SIKKERHETSKORT.NO

trainor
Systems

User Guide for Personnel with Safety Cards in Statnett SF

Innhold

1. Introduction

As personnel with safety cards in Statnett, you will have two ways to access these; either in the Trainor app, or through "My Page" on sikkerhetskort.no in an internet browser.

If you are a holder of a safety card, this user guide will provide you with important information on how you can both access and edit information, as well as provide you with contact information if you need further assistance.

2. Safety Cards in the Trainor app on mobile devices

With the Trainor app on mobile devices, you can do the following:
- View/verify registered personal information (name, company, date of birth, phone number and email).
- Get an overview of your safety cards, as well as confirm/sign received cards.
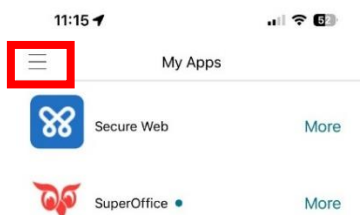- Set up notifications for important information.

2.1. How do I access the Trainor application?

If you are an **employee** in Statnett, you download the Trainor app directly from Secure Hub on your mobile phone:
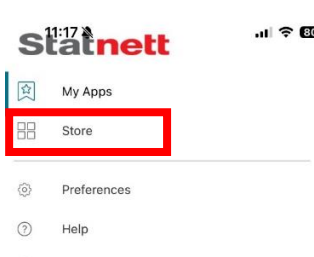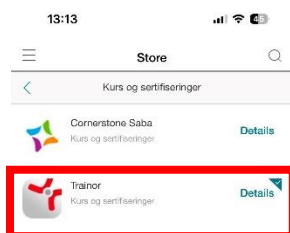
1. Open Secure Hub

2. Click on the menu lines in the top left corner (do not click on Secure Web)

3. Clcik on Store

4. Open the directory *kurs og sertifiseringer (courses and certifications)*
5. Select Trainor

If you are an **external** in Statnett, you download the app called "Trainor" from App Store (if you have an iOS/iPhone device), or from "Google Play" (if you have an Android device).

2.2. Verify personal information

It is **important** that your registered personal information in the Trainor app is **identical** to the personal information registered on sikkerhetskort.no. This ensures that course completions are transferred over to sikkerhetskort.no, and that the safety cards show up in your app. If the information in the app is wrong, you can edit this yourself. You only have to do this the first time you log in.

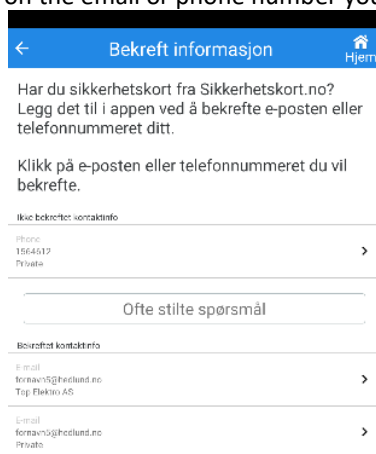This is how you verify your personal information in the app:
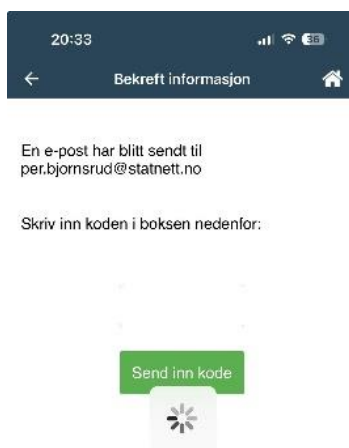1. Click on "Kort og Adgang" ("Card and access")
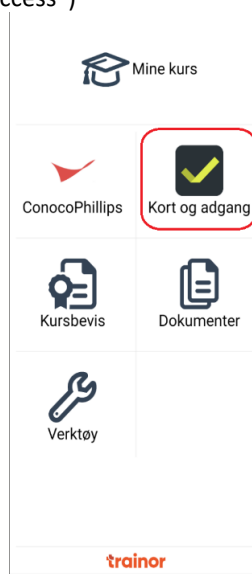
2. Click "Legg til kort" ("Add more cards")

3. Verify the information by clicking on the email or phone number you wish to verify.

4. Type in the code you recieve on mail or SMS (it might take a while for it to be sent to you)

If you don't have an email and/or phone number to verify, refer to the "Settings" and register the missing information.

