

## Switching and Tagging

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**Owner:** Jordan Hollingsworth

The purpose of this Switching and Tagging Job Aid is to help ensure safe working conditions for personnel that must work on electrical facilities by establishing consistency in operating procedures within the AEP system.

Where conditions are not covered in this Job Aid, or if the job is not completely understood, the Advisor should safely stop the work and communicate their concerns to the necessary personnel on the jobsite.

### Important Terms

Term	Definition
Computer Tags	When computers are used to control the operation of line and station equipment, at the station or by SCADA, the computer-generated tag within the software is an approved tagging method. (Primarily performed by TFS in the field and by Appropriate DPA via SCADA)
Clearance	Is an operating order issued by a Dispatching Authority to an authorized person to perform work on, or near, designated equipment after it has been isolated from all known primary voltage sources, including potential, station service and distribution line transformers, and after tagging all visible open points. This equipment shall remain isolated until all Clearance holders release their Clearance.
Hold Order	Is an operating order issued by the Dispatching Authority to hold equipment open or in a designated state for the Interface Points between Dispatching Authorities, Distribution Line Work, and Distribution Network. A Hold Order is not to be used in the place of a Clearance.
Hold Tag	Is used to denote operating orders or operating limitations. The Hold Tag is exclusively under the control of the Dispatching Authority and is not to be placed on or removed from any equipment unless authorized. Hold Tags shall bear the name of the Dispatching Authority who directed their placement.
Information Tag	Use of the Information Tag is used for the purpose of supplying general information regarding the status of circuits or equipment. This tag will not replace or be a substitute for a HOLD tag. It is intended as a temporary tag and not a permanent label.

Term	Definition
Log On/Off	Excluding work within a station, a Log On/Off is a notification to and approval from the appropriate Dispatching Authority to perform work on or near transmission circuits, distribution primary circuits and/or distribution equipment connected to primary circuits. A Log On/Off provides the Dispatching Authority notification of intended work that may jeopardize the reliability of a circuit (e.g., cutting danger tree(s) or brush) or notification of intended work to operate equipment or associated controls connected to primary distribution circuits. The Dispatching Authority will determine if the Log On/Off work can proceed based on system conditions.
Logging On/Off Equipment	Crew(s) shall Log On with the appropriate Dispatching Authority before beginning work and Log Off upon completing or ceasing work for the day. Work that does not jeopardize the reliability (i.e. visual inspections, pole ground treatment at ground level, vegetation management not endangering equipment, measuring conductor size or height, obtain load readings, etc.) will not require a Log On/Off.
Non- Reclose Order	Is an operating order issued by a Dispatching Authority to an authorized person to perform work on, or near, designated energized equipment after all its reclosing devices, including SCADA supervisory points, are disabled, and tagged.
Transmission and Distribution Dispatching Authority	Transmission Operations (40kV and above) and Distribution Dispatch (below 40kV) have the overall responsibility for continual monitoring, coordination, and operation of all company T&D electrical facilities. This includes establishing and administering the operating procedures and policies for the EHV, transmission, and distribution systems.

## Standard Tags

AEP has two company approved operating tags to be used in the operation of line and station electrical equipment, the HOLD tag, and the INFORMATION tag.

When used, the tags are to be placed properly and in a secure manner.

**Hold Tag (Red)**



Use and Control of the Hold Tag - The Hold Tag is used to denote operating orders or operating limitations. The Hold tag is exclusively under the control of the Dispatching Authority and is not to be placed on or removed from any equipment unless authorized. Hold Tags shall bear the name of the Dispatching Authority who directed their placement.

Importance of the Hold Tag - The Hold Tag prohibits operation of the device on which it is placed and . The Dispatching Authority shall have Hold Tags placed at all appropriate locations prior to issuance of an operating order on equipment.

**Information Tag (White)**



The Information Tag is used for the purpose of supplying general information regarding the status of circuits or equipment. This tag will not replace or be a substitute for a Hold Tag. It is intended as a temporary tag and not a permanent label.

The Information Tag may be placed and removed independently by field personnel and is not under the direct control of the Dispatching Authority. The person placing an Information Tag should enter their name, date, and the reason the tag was placed. Whoever corrects the noted condition shall remove the information tag.

## Switching and Tagging Q&A (While Performing Observations)

### Q: Has the Contractor checked into the Station via CICO?

**A:** All personnel working alone or the individual responsible for a crew/party working together shall notify (CICO-preferred) the proper Dispatching Authority immediately upon entering and leaving any station and report the nature of all work to be performed. Electronically checking into a station is not an authorization to perform work. Personnel that have reported in the station shall maintain a form of communication with the Dispatching Authority.

### Q: Has the Contractor had Station Entry Training?

**A:** Only those persons who have been certified as completing station entry training or escorted by a certified person are authorized to enter a station. (This information can be referenced in the WSHP Addendum A: Training Requirements.)

### Q: Has the Contractor been through Switching and Tagging Training through the appropriate dispatch authority?

**A:** All switch-persons must receive appropriate training and be qualified before they can perform switching as outlined by the appropriate Transmission or Distribution organization. If a person has not performed switching in the previous 12-month period, that person must receive refresher training before they can switch.

### Q: Has the NRO/Clearance information been provided on the Pre Job-Briefing (PJB)?

**A:** Located at the bottom left of the front page of the PJB you will find the Energy Source Controls Area. Ensure this information is completed if there are NRO's/Clearances in place. (Pic pulled from Addendum D: Pre Job-Briefing)

### Q: Have the Clearance Boundaries (Open Points) been Identified?

**A:** These are the specific areas that have been isolated from all known primary voltage sources, (i.e., working behind open switches, disconnecting from distribution transformers, disconnecting jumpers, etc.) These Clearance Boundaries or Open Points can be identified by observing the presence and location of the Hold Tags (primarily in the station). High Vis Green and Yellow Flags have been used to Identify clearance boundaries inside of stations, but also on distribution lines where Air Brake Switches (ABS) are located. **Note:** The Clearance Boundaries need to be identified clearly and understood by all crew members on site.

### Q: Is the NRO/Clearance Holder on site or readily available?

**A:** The Holder needs to be at minimum readily available. He will be the sole point of contact regarding the Dispatch Authority. The Holder needs to be available to communicate concerns/questions from the field to dispatch and vice versa.