PSSP TXC

PSSP Transmission Component



October 2020

Training and development student guide



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Table of contents

Course introduction	.1
Safety first	.3
 Section 1: PSSP operating orders and training requirements What are operating orders? Operating orders and training requirements 	.6 .7
 PSSP training requirements	
Section 2: PSSP responsibilities1	9
 PSSP responsibilities 	
 Scenario: How to confirm training requirements in 1T-12N Appendix 3 2 	
Section 3: Local information training and access	
considerations	31
Local Information Sheet	32
Local information training	33
Local Information Sheet sections	
 Transmission and right-of-way access considerations	11
 Getting PSSP authorization to access a transmission worksite	13
Section 4: Wrapping up4	9
 PSSP training and authorization requirements	50
Wrapping up5	

Course introduction

Welcome to the **PSSP Transmission Component** course.

Approximate time required to complete this training is **3 – 3.5 hours**.

Audience

All workers who require PSSP TXC Authorization for working on the transmission portion of the BC Hydro Power System.

Prerequisites

None

Course goal

This course is the transmission functional component (TXC) training required for authorization to work on the transmission portion of the power system.

At the end of this training, participants will understand how the training and authorization requirements to access and/or work on the transmission system. They'll also learn how to identify and locate relevant operating orders and local information, so they understand the PSSP training and authorization requirements.

The information learned in this course will have an impact on your safety and that of the people you work with. Questions and activities throughout the course will get you thinking to ensure you're confident in your knowledge of how to find and use operating orders in your work.

Course objectives

At the end of this course, you will be able to:

- Identify BC Hydro operating orders that are relevant to TXC and related work.
- Explain the training and authorization requirements for accessing and working on the transmission portion of the BC Hydro power system.
- Recognize the requirements to review 1T-12N Appendix 1 for understanding, as well as complete its relevant sections, signoff and send to an authorizing manager upon completion of local information training.

- Recognize the requirements to complete a review of the relevant operating orders in 1T-12N Appendix 3 as well as pass the TXC final exam for TXC authorization.
- Identify worker TXC responsibilities.
- Identify relevant information in the Local Information Sheet prior to accessing the transmission worksite.
- Identify considerations for access procedures for transmission worksites.

Course topics

- PSSP operating orders and training requirements
- PSSP responsibilities
- Local information training

Completion requirements

At the end of the course you will complete an exam to demonstrate your understanding of the information taught in this course.

Safety first

BC Hydro has a number of programs in place to ensure your safety and the safety of others on the job. Being aware of and following the three programs mentioned here will allow you to stay safe while working in substations.

The **Safety Stop** helps to create a consistent process for addressing and resolving safety concerns, questions and rule violations – one that encourages employees to speak up any time they feel unsafe.



The **SafeStart**[®] program highlights four major safety problems: rushing, frustration, fatigue and complacency.



When we find ourselves in just one of those states, we can make critical errors, like not keeping our eyes and mind on our task; putting ourselves in the line of fire; or not having adequate balance, traction or grip.

The **Life Saving Rules** are a series of nine rules intended to provide guidance on a variety of situations you may encounter in your work.



These safety programs and others are meant to ensure worker safety. It's important to always keep all aspects of safety in mind as you perform your work.

These are the nine Life Saving Rules BC Hydro has in place.

- 1. Maintain your limits of approach.
- 2. Ensure there's a Safety Protection Guarantee (SPG) or Lockout in place and check that it's appropriate for your work.
- 3. Test for hazardous energy.
- 4. Ensure that Worker Protection Grounding/Bonding is applied.
- 5. Protect yourself from falling when working at height.
- 6. Prevent harmful exposure to known carcinogens, toxins and biohazards.
- 7. Don't work while under the influence of alcohol or drugs.
- 8. Adjust your driving to the weather and road conditions.
- 9. Maintain a safe atmosphere in a confined space and ensure you can be rescued.

Section 1: PSSP operating orders and training requirements

Objective

This section provides an introduction to operating orders relevant to TXC and PSSP training and authorization requirements. Take a moment to review the objectives for this section.

When you're finished this section, you'll be able to:

- Identify BC Hydro operating orders that are relevant to TXC and related work.
- Explain the training and authorization requirements for accessing and working on the transmission portion of the BC Hydro power system.



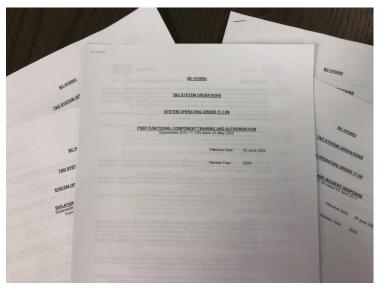
What are operating orders?

What exactly are operating orders?

Operating orders are BC Hydro management's standing instructions to BC Hydro employees and contractors that provide information and define policies and procedures for the BC Hydro power system.

Operating orders provide workers with accurate information necessary for the safe and consistent operation of the power system and for compliance with regulations.

They provide a reference for handling disagreements with Fraser Valley Operations (FVO).



Operating orders can be found on:

- SafeHub
- Site Information System (SIS)
- Contractor extranet

What if you don't have access to SIS?

Depending on the type of work you are doing, you may not have access to SIS.

Talk to your manager or BC Hydro contract representative if you have any issues accessing operating orders that you need to complete your work.

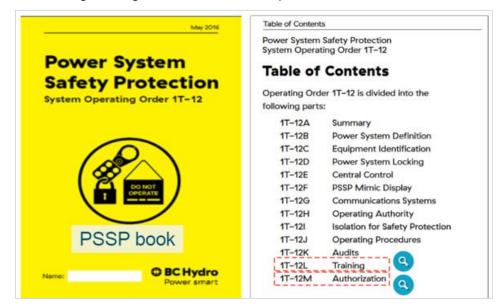
Operating orders and training requirements

TXC training

For TXC training, you'll use operating orders to **understand**, **confirm** and **complete** training and authorization requirements.

Operating order 1T-12

Operating order **1T-12** is one of the main operating orders used for transmission. It's important to be familiar with the information you'll find in it, including training and authorization requirements.



Operating order 1T-12 is actually a series of operating orders that specify requirements for the consistent application of safety protection on BC Hydro's transmission system. We refer to 1T-12 as the **PSSP book**.

It's important to be familiar with the information you'll find in the PSSP book, including training and authorization requirements.

Within 1T-12, **part L** defines PSSP training requirements and **part M** defines PSSP authorization requirements. These two parts specify the rules you'll follow for TXC training.

1T-12L — Training

1T-12L covers the PSSP training requirements for all employees and contractors who access or work on the power system.

