



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **UEPOPS403B Coordinate permit to work system**

**Release: 1**

## **UEPOPS403B Coordinate permit to work system**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit Descriptor**

#### **1) Scope:**

##### **1.1) Descriptor**

This unit deals with the skills and knowledge required to coordinate the permit to work system, its implementation and application on a day to day basis and during major outages and projects.

### **Application of the Unit**

#### **Application of the Unit 2)**

This unit is intended to augment formally acquired competencies. It is suitable for employment-based programs under an approved contract of training.

### **Licensing/Regulatory Information**

#### **License to practice 3)**

The skills and knowledge described in this unit do not require a licence to practise in the workplace. However, practice in this unit is subject to regulations directly related to Occupational Health and Safety.

## Pre-Requisites

**Prerequisite Unit(s)** 4)

**Competencies** 4.1)

Granting of competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed.

Where pre-requisite pathways have been identified. All competencies in the Common Unit Group must be have been completed.

Common Unit Group

Unit Code	Unit Title
UEPOPS402B	Conduct multiple energy source isolation procedures for permit to work

**Literacy and numeracy skills** 4.2)

Participants are best equipped to achieve this unit if they have reading, writing and numeracy skills indicated by the following levels. A description of what each level entails is provided in Section 2.3.1 Language, Literacy and Numeracy.

Reading 4      Writing 4      Numeracy 4

## Employability Skills Information

**Employability Skills** 5)

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

## Elements and Performance Criteria Pre-Content

- 6) Elements describe the essential outcomes of a competency standard unit. Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Implement permit to work procedures	1.1 Work requirements are identified from relevant personnel and documentation
	1.2 Permit to work is planned and prepared to achieve the defined work requirement in accordance with statutory, enterprise and site procedures
	1.3 Plant isolations are coordinated and confirmed with the appropriate personnel
	1.4 Issue, cancellation and recording of the permit to work is carried out in accordance with enterprise and site procedures
	1.5 Plant de-isolation and restoration is coordinated and confirmed with the appropriate personnel
	1.6 Documentation is completed in accordance with enterprise/site requirements
	1.7 Where appropriate, the teams and individuals roles and responsibilities within the team are identified and, where required, assist in the provision of on-the-job training
2 Coordinate outage permit to work requirements	2.1 Outage plan is obtained from, and confirmed with, the appropriate personnel
	2.2 Critical paths, major milestones and potential conflicts between permits are identified and assessed
	2.3 Permit to work plan is created and structured to achieve outage targets

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	2.4 Permits are planned in accordance with statutory, enterprise/site procedures
	2.5 Resources are identified, obtained and utilised to ensure outage plan is maintained
	2.6 Issue and cancellation of permits is controlled and coordinated in accordance with work requirements
	2.7 De-isolation and restoration of plant is planned and coordinated to meet recommissioning targets
	2.8 Records are maintained during the outage in accordance with enterprise/site requirements
3 Manage permit to work system	3.1 Permit to work system is monitored and reviewed, and results are evaluated in accordance with enterprise procedures
	3.2 Results are documented and reports are confirmed with the appropriate personnel
	3.3 Permit to work system incidents are identified
	3.4 Permit to work incidents are investigated and assessed in accordance with enterprise procedures

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

8) This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired co-ordinating permit to work systems.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

The extent of the Essential Knowledge and Associated Skills required follows:

KS01-PO403B Permit to work system

T1 Evidence shall show that knowledge has been acquired for safe working practices of:

- Relevant environmental, occupational health and safety legislation and regulations
- Enterprise procedures and policies
- Plant drawings and manufacturers manuals
- Introduction to and typical arrangements of power production plant
- Relevant plant and equipment, its location and operating parameters
- Mechanical equipment isolation techniques
- Electrical equipment isolation techniques
- Mechanical isolation equipment types and characteristics
- Electrical isolation equipment types and characteristics
- Electrical principles
- Relevant state and territory regulations
- Plant status
- Enterprise recording procedures
- Auditing procedures and techniques
- Investigation and evaluating techniques
- Development and management techniques
- Human resources and management principles
- Electrical principles

T2 Specific skills needed to achieve the Performance Criteria:

- Interpret plant drawings and manufacturers manuals
- Apply relevant state and territory regulations
- Locate relevant plant and equipment
- Identify plant status
- Plan and prioritise work
- Apply planning principles and techniques
- Communicate effectively
- Apply data analysis techniques and tools
- Develop and manage permit to work systems

## REQUIRED SKILLS AND KNOWLEDGE

- Manage human resources.

