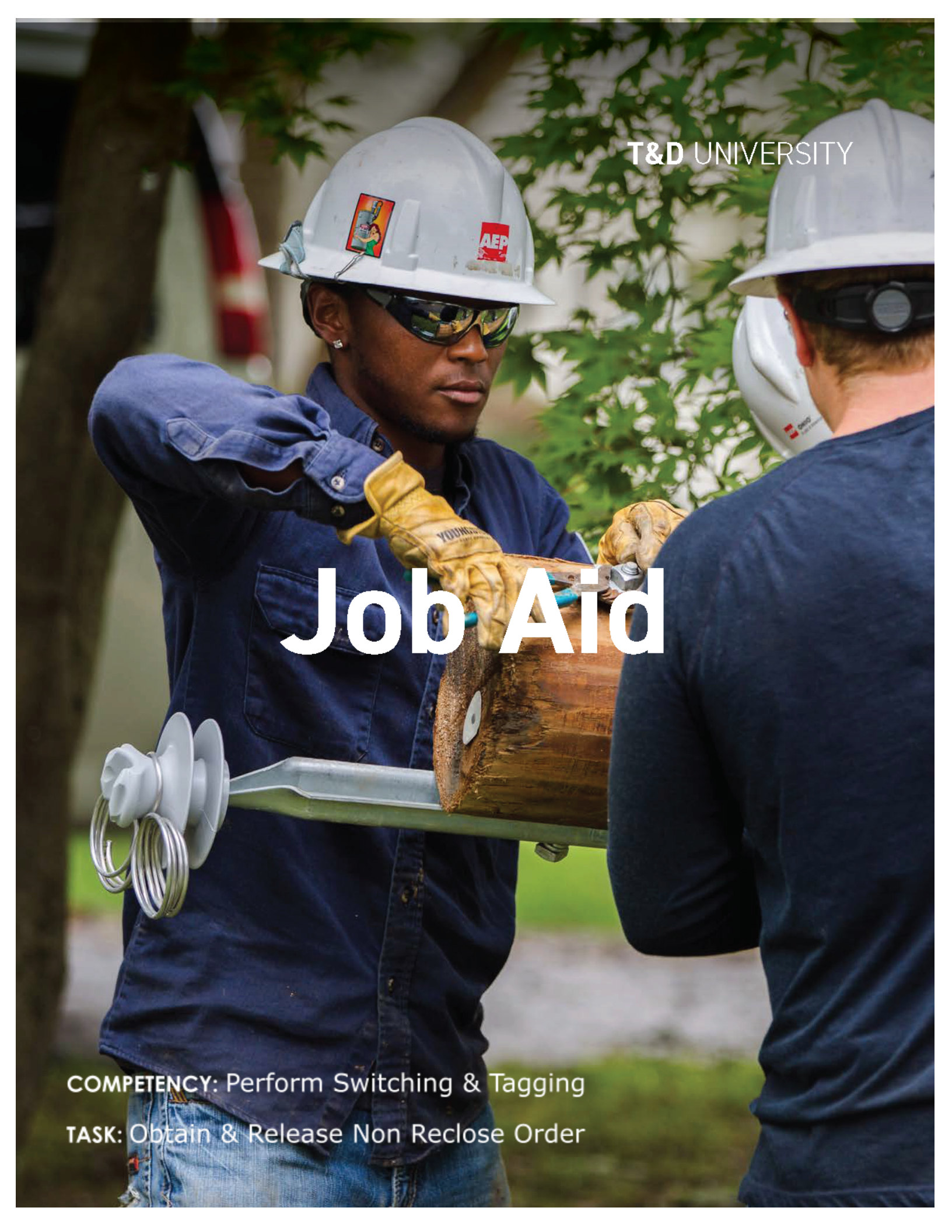


A photograph of two workers in a field setting. The worker in the foreground is a Black man wearing a white hard hat with a red 'AEP' logo and a safety sticker, safety glasses, a blue button-down shirt, and yellow work gloves. He is holding a wooden block with a metal rod passing through it. The worker in the background is a white man wearing a white hard hat and safety glasses, seen from the back. The background shows green foliage and a blurred structure.

