



Tamil Nadu Electricity Board Engineers' Sangam

தமிழ்நாடு மின்சார வாரிய பொறியாளர் சங்கம்

Regd. No. 124/MDS (Recognised)

(Affiliated to All India Federation of Power Diploma Engineers)

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Attention to the newly joined JE II Gr/SS/Operators.

Dear Ers. The following are the basic things you have to know in general while taking shift duty confidently in any SS.

- * **Sign** in attendance.
- * **Sign** in shift (log book) operation register.(Handing over/Taken over)
- * **Enquire** sub-station / shift condition from previous operator before he/she leaves SS.
- * **Read** operations carried out from where you left shift previously.
- * **Check** any work /LC is pending (take note of it).
- * **Check** any load shedding is in process. (take note of it).
- * **Sign** in shift log sheet / reading register.
- * **Check** any Voltage/Current/temperature reading shows differently from normal values.
- * **Check** battery conditions. Battery is the heart of the SS.
- * **Check** pilot cell readings/conditions.
- * **Check** D.C. supply healthiness.
- * **Check** control/relay panels for any flag indications or abnormal conditions.
- * **Have** a walk to the yard and observe everything is normal.
- * **Check** humming noise of the transformers /equipments (You can recognize by experience)
- * **Check** practically any LC or work is undergoing and protective measures are adopted while working in SS.
- * **Check** any back feeding/tie-up/temporary arrangements made in the SS.(take note of it)
- * **Check** SS Land Line /mobile phones are in working condition.
- * **Keep** diary/ Note book with you to note your observations while you are in SS duty.

NOW ONLY YOU ARE FULLY PREPARED TO TAKE SHIFT IN THE SUBSTATION.

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After taken over:

- * **Check** any work/LC/Load shedding is to be carried out from your taking over of shift.
- * **Enter** all operations;
 - # carried out by you
 - # performed by control centre/SLDC /GRT/MRT/ SPL (M) & other agencies in log register.
- * **Mark** different colour for important operations in the log book for quick /easy reference.
- * **Know** the feeding arrangement of feeders of incoming and outgoing from SS.
- * **Issue** LC by following due procedure and only to a competent person authorized by Board.
The LC must specify the LC number, date and time, name and designation of issuing and receiving authority, Equipment/ Line where LC is issued, mentioning where equipment/Line is discharged/earthed, mention where supply if available adjacent to the Equipment or Line under LC, details of back feeding if any, etc., (Pl note : Details relating to condition outside the sub-station should not be confirmed /given in the LC, Earth rods should NOT be provided by the SS/operators at the line side outgoing end of the breaker which leads to distribution network)
- * **Know** the difference between a "blink", "confirmation" and "Line Clear". Adopt correct procedure.
- * **Line** Clear must be issued to the particular individuals. There is NO - "for" and "on behalf" for issuing, receiving, returning and cancelling LC. Only the designated person must deal it.
- * **LC** should not be issued without proper confirmation from the competent authority.
- * **Work** should be allowed to perform only if LC is obtained for that specific work.
- * **Clubbing** of works for different purpose on the same/ different feeders for different persons should not be permitted in single LC.
- * **Cautiously** operate Earth switch & provide earth rods only after confirmation. Ensure twice no supply is available on the line to be earthed.
- * **Perform** operations in a particular sequence while issuing LC and follow the sequence in the reverse order after cancelling LC to bring back normalcy.
- * **There** is NO short cut to safety. Follow safety guidelines and practice safety norms. Use safety equipments, gauntlets while performing operations.
- * **Always** follow approved operating instructions. It is law book for the operators. It will protect you from unwanted problems.

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- * **After** completion of shift properly hand over shift by incorporating all operations carried out in log register and readings properly entered in log sheets
- * **Explain** important happening orally to the incoming operator (as you heard from the other operator when you take over shift).
- * **Check** the incoming operator signed in the log book and then leave SS.

General:

- * **Maintain** SS details- Capacity, CT ratios, max/min readings and ratings, Name plate details of equipments, alternate Sources of supply to SS, station supply to battery, equipments, etc.,
- * **Keep** essential contact numbers like Nearest hospital, Fire station, Police station, Ambulance, etc.,
- * **Keep** above details updated for your ready reference.

Most important:

- * You are the boss in your duty, think and act before any operation is performed.
- * Don't get puzzled /confused /panic in case of emergency.
- * Judge the condition, take time to think and act correctly.
- * It is better not to perform unconfirmed /incorrect operation because it may lead to serious problems.
- * Always keep informing higher authorities and seek their guidance.
- * **RECORD SHOULD BE CORRECTLY WRITTEN BECAUSE IT ONLY PROTECT YOU.**

Note:

- ✓ **THE ABOVE ARE ONLY THE TIP OF AN ICEBURG.**
- ✓ **WE WILL EXPLAIN MORE IN PERSON WITH PRACTICAL EXAMPLES RELATED TO SS EQUIPMENTS, CONTROLS AND OPERATIONS, DO'S AND DON'T'S, SAFETY GUIDELINES ETC., IN DETAIL DURING (Y)OUR TRAINING PROGRAMME WHICH IS TO BE ORGANISED AT REGIONAL LEVEL SHORTLY.**
- ✓ **ATTEND TRAINING TO SERVE SAFELY- NOT ONLY FOR YOU, FOR YOUR FAMILY AND TO THE BOARD.**
- ✓ **MAKE YOURSELF EQUIPPED FOR YOUR BETTER FUTURE AND SECURE PROMOTIONS WITHOUT PROBLEMS.**

Best wishes to you all.


GS/TNEBES.
10/07/15

PS:

We welcome any suggestion /correction.