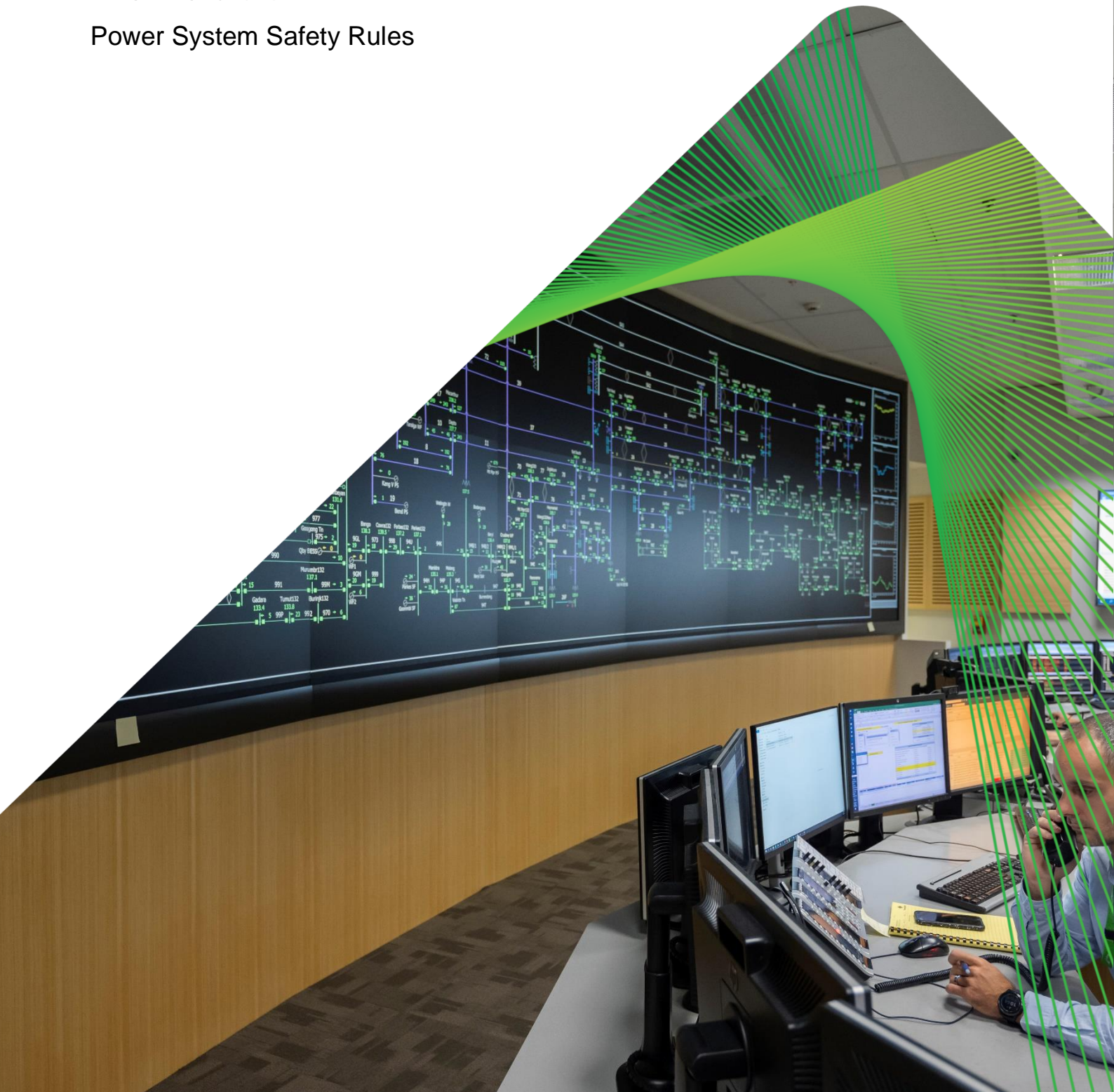


Request For Access

Handbook

Power System Safety Rules



This Handbook covers the Power System Safety Rules requirements for requesting access to work on Transgrid’s network apparatus. The TheOS manual should also be referred to when submitting RFA’s electronically.

