This document supersedes Issue 3 of NSI 30
BUT only becomes a LIVE and ACTIVE
document on November 1st 2019

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### DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Summary of Changes / Reason</th>
<th>Author(s)</th>
<th>Approved By (Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>April 2014</td>
<td>Renamed as “National Safety Instruction and Guidance” which now replaces NSI 30 Issue 9. Reviewed and amended as per Key Changes.</td>
<td>NSI Review Group</td>
<td>ETAM Operations North Manager Mike Dean</td>
</tr>
<tr>
<td>2</td>
<td>Nov 2014</td>
<td>Minor modifications to “9 day Rule” process, NSI 26 matrix &amp; grammatical corrections. Reviewed and amended as per Key Changes.</td>
<td>Paul Matthews</td>
<td>ETAM Operations North Manager Mike Dean</td>
</tr>
<tr>
<td>3</td>
<td>April 2016</td>
<td>Annual review; document amended as detailed below and minor text changes as highlighted in yellow.</td>
<td>NSI Review Group</td>
<td>ETAM Operations North Manager Matt Staley</td>
</tr>
<tr>
<td>4</td>
<td>May 2019</td>
<td>Frequency review; Major amendments as detailed and explained further in NSI 30 Briefing Pack.</td>
<td>NSI Review Group</td>
<td>ET Operations Head of Operations Matt Staley</td>
</tr>
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</table>

### KEY CHANGES

<table>
<thead>
<tr>
<th>Section</th>
<th>Amendments</th>
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</thead>
<tbody>
<tr>
<td>Various</td>
<td>Content has changed to the extent, that highlighting it would be inefficient, therefore please refer to NSI 30 Briefing Pack</td>
</tr>
</tbody>
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APPONNTMENT OF PERSONS

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1 Purpose and Scope

The purpose of this document is to apply the principles established by the Safety Rules and provide guidance on National Safety Instruction 30, for the appointment of both Company and Non-Company Personnel under the National Grid Safety Rules, National Safety Instructions (NSIs) and Operational Authorities.

The scope of this document is to Authorise individuals against the National Grid Safety Rules, National Safety Instructions and associated documentation only. Other approved processes such as Transmission Procedures (TPs), Asset Management Business Procedures (AMBPs) and Technical Guidances Notes (TGNs) may detail other activities related to Authorised Personnel, such as site access/key arrangements, which are not directly System safety related roles.

The National Grid Safety Rules identifies the following authorisation levels:-

- Person (P)
- Competent Person (CP)
- Authorised Person (AP)
- Senior Authorised Person (SAP)
- Control Person Operation (CPO)
- Control Person Safety (CPS)

Exceptions

i. Person Authorisation should only be required to be renewed for those individuals who are intending to remain at Person status, there is no requirement for Competent, Authorised and Senior Authorised Persons to retake their Person Authorisation as long as they maintain their existing Competent, Authorised and Senior Authorised Persons Authorisation.

ii. Where a Senior Authorised Person Authorisation is held, by default, they automatically hold that Authorisation for Competent Person and/or Authorised Person, unless specifically stated within this document or designated by an individuals role profile.

iii. OHL NSI 4 Senior Authorised Person does not hold Authorised Person status.
2 Definitions

Terms printed in bold type are as defined in the Safety Rules.

<table>
<thead>
<tr>
<th>Appointments to National Grid Safety Rules</th>
<th>Being one of the following:-</th>
</tr>
</thead>
<tbody>
<tr>
<td>a  \hspace{1cm} P</td>
<td>Carry out duties of a Person as a member of a Working Party who has sufficient technical knowledge or experience to avoid Danger.</td>
</tr>
<tr>
<td>b  \hspace{1cm} CP</td>
<td>Carry out duties of a Competent Person appointed to specified NSIs and the receipt of oral instructions</td>
</tr>
<tr>
<td>c  \hspace{1cm} AP</td>
<td>Carry out duties of an Authorised Person, appointed to specified Operational Authorities and NSIs. These duties shall be carried out under the instructions of a Control Person (Operation) or Control Person (Safety)</td>
</tr>
<tr>
<td>d  \hspace{1cm} SAP1</td>
<td>Carry out duties of a Senior Authorised Person for HV Equipment, and is appointed to specified Operational Authorities and NSIs</td>
</tr>
<tr>
<td>e  \hspace{1cm} SAP2</td>
<td>Carry out duties of a Senior Authorised Person for LV Equipment, including the assessment of LV work near to HV Equipment outside Safety Distance and is appointed to specified Operational Authorities and NSIs</td>
</tr>
<tr>
<td>f  \hspace{1cm} SAP3</td>
<td>Carry out duties of a Senior Authorised Person for mechanical Equipment, including the assessment of mechanical work near to HV Equipment and is appointed to specified Operational Authorities and NSIs</td>
</tr>
<tr>
<td>g  \hspace{1cm} CP(O) 1</td>
<td>Carry out duties of a Control Person (Operation) for HV Equipment and is appointed to specified Operational Authorities and NSIs</td>
</tr>
<tr>
<td>\hspace{1cm} \textit{CP(O) 1 - Limited}</td>
<td>Carry out limited duties of a Control Person (Operation) for HV Equipment and is appointed to specified restricted Operational Authorities and NSIs</td>
</tr>
<tr>
<td>\hspace{1cm} \textit{CP(O) 1- Restricted}</td>
<td>Under Emergency Resilience conditions or Business continuity requirements, carry out the nominated restricted duties of a Control Person (Operation), for HV Equipment and is appointed to specified operational Authorities and NSIs.</td>
</tr>
<tr>
<td>h  \hspace{1cm} CP(S) 1</td>
<td>Carry out duties of a Control Person (Safety) for HV Equipment, and is appointed to specified Operational Authorities and NSIs</td>
</tr>
<tr>
<td>\hspace{1cm} \textit{CP(S) 1- Limited}</td>
<td>Carry out duties of a Control Person (Safety) for HV Equipment, and is appointed to specified limited Operational Authorities and NSIs</td>
</tr>
<tr>
<td>Appointments to National Grid Safety Rules Cont:</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>i. <strong>CP(OS) 1 Limited</strong></td>
<td>Carry out duties of a <strong>Control Person (Operation)</strong> and a <strong>Control Person (Safety)</strong> for <strong>HV Equipment</strong> that is not under the control of <strong>CP(O)1, CP(S)1</strong>, e.g. Capacitor Bank shorting switches and 11 kV ring main units.</td>
</tr>
<tr>
<td>j. <strong>CP(OS) 2</strong></td>
<td>Carry out duties of a <strong>Control Person (Operation)</strong> and a <strong>Control Person (Safety)</strong> for <strong>LV Equipment</strong> and is appointed to specified <strong>Operational Authorities</strong> and NSIs.</td>
</tr>
<tr>
<td>k. <strong>CP(OS) 3</strong></td>
<td>Carry out duties of a <strong>Control Person (Operation)</strong> and a <strong>Control Person (Safety)</strong> for mechanical <strong>Equipment</strong> and is appointed to specified <strong>Operational Authorities</strong> and NSIs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SAP Manual / AP Manual</strong></th>
<th>Identifies selection, training, and appointment process for a <strong>Senior Authorised Person</strong> and an <strong>Authorised Person</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Authorisation</strong></td>
<td><strong>Formal appointment of an individual who has demonstrated an understanding and acceptance of the responsibilities set out in the National Grid Safety Rules and associated procedures</strong></td>
</tr>
<tr>
<td><strong>Non-Company</strong></td>
<td><strong>An individual who is not employed by National Grid and is appointed to specified <strong>Operational Authorities</strong> and NSIs to carry out their duties</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Control Point Designations</strong></th>
<th>Being one of the following:-</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. <strong>Local Control Point</strong></td>
<td>A control point at a position on, or adjacent to the switching device itself by electrical / mechanical means</td>
</tr>
<tr>
<td>b. <strong>Substation Control Point</strong></td>
<td>A control point at the substation control system interface</td>
</tr>
<tr>
<td>c. <strong>Remote Control Point</strong></td>
<td>A control point at a remote <strong>Location</strong> to the <strong>Equipment</strong> at a substation</td>
</tr>
<tr>
<td>Operational Authorities</td>
<td>Being one of the following:-</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>a \ OA1</td>
<td>Written authority to carry out the following operations when not in a zone established by <strong>Point(s) of Isolation</strong>:-</td>
</tr>
<tr>
<td></td>
<td>1. To render interlocks inoperative</td>
</tr>
<tr>
<td></td>
<td>2. To operate non-interlocked <strong>Equipment</strong> from the <strong>Local Control Point</strong></td>
</tr>
<tr>
<td></td>
<td>The <strong>OA1</strong> shall be accompanied and checked by an <strong>Authorised Person</strong> with <strong>Operational Authority OA2</strong></td>
</tr>
<tr>
<td>b \ OA2</td>
<td>Written authority to carry out the following operations:-</td>
</tr>
<tr>
<td></td>
<td>1. To accompany and check that the instructions for rendering interlocks inoperative are implemented on the correct <strong>Equipment</strong> and carried out in the right sequence by the instructed person</td>
</tr>
<tr>
<td></td>
<td>2. To accompany and check the operation of non-interlocked <strong>Equipment</strong> from the <strong>Local Control Point</strong></td>
</tr>
<tr>
<td></td>
<td>3. To operate non-interlocked <strong>Equipment</strong> from the <strong>Substation Control Point</strong></td>
</tr>
<tr>
<td></td>
<td><strong>NOTE</strong>: Operations under items 1 and 2 above shall be carried out in conjunction with a <strong>Senior Authorised Person</strong> with <strong>Operational Authority OA1</strong></td>
</tr>
<tr>
<td>c \ OA3</td>
<td>Operation of fully or partially interlocked <strong>Equipment</strong> from the <strong>Local Control Point, Substation Control Point, and Remote Control Point</strong></td>
</tr>
<tr>
<td>d \ OA5</td>
<td>Operation of <strong>HV Equipment</strong> from the <strong>Remote Control Point</strong></td>
</tr>
<tr>
<td>e \ OA6</td>
<td>Operation of the control functions for protection, intertripping, telecontrol and fire protection systems</td>
</tr>
</tbody>
</table>
3 Responsibilities

