FOCUS LEARNING

KNOWLEDGE TRANSFER

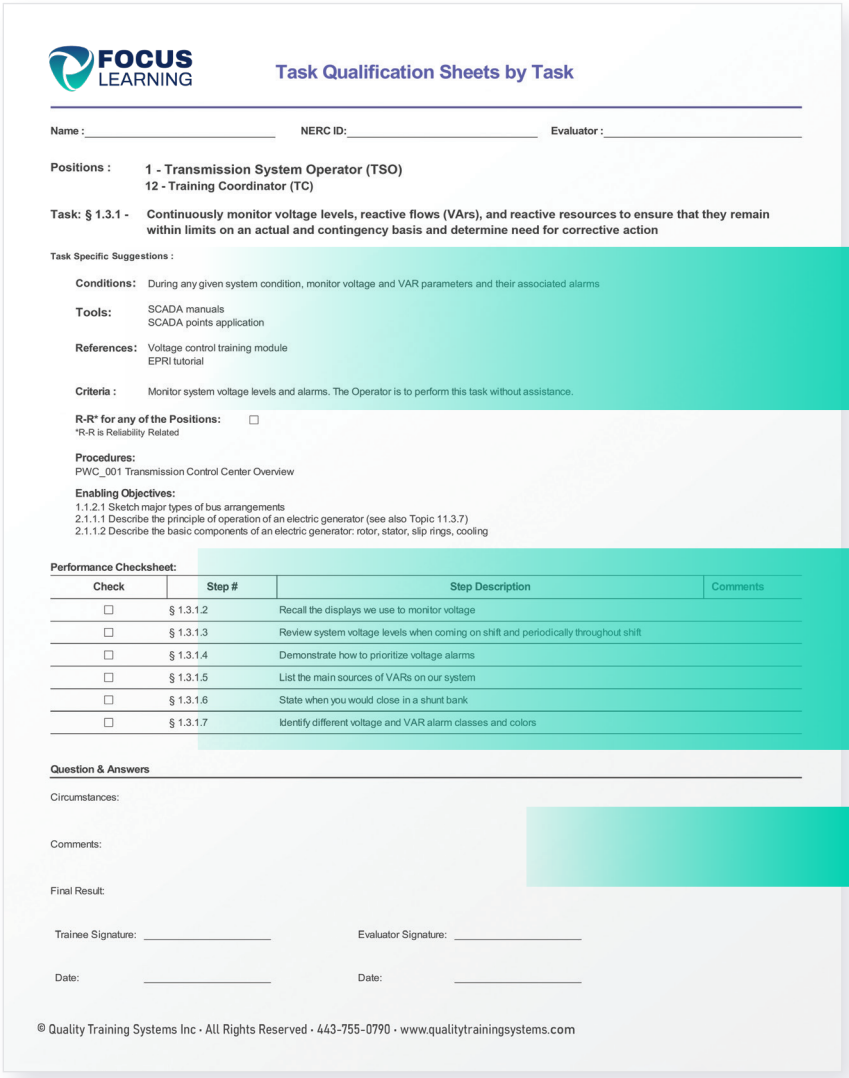
Your best employee is retiring.

Are you confident your OJT program can pass her experience to the next generation?

Knowledge Transfer

Safeguard your organization's critical knowledge and eliminate operational disruptions

Operational disruptions are costly, but entirely avoidable with FOCUS' proven OJT knowledge transfer processeses. Our OJT task qualification worksheet is just one component of our proven processes ensure nothing falls through the cracks.



FOCUS LEARNING

Task Qualification Sheets by Task

Name : _____ NERC ID: _____ Evaluator : _____

Positions : 1 - Transmission System Operator (TSO)
12 - Training Coordinator (TC)

Task: § 1.3.1 - Continuously monitor voltage levels, reactive flows (VArs), and reactive resources to ensure that they remain within limits on an actual and contingency basis and determine need for corrective action

Task Specific Suggestions :

Conditions: During any given system condition, monitor voltage and VAR parameters and their associated alarms

Tools: SCADA manuals
SCADA points application

References: Voltage control training module
EPRI tutorial

Criteria : Monitor system voltage levels and alarms. The Operator is to perform this task without assistance.

R-R* for any of the Positions: ☐
*R-R is Reliability Related

Procedures:
PWC_001 Transmission Control Center Overview

Enabling Objectives:
1.1.2.1 Sketch major types of bus arrangements
2.1.1.1 Describe the principle of operation of an electric generator (see also Topic 11.3.7)
2.1.1.2 Describe the basic components of an electric generator: rotor, stator, slip rings, cooling

Performance Checksheet:

Check	Step #	Step Description	Comments
☐	§ 1.3.1.2	Recall the displays we use to monitor voltage	
☐	§ 1.3.1.3	Review system voltage levels when coming on shift and periodically throughout shift	
☐	§ 1.3.1.4	Demonstrate how to prioritize voltage alarms	
☐	§ 1.3.1.5	List the main sources of VARs on our system	
☐	§ 1.3.1.6	State when you would close in a shunt bank	
☐	§ 1.3.1.7	Identify different voltage and VAR alarm classes and colors	

Question & Answers

Circumstances:

Comments:

Final Result:

Trainee Signature: _____ Evaluator Signature: _____

Date: _____ Date: _____

Pull all important task list details together on one sheet

Standardize methods for performance verification

Capture knowledge from subject matter experts

Contact us today to start safeguarding your organization's critical knowledge.

contact.us@focuslearning.com

FOCUS LEARNING