Safety Rules and Guidance
(Fifth Edition)

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## DOCUMENT HISTORY

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<th>Issue</th>
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<th>Summary of Changes / Reason</th>
<th>Author(s)</th>
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| 2     | 28/12/07   | Re-write of Guidance Document to line up with Third Edition Safety Rules  
Ex Network Services Procedure WE1000 embedded into guidance | Safety Rules Review Working Group | MDE Manager, Les Adams      |
| 3     | 27/03/09   | Re-issue of Guidance Document as part of annual review. Minor text changes and Key Changes as identified below. Modified or inserted text identified by yellow highlighting. Safety Bulletin SB 171 embedded into guidance. | Safety Rules Assurance Team      | MDE Manager, Les Adams    |
| 4     | 04/04/11   | Annual review; document amended as detailed below and minor text changes as highlighted in yellow. | NSI Review Group                 | MDE Manager, Les Adams    |
| 5     | 02/04/12   | Annual review; document amended as detailed below and minor text changes as highlighted in yellow. | NSI Review Group                 | MDE Manager, Les Adams    |
| 6     | 01/10/13   | 5 Year Review. Renamed as “Safety Rules and Guidance” Fourth Edition which now incorporates and replaces Safety Rules Issue 3.02 and Safety Rules Guidance Issue 5. | Safety Rules Review Group        | Approved via SEDDs Mike Dean (ETAM) Clare Naunton (SSR) |
| 7     | 31/10/2018 | 5 Year review and revision change to the Fifth Edition.                                      | ET Operations Policy Review Group | Matt Staley  
Head of Operations ET Operations |
### KEY CHANGES

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<tr>
<td>Definitions</td>
<td>Definitions added – Drained &amp; Impressed Voltage Conditions.</td>
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<tr>
<td>G3 Procedures</td>
<td>Inclusion of reference to G3 Procedures that cater for Emergency situations where the Safety Rules cannot or should not be applied.</td>
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<tr>
<td>R2.1 &amp; R3.6</td>
<td>Removal of direct reference to Live Line and Live Line Techniques due to the dissolution of that technique.</td>
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<tr>
<td>R2.2 Guidance</td>
<td>Clarification added with regards to the Type Registration Process.</td>
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<tr>
<td>R2.4 Rule</td>
<td>Information regarding Railway Connection and HVDC Safety Distances, Diagram updated.</td>
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<tr>
<td>R3.4 Guidance</td>
<td>Additional clarity added with regards to ROMP Isolations only being used for one Safety Document.</td>
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<tr>
<td>R3.5 (d) Rule</td>
<td>The word “issued” inserted to replace the word “co-exist” and “in force” to add clarity.</td>
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<td>P8.1 Guidance</td>
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<td>P14.1 Guidance</td>
<td>Update to the alpha/numerical Multiple Permit numbering system.</td>
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<tr>
<td>Safety Documents, Supporting Documents</td>
<td>All sections have been updated with the revised electronic safety documents versions, including the dual control person consent. Information added regarding Emergency Application of Safety Rules</td>
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<tr>
<td>Various</td>
<td>Spelling corrections, grammatical errors and organisational changes such as TNCC replaces NOC.</td>
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Introduction

The **Company** Safety Rules are provided to ensure that work can be undertaken safely on or near to items of **Equipment** that form part of the **System**.

The Safety Rules are mandatory. It is the duty of every person who may be concerned with work on or near to the **System** to make themselves thoroughly familiar with the detail of the relevant Safety Rules and appropriate supporting documents. In addition, all persons have a general duty to be conversant with and to observe statutory requirements relating to any activity with which they have an involvement.

It is the responsibility, under the Health and Safety at Work etc. Act 1974, and Regulations made under it, that all persons employed will take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions.

The Eight Basic Safety Rules are based on a hierarchy of controls and as such must be read in sequence to ensure that the safest level of control is always used. To ensure that the ethos of the Rule is applied in full all paragraphs need to be read in context.

The statement of Policy, Philosophy and Principles do not form part of the Safety Rules. It is included for general information.

Specific Interpretations do not form part of the Safety Rules but are terms used within the rules to reflect Health and Safety legislation.

**Work** - When used in these Rules the term ‘work’ includes testing and operational and safety switching.

**Gender** - All references in these Rules to the masculine gender shall include the feminine.

These ‘Guidance Notes’ which supplement the Fifth Edition National Grid Safety Rules, have been written to clarify the application of the Safety Rules across the wide range of work carried out on Electricity Transmission operational sites.

This edition of the Safety Rules has been formulated from previous documents on guidance and also from experience across the population of **Senior Authorised Persons** within the organisation. Although not exhaustive, this set of Safety Rules reflects current thinking and standards within the organisation and drives a consistent approach to the application of the Rules across National Grid.

The layout in this set of Safety Rules reflects legislative codes of practice, whereby the Rule (or mandatory obligation) is identified by a green panel on the left-hand side. The guidance supplements the Rule and is identified by a blue panel.

Within National Grid the guidance holds the equivalent standing as an Approved code of Practice (ACOP) in law. If not followed, you will be required to demonstrate that your safe system of work is of an equal or higher standard.

Terms printed in bold type are as defined in the National Grid UK Electricity Transmission Plc Safety Rules Fifth Edition.
Specific Interpretations

1 Shall

When ‘shall’ is used in these Rules with no qualification, this indicates a mandatory requirement. No discretion is permitted and no judgement can be made.

2 Shall, where practicable

When ‘shall, where practicable’ is used to qualify a requirement, a slightly less strict standard is imposed. It means that where it is possible to achieve, in the light of current knowledge and invention, then the requirement shall be met. To avoid the requirement on the grounds of difficulty, inconvenience or cost is not allowed.

3 Shall, where reasonably practicable

When ‘shall, where reasonably practicable’ is used to qualify a requirement, then a judgement shall be made as to what is reasonable. This shall take into account an assessment of the magnitude of the risk on the one hand and the cost, time and trouble, and effort necessary for averting the risk on the other hand.
Statement of Policy, Philosophy and Principles

1 Policy

1.1 The Company “Safety and Wellbeing Policy” outlines our vision and commitment to health and safety. This Policy takes account of a wide-range of health and safety legislation under which the businesses within National Grid operate primarily the Health and Safety at Work Act 1974. It also takes account of standards and good practice introduced by such businesses to improve safety behaviours.

1.2 The “Safety and Wellbeing Policy” makes specific reference to maintaining high standards of safety performance. There is a requirement to meet, and where appropriate, exceed the requirements of health and safety legislation, policies, and other commitments to which National Grid subscribe. These Rules have been formulated taking into account principally the Electricity at Work Regulations 1989 and the Management of Health and Safety at Work Regulations 1999.

1.3 The Company recognises and accepts its statutory and moral responsibilities for ensuring our assets are designed, constructed, operated and maintained to standards that promote good safety performance through the life of the asset and when decommissioned.

1.4 Protecting the safety, health and welfare of National Grid employees and others who work for National Grid is of prime importance. It is National Grid’s responsibility to conduct operations in ways that are most protective of public safety.

1.5 The successful execution of the Policy relies on all individuals complying with safety requirements relevant to their responsibilities.

