



Standard Protection Code - Maintain T and D Authorized List

Standard
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1.0 Purpose

This SOP provides:

The process for **Transmission and Distribution** management and designated business support to ensure all qualified SaskPower employees and contractor employees are placed on the T&D Standard Protection Code Authorized list. The Procedure is step by step on how to update information for new or transferred employees

2.0 Roles and Prerequisites

Role(s)	Quantity Required	Prerequisites
Transmission, Distribution and Apparatus Manager/Director	1	1. Have a good understanding of this SOP

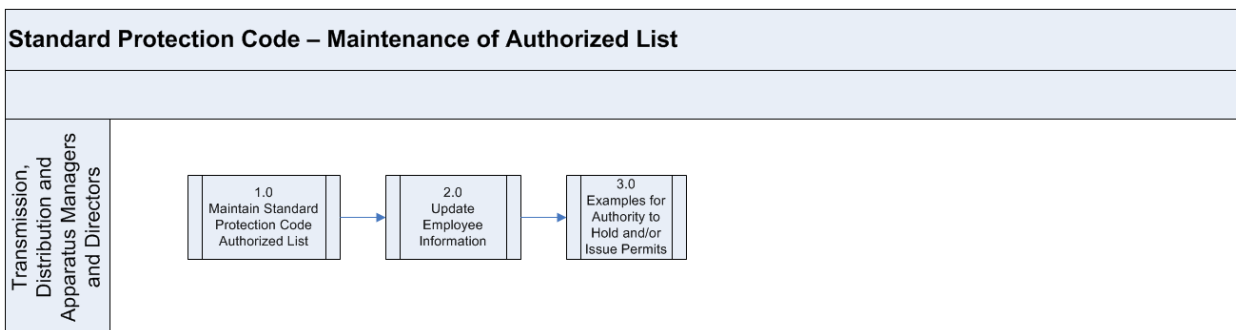
3.0 Tools and Equipment

Minimum Tools and Equipment Required:

- N/A

4.0 Procedure

High Level Flowchart



The Procedure

1.0 Maintain Standard Protection Code Authorized List

1.1 Maintain Standard Protection Code Authorized List

- 1.1.1 Transmission, Distribution and Apparatus Managers and Directors shall ensure the following pre-requisites are complete to ensure employee is qualified to be added to the Authorized List



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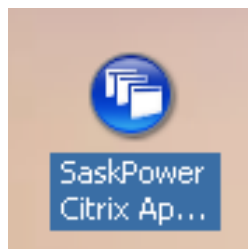
- *Has successfully completed the SaskPower Bonding & Grounding course as per the requirements of the employee's position. Skill check and Manager sign off shall be completed*
- ***NOTE: Workers requiring the Stand-Off permit only do not require the bonding and grounding course (ie: Utility Arborists and Pole Testers)***
- *Completed the appropriate Standard Protection Code Course as determined by the Permits to be obtained and/or issued by the employee. Skills Check and Manager sign off shall be completed for the level of training received*

1.2 Verify if an employee is on the Authorized List

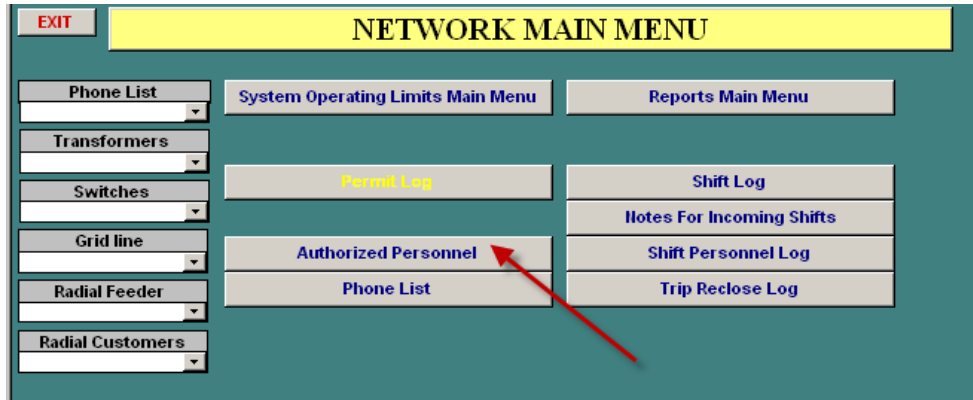
1.2.1 Manager shall ensure the following is done to verify if an employee is on the Authorized list and all information is correct