3.1 Electricity Transmission Safety Rule Team
- Develop policy
- Identify and advise policy change
- Provides advice to Our Academy
- Provides advice to Line Management
- Provides advice to Stakeholders
- Support Authorisation Panels

3.2 Line Management
- Ensure suitable candidates are selected for training
- Ensure candidates have received appropriate instruction, training, experience and practical testing, this includes mentoring the candidate – with a nominated mentor agreed throughout the training period to provide continual support.
- Ensure all Authorisation(s) are reviewed, assessed, withdrawn and recorded as appropriate
- Review AP and SAP training manuals in line with procedures specific to Authorisation(s)
- Monitor and record refresher training of staff
- Support Authorisation Panels
- Maintain records of Authorisation(s) of all Personnel, which shall be accessible to all appropriate staff
- Where an appointment is withdrawn, or cancelled for any reason, records shall be amended and appropriate personnel informed
- Inform appropriate Line Manager of any failures of Authorisation
- Monitor refresher training of National Grid staff

3.3 Our Academy
- Monitor, review and manage all training materials and assessments associated with Safety Rules and supporting NSIs
- Management of the recording of Authorisations

3.4 Non-Company
- Legal duty to ensure that their employees are adequately trained
- Duty to ensure their employees are assessed and authorised to National Grid Safety Rules and NSIs as appropriate
- Ensure that refresher training and re-authorisations are carried out, for their employees, in accordance with this procedure
- For Non-Company Control Person(s) where the training and appointment process are equivalent to that required by National Grid, then that appointment will be acknowledged

3.5 Safety Assurance Team (SAT)
- Undertake Senior Authorised Person audits
- Support the developments and updates of Safety Rule / NSI guidance
- Provides advice to the Our Academy
- Provides advice to Stakeholders
- Support Senior Authorised Person Authorisation Panels

3.6 Electricity Transmission Senior Management
- Authorise individuals to relevant competence
- Approve policy / procedure change

3.7 Workforce Strategy
- Manage, review, amend and update the Training Database
4 General Requirements

4.1 Appointments

Appointment as a Senior Authorised Person shall be based upon a level of competency being achieved and formal assessment by National Grid Electricity Transmission.

Candidates for Control Persons (Safety) and Control Persons (Operation) for HV shall, where appropriate, visit both substations and overhead lines for familiarisation of Equipment etc. The date of the visit shall be recorded on the AU/1 Form in Appendix B.

Although not specifically identified in the Appointment Matrices this NSI does not preclude Non-Company personnel being appointed as a Senior Authorised Person or Control Person.

4.2 Authorisation Renewal Dates

Unless stated within this document, where authorisation assessment and refresher training is undertaken prior to the expiry date, the re-authorisation date will be valid from the date of the retaken authorisation, unless a request is submitted to Workforce Strategy.

If refresher training is not undertaken prior to the expiry date, then the Authorisation is not valid until refresher training is completed. Refresher training may still be undertaken after its expiry date, as opposed to the full training and assessment if it is either already determined by a process within this document, or agreed to by Our Academy / Workforce Strategy in consultation with the Electricity Safety Rules Team.

4.3 Authorised Person and Senior Authorised Person - Suspension of Authorisation

Where an Authorised Person has no requirement to carry out their duties for an extended period of time e.g. a secondment to another department for a period greater than 12 months, the Authorisation will be suspended for this period.

Where the Authorisation has been suspended for a period of less than 3 years, the individual shall undertake the Authorised Person E-Learning assessment, refresher training and be compliant with the information supplied via all SHES Review Events before regaining the Authorisation.

Where an Authorisation has been suspended for a period exceeding 3 years the accelerated Authorisation process in the AP Manual shall where practical be followed.

Where a Senior Authorised Person has no requirement to carry out their duties for an extended period of time e.g. a secondment to another department for a period greater than 12 months, the Authorisation will be suspended for this period.

Where a suspension period is between 12 months and 3 years the individual shall be compliant with the information supplied via all SHES Review Events issued within this period and that they have been recorded within the Training database; prior to returning to normal duties they must undertake E-Learning assessment and refresher training and be compliant with all AMBP 120 audit requirements.

Where an Authorisation is suspended for a period exceeding 3 years the accelerated Authorisation process in the SAP Manual shall where practicable be followed, this shall also include acknowledgement of any information communicated as SHES Review Events.

4.4 NGET Control - Control Person Suspension of Authorisation

Where a Control Person has no requirement to carry out their duties for an extended period of time, re-authorisation will be in-accordance with the relevant Management Procedure.
4.5 Non-Company Competent Person

1) 9-Day Rule - (preferred option)

To become a Competent Person the candidate shall have been previously authorised as a Person and provide evidence of having worked on a National Grid or other Electrical Utilities HV Substation site, under Safety Documentation conditions, for a period of nine (9) days. This is to ensure that individuals without site experience in the HV Substation/OHL environment do not take charge of a Working Party.

Note: - Evidence will be by submission of a completed “Person Record of nine (9) days’ work on High Voltage Site(s)” form (Appendix D).

2) National Grid Pre-Competent Person Course - (alternative option)

As an alternative to the 9-Day Rule above, a Pre-Competent Person course is available via the EUSR website and delivered by Our Academy; to mitigate against not being able to achieve the specified requirements detailed above. This option is predominately for new Non-Company staff who do not have the facility or processes to comply with the 9-day rule requirements; but is available to all.

3) Outsourced Competent Person - (alternative option)

If a contracting company is new to National Grid and does not have a Competent Person employed, they may procure, via a third-party company, a Competent Person(s).

4) In Exceptional Circumstances

- National Grid can, via prior arrangement, provide a Competent Person. This is a chargeable service outside its transmission licence obligations. Under these circumstances the NG Competent Person would be responsible for Safety from the System and not General Safety, that responsibility and liability still lies with the contracting company.

- When agreed in writing with the appropriate National Grid Operations Manager, it will be acceptable for a National Grid Team Leader to authorise an individual to be a Competent Person without applying Person and the nine-day rule e.g. when a one off, site visit by an external technical expert (e.g. metallurgist) may be required.

4.6 Preparation, Issue, Receipt, Clearance and Cancellation of Switching Instructions and Safety Documents

All relevant Personnel shall be made aware that a trainee will be involved and a record of the name of the trainee and the appropriately authorised Personnel providing Personal Supervision, either written or electronically, dependent upon methodology.

Switching Instructions

When Switching instruction(s) are to be prepared, issued, cleared, cancelled, given or received by a trainee under training; that trainee shall be under the Personal Supervision of the appropriately authorised Personnel. The appropriately authorised Personnel providing Personal Supervision shall take full responsibility for the correct completion of the Switching instruction.

For Senior Authorised Person authorisation to OA1, the trainee must have existing OA2 authorisation and have technical and practical training in how to defeat interlocks (electrical and mechanical). The trainee shall be under the Personal Supervision of a Senior Authorised Person, OA1. Authorisation shall be by means of an interview by the Operations Manager (plus a technical representative if necessary) or his nominated representative (Lead Advanced Commissioning Engineer – ACE), and sanctioned by the Operations Manager to test knowledge of objectives and outcomes of any actions taken when rendering interlocks inoperative to ensure the correct use of interlock drawings, whilst protecting the safety of both the individuals and the System.