It has been written in plain, easy to understand language and is a working interpretation of the Power System Safety Rules, known to everybody as the PSSR.

The PSSR and this handbook are reviewed and updated periodically. Check our website at <https://www.transgrid.com.au/working-at-transgrid/workplace-safety> for the latest information.

In this handbook, the words ‘must’ or ‘must not’ are used for rules that you have to follow. The words ‘should’ or ‘should not’ are used when explaining safe and low-risk work practices.

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Introduction

A Request for Access (RFA) is a form, submitted by field workers and assessed by Network Operations, that details proposed work on apparatus in the charge of the Controller. Requests for access must be submitted by a person authorised [Request for Access](#) and assessed by a person [Assessment of RFA](#). Once assessed, any outage processes may proceed.

When assessing a request, Network Operations considers worker safety, system security, security of supply, customer impact, criticality of the work and how multiple requests interact with each other. The fields and questions on the form are designed to elicit sufficient information to enable complete assessment and initiate the preparation of a HV and/or LV/MECH Preparation and Restoration Instruction (HVPRI/LVMPRI) if required.

Requirement to Submit a Request for Access

An RFA must be submitted to the Network Operations group when the work:

- Requires HV apparatus to be taken out of service.
- Involves an interruption to controls, protections, alarms or operational data associated with HV apparatus.
- Involves a credible risk of trip to HV apparatus. The risk of trip is determined after control measures have been put in place.
- Involves interruption to auxiliary supplies that impact on HV apparatus or associated secondary systems (e.g., battery chargers, HV apparatus cooling, switchgear, and tap-changer motor supplies).
- Involves operation of HV apparatus for non-invasive testing or maintenance.

An RFA is not required when the work will not affect apparatus in the charge of a Controller, examples include:

- Pulling/ running in cables and wiring in the yard or relay room.
- Pre termination (work leading up to but not including cutting into an in-service circuit) of wiring in panels, cubicles, or kiosks.
- Repair/replacement of panel, cubicle, or kiosk equipment such as heaters, physical barriers & doors.
- Work on GPOs and LV services in the yard and relay room, provided LV isolations do not impact on other services related to the operation of HV apparatus (e.g., Transformer cooling)
- Non-invasive retrieval of setting files or fault details from protection relays.
- Non-invasive revenue metering checks

1. RFA Submission

Outage planning, coordination and scheduling must be carried out in accordance with relevant standards to meet TransGrid requirements and the National Electricity Rules. RFA's should be submitted to Network Operations at least 28 days in advance of the proposed work time. A separate RFA must be submitted for each working period.

Where work extends over several days a continuous outage is acceptable when:

- The outage does not result in a load being made radial;
- The outage does not affect system security; and
- The outage is unlikely to invoke penalties under a NEM incentive scheme.

If multiple day work is proposed but the above criteria are not met a continuous outage may be requested, with appropriate justification, if the requesting officer believed it would generate significant advantage. For example:

- A continuous outage would give safety, cost or efficiency benefits;
- A continuous outage would significantly reduce the number of day's work;
- Field Operating daily presents particular difficulties; or
- Daily outages are impractical due to the nature of the work.

After receiving a request for a continuous outage Network Operations must consider the cost benefit against the operational risk in the assessment process.

For continuous outages, a single RFA may be submitted for tasks extending over several days. To minimise restoration time in an emergency, equipment left out of service outside working hours must be left in a serviceable condition unless previously agreed with Network Operations.

When submitting an RFA, consideration should be given to the Access Authority issuing process, the intended work area and any associated LVMPRI / PMWI requirements. The listed HV apparatus on the RFA should be populated to suit the intended work area.

Where work requiring the same access is to be repeated over a number of days the following factors should be considered when preparing the RFA:

- Where a HVPRI is required – multiple access authorities may be issued against a single RFA, but each RFA is restricted to a single HVPRI. For work efficiency and reporting requirements each repeating outage is completed on a new HVPRI and will therefore require a separate RFA.
- Where there is no requirement for a HVPRI - multiple access authorities may be issued against a single RFA as long as appropriate LVMPRI (or PMWI) controls are in place. Where outage times are not used for reporting purposes, and the equipment is intended to be returned to service daily, a single continuous outage with multiple repeating LVMPRI's is an option to simplify the RFA submission and approval process. In this case the Access Authority would need to be cancelled daily prior to restoration of the LVMPRI.