NOTE: Follow the steps below to access the Authorized list and/or create a change request. Be sure to check the employee's training records to ensure the employee has successfully completed the required training prior to accessing the authorized list. The Authorizing Manager shall ensure that the employee is competent prior to adding to the authorized list

- *Access the GCC Authorized list database in SaskPower Citrix Applications (Access Database) to see if the employee/contract employee's name is there.*



	Desktop.ini	1 KB
	EnterNet Control	2 KB
	Environmental Screening System	2 KB
	GCC Links	2 KB
	ICA Print Configurator	2 KB
	Internet Explorer	2 KB



- *Type in the last name of the employee inquiring about and use the "Apply" button to see if the employee is currently on the authorized list.*



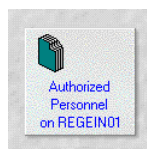
- *Ensure all information is complete and current.*
- *Check the authorization of the employee for Holding and/or Issuing permits and switching authorization for Transmission and Distribution*
- *If incorrect, a Lotus Notes change request will be required. See Section 2*

2.0 Update Employee Information

2.1 Update Employee Information in Lotus Notes

2.1.1 Manager shall ensure the following when required to add, change or remove an employee from the list.

- *If an employee leaves or retires, submit a change request in Lotus Notes, and indicate this in the "additional details" section and ensure to change the date in the authorized section. That way it stays in the database, however shows the employee is no longer actively utilizing the Standard Protection Code*
- *Open the Lotus Notes Authorized Personnel database*





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2.1.2 To create a change request. There is a slightly different process for the Construction Managers and the Operating Managers.

- *To maintain consistency, if the change request is for a position that the manager is unfamiliar with, they can go to section 3.0 for examples of properly completed examples by position.*
- **Construction Managers** - You can follow the same steps as the Operations Manager with the instructions below or email **tdcontractservices** with all information to enable them to submit a change request. An example of the information required below:

The screenshot shows a web-based form with two main sections: **Personnel** and **Authorization**. The **Personnel** section contains fields for Full Name, Last Name, First Name, Employee Number, Title, Location, Sat P25, Division, Classification, Authorized By, Approved By, Update, Phone Number, Alternate Phone, Type of work Auth, Location Authorized, Cost Centre, and Cost Centre Description. The **Authorization** section includes a grid for Hold Dist., Issue Dist., Hold Trans., Issue Trans., and Switch, with options for SWP, SWG, and SWD. It also has a Temporary Authorization section with Yes/No radio buttons and an Expiration Date field. At the bottom, there are sections for Additional Details, Permits can be held in, and Permits can be issued from. Red arrows with numbers 1 through 19 point to specific fields and sections across the form.

Approver: **19**

Jun 10 2016 2:45pm - Change Request authorized by Dean Newkirk

2.2 Create a change request

2.2.1 Using the example of the change request above follow the corresponding number below for the information required

1. For SaskPower Employees, click on the icon to bring up the address book, then select the employee. The rest should auto populate with the information, however ensure that the information is correct.
 - *For contractors, this field gets filled in when you fill in the last name and first name lines below full name*



