



User Guide for Personnel with Safety Cards in Statnett SF

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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

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Ξ	Store	C	
<	Kurs og sertifiseringer		
74	Cornerstone Saba Kurs og sertifiseringer	Details	
ν,	Trainor Kurs og settifiseringer	Details	

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.

← Bekreft informasjo	on A Hjem
Har du sikkerhetskort fra Sikkerhe Legg det til i appen ved å bekrefte telefonnummeret ditt.	etskort.no? e-posten eller
Klikk på e-posten eller telefonnun bekrefte.	nmeret du vil
Ikke bekreftet kontaktinfo	
Phone 1564517 Private	>
Ofte stilte spørsmå	
Bekreftet kontaktinfo	
E-mail fornavn5@hedlund.no Top Elektro AS	>
E-mail formavn5%hodlund.no Private	>

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.

Kort	Nøkkel		
Bedriftsnavn : Statnett Lokasjon : Driftsområd Sikkerhetskort	SF e Buskerud		
Vis og si	gner kort		

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				
Godkient av:				
Endre Hoch				
S-ULLER COLOR				
 Adgangstillatelse stasjon (AT) Stasjoner: Statnett SF Alle stasjoner 	§9			
 Ansvarlig for arbeid (AfA) 	§12			
 Adgangstillatelse ledning (AT) Linjer: Statnett SF Alle ledninger 				
 Kan utpeke ansvarlig for arbeid, begrenset til seg selv (UA) 				
 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")

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ß	Mine kurs
Kursbevis	Kort og adgang
Dokumenter	уу Verktøy
tra	inor

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"

SIKKERHETSKORT.NO				
Velkommen til Min Side Du identifiserer deg ved å sende inn telefonnummer eller e-postadresse. Deretter mottar du en kode som du skriver inn på neste side. E-post eller telefonnummer	Som kortinnehaver Her kan du som kortinnehaver sjekke informasjonen som er registrert på deg. Avhengig av selskapets innstillinger kan du også endre noe av informasjonen. Les om inn- og utmelding av anlegg			
E-post eller telefonnummer				



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

Velkommen til Min Side	Som kortinnehaver
Du identifiserer deg ved å sende inn telefonnummer eller e-postadresse. Deretter mottar du en kode som du skriver inn på neste side.	Her kan du som kortinnehaver sjekke informasjonen som er registrert på deg. Avhengig av selskapets innstillinger kan du også endre noe av informasjonen.
Skriv inn koden du har mottatt på sms / epost.	Les om inn- og utmelding av anlegg
Skriv inn koden du har mottatt på sms / epost.	

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.

Min si	de		
	Navn: Firma:	Eksempel Personell STATNETT SF	
	Fødselsdato:	01.08.2002	
	Telefon: E-post:	fornanvn1@hedlund.no	

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.

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1.	0	

Firma	Lokasjon	Status	Gyldig til	Туре
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 k	ontakt med sikkerhetskort@statnett.no	







2. Select the course you want to manually upload.

	Legg til kompetanse					
Ŀ	Hvilket kurs er tatt?					
e	Velg kurs	*				
	2-dagers kurs ekstern Leder for sikkerhet Ledning (kun for ekster	^				
	Adgang til elektriske anlegg (selvregistrert)					
L	Afa- Sjekkliste modul 1-5 (SABA)					
	Anbefaling fra faglig ansvarlig i egen bedrift (kun for eksterne) (s					
rsk	Anbefaling fra leder (relevant master- eller bachelorgrad og minst					
	DSB-godkjenning (selvregistrert)					
		-				

3. Register what date the course was completed, upload course documentations and press "Legg til" ("Add").

Legg til kompetanse	
Hvilket kurs er tatt?	
Adgang til elektriske anlegg (selvregistrert)	× *
Hvilken dato ble kurset tatt? Velg en dato Last opp kursbevis (Obligatorisk) Velg fil Ingen fil valgt Fjern fil	
	Avbryt Legg til

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 <u>sikkerhetskort@statnett.no</u>.

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.

Obligatorisk kurs					
Obligatorisk kurs	Kurs	Status			
Statnetts instruks for opplæring/adgang/sikkerhetskort i Statnetts elektriske anlegg (Trainor)	Statnetts instruks for opplæring/adgang/sikkerhetskort i Statnetts elektriske anlegg (Norsk)	Gyldig til 11.09.2025			
FSE: Overlappende kurs for Adgangstillatelse Ledning	FSE Everk - lav- og høyspenning med førstehjelp	Gyldig til 31.07.2025			

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 <u>sikkerhetskort@statnett.no</u>. External personnel - contact your internal contact person in Statnett.