1.1 RFA generated within The Outage System (TheOS)

RFA's should be submitted by using TheOS. RFA's will have a pending status until approved by Network Operations.

1.2 Handwritten RFA

Handwritten RFA's should only be used in unusual circumstances such as customer, defect or emergency work.

1.3 Submission by the System Operator on Requestors Behalf

In an emergency, the System Operator may be utilised to submit an RFA on a requestor's behalf where the requestor does not have the facilities for the submission of an RFA. The requestor must review the RFA prior to the issue of any associated Access Authority.

1.4 RFA Approved Templates in THEOS

For various groups in Works Delivery, i.e., Substations, Mains/Lines, Communications, Secondary Systems-Protection, there is a set of approved RFA templates that have been developed in conjunction with Network Operation's planning workers and key planning workers in Delivery and are available in THEOS. These are for use when performing normal maintenance activities e.g., circuit breaker maintenance, transformer protection maintenance, insulator replacements, inter-trip maintenance.

The templates are linked to standard jobs in Ellipse and will automatically load when creating an RFA in THEOS (if the outage in THEOS is generated from a job in Ellipse which is "linked" to one of these RFA templates). The approved templates can also be selected when creating an RFA on an outage that does not have this linkage.

The expectation is that the format and content of RFAs submitted will be consistent with the approved template for the maintenance activity being undertaken. If there is a requirement to submit an RFA not consistent with the approved template, this should be raised with the relevant work group planner and/or Network Operations planning workers in order to initiate a review of the approved template.

1.5 Preparation of an RFA

1.5.1 Network Operations office use

Assessing officer use only:

RFA No:

Network Operations will assess valid RFA's received and give approval as appropriate. An RFA number will be assigned automatically by TheOS, or manually by Network Operations as part of the approval process. A new number will be assigned each time the RFA is returned and resubmitted or when significant changes are made on behalf of the requestor.

The HVPRI number will be added to the RFA after the associated HVPRI is prepared and checked.

1.5.2 Requester's reference

Requesting Officers Ref:

Requesting officers can, optionally, insert their own reference number. This is especially useful prior to Network Operations assigning an RFA number.

1.5.3 At Location/Call Sign

<div style="border: 1px solid black; padding: 5px; min-height: 50px;"> At Location: </div>	<p>If work is within an electrical station, then the station must be nominated.</p> <p>If work is outside the boundaries of an electrical station, then a site location of “Field” must be used. The tower number, joint bay number or other identifying feature, and vehicle radio number and contact mobile number must be supplied to the System Operator as part of the Access Authority issue process.</p>
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1.5.4 Time and date

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px;"> From: __:__ hrs on ____, __/__/____ </td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;"> To: __:__ hrs on ____, __/__/____ </td> </tr> </table>	From: __:__ hrs on ____, __/__/____	To: __:__ hrs on ____, __/__/____
From: __:__ hrs on ____, __/__/____		
To: __:__ hrs on ____, __/__/____		

Outage times

The outage time entered on the RFA must be the total time the equipment will not be available for normal service due to the work described, with due allowance for Field Operating. This is required so that Network Operations can assess the total duration of possible reductions in NSW network capability arising from the planned work, make contingency plans and advise AEMO and market participants.

Where there are several simultaneous jobs on the same or related apparatus, workgroups must liaise during the outage planning and coordination process and determine the time at which the preparation Field Operating is planned to start and the time at which the restoration Field Operating is planned to finish. Network Operations is to be advised of the overall outage duration and any subsequent changes.

Changes to outage times before the day of the outage

If changes to the dates or times of the outage are proposed or are expected to occur (that is, Field Operating times will be different to those originally indicated), Network Operations must be informed immediately the changes become known and the RFA(s) must be amended accordingly.