2.3. Overview over Safety Cards

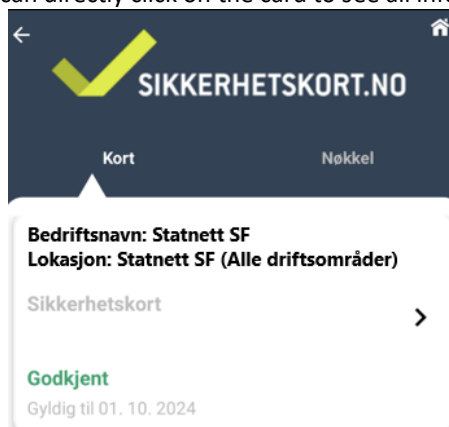1. Click on "Kort og adgang" ("Card and Access" to get an overview over you safety cards.
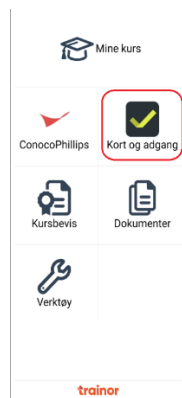
2. New/edited cards have to be signed in order to verify that you received it. Click on "Vis og signer kort" ("Show and sign card") to verify received safety cards, or to show safety cards that are not signed.

3. When the card is signed, you can directly click on the card to see all information about it.

Kort og adgang

Statnett

Sikkerhetskort for elektriske anlegg

Statnett SF (Alle driftsområder)

Navn
Ingrid Bjørnsrud

Firma
Statnett SF

Generell informasjon

Gyldig fra	Gyldig til
03.09.2024	30.04.2025

Kortnr:	Kode
566685	862680

Godkjent av:

Endre Hoel

§-nr refererer til FSE 2006

|	
✔ Adgangstillatelse stasjon (AT) **Stasjoner:** Statnett SF Alle stasjoner	§9
✔ Ansvarlig for arbeid (AfA)	§12
✔ Adgangstillatelse ledning (AT) **Linjer:** Statnett SF Alle ledninger	§9
✔ Kan utpeke ansvarlig for arbeid, begrenset til seg selv (UA)	§6
✔ Godkjent påkallingsvakt (GP) **Stasjoner:** Statnett SF Alle stasjoner	

2.4. Notifications

There are important notifications in the Trainor app. It is recommended that you allow notifications in order to receive information about new/edited safety cards ready for signing, or when a safety card is about to expire.
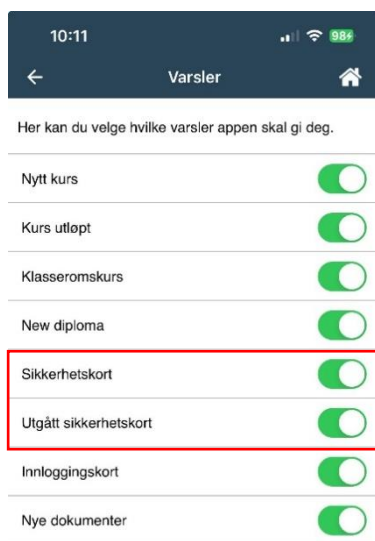
1. Click on "Innstillinger" ("Settings")
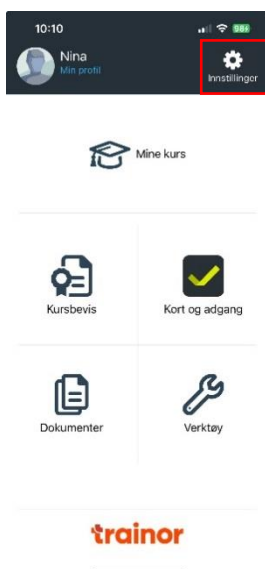
2. Select "Varsler" ("Notifications")
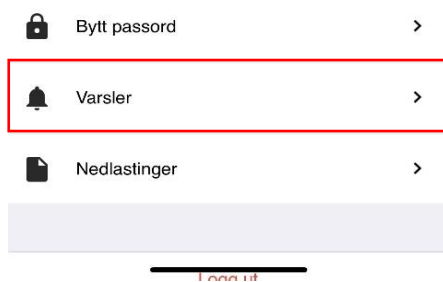
3. Select green toggle for "Sikkerhetskort" og "Utgått sikkerhetskort" ("Safety card" and "Safety card expired" in English).

3. Sikkerhetskort.no/My Page

On My Page, you can see the following:
- Registered personal information (name, company, date of birth, phone number and email).
- Overview of your safety cards, including location, status and validity period.
- Overview of mandatory courses, which of your completed courses that cover the mandatory courses, and the status of your completed courses.
- Your registered course completions, and the opportunity to register completed courses. You also have the opportunity to upload documents to prove your course completion.

3.1. How to log in to My Page.

1. Go to https://ms.sikkerhetskort.no
2. If you want to change your language, refer to the top right to change it.
3. Type in your email **or** phone number
4. Click on "send code"

4. Type in the code you received on your email or phone, and press "Log in".

3.2. Personal information

Under "Personal information", you can see what information is registered on you. It is important that your personal information on My Page is identical to the information registered in the Trainor app. This is to ensure that course completions are transferred to sikkerhetskort.no, and so that your cards will show up in the app on mobile devices.