2 Philosophy

2.1 The Company’s electrical and mechanical items of Equipment are interconnected to form electromechanical Systems. These Systems contain inherent dangers but are designed so that when operated normally they are safe.

2.2 When work is to be carried out on, or near to, these Systems, Rules need to be specified to achieve safety from the inherent dangers.

2.3 These Safety Rules are based on a philosophy that persons will be protected from the inherent dangers. This is achieved by making them “Safe from the System”.

2.4 The inherent dangers are those arising from a System. The Rules define procedures and responsibilities for achieving safety of persons from the inherent dangers. They are summarised as follows:

a) Making available the Equipment concerned for the work.

b) Establishing safe conditions for work. This can be achieved by either limiting the scope of the work, or isolation from a System. Specialised procedures will be applied when the work has to be done on Equipment which remains energised.

c) Authorising the commencement of work.

d) Receiving the authority to commence work, executing the work, supervising safety during the work and clearing the authority when the work is terminated.

e) Cancelling the authority on termination of the work.

f) Restoring the System to normal.
2.5 Further dangers are those arising from the environment in which persons undertake work. The way in which these dangers are managed shall be specified in Management Procedures.

2.6 The Rules are supported by National Safety Instructions and Guidance Notes.

3 Principles

3.1 To fulfil the requirements of the Philosophy, the following principles have been adopted in formulating the Rules.

a) The Rules are only concerned with achieving safety for persons.

b) When work is to be carried out on Equipment the primary means of achieving safety is by Isolation. Where practicable the Isolating Devices shall be Locked. In the case of High Voltage Equipment, this shall be followed by earthing. Where reasonably practicable the Earthing Devices shall be Locked. In the case of mechanical Equipment this shall be followed by Draining, Venting and Purging as appropriate.

c) Approved specialised procedures shall be required for work where Isolation is not reasonably practicable, or where normal Isolation procedures cannot be applied.

d) Individuals shall be formally appointed to carry out defined duties.

e) Application shall ensure that safety is maintained across all internal and external control boundaries and interfaces.

f) The achievement of Safety from the System will involve one or more of the following functions; Control, Making Safe / Restoration of Equipment, and Work. These three functions cover different responsibilities which are treated separately in the Rules. The Rules do not preclude one person from performing all three functions.
Definitions

D1 Approved
Sanctioned for use by the Head of Operations, Electricity Transmission.

D2 Card Safe
A lockable device for the secure retention of Safety Document(s) and the associated Key Safe Key(s).

D3 Caution Notice
A notice conveying a warning against interference which shall be attached at all Points of Isolation.

D4 Charged
At a voltage when Isolated from the System by induction or a retained charge due to capacitive effects.

D5 Circuit Identification
Colours or symbols used to identify overhead line circuits and other Equipment.

D6 Company, The
National Grid UK Electricity Transmission plc.

D7 Consent
Confirmation by the Control Person (Safety), before the issue of a Safety Document, that safety precautions have been carried out on the correct Equipment and that procedures have been put in place to maintain these until the Safety Document is cancelled.

D8 Danger
A risk to health, or bodily injury.

D9 Dead
Not electrically Live or Charged.

D10 Drained
Where the contents of the Equipment are adjusted and maintained at a level which avoids Danger.

D11 Earthed
Connected to earth by means of an Earthing Device.

D12 Earthing Device
A means of providing a connection between an electrical conductor and earth, being one of the following:

a Primary Earth
A type registered fixed or portable Earthing Device applied to an electrical conductor to protect against inadvertent energisation.

b Drain Earth
A type registered fixed or portable Earthing Device applied to electrical Equipment for the purpose of protection against Charged Equipment and management of circulating currents.

D13 Earthing Schedule
A schedule indicating the Drain Earth requirements for each stage of work.

D14 Equipment
Electrical and mechanical operational assets to which the Safety Rules apply.

D15 General Safety
The provision and maintenance of safe access to and from the place of work, a safe place of work, a safe working environment, safe systems of work and the correct use of personal protective equipment.

D16 High Voltage (HV)
A Voltage exceeding 1000 volts.
**D17 Impressed Voltage Conditions**

Impressed Voltage (IV) conditions is the collective term for conditions such as Induced Voltages or Currents, differences in earth potential or voltage differences across any break in the conductive path. Coupling Mechanisms are as following:

1. Capacitive coupling (arising from the electric field and voltage source)
2. Inductive coupling (arising from the magnetic field and current source)
3. Conductive coupling (arising from current flow through a connection with earth)
4. Trapped charge (arising from residual charge left on the capacitance of an item of equipment).

These conditions could cause dangerous levels of induced voltages or currents.

**D18 Isolated**

Disconnected from associated Equipment by the operation of an Isolating Device to the isolating position or by adequate physical separation which shall ensure the isolation gap cannot fail electrically.

**D19 Isolating Device**

A device for rendering Equipment Isolated

**D20 Keys**

Being one of the following:

- **Control Key** A key for operating the control lock of a Key Safe
- **Safety Key** A key unique at the Location for locking an Isolation Device, Earthing Device, vent or drain device / valve.
- **Key Safe Key** A key unique at the Location for operating a lock, other than the control lock, on a Key Safe

**D21 Key Safe**

A lockable device for the secure retention of Keys, links and fuses.

**D22 Live**

At a voltage by being connected to, or being a source of electricity.

**D23 Location**

Any place at which work under the Company Safety Rules are carried out.

**D24 Locked**

A condition of Equipment that cannot be altered without the operation of a secure fastening device.

**D25 Low Voltage (LV)**

A voltage up to and including 1000 volts.

**D26 Operational Service**

Under operational control of a Control Person (Operation).

**D27 Personnel**

Being one of the following:

- **Person** An individual who has sufficient technical knowledge or experience to avoid Danger.
- **Competent Person** A Person who has been appointed by an appropriate officer of the Company to carry out duties specified in writing including the receipt, transfer and clearance of Safety Documents.
c  Authorised Person  A Person who has been appointed by an appropriate officer of the Company to carry out operational and safety switching duties as specified in writing.

d  Senior Authorised Person  A Competent Person appointed by an appropriate officer of the Company to carry out duties specified in writing, including the preparation, issue, transfer and cancellation of specified Safety Documents.

e  Control Person(s)  Being one of the following: -

   Control Person (Operation)  An individual who has been appointed by an appropriate officer of the Company, or other Companies, to be responsible for the operational control and co-ordination of the System within and across defined boundaries. They can also transfer temporary control of a part of the HV System using a System State Certificate.

   Control Person (Safety)  An individual who has been appointed by an appropriate officer of the Company, or other Companies, to be responsible for controlling and co-ordinating safety activities necessary to achieve Safety from the System within and across defined boundaries. They can also receive temporary control of a part of the HV System using a System State Certificate.

D28  Point(s) of Isolation  The point at which Equipment has been Isolated and where practicable, or in the case of LV Equipment where reasonably practicable, the isolation point immobilised and Locked. Caution Notices shall be attached at all Points of Isolation.

D29  Purged  A condition of Equipment from which any dangerous contents have been removed.

D30  Safety Distance  The distance from the nearest High Voltage exposed conductor, or from an insulator supporting a High Voltage conductor, which shall be maintained to avoid Danger.

