



VICTORIAN ELECTRICITY SUPPLY INDUSTRY



CODE OF PRACTICE



LOW VOLTAGE SERVICE FUSE REMOVAL & REINSERTION BY LICENSED ELECTRICIANS and L & G CLASS INSPECTORS



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This CODE OF PRACTICE has been developed by key electrical industry stakeholders to ensure that disconnection and reinstatement of supply by operation of Electricity Distributor service fuses at the supply interface to specified Victorian electricity customers installations may be undertaken in a responsible manner by Licensed Electricians and L & G Class Electrical Inspectors, other than those working for Electricity Distributors.

Compliance with this *Code* permits these *licensed persons* to remove and reinsert the Electricity Distributors service fuse link normally located in the customer installations fuse holder under controlled conditions within specified installations to disconnect and reconnect supply.

Increased electrical safety, efficiencies, reduced costs and maintenance of responsible management for disconnection and reconnection of electricity to customers will result from this *Code*.

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FOREWORD

To: All licensed electricians and L & G Class electrical inspectors

CODE OF PRACTICE – LV FUSE REMOVAL AND REINSERTION

This Code of Practice (*code*) has been developed by key electrical industry stakeholders to facilitate appropriately licensed persons to disconnect and reconnect the majority of electrical installations by the removal and reinsertion of low voltage service fuse(s).

The initiative will greatly enhance the electrical safety of licensed persons who need to work on electrical equipment in electrical installations such as main switchboards, and increase industry efficiencies by reducing site visits for disconnection and reconnection purposes by electricity distribution companies (Network Operators).

Service fuse links are assets which are owned by electricity distribution companies. Electricity Safety Management Schemes made under the Electricity Safety (Management) Regulations 2009 limit the operation of such assets to persons with qualifications, proficiency and experience to safely perform that function. While Energy Safe Victoria takes the view that licensed electricians or inspectors should have these skills, it supports the use of this *code* to reinforce those skills.

This *code* relates to fuse removal and reinsertion by licensed electricians and L & G Class electrical inspectors. These licence holders should comply with the specified conditions, these conditions include:

- The necessity for those licence holders to be competent in fuse removal and reinsertion and use the appropriate equipment and processes.
- Limitation of service fuse removal and reinsertion to direct metered installations with a maximum demand of less than 100 Amps per phase.
- The distribution company must be advised of essential details where the licensed person intends to remove and reinsert a service fuse to these installations. Failure to advise the distributor may result in the distributor attending to investigate a meter alarm at the particular premises. Attendance by the distributor under these circumstances may attract a service call charge.
- The licensed person shall contact the relevant distribution company for fuse removal and/or reinsertion not covered by the *code*.
- The licensed person's responsibilities and liabilities associated with this function, electricity distribution company contact details and other essential information is included in the *code*.

Further specified conditions are listed and other sections of the *code* include, typical processes, equipment, photos of typical equipment the fuse removal and reinsertion process.

Fuse removal outside these conditions should be the subject of negotiation between the distribution company and the customer.

However, to ensure electrical safety is maintained, it is emphasised that licensed persons must be competent and use the appropriate equipment and process.

I commend this Code of Practice to you and congratulate those industry organisations involved with the development of the *code*.

Yours sincerely



Paul Fearon
DIRECTOR OF ENERGY SAFETY

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DEFINITIONS

Licensed Person – a holder of a current Electrician's A Class Licence and/or Electrical Inspector's Class L or G Licence as issued by Energy Safe Victoria.

Code – Victorian Electricity Supply Industry Code of Practice Low Voltage Service Fuse Removal & Reinsertion by Licensed Electricians and L & G Class Inspectors

Service Fuse – Means the Supply Protection Device (Fuse Link/Cartridge)

Fuse Assembly – Means Supply Protection Assembly which contains the service fuse

1. PREFACE

This **Code** has been prepared and endorsed by the following organisations:

- CitiPower Ltd
- Energy Safe Victoria (ESV)
- Jemena
- Powercor Australia Ltd
- SP AusNet
- United Energy
- NECA - National Electrical & Communications Association (Victorian Chapter)

The **Code** is managed by a Steering Committee consisting of a representative from each of these organisations.

2. PURPOSE

Supply to a customer installation within Victoria is normally controlled by an Electricity Distributors fuse link located and sometimes sealed within a Fuse Assembly provided by the customer.

This **Code** is to enable removal and reinsertion of LV service fuses for disconnection and reconnection of specified customer's installations connected to Victorian Electricity Distribution Networks to be performed in a structured, orderly and efficient manner by other than Electricity Distributors where this is deemed necessary by an appropriately **licensed person**.

Benefits will include:

- enhancement of safety while performing work on the parts of the electrical installation that are not controlled by the main switch
- reduction of frequency of electrical workers working live, thus providing increased safety for electrical workers
- increased industry efficiency and decreased costs by reducing the necessity for Electricity Distributor personnel site visits.