T&D UNIVERSITY

Job Aid

COMPETENCY: Perform Switching & Tagging

TASK: Obtain & Release Non Reclose Order

Competency: Perform Switching & Tagging

Task: Obtain & Release Non Reclose Order

Learning Item ID: TDU-PROGRAM-123456



This job aid will guide you through the process steps and assist you with safely performing the function with the proper equipment. The purpose of this task is to safely perform energized work.

Introduction

Performing this task properly reduces the risk of equipment damage, outages and injury to workers.

This task requires you to communicate with the Distribution Dispatch Center and workers at the job site. When performing this task, your listening and oral communication skills are important. While giving verbal instructions to others, be mindful that use of slang and informal language can create miscommunication with others on the work team. Ask clarifying questions to ensure the correct instructions are understood.



This task requires the use of the **SAFER** HPI Tool as you conduct your job briefing.

What you should know before you perform this task:

- job task experience
- circuit map reading
- switching order
- Human Performance tools
- Scope of Work
- SAFER form
- equipment knowledge
- knowledge of task being performed
- hand tools
- location
- error precursors
- equipment controls
- Switching and Tagging Policy
- hot stick inspection



Safety & HP

- pre-job plan
- Qualify, Validate, Verify
- job map
- STAR – Stop, Act, Think, Review
- SAFER
- HP magnets

Tools, Equipment, & Supplies Required

- job briefing
- pencil
- Human Performance (HP) toolkit
- shotgun stick
- cell phone
- switching order
- hot sticks
- PPE
- atlas
- SOS switching documentation
- hold tags
- PIPE

Steps to Complete the Task

1. Conduct Job Briefing – Required before performing the task.

Employees performing work must have all pertinent information related to a job. This information is shared through a job briefing to employees involved.



*Ensure the vehicle is parked in a safe location.

*Identify the location address and phone number in case you have to call 911.

- Complete the job briefing form.
- Identify correct equipment and circuit.

- Verify hazards.
- List all layers of protection.
- Present an overview of the job.

Summarize the critical steps
Anticipate errors or mistakes
Foresee potential consequences
Evaluate layers of protection
Review experience

2. Log on Circuit with the Distribution Dispatch Center (DDC).

- Communicate with the dispatcher to identify the circuit or equipment that should be placed on manual control.

3. Perform Walk-Through.

In most cases, this step includes other workers at the site.

- Use switching order to follow each step of the procedure.
- Mark each step on switching order with ½ X.

4. Verify Switching Orders from the Distribution Dispatch Center.

- Verify and document the request (REQ) and Switch Order System (SOS) numbers.

5. Place Equipment in Non Reclose.

- Each employee identifies knowledge of equipment involved.

Job Aid Competency: Perform Switching & Tagging	T&D UNIVERSITY Task: Obtain & Release Non Reclose Order
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Communicate a plan of action for the task.	
Determine type of control to place the device on manual.	
6. Place Equipment Hold Card Tags.	
Use switching order to determine steps in the process.	
Determine equipment to be operated (Toggle switch/handle).	
7. Verify Switching Completed with the Distribution Dispatch Center (DDC).	
Communicate with the Distribution Dispatch Center as you complete the switching steps.	
8. Conduct Re-Brief.	
Use self-checking and STAR (Stop, Think, Act, Review) to identify and eliminate hazards.	
9. Log On Circuit with Distribution Dispatch Center (DDC).	
Crews complete work to move wires or phases (8-10 cue)	
Communicate with the Distribution Dispatch Center.	
10. Verify Switch Orders to Go Back to Normal with the Distribution Dispatch Center (DDC).	

Job Aid Competency: Perform Switching & Tagging	T&D UNIVERSITY Task: Obtain & Release Non Reclose Order
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Verify with Distribution Dispatch Center the correct Request (REQ) and Switching Order System (SOS) numbers	
11. Perform Walk-Through.	
Mark each step in the switching order with an X after completing the step.	
12. Remove Equipment Hold Card Tags.	
After getting permission from the Distribution Dispatch Center, remove all equipment hold card tags.	
13. Switch Recloser Back to Normal.	
Use the switching order document to operate the correct controls.	
Follow the correct switching order to return to normal.	
14. Verify with Dispatch and Log Off Circuit.	
Call the dispatcher to confirm switching has been completed.	
Log off the circuit with the Distribution Dispatch Center.	