stacking and Storage Controller	GSR 8 (1)

CONTROLLED DISCLOSURE

Appendix B: TYPICAL LIST OF AUTHORISED PERSONNEL TO COMPLY WITH FFFR, PSR AND ORHVS REQUIREMENTS

DESIGNATION / APPENDIX	REFERENCE		
	FFFR	ORHVS	PSR
Appointed Operator (F)		X	
Appointed Person (D)			X
Appointment Coal Analyst (W)	X		
Appointment Competent Person (V)	X		
Appointment Compliance Committee (X)	X		
Appointment Database Administrator (H)	X	X	X
Appointment Engineer to SCCC to represent FFFR (Z)	X		
Appointment Examining Committee (G)	X	X	X
Appointment PSM / GM (AB)	X		
Appointment Mill Specialist (Y)	X		
Authorisation Person in Charge of the Plant (T)	X		
Authorised Boiler Operator (S)	X		
Authorised Person		X	
Authorised Supervisor (I)			X
Exam Committee Evaluation (J)	X	X	X
Experience Assessment (K)	X	X	X
Hot Work Monitor			X
Management Observation (L)	X	X	X
Protection Officer			X
Radiation Protection Officer			X
Report Practical Training (R)	X	X	X
Report Theory Training (Q)	X	X	X
Responsible Person (C)		X	X
Short Term Adaption (AA)	X		
Skilled Person			X

NOTE

THE FOLLOWING TO BE USED IN THE AUTHORISATION

You are here by authorised to perform duties of a mechanical RP in terms of PSR on the following plant:
 You are here by authorised to perform duties of an electrical RP in terms of PSR, on the following plant:
 You are here by authorised to perform duties of an instrument RP in terms of PSR on the following plant:
 You are here by authorised to perform duties of an AP in terms of PSR on the following plant:

CONTROLLED DISCLOSURE

APPENDIX C: AUTHORISATION AS A RESPONSIBLE PERSON (LV)

	GENERATION AUTHORISATION CERTIFICATE	NO:
---	---	-----

AUTHORISATION AS A RESPONSIBLE PERSON (LV)

NAME:		UNIQUE / ID NO:	
DEPARTMENT:		DESIGNATION :	

IN TERMS OF ESKOM'S PLANT SAFETY REGULATIONS, AUTHORIZED PROCEDURES AND POLICIES, YOU ARE HEREBY AUTHORISED TO PERFORM THE FOLLOWING DUTIES AND FUNCTIONS.

1
2)
3)
4)

ON THE FOLLOWING PLANT OR SPECIFIC AREA:

--

AT	POWER STATION:
----	----------------

DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
----------------	--	------------------	--	-----------------	--

AUTHORISATION RECOMMENDED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION APPROVED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION ACCEPTED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPENDIX D: AUTHORISATION AS AN APPOINTED PERSON

	GENERATION AUTHORISATION CERTIFICATE	NO:
---	---	-----

AUTHORISATION AS AN APPOINTED PERSON

NAME:		UNIQUE / ID NO:	
DEPARTMENT:		DESIGNATION:	

CONTROLLED DISCLOSURE

IN TERMS OF ESKOM'S PLANT SAFETY REGULATIONS, AUTHORIZED PROCEDURES AND POLICIES, YOU ARE HEREBY AUTHORISED TO PERFORM THE FOLLOWING DUTIES AND FUNCTIONS.

1)
2)
3)
4)

ON THE FOLLOWING PLANT OR SPECIFIC AREA:

--

:

AT	POWER STATION:
----	----------------

DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
----------------	--	------------------	--	-----------------	--

AUTHORISATION RECOMMENDED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION APPROVED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION ACCEPTED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX E: AUTHORISATION AS A RESPONSIBLE PERSON (HV)

	GENERATION AUTHORISATION CERTIFICATE	NO:
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AUTHORISATION AS A RESPONSIBLE PERSON (HV)

NAME:		UNIQUE / ID NO:	
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DEPARTMENT:		DESIGNATION:	
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**IN TERMS OF ESKOM'S OPERATING REGULATIONS FOR HIGH VOLTAGE SYSTEMS, AUTHORISED PROCEDURES AND POLICIES, YOU ARE
HEREBY
AUTHORISED TO PERFORM THE FOLLOWING DUTIES AND FUNCTIONS.**

1) PERFORM THE FUNCTION AS A RESPONSIBLE PERSON IN TERMS OF THE ORHVS
2)
3)
4)

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

--

AT	POWER STATION:
-----------	-----------------------

DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
-----------------------	--	-------------------------	--	------------------------	--

AUTHORISATION RECOMMENDED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION APPROVED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION ACCEPTED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX F: AUTHORISATION AS AN APPOINTED OPERATOR

	GENERATION AUTHORISATION CERTIFICATE	NO:
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AUTHORISATION AS AN APPOINTED OPERATOR (HV)

NAME:		UNIQUE / ID NO:	
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DEPARTMENT:		DESIGNATION:	
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IN TERMS OF ESKOM'S OPERATING REGULATIONS FOR HIGH VOLTAGE SYSTEMS, AUTHORISED PROCEDURES AND POLICIES, YOU ARE HEREBY AUTHORISED TO PERFORM THE FOLLOWING DUTIES AND FUNCTIONS.