Having checked and confirmed that all elements of the Switching instruction are correct, including the use / removal of any required Status Board ‘T’ Cards, the authorised Personnel shall then countersign the trainees’ Switching instruction by printing their name in full.
Safety Document(s) (Electronic)

CPS1 Consent

The trainee Senior Authorised Person can start creating a Safety Document. When they have completed the Safety Document and it is ready for consent, they must contact the supervising Senior Authorised Person who can reassign the Safety Document from the trainee to themselves using the “Reassign SD to Self” function. When the supervising Senior Authorised Person is satisfied that all elements of the Safety Document have been completed they can send it for consent to the Control Person Safety 1.

The “Comments to CPS1” section must include words stating “This document has been prepared in conjunction with Trainee SAP - (insert name of trainee SAP)” to inform NGET Control that a trainee Senior Authorised Person has been involved and (if specifically requested) the name of the trainee Senior Authorised Person name can be added to “SAP Receiving Consent” section.

Note – Any required Status Board ‘T’ Cards need to be completed also.

CPS2/3 Consent also

If further Control Person Safety 2/3 consent is required, the trainee Senior Authorised Person can reassign the Safety Document back from the supervising Senior Authorised Person using “Reassign SD to Self” function and continue preparing the LV/Mechanical sections. When they have completed this and the Safety Document is ready for consent, they must contact the supervising Senior Authorised Person who can reassign the Safety Document from the trainee Senior Authorised Person using the “Reassign SD to Self” function. When the supervising Senior Authorised Person is satisfied that all elements of the Safety Document have been completed they can consent to it as a Control Person Safety 2/3 and add the Trainee Senior Authorised Person details - (insert name of trainee SAP) to “SAP Receiving Consent” section.

Note – Any required Status Board ‘T’ Cards need to be completed also.

CPS2/3 Consent only

Use principles as above for a Control Person Safety 2/3 only Safety Document.

When Safety Document(s) are to be prepared by a trainee Senior Authorised Person; that trainee shall be under the Local Supervision of the supervising Senior Authorised Person. The supervising Senior Authorised Person providing Local Supervision shall take full responsibility for the correct preparation of the Safety Document(s).

When Safety Document(s) are to be issued, consented to, cleared, cancelled, given or received by a trainee Senior Authorised Person; the trainee Senior Authorised Person shall be under the Personal Supervision of the supervising Senior Authorised Person. The Senior Authorised Person providing Personal Supervision shall take full responsibility for the correct completion of the Safety Document(s).

Safety Document(s) (Hand Written) – (Business Continuity / Resilience reasons)

Having checked and confirmed that all elements of the Safety Document(s) are correct, including the use of any required ‘T’ Cards, the authorised Senior Authorised Person shall then countersign the trainees’ Safety Document(s) by printing and signing as appropriate.

When Safety Document(s) are to be prepared, consented to, issued, cleared, cancelled, given or received by the use of Hand Written documents, a trainee Senior Authorised Person; shall be under the Personal Supervision of the appropriately authorised Senior Authorised Person. The Senior Authorised Person providing Personal Supervision shall take full responsibility for the correct completion of the Safety Document(s).

Note 1:- All Safety Documentation (Electronic or Hand-written only in origin), where applicable, shall be cancelled in consultation with the Control Person Safety 1.

Note 2:- All newly Authorised SAPs cannot countersign Trainee SAP Safety Document(s) within the first year of becoming an SAP, unless their 1st year progression plan states otherwise.
5 Authorisation Flow Charts

5.1 National Grid and Non-Company Person

National Grid Line Manager or Non-Company to nominate individual for either:
- Substation Person
- OHL Person

Course Entry Requirements
*See Notes

National Grid Staff
Undertake Person Training and Assessment at Our Academy or on-site under exam conditions, witnessed by Our Academy or Line Manager

Results of Person assessment entered into the Training Database by Our Academy / Line Manager or Workforce Strategy
(See Note 1)

Authorisation will be immediately visible on the Training Database after Person Authorisation
- Person Authorisation valid for 3 years

Continuation of relevant Person Authorisation
- Person E-Learning Training and Assessment undertaken on-site or via Our Academy, as an online Authorisation renewal.

Authorisation will be immediately visible on the Training Database after Person Authorisation

Non-Company Staff
Undertake Person E-Learning Training and Assessment, under exam conditions, at and witnessed by Our Academy

Results of Person assessment entered onto the EUSR database via the Our Academy process on completion

EUSR card issued within 30 days from Person Authorisation
- Person Authorisation valid for 3 years

Continuation of relevant Person Authorisation
- Person E-Learning Training and Assessment undertaken via Our Academy as an on-line Authorisation renewal.

Authorisation updated on EUSR Database, via the Our Academy process and EUSR card issued within 30 days from Person Authorisation renewal

Notes:
1. Local Administrator can update the Training Database via an email instruction from the Line Manager
Notes (In Association with 5.1)

1. Course Entry Requirements

   All National Grid staff and *Non-Company* staff shall confirm general Health and Safety awareness training has been successfully undertaken prior to course attendance.

   - For National Grid staff this shall be included when booking the individual on the course via the Training Database catalogue and for *Non-Company* on the booking form before attendance.

   - The *Non-Company* requester will complete the booking form available from the EUSR website confirming prior Health and Safety training has taken place for the nominated delegates.

   Some examples of general Health and Safety awareness include:

   - SHEA Level 1 - EUS
   - EUS level 1 General Health & Safety Module
   - Working Safely Course
   - Construction Skills Certificate Scheme – CSCS card
   - Construction Industry Training Board – CITB card
   - Institute of Occupational Safety & Health – IOSH card
   - British Safety Council – BSC card

   Our Academy may review any relevant information and records it holds, including relating to any previous Authorisations and any safety breaches before admitting a nominated trainee.

2. Where there is a requirement to work in a combination of Substation and OHL environments there will only be an obligation for an individual to undertake *Person Authorisation* against their main working environment. Where this arrangement is required to be undertaken, nominally for contractual reasons that span across both the Substation and OHL environments, then the processes for RAMS Submission, Site Induction and Tool Box Talks shall be adhered to.

3. *Non-Company* employers may choose to train their own staff to *Person* or utilise the Our Academy course. Initial *Person Authorisation assessment* of candidates will be undertaken at and witnessed by Our Academy, subsequent refresher *Person* training shall be undertaken via an on-line assessment.
5.2 National Grid Competent Person

National Grid Line Manager to nominate Person for either:
- Substation Competent Person NSI 6 & 8 Training and Assessment*
- OHL Competent Person NSI 4 Core, Training and Assessment*
  * Minimum requirement

Course Entry Requirements
- Person authorised
- 9-Day Rule or Equivalent

Completion of either --
Substation Competent Person
Safety Rule E-Learning Training & Assessment
Safety Document Procedures E-Learning Training & Assessment
NSI 6 E-Learning Training & Assessment
NSI 8 E-Learning Training & Assessment

OHL Competent Person
Safety Rule E-Learning Training & Assessment
Safety Document Procedures E-Learning Training & Assessment
NSI 4 E-Learning Training & Assessment

Training & Assessment undertaken in exam conditions supervised by Line Manager or Our Academy. Other NSI authorisations can be requested, trained and assessed at this stage.

