



## 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 29<sup>th</sup> 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.

NetworkRail E-Business Suite

Home

Navigator

- Competence Employee NR
- Competence Manager NR
  - All actions awaiting your attention
  - My Notifications
  - Competence Profile
  - Authority to Work Report
  - Employee Competence Report
  - Competence Analysis Report
  - ACC Record Form
  - Cognisco Master Index
- Employee Self-Service (incl LOA) NR
- Internet Expenses NR
- Recruitment Employee Candidate
- Recruitment Hiring Manager NR
- Manager Self-Service (incl LOA) NR
- Mass Timecard Approval

Worklist

From	Type	Subject	Sent	Due	Priority
There are no notifications in this view.					

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

NetworkRail Competence Manager NR

Competence Profile: People in Hierarchy

Choose employee and click on 'Action' icon.

Focus Name	Assignment Number	Job	Position	Department	Action
Windsor, Mr Kyle					
Baker, Mr Brian		Senior Engineer	Senior Engineer [M&E] Safety, Technical & Engineering...5	AM M&E Power (570202) G1	
Cooper, Mr Martin		Senior Engineer	Senior Engineer [M&E] Safety, Technical & Engineering...6	AM M&E Power (570202) G1	
Palmer, Mr James		Engineer	Engineer [M&E] Safety, Technical & Engineering...	AM M&E Power (570202) G1	

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

**Competence Profile: Competency Profile**

We have introduced enhancements to the Oracle Competence Modules. You can now attach electronic documents as evidence of competence directly into the system. Please refer to the Oracle Competence Modules documentation for more information on how to use this feature and the evidence from, Oracle competence records.

Employee Name Palmer, Mr James  
 Organization Email Address  
 Sentinel ID Number

Click Correct to correct competency details. Click Enter New Levels Attained to record a new level of achievement in a competency.

**Current Competencies**

Name	Short Name	Level	Assessed Date	Valid Until	Review Date
1 to 1 Meeting Period 02	121-02	3-Completed	16-May-2018		15-May-2019
1 to 1 Meeting Period 04	121-04	3-Completed	24-Jul-2018		23-Jul-2019
1 to 1 Meeting Period 06	121-06	3-Completed	18-Sep-2018		17-Sep-2019
1 to 1 Meeting Period 07	121-07	3-Completed	24-Oct-2018		23-Oct-2019
1 to 1 Meeting Period 08	121-08	3-Completed	12-Nov-2018		11-Nov-2019
1 to 1 Meeting Period 09	121-09	1-Pending	15-Aug-2018		14-Aug-2019
1 to 1 Meeting Period 10	121-10	3-Completed	13-Dec-2018		12-Dec-2019
1 to 1 Meeting Period 11	121-11	3-Completed	24-Jan-2019		23-Jan-2020

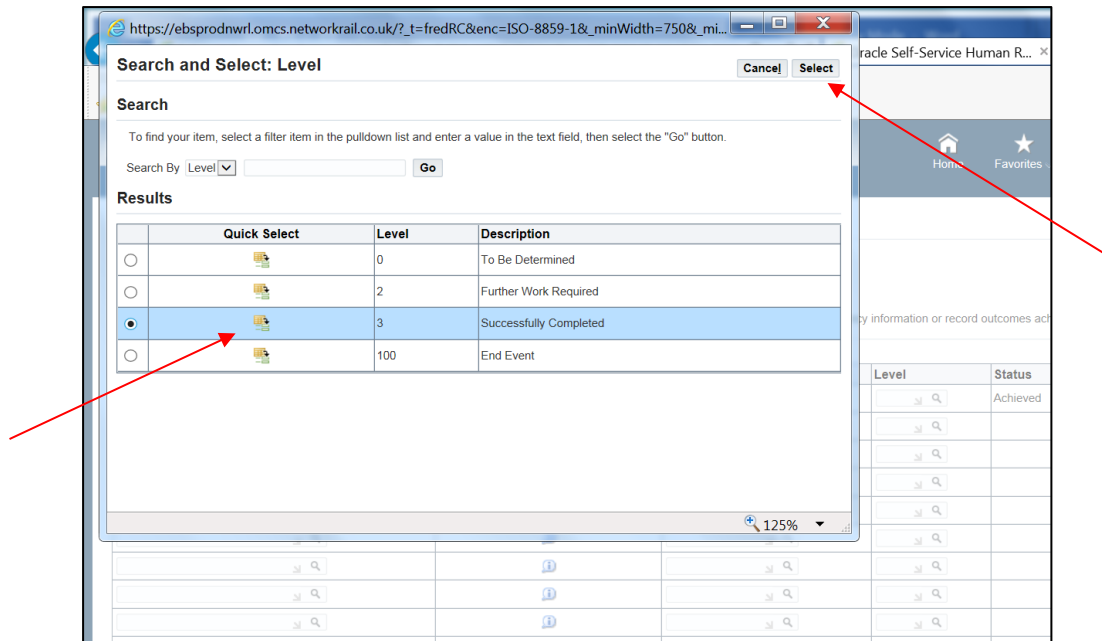
- Then select **Search for Competencies**. The competency Search page should then open and within the Type drop down listing, select **Traction Power Distribution** and then select **Go** to display the competence listing.