1) PERFORM THE FUNCTION AS AN APPOINTED OPERATOR IN TERMS OF THE ORHVS.
2)
3)
4)

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

--

AT	POWER STATION:
----	----------------

DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
----------------	--	------------------	--	-----------------	--

AUTHORISATION RECOMMENDED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION APPROVED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION ACCEPTED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX G: APPOINTMENT AS A PSR / ORHVS / FFR EXAMINING COMMITTEE MEMBER

	GENERATION AUTHORISATION CERTIFICATE	NO:
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APPOINTMENT AS A PSR / ORHVS / FFR EXAMINATION COMMITTEE MEMBER / CHAIR (SCRATCH NON RELEVANT)

NAME:		UNIQUE / ID NO:	
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DEPARTMENT:		DESIGNATION:	
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IN TERMS OF ESKOM'S PLANT SAFETY REGULATIONS, OPERATING REGULATIONS FOR HIGH VOLTAGE SYSTEMS, FFR, YOU ARE HEREBY AUTHORISED TO PERFORM THE FOLLOWING DUTIES AND FUNCTIONS. (SCRATCH NON RELEVANT), BUT NOT LIMITED TO:

1) TO EVALUATE AND RECOMMEND IN WRITING.
2) PERFORM RE-AUTHORISATIONS EVERY 2 YEARS.
3) TO FILL IN AUTHORISATION PAPER WITH ALL RELEVANT INFORMATION.
4) EVALUATE / REVIEW AUTHORISATION QUESTIONS.
5) EVALUATE / REVIEW PRACTICAL SCENARIOS.
6) EVALUATE / REVIEW AUTHORISATION PROCESS AND WORK INSTRUCTION / PROCEDURE.

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

--

AT	POWER STATION:
----	----------------

DATE OF ISSUE:		DATE OF APPOINTMENT:		DATE OF EXPIRY:	
----------------	--	-------------------------	--	-----------------	--

APPOINTMENT RECOMMENDED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPOINTMENT APPROVED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPOINTMENT ACCEPTED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX H: APPOINTMENT AS DATABASE ADMINISTRATOR

	GENERATION APPOINTMENT CERTIFICATE	NO:
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APPOINTMENT AS DATABASE ADMINISTRATOR

NAME:		UNIQUE / ID NO:	
DEPARTMENT:		DESIGNATION:	

IN TERMS OF ESKOM'S PLANT SAFETY REGULATIONS, OPERATING REGULATIONS FOR HIGH VOLTAGE SYSTEMS, FFFR, YOU ARE HEREBY AUTHORISED TO PERFORM THE FOLLOWING DUTIES AND FUNCTIONS. (SCRATCH NON RELEVANT)

1) PERFORM THE FUNCTION AS DATABASE ADMINISTRATOR FOR PSR, ORHVS AND FFFR AUTHORISATIONS.
2) UPDATE FLIP AUTHORISATION INFORMATION.
3)
4)

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

--

AT	POWER STATION:
----	----------------

DATE OF ISSUE:		DATE OF APPOINTMENT:		DATE OF EXPIRY:	
----------------	--	-------------------------	--	-----------------	--

APPOINTMENT RECOMMENDED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPOINTMENT APPROVED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPOINTMENT ACCEPTED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX I: AUTHORISATION AS AN AUTHORISED SUPERVISOR (PSR)

	GENERATION AUTHORISATION CERTIFICATE	NO:
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AUTHORISATION AS AN AUTHORISED SUPERVISOR (PSR)

NAME:		UNIQUE / ID NO:	
DEPARTMENT:		DESIGNATION:	

In terms of Eskom's Plant Safety Regulations, authorised procedures and policies, you are hereby authorised to perform the following duties and functions.

1) PERFORM THE FUNCTION AS AN AUTHORISED SUPERVISOR UNDER A PERMIT ON MECHANICAL AND / OR ELECTRICAL PLANT OPERATING AT LESS THAN 1000 VOLTS.
2)
3)
4)

ON THE FOLLOWING PLANT OR SPECIFIC AREA:

--

AT	POWER STATION:
----	----------------

DATE OF ISSUE:		DATE OF APPOINTMENT:		DATE OF EXPIRY:	
----------------	--	----------------------	--	-----------------	--

APPOINTMENT RECOMMENDED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPOINTMENT APPROVED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPOINTMENT ACCEPTED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX J: COMMITTEE EVALUATION REPORT

	GENERATION EXAMINATION COMMITTEE EVALUATION & RECOMMENDATION FORM	NO:
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To be completed by the Examination Committee Chairman

Power Station					
Candidates Name		Unique / ID Number			
Authorisation Type		Initial Authorisation		Re- Authorisation	

A). Examination Committee Quorum.