1.5.5 Apparatus and work description

	DESCRIPTION OF APPARATUS	DESCRIPTION OF WORK	
HIGH VOLTAGE			<p>If HV access is required (this can include LV/Mech work on the listed apparatus), list the HV apparatus and the HV & or LV/Mech work in this section.</p>
LV / MECH			

If both HV and LV access is required (and it is intended to issue separate Access Authorities), list the HV apparatus and HV work description in the HV section and the LV System and LV work description in the LV section.

Note: it is NOT permissible to list HV apparatus in the LV apparatus under this arrangement due to the ambiguity surrounding what apparatus the HV access is being applied to.

The description of apparatus and work descriptions on the RFA must be brief, accurate and unambiguous. There is never a requirement to enter the same information in both the HV and LV fields. The work description should be a meaningful description of the significant work activity being performed and will be transcribed onto the Access Authority. The work description is to be used by the assessor to understand the work being performed and validate the remaining information provided on the form (access type, 14 questions, additional information etc.).

TheOS includes functionality that forces the user to complete the 'Description of Apparatus' field if the respective HV or LV/Mechanical 'Description of Work' field is completed.

The description of apparatus must:

- Have full nomenclature from the relevant HV Operating Diagram (HVOD) for the first item and operational number for subsequent items.
- For work in the field, include the line number, terminal stations and voltage for the line or cable
- List all the apparatus being worked on explicitly:
 - A line does not imply any apparatus in a substation;
 - A capacitor bank or reactor does not imply the associated circuit breaker;
 - A transformer does not imply the associated circuit breakers or auxiliary transformer; and
 - Access to control and protection must always be specifically requested.
- List only the apparatus being worked on avoiding the use generic terms such as “bay” or “bay equipment”.
- Do not list the bus if only working on a bus disconnecter; and
- Do not list the transformer if only working on a circuit breaker.
- List only the apparatus required for the description of work in the given period.
- Where work extends across multiple services (e.g., a Transformer, Capacitor, Line) at a single site or adjacent lines in the field, a single RFA may be submitted which covers all of the equipment.

Each outage in TheOS is restricted to a single service. Therefore, in this case the requester will need to create separate outages for each affected service and then submit a single RFA for the work on the most significant outage.

Note: An RFA can only contain equipment that shares the same location (substation or field).

The description of work must:

- List main components of the work, broadly accepted abbreviations (e.g., CB maintenance or RPM) are acceptable;
- For field work, nominate the structure number(s) where the work is being performed. The section of line (as bounded by the structure/pole numbers) listed on the RFA must be such that **all** hazards (e.g., undercrossing) associated with this section are able to be managed concurrently.

Where the work is being progressively performed along a section of line the individual Field Access Authority forms must clearly identify the work location (within the nominated range) based on the application of Field Access Authority earths.

- Avoid the redundant inclusion of the location and/or apparatus;
- Specify reference to current injection diagram (if relevant);
- Specify the test voltage to be applied (if relevant); and
- Include reference to urgent requirement when submitted inside planning criteria.

1.5.6 Type of access

ACCESS REQUIRED ("X" APPROPRIATE BOXES)	
<input type="checkbox"/>	H.V.
<input type="checkbox"/>	L.V. / MECH.
<input type="checkbox"/>	FIELD
<input type="checkbox"/>	CABLE
<input type="checkbox"/>	TESTING – H.V.
<input type="checkbox"/>	TESTING – L.V. / MECH.
<input type="checkbox"/>	TESTING – CABLE
<input type="checkbox"/>	HVEO
<input type="checkbox"/>	VERBAL CLEARANCE

The Access required must be specified by placing a cross in the box to the left of the appropriate category.

Note 1: HVEO (High Voltage Equipment Outage) is only used by Network Operations workers.

Note 2: High Voltage and Cable categories also provide LV/ Mech access to the listed apparatus. Similarly Testing HV and Testing Cable provide Testing LV/ Mech.

Note 3: Multiple Selection must only be made if it is intended to issue separate Access Authorities for each of the types chosen. See below for further details on what restrictions apply.

High Voltage: Selected if coming on or near high voltage conductors.

LV/MECH: For work on low-voltage or mechanical apparatus or on high voltage apparatus where the work does not involve coming on or near exposed HV conductors.