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2. The employee #. Contractor employees must have an SAP # starting with "9...". Business Support will be able to assist with these numbers if required
3. Title, ie: Power Line Tech, District
4. Location stationed or working in
5. Division – ie: Distribution Services North
6. SaskPower Classification – ie: Power Line Technician (District)
7. Name of Authorizing Manager
8. Approving Director
9. This used to be used to indicate transmission abilities for distribution staff – No longer required
10. This is to be used if an employee is working in one area. ie: Specific district/switching station
11. Cost Centre - required for reporting purposes
12. Cost Centre Description: SAP description
13. This is where the manager indicates: " (name) has completed all required training and Skills Checks in both Standard Protection Code and Bonding & Grounding." This will be required until I.T. can build check boxes to indicate training and dates attended.
NOTE: Arborists and pole testers do not require Bonding and Grounding training
14. Follow the templates (Check boxes) for each position to ensure the appropriate permits can be used by the employee. Examples in Section 4.0
 - *There may be some anomalies that require additional authorization, which is up to the manager authorizing the employee*
15. & 16. Drop down boxes for each. Select appropriate location(s) to be authorized
17. Where can the employee be a switchman
 - *SWP - Switch Power Production*
 - *SWG - Switch Transmission Grid*
 - *SWD - Switch Distribution*
18. If someone is to be authorized temporarily, an expiration date will mean that the employee will no longer be authorized after that date.



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19. Select the appropriate Director to be the approver of the change request

Below is an example of a completed change request



Status: **Draft**

Personnel		Authorization					
Full Name:	Newkirk, Dean	Hold Dist.	Issue Dist.	Hold Trans.	Issue Trans.	Switch	Temporary Authorization
Last Name:	Newkirk	<input checked="" type="checkbox"/> LA	<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> SWP	<input type="radio"/> Yes <input checked="" type="radio"/> No
First Name:	Dean	<input checked="" type="checkbox"/> LB	<input checked="" type="checkbox"/> LB	<input type="checkbox"/> LB	<input type="checkbox"/> LB	<input checked="" type="checkbox"/> SWG	Expiration Date: <input type="text" value="16"/>
Employee Number:	7744	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input checked="" type="checkbox"/> SWD	
Title:	SPECIALIST, KNOWLEDGE MANAGEMENT	<input checked="" type="checkbox"/> AR	<input checked="" type="checkbox"/> AR	<input type="checkbox"/> AR	<input type="checkbox"/> AR		
Location:	Prince Albert	<input checked="" type="checkbox"/> WP	<input checked="" type="checkbox"/> WP	<input checked="" type="checkbox"/> WP	<input type="checkbox"/> WP		
Sat P25:	01411	<input checked="" type="checkbox"/> WT	<input checked="" type="checkbox"/> WT	<input type="checkbox"/> WT	<input type="checkbox"/> WT		
Division:	Distribution Services-Dist Serv OM North	<input checked="" type="checkbox"/> IP	<input checked="" type="checkbox"/> IP	<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP		
Classification:	Manager, Operations	<input checked="" type="checkbox"/> SP	<input checked="" type="checkbox"/> SP	<input type="checkbox"/> SP	<input type="checkbox"/> SP		
Authorized By:	Dean Newkirk	<input checked="" type="checkbox"/> DA	<input checked="" type="checkbox"/> DA	<input type="checkbox"/> DA	<input type="checkbox"/> DA		
Approved By:	Directors Name	<input checked="" type="checkbox"/> DB	<input checked="" type="checkbox"/> DB	<input type="checkbox"/> DB	<input type="checkbox"/> DB		
Update:	04/14/2016	<input checked="" type="checkbox"/> SO	<input checked="" type="checkbox"/> SO	<input checked="" type="checkbox"/> SO	<input type="checkbox"/> SO		
Phone Number:	953-7674						
Alternate Phone:	621-9322						
Type of work Auth:	TRANSMISSION, WP, IP, SO ONLY						
Location Authorized:	Operations North						
Cost Centre:	331903						
Cost Centre Description:	Prince Albert Area						
Additional Details:		Permits can be held in:				Permits can be issued from:	
Dean has completed all required training and Skills Checks in both Standard Protection Code and Bonding & Grounding.		T&D Distribution, T&D Transmission				T&D Distribution	