	Yes	No
Appointed chairperson present		
Are there sufficient Examination Committee Members present?		
Are the Committee Members representative of the candidates department e.g. Ops, Maintenance, (Coach, Observer) etc. (Optional)		
Are all the Examination Committee Members appointed in writing?		

B). Training Evaluation.

	Yes	No
Has the candidate's Manager signed the necessary plant experience and training assessment form? (Appendix K)		
Are a report / results for the above training available to the Committee from the respective Trainer or Coach etc.? Covered in 1 and 2 above. Management Observation sheet filled in (Appendix L)		
Has the Candidate completed the required Theoretical Training and result available? (Appendix Q)		
Has the Candidate completed the required Practical training and result available? (Appendix R)		

CONTROLLED DISCLOSURE

C). Candidate Evaluation. (Consensus between the Examining Committee Members)

		Yes	No
	Does the Candidate understand his responsibilities with respect to his authorisation?		
	Does the Candidate feel pressurised to obtain the authorisation?		
	Does the Candidate have knowledge regarding relevant local procedures and policies? For example Confined Space Entry and Hot Work?		
	Is the Candidate able to answer questions, theoretical and or practical scenarios posed to him confidently?		
	Does the Candidate come over as “confident” with respect to his authorisation and associated duties and responsibility?		

D). Authorisation Recommendation.

		Yes	No
Committee	Does the Candidate display the correct attitude toward safety and do you recommend him / her for authorisation?		
Committee	Is the Candidate able to answer questions, theoretical and or practical scenarios posed to him / her with assertiveness?		
Committee	Does the candidate know the risks and dangers related to his / her work?		

E). Comments

.....

F). Signatures:

By signature you acknowledged that you are happy with the authorisation process.

Candidate		Signature:	Date:
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By signature you / recommend / do not recommend / the Candidate for authorisation.

Chairperson		Signature:	Date:
-------------	--	------------	-------

By signature you / recommend / do not recommend / the Candidate for authorisation.

Rep 1		Signature:	Date:
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By signature you / recommend / do not recommend / the Candidate for authorisation.

Rep 2		Signature:	Date:
-------	--	------------	-------

By signature you recommend / do not recommend / the Candidate for authorisation.

Rep 3		Signature:	Date:
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CONTROLLED DISCLOSURE

APPENDIX K: CANDIDATES COMPLIANCE REPORT

	CANDIDATES COMPLIANCE REPORT	NO:
---	------------------------------	-----

To be completed by the Candidates Manager or Supervisor

Power Station					
Candidates Name		Unique / ID Number			
Authorisation Type		Initial Authorisation		Re-Authorisation	

I, the Manager / Supervisor for the above candidate, state that I am satisfied that he / she has the minimum required plant system knowledge and experience, displays the correct attitude toward safety, has read and understands the Life Saving Rules, also has as a minimum read all relevant onsite procedures that controls: Confined Space Entry (RP), Hot Work Impairments (RP), Operational Logbook Entries (AO/AP), Temporary Operating Instruction (AO/AP) and Out of Normal (AO/AP) – as applicable to the persons intended authorisation.

Further to this I can confirm that the Candidate has successfully completed the required theoretical and practical training as prescribed.

Name signature Date

CONTROLLED DISCLOSURE

APPENDIX L: MANAGEMENT OBSERVATION FOR PSR / ORHVS / FFFR AUTHORISATION PANEL

Observer Name	Panel Chairman	Topic	Date				
1 – Exemplary 2 = Fully Acceptable 3 = Improvement Needed 4 = Unacceptable N = Not Observed							
EXPECTATIONS			1	2	3	4	N
PREPARATION							
1.	Panel members were well prepared and ready for the task						
2.	Prerequisites for authorisation panel were completed and verified.						
3.	The facility and all required documentation were available to support the panel interview.						
4.	Chairman and 3 panel members present.						
5.	Sufficient time was allocated to effectively assess the candidate's knowledge.						
MATERIAL							
6.	The questions asked were relevant to the candidates' authorisation and job.						
7.	Documentation was legible, accurate and areas of authorisation correctly marked up.						
INTERVIEW							
8.	Candidate arrived on time.						
9.	Purpose of interview explained to candidate						
10.	Panel member maintained an environment that was conducive to learning and assessment.						
11.	Where appropriate, Operating Experience was used to re-in force training relevance.						
12.	Panel used questioning technique to evaluate appropriate understanding						
13.	Panel ensured that the candidate could successfully perform the task without assistance.						
14.	Panel members gave feedback and Chairman discussed outcome of interview with candidate, Identified deficiencies and or gave praise.						
LEARNER INTERACTION							
15.	Learner remained attentive and responsive.						
16.	Candidate was well prepared.						
17.	Candidate has sufficient plant knowledge for the authorisation.						

CONTROLLED DISCLOSURE

18.	Learner participation contributed positively to the process.					
-----	--	--	--	--	--	--

Observations / Comments:

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.....

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.....

.....

Observer Name:

Observer Signature:

Date:

Note: One Form per Candidate.

