



Apprentice Name: _____

Step 2 - Apprentice System Operator Job Competency / Demonstration Form

COMPETENCIES/SKILLS		RATING
#1	Explain the method of "Bracket Grounding".	
#2	Explain the method of "Equipotential Grounding".	
#3	List the five-step grounding process.	
#4	Explain fault current.	
#5	Explain the possible sources of electric energy with regards to grounding.	
#6	Explain the term "Clearance".	
#7	What is a clearance point?	
#8	Explain the two factors regarding jurisdiction.	
#9	Define "Operations Center".	
#10	Review the Operations Center log at your utility and discuss the items logged. Discuss possible changes or additions that may be beneficial.	
#11	Discuss the role of the system operator at your utility and their responsibilities.	
#12	Explain operating errors and discuss how they are handled at your utility.	
#13	Explain the four main functions of a substation.	
#14	Explain the four main types of substations.	
#15	Explain the purpose of a potential transformer.	
#16	Explain the purpose of a circuit switcher.	
#17	Explain the purpose of disconnects.	
#18	Explain how voltage control is handled in a substation.	
#19	Explain the purpose of current transformers.	
#20	Understands the difference between the main bus and transfer bus.	
#21	Explain the ground grid of a substation.	
#22	What main equipment is found in the control house?	
#23	Explain the single-line diagram and what it represents.	
#24	Review some or all your utilities single-line diagrams and understand the flow of power through the substation, and the equipment found in each. (Supervisor's discretion)	
#25	Explain the role of relays in your substation.	
#26	Demonstrate knowledge and ability working with your utilities SCADA system.	
#27	Review the Terms and Conditions of your utility with your supervisor.	
#28	Ability to follow directions.	
#29	Positive attitude toward work and others.	

RATINGS:

Exceeds Expectations

Meets Expectations

Below Expectations

COMMENTS/REMARKS

I find this apprentice competent in the skills listed above and ready to advance to the next level.

Supervisor's signature: _____ Date: _____