On site Evaluation by Line Manager, AU1 Completed, uploaded and recorded in Training Database.
* Workforce Strategy may update if required

Additional NSI / NSI 4 Sections / ROMP Authorisation

Pre-Course Work
Refer to Appendix F

Completion of relevant NSI E-Learning or Safety Rules (ROMP) Training and Assessment package

E-Learning Training & Assessment undertaken in exam conditions supervised by the Line Manager

On site Evaluation, if applicable, by Line Manager, AU1 Completed, uploaded and recorded in Training Database by Line Manager
(See Note 3)
* Workforce Strategy may update if required

Continuation of relevant Competent Person Authorisations:
Year 1.
A) Completion of relevant Competent Person E-Learning refresher Training & Assessment
B) Shall receive / attend all course coded SHES Review Events

Year 2.
A) Line Manager to determine whether E-Learning refresher Training & Assessment is required; if not Line Manager to update the Training Database & sign-off Competent Person as Authorised for 1 year.
B) Shall receive / attend all course coded SHES Review Events

Repeal Year 1
Training & Assessment is due in the Annual Review period, E-Learning Assessment completed under exam conditions supervised by the Line Manager

- Training Database will automatically update after completion of Competent Person Authorisation renewal Year 1 requirements.
- Line Manager to update the Training Database after confirmation of Competent Person Authorisation renewal following Year 2 review.
(See Note 3)

Notes:
1. Authorisation will be immediately visible on the Training Database after input.
2. OHL Competent Person required to hold an Earthing Schedule issued by a Substation SAP will be required to be trained to NSI2 for Drain Earth(s). This can be achieved by completion of the Practical NSI 2 course via Our Academy.
3. Local Administrator can update the Training Database via an email instruction from the Line Manager
5.3 National Grid **Authorised Person**

National Grid Line Manager to nominate Person for Authorised Person Training and Assessment

Course Entry Requirements
*AP Manual* identifies pre-course experience requirements

Line Manager to nominate mentor

Completion of formal Academy Authorised Person training course as per AP Manual

E-Learning assessment witnessed by Our Academy trainer

Final interview as per Appointment Matrices see Appendix A

Interview panel Authorising Manager completes and E-mails AU/1 form to Line Manager who uploads AU/1 form and records authorisations in Training Database (See Note 2)

*Workforce Strategy may update if required

**Continuation of Authorised Person Authorisation:**

**Year 1.**
A) Completion of Authorised Person E-Learning refresher Training & Assessment
B) Shall receive / attend all course coded SHES Review Events

**Year 2.**
A) Line Manager to determine whether E-Learning refresher Training & Assessment is required; if not Line Manager to update the Training Database & sign-off Authorised Person as Authorised for 1 year.
B) Shall have received and implemented more than 12 switching instructions, to NSI 1 standard and had them ratified by a Line Manager at annual review.
C) Shall receive / attend all course coded SHES Review Events

Repeat Year 1

Training & Assessment is due in the Annual Review period, E-Learning Assessment completed under exam conditions supervised by the Line Manager

- Training Database will automatically update after completion of Authorised Person Authorisation renewal Year 1 requirements.
- Line Manager to update the Training Database after confirmation of Authorised Person Authorisation renewal following Year 2 review.

(See Note 2)

**Notes:**
1. Authorisation will be immediately visible on the Training Database after input.
2. Local Administrator can update the Training Database via an e-mail instruction from the Line Manager.
3. For NSI 27, read NSI 27 Appendix B and complete NSI 27 AP Assessment.
5.4 National Grid Senior Authorised Person

National Grid Line Manager to nominate Competent Person / Authorised Person for Senior Authorised Person Substation or Competent Person for Senior Authorised Person OHL Training and Assessment

NB: Refer to Senior Authorised Person SAP Manual

Course Entry Requirements
SAP Manual identifies pre-course experience requirements
*Substation SAP candidate must be a Competent Person for certain NSI's required at SAP Authorisation, as identified in the SAP Manual

Line Manager to nominate mentor

Completion of formal Our Academy Senior Authorised Person training course as per SAP Manual

Authorisation Interview as per Appointment Matrices see Appendix A

Interview panel Authorising Manager completes and E-mails AU/1 form to Line Manager who uploads AU/1 form and records authorisations in Training Database (See Note 5)
*Workforce Strategy may update if required
Authorisation visible on Training Database

Additional NSI Authorisation

Pre-Course Work
Refer to Appendix F

Completion of relevant NSI E-Learning Training and Assessment package
Training & Assessment undertaken in exam conditions supervised by the Line Manager

Line Manager updates the Training Database on successful completion (See Note 5)
*Workforce Strategy may update if required

Continuation of Senior Authorised Person Authorisation:

- Safety Document(s) ratification via Line Manager annual review
- Shall receive, attend all course coded SHES Review Events
- Completion of biennial Senior Authorised Person & NSI E-Learning refresher Training and Assessment covering all NSI Authorisations
- Fulfil the Authorisation requirements of 5.2 Competent Person and 5.3 Authorised Person where appropriate
- Audited to schedule within AMBP 120

*If any of the above elements are not fulfilled then the SAP Authorisation will be suspended.

See Notes Page
Notes (In association with 5.4)

1. Continuation of Senior Authorised Person Authorisation

1.1 Annual Safety Document review

To ensure a Senior Authorised Person holding an Authorisation to an NSI, demonstrates application during the year the following shall apply:

- A Senior Authorised Person shall present evidence to their Line Manager in the annual review. Copies of at least 5 Safety Documents they have prepared / issued in the past 12 months. (Evidence can be obtained from the data contained within the Electronic Safety Document System).
- If 5 Safety Documents are not completed, then the Authorisation will be suspended until the Senior Authorised Person has completed the relevant E-Learning.

Note:- For NSI 27, the Senior Authorised Person shall read the document in full and complete the NSI 27 SAP Assessment.

On completion of the annual Safety Document review:-

- Line Manager shall update the annual review qualification in the Training Database after checking the Training Database for:-
  - Currently authorised as a Senior Authorised Person
  - Senior Authorised Person audit in date
  - Senior Authorised Person has received, attended and has had all course coded SHES Review Events recorded
  - All the relevant Competent Person, Authorised Person and Senior Authorised Person E-Learning assessments are in date.
- Line Manager updates the Training Database.
- Line Manager shall file / store copies of the Safety Document(s) for 1 year.

1.2 SHES Review Events

(applicable to Competent, Authorised and Senior Authorised Person)

- Line Manager shall ensure the attendance and confirm the update of the Training Database with regards to any course coded SHES Review Events for Competent, Authorised and Senior Authorised Person.
- Line Manager ensures attendance / acknowledgement of the content of any Safety review days, ‘Stop for Safety’ moments or days, teleconferences or Safety Stand Down Events that have a unique course code attached to them are recorded.
- Each attendance Register to be sent to Workforce Strategy to allow input on to the Training Database.
- All Event information that has a unique course code shall be retained by Workforce Strategy / Our Academy to be utilized by those who have missed any Events.
- Line Manager informs appropriate Operations Manager of any Competent, Authorised or Senior Authorised Person(s) who have not been recorded as receiving, attending or completing any of the SHES Review Events. The Line Manager arranges for all the information from the SHES Review Event to be requested from Workforce Strategy / Our Academy.
- The Line Manager will record that the information has been received and understood by the Competent, Authorised or Senior Authorised Person(s) and then confirm to Workforce Strategy, who will update the Training Database.
• Should a Senior Authorised Person(s) be absent from work whilst a safety critical (course coded) SHES Review Event occurs; that may affect any decisions they may have to make, then as a priority that information shall be conveyed and recorded by the Line Manager to the Senior Authorised Person(s) before they return to their nominal duties. Confirmation shall be inputted on to the training database by Workforce Strategy. (See Note 5)

1.3 Senior Authorised Person Biennial E-Learning assessment and training

• E-Learning assessment and training shall be undertaken in exam conditions monitored by the Line Manager.

• The Senior Authorised Person shall undertake the Senior Authorised Person E-Learning assessment and refresher training module for all NSIs / Sections that they are authorised to.

• E-Learning Training and Assessments for all NSIs must be undertaken, as a minimum every 2 years, unless there have been significant changes within a specific NSI.

1.4 Senior Authorised Person Audit

• Safety Assurance Team informs Line Manager of audit completion with any outcome and recommendations.

• The Senior Authorised Person Audit shall only be classed as completed when the audit outcome is successful.

• Line Manager ensures recommendations are actioned, where an audit, incident or suspension has occurred.

• On successful completion, the Safety Assurance Team updates qualification in the Training Database.

• Safety Assurance Team maintain a record of Senior Authorised Person audits.

• All audits are undertaken in line with AMBP 120.

2. If the Senior Authorised Person is authorised as a Competent Person for any NSIs or sections of NSI 4 not covered by their Senior Authorised Person authorisation then the requirements in section 5.2 “Continuation of Competent Person Authorisation” must be fulfilled.

3. Senior Authorised Person must also fulfil the requirements in section 5.3 “Continuation of Authorised Person Authorisation”.

4. Authorisation will be immediately visible on the Training Database after input.

5. Local Administrator / Line Manager can update the Training Database via an e-mail instruction from the Operations Manager. All recordable evidence, such as the AU/1 form, shall be uploaded into the Training Database.
5.5 National Grid NGET Control - Control Person (Safety) – including Limited Authorisations

National Grid Line Manager to nominate candidate for Control Person (Safety), or Limited Authorisation Training and Assessment

Course Entry and Training Identified within NG Control procedure.