CONTROLLED DISCLOSURE

APPENDIX M: JOB OBSERVATION REPORT (ISOLATION)

APPOINTED OPERATOR / PERSON

Observer Name Date

Name of person(s) being observed

Detailed description of the work to be carried out:

	Yes	No	N/A
Did the AP/AO ascertain that the RP's authorisation is still valid?			
Did a pre-job discussion between the Responsible Person (RP) and the Appointed Person/Operator (AO/AP) take place on the work to be carried out?			
Did the above discussion cover the risks by means of a risk assessment?			
Did the above discussion cover the safety precautions required?			
Did this discussion cover the method(s) of eliminating and or minimising the risks?			
Was there agreement between the RP and AP/AO on the points of isolation required using the standard isolations, drawings, diagrams etc.?			
Is a Permit (ORHVS / PSR) required? (Could be both)			
Did the Responsible Person (RP) fill in & sign the application stating:			
a) The apparatus to be made dead?			
b) The nature of the work to be carried out in sufficient / comprehensive detail?			
c) The points of isolation?			
d) The number and position of earthing gear required?			
e) The time and date on which the work is to commence?			
Was the AP/AO required to use Operating Instruction (OI)?			
Did the AP/AO follow the correct process for the OI (operating separate to earthing)?			
Was a clean hands approach used while carrying out operating?			
Did the AP check that he/she is at the correct panel(s) by checking the Operating Instruction?			
	Yes	No	N/A

CONTROLLED DISCLOSURE

After each operation did the AP/AO "tick off" on the OI? (Place keeping as per IBI)			
Did the AP/AO carry out the correct:			
Switching			
Linking			
Safety testing			
Earthing			
Were prohibitory signs fitted at all points of isolation including remote stations?			
Was a gas test certificate required?			
Was the gas test certificate attached to the PTW?			
Did the PTW require cross referencing?			
Was the PTW correctly cross referenced?			
Did the AP/AO use the standard isolations check sheet?			
Did the RP check the isolations before accepting the PTW?			
Was the correct lock-out procedure used (key safe No & safety lock recorded on PTW)?			
Was the work to be carried out in a "Confined Space" as per PSR B11?			
If the above is applicable, did the isolations and work to be carried out comply with PSR 16.13?			
Was a "Hot Work" Permit required? If YES was the "Hot Work" Procedure 167A/242 complied with?			
Did the AP/AO give the RP the original PTW?			
Did the RP take his lockout key & original of PTW?			
Is Work Package (WP) required for the work to be done by the RP?			
Is the RP/worker using the WP?			

CONTROLLED DISCLOSURE

	Yes	No	N/A
Is the use of personnel protective equipment (PPE) required?			
Is the worker complying with using PPE?			
Did the AP log the PTW detailing isolations?			
Were earths logged?			
Was an earthing label (EL) required and was one fitted?			
Was the EL correctly completed?			
Was the EL applied to the Mimic?			
Was the apparatus tested to be dead using a voltage detector prior to the commencement of work			
Was the isolations shown and explained to the workers?			
Was the PTW shown to all the workers?			
Is a Workers Register (WR) required (are workers being used to carry out task)?			
Has the nature and location as well as the dangers/work been explained to workers?			
Did the RP complete a pre - work check list?			
Did the RP fill in the WR correctly?			
If the work is over a period of days, did the RP each day before work commences check the apparatus to be dead?			
Was the above logged on a daily basis?			
If the work is over a period of days, did the RP at the end of each day sign off the Workers Register?			
As in the above - did the RP take out a new WR before commencement of work?			
After the work has been completed and the workers are withdrawn, did the RP inspect the area to ensure it is cleared of all tools, materials etc., and ensures that the plant is ready to be put back in service			
On completion, is the work area clean?			
Did the AO/AP also carry out the above checks?			

CONTROLLED DISCLOSURE

	Yes	No	N/A
Was it required to test run the plant?			
Was a Sanction for Test (SFT) required?			
Was the correct SFT process used?			
Were all associated PTW(s) suspended?			
Were all the workers withdrawn from the work?			
Was the area free from tools & equipment before SFT?			
Were the isolations re-applied after clearing SFT?			
Was a boxing-up certificate issued?			
Comments:			

Observer Signature

Print Name

Person Observed Signature

Print Name

Reviewed by Signature

Print Name

CONTROLLED DISCLOSURE

APPENDIX N: JOB OBSERVATION REPORT (ISOLATION)

RESPONSIBLE PERSON

Observer Name **Date**

Name of person(s) being observed

Brief description of work being done

	Yes	No	N/A
Is a permit (PSR / HV) required?			
Was a pre-job discussion between the Responsible Person and the Appointed Person/Operator held on the work to be carried out?			
Was a risk analysis of the work to be carried out discussed by both the RP & AP / AO?			
Were the safety precautions to mitigate the dangers resolved and implemented?			
Responsible Person (RP) fill in & sign the application stating: a) The apparatus / equipment to be made dead? b) The nature of the work to be carried out in sufficient/comprehensive detail? c) The points of isolation? d) The number and position of earthing gear required? e) The time and date on which the work is to commence?			
Was a gas test certificate required?			
Was the gas test certificate attached to the PTW?			
Were prohibitory signs fitted at all points of isolation and remote stations?			
Did the RP check the isolation after accepting the PTW?			
Was the correct lock-out procedure used regarding the key safe number & safety lock recorded on PTW?			
Did the RP sign the original PTW?			
Have the Workers been told in detail of the work to be done?			
Has a pre-work check been done?			

