



Apprentice Name: \_\_\_\_\_

## Step 2 - Apprentice System Operator Job Competency / Demonstration Form

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

### RATINGS:

1. Exceeds Expectations
2. Meets Expectations
3. Needs Improvement

COMMENTS/REMARKS	

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

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_