Final Interview as per Appointment Matrices See Appendix A

Interview Panel Authorising Manager completes:-
- Record of Authorisation Interview Form, see Appendix B
- Records authorisations by updating the Training Database qualifications

Authorisation valid for 3 years

Continuation of Control Person (Safety) or Limited Authorisation:-
- Assessment by one 3 yearly live audit
- Assessment by off-line annual audits
- Attendance of annual NGET Control Stand Down Days
- Completion of one 3 yearly NGET Control Paper Based Exercise and assessment or evidenced real time Paper Based switching.

Authorisation Assurance Engineer updates the Authorisation records on successful completion of audits & assessments

Notes:-
1. Authorisation will be immediately visible in the Training records after input from the Authorisation Assurance Engineer
5.6 National Grid NGET Control - **Control Person (Operation)** – including Limited/Restricted **Authorisations**

- **National Grid Line Manager** to nominate candidate for **Control Person (Operation)**, or Limited / Restricted **Authorisation** Training and Assessment

- Course Entry and training identified within NGET Control procedure

- **Final interview** as per Appointment Matrices see Appendix A

- Interview panel Authorising Manager completes:
  - Record of **Authorisation Interview Form**, see Appendix B
  - Records authorisations by updating the Training Database qualifications

- **Authorisation** valid for 3 years

- Continuation of **Control Person (Operation)**, or Limited / Restricted **Authorisation**:
  - Assessment by one 3 yearly live audit
  - Assessment by off-line annual audits
  - Attendance of Annual NGET Control Stand Down Days
  - Training & Assessment undertaken in exam conditions supervised by the Line Manager

- Authorisation Assurance Engineer updates the Training records after successful completion of audits and assessments

**Notes:**

1. **Authorisation** will be immediately visible in the Training records after input from the Authorisation Assurance Engineer
5.7 **Non-Company Competent Person**

**Non-Company** Line Manager to nominate **Person** for either:

- Substation **Competent Person** NSI 6 full & 8 limited Training and Assessment*
- OHL **Competent Person** NSI 4 CPA, CPB, CPC, CPD

* Minimum requirement

**Course Entry Requirements**

- **Person** Authorised
- 9 day rule or equivalent as per Section 4.4

**Completion of either:**

- Substation **Competent Person**
  - Safety Rule
  - Safety Document Procedures NSI 6 & NSI 8
  - E Learning Training & Assessments

or

- OHL **Competent Person**
  - Safety Rule NSI 4 Core
  - E Learning Training & Assessments

Training and Assessment undertaken by Our Academy. (See Note 2)

Other NSI authorisations can be requested, trained and assessed at this stage.

The **Our Academy** trainer issues cover note valid for 30 days on successful completion.

**Authorisation** entered into EUSR **Authorisation** Database within 30 days

**Authorisation** valid for 1 year

**Continuation of relevant Competent Person Authorisation:**

- Currently **Competent Person** Authorised
- Completion of relevant **Competent Person** E-Learning Training and Assessment

Training and assessment undertaken by Our Academy (See Note 2)

The Academy trainer issues cover note valid for 30 days on successful completion.

Results of **Competent Person** training entered into EUSR **Authorisation** database within 30 days

**Notes:**

1. **Authorisation** will be visible on EUSR within 30 days.
2. **Non-Company** employers may choose to train their own staff or utilise the **Our Academy** course. Assessment of training will be undertaken by **Our Academy**. In exceptional circumstances the Team Leader can allow the undertaking of the training on site by approval of a Operations Manager. Our Academy must be contacted to provide an EUSR number.
3. When a **Non-Company** employee is appointed as a **Competent Person** he also achieves the appointment as a **Person**. If the **Competent Person** authorisation lapses/ceases then the **Person** authorisation will be valid for the 3 years from date of issue.
5.8 **Non-Company Authorised Person**

Non-Company Line Manager to nominate Person for Authorised Person Training and Assessment

Course Entry Requirements

Person Authorised

Non-Company can either:
- Train their own staff (See note 2)
- Send staff to Our Academy

Undertake a practical switching test

Final interview as per Appointment Matrices see Appendix A

Interview panel Authorising Manager completes:
- Cover note from Non-Company AP Manual
- AU/1 form, see Appendix B and e-mails to Our Academy

Our Academy updates EUSR web page

Authorisation visible on EUSR web page

Authorisation valid for 1 year
Limited to Non-Company Equipment subject to National Grid Safety Rules

Continuation of Authorised Person Authorisation:
- Completion of Authorised Person E-Learning refresher Training and Assessment (See Note 2)
- Training & Assessment undertaken in exam conditions supervised by Our Academy

Our Academy trainer issues cover note valid for 30 days on successful completion
- Our Academy updates EUSR web page
- Authorisation visible on EUSR web page

Notes:
1. Authorisation will be visible on EUSR within 30 days.
2. Non-Company employers may choose to train their own staff or utilise the Our Academy course. Assessment of candidate will be undertaken by Our Academy.
5.9 Removal and Reinstatement of Authorisation

**Notes:**
1. If the Authorisation is recommended for suspension via the Safety Assurance Team audit, the Operations Manager and the Head of Operations shall be informed.
2. For NGET Control - Control Person(s) refer to Management Procedure
3. If an individual has their Authorisation suspended, they can only enact those duties under the Personal Supervision of fully Authorised Personnel until their Authorisation is reinstated.
4. If a National Grid member of staff has their Authorisations suspended due to an absence from their normal duties then, section 4.2 shall be followed for an Authorised Person and Senior Authorised Person or, a re-authorisation plan agreed and recorded by the Line Manager will be utilised for all other Authorisations, not subject to a formal investigation. Workforce Strategy to amend the Training Database.
5. Retraining may be deemed an appropriate action following any / all investigations including SAT audit findings.
## Appendix A - Appointment Matrices

### Person and Competent Person

<table>
<thead>
<tr>
<th>X = Recommended Option</th>
<th>O = Alternative Option</th>
<th>Training</th>
<th>Assessment by</th>
<th>Review</th>
<th>Remark</th>
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<tr>
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<td>Our Academy Training Centre</td>
<td>Non-Company</td>
<td>National Grid Line Manager</td>
<td>National Grid Our Academy Trainer</td>
<td>Refresher / Re-assess Period</td>
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<td><strong>Person</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td>X</td>
<td>O</td>
<td>3 yrs</td>
</tr>
<tr>
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<td></td>
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<td>Refresher / Re-assessment process as per section 5.1</td>
</tr>
<tr>
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<td>O</td>
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<td></td>
<td>3 yrs</td>
</tr>
<tr>
<td><strong>Competent Person</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>National Grid</td>
<td>X</td>
<td>O</td>
<td>X**</td>
<td>O</td>
<td>1 yr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Non-Company</td>
<td>X</td>
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<td>O***</td>
<td>X</td>
<td>1 yr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Refresher / Re-assessment process as per section 5.7</td>
</tr>
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</table>

**Notes:**
- * Initial Person Authorisation shall take place at or via Our Academy.
- ** For CP panels, if required, an experienced SAP / technical representative may attend to provide technical guidance, AU/1 Form to be completed after on-site evaluation.
- ***Exceptional circumstances Team Leader can authorise on site, with the Operation Managers consent.
- Team Leader must send a copy of the Cover Note to Our Academy to allow Authorisation to be updated on EUSR.
## Authorised Person and Senior Authorised Person

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<tr>
<th>X = Recommended Option</th>
<th>O = Alternative Option</th>
<th>Training</th>
<th>Visits or visits by</th>
<th>Constitution of Authorisation Panel</th>
<th>Practical Tests</th>
<th>Form</th>
<th>Annual Review</th>
<th>Refresher/ Reassessment period</th>
<th>Remark</th>
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<td></td>
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<td>Our Academy Training Centre</td>
<td>Non-Company Planning</td>
<td>NGET Control</td>
<td>SAT</td>
<td>Operations Manager (Authorising Manager)</td>
<td>ET Safety Rule Team</td>
<td>Non-Company Observer</td>
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<td>X</td>
<td>X</td>
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<td>X</td>
<td>O</td>
<td></td>
<td>X*</td>
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<td>X***</td>
<td>AU//1</td>
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<tr>
<td>Senior Authorised Person 1</td>
<td>Prepare, issue, transfer and cancel PFW, LAC, SPW, for HV Equipment as appropriate</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X**</td>
<td>X</td>
<td>AU//1</td>
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<tr>
<td>Senior Authorised Person 2</td>
<td>Prepare, consent, issue, transfer and cancel PFW, LAC, CLLW, for LV Equipment as appropriate</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X**</td>
<td>X</td>
<td>AU//1</td>
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<td>Senior Authorised Person 3</td>
<td>Prepare, consent, issue, transfer and cancel PFW, LAC, for Mechanical Equipment as appropriate</td>
<td>X</td>
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<td>X</td>
<td>X**</td>
<td>X</td>
<td>AU//1</td>
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**Notes:**
* For **AP**, Non-Company Authorisation Panel, Operations Manager may be substituted by Team Leader.
** For **SAP** panels, if required, an experienced SAP / technical representative may attend to provide technical guidance. Operations Manager shall where possible be independent.
*** Practical Test at site only