CONTROLLED DISCLOSURE

	Yes	No	N/A
Have the Workers been told of the Dangers/Risks involved in the work to be carried out?			
Has the nature and location as well as the risk of dangers/work been explained to workers at the apparatus?			
RP ensure that all sources of supply (electrical, pressure, heat etc.) were removed by physically testing to be dead, drained etc. before work was commenced?			
Did the Worker(s) witness the testing of the above?			
Was the PTW shown to all the workers?			
Was a Workers Register (WR) filled in?			
Did the RP fill in the WR correctly?			
Is a Work Package (WP) required for the work to be done?			
Is the RP using the Work Package?			
Are the Workers using the Work Package?			
Is the RP/worker using the correct tools for the job?			
Did the RP carry out the correct supervision for the task being carried out?			
Where required, did the RP ensure that the area was correctly barricaded?			
Did the RP explain why the area was barricaded and the dangers of leaving the barricaded area?			
Is the use of personnel protective equipment (PPE) used and are they adequate for the work to be carried out?			
Is the worker complying with using PPE?			
Did the RP sign off the WR after completion of the day's and/or shift?			
Did the RP check the apparatus to be dead/de-pressurised before commencing work on the new day/shift?			
Did the RP make out a "new" WR before commencing work on the new day/shift?			
Was it required to test run the plant?			

CONTROLLED DISCLOSURE

	Yes	No	N/A
Was a Sanction for Test (SFT) required?			
Was the correct SFT process used?			
Were all the workers withdrawn from the work before the SFT was commenced?			
Did the RP clear the area free from tools & equipment before SFT?			
Did the RP ensure that the isolations were re-applied after clearing SFT?			
Was a boxing-up certificate issued?			
Comments			

Observer Signature Print Name

Person Observed Signature Print Name

Reviewed by Signature Print Name

CONTROLLED DISCLOSURE

APPENDIX O: JOB OBSERVATION (DE-ISOLATION)

RESPONSIBLE PERSON

Observer Name Date

Name of person(s) being observed

Brief description of work that was done

	Yes	No	N/A
Did the RP remove all the workers?			
Did the RP ensure that the work area is clean and tidy?			
Did the RP inform ALL the workers that the work is complete and the plant is going to be handed back for service and all work must be seized?			
Did the RP personally ensure that all chambers & enclosures access doors have been securely closed?			
Did the RP sign the Workers Register off?			
Did the RP return the originals for WR, SFT, and Gas test certificate, boxing-up certificate and the key safe key with PTW?			
Comments			
.....			
.....			
.....			
.....			
.....			

Observer Signature Print Name

Person Observed Signature Print Name

Reviewed by Signature Print Name

CONTROLLED DISCLOSURE

APPENDIX P: JOB OBSERVATION (DE-ISOLATION)

APPOINTED OPERATOR / PERSON

Observer Name **Date**

Name of person(s) being observed

Brief description of work that was done

	Yes	No	N/A
Did the RP remove all the workers?			
Did the RP ensure that the work area is clean and tidy?			
Did the AP / AO personally ensure that the area was cleared & all workers have been removed?			
Did the AP / AO and RP personally ensure that all chambers & enclosure access doors have been securely closed?			
Was a boxing-up certificate issued?			
Did the RP sign off the Workers register?			
On clearing PTW did RP return original PTW & the key safe key?			
Did the RP return the WR - SFT – Gas test certificate originals with PTW?			
Did the AP / AO ensure that all the prohibitory & earthing labels have been removed?			
Was the AP / AO required to use Operating Instruction (OI)?			
Did the AP / AO follow the correct process for the OI (operating separate to earthing)?			
Was a clean hands approach used while carrying out operating?			
Did the AP/AO check that he/she is at the correct panels?			
After each operation did the AP / AO “tick off” on the OI?			
Were the remote and local Mimics updated?			

CONTROLLED DISCLOSURE

	Yes	No	N/A
Were the earthing labels removed as part of the removal of the earths?			
Did the AP / AO log the PTW detailing the de-isolations?			
Was the removal of the earths logged in red?			
Comments			

Observer Signature

.....

Print Name

.....

Person Observed Signature

.....

Print Name

.....

Reviewed by Signature

.....

Print Name

.....