Training
 Power System Safety Protection System Operating Order
1T-12L—Training
1.0 General
Personnel required to have access, switch, or to work on the power system, must be trained and authorized in PSSP and relevant sections of the SPR as specified in this operating order. Updates will be provided when changes are made to PSSP operating orders. PSSP training is in addition to other required skills, work procedures, or safety training. Exceptions to authorization are detailed in 17–12M 4.3.
2.0 Training
PSSP authorization consists of a System Component, a Functional Component and local Information training. The training level will be dependent on the category of PSSP authorization required for each worker.
2.1 SYSTEM COMPONENT The System Component training requirements are detailed in Modules 1A, 1B, 2, 3, 4, 5, and 6 of this operating order. The PSSP Web- Based Training package includes a review
90 500 1T-12L

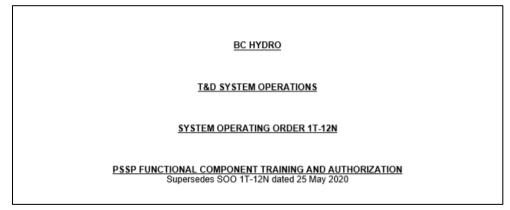
1T-12M — Authorization

1T-12M covers PSSP rules that outline the principles, processes and procedures used by authorizing managers to authorize workers to access or work on the power system.

Power-System-Safety Protection	
1T-12M—Authorization	
1.0 General	
All employees and contractors working on, or in the vicinity of, the BC Hydro power system are required to have Power System Safety Protection System Component training and, as appropriate, Distribution Component (DBC), Stations Component (STC), Non-Integrated Area (NIA) and/or Transmission Component (TXC), plus Local Information training. In addition, they must be authorized in the PSSP Manager database by a BC Hydro Authorizing Manager.	
This order details the principles, processes and procedures for Authorizing Managers.	
The list of Authorizing Managers can be found on the PSSP Website.	
Lists of Authorizing Managers and authorized workers can also be accessed via:	
O PSSP web page (http://w3/pssp/index.shtml)	
 PSSP Manager (http://fvobctwebsvc1/PSSP_Mgr/) 	IT-t2M
SOO 1T-12M 135	

Operating order 1T-12N

1T-12N is an operating order that covers important information about PSSP functional component requirements and authorization.



Remember, functional component training is only **one** of three components of your PSSP training.

1T-12N provides an overview of all the types of training required for PSSP authorization, including:

- System component training
- Functional component training
- Local information training

You must complete all three training requirements to receive PSSP authorization to access or work on the power system.

Let's cover each of these in more detail.

PSSP training requirements

System component training

System component training – including PSSP system component training category 2, 3, 4 and 5 – walks you through the PSSP book and introduces you to the power system.

System component training covers general safety rules and procedures that apply to all work on or around the power system.

It's a prerequisite for getting authorization to access and/or work around the power system or in power system facilities.

Functional component training

Functional component training is this PSSP TXC course. It outlines additional requirements specific to the BC Hydro distribution, substations, transmission and non-integrated areas of the power system.

Functional component training outlines additional requirements for the BC Hydro power system, including appropriate safety and operating procedures for the specific functions of the power system.

Local information training

Local information training shows you how and where to find the information you need to access or work on transmission system in specific regions.

Local information training covers site-specific safety issues, requirements and procedures, such as:

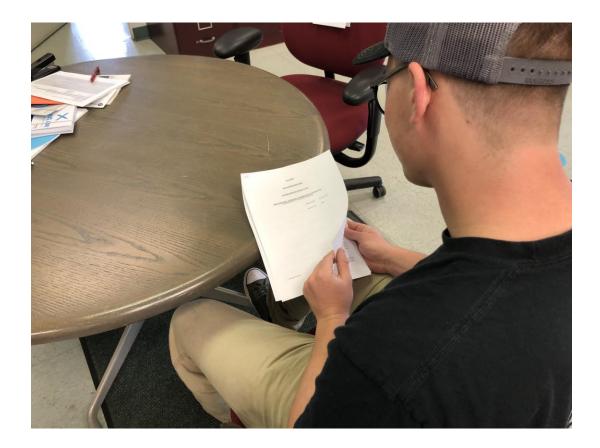
- Key contacts for the local region
- emergency and non-emergency contacts
- communication systems
- special precautions
- · how to obtain keys to access the right-of-way

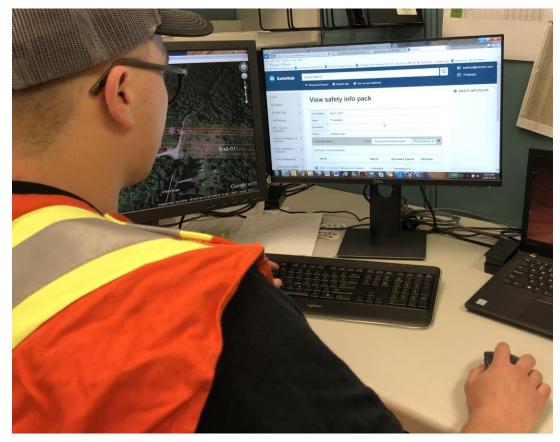
Scenario: How to search for an operating order

You are required to review 1T-12N to determine and complete your TXC training requirements.

Now that you know a little more about what operating orders are, let's take a look at a scenario demonstrating how easy it is to search for operating order 1T-12N.

Michael is completing his PSSP TXC training to meet the requirements for PSSP authorization to do transmission work. From his training, he knows he needs to review 1T-12N but he needs to locate it first.



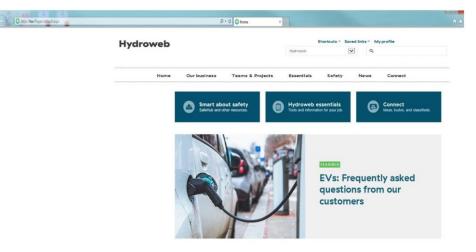


Although there are multiple sites Michael can use for his operating order search, Michael decides to use SafeHub to find 1T-12N.

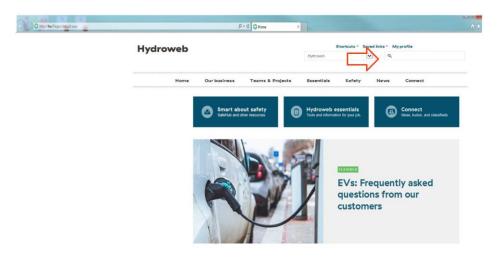
Here's a tip: you should contact your BC Hydro manager or BC Hydro contract representative if you don't have access to SafeHub, SIS or the contractor extranet.

Keep in mind that if you are a contractor, you may not have access to SIS to find an operating order so try using SafeHub first.

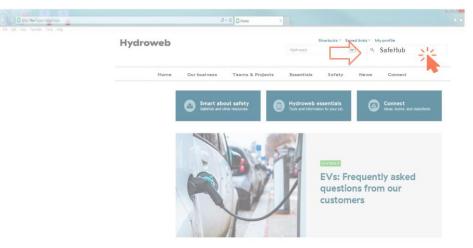
Michael's first step is to go online and use BC Hydro's home page to do a search for SafeHub.



Michael selects in the "search" box ...



... and then types in "SafeHub".



From the results page, he goes to the SafeHub page ...