Constitution of National Grid **Authorised Person Authorisation Panel** - candidates Operations Manager and independent Team Leader, if required, an experienced SAP / technical representative may attend to provide technical guidance, within their zone.
### Control Person (Operation) and Control Person (Safety)

<table>
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<tr>
<th>X = Recommended Option</th>
<th>O = Alternative Option</th>
<th>Training</th>
<th>Visits</th>
<th>Constitution of Authorisation Panel</th>
<th>Practical Tests</th>
<th>Form</th>
<th>Annual Review</th>
<th>Refresher/Reassessment period</th>
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<td>Site</td>
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<td>SAT</td>
<td>Authorising Manager***</td>
<td>ET Safety Rule Team</td>
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<td>Control Person (CPO 1)</td>
<td>Control Person (CPO 1) Limited</td>
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<td>X*</td>
<td>X</td>
<td>X****</td>
<td>AUJ/1</td>
<td>X</td>
<td>3 yr</td>
<td>Authorisation Panel, refer to NGET Control Management Procedure</td>
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<td>(Restricted)</td>
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<td>X*</td>
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<td>X</td>
<td>X****</td>
<td>AUJ/1</td>
<td>X</td>
<td>3 yr</td>
</tr>
<tr>
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<td>Control Person (CPS 1) Limited</td>
<td>X</td>
<td>X*</td>
<td>X</td>
<td>O</td>
<td>X****</td>
<td>AUJ/1</td>
<td>X</td>
<td>3 yr</td>
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<tr>
<td>Control Person (CPOS 1)</td>
<td>Limited</td>
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<td>O</td>
<td>X</td>
<td>AUJ/1</td>
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<td>1 yr</td>
<td>CPOS 1 Authorisation to be site specific</td>
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<tr>
<td>Control Person (CPOS 2)</td>
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<td>X**</td>
<td>AUJ/1</td>
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<tr>
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<td>1 yr</td>
<td>Refresher / Re-assessment process as per section 5.4</td>
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**Notes:**

* Site visits are not required where the trainee has previously worked on site, control room visits not required where trainee has previously worked at NGET Control
** Captured as part of the Senior Authorised Person Practical
*** Authorising Manager could be ET Operations Manager or NGET Control Manager (as per NGET Management Procedure)
**** NGET Control Simulator Practical Assessment
Appendix B – Record of Authorisation Interview Form AU/1

UK ELECTRICITY TRANSMISSION SAFETY RULES INTERVIEW FORM AU/1

CANDIDATE DETAILS (print names)
Name: 
Payroll N° (NG Staff): 
Company: 
EUSR ID Number: 
Geographical Limitation (Non-NG staff): 

RECORD OF VISITS AND PRACTICAL TEST (print names)
Visit or visited by NGET Control / Planning on: 
Practical test undertaken under the Personal Supervision of: 
#SAP / AP: 
Control Person: 
Date: 

AUTHORISATION PANEL (print names)
SAT Representative 
ET Safety Rules Representative 
Technical Representative 
Authorising Manager 
Non-Company Observer 
Other 

AUTHORISATION AND OPERATIONAL AUTHORITIES (mark X as appropriate)
Competent Person 
Competent Person (ROMP) 
Authorised Person 
Senior Authorised Person # 1 2 3 
Control Person CP(OS) 1 Limited 
Control Person CP(OS) 2 
Control Person (Safety) 1 
Control Person (Safety) 1 Limited 
Control Person (Operation) 1 
Control Person (Operation) 1 Limited 
PFW 
PFW 
SFW 
SFW 
LAC 
LAC 
CLLVW 
CLLVW 
OA1 
OA1 
OA2 
OA2 
OA3 
OA3 
OA5 
OA5 
OA6 
OA6 

NATIONAL SAFETY INSTRUCTIONS (mark X as appropriate)
NSI 1 Operational & Safety Switching 
NSI 2 Earthing High Voltage Equipment 
NSI 3 High Voltage Metal Clad Switchgear with Spouts 
NSI 4 Work on or near High Voltage Overhead Lines (Core) 
NSI 4 Work on or near High Voltage Overhead Lines (Section 5) 
NSI 4 Work on or near High Voltage Overhead Lines (Section 7) 
NSI 5 Cable Systems 
NSI 6 Demarcation in Substations (Limited) 
NSI 6 Demarcation in Substations 
NSI 8 Mobile Elevated Work Platforms, Lorries Loaders, Vehicles, Cranes and Objects in Substations 
NSI 9 Testing High Voltage Equipment 
NSI 10 Equipment Containing Sulphur Hexafluoride (SF₆) 
NSI 11 High Voltage Static Capacitor Banks 
NSI 12 Low Voltage Equipment 
NSI 13 Washing High Voltage Insulators Using Portable Washing Equipment 
NSI 14 Automatically or Remotely Controlled Equipment 
NSI 17 Pressure Systems 
NSI 24 Modification or Repair of Earth Conductors on Main Earth Systems 
NSI 26 Railway Connection Circuits 
NSI 27 Work on or near to High Voltage Direct Current (HVDC) Equipment

The Authorising Manager and/or the constitution of any panel recommends that the candidate be authorised for the duties and responsibilities specified above 
# Delete as appropriate

Signed: 
Date: 

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Uncontrolled when printed 
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## Appendix C – Person and Competent Person Cover Note

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<tr>
<th>Title</th>
<th>Mr, Mrs, Ms, Miss or Other</th>
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<tbody>
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<td>Forename and Surname</td>
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</tr>
<tr>
<td>Date of Birth</td>
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<tr>
<td>EUSR No. (If known)</td>
<td>Cover Note Ref.</td>
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I certify that the above named is Authorised as a Person

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<td>Person - Overhead Lines</td>
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<tr>
<td>Trainer/Facilitator Name</td>
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<tr>
<td>Trainer/Facilitator Signature</td>
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<tr>
<td>Authorising Name</td>
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<tr>
<td>Expiry date of this cover note</td>
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## Competent Person

### Cover Note

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<th>Signature</th>
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<td>Forename and Surname</td>
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<tr>
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<tr>
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<td>National Safety Instruction 4 - Section 5</td>
</tr>
<tr>
<td>Authorisation(s) which do not apply to this person</td>
<td>Permit for Work ROMP</td>
<td>National Safety Instruction 4 - Section 6</td>
</tr>
<tr>
<td></td>
<td>Sanction for Work</td>
<td>National Safety Instruction 4 - Section 7</td>
</tr>
<tr>
<td></td>
<td>National Safety Instruction 2 - Limited</td>
<td>National Safety Instruction 4 - Section 7</td>
</tr>
<tr>
<td></td>
<td>National Safety Instruction 4 - CP A</td>
<td>National Safety Instruction 6</td>
</tr>
<tr>
<td></td>
<td>National Safety Instruction 4 - CP B</td>
<td>National Safety Instruction 8 - Full</td>
</tr>
<tr>
<td></td>
<td>National Safety Instruction 4 - CP C</td>
<td>National Safety Instruction 8 - Limited</td>
</tr>
<tr>
<td></td>
<td>National Safety Instruction 4 - CP D</td>
<td>National Safety Instruction 9</td>
</tr>
</tbody>
</table>

### Event Date

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Trainer/Facilitator Name</th>
<th>Trainer/Facilitator Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Authorising Name</td>
<td>Authorising Signature</td>
</tr>
</tbody>
</table>

| Cover Note Expiry Date | |
|------------------------| |

This cover note must be issued to, and retained by, the trainee named above.
One copy to be forwarded to “Contractor Training Administrator” where on site completion of E-Learning package has taken place.
Appendix D - Person Record of nine (9) days’ work on a (High Voltage) site(s)

**Competent Person** must have been previously authorised as a **Person** and to have worked on a National Grid or other Electrical utility HV site, under Safety Documentation conditions, as part of a working party for a period of nine (9) days. This is to ensure that people without site experience in the HV Substation / OHL environment do not take charge of a working party. This requirement does not affect anyone who already holds a **Competent Person** card.