D31  Safety Documents  Being one of the following: -

   a  Permit for Work  A Safety Document of a design shown in these Rules specifying the Equipment, the work to be carried out and the actions taken to achieve Safety from the System.
b Limited Access Certificate

A Safety Document of a design shown in these Rules specifying the Equipment, the work to be carried out and the limits of the work and/or work area necessary to achieve Safety from the System.

c Sanction for Work

A Safety Document of a design shown in these Rules specifying the HV Equipment, the work to be carried out which requires the removal of Primary Earths and the actions taken to achieve Safety from the System.

d Certificate for Live LV Work

A Safety Document of a design shown in these Rules specifying the LV Equipment, the work which is to be carried out Live and the precautions to be taken to achieve a safe system of work.

D32 Safety from the System

The condition which safeguards persons working on or near to Equipment from the Dangers, which are inherent in a System.

D33 Supervision

Being one of the following:

a Local Supervision

A level of supervision whereby the nominated Personnel is available at the Location where the work is being carried out and able to attend the point of work as necessary.

b Personal Supervision

A level of supervision whereby the nominated Personnel is continuously observing and in the presence of the individual(s) with the ability to directly intervene.

When individual(s) are working at height supervision can be given at ground level providing verbal and visual communication is maintained at all times.

This level of supervision shall ensure individual(s) are not exposed to Danger.

D34 System(s)

Items of Equipment which are used separately or in combination for the generation, transmission or distribution of electricity.

D35 System State Certificate

A certificate which defines the boundaries of that part of a System for which the control is to be transferred between a Control Person (Operation)1 and a Control Person (Safety)1.

D36 Vented

Having an outlet to the atmosphere so that pressure is equalised to atmospheric pressure.

D37 Working Party

Individuals working under the Personal Supervision of a Competent Person or Persons working under the Local Supervision of a Competent Person, including a Competent Person or Person working alone.
General Provisions

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<tr>
<td>G1.1 In addition to the requirements for establishing Safety from the System specified in these Safety Rules, General Safety shall be established and maintained at all times.</td>
<td>G1.2 The Safety Rules do not identify the roles and responsibilities for establishing and maintaining General Safety. These are identified within specific Asset Management Business Procedures (AMBPs) and/or Transmission Procedures (TPs).</td>
<td>G1.3 During the course of the work Personnel in charge of the Working Party shall ensure that all members of the Working Party maintain General Safety. In addition, he shall ensure that other work areas are not adversely affected by their activities.</td>
<td>G1.2 General Safety shall be established before work starts. The roles and responsibilities for establishing General Safety shall be specified in a Management Procedure.</td>
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<tr>
<td>G1.2 General Safety shall be established before work starts. The roles and responsibilities for establishing General Safety shall be specified in a Management Procedure.</td>
<td>G1.3 Management Procedure AMBP 310 identifies specific roles and responsibilities.</td>
<td>[...]</td>
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<tr>
<td>G2.1 The Safety Rules and the requirements of supporting documents are mandatory. In addition, Safety Rules issued by other relevant authorities are similarly mandatory.</td>
<td>G2.1 The Safety Rules are supported by National Safety Instructions (NSI’s). These are mandatory and shall be applied at all National Grid Locations. The principles contained in them shall be adhered to at all times.</td>
<td>[...]</td>
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<td>When National Grid staff work in areas where Distribution Network Operators, Generating Companies, or other Companies Safety Rules apply, these are also mandatory.</td>
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<td>Interface arrangements for managing site specific issues are laid down in the Site Responsibility Schedules.</td>
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Guidance General Provisions G2

Guidance General Provisions G1
G3 Special Instructions

G3.1 If for a special reason the Safety Rules cannot or should not be applied, the work shall be carried out in accordance with an Approved G3 procedure.

G3 Special Instructions

G3.1 Where it is impossible to apply the Safety Rules or there are strong commercial or technical reasons for not applying the Rules, **Safety from the System** can be achieved by robustly planned and risk assessed alternative methods. When there are strong commercial or technical reasons legal advice shall be sought. Instructions shall be specified in an Approved written G3 Procedure.

An example of where the Safety Rules cannot be applied is where the normal procedures for the clearance of a **Safety Document** cannot be completed due to the absence of the recipient, loss of **Safety Keys**, or any associated items issued with the **Safety Document** e.g. flags and wristlets.

There may be occasion where due to Emergency conditions or situations that the Safety Rules and Documentation cannot or should not be applied. On these occasions the specific G3 procedure (Guidance to Senior Authorised Persons on Application of the Safety Rules in ‘Life at Risk’ Emergency Situations – G19 & G20) for Substations or Overhead Lines respectively shall be followed.

A database of Approved G3 Procedures shall be maintained and available.

G4 Objections on Safety Grounds

G4.1 Anyone who has objections on safety grounds in the application of the Safety Rules shall explain their reasons to the person giving the instructions. These objections shall be dealt with in accordance with an Approved G4 Procedure.

G4 Objections on Safety Grounds

G4.1 Personnel working under the Safety Rules shall be aware of this procedure as part of their initial authorisation.

The Approved G4 Procedure shall be maintained and available.
The Eight Basic Safety Rules

R1 Application of the Rules

R1.1 The Safety Rules shall be applied when working on or near to items of Equipment which are part of a System.

R1.2 Equipment shall be added to and removed from a System only in accordance with a Management Procedure. This procedure will determine when these Safety Rules shall apply or cease to apply to that Equipment.

Guidance

The Eight Basic Safety Rules

R1 Application of the Rules

R1.1 Mechanical and electrical equipment to which the Safety Rules do not apply may also have inherent dangers. Legislation requires that safe systems of work shall be established and maintained. Management Procedure AMBP 310 provides information about Category 3 work and provides examples of what equipment may be designated as being outside the System.

Fire protection systems associated with the Transmission system shall be considered part of the System, and therefore identified as Equipment, for the purposes of establishing Safety from the System.

R1.2 Management Procedure NSI 33 – “The Addition/Removal of Equipment to/from the Electricity Transmission System”, lays down the requirements to be followed when adding Equipment to or removing Equipment from the System.

Sometimes temporary connections are made to measure distances e.g. down leads, etc. If these connections are made to any Equipment forming part of the System, then they become part of the System (this does not apply to test connections to discrete test equipment). Under such circumstances the temporary connections and any Equipment they are connected to, are an addition to the System and are subject to the requirements of Management Procedure NSI 33.

Temporary removal of disconnected Equipment to workshops or similar work areas may be considered as removal from the System for the period of the work. In these circumstances the formal requirements of the Safety Rules do not apply. However, it is still necessary to ensure that safe systems of work are established and maintained including protecting against hazards, such as stored energy or toxic residues.