Field: For work on a transmission line outside of a substation.

Cable: For work on a cable from sealing end to sealing end whether inside or outside a substation. The location on the RFA must always be Field.

Testing High Voltage: For work involving the injection of currents, the application of voltages above limits specified in the Safety Rules or when Access Authority earths are required removed. Access Authority earths that are required to be warning tagged must be listed on the RFA either in the work description or additional information fields.

Testing LV/MECH: For work on low-voltage or mechanical apparatus or high voltage apparatus where the work does not involve coming on or near exposed HV conductors, where LV or mechanical isolations and earths may be removed.

Testing Cable: For Testing work on a transmission cable.

HVEO: Network Operations internal use only, for the control of customer isolation and earthing steps.

Verbal Clearance: Verbal clearance is primarily for internal use by Network Operations but may be selected when plant is required in a particular state for non-invasive testing or maintenance, e.g.:

- Placing plant in-service or on-load for:
 - Thermo-vision inspections; or
 - Noise tests
- Exercising a circuit breaker or disconnecter;
- Exercising a tap-changer (for example to move through centre tap).

It is permissible to select multiple types of access on a single RFA with some exceptions:

- Where Field, HVEO or Verbal Clearance is selected there must be no other access;
- HV, Testing HV, Cable and Testing Cable are all mutually exclusive (this applies to both a single RFA or multiple RFAs listing common equipment with overlapping durations);
- If LV/ Mech or Testing LV/ Mech is selected with HV, Testing HV, Cable or Testing Cable there must be corresponding text in both the HV and LV parts of the Apparatus and Work description sections of the RFA.

1.5.7 Authorised Person in Charge (APIC)

Authorised Person in Charge:	The designation of the authorised person in charge of the work must be entered. Optionally, the person's name can be inserted.
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When the nominated APIC is a protection technician all system security isolations associated with the request will be delegated in accordance with the requirements of OM412.

Where there are concurrent HV Testing Access Authorities issued on the same conductors, the Access Authorities must be held by the same APIC in accordance with PSSR 5.4.2(g).

1.5.8 Relevant information

This section of the form has 14 questions that must be answered to ensure correct working conditions are provided by the PRI. Nominate either "Yes" or "No" by placing "Xs" in the boxes provided for every question. Additional information section is to be used where insufficient space is available.

	RELEVANT INFORMATION.....	Y	N	
1	Is listed HV Apparatus required out of service?	Y	N	<p>This refers to the equipment in the HV description of apparatus. Do not write any details against this question – all the necessary information should be in the description of apparatus.</p> <p>If this question is answered No, a HVPRI will not generally be prepared (exception is for system security isolations for communications work) and the APIC will be responsible for providing safety isolations (LVMPRI) and system security isolations (PMWI).</p>
2	Breaking of HV Conductors Involved?	Y	N	<p>No additional information required</p> <p>For work in a substation, the location of the proposed breaks must be provided to ensure Access Authority earthing is</p>

				<p>appropriate. If clearly stated in the work description, then 'refer to work description' will suffice.</p> <p>For field access, reference to an approved Earthing Plan, which includes specific earthing requirements will be required.</p> <p>If two or more phases are to be disconnected at the same time, assessment is required by the requestor regarding the need for phasing checks (refer Q3).</p>
3	Phasing out/rotation check required?	Y	N	<p>No additional information required.</p> <p>Brief details must be provided of the proposed location of the phase out so that the HVPRI can be written to facilitate the check and include the appropriate steps.</p>

Phasing checks of HV apparatus must be carried out by trained workers (generally from the infrastructure delivery group). Phase rotational checks of LV apparatus may be carried out by the working party when competent to do so. It is the responsibility of the requesting officer to arrange suitable workers.

4	Operation of Apparatus Required?	Y	N	<p>No additional information required.</p> <p>Full details of operations required on the apparatus must be provided.</p>
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Work could require operation of apparatus located outside the designated work area (e.g., operation of an earthing switch or circuit breaker for the purpose of carrying out current injections). As work will not be carried out on this apparatus, it should not be included in the "Description of Apparatus" box but should be nominated here.