Approver:

Dean

3.0 Submit the change request

- In the top right hand corner click on the "Submit" button and the change request will be emailed to the next line manager/Director for approval



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4.0 Examples of positions

- Electrical Technician – Stations (Wiring Crew)

Personnel		Authorization					
Full Name:		Hold Dist.	Issue Dist.	Hold Trans.	Issue Trans.	Switch	Temporary Authorization
Last Name:		<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> SWP	<input type="radio"/> Yes <input checked="" type="radio"/> No
First Name:		<input checked="" type="checkbox"/> LB	<input type="checkbox"/> LB	<input checked="" type="checkbox"/> LB	<input type="checkbox"/> LB	<input checked="" type="checkbox"/> SWG	Expiration Date: <input type="text" value="16"/>
Employee Number:		<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input checked="" type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> SWD	
Title:	Electrical Technician - Stations	<input type="checkbox"/> AR	<input type="checkbox"/> AR	<input checked="" type="checkbox"/> AR	<input type="checkbox"/> AR		
Location:		<input type="checkbox"/> WP	<input type="checkbox"/> WP	<input checked="" type="checkbox"/> WP	<input type="checkbox"/> WP		
Sat P25:		<input checked="" type="checkbox"/> WT	<input type="checkbox"/> WT	<input checked="" type="checkbox"/> WT	<input type="checkbox"/> WT		
Division:		<input type="checkbox"/> IP	<input type="checkbox"/> IP	<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP		
Classification:		<input type="checkbox"/> SP	<input type="checkbox"/> SP	<input checked="" type="checkbox"/> SP	<input type="checkbox"/> SP		
Authorized By:		<input type="checkbox"/> DA	<input type="checkbox"/> DA	<input checked="" type="checkbox"/> DA	<input type="checkbox"/> DA		
Approved By:		<input type="checkbox"/> DB	<input type="checkbox"/> DB	<input type="checkbox"/> DB	<input type="checkbox"/> DB		
Update:	<input type="text" value="16"/>	<input type="checkbox"/> SO	<input type="checkbox"/> SO	<input checked="" type="checkbox"/> SO	<input type="checkbox"/> SO		
Phone Number:							
Alternate Phone:							
Type of work Auth:							
Location Authorized:							
Cost Centre:							
Cost Centre Description:							
Additional Details:		Permits can be held in:				Permits can be issued from:	
		Athabasca, IFPS, SaskPower, T&D Distribution, T&D Transmission					

- Metering Electrician

Personnel		Authorization					
Full Name:		Hold Dist.	Issue Dist.	Hold Trans.	Issue Trans.	Switch	Temporary Authorization
Last Name:		<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> SWP	<input type="radio"/> Yes <input checked="" type="radio"/> No
First Name:		<input type="checkbox"/> LB	<input type="checkbox"/> LB	<input type="checkbox"/> LB	<input type="checkbox"/> LB	<input type="checkbox"/> SWG	Expiration Date: <input type="text" value="16"/>
Employee Number:		<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> SWD	
Title:	Metering Electrician	<input type="checkbox"/> AR	<input type="checkbox"/> AR	<input type="checkbox"/> AR	<input type="checkbox"/> AR		
Location:		<input checked="" type="checkbox"/> WP	<input type="checkbox"/> WP	<input checked="" type="checkbox"/> WP	<input type="checkbox"/> WP		
Sat P25:		<input checked="" type="checkbox"/> WT	<input type="checkbox"/> WT	<input checked="" type="checkbox"/> WT	<input type="checkbox"/> WT		
Division:		<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP	<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP		
Classification:		<input checked="" type="checkbox"/> SP	<input type="checkbox"/> SP	<input type="checkbox"/> SP	<input type="checkbox"/> SP		
Authorized By:		<input checked="" type="checkbox"/> DA	<input type="checkbox"/> DA	<input type="checkbox"/> DA	<input type="checkbox"/> DA		
Approved By:		<input type="checkbox"/> DB	<input type="checkbox"/> DB	<input type="checkbox"/> DB	<input type="checkbox"/> DB		
Update:	<input type="text" value="16"/>	<input type="checkbox"/> SO	<input type="checkbox"/> SO	<input type="checkbox"/> SO	<input type="checkbox"/> SO		
Phone Number:							
Alternate Phone:							
Type of work Auth:							
Location Authorized:							
Cost Centre:							
Cost Centre Description:							
Additional Details:		Permits can be held in:				Permits can be issued from:	
		T&D Distribution, T&D Transmission					