3. SCOPE

This **Code** permits **licensed persons** who have the competency to remove and reinsert LV service fuses for the purpose of disconnection and reinstatement of supply. This Code applies to direct metered Domestic, Commercial and Industrial Electrical Installations up to 100 A maximum demand per phase connected to an Electricity Distribution Network within Victoria under the **specified conditions** section of this **Code**:

4. SPECIFIED CONDITIONS

- 4.1. The **licensed person** shall be competent in the removal and reinsertion of LV service fuses and use appropriate equipment and processes.
- 4.2. The **licensed person** shall obtain permission from the customer and any affected occupier prior to supply removal, except in emergency conditions.
- 4.3. The **licensed person** shall not remove and/or re-insert LV service fuses to other than Domestic, Commercial and Industrial Electrical Installations up to 100 A maximum demand per phase connected to a Victorian Electricity Distributors Network:
- 4.4. The **licensed person** shall notify the relevant Electricity Distributor on the following telephone numbers prior* to removal of the service fuses/s and provide the information listed:

Jemena	131 626
CitiPower	131 280
Powercor	132 412
SP AusNet	131 799
United Energy	132 099

- Name, licence number and contact phone number of the licensed person
- Certificate of Electrical Safety Number
- Customer Name
- Premises Address
- Meter Number
- Reason for disconnection
- Disconnection time
- Proposed reconnection time (ensure reference to item 6 for 3 phase installations)

*In an emergency this information shall be provided at the earliest opportunity following the fuse removal.

- 4.5. The **licensed person** shall notify the relevant Electricity Distributor by telephone following reinsertion of the service fuse/s and provide the following information:
- Name and Licence Number (if different to original caller)
 - Certificate of Electrical Safety Number
 - Customer Name
 - Premises Address
 - Meter Number
 - Reconnection time
- 4.6. The **licensed person** shall arrange for the relevant Electricity Distributor to reinsert the fuses if any work performed upstream of 3 phase meters affect the meters phase rotation.
- 4.7. The **licensed person** shall maintain records including the time, date and location of all service fuse removals and reinsertions. and the seal identification number where a seal is required to be replaced.
- 4.8. The **licensed person** shall not interfere with Electricity Distributor assets other than service fuses and their associated seals.

Note: The **licensed person** shall not interfere with the Electricity Distributor assets, these include, service cables, meters, metering communications equipment, time switch, meter panel wiring and their associated seals.

- 4.9. The **licensed person** shall replace any service fuse seal which has been removed with a commercially available seal that has a unique number. The seal number shall be recorded in accordance with clause 4.7.
- 4.10. The **licensed person** shall not purport to represent any Electricity Distributor.
- 4.11. The **licensed person** shall minimise the time supply is disconnected.
- 4.12. The **licensed person** shall notify the relevant Electricity Distributor to arrange repair where the service fuse or equipment is damaged during fuse removal or reinsertion.
- 4.13. The **licensed person** will limit unsupervised access to the live metal parts of a service fuse assembly while the fuse is removed..
- 4.14. The **licensed person** shall perform all work in a manner which complies with good industry practice and all applicable occupational health and safety laws and regulations.
- 4.15. The **licensed person** shall comply with the conditions of this Code.
- 4.16. The **licensed person** accepts responsibility and all liability for any loss, consequential loss, injury or damage resulting from any work performed under this **Code**.
- 4.17. The **licensed person** will contact the relevant Electricity Distributor for service fuse removal and reinsertions which are not covered by this **Code**.

5. PROCESSES – TYPICAL

- a. Obtain permission of customer and any affected occupant
- b. Notify Distributor
- c. Install notices, shed load (turn off main switches), remove service fuse and test to ensure supply is isolated
- d. Perform work and conduct mandatory tests
- e. Limit unsupervised access to live metal parts of the service fuse assembly.
- f. Reinsert service fuse and conduct live tests (voltage, polarity, phase sequence) and re-seal fuse
- g. Advise customer and any affected occupant
- h. Inform Distributor
- i. Record work details

6. EQUIPMENT - TYPICAL

- a. LV Fuse sticks
- b. LV gloves
- c. Testing equipment
 - Earth Reel/Spike/Trailing Lead
 - 3 Tube Neon Tester or approved Voltage Tester

This equipment is available through most Victorian Electrical Wholesalers.

7. Typical Supply Protection Assemblies



Typical supply protection assembly (overhead supply ≤ 100 amps)



Typical supply protection assembly (underground supply ≤ 100 amps)

8. Typical Supply Protection Assembly sealing devices

8.1. The **licensed person** shall re-seal the Supply Protection Assembly at time of re-insertion, with an appropriate seal provided by the **licensed person**.