CONTROLLED DISCLOSURE

APPENDIX Q: RESULT REPORT OF THEORETICAL TRAINING

Name:	Unique No / ID No:
Designation:	Department / Section:
For authorisation as:	

Modules and Dates Completed.					
PSR	Date	HV	Date	FFFR	Date
PSR		HV Module 1		FFFR	
Authorised Supervisor		HV Module 2			
Risk		HV Module 3			
ARC		HV Module 4			
Verified By					
Name:		Date:		Signature:	

Comments:

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CONTROLLED DISCLOSURE

APPENDIX R: RESULT REPORT ON PRACTICAL TRAINING

Name:	Unique No/ID No:
Designation:	Department/Section:
For authorisation as:	

Observations and Dates Completed.					
PSR (AP/RP/AS)	Date	HV (RP/AO)	Date	FFFR	Date
Permit Application (RP)		Permit Application (RP)		Fossil Fuel Firing Regulations	
Effecting isolations (AP)		Determining Isolations and Number of RP).			
Determining Isolations (AP)		Effecting Isolations & earthen (RP / AO)			
Permit Acceptance (RP/AP)		Permit Acceptance (RP/AO)			
Permit Suspension (RP/AP)		Risk Assessment (RP/AO)			
Change of RP (RP)		Verifying Isolations (RP/AO)			
Sanction For Test (RP/AP)		Permit Acceptance (RP/AO)			
Permit Clearance (RP)		Test before Touch (RP)			
Permit Revocation (AP)		Safety Testing (AO)			
Risk Assessment (RP/AP).		Testing – Regulation 5.09 (RP/AO)			
Worker Register (RP)		Permit Suspension (RP)			
Pre-Work Check (RP)		Worker Register (RP)			
Hot Work (RP)		Pre- Work Check (RP)			
Confined Space (RP/AP)		Confined Space (RP)			
		Log Keeping (AO)			
		Issuing Instructions (AO)			
		Diagram familiarity. Station HV Reticulation (AO / RP).			
Verified by					
Name:	Date:		Signature:		

Comments:

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CONTROLLED DISCLOSURE

APPENDIX S: AUTHORISATION AS AN AUTHORISED BOILER OPERATOR (FFFR)

	GENERATION AUTHORISATION CERTIFICATE	NO:
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AUTHORISATION AS AN AUTHORISED BOILER OPERATOR

NAME:		UNIQUE / ID NO:	
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DEPARTMENT:		DESIGNATION:	
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IN TERMS OF ESKOM'S FOSSIL FUEL FIRING REGULATIONS (240-105453648), AUTHORIZED PROCEDURES AND POLICIES, YOU ARE HEREBY AUTHORISED TO PERFORM THE FOLLOWING DUTIES AND FUNCTIONS, BUT NOT LIMITED TO:

1). TO OPERATE THE BOILER PLANT SAFELY AND EFFICIENTLY.
2) TO CONFIRM SUCCESSFUL BOILER PURGE >20% O2 AND <20 PPM CO.
3) TO TRIP BOILER MANUAL WHEN NO LONGER IN CONTROL AS PER MANDATORY AND DISCRETIONARY TRIP CONDITIONS.
4) NOT TO START OR CONTINUE TO OPERATE SHOULD OIL BURNER REQUIREMENTS NOT BE MET.
5) TO BELIEVE INSTRUMENTS TO BE CORRECT UNTIL PROVEN OTHERWISE.

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

Reg 2.3.3 Authorised Boiler Operator on Boiler Plant and Auxiliaries.

AT	POWER STATION:
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DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
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AUTHORISATION RECOMMENDED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION APPROVED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION ACCEPTED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

PICP DUAL AUTHORISATION: THE AUTHORISATION NUMBER AS A PERSON IN CHARGE OF THE PLANT MUST BE REFLECTED BELOW:

PICP	
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CONTROLLED DISCLOSURE

APPENDIX T: AUTHORISED AS AN PERSON IN CHARGE OF THE PLANT / STAND-IN (FFFR)

	GENERATION AUTHORISATION CERTIFICATE	NO:
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AUTHORISATION AS A PERSON IN CHARGE OF THE PLANT / STAND – IN

NAME:		UNIQUE / ID NO:	
DEPARTMENT:		DESIGNATION:	

IN TERMS OF ESKOM'S FOSSIL FUEL FIRING REGULATIONS (240-105453648), AUTHORIZED PROCEDURES AND POLICIES, YOU ARE HEREBY AUTHORISED TO PERFORM THE FOLLOWING DUTIES AND FUNCTIONS, BUT NOT LIMITED TO:

1). Reports dangerous conditions to PSM / GM.
2). Authorises Short Term Adaptions. (Approved by GM / PSM) for 24 hours.
3). Gives authority in writing to commence with light up.
4) VERIFIES OIL FLAME STABILITY DURING LIGHT UPS.
5) AUTHORISES INTERFERENCE WITH SAFETY DEVICES. INFORMS PERSONNEL CONCERNED OF EXTENT AND DURATION.