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- Power Line Technician - Distribution

Personnel	Authorization						
Full Name:		Hold Dist.	Issue Dist.	Hold Trans.	Issue Trans.	Switch	Temporary Authorization <input type="radio"/> Yes <input checked="" type="radio"/> No Expiration Date: <input type="text" value="16"/>
Last Name:		<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> SWP	
First Name:		<input checked="" type="checkbox"/> LB	<input type="checkbox"/> LB	<input type="checkbox"/> LB	<input type="checkbox"/> LB	<input checked="" type="checkbox"/> SWG	
Employee Number:		<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input checked="" type="checkbox"/> SWD	
Title:	Power Line Technician - Distribution	<input checked="" type="checkbox"/> AR	<input type="checkbox"/> AR	<input type="checkbox"/> AR	<input type="checkbox"/> AR		
Location:		<input checked="" type="checkbox"/> WP	<input type="checkbox"/> WP	<input checked="" type="checkbox"/> WP	<input type="checkbox"/> WP		
Sat P25:		<input checked="" type="checkbox"/> WT	<input type="checkbox"/> WT	<input type="checkbox"/> WT	<input type="checkbox"/> WT		
Division:	Distribution O&M	<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP	<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP		
Classification:		<input checked="" type="checkbox"/> SP	<input type="checkbox"/> SP	<input type="checkbox"/> SP	<input type="checkbox"/> SP		
Authorized By:		<input checked="" type="checkbox"/> DA	<input type="checkbox"/> DA	<input type="checkbox"/> DA	<input type="checkbox"/> DA		
Approved By:		<input checked="" type="checkbox"/> DB	<input type="checkbox"/> DB	<input type="checkbox"/> DB	<input type="checkbox"/> DB		
Update:	<input type="text" value="16"/>	<input checked="" type="checkbox"/> SO	<input type="checkbox"/> SO	<input checked="" type="checkbox"/> SO	<input type="checkbox"/> SO		
Phone Number:							
Alternate Phone:							
Type of work Auth:							
Location Authorized:							
Cost Centre:							
Cost Centre Description:							
Additional Details:		Permits can be held in:			Permits can be issued from:		
		T&D Distribution, T&D Transmission					