<input type="checkbox"/>	Isolate Category A - Withdrawable type.Siemens DSG Switchgear	DIST Cat A. 14
<input type="checkbox"/>	Isolate Category A - Withdrawable type.W&B MM74 Switchgear	DIST Cat A. 15
<input type="checkbox"/>	Isolate Category A - Withdrawable type.W&B NDC Switchgear	DIST Cat A. 16
<input type="checkbox"/>	Isolate Category B - Fixed type.	DIST Cat B
<input type="checkbox"/>	Isolate Category B - Fixed type.CTI/CTS Switchgear	DIST Cat B.01
<input type="checkbox"/>	Isolate Category B - Fixed type.DCDS (Ferraz) Switchgear	DIST Cat B.02
<input type="checkbox"/>	Isolate Category B - Fixed type.DCDS (Holec) Switchgear	DIST Cat B.03
<input type="checkbox"/>	Isolate Category B - Fixed type.DCDS (LC- Le Carbone) Switchgear	DIST Cat B.04
<input type="checkbox"/>	Isolate Category B - Fixed type.DCDS (Soule) Switchgear	DIST Cat B.05
<input type="checkbox"/>	Isolate Category B - Fixed type.DCLDS (ABB ACB) Switchgear	DIST Cat B.06
<input type="checkbox"/>	Isolate Category B - Fixed type.RJR526 Switchgear	DIST Cat B.07
<input type="checkbox"/>	Level A: Isolate Earth and/or Switch and Issue Safety Documentation for Traction Distribution Equipment (AC).	LA DIST AC-i
<input type="checkbox"/>	Level A: Isolate Earth and/or Switch and Issue Safety Documentation for Traction Distribution Equipment (AC+DC).	LA DIST AC+DC-i
<input type="checkbox"/>	Level B: Isolate Earth and/or Switch Traction Distribution Equipment under direction (AC).	LB DIST AC-i
<input type="checkbox"/>	Level B: Isolate Earth and/or Switch Traction Distribution Equipment under direction (AC+DC).	LB DIST AC+DC-i
<input checked="" type="checkbox"/>	Level C - Access & Egress Re-briefing 2019.	LC DIST REBRIEF
<input type="checkbox"/>	Level D: Receive Safety Documentation.	LD DIST
<input type="checkbox"/>	Management of SF6 Gases.	Dist 13
<input type="checkbox"/>	Negative Short Circuiting Device Maintenance.	NSCD Maint
<input type="checkbox"/>	Undertake preventative & corrective maintenance of Protection Relays.	Dist. 02
<input type="checkbox"/>	Undertake preventative & corrective maintenance of SCADA Systems.	Dist. 03
<input type="checkbox"/>	Undertake preventative & corrective maintenance of the Traction Power Distribution Systems.CTS and CTI	Dist. 01.03

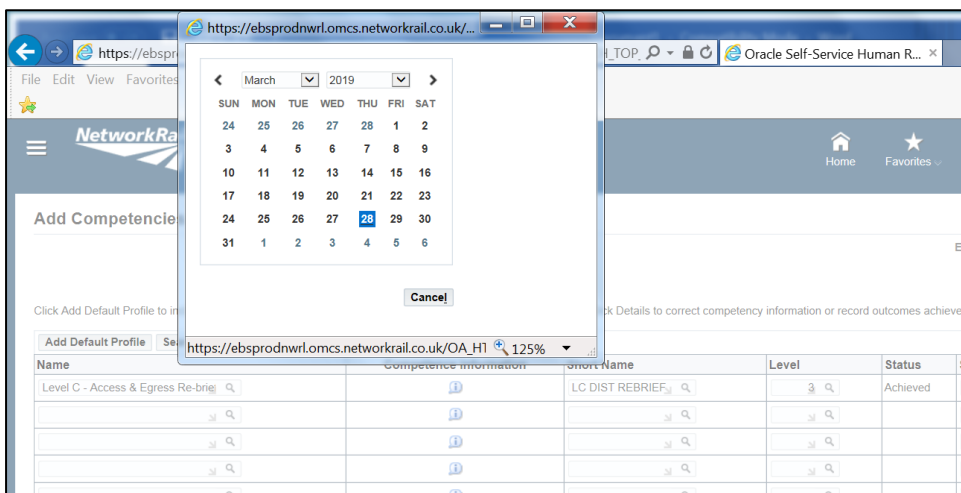
Apply Cancel

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

- 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.

**NetworkRail** Competence Manager NR

### Add Competency: Details

Employee Name: Palmer, Mr James  
 Organization Email Address:  
 Emp Route: No Route Applicable

\* Indicates required field

Competency Name: Level C - Access & Egress Re-briefing 2019. ⓘ  
 Competency Short Name: LC DIST REBRIEF  
 \* Proficiency Level: Successfully Completed - 3 [v]  
 \* Start Date: 28-Mar-2019 [calendar icon]  
 \* Acquired By: [dropdown]



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