Answering 'Yes' at this question will result in the authorised person using an appropriate Low Voltage/Mechanical Preparation Instruction (LVMPRI) to enable operation of the listed apparatus. These isolations must be carried out before the issuing of an Access Authority.

5	Apparatus Required Operational at Start of Work?	Y	N	<p>No additional information required.</p> <p>Full details of operations required on the apparatus must be provided. Answering yes here and no in question four is incorrect.</p>
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Answering 'Yes' at this question will result in the authorised person completing the above LVMPRI such that the isolation points have been warning tagged but the listed apparatus remains operational.

6	In-Service Checks Required?	Y	N	<p>No additional information required.</p> <p>Full details of checks required on the apparatus shall be provided, including any checks to be carried out on System LV/Mechanical Apparatus associated with in-service HV apparatus. Any HV apparatus to be operated shall be detailed in Q4.</p> <p>If Initial Energisation Test required, then list applicable HV equipment (i.e. IE No.1 TX)</p>
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Note: Re-arrangement of the HV system may be required. The proposed checks and any unusual requirements should be discussed first with Network Operations workers and then detailed on the RFA.

7	In-Service Metering / Communications Services Affected?	Y	N	<p>No additional information required</p> <p>All services affecting operation of the power system must be listed so that alternative arrangements can be made, as necessary.</p>
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Note: The requester of the work is responsible for making appropriate arrangements for all impacted services not associated with the operation of the power system.

Common examples where this question is answered yes:

- Transducer calibration; or
- Communications equipment outages.

8	LV Circuits Affecting In-Service Apparatus will be Isolated?	Y	N	<p>No additional information required</p> <p>Isolations the APIC intends to take to prevent in-service apparatus from being affected by the work are to be specified.</p>
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Isolations performed as part of an LVMPRI are not considered at this question unless those isolations affect in-service plant. Predominately this question is used when system security isolations are required as part of the work.

For system security isolations, respond 'Yes' if the APIC will perform them and 'No' if the isolations are to be specified in a HVPRI. When answered 'Yes', the detail should be PMWI: xxx, where xxx are the system security isolations to be undertaken. For example, PMWI: LBU and CB Trips.

When this question is 'Yes' and the APIC is a protection technician, system security isolations for the work listed on the RFA will be delegated (not included in the HVPRI) as permitted in [OM412](#).

Some examples of answering 'Yes' at this question:

- A transformer differential balance by a protection technician (delegated authority); or
- Work on LV supplies to fans and pumps on an I/S transformer (not system security).

Some examples of answering 'No' at this question:

- Contact resistance measurements on a dead-tank CB by fitters (HVPRI will include appropriate link isolations or direct a protection technician to isolate and earth CT cores); or
- Intertrip checks by communications technicians (HVPRI will isolate intertrip receive links if requested in the additional information section).

9	Risk of Trip to In-Service HV Apparatus?	Y	N	<p>No additional information required</p> <p>See below.</p>
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Answer YES if a credible risk remains after control measures have been put in place. The originator must advise Network Operations what is at risk of trip and what may initiate tripping.

Network Operations workers will use this information to ascertain whether the risk of trip and the associated operational consequences will be acceptable, or if alternative system arrangements will be necessary.

10	Undercrossing/ Overcrossing Safety Involved?	Y	N	<p>No additional information required</p> <p>Any lines that might pose a risk to safety must be detailed so that appropriate arrangements can be made for isolation.</p>
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When this question is no, the requestor is stating that either:

- There are no undercrossing / overcrossing contained within the nominated line section, or
- The assessed work does not involve any undercrossing / overcrossing safety risk

When this question is yes, the requestor must:

- Identify the relevant span on the TransGrid line, or
- where a feeder of another organisation, liaise with the other organisation's workers in order to identify the feeder in the other organisation's terminology
- The following details are to be provided in the additional information section of the RFA to clearly identify the feeder:
 - The name of the organisation, and
 - The organisation's identifier and voltage for the feeder; and
 - The location of field earths, Network Access Request number and customer field contact (on the customer feeder), or
 - The engineering controls being applied

Example	<p>Endeavour Energy 11 kV Local substation to Smallmine feeder undercrossing TransGrid No.8 Dapto to Marulan 330 kV line between towers 122 & 123.</p> <p>Earths are required at pole 12345. NAR number 4444444, field contact: John Smith</p> <p>OR</p> <p>Engineered hurdles to be applied to enable the work to be completed with the undercrossing alive</p>
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11	Amendments to Operating Data/Diagram Required?	Y	N	<p>No additional information required</p> <p>Sufficient details must be made available to allow operating information in all relevant diagrams to be updated.</p>
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When the answer to Q11 is 'YES', an Advice of Alteration form must be submitted with the RFA.