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			Hydroseb	Q, EafeHub
	Home	Our business Teams & Projects	Essentials Safety M	lews Connect
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	PowerPoint Show More -	Sa fety Hydroweb Safety provides general high level sa http://hw/safety/Pageside/suitas.px	lety information.	Related Searches Safehub Mobile Launch Safehub Offline
	Site AnySite hw	FASI The Field Access to Sately information (FASI) pr recommendation from the Sately Taskforce will		Help us Improve search, rate
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	Li yesugi, Cindy Dong Malhot, Stacey	SafeHub		Great/1 lound exactly what I was looking for.
	Mercado, Lesley Beauregard, Michelle	SafeHub is the system our workers use to access safely. It's available in three ways SafeHub Online as		Okay Its a starting point.
	Show More >	Authors: Uyesugi Cindy Date: 5/28/2019 Scie: 92KB http://hw/safety/programs/Pages/safehub.aspx		Poor They're Irrelevant

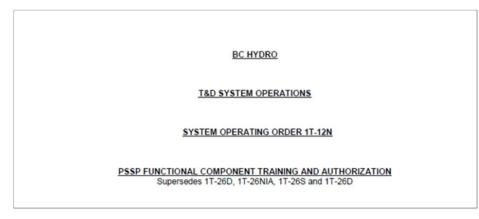
... and then enters "1T-12N" in the search bar.

SafeHub		Cook up by topic	Look up by document type	Latest updates	How to use SafeHub	Send your feedback
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les & Procedures	>	Use search when you are looking for a	a specific document or are trying to find son	nething you are not sure how els	ie to find.	
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nsportation, mobile ipment & cranes	>	Contact SafeHub Support: 1.877	338.3341 safehub@bchydro.com			
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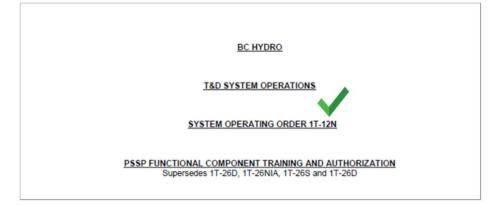
He selects "1T-12N Power Safety Protection – PSSP (yellow book)" from the SafeHub results.

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1T-12N					Q		0	Search tips 🔞 Advanced Sear
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Job planning		Title			Date	Document Type	Info Pack	SAFETY INFO PACKS
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Work hazards	>						Landa Martin	

This results in Michael accessing 1T-12N, so he can review it.



In this scenario, Michael was successful in accessing 1T-12N.



If you have any issues accessing 1T-12N or any operating order, contact your BC Hydro manager or your BC Hydro contract representative.

Knowledge check

Question

Once you complete the system component and functional component TXC training, you can request PSSP authorization to access a transmission worksite.

 \bigcirc True

 \bigcirc False

Knowledge check

Question

Where can you locate operating orders?

(select all that apply)

 \bigcirc Contractor extranet

 \bigcirc Site Information System (SIS)

 \bigcirc SafeHub

Section 2: PSSP responsibilities

This section provides an introduction to your PSSP responsibilities, including your responsibilities for PSSP TXC training.

Take a moment to review the objectives for this section.

Objectives

When you're finished this section, you'll be able to:

- Recognize the requirements to review 1T-12N Appendix 1 for understanding, as well as complete its relevant sections, signoff and send to an authorizing manager upon completion of local information training.
- Recognize the requirements to complete a review of the relevant operating orders in 1T-12N Appendix 3 as well as pass the TXC final exam for TXC authorization.
- Identify worker TXC responsibilities.



PSSP responsibilities

1T-12N PSSP responsibilities

1T-12N defines responsibilities for workers.

- First, you must follow all safety rules and safe work practices.
- You will also need to understand and follow the limits of your system component authorization, working only within the limits of your PSSP authorization.
- And of course, you have to understand and review your functional component, including this course.
- Finally, you must understand and review local information for the region you work in.

Manager responsibilities

These are the manager responsibilities:

- Ensure that their employees and contractors complete and understand the training for the system component, the applicable functional component(s) and local information; and ensure that authorized workers understand the limits of their authorization.
- Regularly review the list of authorized workers under their direction and ensure that their authorizations are current and accurate for the type of work being undertaken.

Authorizing manager responsibilities

These are the authorizing manager responsibilities:

• Authorize workers.

For a list of authorizing mangers, ask your **BC Hydro** manager or **BC Hydro contract representative**.

BC Hydro contract representative responsibilities

These are the BC Hydro contract representative responsibilities:

- Train all workers under their direction
- Authorize workers or finding authorizing managers available to complete authorizations.

1T-12N and your responsibilities

Your TXC responsibilities include understanding and completing the requirements in **Appendices 1** and **3** of **1T-12N**.

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Appendix 1

Appendix 1 is called the **Training Component Form** and acts as a checklist for your TXC training.

Once you have completed TXC and local information training, you are responsible for contacting your BC Hydro manager or BC Hydro contract representative to review the Appendix 1 checklist with you.

After the review, you are responsible for filling in the first four lines of this Appendix, completing signoff to confirm your understanding of the checklist items and submitting Appendix 1 to an authorizing manager or BC Hydro contract representative so that they can enter you into the PSSP MANAGER database.

Appendix 3

Completing Appendix 3 is part of your TXC training.

It lists the operating orders that you are responsible for reviewing and understanding, based on the TXC functional component, your system component training category and your status as a BC Hydro employee or contractor.

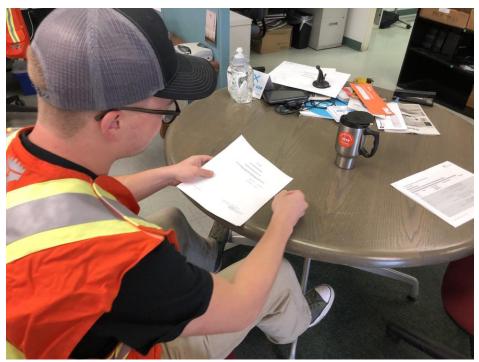
In 1T-12N, you'll be able to find your relevant operating orders by selecting the links in Appendix 3.

If you have any issues locating operating orders from Appendix 3, contact your BC Hydro manager or your BC Hydro contract representative.

Scenario: How to confirm training requirements in 1T-12N Appendix 3

Let's go through another scenario with Michael.

Now that you've seen Michael find 1T-12N and learned about 1T-12N Appendix requirements, the next step is to determine Michael's TXC requirements.



Michael has completed PSSP system component training category 3. He knows he can use Appendix 3 from 1T-12N to determine the operating orders that he must review and understand as part of his TXC training.

What do you think Michael's first step will be?

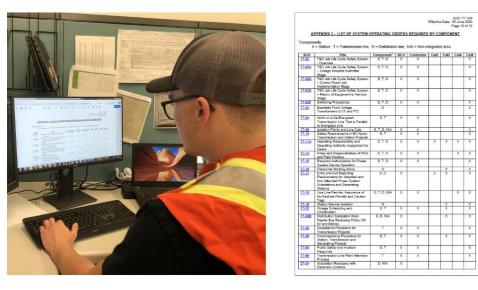
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1T-12N

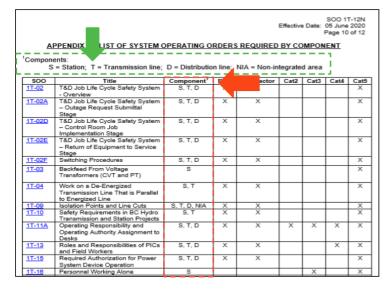
Michael's first step is to locate 1T-12N.