### Personal Details

<table>
<thead>
<tr>
<th>Employee’s Full Name</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer:</td>
<td>EUSR No.</td>
</tr>
<tr>
<td>Employer’s Management Representative:</td>
<td>Full Name:</td>
</tr>
</tbody>
</table>

Note:- An Employers Management Representative’s details are required to confirm the suitability of their nominated candidate to undertake NG **Competent Person** Training, Assessment & Duties.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Employer</th>
<th>National Grid / Electrical Utility - Location</th>
<th>Signature of Employee</th>
<th>Safety Document Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td>3</td>
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<td>9</td>
<td></td>
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</tr>
</tbody>
</table>

Completed booking forms, evidence of existing Health and Safety training, record of Person card holder 9 days’ work on a National Grid or other Electrical Utility site, under Safety documentation conditions and Annual Reviews of appointed employees may be required for audit purposes.
## Appendix E – Full Listing of NSI 30 Authorisations

The below table is a full listing of Authorisation(s) within NSI 30 and each individual role:
e.g. Senior Authorised Person does not need to hold all the Authorisation(s) listed to enact that role.

<table>
<thead>
<tr>
<th>Person</th>
<th>Authorised Person</th>
<th>Senior Authorised Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person - Substations</td>
<td>OA 2</td>
<td>OA 1</td>
</tr>
<tr>
<td>Person – Overhead Lines</td>
<td>OA 3</td>
<td>OA 6</td>
</tr>
<tr>
<td>CP - PFW ROMP</td>
<td>AP – NSI 1</td>
<td></td>
</tr>
<tr>
<td>CP - LAC</td>
<td>AP – NSI 2</td>
<td></td>
</tr>
<tr>
<td>CP - SFW</td>
<td>AP – NSI 27</td>
<td>SAP - PFW</td>
</tr>
<tr>
<td>Competent Person</td>
<td></td>
<td>CP(OS)1 Limited – HV</td>
</tr>
<tr>
<td>CP - CLLVW</td>
<td></td>
<td>CP(OS)2 – LV</td>
</tr>
<tr>
<td>CP – NSI 2</td>
<td></td>
<td>CP(OS)3 – Mech.</td>
</tr>
<tr>
<td>CP – NSI 2 - Limited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP – NSI 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP – NSI 4 – Core</td>
<td>OA – 5</td>
<td>SAP2 – LV System</td>
</tr>
<tr>
<td>CP – NSI 4 – Sec. 5</td>
<td>OA – 6</td>
<td>SAP3 – Mechanical System</td>
</tr>
<tr>
<td>CP – NSI 4 – Sec. 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP – NSI 4 – Sec. 7</td>
<td>CP(O) 1 – HV*</td>
<td>SAP – NSI 1</td>
</tr>
<tr>
<td>CP – NSI 4 – CP A</td>
<td>CP(O) – NSI 1</td>
<td>SAP – NSI 2</td>
</tr>
<tr>
<td>CP – NSI 4 – CP B</td>
<td></td>
<td>SAP – NSI 3</td>
</tr>
<tr>
<td>CP – NSI 4 – CP C</td>
<td>CP(O)1 – Limited*</td>
<td>SAP – NSI 4 – Core</td>
</tr>
<tr>
<td>CP – NSI 4 – CP D</td>
<td>CP(O)1 – Restricted*</td>
<td>SAP – NSI 4 – Sec. 5</td>
</tr>
<tr>
<td>CP – NSI 5</td>
<td></td>
<td>SAP – NSI 4 – Sec. 6</td>
</tr>
<tr>
<td>CP – NSI 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP – NSI 6 - Limited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP – NSI 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP – NSI 8 - Limited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP – NSI 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control Person Operation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP – NSI 10</td>
<td>CP(S) 1 – HV*</td>
<td>SAP – NSI 9</td>
</tr>
<tr>
<td>CP – NSI 11</td>
<td>CP(S) 1 – Limited*</td>
<td>SAP – NSI 10</td>
</tr>
<tr>
<td>CP – NSI 12</td>
<td>SAP – NSI 11</td>
<td></td>
</tr>
<tr>
<td>CP – NSI 13</td>
<td>CP(S) – NSI 1</td>
<td>SAP – NSI 12</td>
</tr>
<tr>
<td>CP – NSI 17</td>
<td>CP(S) – NSI 2</td>
<td>SAP – NSI 13</td>
</tr>
<tr>
<td>CP – NSI 24</td>
<td>CP(S) – NSI 3</td>
<td>SAP – NSI 14</td>
</tr>
<tr>
<td>CP – NSI 26</td>
<td>CP(S) – NSI 4</td>
<td>SAP – NSI 17</td>
</tr>
<tr>
<td>CP – NSI 27</td>
<td>CP(S) – NSI 5</td>
<td>SAP – NSI 24</td>
</tr>
<tr>
<td>CP – NSI 28</td>
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<td></td>
</tr>
<tr>
<td>CP – NSI 33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control Person Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Annual Review</td>
<td>CP(S) – NSI 9</td>
<td>SAP – NSI 26</td>
</tr>
<tr>
<td>*SHES Review Events</td>
<td>CP(S) – NSI 10</td>
<td>SAP – NSI 27</td>
</tr>
<tr>
<td>CP(S) – NSI 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP(S) – NSI 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CP(S) – NSI 27</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| CP(S) – NSI 33 | | *
| *Annual Review | CP(S) – NSI 11 | |
| *SHES Review Events | CP(S) – NSI 26 | |
| NGET Control Stand Down Day | CP(S) – NSI 27 | |
| *Annual Off-Line Audit | CP(S) – NSI 33 | |
| *3 Yearly Audit | | |
| *Paper Based Assessment | | |

Notes:
* These are the requirements to maintain an Authorisation(s) and are recorded in the Training Database
## Appendix F – NSI Authorisation Pre-course Requirements