If any conductors or equipment are connected to any Equipment forming part of the National Grid System, then it becomes part of that System. However, Management Procedure AMBP 310 clarifies items of equipment designated as being outside the System.
### R2 Approach to Exposed High Voltage Conductors and Insulators

**R2.1** Individuals shall not allow any part of their body or objects to approach within the specified Safety Distance(s), detailed in R2.4, to exposed HV conductors. The only exception is:

- Work carried out on HV Equipment in accordance with an Approved procedure
- Application of Safety Rule R2.2 or R2.3

**R2.2** When Point(s) of Isolation have been established, exposed conductors could still be Charged at High Voltage. The only objects permitted to approach within the specified Safety Distance(s), within the zone established by Point(s) of Isolation, in this condition, shall be typeregistered:

- Voltage measuring devices
- Earthing Device(s) and their associated application devices

**R2.3** a) When Point(s) of Isolation have been established and Danger has been excluded by the application of Earthing Device(s), within the zone established by Point(s) of Isolation, encroachment within the specified Safety Distance(s), is permitted under an appropriate Safety Document.

b) Encroachment within the specified Safety Distance is permitted without the issue of a Safety Document only under the following circumstances:

i) When Point(s) of Isolation have been established for Equipment in interlocked cages, where it is not reasonably practicable to maintain Safety Distance, within the zone establish by Point(s) of Isolation, individuals may encroach no closer than 1 metre from the exposed High Voltage conductors for the application or removal of type registered devices specified in R2.2 above.

ii) When Point(s) of Isolation have been established in indoor hall type 132 kV substations, where it is not reasonably practicable to maintain Safety Distance, within the zone establish by Point(s) of Isolation, individuals may encroach within the specified Safety Distance for the application or removal of type registered devices, specified in R2.2 above, to the busbar side of busbar isolators and bus coupler / bus section isolators, providing the High Voltage conductor to be approached is Earthed via a fully rated Earthing Device.
R2 Approach to Exposed High Voltage Conductors and Insulators

R2.1 It is important to note that this is an approach Rule to exposed High Voltage conductors and insulators. Live work is only permissible following formal Risk Assessments, establishment of safe systems of work, and special Approved working procedures must be followed.

R2.2 For information clarifying roles, responsibilities and appropriate authorisations for the application and removal for Earthing Devices reference should be made to Management Procedure NSI 2 – “Earthing High Voltage Equipment”.

Type Registered List TRL 2.2 part 4 – “Substation Portable Earthing Equipment” and TRL 2.2 part 5 – “OHL Portable Earthing Equipment” identifies the portable Earthing Devices and their associated application devices that are available for use. Equipment, tools and procedures used for earthing and bonding GIS, other than fixed earthing devices, are assessed and agreed during Type Registration as part of the GIS solution with details given in the manufacturers O&M manual. Where available, these will form the basis for a safe system of work. Where not available, a suitable procedure shall be developed, agreed by the relevant Engineer responsible for Type Registration and used, using appropriately rated equipment and tools.

R2.3a For Point(s) of Isolation using Centre Rotating Isolators, Safety Distance shall be maintained from the exposed Live conductors. Although the centre section is in a Charged condition, the Safety Distance applied from the Live exposed conductors, ensures Danger is excluded from the Charged conductor.

Management Procedure NSI 4 - “Work on or Near High Voltage Overhead Lines” details procedures required for the management of circulating currents.

R2.3bi For Equipment in interlocked cages, it is not always reasonably practicable to maintain Safety Distance during the application / removal of portable Earthing Devices / voltage measuring devices due to its inherent design.

Due to the inherent safe guards associated with interlocked cages and the low levels of Impressed Voltage Conditions present, approach to exposed conductors no closer than a distance of 1 metre is allowed for the application / removal of portable Earthing Devices / voltage measuring devices.

The distance of 1 metre (including all associated arcing horns, stress shields, etc) must be maintained at all times during the application / removal of portable Earthing Device / voltage measuring devices.

For the application of portable Earthing Devices, the Senior Authorised Person must carry out a written risk assessment as detailed in Management Procedure NSI 2 - “Earthing High Voltage Equipment”.
R2.3bii Where it is not reasonably practicable to maintain Safety Distance, individuals may approach within the specified Safety Distance when applying Earthing Devices to the busbar side of busbar isolators and bus coupler isolators.

Calculations have proved that the Impressed Voltage Conditions have been reduced to a negligible level by the application of a solidly connected fixed Earthing Device. The Senior Authorised Person shall ensure that no Personnel make bodily contact with exposed HV Conductors during the application or removal of any portable Earthing Devices.

For information on the application and removal for Earthing Devices reference should be made to Management Procedure NSI 2 – “Earthing High Voltage Equipment”.

If all of the above processes cannot be achieved, application and removal of portable Primary Earths shall be completed under an Approved G3 Procedure. For the application of portable Earthing Devices, the Senior Authorised Person must carry out a written risk assessment as detailed in Management Procedure NSI 2 - “Earthing High Voltage Equipment”.

<table>
<thead>
<tr>
<th>Rated System Voltage (kV)</th>
<th>Safety Distance (Metres)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 33</td>
<td>0.8</td>
</tr>
<tr>
<td>66</td>
<td>1.0</td>
</tr>
<tr>
<td>132</td>
<td>1.4</td>
</tr>
<tr>
<td>275</td>
<td>2.4</td>
</tr>
<tr>
<td>400</td>
<td>3.1</td>
</tr>
</tbody>
</table>

A distance of 300mm shall also be maintained from that part of the insulators supporting exposed unearthed High Voltage conductors which are outside the appropriate Safety Distance (see diagram).

Note 1: - For 25kV Railway Connections circuits use the Safety Distance specified for the rated system voltage of 66kV.
Note 2: - For High Voltage Direct Current (HVDC) Safety Distances – refer to NSI 27.
The Safety Distances specified are the minimum distances in air to be maintained between exposed High Voltage conductors or supporting insulators and a person's body. This will also include any machinery, hand held tools, vehicles, long objects etc. being utilised by the person.

Safety Distance, shall be maintained from all parts of the Equipment. This must include any parts that may protrude or extend to a lower level, e.g. stress shields, arcing horns, corona rings, current transformer housing etc. that are connected to the exposed HV conductor.

When work is to be carried out near to the Safety Distance, the Senior Authorised Person shall ensure that scaled drawings and other means of checking dimensions are available at the planning stage of the work to enable distances to be measured and assessed accurately.

X = Safety Distance
Y = 300mm
R3 Safety Precautions for Work on or Near to High Voltage Equipment

R3.1 When work is to be carried out on or near to HV Equipment, a Senior Authorised Person shall assess the means of achieving Safety from the System. When Safety from the System can be achieved by limiting the work or work area, instructions clearly defining the limitations shall be given. When the Senior Authorised Person decides, it is necessary to confirm these instructions in writing, he shall consider issuing a Limited Access Certificate.

R3.2 When Safety from the System cannot be achieved by limiting the work or work area from HV Equipment, the following safety precautions shall be applied:

a) The HV Equipment shall be identified by either the Planning Process or the Senior Authorised Person, and the Control Person (Operation) shall prepare, then release it from Operational Service.

b) The Control Person (Operation) shall issue a System State Certificate to transfer control of the HV Equipment to a Control Person (Safety).

c) The Control Person (Safety) shall ensure that the Equipment is Isolated and that Point(s) of Isolation are established for the work. HV Point(s) of Isolation shall where practicable be Locked.

d) Primary Earth(s) shall be applied within the zone established by the Points of Isolation. Where reasonably practicable the Primary Earth(s) shall be Locked.

