



MICA CREEK PROCEDURE FOR
USE OF ROUTINE SWITCHING SHEETS AT MCPS
MCPS-HS&E-O002

Responsible Officers: **MCPS SWITCHING SUPERVISOR**

Approved : MCPS Site Manager

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1. Purpose

To provide safe isolation procedures for work to be carried out on High Voltage (H.V.) plant at MCPS.

2. Scope

3. Actions

3.1 Routine H.V. Switching Isolations

All routine H.V. switching isolations are required to be carried out using a Routine Switching Sheet.

3.2 Original Routine Switching Sheets

The original routine Switching Sheets which have been approved by the checked by the MCPS Switching Supervisor and will be filed by the MCPS Switching Supervisor. Copies of the originals that are to be used for H.V. isolations will be issued to the control room by the MCPS Switching Supervisor for individual issue to the authorised Switching Officer by the SCE/DSA.

3.3 Issuing of Routine Switching Sheets

It is the responsibility of the SCE/DSA to issue the correct routine Switching Sheet to the authorised Switching Officer for each routine H.V. isolation. A reference index for all routine Switching Sheets currently issued is located in the front of the Switching Sheet manual, and will be updated as required by the MCPS Switching Supervisor. The purpose of each routine Switching Sheet is located at the top of each form under the Switching Sheet number.

3.4 Authorisation of Switching Sheets

It is the responsibility of the SCE/DSA to ensure that the switching operations detailed on the Switching Sheet do not exceed the authorized Switching Officers' permitted switching activity as recorded on that persons blue "Authority to Switch" card. A list of card holders authorized to switch at MCPS with details of their permitted switching activity is attached for reference and will be updated as required by the MCPS Switching Supervisor.

3.5 Switching/Permitting Procedures

The switching/permitting procedures must be carried out in the following order, by the responsible officer shown in brackets..

- (1) Issue Switching Sheet to authorised Switching Officer.
(SCE/DSA)
- (2) Complete Forward Switching operations.
(Authorised Switching Officer)
- (3) Record Sw Sheet number (on permit) and issue "Permit to Work".
(SCE/DSA)
- (4) Fill out Permit number and issue details on rear page of Sw Sheet and return to SCE/DSA. SW Sheet to be attached to permit "Flimsy".
(Authorised Switching Officer)
- (5) Work to be completed under "Permit to Work".
(Permit Holder)
- (6) Cancel "Permit to Work".
(SCE/DSA)
- (7) Obtain Sw Sheet from SCE and fill out permit cancellation details on rear page of Sw Sheet.
(Authorised Switching Officer)

- (8) Complete Reverse Switching operations and return Sw Sheet to SCE. Return Sw Sheet to file.

(Authorised Switching Officer)

4. Definitions

None.

5. Reference Documentation

None.

6. Attachments

List of Authority to Switch Card Holders - MCPS

7. Document History

Issue Date	Nature of Changes
	Original Issue

**LIST OF AUTHORITY TO SWITCH CARD HOLDERS
MICA CREEK POWER STATION**

CARD HOLDER	SECTION	PERMITTED SWITCHING ACTIVITY
BRENNAN Mick	Operations	1 and 2
BROWN Neil	Operations	1 and 2
BUTLER Graham	Operations	1 and 2
CASLICK Tony	Operations	1 and 2
CLARK Bill	Operations	1 and 2
CONSTANTINIDES Con	Operations	1 and 2
CONSTANTINOOU Andy	Operations	1 and 2
DALY John	Operations	1 and 2
DUNCAN Peter	Operations	1 and 2
ESTREICH Wayne	Operations	1 and 2
GORLICK Alan	Operations	1 and 2
GREENLAND Alan	Operations	1 and 2
HAACK Lindsey	Operations	1 and 2
HANDLEY Bill	Operations	1 and 2
HANSEN Len	Operations	1 and 2
HILL Clyde	Operations	1 and 2
IWIKAU Tai	Operations	1 and 2
JONES Warren	Operations	1 and 2
KELLY Peter	Operations	1 and 2
KERR Nev	Operations	1 and 2
KING Ian	Operations	1 and 2
KITCHING Robert	Operations	1 and 2
KLIP Len	Operations	1 and 2
KOWALEWYCZ Zen	Operations	1 and 2
NORTON Ben	Operations	1 and 2
ORTHMAN Warren	Operations	1 and 2
PEDEN Ian	Operations	1 and 2
PRIVETT Bob	Operations	1 and 2
PYLANT Kev	Operations	1 and 2
ROUSE Steve	Operations	1 and 2
SCAGLIOTTI Ray	Operations	1 and 2
SEARLES Bernie	Operations	1 and 2
SHEEHAN Malcolm	Operations	1 and 2
SKELLY Rob	Operations	1 and 2
STURCHLER Werner	Operations	1 and 2
THOMAS Bruce	Operations	1 and 2
THOMAS Russell	Operations	1 and 2
THOMPSON Ross	Operations	1 and 2
POPPLE Col	Management	1, 2, 3 and 4
SHELLEY Albert	Technical Services	1, 2, 3 and 4
BURDON Geoff	Electrical Maintenance	1, 2, 3 and 4
DIXON Glen	Electrical Maintenance	1 and 2
GARRATT Bruce	Electrical Maintenance	1, 2, 3, and 4
MAGDICS Peter	Electrical Maintenance	1, 2, 3, and 4
PEACHEY John	Electrical Maintenance	1 and 2
SULLIVAN Shane	Electrical Maintenance	1 and 2
WILKENS Micheal	Electrical Maintenance	1 and 2

NOTE: Level 1 and 2 = Opening, closing, racking and removing ACB's/GCB's MCPS 3.3KV SW/GR.

Level 1,2,3 and 4 = As 1 and 2 plus testing for dead and applying earths on any HV plant at MCPS including "A" and "B" 132KV SW/YD's.