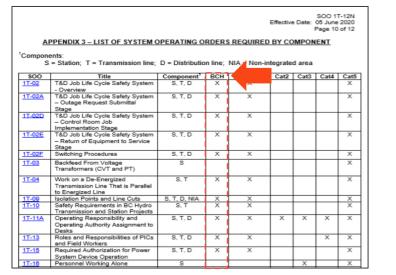


As Michael is using Appendix 3 for his TXC training, he sees from the components list that he needs to review the rows that have a "T" in the component column.



Michael is completing TXC training.

As Michael is a BC Hydro employee, in addition to checking that operating orders in Appendix 3 have a "T" in the component column, he will need to check that he is reviewing operating orders that also have an "X" in the "BCH" column.



Michael is a BC Hydro employee.

As Michael is a BC Hydro employee, in addition to checking that operating orders in Appendix 3 have a "T" in the component column, he will need to check that he is reviewing operating orders that also have an "X" in the "BCH" column.

					Effective		SOO 1 05 June Page 10	2020
Compon	PPENDIX 3 – LIST OF SYSTEM (ents: ; = Station; T = Transmission line;						<u>ENT</u>	
SOO	Title	Component ¹	BCH	F	Cat2	Cat3	Cat4	Cat
<u>1T-02</u>	T&D Job Life Cycle Safety System - Overview	S, T, D	×					X
<u>1T-02A</u>	T&D Job Life Cycle Safety System – Outage Request Submittal Stage	S, T, D	×	×				×
1T-02D	T&D Job Life Cycle Safety System – Control Room Job Implementation Stage	S, T, D	×	×				x
<u>1T-02E</u>	T&D Job Life Cycle Safety System – Return of Equipment to Service Stage	S, T, D	×	×				×
1T-02F	Switching Procedures	S, T, D	х	х				X
<u>1T-03</u>	Backfeed From Voltage Transformers (CVT and PT)	s						×
<u>1T-04</u>	Work on a De-Energized Transmission Line That is Parallel to Energized Line	S, T	×	×				×
<u>1T-09</u>	Isolation Points and Line Cuts	S, T, D, NIA	х	X				X
<u>1T-10</u>	Safety Requirements in BC Hydro Transmission and Station Projects	S, T	×	×				×
<u>1T-11A</u>	Operating Responsibility and Operating Authority Assignment to Desks	S, T, D	×	×	×	×	×	×
<u>1T-13</u>	Roles and Responsibilities of PICs and Field Workers	S, T, D	х	×			x	X
<u>1T-15</u>	Required Authorization for Power System Device Operation	S, T, D	×	×				X
1T-16	Personnel Working Alone	S				X		X

Michael is a BC Hydro employee.

If Michael was a contractor, he'd instead need to check that there was an "X" in the "Contractor" column.

					Effective		05 June Page 10	
A	PPENDIX 3 – LIST OF SYSTEM (DPERATING O	RDERS		BYCO	MPO	NENT	
ompon	ents: = Station; T = Transmission line;	D = Distributio	n line;	NIA = Non-ir	ntegrate	d area		
SOO	Title	Component ¹	BCH	Contractor			Cat4	Cat5
<u>T-02</u>	T&D Job Life Cycle Safety System - Overview	S, T, D	X	×				x
<u>T-02A</u>	T&D Job Life Cycle Safety System – Outage Request Submittal Stage	S, T, D	x	x				x
<u>T-02D</u>	T&D Job Life Cycle Safety System – Control Room Job Implementation Stage	S, T, D	×	x				×
<u>T-02E</u>	T&D Job Life Cycle Safety System – Return of Equipment to Service Stage	S, T, D	x	x				x
T-02F	Switching Procedures	S, T, D	х	X				х
<u>T-03</u>	Backfeed From Voltage Transformers (CVT and PT)	s						×
<u>T-04</u>	Work on a De-Energized Transmission Line That is Parallel to Energized Line	S, T	×	х				x
T-09	Isolation Points and Line Cuts	S, T, D, NIA	Х	X				Х
<u>T-10</u>	Safety Requirements in BC Hydro Transmission and Station Projects	S, T	×	×				×
<u>T-11A</u>	Operating Responsibility and Operating Authority Assignment to Desks	S, T, D	×	×	×	×	×	×
<u>T-13</u>	Roles and Responsibilities of PICs and Field Workers	S. T. D	х	×			×	х
<u>T-15</u>	Required Authorization for Power System Device Operation	S. T. D	×	×				x
T-16	Personnel Working Alone	S				Х		X

If Michael was a contractor...

As a system component training category 3 worker, Michael will need to do a final check that he is reviewing operating orders that are relevant to his system component training category.

1Compon	PPENDIX 3 – LIST OF SYSTEM (rents: s = Station; T = Transmission line;			S REQUIRED		MPON	Page 10	2020	Michael is a system
SOO	Title	Component ¹	BCH	Contractor	Cat2	Cat3	Cat4	Cat5	a system
<u>1T-02</u>	T&D Job Life Cycle Safety System - Overview	S, T, D	×	x			· ·	×	component
<u>1T-02A</u>	T&D Job Life Cycle Safety System – Outage Request Submittal Stage	S, T, D	×	x				×	training
1T-02D	T&D Job Life Cycle Safety System – Control Room Job Implementation Stage	S, T, D	×	x				×	category 3
<u>1T-02E</u>	T&D Job Life Cycle Safety System – Return of Equipment to Service Stage	S, T, D	×	x				×	worker.
1T-02F	Switching Procedures	S. T. D	X	X				X	
<u>1T-03</u>	Backfeed From Voltage Transformers (CVT and PT)	s						×	
<u>1T-04</u>	Work on a De-Energized Transmission Line That is Parallel to Energized Line	S, T	×	x				x	
1T-09	Isolation Points and Line Cuts	S, T, D, NIA	X	X				Х	
<u>1T-10</u>	Safety Requirements in BC Hydro Transmission and Station Projects	S, T	×	x				×	
<u>1T-11A</u>	Operating Responsibility and Operating Authority Assignment to Desks	S, T, D	×	x	×	×	×	×	
<u>1T-13</u>	Roles and Responsibilities of PICs and Field Workers	S, T, D	×	x			×	×	
<u>1T-15</u>	Required Authorization for Power System Device Operation	S, T, D	×	x				×	
1T-16	Personnel Working Alone	S				X		X	

Michael finds system component training category 3 on the Appendix and follows the column down.