Where a single item or unit of HV Equipment has been specifically designed to provide a combined Isolation and Earthing function and where it is safe to do so, Primary Earthing may be applied in an Isolated zone before Point(s) of Isolation have been created.

e) The contents of the HV Equipment shall be adjusted to a level that avoids Danger. Where drain valves are used, they shall where practicable be Locked in the appropriate position.

f) Where Danger could arise from pressurisation, the HV Equipment shall be Vented. The emissions shall be dissipated so as to avoid Danger. Where reasonably practicable vents shall be Locked open.

g) Where internal access is required, and the residue of contents could cause Danger, the HV Equipment shall be Purged. The emissions shall be dissipated so as to avoid Danger. The Equipment shall be restored to atmospheric pressure when purging is complete.

h) Where Danger could arise from the release of stored energy, action shall be taken to contain, equalise or dissipate this energy safely.
R3 Safety Precautions for Work on or Near to High Voltage Equipment

R3.1 When a contractor's risk assessment adequately covers Safety from the System aspects, there is no need for the Senior Authorised Person to record a separate Safety from the System risk assessment. In this case, the SAP may annotate the contractor's Risk Assessment & Method Statement (RAMS). “This documented safe system of work when implemented is sufficient to achieve Safety from the System.”

When Safety from the System is achieved by limiting the work or work area there shall be no foreseeable risk of infringement of Safety Distance.

When the Senior Authorised Person decides, it is necessary to confirm these instructions in writing, he shall, record the assessment and controls to be applied in AMBP 311 RAMS. Where the RAMS controls all Safety from the System hazards there is no requirement to issue a Limited Access Certificate.

Where contractors are carrying out work near to Equipment and the means of achieving Safety from the System is by limiting the work or work area, a Senior Authorised Person shall confirm these instructions in writing by the issue of a Limited Access Certificate. The only exception to this requirement is where the identified work, and / or work area as detailed and controlled in the risk assessment and method statements are limiting in their own right, thus ensuring there is no risk from the System. An example of this would-be risk assessment and method statement detailing the painting of a blockhouse door from ground level.

Senior Authorised Person(s) carrying out the risk assessment under Rule R3.1 must take into account not only the proximity of the HV Equipment but also the tools and equipment to be used, the competence of the workers and the actual work being carried out.

An example of a high-risk activity could be erection of a scaffold structure. Clearly this involves moving objects, i.e. scaffold poles, thus loss of control is a foreseeable risk and this must be taken into account in the risk assessment.

Where risk of infringement of Safety Distance is assessed to be unacceptably high, then a circuit outage should be requested formally through the planning process.

Should an outage request be refused on grounds of cost and / or System security the work need not necessarily be cancelled.

The Electricity at Work Regulations allows work to continue providing it can be justified in all circumstances that:

- It is unreasonable to make the Equipment Dead, i.e. due to cost and / or System security
- It is reasonable to be at work on or near to the Equipment while it remains Live and
- Suitable precautions, including the provision of suitable protective equipment, are taken to prevent injury

The work could therefore proceed providing the risk of infringement of Safety Distance is adequately controlled utilising appropriate risk reduction methods. In these circumstances, all risk assessments must be recorded.
R3.2 b) Control of parts of the HV System can be transferred from the Control Person (Operation) to a Control Person (Safety). The System State Certificate is used to transfer control between the Electricity National Control Centre (ENCC) and the Transmission Network Control Centre (TNCC), to enable the safety control function to be managed. For further guidance refer to Management Procedure - “Managing Safety Interfaces”.

Gas Insulated Switchgear three position switches combine the functionality of a disconnector and an earth switch within a device having a single set of moving contacts which have a common electrical supply. In order to operate this equipment as designed the disconnector can be opened and selected to earth position by the Control Person (Operation) via telecommand prior to the issue of the System State Certificate (SSC). The Control Person (Operation) will ensure that an Isolated Zone has been established prior to selecting the device to Earth position.

c) Where the integrity of a Point of Isolation is dependent on the presence of SF6 gas at the designed density this should be monitored throughout the work. The Control Person (Safety) will identify the appropriate Gas Zone. The Control Person (Operation) or TNCC Response will be responsible for monitoring the Gas Zone and instigating appropriate actions if an alarm occurs during the work. Where reasonably practicable, IGDD gas alarms shall be checked & confirmed prior to the Authorised Person reporting back the operations carried out to the Control Person (Safety).

Where safety control boundaries occur between the TNCC and other users of the System or between the TNCC and substation sites, a Record of Inter System Safety Precautions (RISSP) will be issued. This could be between two HV System(s) or HV and LV System. As detailed in the Management Procedure - “Managing Safety Interfaces”.

d) Primary Earth(s) shall where reasonably practicable be applied between the Point(s) of Isolation and the point of work. Management Procedure NSI 2, – “Earthing High Voltage Equipment”, deals with the situations where it is not reasonably practicable for earths to be applied between the point of work and the Point(s) of Isolation.

Primary Earth(s) shall, where reasonably practicable, be positioned outside the demarcated work area. If not reasonably practicable then a safe system of work shall be established to ensure that the integrity of the Primary Earth(s) are not affected by the work.

There is no requirement to lock portable Primary Earths. To distinguish portable Primary Earths from Drain Earths the application of a sign shall be applied, which states “No Unauthorised Interference”. When a Sanction for Work is issued, this is classed as authorised interference.

Where items of GIS HV Equipment are able to provide a combined Isolation & Earthing function contained within an integral unit as a type registered device which provides this function, it is permissible to select the device to the Primary Earth position inside an Isolated zone before Points of Isolation have been created.
Where the device is required as a **Primary Earth**, the **Control Person (Safety)** shall check for an isolated zone before giving a **HV** safety switching instruction to select the device to the **Primary Earthing** position. This instruction shall also include an instruction to provide **Points of Isolation** such that the **Primary Earth** shall reside within a zone of **Isolation** bounded by **Points of Isolation** as soon as is practicable.

Where a control boundary exists, the **Control Person (Safety)** shall obtain the agreement of all **Users** as defined in the Grid Code before issuing a **HV** safety switching instruction.

e) Work may be carried out without the **Equipment** being completely emptied of its contents if **Safety from the System** can be achieved by adjusting the level of the contents. An example is to partially drain oil from the main tank of a transformer to gain access to the top of the transformer windings.

f) If any residue could create **Danger**, this shall be dealt with by the safety precautions specified. Toxic or other hazards, which arise from the work activity, should be dealt with by the arrangements for ensuring **General Safety**.

g) An example of where stored energy has to be dealt with is the venting of compressed gases from **Equipment** that has been **Isolated** but cannot be **Vented**. Other examples are valve springs, circuit breaker mechanism springs / hydraulic systems and **Charged** capacitors.

### Working on Safety Precautions

Some types of **Equipment** are mounted on the same structures; e.g. earthing device and isolator / disconnectors.

Isolator / disconnector as a **Point of Isolation**, work required on **Earthing Device**:

- No work can be undertaken on the **Earthing device** when the disconnector has been identified as a **Point of Isolation** if the integrity of the **Point of Isolation** can be compromised.

- The **Senior Authorised Person shall** ensure the following:

  The work **shall** not affect the integrity of the Safety Precaution. How this is achieved must be clearly identified in a Safe System of Work.