12	Work subject to Weather?	Y	N	<p>No additional information required</p> <p>Appropriate contact details must be provided to enable confirmation of work arrangements should bad weather prevail.</p>
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Note: Network Operations is to be advised as soon as any alteration to the proposed outage times is known so that National Electricity Market system security obligations can be met.

13	Apparatus will be serviceable overnight?	Y	N	<p>If recall > 2 hours a contingency plan may be requested – consult with Network Operations prior to submission.</p> <p>No additional information required</p>
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This question is tightly linked to the outage emergency recall – please read the details associated with ‘Recall times in case of emergency’.

14	Member of work party available to carry out HVPRI?			See below
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The originating officer is responsible for arranging Field Operators for TransGrid initiated work. Where the Field Operator is not from the work party, this question should be answered ‘No’, and details provided as to who will carry out the HVPRI. For work requiring isolation at a remote location the question should be answered ‘Yes’ or ‘No’ based on the situation at the location on the RFA and the details provided as to who will carry out the HVPRI at each required location.

Network Operations will arrange all Field Operating required by customers to facilitate TransGrid work.

Recall times in case of emergency: Day.....hours AND Night.....hours
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The recall time is the total time it would take to restore equipment to service in an emergency. The recall time must be established because it influences contingency plans for emergency operation of the network until the equipment is returned to service. When equipment is recalled, completion of any unfinished work is only required to the stage necessary to enable the equipment to be safely placed back into service.

For outages longer than one day, emergency recall times must be provided for both Day and Night. Where recall time depends significantly on the progress of the work a recall profile must be provided.

ADDITIONAL INFORMATION/SPECIAL REQUIREMENTS

Include all instructions requiring specific attention by operating workers or relating to return to service conditions such as:

- Expansion of information supplied in answer to any of the previous questions;
- Reference to an injection path diagram where the work involves primary injection;

- Reference to the approved Work Method Statement which includes specific earthing requirements for field work involving breaking conductors;
- Reference to RFA's on other apparatus required out of service for the work;
- Nomination of earths that may be removed under a Testing Access Authority (portable earths and earthing switches);
- Confirmation that, on RFA's for THV access where the APIC is not from the work party, the APIC has agreed to this arrangement;
- Note if the work is not operating expenditure - capital or insurance work; or
- Note the urgency of the work for defect repairs and if endorsed by Asset Monitoring Centre (AMC).

1.5.9 Coordinate with other areas/ customers/ sections

CO-ORDINATE WITH OTHER AREAS / CUSTOMERS / SECTIONS	Work requirements of all groups working concurrently must be coordinated so that on completion of the work the apparatus is fully serviceable.
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Note: The requesting officer of the RFA is the planner in charge of the work party. As such, it is that person's responsibility to ensure that working parties will be organised for coordination. All subject groups are to be identified on the RFA. The approving officer and the PRI preparer must ensure that Network Operations processes cover the required coordination of work parties.

1.5.10 Requesting officer

REQUESTING OFFICER	(NAME)	(SECTION)	(PHONE)	DATE
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The requesting officer of the RFA should insert the nominated details to allow feedback and follow up by Network Operations. The date on which the request is submitted is to be given.

1.5.11 Assessing officer

<i>Assessing officer use only</i>	
Approved by:	Date:
Remarks:	

A person with the appropriate authority will assess the RFA and sign as approved and insert the approval date. Remarks in relation to any special HVPRI requirements, coordination requirements and contacts, contingency plans, link openings etc that have been investigated and which are material to the outage and HVPRI should be inserted. Additional pages should be attached if required, for example, to detail a contingency plan.