1Compone	APPENDIX 3 – LIST OF SYSTEM OPERATING ORDERS REQUIRED BY COMPONENT ¹ Components: S = Station; T = Transmission line; D = Distribution line; NIA = Non-integrated to a											
SOO	Title	Component ¹	BCH	Contractor	Cat2	Cat3	Cat4	Cat5				
<u>1T-02</u>	T&D Job Life Cycle Safety System - Overview	S, T, D	x	х				х				
<u>1T-02A</u>	T&D Job Life Cycle Safety System – Outage Request Submittal Stage	S. T. D	x	x				×				
1T-02D	T&D Job Life Cycle Safety System – Control Room Job Implementation Stage	S. T. D	×	x				x				
<u>1T-02E</u>	T&D Job Life Cycle Safety System – Return of Equipment to Service Stage	S, T, D	x	×				×				
1T-02F	Switching Procedures	S, T, D	х	х				Х				
<u>1T-03</u>	Backfeed From Voltage Transformers (CVT and PT)	s						x				
<u>1T-04</u>	Work on a De-Energized Transmission Line That is Parallel to Energized Line	S, Т	×	x				x				
1T-09	Isolation Points and Line Cuts	S, T, D, NIA	Х	Х				Х				
<u>1T-10</u>	Safety Requirements in BC Hydro Transmission and Station Projects	S, T	x	X				х				
<u>1T-11A</u>	Operating Responsibility and Operating Authority Assignment to Desks	S, T, D	×	x	×	x	x	×				
<u>1T-13</u>	Roles and Responsibilities of PICs and Field Workers	S, T, D	x	X			х	х				

He knows that he must open, review and understand all operating orders that have the "T" in the component column, that are marked with an "X" in the BCH column and that are marked with an "X" in the Cat3 column.

Mus	t open, review and u	nderstand	d ope	erating o	rder	5 IN	ENT						
	Components: S = Station; T = Transmission line; D = D ibution line; NIA = Non-integrated area												
SOO	Title	Come nent ¹	всн	Contractor	Cat2	Cat3	Cat4	Cat5					
<u>1T-02</u>	T&D Job Life Cycle Safety System - Overview	S, T, D	×	×				х					
<u>1T-02A</u>	T&D Job Life Cycle Safety System – Outage Request Submittal Stage	S, T, D	x	x				x					
1T-02D	T&D Job Life Cycle Safety System – Control Room Job Implementation Stage	S, T, D	x	x				x					
1T-02E	T&D Job Life Cycle Safety System – Return of Equipment to Service Stage	S, T, D	x	x				×					
1T-02F	Switching Procedures	S, T, D	х	х				х					
<u>1T-03</u>	Backfeed From Voltage Transformers (CVT and PT)	s						x					
<u>1T-04</u>	Work on a De-Energized Transmission Line That is Parallel to Energized Line	S, T	×	x				x					
1T-09	Isolation Points and Line Cuts	S, T, D, NIA	Х	Х				Х					
<u>1T-10</u>	Safety Requirements in BC Hydro Transmission and Station Projects	S, T	x	х				х					
<u>1T-11A</u>	Operating Responsibility and Operating Authority Assignment to Desks	S, T, D	x	x	x	×		x					
<u>1T-13</u>	Roles and Responsibilities of PICs and Field Workers	S, T, D	×	x			x	х					

He sees that the first operating order that fulfills these three requirements is 1T-11A.

A	PPENDIX 3 - LIST OF SYSTEM	PERATING O	RDERS	REQUIRED	BY CO	MPON	IENT	
¹ Compone S	ents: = Station; T = Transmission line;	D = Distributio	n line;	NIA = Non-in	tegrate	d area		
SOO	Title	Component ¹	BCH	Contractor	Cat2	Cat3	Cat4	Cat5
<u>1T-02</u>	T&D Job Life Cycle Safety System - Overview	S, T, D	X	×				х
<u>1T-02A</u>	T&D Job Life Cycle Safety System – Outage Request Submittal Stage	S, T, D	×	х				x
1T-02D	T&D Job Life Cycle Safety System – Control Room Job Implementation Stage	S, T, D	x	х				x
<u>1T-02E</u>	T&D Job Life Cycle Safety System – Return of Equipment to Service Stage	S, T, D	×	x				X
1T-02F	Switching Procedures	S, T, D	х	х				х
<u>1T-03</u> <u>1T-04</u>	Backfeed From Transformers (Work on a De- Transmission L Authority Assi			perating				x
1T-09	to Energized Li					<u> </u>	<u> </u>	x
<u>1T-10</u>	Safety Require to In BC Hydro Transmission and Station Projects	S, T	x	x				x
<u>1T-11A</u>	Operating Responsibility and Operating Authority Assignment to Desks	S, T, D	×	x	1T-1	1A	x	
<u>1T-13</u>	Roles and Responsibilities of PICs and Field Workers	S. T. D	×	×			х	×

Michael selects the 1T-11A link and the operating order PDF pops up on the screen for him to begin his review.

S	ents: = Station; T = Transmission line;	D = Distributio	n line;	NIA = Non-in	tegrate	d area		
SOO	Title	Component ¹	BCH	Contractor	Cat2	Cat3	Cat4	Cat5
<u>1T-02</u>	T&D Job Life Cycle Safety System - Overview	S, T, D	x	х				X
<u>1T-02A</u>	T&D Job Life Cycle Safety System – Outage Request Submittal Stage	S, T, D	x	x				х
1T-02D	T&D Job Life Cycle Safety System – Control Room Job Implementation Stage	S, T, D	×	х				х
<u>1T-02E</u>	T&D Job Life Cycle Safety System – Return of Equipment to Service Stage	S, T, D	x	x				×
1T-02F	Switching Procedures	S, T, D	х	Х				Х
<u>1T-03</u>	Backfeed From Voltage Transformers (CVT and PT)	s						X
<u>1T-04</u>	Work on a De-Energized Transmission Line That is Parallel to Energized Line	S, T	×	х				x
<u>1T-09</u>	Isolation Points and Line Cuts	S, T, D, NIA	Х	X				Х
<u>1T-10</u>	Safety Requirements in BC Hydro Transmission and Station Projects	S, T	X					X
1T-11A	Operating Responsibility and Operating Authority Assignment to Desks	S, T, D	×	×	×	×	x	X
<u>1T-13</u>	Roles and Responsibilities of PICs and Field Workers	S, T, D	×	×			×	×

APPENDIX 3 – LIST OF SYSTEM OPERATING ORDERS REQUIRED BY COMPONENT

Michael can now read 1T-11A and ensure his understanding.

BC HYDRO BC HYDRO Iocated 1T-11A, he review and ensure understanding of th T&D SYSTEM OPERATION operating order.								
SYSTEM OPERATING ORDER 1T- 11A OPERATING RESPONSIBILITY AND OPERATING AUTHORITY ASSIGNMENT TO DESKS Supersedes SOO 1T-11A issued 19 December 2019								
Ef	ffective Date:	04 August 2020						
Re	eview Year:	2021						

He has successfully found one of the operating orders that he is responsible for reviewing for TXC authorization as a system component training category 3 BC Hydro employee.