Controls are in place to ensure **Safety from the System** is maintained from adjacent **Live HV** conductors and insulators and identified in the RAMS.
Earthing Device(s) established as a safety precaution and work to be carried on the Isolator / disconnector: -

- Work is permitted on the isolator / disconnector providing that the Earthing Device is not compromised during the course of the work. A Senior Authorised Person shall produce a written risk assessment identifying the appropriate control measures, e.g. risk of mobile access equipment coming into contact with Earthing Device.

There may be situations where certain minor work can be carried out under strict controlled conditions, provided that the risk of injury is prevented and the integrity of the Point of Isolation shall not be compromised. An example of this is where an HV isolator is a safety precaution and it is essential to carry out minor wiring work in the mechanism box on the LV wiring.

In order to satisfy the requirements of the Electricity at Work Regulations, there are a number of key issues that should be adopted: -

a) The planning process should where possible seek to avoid this situation occurring.

b) It should be the exception rather than the norm.

b) The work shall not affect the integrity of the safety precaution. How this is achieved must be clearly identified in a safe system of work.

d) If the Point of isolation is restored, it should be possible for the minor work to continue safely.
R3.3 When work on the HV Equipment does not require the removal of Primary Earth(s) a Permit for Work shall be issued.

R3.4 When work is to be carried out on HV Equipment, and it is essential to restore motive power for certain Approved work, during the period that the Permit for Work is in force, the following additional precautions shall be applied: -

a) An Approved restoration of motive power (ROMP) procedure shall be provided and observed. This shall specify the requirements necessary to maintain Safety from the System whilst motive power is restored.

b) No other Permit for Work or Sanction for Work shall be issued on the same item(s) of HV Equipment.

R3.5 When work on HV Equipment requires the removal of Primary Earth(s) a Sanction for Work shall be issued. Provided Safety from the System is maintained the following additional precautions shall be applied: -

a) The Primary Earth(s) that may be removed or replaced during the work shall be identified.

b) Essential supplies which may be restored to enable the work to take place shall be defined in an Approved restoration of motive power (ROMP) procedure.

c) Work shall be carried out in accordance with an Approved Sanction for Work (SFW) procedure.

d) No Permit for Work or other Sanction for Work shall be issued within the same zone established by Point(s) of Isolation except under an Approved procedure.

R3.6 When Danger from Charged conductor(s) could arise during the course of work, Drain Earth(s) shall be applied. Any portable Drain Earths shall be issued with the appropriate Safety Document(s) together with an Earthing Schedule which shall specify the Drain Earth requirements for each stage of the work.
R3.3 There is no requirement for the OHL Permit for Work to be exclusively used for OHL work. When substation or cable work requires that Circuit Identification Colour / Symbols are quoted or there is a need to issue Flags / Wristlets the OHL Permit for Work may be the most appropriate Safety Document to be used. Authorisation under Management Procedure NSI 4 is not required by a Senior Authorised Person to use an OHL Permit for Work.

R3.4 A Permit for Work can be issued which allows for the safe restoration of motive power supplies during the course of work when these are essential to complete the work. Examples of such work are the maintenance of tap changers and motor driven disconnectors for which the restoration of LV supplies is required.

Safety Precautions identified as precautions to be varied under a ROMP procedure can only restore motive power to one piece of Equipment quoted on a Safety Document. If during the planning stage precautions to be varied are identified that restore motive power to multiple pieces of Equipment required on Safety Documents any of the following options should be considered:

1) ROMP Safety Documents issued sequentially. Only one piece of Equipment affected by the ROMP will be listed on a Safety Document. Local controls (S/S Status Board) are required to prevent a Safety Document being consented to on other Equipment that may be affected by this ROMP.

2) Safety Document(s) without ROMP consented to for the work on multiple pieces of Equipment. When the work is complete cancel all of the Safety Document(s) & Issue separate ROMP Safety Document(s) sequentially to complete the testing.

3) Identify suitable disconnections to establish as POI’s to ensure other Equipment remains isolated when restoring the identified Safety Precautions.

If work requires transfer of a Safety Document between different Competent Person(s) and the ROMP procedures do not apply to all the work, the following process can be followed to allow for one Permit for Work to be issued controlling all the different work activities. (e.g. Permit for Work for scaffolding prior to maintenance of a circuit breaker and then de-scaffolding following the maintenance).

i. Once the Permit for Work has been prepared and consented to, the Senior Authorised Person issues the Permit for Work and ROMP procedure and all associated items to himself.

ii. The ROMP items are then placed into a separate Key Safe, the Key Safe shall where practicable be Locked with a Control Key and a Key and a Key Safe Key shall be issued to the Competent Person.

iii. The Senior Authorised Person will complete a Status of Transfer document, listing the ROMP items and their location, details of the Key Safe used and location of the Key Safe Key.

   i) Section 2 of the Status of Transfer form shall state, “No ROMP activities to be undertaken”. Items listed are withheld for the duration of the non-ROMP activities. Safe custody to be maintained by the Senior Authorised Person.

   ii) Section 3 of the Status of Transfer form shall state, “ROMP supplies isolated and secured in Key Safe No …. (key No…)”.

iv. The Permit for Work (minus the ROMP items), the Key Safe Key and the Status of Transfer document can then be transferred to a Competent Person (such as a scaffolder or painter) for the non-ROMP work to be carried out.
Guidance
The Eight Basic Safety Rules
R3.4 cont. to 3.6

v. Upon completion of the non-ROMP work the Competent Person transfers the Permit for Work back to a Senior Authorised Person.

vi. For the ROMP work to be carried out the Senior Authorised Person transfers the Permit for Work to a Competent Person authorised to hold ROMP’s along with the ROMP items from safe custody.

vii. On completion of the ROMP work the Competent Person transfers the Permit for Work to a Senior Authorised Person, who if necessary will place the ROMP items back into safe custody and transfer the Permit for Work to a non-ROMP authorised Competent Person to complete the non-ROMP related work. Ensuring that the Status of Transfer document is completed and communicated at each stage of the transfer process. The completed Status of Transfer forms shall be retained with the Safety Documents.

When the work activity requires the restoration of motive power supplies, the recipient of the Permit for Work shall provide Personal Supervision.

R3.5 There shall be no undue delay between completing the Preparation section and Issue section of a Sanction for Work. However, there will be a period of time necessary to carry out the setting to work process, i.e. between the preparation and issue of the Safety Document.

The recipient of a Sanction for Work shall be a Competent Person trained and competent to carry out the work. They shall be appointed under Management Procedure NSI 9 – “Testing High Voltage Equipment”. They shall provide Personal Supervision for the testing and ensure that Safety from the System is maintained during the course of work. Switching carried out under the Sanction for Work, other than by the recipient, should be recorded locally in accordance with the requirements of Management Procedure NSI 1 – “Operational and Safety Switching”.

b) The Safety Keys for restoring essential supplies will be issued with the Sanction for Work. The recipient shall maintain Safety from the System by adhering to the relevant ROMP procedure.

c) For work, which requires the removal of Primary Earths, an Approved Sanction for Work procedure shall be written. This may take the form of national generic procedures for routine testing or a more specific local procedure for a specific test.

d) In special circumstances an exception is permitted if a written procedure has been agreed by all parties concerned and Approved for use.