<table>
<thead>
<tr>
<th>Authorisation</th>
<th>Competent Person</th>
<th>Authorised Person (Company / Non-Company)</th>
<th>Senior Authorised Person</th>
<th>Non-Company Competent Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Rules (ROMP)</td>
<td>2 ROMP documents held under <strong>Personal Supervision</strong> of a ROMP authorised CP within last 12 months</td>
<td>N/A</td>
<td>As per SAP Manual</td>
<td>2 ROMP documents held under <strong>Personal Supervision</strong> of a ROMP authorised CP within last 12 months, other Utility Company equivalent documents may be evidenced. and ROMP E-Learning Training and Assessment delivered by Our Academy</td>
</tr>
<tr>
<td>NSI 1 – Operational &amp; Safety Switching</td>
<td>N/A</td>
<td>As per AP Manual</td>
<td>As per SAP Manual</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or <strong>Non-Company AP Manual</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSI 2 – Earthing High Voltage Equipment</td>
<td>Authorised as a CP NSI 6 &amp; 8 Read NSI 2 Rules &amp; Guidance Evidence of two occasions in the application and removal of <strong>Drain Earth(s)</strong> under <strong>Personal Supervision</strong> of an NSI 2 authorised CP within last 12 months Evidence of two occasions of giving physical assistance in applying portable <strong>Primary Earth(s)</strong> under <strong>Personal Supervision</strong> of an SAP1 within last 12 months</td>
<td>As per AP Manual Or <strong>Non-Company AP Manual</strong></td>
<td>As per SAP Manual</td>
<td>Authorised as a CP NSI 6 full &amp; 8 limited Read NSI 2 Rules &amp; Guidance Evidence of two occasions in the application and removal of <strong>Drain Earth(s)</strong> under <strong>Personal Supervision</strong> of an NSI 2 authorised CP within last 12 months Or NSI 2 Practical Course delivered by Our Academy</td>
</tr>
<tr>
<td>NSI 3 - High Voltage Metalclad Switchgear with Spouts</td>
<td>Authorised as a CP NSI 6 &amp; 8 Read NSI 3 Rules &amp; Guidance Two occasions of holding <strong>Safety Document(s)</strong> under <strong>Personal Supervision</strong> of an NSI 3 authorised CP within last 12 months</td>
<td>Authorised as an AP</td>
<td>Authorised as SAP 1 Read NSI 3 Rules &amp; Guidance Two occasions of preparing <strong>Safety Document(s)</strong> on metal clad switchgear under <strong>Personal Supervision</strong> of a SAP1 authorised to NSI 3 within last 12 months</td>
<td>N/A</td>
</tr>
<tr>
<td>Authorisation</td>
<td>Competent Person</td>
<td>Authorised Person (Company / Non-Company)</td>
<td>Senior Authorised Person</td>
<td>Non-Company Competent Person</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| NSI 4 Work on or Near High Voltage Overhead Lines | Authorised as a **Person** OHL  
Read relevant sections of NSI 4 (refer to NSI4 Authorisation Matrix)  
9 days’ on-site experience as part of a **Working Party**  
Evidence of two occasions in the application and removal of **Drain Earth(s)** under **Personal Supervision** of an NSI 4 authorised CP within last 12 months | N/A | As per SAP Manual | Authorised as a **Person** OHL  
9 days’ on-site experience  
CPA and CPB  
Read relevant sections of NSI 4  
CPC  
Read relevant sections of NSI 4  
Evidence of two occasions in the application and removal of **Drain Earth(s)** under **Personal Supervision** of an NSI 4 authorised CP within last 12 months  
Or  
NSI 4 Practical Course delivered by the Academy | |
| NSI 4 OHL Additional Authorisation(s) | Authorised as **Competent Person** OHL to NSI4 section 1 core.  
Read relevant sections of NSI 4 (refer to NSI 4 Authorisation Matrix for additional **Authorisation(s)**) | Authorised as a **Senior Authorised Person** OHL to NSI 4 section 1 all schemes (refer to NSI4 Authorisation Matrix)  
Read relevant sections of NSI 4 (refer to NSI4 Authorisation Matrix for additional **Authorisation(s)**) | Authorised as **Competent Person** OHL CPC (all schemes) of NSI 4 (refer to NSI4 Authorisation Matrix)  
Read relevant sections of NSI 4 (refer to NSI4 Authorisation Matrix for additional **Authorisation(s)**) | |
<table>
<thead>
<tr>
<th>Authorisation</th>
<th>Competent Person</th>
<th>Authorised Person (Company / Non-Company)</th>
<th>Senior Authorised Person</th>
<th>Non-Company Competent Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSI 5 – Cable Systems</td>
<td>Authorised as a CP NSI 6 &amp; 8</td>
<td>N/A</td>
<td>Authorised as a SAP 1 Read NSI 5 Rules &amp; Guidance Complete approved Cable appreciation course and CBT assessment. Two occasions of preparing Safety Document(s) under Personal Supervision of an NSI 5 authorised SAP1 within last 12 months</td>
<td>N/A</td>
</tr>
<tr>
<td>NSI 6 – Demarcation in Substations</td>
<td>Authorised as Person 9 days’ on-site experience as part of a Working Party Read NSI 6 and NSI 6 Guidance</td>
<td>N/A</td>
<td>As per SAP Manual For Limited or Full Authorisation Authorised as Person 9 days’ on-site experience as part of a Working Party or Pre-Competent Person Course completion. Read NSI 6 and NSI 6 Guidance</td>
<td>N/A</td>
</tr>
<tr>
<td>NSI 8 – Mobile Elevated Work Platforms, Lorry Loaders, Vehicles, Cranes and Objects in Substations</td>
<td>Authorised as Person 9 days’ on-site experience as part of a Working Party Read NSI 8 and NSI 8 Guidance</td>
<td>N/A</td>
<td>As per SAP Manual For Limited or Full Authorisation Authorised as Person 9 days’ on-site experience as part of a Working Party or Pre-Competent Person Course completion. Read NSI 8 and NSI 8 Guidance</td>
<td>N/A</td>
</tr>
<tr>
<td>NSI 9 – Testing High Voltage Equipment</td>
<td>Authorised as a CP NSI 2,6 &amp; 8 Read NSI 9 Rules &amp; Guidance Evidence of two occasions in the application and removal of Primary Earth(s) under a SFW and under Personal Supervision of an NSI 9 authorised CP within last 12 months</td>
<td>N/A</td>
<td>As per SAP Manual For Limited or Full Authorisation Authorised as a CP NSI 6 full, NSI 8 limited &amp; NSI 2 limited Read NSI 9 Rules &amp; Guidance Evidence of two occasions in the application and removal of Primary Earth(s) under a SFW and under Personal Supervision of an NSI 9 authorised CP within last 12 months</td>
<td>N/A</td>
</tr>
<tr>
<td>Authorisation</td>
<td>Competent Person</td>
<td>Authorised Person (Company / Non-Company)</td>
<td>Senior Authorised Person</td>
<td>Non-Company Competent Person</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
| NSI 10 – Equipment Containing Sulphur Hexafluoride (SF6) | Authorised as a CP NSI 6 & 8  
Completed approved SF6 Gas Handling Course (SF6 Module 2 - SF6 Usage and Operating Recovery Equipment)  
or  
Previous equivalent courses  
Read NSI 10 Rules & Guidance  
Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 10 authorised CP within last 12 months. (At least one covering gas depressurisation and entry into a gas zone) | N/A                                                                 | Authorised as a SAP 1  
Read NSI 10 Rules & Guidance  
Completed:  
SF6 Module 1 – Top up and Test  
SF6 Module 2 - SF6 Usage and Operating Recovery Equipment  
or  
Previous equivalent courses  
Two occasions of preparing Safety Document(s) under Personal Supervision of an NSI 10 authorised SAP1 within last 12 months. (At least one covering gas depressurisation and entry into a gas zone) | N/A |
| NSI 11 – High Voltage Capacitor Banks | Authorised as a CP NSI 6 & 8  
Read NSI 11 Rules & Guidance  
Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 11 authorised CP within last 12 months | N/A                                                                 | Authorised to SAP 1  
Read NSI 11 Rules & Guidance  
Two occasions of preparing Safety Document(s) on capacitor bank under Personal Supervision of a SAP1 authorised to NSI 11 within last 12 months | N/A |
| NSI 12 - Low Voltage Equipment        | Authorised as a CP NSI 6 & 8  
Read NSI 12 Rules & Guidance  
Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 12 authorised CP within last 12 months | N/A                                                                 | As per SAP Manual  
As per SAP Manual | N/A |
<table>
<thead>
<tr>
<th>Authorisation</th>
<th>Competent Person</th>
<th>Authorised Person (Company / Non-Company)</th>
<th>Senior Authorised Person</th>
<th>Non-Company Competent Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSI 13 – Washing High Voltage Insulators Using Portable Washing Equipment</td>
<td>Authorised as a CP NSI 6 &amp; 8 Read NSI 13 Rules &amp; Guidance Two occasions of holding Safety Document(s) or Live water washing under Personal Supervision of an NSI 13 authorised CP within last 12 months</td>
<td>N/A</td>
<td>Authorised to SAP 1 Read NSI 13 Rules &amp; Guidance Two occasions of preparing Safety Document(s) or Live water washing under Personal Supervision of a SAP1 authorised to NSI 13 within last 12 months.</td>
<td>N/A</td>
</tr>
<tr>
<td>NSI 14 - Automatically or Remotely Controlled Equipment</td>
<td>N/A</td>
<td>N/A</td>
<td>As per SAP Manual</td>
<td>N/A</td>
</tr>
<tr>
<td>NSI 17 – Pressure Systems</td>
<td>Authorised as a CP NSI 6 &amp; 8 Read NSI 17 Rules &amp; Guidance Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 17 authorised CP within last 12 months</td>
<td>N/A</td>
<td>As per SAP Manual</td>
<td>N/A</td>
</tr>
<tr>
<td>NSI 24 – Modification or Repair of Earth Conductors on Main Earth Systems</td>
<td>Authorised as a CP NSI 6 &amp; 8 Read NSI 24 Rules &amp; Guidance Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 24 authorised CP within last 12 months</td>
<td>N/A</td>
<td>Authorised to SAP 1 Read NSI 24 Rules &amp; Guidance Two occasions of preparing Safety Document(s) under Personal Supervision of a SAP1 authorised to NSI 24 within last 12 months.</td>
<td>N/A</td>
</tr>
<tr>
<td>NSI 26 – Railway Connection Circuits</td>
<td>N/A</td>
<td>N/A</td>
<td>Authorised to SAP 1 Read NSI 26 Rules &amp; Guidance Complete approved appreciation course and CBT assessment. (CBT only for experienced Engineers). Two occasions of preparing Safety Document(s) under Personal Supervision of a SAP1 authorised to NSI 26 within last 12 months.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Note – although NSI 26 mentions Competent Person – there are no responsibilities attached to this role – thus a separate authorisation is not required.
| NSI 27 – Work on or near to High Voltage Direct Current (HVDC) Equipment | N/A | Authorised as an AP  
Read NSI 27 Rules, Guidance & relevant Appendices  
Two occasions of carrying out switching to NSI 27 under **Personal Supervision** of an NSI 27 authorised AP within last 12 months. Two desktop exercises may be completed in lieu of above.  
Complete NSI27 AP Assessment | Authorised to SAP 1  
Read NSI 27 Rules, Guidance & relevant Appendices  
Two occasions of preparing **Safety Document(s)** under **Personal Supervision** of a SAP1 authorised to NSI 27 within last 12 months.  
Complete NSI27 SAP assessment | N/A |

*Note – although NSI 27 mentions Competent Person – there are no responsibilities attached to this role – thus a separate authorisation is not required.*