SOO	Title	Component ¹	BCH	Contractor	Cat2	Cat3	Cat4	Cat
<u>1T-02</u>	T&D Job Life Cycle Safety System - Overview	S, T, D	×	X				X
1T-02A	T&D Job Life Cycle Safety System – Outage Request Submittal Stage	S, T, D	x	x				X
1T-02D	T&D Job Life Cycle Safety System – Control Room Job Implementation Stage	S, T, D	x	x				X
1T-02E	T&D Job Life Cycle Safety System – Return of Equipment to Service Stage	S, T, D	x	x				х
1T-02F	Switching Procedures	S, T, D	X	Х				Х
<u>1T-03</u>	Backfeed From Voltage Transformers (CVT and PT)	s						×
<u>1T-04</u>	Work on a De-Energized Transmission Line That is Parallel to Energized Line	S, Т	×	x				x
1T-09	Isolation Points and Line Cuts	S, T, D, NIA	X	Х				X
<u>1T-10</u>	Safety Requirements in BC Hydro Transmission and Station Projects	S, T	X	х				X
11-11/	Operating Responsibility and Operating Authority Assignment to Desks	S, T, D	×	×	×	×	×	X
<u>1T-13</u>	Roles and Responsibilities of PICs and Field Workers	S. T, D	X	х			х	X

APPENDIX 3 - LIST OF SYSTEM OPERATING ORDERS REQUIRED BY COMPONENT

You need to review and understand all operating orders that apply to you based on transmission component, employment status and system component training category on all pages of Appendix 3.

This scenario only shows one of multiple operating orders on the first page of the Appendix; however, you must check the entire Appendix for the operating orders that are relevant for you.

Contractors: If you don't have access to any of the operating orders in Appendix 3, please ask your BC Hydro contract representative.

Knowledge check

Question

In addition to completing this course and passing the TXC final exam, which 1T-12N responsibilities are required to complete your TXC functional component training?

(select all that apply)

○ Reviewing and submitting Appendix 1 to an authorizing manager or BC Hydro contract representative.

○ Reviewing the Appendix 3 operating orders that are required for the transmission component according to your BC Hydro employment status and system component training category.

○ Reviewing requirements for other functional components (station, distribution, non-integrated areas).

 \bigcirc Reviewing all operating orders in Appendix 3.

Knowledge check

Question

It is the responsibility of your manager, whether they are a BC Hydro manager or a BC Hydro contract representative, to ensure that you review and understand your functional component requirements.

 \bigcirc True

 \bigcirc False

Section 3: Local information training and access considerations

In this section, we'll identify the relevant information in local information that is required prior to accessing the transmission worksite, as well as considerations for access procedures for transmission worksites.

Take a moment to review the objectives for this section.

Objectives

When you're finished this section, you'll be able to:

- Identify relevant information in the Local Information Sheet prior to accessing the transmission worksite.
- Identify considerations for access procedures for transmission worksites.



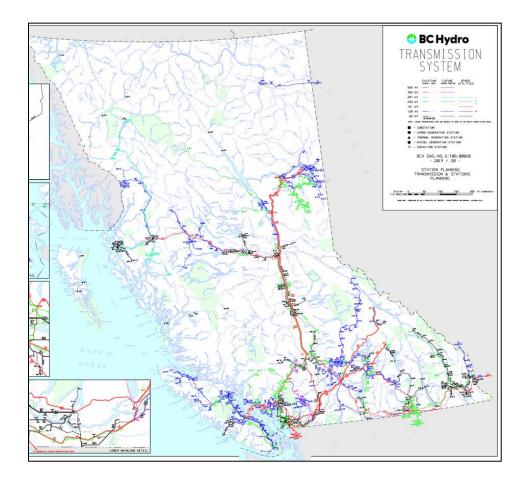
Local Information Sheet

There are eight regions in the province of British Columbia, each with its own local information to review.

For transmission work in an **unfamiliar region**, you must complete that region's local information training.

For the region that you work in, you'll need to refresh local information training every two years to maintain **PSSP authorization**.

The Local Information Sheet is central to the local information training that you need to complete as a BC Hydro employee or contractor.



Local information training

Local information training includes:

- 1. Contacting your BC Hydro manager or BC Hydro contract representative.
- 2. Your BC Hydro manager or BC Hydro contract representative providing you with a Local Information Sheet to review.
- 3. Scheduling a time to review the Local Information Sheet with your BC Hydro manager or BC Hydro contract representative.



It's mandatory to review the Local Information Sheet with your BC Hydro manager or BC Hydro contract representative as a part of the 1T-12N Appendix 1 review requirements.

You must sign off to acknowledge that you have read and understood its contents prior to beginning your work on the transmission system.

You must renew your PSSP authorization every two years by retaking PSSP training. This ensures safety and prevents incidents.



Local Information Sheet sections

The Local Information Sheet is your resource for information specific to the region where you are working on the transmission system. Being familiar with the Local Information Sheet will help you to ensure your safety during your work at the transmission worksite.

The Local Information Sheet houses contact information, safety information and a list of operating procedures that are specific to the region where you will be working.

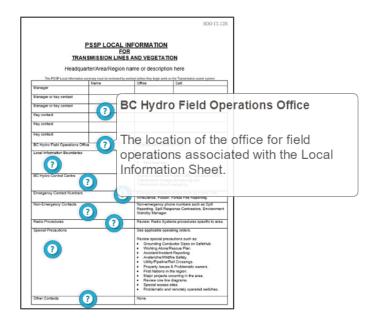
It's provided to you by your BC Hydro manager or BC Hydro contract representative.

Depending on the region, it may also be found on SIS and the contractor extranet.



			SOO 1T-1					
PSSP LOCAL INFORMATION FOR TRANSMISSION LINES AND VEGETATION								
Headqu	arter/Area/Regio	on name or descript	tion here					
This PSSP Local Information	summary must be reviewed Name	by workers before they begin wo Office	rk on the Transmission power system Cell					
Manager	Name	Olide	Cell					
Manager or key contact								
Manager or key contact								
Key contact								
Key contact								
Key contact								
BC Hydro Field Operations Of	fice	Address and Pho	one Number.					
Local Information Boundaries		 East bounda West bounda 	North boundary South boundary East boundary West boundary West boundary Phone numbers for Fraser Valley Operations (FVO)					
BC Hydro Control Centre			itage Scheduling and					
Emergency Contact Numbers			e numbers such as Police, Fire, on, Forest Fire Reporting.					
Non-Emergency Contacts			phone numbers such as Spill Response Contractors, Environme er.					
Radio Procedures		Review: Radio S	ystems procedures specific to are					
Special Precautions		 Grounding C Working Alor Accident/Inci Avalanche/W Utility/Pipelin Property Issu First Nations Major project Review one I Special acces Problematic 	veceautions such as: conductor Sizes on SafeHub. he/Rescue Plan. dent Reporting. vildfire Safety. he/Rail Crossings. Jes & Problematic owners. in the region. ts occurring in the area. line diagrams.					
Other Contacts		None						