R3.6 Under certain circumstances it will not be possible to plan the stage by stage application of Drain Earths. Alternative arrangements shall be written and communicated prior to the work starting. This could include stating on the Earthing Schedule “to be applied under the Personal Supervision of a Senior Authorised Person”. In these circumstances the Senior Authorised Person shall be the recipient of the Safety Document for that stage of the work. The recipient of the Drain Earths and associated Earthing Schedule shall be a Competent Person to Management Procedure NSI 2 – “Earthing High Voltage Equipment”. This appointment allows them to apply / remove Drain Earths in accordance with the Earthing Schedule.
Normally Drain Earths will be applied / removed within a demarcated work area by the Competent Person holding the safety document. If there is a requirement to apply / remove portable Drain Earths outside of a demarcated work area this must be undertaken under the Personal Supervision of a Senior Authorised Person and the requirement recorded on the Earthing Schedule.

For Overhead Line work the equivalent authorisation for the application / removal of Drain Earths is Management Procedure NSI 4 – “Work on or near to Overhead Lines”.

If Drain Earths are required and the Safety Document needs to be transferred to a Competent Person who does not have the authorisation to apply or remove Drain Earth(s), the Status of Transfer form can be used stating "Drain Earth(s) are not to be interfered with". The Earthing Schedule shall be placed in Safe Custody and managed as the ROMP Process (R 3.4 Guidance).

Bonding of scaffolding and similar structures to earth using Field Equipment Earths does not require the issue of an Earthing Schedule.
R4 Safety Precautions for Work on or Near to Low Voltage Equipment

R4.1 When work is to be carried out on or near to LV Equipment, a Senior Authorised Person shall assess the means of achieving Safety from the System. When Safety from the System can be achieved by limiting the work or work area, instructions clearly defining the limitations shall be given. When the Senior Authorised Person decides it is necessary to confirm these instructions in writing, he shall consider issuing a Limited Access Certificate.

R4.2 When Safety from the System cannot be achieved by limiting the work or work area, work on or near to LV Equipment shall where reasonably practicable be carried out with the LV Equipment Dead. The following safety precautions shall be applied:

a) The LV Equipment shall be identified by either the Planning Process or the Senior Authorised Person, and the Control Person (Operation) shall prepare, then release it from Operational Service.

b) The Control Person (Safety) shall ensure that the LV Equipment is Isolated and that Point(s) of Isolation are established for the work.

c) The Senior Authorised Person shall ensure Danger has been excluded from Charged conductors.

R4.3 A Senior Authorised Person shall assess the work required on or near to the Dead LV Equipment and decide whether it shall be carried out under:

a) A Permit for Work, or
b) RAMS and Personal Supervision, or

R4.4 When it is unreasonable for the LV Equipment to be made Dead, suitable precautions shall be taken to avoid Danger. A Senior Authorised Person shall assess the work required on or near to the Live LV Equipment and decide whether it shall be carried out under:

a) A Certificate for Live LV Work, or
b) Precautions specified in a Management Procedure
R4 Safety Precautions for Work on or Near to Low Voltage Equipment

R4.1 When a contractor’s risk assessment adequately covers Safety from the System aspects, there is no need for the Senior Authorised Person to record a separate Safety from the System risk assessment. In this case, the SAP may annotate the contractor’s RAMS “This documented safe system of work when implemented is sufficient to achieve Safety from the System.”

When the Senior Authorised Person decides, it is necessary to confirm these instructions in writing, he shall, record the assessment and controls to be applied in AMBP 311 RAMS. Where the RAMS controls all Safety from the System hazards there is no requirement to issue a Limited Access Certificate.

Where contractors are carrying out work near to Equipment and the means of achieving Safety from the System is by limiting the work or work area, a Senior Authorised Person shall confirm these instructions in writing by the issue of a Limited Access Certificate. The only exception to this requirement is where the identified work, and / or work area as detailed and controlled in the risk assessment and method statements are limiting in their own right, thus ensuring there is no risk from the System. An example of this would be risk assessment and method statement detailing the painting of a blockhouse door from ground level.

R4.2 Work on or near Live conductors should rarely be permitted. Experience in the past has shown that many accidents occur when persons are working on Equipment which could have been Isolated. In most cases, adequate planning and work programming will allow such jobs to be carried out with the Equipment Dead.

R4.2a In the majority of cases the Control Person (Operation) and the Control Person (Safety) for LV Equipment will be the same person.

R4.2c Guidance on excluding Danger from Charged conductors is given in Management Procedure NSI 5 – “Cable Systems”.

R4.3 Management Procedure NSI 12 – “Low Voltage Equipment” provides further guidance when working on or near to Dead LV Equipment this includes the decision process with regards to Permit for Work, Personnel Supervision, or RAMS only.

R4.3b A Senior Authorised Person will provide Personal Supervision following the risk assessment process.

R4.3c When a Senior Authorised Person decides to set themselves to work, the risk assessment process must be to the same standard of setting a third party to work.
Where it is unreasonable to make the LV Equipment Dead, and where Danger may arise, work on or near to Live LV Equipment is only allowed provided all three of the following conditions are satisfied:

i. It is unreasonable in all the circumstances for LV Equipment to be Dead: - There are some circumstances where it is unreasonable to make Equipment Dead because of the difficulties it would cause e.g. commissioning a control panel, fault finding, working on a battery or function tests.

ii. It is reasonable in all the circumstances for a person to be at work on or near LV Equipment while it is Live: - Before allowing a person to be at work on or near to Live LV Equipment, a risk assessment shall be carried out whereby the economic and operational factors of leaving the Equipment Live, are evaluated against the risk to the person carrying the work out.

iii. Suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury: - Consideration shall be given to adequate screening, competence of individuals, adequate work space and lighting, use of insulated tools, supply and use of PPE, and suitable emergency procedures.

a) Guidance issued by the Health and Safety Executive against the Electricity at Work regulations 1989 precludes the issue of a Permit for Work on Equipment that is still Live.

b) Management Procedure NSI 12 – “Low Voltage Equipment” clarifies that for particular LV Equipment, which presents a low risk due to low energy levels e.g. 50 V DC telecommunications Equipment, work could be carried out under normal routine instructions. These could be detailed on a job specification or RAMS.

A Certificate for Live LV Work has been introduced to conform to this guidance. Risk Assessment may indicate that the person carrying out the Live LV work should be accompanied. A written procedure should be produced which shall include a method statement for the work.

When a Senior Authorised Person has assessed that, there is a hazard, when working on Dead LV Equipment, from adjacent exposed Live LV Equipment, the Live Equipment shall where reasonably practicable be screened to remove the Danger and a Permit for Work shall be issued.

Management Procedure NSI 12 – “Low Voltage Equipment” clarifies the process for screening near to Live LV Equipment.

If the risk from the exposed Live LV Equipment cannot be adequately controlled by screening, then a Certificate for Live LV Work shall be issued.
R5 Safety Precautions for Work on or Near to Mechanical Equipment

R5.1 When work is to be carried out on or near to mechanical Equipment, a Senior Authorised Person shall assess the means of achieving Safety from the System. When Safety from the System can be achieved by limiting the work or work area, instructions clearly defining the limitations shall be given. When the Senior Authorised Person decides, it is necessary to confirm these instructions in writing, he shall consider issuing a Limited Access Certificate.

