National Electrical Safety Briefing

Access to Traction or non-Traction Distribution Locations – Guide to logging the Level C re-briefing in Oracle (NR Staff)

Introduction

A formal re-briefing of the safety requirements when accessing traction and non-traction distribution locations is contained as part of the Electrical Power Distribution Safety Hour. Once the briefing has been completed, the Line Manager or DU Competence Delivery Specialist are required to log this against the individual's competence profile in Oracle. The competence short code for this briefing is **LC DIST REBRIEF**.

The re-briefing needs to be recorded in Oracle prior to 29th July 2019 to maintain the individual's DIST Level A, B or C competence.

This guide is for Line Managers or DU Competence Delivery Specialists and details how to log LC DIST REBRIEF against the individual's competence profile.

Procedure

1. Log into oracle and then expand **Competence Manager NR**.
2. Click on **Competence Profile** to open.

3. Click on **Action** to display the required individual's competence profile.

4. Once in the individual's competence profile, select **Add Competencies**.

5. Then select **Search for Competences**. The competency Search page should then open and within the Type drop down listing, select **Traction Power Distribution** and then select **Go** to display the competence listing.

Find **LC DIST REBRIEF** and tick the box on the left-hand side of this entry. Then click **Apply.**

6. With the Add competencies page now displayed and showing the LC DIST REBRIEF entry, click on the **search icon** in the Level box. Click **Go** to display the options. Click on the **Quick Select icon** at Level 3 – Successfully Completed.
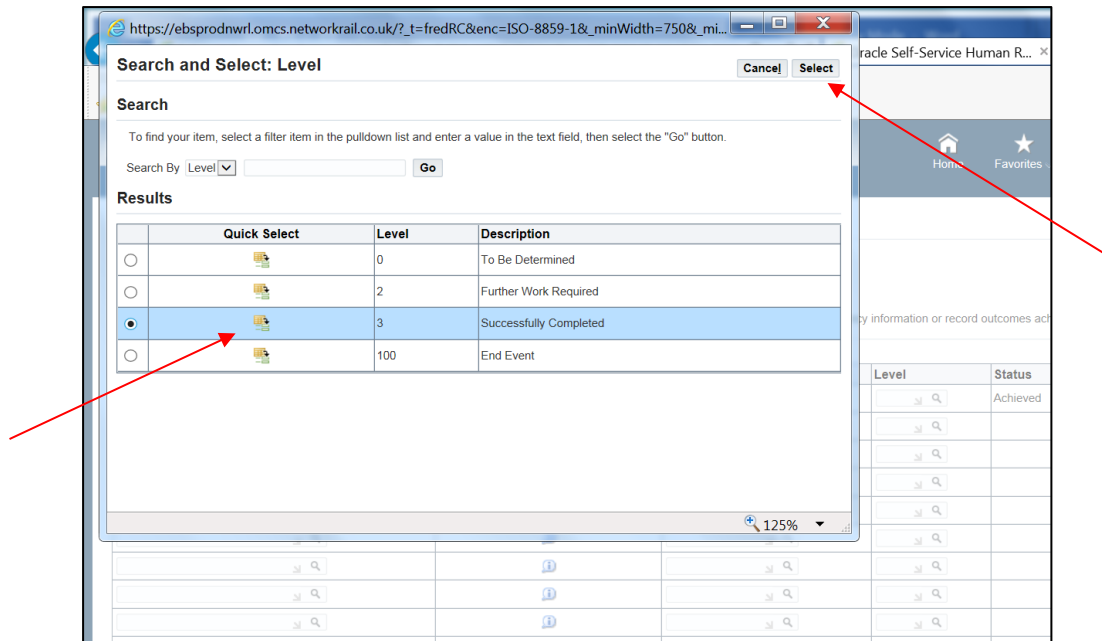
7. Then enter the date when the briefing was completed.
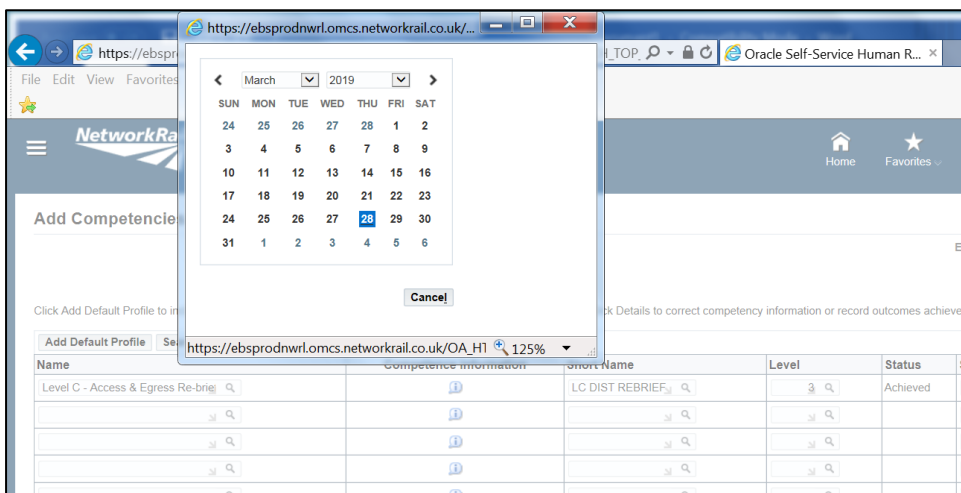
8. Then click on the **Details Icon** to display the Add Competency: Details page.

9. In the **Acquired By** drop down listing, select **Training** and then click **Apply**.

10. The individual's competence profile will be displayed again, and the current session changes will also be displayed. Then click on **Review & Submit.**

11. The Competence Profile Review page will then be displayed and then click **Submit.**

12. You should then have the following message displayed and the process is then complete.