	S00 17-12N
TRANSMISSION LIN Headquarter/Area/Regio	LINFORMATION OR BEAND VEGETATION In name or description here Sundom Main to tage out a to Timerinain asser years. Other
Key contact	
Key context	ey manager, field and administrator contacts
Legal Information Boundaries	The list of managers and/or key contacts associated with the local region's transmission power system, which may include:
Non-Emergency Contacts	 BC Hydro Field Managers
Radio Protectures Special Precautions	 Transmission Technologists
0	 Transmission Maintenance Technicians
	 Transmission Maintenance Foremen
Other Contacts	 Administrators



SOO 1T-12N		
LINFORMATION EOR VES AND VEGETATION on name or description here diversite hulter for page and in the Teatratistic part spars of the method for the sparse and the sparse sparse	EQ TRANSMISSION LINE Headquarter/Area/Region Ptool Interaction segment, fruit to relevantly Name y contact	This PSP I Manager Manager or key
formation boundaries		Key contact Key contact
graphical boundaries for the sion Region associated with the prmation Sheet.	The geogr Transmiss Local Info	Key context BC Hydro Field C Local Information BC Hydro Contex Emergency Cont Non-Emergency Radio Procedure
See applicable operating orders. Review spoke proceders to the applicable. VOID (V)		Special Prezaula

	SOO 1T-12N
TRANS Headquart	SSP LOCAL INFORMATION FOR MISSION LINES AND VEGETATION er/Area/Region name or description here
Manaper	Name Office Cell
Manager or key contact	
Manager or key contact	
Key contact	
Key contact	BC Hydro Control Centre
Key contact	
Loai Internation Boundaries	the Local Information Sheet, including the day shift manager, the outage
Special Precautions	the appropriate load and grid desks.
Cher Contexts	

TRANSMISSION LINES AND VEGETATION Headquatter/Area/Region name or description The Pill conditioned system that here large out as the Marshare parage of the pill conditioned system and the here large out as the Marshare parage of the pill conditioned system and the here large out as the Marshare parage of the pill conditioned system and the here large out as the Marshare parage of the pill conditioned system and the here large out as the Marshare parage of the pill conditioned system and the here large out as the Marshare parage of the pill conditioned system and the here large out as the Marshare parage parage parage out as the marshare parage p	
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Leas' Infirmation Boundaries	
Leasi Infranzion Boudanas	
Control Currier C	
BC Hydo Contol Centre 2 Process and an Unit Volue Operations (VVO). Treamation Line Energy and Treamation Line Energy And Treamation Line Energy And Treamation Line Energy And Treamation Line Energy And Emergency Contact num Refor Protectures Refor Protectures Tech Protect	
Theoremise Called Scheduling and Theoremise Line Encounting Tempore Context Numbers Tempore Context Nu	
Transmissio Line Designity Transmissio Line Desi	
Nan-Energency Contact nun	
Radio Procedures Planto Tysteme procedures specific to enc.	
Radio Procedures Planto Tysteme procedures specific to enc.	nhore
Radio Procedures Padro Systems procedures specific to area	IDCI 3
Special Precautions	
Appropriate emerger	ncv
contact information t	for the
Utity/Ppoles/Ref Cherry: Prosets Issues & Protectionals access	
local region.	
 Review over loss discretes 	

			SOO 17	-12N
	samary rust be reviewed b	y workers before they begin w	ork on the Transmission power system	
Manager	Name	Office	Cell	
Manager or key contact				
Manager or key contact				
Key contact				
Key contact				
Key contact				
BC Hydro Field Operations Of	~ (?)	Address and Ph	one Number.	
Local Information Boundaries		North bound South bound East bound	dary	
BC Hydro Control Centre Emergency Contact Numbers	oN C		gency co	ontact number
Non-Emergency Contacts	2			n-emergency
Special Precautions		conta	act inform	ation for the
0		local	region.	
		Utility/Pipeli Property las First Nation Major projec Review one Special acc	ts occurring in the area. line diagrams.	
Other Contacts	?	None		

	Radio procedures
PSSP Local Transmission Line Headquarter/AreaRegion	BO IN 10 CO CO
Very context Very Very Very Very Very Very Very Very	Radio systems used for communication in transmission sites with poor cell reception.
Emergency Contact Numbers	If you are working in a Transmission Region that has poor reception, talk to your BC Hydro manager or BC Hydro contract representative about radio training.
Cher Contests	Audional Vender Reporting Audional Vender Reporting Audional Vender Reporting Audional Vender Reporting Audional Vender Report Report Report Report Report Report Report Repo

		SOO 1T-12N
TRANSMISS Headquarter/Are	OCAL INFORMATION FOR DN LINES AND VEGETATION WRegion name or description here is selectly writen before the Transmission of the Company of the Transmission	n janua system
Manager	Unite Uei	
Manager or key contact		
Manager or key of Speci	al precautions	
Key contact	productione	
Key contect		
BC Hydro Field O Local Information C BC Hydro Centrel	worksite.	cautions for the local
Emergency Contact Numbers	This section	n should always be
Non-Emergency Contests		reviewed with your
Radio Procedures	manager.	
Special Precaution	Contraction of the second second	
	Accident Incident Reporting Availance Writing Earliey, Myselwing States, Myselwing States, Myselwing States, Frank National Roberts in the region. Myselwing States, Frank National States, Special access States, Problematic and nenrofely open	BY98.
Other Contacts	None	

	SOO 1T-12N	
TRANSMISS	LOCAL INFORMATION FOR ION LINES AND VEGETATION	
	ea/Region name or description here the eviewed by workers before they begin work on the Transmission power system	
Manager	Unice Cell	
Manager or key contact		
Manager or key contact		
Key contect		
Key contact		
Key contact		
BC Hydro Field Operations Office	2 Address and Phone Number.	
Local Information Boundaries	North boundary South boundary East boundary Weat boundary Weat boundary Phone numbers for Fraser Valley Operations (FVO).	
(2)	Transmission Outage Scheduling and Transmission Line Emergency.	
Emergency Contact Numbers Non-Emergency Contacts Radio Procedures Special Procedures	Other contacts	
0		on as deemed necessary for , area or region associated ormation Sheet.
Other Contacts	10-1	

Transmission and right-of-way access considerations

Before you start your work, there are things that you should always consider before entering a transmission worksite.

BC Hydro has specific access procedures that you must follow to ensure your entry into the transmission worksite is an easy and safe experience.

As access procedures are location-specific, they will be provided to you during local information training you'll complete after this course. For example, some local regions require you to call the Local Manager when you arrive at the transmission worksite, while others will not.

You'll also be made aware of the appropriate procedures for worksites and rights-of-way that require gate access.

Ensure you report any problems with gates or right-of way access immediately.

- If you are a BC Hydro employee, report it to the local manager.
- If you are a contractor, report it to your BC Hydro contract representative.



Procedures for gated right-of-way and sites

Entry procedure for gated rights-of-way and transmission sites:

- Unlock and enter the gate ensure you have the appropriate means to access the site.
- Close and lock the gate behind you if it's an automatic gate, wait for it to close and lock.

