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Title:	Toshiba Medium Voltage VSD Training Requirements	Number:	
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Sponsor:	Sam Chatterton, Director Chiller Solutions Product Technical Support and Industrial Systems	Revision:	10

**** READ THIS POLICY COMPLETELY ****

POLICY STATEMENT

The purpose of this Policy is to define the training requirements for JCI Service Technicians prior to commissioning or performing field work on medium voltage equipment. Effective immediately, training and certification is **mandatory** for all Johnson Controls service technicians working on Toshiba Medium Voltage Variable Speed Drives. Failure to follow these instructions can result in significant delays in commissioning and additional costs to your branch.

STEP 1: PREREQUISITE ONLINE SAFETY TRAINING

The following computer-based safety training **must** be completed BEFORE you can enroll in and attend Toshiba Medium Voltage Drive training. These modules and their associated online tests are available through the [JCI Learning Network](#). You cannot be confirmed to attend the drive training until the following modules are completed and the online tests are passed.

- C-8095-EN Lockout/Tagout Electrical Safety Training
- C-8096-EN Live Electrical Work Electrical Safety Training
- C-8182-EN Medium Voltage Safety Training - VSD/Chiller Starters

CDROM versions of these training modules are also available for ordering through the [JCI Learning Network](#).

STEP 2: ATTEND TOSHIBA MV-VSD TRAINING

Only upon successful completion of the prerequisite safety training can technicians enroll in and attend Toshiba's 4-day Commissioning-level MV VSD training in Houston, TX. Technicians (and/or their Managers) can register for this class through the [JCI Learning Network](#) by entering **C-TOS001** in the search field and selecting an available date.

NOTE: If you have problems registering for classes, obtaining the safety CDs, or accessing the online tests, contact [HR Atlas](#) at (855) 505-8337.

Successful completion of the Toshiba class will provide the technician with two levels of MV VSD certification. The two levels of certification are:

1. **Operator-level** – These technicians are responsible for the day-to-day operation of the drive. Training is provided to the JCI technician or customer by a Commissioning-level or higher certified technician at the job site. Operator-level trained technicians are not authorized to commission, startup, or perform repairs on Toshiba medium voltage drives.
2. **Commissioning-level** – These technicians are trained and authorized to commission or startup Toshiba drives and can also provide Operator-level training. In order to obtain Commissioning-level certification the technician must:
 - a. Attend Toshiba's 4-day JCI-specific MV VSD training in Houston, TX,
 - b. Take an exam and score 85% or better,
 - c. Successfully perform (2) witnessed startups. (The 1st startup is typically performed on the 4th day of the class in Houston. The 2nd startup must be performed in the field under supervision of a JCI MV VSD Expert or a Toshiba Engineer (as designated and scheduled by the Project Coordinator).

The written exam is given on Day 3 of the training with test results provided immediately. In the event the technician does not pass the written exam, the Toshiba instructor will allow the student to take the test again on Day 4, in place of doing the in-class startup. If the test is passed on the 2nd attempt, that individual will then be required to perform two (2) field-startups under supervision. Should the technician fail to pass the second exam, the Technician will not be certified.

STEP 3: SCHEDULE A WITNESSED STARTUP

This last step is a crucial step that is required to obtain full certification to startup, operate, and maintain the Toshiba MVVSD drive. You must schedule a certified witness startup, under supervision of a JCI MV VSD Expert or a Toshiba engineer, by contacting the Project Coordinator in Chiller Solutions Product Technical Support, **AS SOON AS** the drive has been purchased and/or the commissioning date for the drive has been established. This Coordinator will ensure a JCI MV VSD Expert or Toshiba Engineer is available to witness the technician performing startup of the drive and complete the technician's certification.

Scope

	Asia	Europe	Japan	Americas	Specific Applicability / Exceptions
GSS					
FMS					
SP					
SS	X	X	X	X	