- PLT Transmission

Personnel	Authorization						
Full Name:		Hold Dist.	Issue Dist.	Hold Trans.	Issue Trans.	Switch	Temporary Authorization <input type="radio"/> Yes <input checked="" type="radio"/> No Expiration Date: <input type="text" value="16"/>
Last Name:		<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> SWP	
First Name:		<input checked="" type="checkbox"/> LB	<input type="checkbox"/> LB	<input checked="" type="checkbox"/> LB	<input type="checkbox"/> LB	<input checked="" type="checkbox"/> SWG	
Employee Number:		<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input checked="" type="checkbox"/> SWD	
Title:	Power Line Technician - Transmission	<input checked="" type="checkbox"/> AR	<input type="checkbox"/> AR	<input type="checkbox"/> AR	<input type="checkbox"/> AR		
Location:		<input checked="" type="checkbox"/> WP	<input type="checkbox"/> WP	<input checked="" type="checkbox"/> WP	<input type="checkbox"/> WP		
Sat P25:		<input checked="" type="checkbox"/> WT	<input type="checkbox"/> WT	<input checked="" type="checkbox"/> WT	<input type="checkbox"/> WT		
Division:	Transmission O&M	<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP	<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP		
Classification:		<input checked="" type="checkbox"/> SP	<input type="checkbox"/> SP	<input checked="" type="checkbox"/> SP	<input type="checkbox"/> SP		
Authorized By:		<input checked="" type="checkbox"/> DA	<input type="checkbox"/> DA	<input checked="" type="checkbox"/> DA	<input type="checkbox"/> DA		
Approved By:		<input checked="" type="checkbox"/> DB	<input type="checkbox"/> DB	<input checked="" type="checkbox"/> DB	<input type="checkbox"/> DB		
Update:	<input type="text" value="16"/>	<input checked="" type="checkbox"/> SO	<input type="checkbox"/> SO	<input checked="" type="checkbox"/> SO	<input type="checkbox"/> SO		
Phone Number:							
Alternate Phone:							
Type of work Auth:							
Location Authorized:							
Cost Centre:							
Cost Centre Description:							
Additional Details:		Permits can be held in:			Permits can be issued from:		
		T&D Distribution, T&D Transmission					



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- Power Line Technician- District