## Evidence Guide

### EVIDENCE GUIDE

9) This provides essential advice for assessment of the competency standard unit and must be read in conjunction with the Performance Criteria and the Range Statement of the unit and the Training Package Assessment Guidelines.

The Evidence Guide forms an integral part of this competency standard unit and shall be used in conjunction with all components parts of this unit and, performed in accordance with the Assessment Guidelines of this Training Package.

### Overview of Assessment 9.1)

Longitude competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the Industry preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accord with Industry and regulatory policy.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Hence, sources of evidence need to be 'rich' in nature so as to minimise error in judgment. Activities associated with normal every day work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the

assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included in the Assessment Guidelines of this Training Package.

**Critical aspects of evidence required to demonstrate competency in this unit 9.2)**

Before the critical aspects of evidence are considered all pre-requisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the “Assessment Guidelines – UEP12”. Evidence shall also comprise:

- A representative body of work performance demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
  - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and Range Statement
  - Apply sustainable energy principles and practices as specified in the Performance Criteria and Range Statement
  - Demonstrate an understanding of the essential knowledge and associated skills as described in 6) Essential Knowledge and Associated Skills of this unit
  - Demonstrate an appropriate level of employability skills
  - Conduct work observing the relevant Anti-Discrimination legislation, regulations, policies and workplace procedure
- Demonstrated performance across a representative range of contexts from the prescribed items below:
  - The knowledge and application of relevant sections of:
    - Occupational Health and Safety legislation
    - Statutory legislation
    - Enterprise/site safety procedures
    - Enterprise/site emergency procedures
    - Implementing permit to work system
    - Coordinating permit to work system



- Dealing with an unplanned event by drawing on essential knowledge and skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items.

**Context of and specific resources for assessment** 9.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed by this unit.

Competency Standards should be assessed in the workplace or simulated workplace and under the normal range of workplace conditions.

Assessment of this unit will be supported with documentary evidence, by means of endorsement stating type and application of work.

In addition to the resources listed above in Context of assessment', evidence should show competency working in limited spaces with different types of plant and equipment as well as different structural/construction types and methods and in a variety of environments.

**Method of assessment** 9.4)

This unit shall be assessed by methods given in Section 1.3.00 Assessment Guidelines.

Note: Competent performance with inherent safe working practices is expected in the Industry to which this unit applies.

This requires that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit.

**Concurrent assessment and relationship with other units 9.5)**

There are no recommended concurrent assessments with this unit, however in some cases efficiencies may be gained in terms of learning and assessment effort being concurrently managed with allied competency standard units where listed.

Nil

**Range Statement****RANGE STATEMENT**

**10)** This relates to the competency standard unit as a whole, providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.

Appropriate personnel may include project engineers and leaders, maintenance personnel, operations personnel, internal and external specialist services personnel, line management, contractors and standing permit to work and/or safety committees.

Documentation may include Occupational Health and Safety and environmental legislation, industry standards, enterprise safety and/or permit to work rules, enterprise and site procedures, enterprise permit to work documentation/form(s), operation and maintenance manuals, plant drawings and schematics and computer based software packages.

Resources may include approved documentation/form(s), manpower, isolation equipment (locking devices, signs etc.) and personal or mainframe computers.

Permit to work may include any approved documentation/form(s) controlled by the safety rules or permit to work procedures of the candidate's enterprise.

Auditing may include quantity, quality and suitability of permits and isolation procedures.

Incidents may refer to permit to work system breaches.

Generic terms are used throughout this Training Package for vocational standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms are given in Section 2.1 Preliminary Information and Glossaries.

**Unit Sector(s)**

Not applicable.

## **Competency Field**

**Competency Field**      **11)**  
Operations