Exit procedure for gated rights-of-way and transmission sites:

• Ensure the gate is closed and locked.

Reporting problems with gates and access

When you get to a gated transmission worksite, ensure you report problems with the gates immediately — including a broken gate, a broken lock or new locks.

If you are a BC Hydro employee:

• Report the problems to the local manager listed on your Local Information Sheet.

If you are a contractor:

• Report the problems to your BC Hydro contract representative.



Getting PSSP authorization to access a transmission worksite

Now that you know about Local Information Sheets and what to consider for transmission worksite access, let's review the mandatory requirement for accessing a transmission worksite; getting PSSP authorization.

There will be some steps necessary for you to complete after this TXC course to ensure you have the PSSP authorization you need to access the transmission portion of the power system to do your work.

Scenario: Next steps after this TXC course for PSSP authorization



Let's go through a scenario demonstrating the steps to take after this TXC course to obtain your PSSP authorization with Michael.

Michael has:

- Completed this TXC course and passed the TXC final exam.
- Completed his 1T-12N Appendix 3 requirements to review and understand relevant operating orders for TXC.
- Completed his local information training.

Now that Michael has completed his TXC course, TXC exam and 1T-12N Appendix 3 requirements, let's look at his next steps to get PSSP authorization.

Complete local information training

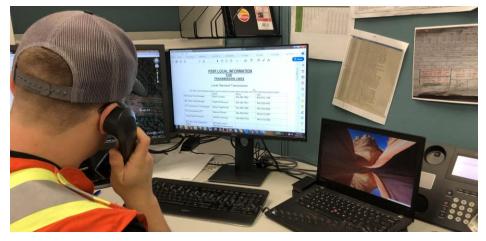
Michael completes the local information training, as follows:

- He contacts his BC Hydro manager or BC Hydro contract representative.
- His BC Hydro manager or BC Hydro contract representative provides Michael with the Local Information Sheet to review.
- Michael schedules a time to review the Local Information Sheet with his BC Hydro manager or BC Hydro contract representative.



Review 1T-12N Appendix 1

Michael contacts his BC Hydro manager or BC Hydro contract representative to review 1T-12N Appendix 1.



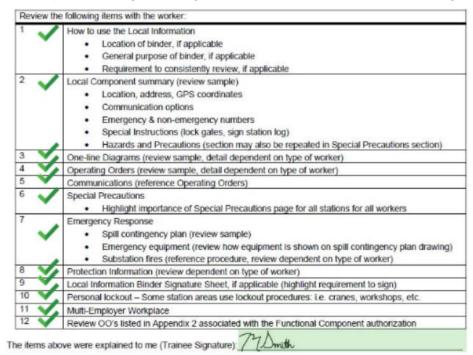
Fill out 1T-12N Appendix 1

After the review, Michael completes the first four lines of 1T-12N Appendix 1.

			Effective Date: 03	5 June 2020 age 6 of 12
	APPENDIX 1 -	TRAINING COM	PONENT FORM	
	Name: Michael Smith	Employer:	BC Hydro	
	Date (yy/mm/dd) : 20/12/01	Phone #:	778-123-4567	
	ID# 123456	Address:	123 Street Kelowna, BC	
	Occupation. Transmission technologist			
	System Component PSSP Training: 1A1B	234_	56 Expiry Date:	
	Limits of Approach Authorization Column: 12	34_	Expiry Date:	
	thorized to Switch: Yes No			
	Review the following items with the worker:			
12	1 How to use the Local Information			
	Location of binder, if application General purpose of binder,			
	 Requirement to consistently 	review, if applicabl	le	
	2 Local Component summary (review)	samniel		

Sign off on 1T-12N Appendix 1

Then, Michael reviews the 1T-12N Appendix 1 checklist and, if he has no further questions, signs the signature line to confirm his understanding.



Submit signed 1T-12N Appendix 1

Now, Michael must send 1T-12N Appendix 1 to an authorizing manager or BC Hydro contract representative.

PSSP authorization added to **PSSP** MANAGER

Michael's last step is to wait until his PSSP authorization has been entered into PSSP MANAGER by a BC Hydro authorizing manager. This can take up to two weeks.

Autho	rization In	formation									
Autio	inzación in									Active	
Worke	er:	MICHAEL SMITH	MICHAEL SMITH Employee Number:		nber:	123456		Work	Worker Status:		
Headq	uarters:		Job Ti	tle:				Emplo	Employer:		RO
Phone	:		Altern	ative P	hone:			Pax N	umber:		
She	ow Expired A	uthorizations							View	Worker	Close
System	Authorizati	ions:									
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DBC	ABO	ABBOTS	FORD	LOWER	MAINLAND			15 De	2020	MANAGER, ALL	AN
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PSSP authorization completed

It's only when Michael has completed these steps that he has the PSSP authorization to access the transmission worksite.



Knowledge check

Question

All access procedures for transmission worksites are the same.

 \bigcirc True

 \bigcirc False

Knowledge check

Question

What would you find on a Local Information Sheet?

(select all that apply)

- \bigcirc Emergency contact numbers
- \bigcirc Substation contact numbers
- \bigcirc A map showing all BC Hydro facilities
- \bigcirc Access procedures

Section 4: Wrapping up

In this section, we'll wrap up the course and review the training and authorization requirements for PSSP authorization.

Take a moment to review the objectives for this section.



PSSP training and authorization requirements

Before wrapping up: Let's confirm what you need **before** you start your work on the transmission system.

You need:

- system component training
- functional component training
- local information training
- authorization of a BC Hydro authorizing manager

Once you have these four things, you'll be allowed to access the transmission portion of the power system.



It's only once you have these four things that you can access or work on the transmission portion of the power system. Please be aware that PSSP authorization can take up to 2 weeks to be received.

Remember if you are assigned to a new Transmission Region or haven't worked in a local region for over two years, you aren't PSSP authorized to work there until you've completed local information training by reviewing the Local Information Sheet with your BC Hydro manager or BC Hydro contract representative.

Wrapping up

Congratulations – you've reached the end of the course. Take a moment to review what you've learned.

You should now be able to:

- Identify BC Hydro operating orders that are relevant to TXC and related work.
- Explain the training and authorization requirements for accessing and working on the transmission portion of the BC Hydro power system.
- Recognize the requirements to review 1T-12N Appendix 1 for understanding, as well as complete its relevant sections, signoff and send to an authorizing manager upon completion of local information training.
- Recognize the requirements to complete a review of the relevant operating orders in 1T-12N Appendix 3 as well as pass the TXC final exam for TXC authorization.
- Identify worker TXC responsibilities.
- Identify relevant information in the Local Information Sheet prior to accessing the transmission worksite.
- Identify considerations for access procedures for transmission worksites.

Now that you've finished this course, you need to complete the final exam, review the relevant operating orders from Appendix 3, complete local information training and submit Appendix 1 after reviewing it with your manager.

Remember, the best source for the most current operating orders is always online, so check **SafeHub**, **Hydroweb**, **SIS** or the **contractor extranet**.