If you are an **employee** in Statnett: Your personal information will be maintained by the HR system in Statnett. If some of the information is wrong, this will have to be updated in the HR system for it to change.

If you are an **external** employee, you must contact your internal contact person in Statnett, and they will change your personal information for you.

3.3. Overview of Safety Cards

You will see your safety cards under "Cards", as well as information regarding locations, status and the validity period of the card. In Statnett, you can have several safety cards if you have access to several locations.

Kort

Firma	Lokasjon	Status	Gyldig til	Type
Statnett SF	Statnett SF (Alle driftsområder)	🟢 Godkjent	01.06.2025	⚡
Statnett SF	Driftsområde Buskerud	🟢 Godkjent	01.05.2025	⚡

If you click on a safety card in the table seen above, you can see all information about the card. This includes authorizations and what stations/cables they apply to.

If you are an employee in Statnett, your safety cards will be renewed as before. If you are an external, the renewal process will happen through an application. Contact your internal contact person in Statnett if you have questions.

3.4. Courses and competency

Under **Kurs og kompetanse** (Courses and competency), you will see all your course completions. Both courses transfered automatically from other systems and corses manually registered in sikkerhetskort.no are shown here. Registered course documentations are found by clicking on "Se dokumentasjon" ("See docuentation") next to the completed course.

All courses completed on Trainor are automatically transferred to sikkerhetskort.no. If you are missing completed courses from Trainor, you have to make sure that your personal information in the Trainor app and My Page matches. Refer to 2.2. for more detailted instructions.

If you are an employee in Statnett, relevant courses registered in kompetanseportalen/SABA will be transferred automatically to sikkerhetskort.no. If you are missing courses on sikkerhetskort.no, please contact your immediate superior/manager.

Do you want to manually upload a completed course?
1. Click on "Legg til kompetanse" ("Add competency").

Kurs og kompetanse

| Kursgjennomføringer	Status	Dokumentasjon
Statnetts instruks for opplæring/adgang/sikkerhetskort i Statnetts elektriske anlegg (Norsk)	🟢 Gyldig til 11.09.2025	Se dokumentasjon
FSE Everk - lav- og høyspenning med førstehjelp	🟢 Gyldig til 31.07.2025	Se dokumentasjon
Statnetts prosedyre for planlegging av arbeid i elektriske anlegg (Norsk)	🟥 Utgått 22.03.2024	Se dokumentasjon

Har du lagt inn feil kursbevis eller vil slette noe som allerede er lagt til? Ta kontakt med sikkerhetskort@statnett.no

Legg til kompetanse

2. Select the course you want to manually upload.
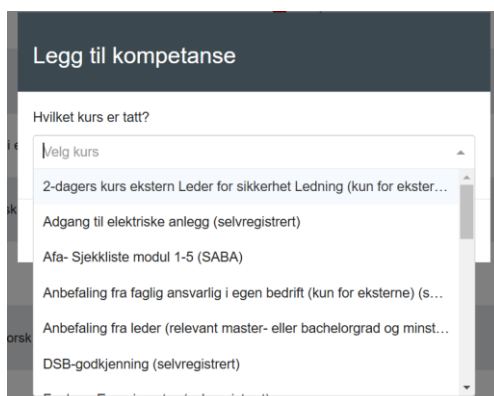
3. Register what date the course was completed, upload course documentations and press "Legg til" ("Add").
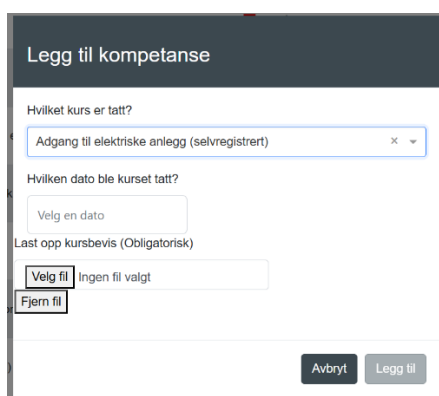
The course will now be applied to your registered person in sikkerhetskort.no and is available for those who search for your existing safety cards, as well as those involved in the apply and approve process. If you wish to remove a registered course completion, please contact sikkerhetskort@statnett.no.

Under "Obligatoriske kurs" ("Mandatory courses"), is an overview of mandatory courses that are fulfilled by relevant courses. Relevant courses, as well as status on these, are being shown here.

4. Need further help?

If you have general questions regarding the system, please contact Trainor at support@sikkerhetskort.no.

Do you have any questions regarding your safety cards in Statnett:
Employee at Statnett: - contact sikkerhetskort@statnett.no.
External personnel - contact your internal contact person in Statnett.