Personnel	Authorization																																																														
Full Name: <input type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Hold Dist.</th> <th>Issue Dist.</th> <th>Hold Trans.</th> <th>Issue Trans.</th> <th>Switch</th> <th>Temporary Authorization</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> LA</td> <td><input checked="" type="checkbox"/> LA</td> <td><input type="checkbox"/> LA</td> <td><input type="checkbox"/> LA</td> <td><input type="checkbox"/> SWP</td> <td rowspan="15"> <input type="radio"/> Yes <input checked="" type="radio"/> No Expiration Date: <input type="text" value="16"/> </td> </tr> <tr> <td><input checked="" type="checkbox"/> LB</td> <td><input checked="" type="checkbox"/> LB</td> <td><input type="checkbox"/> LB</td> <td><input type="checkbox"/> LB</td> <td><input checked="" type="checkbox"/> SWG</td> </tr> <tr> <td><input type="checkbox"/> LC</td> <td><input type="checkbox"/> LC</td> <td><input type="checkbox"/> LC</td> <td><input type="checkbox"/> LC</td> <td><input checked="" type="checkbox"/> SWD</td> </tr> <tr> <td><input checked="" type="checkbox"/> AR</td> <td><input checked="" type="checkbox"/> AR</td> <td><input type="checkbox"/> AR</td> <td><input type="checkbox"/> AR</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> WP</td> <td><input checked="" type="checkbox"/> WP</td> <td><input checked="" type="checkbox"/> WP</td> <td><input type="checkbox"/> WP</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> WT</td> <td><input checked="" type="checkbox"/> WT</td> <td><input type="checkbox"/> WT</td> <td><input type="checkbox"/> WT</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> IP</td> <td><input checked="" type="checkbox"/> IP</td> <td><input checked="" type="checkbox"/> IP</td> <td><input type="checkbox"/> IP</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> SP</td> <td><input checked="" type="checkbox"/> SP</td> <td><input type="checkbox"/> SP</td> <td><input type="checkbox"/> SP</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> DA</td> <td><input checked="" type="checkbox"/> DA</td> <td><input type="checkbox"/> DA</td> <td><input type="checkbox"/> DA</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> DB</td> <td><input checked="" type="checkbox"/> DB</td> <td><input type="checkbox"/> DB</td> <td><input type="checkbox"/> DB</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> SO</td> <td><input checked="" type="checkbox"/> SO</td> <td><input checked="" type="checkbox"/> SO</td> <td><input type="checkbox"/> SO</td> <td></td> </tr> </tbody> </table>	Hold Dist.	Issue Dist.	Hold Trans.	Issue Trans.	Switch	Temporary Authorization	<input checked="" type="checkbox"/> LA	<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> SWP	<input type="radio"/> Yes <input checked="" type="radio"/> No Expiration Date: <input type="text" value="16"/>	<input checked="" type="checkbox"/> LB	<input checked="" type="checkbox"/> LB	<input type="checkbox"/> LB	<input type="checkbox"/> LB	<input checked="" type="checkbox"/> SWG	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input checked="" type="checkbox"/> SWD	<input checked="" type="checkbox"/> AR	<input checked="" type="checkbox"/> AR	<input type="checkbox"/> AR	<input type="checkbox"/> AR		<input checked="" type="checkbox"/> WP	<input checked="" type="checkbox"/> WP	<input checked="" type="checkbox"/> WP	<input type="checkbox"/> WP		<input checked="" type="checkbox"/> WT	<input checked="" type="checkbox"/> WT	<input type="checkbox"/> WT	<input type="checkbox"/> WT		<input checked="" type="checkbox"/> IP	<input checked="" type="checkbox"/> IP	<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP		<input checked="" type="checkbox"/> SP	<input checked="" type="checkbox"/> SP	<input type="checkbox"/> SP	<input type="checkbox"/> SP		<input checked="" type="checkbox"/> DA	<input checked="" type="checkbox"/> DA	<input type="checkbox"/> DA	<input type="checkbox"/> DA		<input checked="" type="checkbox"/> DB	<input checked="" type="checkbox"/> DB	<input type="checkbox"/> DB	<input type="checkbox"/> DB		<input checked="" type="checkbox"/> SO	<input checked="" type="checkbox"/> SO	<input checked="" type="checkbox"/> SO	<input type="checkbox"/> SO	
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Last Name: <input type="text"/>																																																															
First Name: <input type="text"/>																																																															
Employee Number: <input type="text"/>																																																															
Title: <input type="text" value="Power Line Technician - District"/>																																																															
Location: <input type="text"/>																																																															
Sat P25: <input type="text"/>																																																															
Division: <input type="text"/>																																																															
Classification: <input type="text"/>																																																															
Authorized By: <input type="text"/>																																																															
Approved By: <input type="text"/>																																																															
Update: <input type="text" value="16"/>																																																															
Phone Number: <input type="text"/>																																																															
Alternate Phone: <input type="text"/>																																																															
Type of work Auth: <input type="text"/>																																																															
Location Authorized: <input type="text"/>																																																															
Cost Centre: <input type="text"/>																																																															
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- Journeyed Trade Construction Electrician – Wiring Crew

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Standard Protection Code - Maintain T and D Authorized List

Standard
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- Area Electrical Technicians or Journeyed Trade Electricians

Personnel		Authorization					
Full Name:		Hold Dist.	Issue Dist.	Hold Trans.	Issue Trans.	Switch	Temporary Authorization
Last Name:		<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> SWP	<input type="radio"/> Yes <input checked="" type="radio"/> No
First Name:		<input type="checkbox"/> LB	<input type="checkbox"/> LB	<input checked="" type="checkbox"/> LB	<input type="checkbox"/> LB	<input checked="" type="checkbox"/> SWG	Expiration Date:
Employee Number:		<input type="checkbox"/> LC	<input type="checkbox"/> LC	<input checked="" type="checkbox"/> LC	<input type="checkbox"/> LC	<input type="checkbox"/> SWD	<input type="text" value="16"/>
Title:	Journeyed Trade Electrician	<input type="checkbox"/> AR	<input type="checkbox"/> AR	<input type="checkbox"/> AR	<input type="checkbox"/> AR		
Location:		<input type="checkbox"/> WP	<input type="checkbox"/> WP	<input checked="" type="checkbox"/> WP	<input type="checkbox"/> WP		
Sat P25:		<input type="checkbox"/> WT	<input type="checkbox"/> WT	<input checked="" type="checkbox"/> WT	<input type="checkbox"/> WT		
Division:	Transmission O&M	<input type="checkbox"/> IP	<input type="checkbox"/> IP	<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP		
Classification:		<input type="checkbox"/> SP	<input type="checkbox"/> SP	<input checked="" type="checkbox"/> SP	<input type="checkbox"/> SP		
Authorized By:		<input type="checkbox"/> DA	<input type="checkbox"/> DA	<input checked="" type="checkbox"/> DA	<input type="checkbox"/> DA		
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Alternate Phone:							
Type of work Auth:							
Location Authorized:							
Cost Centre:							
Cost Centre Description:							
Additional Details:		Permits can be held in:		Permits can be issued from:			
		T&D Distribution, T&D Transmission					