1.6 Documents supporting RFA's

Where the work nominated on an RFA:

- Includes the alteration or connection of HV apparatus or associated LV circuits to the HV System, a completed "Advice of Alteration" form is to be submitted with the RFA.

- Involves primary current injection a marked diagram indicating source, path and earthing requirements is to be submitted with the RFA.
- Involves breaking of conductors on transmission lines outside a substation, an approved earthing plan must be referenced on the RFA.

Plans for testing work involving both TransGrid and external customers must include location, controller of the source, customer representative and contact details.

2. Processing RFA's

On receipt of an RFA, Network Operations workers must ensure that a unique identifying number is assigned to every approved RFA.

Network Operations will then confirm details of requested outages with previous outage programme data and ensure relevant information is transferred to AEMO in a timely manner for advice to market participants.

2.1 Assessment of RFA's

Each RFA submitted must be assessed by an appropriately authorised Network Operations officer and, if valid, must be processed and approved in accordance with equipment outage and coordination procedures. Several significant points for attention are listed below:

- Network Operations must ensure that all relevant information is included on the RFA. Incomplete RFA's must not be approved pending review and resubmission by the originator;
- Each approved RFA must be signed and dated by the assessing officer;
- When assessing an RFA, the system implications must be considered. If difficulties are foreseen, the circumstances must be discussed with the originator and then the RFA must have specific conditions imposed for the equipment outage or the originator may reschedule or cancel the RFA;
- When specific conditions are imposed for the outage, the assessing officer must add any explanatory remarks and special system/safety conditions required in the appropriate part of the RFA form;
- For Field work involving the breaking of conductors, the approving officer must verify that an approved earthing plan which includes specific earthing requirements is referenced to in the RFA.

2.2 RFA received less than 28 days in advance

2.2.1 Application

Where Network Operations receives a new RFA at short notice the following process applies:

- Where there is failed, faulty or unsafe equipment then the system and safety risks are to be removed in an appropriately urgent time frame. For defect work, the RFA should include the timeframe for action;
- In circumstances where there is mutual benefit to TransGrid and another NEM participant a short notice RFA may be accepted, e.g., taking advantage of a generator trip to perform maintenance that would otherwise have to wait for the next planned outage;
- A short notice RFA may be processed to correct mismatched RFA's and HVPRI's if there is mutual benefit to the requestor and Network Operations; or
- For work that does not require any of the following:
 - a HVPRI;
 - AEMO notification; or
 - Customer notification.

RFA's may be accepted with shorter than the 28-day lead-time. Such equipment should be identified during the outage planning and coordination activities and Network Operations outage planners should have given prior agreement for the submission of the short notice request.

2.2.2 Submitting RFA's in urgent circumstances

When circumstances are urgent and it is agreed that the work can go ahead, the requesting officer may give details of the RFA verbally by telephone or radio if it is not possible to follow normal procedures. Authorised Network Operations workers must then prepare and process the RFA and send a copy of the RFA back to the requesting officer.

2.2.3 Log Entry Work

Provided there are no hazardous Low Voltage or Mechanical isolations involved and there is no work on or near high voltage exposed conductors and no System implications, the System Operator may accept a verbal request for attention to minor breakdowns of equipment and make a log entry instead of receiving a written RFA.

2.3 Requests for work received from customers

Where the work will involve the issuing of a TransGrid Access Authority, an RFA must be submitted.

In other cases, such as when requesting Field Operating for work on their apparatus, customers may use their own forms or may verbally notify TransGrid. The customer's request form, or an RFA printed from the details entered into TheOS must have sufficient information to allow preparation of the required HVPRI and must be attached to the HVPRI.

2.4 Approved RFA's

Approved RFA's are to be sent to the field person in charge of the work by the requesting officer (or other officer assigned by Network Operations) unless the work is for a customer or submitted as a verbal request (2.2.3).

PRIs may then be prepared for work requirements set out in approved RFA's. Approved RFA's must be attached to and then form part of the finished HVPRI.

3. References

- Power System Safety Rules
- The Outage System (TheOS) user manual
- OM412 – Operation of Low Voltage Links