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

Reg 2.3.39 Authorised Person in Charge of Plant on Boiler Plant and Auxiliaries.
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AT	POWER STATION:
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DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
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AUTHORISATION RECOMMENDED BY: (EXAMINING COMMITTEE CHAIRPERSON)

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION APPROVED BY: (GM / PSM)

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION ACCEPTED BY: (CANDIDATE)

NAME:		DESIGNATION:	
SIGN:		DATE:	

ABO DUAL AUTHORISATION: THE AUTHORISATION NUMBER AS AN AUTHORISED BOILER OPERATOR MUST BE REFLECTED BELOW:

ABO	
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CONTROLLED DISCLOSURE

APPENDIX U: AUTHORISED AS A SKILLED PERSON ON BOILER PLANT

 Eskom	GENERATION AUTHORISATION CERTIFICATE	NO:
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AUTHORISATION AS A SKILLED PERSON ON BOILER PLANT

NAME:		UNIQUE / ID NO:	
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DEPARTMENT:		DESIGNATION:	
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IN TERMS OF ESKOM'S FOSSIL FUEL FIRING REGULATIONS, AUTHORIZED PROCEDURES AND POLICIES, YOU ARE HEREBY AUTHORISED TO PERFORM THE FOLLOWING DUTIES AND FUNCTIONS.

1). Perform the function as Skilled Person on all Boiler plant covered by the FFFR.
2).
3).
4)

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

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AT	POWER STATION:
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DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
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AUTHORISATION RECOMMENDED BY: (EXAMINING COMMITTEE CHAIRPERSON)

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION APPROVED BY: (GM)

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION ACCEPTED BY: (CANDIDATE)

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX V: APPOINTMENT AS A COMPETENT PERSON (FFFR)

	GENERATION AUTHORISATION CERTIFICATE	NO:
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APPOINTMENT AS A COMPETENT PERSON

NAME:		UNIQUE / ID NO:	
DEPARTMENT:		DESIGNATION:	

IN TERMS OF ESKOM'S FOSSIL FUEL FIRING REGULATIONS (240-105453648), AUTHORIZED PROCEDURES AND POLICIES, YOU ARE HEREBY AUTHORISED TO PERFORM THE FOLLOWING DUTIES AND FUNCTIONS, BUT NOT LIMITED TO:

1) Perform the function as a Skilled Person on all Boiler plant and Auxiliaries.
2) C&I effecting changes to the controls = Level 1 Boiler Plant.
3) Perform Control and Protection changes and or Simulations.

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

REG 3.1.7 AND REG 3.1.8 BOILER PLANT AND AUXILIARIES.

AT	POWER STATION:
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DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
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APPOINTMENT RECOMMENDED BY: (ENGINEERING MANAGER)

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPOINTMENT APPROVED BY: (GM)

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION ACCEPTED BY: (CANDIDATE)

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX W: APPOINTMENT AS A COAL ANALYST (FFFR)

	GENERATION APPOINTMENT CERTIFICATE	NO:
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APPOINTMENT AS COAL ANALYST

NAME:		UNIQUE / ID NO:	
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DEPARTMENT:		DESIGNATION:	
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In terms of the Fossil Fuel Firing Regulations (240-105453648), you are hereby appointed to perform the following duties and functions. But not limited to:

1). Analyse and monitor coal proximate analyses on a daily basis.
2). Report results to PSM / GM / Primary energy division.
3). Keep results and records available.
4).

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

REG 3.1.28 ANALYSE AND MONITOR COAL ANALYSIS ON A DAILY BASIS.
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AT	POWER STATION:
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DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
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APPOINTMENT RECOMMENDED BY: (ENGINEERING MANAGER)

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPOINTMENT APPROVED BY: (GM)

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION ACCEPTED BY: (CANDIDATE)

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX X: APPOINTMENT AS COMPLIANCE COMMITTEE MEMBER / CHAIRMAN / STAND-IN

	GENERATION APPOINTMENT AUTHORISATION CERTIFICATE	NO:
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APPOINTMENT AS A FFR COMPLIANCE COMMITTEE MEMBER / CHAIRMAN / STAND-IN (SCRATCH NON RELEVANT)

NAME:		UNIQUE / ID NO:	
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DEPARTMENT:		DESIGNATION:	
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In terms of Eskom's Fossil Fuel Firing Regulations (240-105453648), you are hereby appointed to perform the following duties and functions. But not limited to:

1) To report Incidents to the Fossil fuel firing Management Committee. (GX)
2) Hold / Attend regular meetings / ad hoc meetings.
3) Analyse relevant occurrences and to ensure systems are in place to prevent re-occurrence.
4) To ensure Authorisations and Appointments are reapplied for before elapse dates.

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

REG 2.6.4 FFR SITE COMPLIANCE COMMITTEE MEMBER.

AT	POWER STATION:
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DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
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Appointment Recommended by:

NAME:		DESIGNATION:	
SIGN:		DATE:	

Appointment Approved by:

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPOINTMENT ACCEPTED BY:

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX Y: APPOINTMENT AS AN MILL SPECIALIST (FFFR)

	GENERATION APPOINTMENT CERTIFICATE	NO:
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APPOINTMENT AS MILL SPECIALIST

NAME:		UNIQUE / ID NO:	
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DEPARTMENT:		DESIGNATION:	
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In terms of the fossil fuel firing regulations (240-105453648), you are hereby appointed to perform the following duties and functions, but not limited to:

1) To keep Milling plant in proper calibration.

