

SWITCHING AUTHORITY REQUEST

Type of Switching Authority Request:

<input type="checkbox"/> New	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Renewal
<input type="checkbox"/> Generation	<input type="checkbox"/> Transmission	<input type="checkbox"/> Distribution

APPLICATION

APPLICANT'S DETAILS:

First Name: _____	Last Name: _____
Work Location: _____	Contact #: _____

EMPLOYED BY: (select the relevant company and provide the necessary details)

Horizon Power

External Contractor to Horizon Power (ie Transfield, etc) Company Name: _____

SWITCHING LEVELS: (select the switching levels relevant to this application and note any restrictions)

	Restrictions *	Restrictions *	Comments
<input type="checkbox"/> Level 1	_____	<input type="checkbox"/> Level 5	<input type="checkbox"/> Sub Entry
<input type="checkbox"/> Level 2	_____	<input type="checkbox"/> Level 6.1	<input type="checkbox"/> NPTW
<input type="checkbox"/> Level 3	_____	<input type="checkbox"/> Level 6.2	<input type="checkbox"/> GPTW **
<input type="checkbox"/> Level 4	_____	<input type="checkbox"/> Level 7	_____

* Restrictions: In Training Restricted

** Only required if working within the boundaries of a power generation facility

Additional Comments:

	Print Name	Signature	Employee ID	Phone	Date
Applicant					/ /
HP Formal Leader					/ /
HP Regional Manager					/ /

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COMPETENCY ASSESSMENT

CRITERIA FOR RENEWAL: (applicable for renewal requests only)

Not Applicable

- No high risk switching incidents within the last 12 months
- Evidence of switching activity (via programs) within the last 12 months
- Theory Assessment
- Field Observation

CRITERIA FOR NEW TRAINING: (applicable for new training requests only)

Not Applicable

- Technical training course completed
- Log book and evidence provided to RTO
- Field Observation

Additional Comments:

	Print Name	Signature	Employee ID	Phone	Date
HP Technical Training Coordinator					/ /
HP Switching Process Coordinator					/ /

APPROVAL

Additional Comments:

	Print Name	Signature	Employee ID	Phone	Date
HP System Operations Manager					/ /

NOTE: A SWITCHING OPERATORS AUTHORITY WILL NOT BE ISSUED WITHOUT ALL THE ABOVE SIGNATURES

SUPPORTING DOCUMENTS: Refer to Switching Process CS10# 2087969

The following supporting document(s) are required with this request:

- **New request:** A digital photo of the applicant.
- **New or Upgrade request:** A copy of the Certificate of Successful Completion issued by Training Service Provider for the relevant level(s).
- **Renewal:** A copy of the Switching Operator's current Switching Authority card and supporting documentation of **six (6)** switching programs demonstrating all levels have been written and performed in the past **twelve (12)** months for the switching level to be renewed.