- System Test South

Personnel		Authorization					
Full Name:		Hold Dist.	Issue Dist.	Hold Trans.	Issue Trans.	Switch	Temporary Authorization
Last Name:		<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input checked="" type="checkbox"/> LA	<input type="checkbox"/> LA	<input type="checkbox"/> SWP	<input type="radio"/> Yes <input checked="" type="radio"/> No
First Name:		<input checked="" type="checkbox"/> LB	<input type="checkbox"/> LB	<input checked="" type="checkbox"/> LB	<input type="checkbox"/> LB	<input type="checkbox"/> SWG	Expiration Date:
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Title:	TECHNOLOGIST, SYSTEM TEST	<input type="checkbox"/> AR	<input type="checkbox"/> AR	<input checked="" type="checkbox"/> AR	<input type="checkbox"/> AR		
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Division:	T&D Trans O&M	<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP	<input checked="" type="checkbox"/> IP	<input type="checkbox"/> IP		
Classification:	Technologist, System Test	<input type="checkbox"/> SP	<input type="checkbox"/> SP	<input type="checkbox"/> SP	<input type="checkbox"/> SP		
Authorized By:	Lynton Howes	<input checked="" type="checkbox"/> DA	<input type="checkbox"/> DA	<input checked="" type="checkbox"/> DA	<input type="checkbox"/> DA		
Approved By:	Shawn Schmidt	<input type="checkbox"/> DB	<input type="checkbox"/> DB	<input type="checkbox"/> DB	<input type="checkbox"/> DB		
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Type of work Auth:							
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Cost Centre:	342713						
Cost Centre Description:	System Test South						
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This change request is to fill in missing details for Andrew's existing template. The existing template did not show Andrew able to hold permits in any location.		BDPS PRPS SHPS System Test South T&D Distribution T&D Transmission					



Standard Protection Code - Maintain T and D Authorized List

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- *In Scope Supervisor Apparatus*

Personnel	Authorization																																																																							
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5.0 Components

The following is a list of components for this SOP which can be accessed through the SOP System:

Component Name	Component Type	Component Description	Location of Component
Standard Protection Code - Maintenance of Authorized List Flowchart	Flowchart	A high level and mid-level flowchart for this procedure	SOP Online - SOP Bundle: Standard Protection Code - Maintenance of Authorized List

6.0 Acronyms, Definitions and Symbols

Acronyms and Abbreviations

N/A

Definitions

N/A

Symbols

N/A



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7.0 Policies and Regulatory Requirements

This SOP is a result of the following regulations, policies, industry standards, and corporate directives and standards:

Regulatory Requirement(s)

- Saskatchewan Occupational Health & Safety Act and Regulations, 1996
 - *Part XXX, Section 465(c) - Qualified Electrical Worker*

Policies

- N/A

Standards

- N/A

Other

- Safety Directive - Grounding and Bonding pre-requisites for Transmission and Distribution Standard Protection Code Training
- Contract Specifications in regards to Standard Protection Code requirements

8.0 References

References

Standard Protection Code Manual
Safety and Environment Rulebook