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

REG 4.2.1.4 MILLING PLANT SPECIALIST

AT	POWER STATION:
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DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
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APPOINTMENT RECOMMENDED BY: (ENGINEERING MANAGER)

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPOINTMENT APPROVED BY: (GM / PSM)

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION ACCEPTED BY: (CANDIDATE)

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX Z: APPOINTMENT AS SCCC ENGINEER (TO REPRESENT FFFR)

	GENERATION APPOINTMENT CERTIFICATE	NO:
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APPOINTMENT AS SCCC ENGINEER TO REPRESENT FFFR

NAME:		UNIQUE / ID NO:	
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DEPARTMENT:		DESIGNATION:	
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In terms of the fossil fuel firing regulations (240-105453648, you are hereby appointed to perform the following duties and functions, but not limited to :

1) Evaluate FFFR related Mods / changes for implementation.
2) Give advice on non-conformances.
3).Evaluate Waivers / Exemptions for completion / tracking.
4) Assist with Authorisations of PICP / ABO.

ON THE FOLLOWING APPARATUS / PLANT OR SPECIFIC AREA:

REG 3.1.8.2 ENGINEERING FFFR REPRESENTATIVE AT SCCC

AT	POWER STATION:
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DATE OF ISSUE:		DATE AUTHORISED:		DATE OF EXPIRY:	
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APPOINTMENT RECOMMENDED BY: (CHAIR)

NAME:		DESIGNATION:	
SIGN:		DATE:	

APPOINTMENT APPROVED BY: (GM / PSM)

NAME:		DESIGNATION:	
SIGN:		DATE:	

AUTHORISATION ACCEPTED BY: (CANDIDATE)

NAME:		DESIGNATION:	
SIGN:		DATE:	

CONTROLLED DISCLOSURE

APPENDIX AA: SHORT TERM ADAPTATION

	GENERATION SHORT TERM ADAPTATION	NO:
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SHORT TERM ADAPTATION

UNIT NUMBER.....

PLANT ITEM IDENTIFICATION i.e. (KKS / AKZ) AND DESCRIPTION:

.....

.....

.....

THIS FORM SHALL BE USED FOR:

- ESSENTIAL INSTRUMENTATION OR PART THEREOF OUT OF COMMISSION (3.3.12)
- COMBUSTION SAFETY DEVICES INTERFERENCE (3.3.14)
- INTERLOCKS / SIMULATIONS; INOPERATIVE, OUT OF COMMISSION SIMULATED OR BYPASSED (3.3.16)

HEREWITH APPROVAL GIVEN TO (DESCRIPTION OF DEFICIENCY)

.....

.....

RISK ASSESSMENT / MITIGATION:

.....

.....

REQUESTED BY:

NAMESIGNATUREDATE

APPROVED:

(GM / PSM / STAND IN):.....SIGNATURE.....DATE

AUTHORISED:

(PERSON IN CHARGE OF PLANT) : SIGNATUREDATE

THIS SHORT TERM ADAPTION IS ONLY VALID FOR 24 HOURS.

TIME: FROM.....DATE.....

A NEW FORM AND RISK ASSESSMENT TO BE FILLED IN SHOULD IT BE EXTENDED FOR ANOTHER 24 HOURS,.

COPIES TO: PSM, COMPLIANCE COMMITTEE CHAIR, PICP, ENG MANAGER AND ABO.

CONTROLLED DISCLOSURE

APPENDIX AC: LETTER OF RECOMMENDATION GX LEGISLATIVE TRAINING

	LETTER OF RECOMMENDATION Gx Legislative Training	Unique Identifier	240-110741730
		Document Type	Form
		Revision	0
		Effective Date	October 2017
		Review Date	October 2022

Name: _____	Date: _____
Location: XXXXXX Power Station	Enquires:
	Designation:
	Telephone No:

LETTER OF RECOMMENDATION

I, Manager - Name and Surname, _____ hereby recommend Employee name and surname

to attend the following legislative training course (tick relevant box below)

Plant Safety Regulations including: ARC Flash Protection, Risk Assessment & ORHVS Module 1 (Access)	
Authorised Supervisor	
ORHVS	
OHS Act	
FFFR	

This employee fulfils the minimum requirements for attendance of this course as stipulated in Procedure 240-46979537 Training, Evaluation and authorisation of Personnel Operating under Statutory and Eskom Health and Safety Requirements

Manager / Employer

Name & Surname:..... Designation:.....

Unique number / ID number:

Signature:..... Date:.....

ESKOM Contract / Line Manager (in the case of a Non Eskom employee)

Name & Surname:..... Designation:.....

Unique number / ID number:

Signature:..... Date:.....

CONTROLLED DISCLOSURE

Employee

Name & Surname:.....	Designation:.....
Unique number / ID number:	
Signature:.....	Date:.....

CONTROLLED DISCLOSURE