

 Eskom	Instruction	Distribution
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Operating/Legislative Training
Certificates for the Cape
Coastal Cluster**

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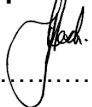
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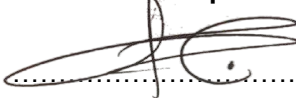
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1. INTRODUCTION

During the validation process, certificates that were issued by external training providers for operating / legislative training were submitted as part of the tender returnable (SHEQ and/or technical) and the following were observed:

- 1) Certificates issued without the correct information.
- 2) Certificates issued by non-accredited training providers. These training providers were not listed on the National Facilitators Database.
- 3) Certificates issued by accredited providers that were found to be fraudulent and/or modified issued.

2. SUPPORTING CLAUSES

2.1 SCOPE

To validate certificates issued by external training providers to verify if it complies with the Eskom requirements.

2.1.1 Purpose

The purpose of this Technical Instruction is to ensure that all contractor certificates for operating and/or legislative training are validated by the Learning and Delivery department before being accepted by Eskom business.

2.1.2 Applicability

This document shall apply throughout the Cape Coastal Cluster.

2.2 NORMATIVE/INFORMATIVE REFERENCES

None

2.2.1 Normative

None

2.2.2 Informative

[1] National Facilitators Database

2.3 DEFINITIONS

None

2.3.1 Disclosure Classification

Controlled disclosure: controlled disclosure to external parties (either enforced by law, or discretionary).

2.4 ABBREVIATIONS

Abbreviation	Description
L&D	Learning and Delivery
SHEQ	Safety, Health, Environment and Quality

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2.5 ROLES AND RESPONSIBILITIES

2.5.1 Officer Technical Support

- To submit the received certificates to validations@eskom.co.za
- To ensure that the certificates are clear and legible
- To only authorise a person after receiving confirmation validation letters from Learning and Delivery (L&D)

2.5.2 Contract Owner (Initiator)

- Allow validator access to the tender documents of the shortlisted tenders to evaluate the submitted certificates
- Shall ensure that validation of certificates forms part of the tender evaluation criteria and process.

2.5.3 SHEQ Officer

- To submit the received certificates to validations@eskom.co.za
- To ensure that the certificates are clear and legible
- To only approve the SHEQ and/or technical files after receiving confirmation validation letters from Learning and Delivery (L&D)

2.5.4 Learning and Delivery

- To validate submitted certificates
 - To record all received certificates on to the validation database
 - To issue and send validation letters to the requestor
- To ensure that certificates are legitimate, issued by accredited facilitators and that the certificates comply to the Power Delivery Operating Assessment, Authorisation and Training Standard: 240-70413865

2.6 PROCESS FOR MONITORING

All certificates that are/were issued by external training providers must be:

- Validated against the National Facilitators Database to confirm that certificates have been issued by accredited training providers.
- Submitted certificates must be verified for authenticity by the External Training provider if required.
- Comply to the Power Delivery Operating Assessment, Authorisation and Training Standard: 240-70413865

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- All ORHVS and LVOR certificates must be extended to Five years
- All ORHVS certificates must be accompanied by the Course prerequisites certificates
- All Low Voltage Regulations LVOR 001 Certificates must be accompanied by the prerequisite certificates

2.7 RELATED/SUPPORTING DOCUMENTS

None.

3. CERTIFICATE VALIDATION

3.1 LIST OF OPERATING/LEGISLATIVE COURSES TO BE VALIDATED

Operating/Legislative training will cover the following courses

- ORHVS HVO 01, HVO 02 and HVO 04
- ELW 001 Supervision in Electrical Hazardous Area
- OL2 002 Equipotential Earthing
- HVA 001 ORHVS Awareness
- LVOR 001 Low Voltage Regulations
- LVOP 001 Low Voltage Operating
- Core/MV/LV Line Construction
- L3E 06 Live Low Voltage Work Methods

3.2 VALIDATION LETTER VALIDITY

Only validation letters issued in the Cape Coastal Cluster learning and delivery shall be accepted. Previous validation letters issued by other operating units/clusters shall not be accepted.

3.3 ESKOM CERTIFICATES

All ESKOM certificates that are suspected to be fraudulent certificates can be submitted to validation@eskom.co.za to be validated.

This document has been seen and accepted by:

Name & Surname	Designation

4. REVISIONS

Date	Rev.	Compiler	Remarks
May 2022	0		New Document

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5. DEVELOPMENT TEAM

The following people were involved in the development of this document:

6. ACKNOWLEDGEMENTS

- None

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