

Directive Knowledge verification Elsäkerhetsledare

Bilaga VS-IN-01067-1

Konfidentialitetsklass: C1 - Public
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Abstract

This directive shall be used as support in the assessment work to appoint Elsäkerhetsledare in accordance with ESA and VS-IN-01067 Electrical Safety Instruction.

1 Introduction

This direction is an appendix to VS-IN-01067 Electrical safety instruction and is a part of Vattenfall Services Nordic ABs management system, SIKAM.

Document owner: Stadler Kent (GS-L), approver of document: Svensson Dag (GS).

1.1 Purpose

The direction has been developed as part of strengthening Vattenfall Services' safety work and to clarify, among other things, Elsäkerhetsledarens role (responsibilities and authority) and other groups of Service Technicians in order to work more safely and facilitate those responsible in the field.

1.2 Definitions

Position/Role	Designation	Competence	Certificate	Field characteristics
Apprentice/Trainee	T1	Professional experience less than 6 month		
Qualified electrician	T2	According to instructions VS-SP-00117 och VS-IN-01067		
Elsäkerhetsledare own	T3	Minimum as T1 through T2 Professional experience within electric power /installation Electrical installations rules		
Elsäkerhetsledare >1	T4	Minimum as T1 through T3	Yes, by signing in role description VS-SP-00186	Yes red armlet

Positions and roles are in accordance with existing governing documents VS-SP-00117 (Self-inspection program for electrical installation work) and VS-IN-00067 (Electrical safety instruction).

2 Implementation

2.1 Generally

It is the respective manager who is responsible for having control over which persons are suitable and have the knowledge, competence and experience to be able to safely act as Elsäkerhetsledare T3 and T4 according to ESA and VS-IN-01067.

A person can be assessed as T3 for certain types of work and as T4 for other jobs depending on suitability, knowledge, skills and experience.

Documentation of assessed levels and handling of signed role descriptions takes place in a manner suitable for each organization.

Those who are assessed as Elsäkerhetsledare can also work in this role outside their own department, but only within the activities that the assessment covers.

If there are new activities or tasks that are not included in the assessment, a new assessment in accordance with these instructions must be made based on the new conditions.

2.2 Assessment

2.2.1 T1 Apprentice/Trainee

This role has technicians who do not have a professional experience exceeding six months. T1 must always work under the supervision of Elsäkerhetsledare T4. T1 is not a Qualified electrician. T1 may not perform solo work.

2.2.2 T2 Qualified electrician

Qualified electrician can work with installation work without electrical danger, perform other measures without electrical source of risk and act as a worker according to ESA under the direction of Elsäkerhetsledare T4, but for work where an Elsäkerhetsledare is required, he cannot act independently. Qualified electrician is appointed or employed by the head of department. In this group, in addition to own staff, there are also e.g. subcontractors laying cables.

Qualified electrician who have been approved based on the competence requirements must be documented in the intended document for each department.

2.2.3 T3 Elsäkerhetsledare own

Qualified electrician may have the opportunity to work as Elsäkerhetsledare only for their own work, provided that T3 is appointed in accordance with VS-IN-01067, where, among other things, suitability, competence and experience of the specific activity are assessed. Trial period 3 months, follow-up with manager, new assessment.

Note:

Anyone who previously has no experience of acting as Elsäkerhetsledare must have an individually adapted number of occasions where he has handled Elsäkerhetsledares tasks under supervision of an experienced Elsäkerhetsledare.

After this, a dialogue takes place between the experienced Elsäkerhetsledare and the employer to determine whether he is ready to act as an independent Elsäkerhetsledare or if more opportunities are needed under supervision.

In addition to the competence to hold the role of Elsäkerhetsledare, the Elsäkerhetsledare must also have the competence to hold the role of Switching supervisor and sufficient knowledge to check that the system is left in proper condition according to VS-SP-00117 Self-control program for Electrical Installation work.

2.2.4 T4 Elsäkerhetsledare >1

Through written documentation in VS-SP-00186 Role description Elsäkerhetsledare T4 is appointed in accordance with VS-IN-01067 where, among other things, suitability, competence and experience are assessed.

This directive applies to everyone who within VSN operations must act as Elsäkerhetsledare. This means that also hired staff and subcontractors who work together / may work together with VSN staff and who are to act as Elsäkerhetsledare T4 must be assessed in accordance with this directive and VS-SP-00186 Role description Elsäkerhetsledare.

In order to be able to take on the role, a competency verification must be carried out in the form of a dialogue between the manager and the person concerned with the help of the role description and associated checklist.

It is the manager who, based on the dialogue, assesses whether the person has the basic knowledge to act as Elsäkerhetsledare for more than himself. There is no requirement for a certain number of correct answers based on the checklist. What is important is suitability and that the person concerned shows a good understanding of the questions and confidence in finding answers in relevant documents.

After completing the competence verification, it is noted in the text field in the role description which tasks the assessment refers to and then the manager and the Elsäkerhetsledare sign the role description, which is then handled / stored locally by the respective manager. It must be possible to present the document on request. Trial period 3 months, follow-up with manager, new assessment.

Note:

Anyone who previously has no experience of acting as Elsäkerhetsledare must have an individually adapted number of occasions where he has handled Elsäkerhetsledares tasks under supervision of an experienced Elsäkerhetsledare.

After this, a dialogue takes place between the experienced Elsäkerhetsledare and the employer to determine whether he is ready to act as an independent Elsäkerhetsledare or if more opportunities are needed under supervision.

In addition to the competence to hold the role of Elsäkerhetsledare, the Elsäkerhetsledare must also have the competence to hold the role of Switching supervisor and sufficient knowledge to check that the system is left in proper condition according to VS-SP-00117 Self-control program for Electrical Installation work.

Each manager shall make individual assessment for those who act as Elsäkerhetsledare for more than themselves when introducing the role description. The assessment shall be based on suitability, competence and experience. A review of the role description, VS-SP-00186, must always be done and to ensure suitability, the competence verification in the role description can also be used for these people. Then the role description is signed.

For new employees, competence verification must always be carried out according to the role description to assess whether the person is suitable to act as Elsäkerhetsledare for more than himself.

3 Checkpoint for internal follow-up

If this instruction is incorrect or is not complied with, the issue is dealt with according to Deviation management VS-IN-00017

4 References

4.1 SIKAM-references

Document-ID	Title
VS-SP-00117	Self-inspection programme for Electrical Installation Works
VS-IN-01067	Electrical Safety instruction
VS-SP-00186	Role description Elsäkerhetsledare

5 Revision history

Issue nr	Changes	Approved by
3 valid fr.o.m. 2021-03-15	New format and included as an appendix to VS-IN-00067 Electrical safety instruction	Dag Svensson