R5.2 When Safety from the System cannot be achieved by limiting the work or work area, the following safety precautions shall be applied.

a) The mechanical Equipment shall be identified by either the Planning Process or the Senior Authorised Person, and the Control Person (Operation) shall prepare, then release it from Operational Service.

b) The Control Person (Safety) shall ensure that the mechanical Equipment is Isolated and that Point(s) of Isolation are established for the work.

c) The contents of the mechanical Equipment shall be adjusted to a level which avoids Danger. Where drain valves are used, they shall where practicable be Locked in the appropriate position.

d) Where Danger could arise from pressurisation, the mechanical Equipment shall be Vented. The emissions shall be dissipated so as to avoid Danger. Where reasonably practicable vents shall be Locked open.

e) Where internal access is required, and the residue of contents could cause Danger, the mechanical Equipment shall be Purged. The emissions shall be dissipated so as to avoid Danger. The Equipment shall be restored to atmospheric pressure when purging is complete.

f) Where Danger could arise from the release of stored energy, action shall be taken to contain, equalise or dissipate this energy safely.

g) Before work commences a Permit for Work shall be issued.

R5.3 When work is to be carried out on mechanical Equipment, and it is essential to restore motive power for certain Approved work, during the period that the Permit for Work is in force, the following additional precautions shall be applied: -

a) An Approved restoration of motive power (ROMP) procedure shall be provided and observed. This shall specify the requirements necessary to maintain Safety from the System whilst motive power is restored.

b) No other Permit for Work shall be issued on the same items of mechanical Equipment.
### R5 Safety Precautions for Work on or Near to Mechanical Equipment

**R5.1** When a contractor’s risk assessment adequately covers Safety from the System aspects, there is no need for the Senior Authorised Person to record a separate Safety from the System risk assessment. In this case, the SAP may annotate the contractor’s RAMS “This documented safe system of work when implemented is sufficient to achieve Safety from the System.”

It is always preferable from the point of view of safety, that work on or near to mechanical Equipment should be carried out when that Equipment is: Isolated, Drained, Vented and Purged as appropriate.

When the Senior Authorised Person decides, it is necessary to confirm these instructions in writing, he shall, record the assessment and controls to be applied in AMBP 311 RAMS. Where the RAMS controls all Safety from the System hazards there is no requirement to issue a Limited Access Certificate.

Where contractors are carrying out work near to Equipment and the means of achieving Safety from the System is by limiting the work or work area, a Senior Authorised Person shall confirm these instructions in writing by the issue of a Limited Access Certificate. The only exception to this requirement is where the identified work, and / or work area as detailed and controlled in the risk assessment and method statements are limiting in their own right, thus ensuring there is no risk from the System. An example of this would-be risk assessment and method statement detailing the painting of a blockhouse door from ground level.

Management Procedure NSI 17 – “Pressure Systems” details specific precautions for working on mechanical Equipment.

**Fire Protection Systems.**

**Water Systems**

The Senior Authorised Person shall ensure fire protection systems are Isolated before work commences if they cause Danger.

High pressure water spray (deluge) systems do not, themselves, cause Danger. Such systems may generally be left in service when persons enter or work in an area protected by a high-pressure water spray system. An occasion when such equipment shall be Isolated is when the operation of the system could cause additional Danger (e.g. working in close proximity to the nozzle, or the system may be accidentally operated during the course of the work).

**Gas or Chemical Systems**

The Senior Authorised Person shall ensure Points of Isolation are established prior to entry to an area which has an automatic fire protection system using gas or chemical suppressant.

Before entry into an area where a fire protection system has been discharged, the area shall be thoroughly checked and verified safe by the use of an oxygen meter. When entering the area, the appropriate personal protective equipment shall be worn.

Examples of a gas or chemical system are: CO2 - (Gas)

Inergen – (Chemical)
Guidance
The Eight Basic Safety Rules
R5.2 to R5.3

R5.2 In the majority of cases the Control Person (Operation) and the Control Person (Safety) for mechanical Equipment will be the same person.

R5.2d It is not always possible to vent pressurised air systems to atmosphere prior to the issue of a Safety Document.

When pressurised air is trapped in pipe work and is required to be released, the Senior Authorised Person must vent where reasonably practicable by applying Isolation further back into the System, even if it requires taking out more of the air System. Where this is not reasonably practicable then Management Procedure NSI 17 – “Pressure Systems” shall be followed.

R5.3a Management Procedure NSI 32 – “Register of Approvals for Procedures for the use on the Electricity Transmission System” identifies all associated Approved Procedures.

Safety Rule
The Eight Basic Safety Rules
R6

R6 Operation of Equipment

R6.1 The operation of Equipment to achieve Safety from the System shall never involve pre-arranged signals or the use of time intervals.

Guidance
The Eight Basic Safety Rules
R6

R6 Operation of Equipment

R6.1 This Safety Rule applies only when Equipment is being operated towards achieving Safety from the System, e.g. establishing Point(s) of Isolation. It is not intended to prevent normal operation of Equipment that sometimes necessitates pre-arranged instructions, e.g. switching shunt reactors or changing compressor running arrangements, this is considered normal routine switching.

Safety Rule
The Eight Basic Safety Rules
R7

R7 Demarcation of Work Areas

R7.1 The work area shall be defined clearly. Where necessary it shall be protected physically to prevent Danger to individuals in the area from System hazards near to the work area.

Guidance
The Eight Basic Safety Rules
R7.1

R7 Demarcation of Work Areas

R7.1 The work area shall be clearly defined so that all persons can easily recognise the working area. Management Procedure NSI 6 – “Demarcation in Substations” gives particular requirements on the demarcation of work and hazard areas in HV substations. This also includes work areas for LV and mechanical Equipment.

The Senior Authorised Person will define the limits of the work area. This shall be completed after safety precautions have been established but before the issue of the Safety Document.
To ensure no encroachment within **Safety Distance** the demarcated work area shall be planned to be as small as reasonably practicable, ensuring it is large enough to accommodate any materials or plant required to carry out the work. Where reasonably practicable a demarcated work area shall be limited to one **Working Party** at any one time. Where more than one **Working Party** is required, this shall be addressed at the planning stage and multiple smaller demarcated work areas or staggered working arrangements be considered. If more than one **Working Party** is set to work in a single demarcated work area, then the **Senior Authorised Person** shall ensure adequate coordination between each **Working Party** is established to achieve a Safe System of Work. During the work, it is each **Competent Person**'s responsibility to ensure adequate co-ordination is maintained. It may not be necessary to demarcate all equipment identified in Section 1 of the **Safety Document** e.g. when a circuit has been taken out of service for proximity working.

The **Competent Person** in charge of the **Working Party** is responsible for controlling access to the work area. Where more than one **Working Party** is set to work in a single demarcated work area, access is the joint responsibility of all **Competent Person**'s in charge of a **Working Party**.

Once instructed by a **Senior Authorised Person** an appropriately authorised **Competent Person** can remove demarcation equipment after Clearance of the **Safety Document**.

For overhead lines the work area shall be clearly defined so that all **Personnel** can easily recognise the working area. Management Procedure NSI 4 – “Work on or Near High Voltage Overhead Lines” details the requirements of this process. The demarcation can only be put in place after the Issue of the **Safety Document** and removed before the Clearance of the **Safety Document**.

At shared user sites, demarcation arrangements will be agreed between the relevant parties **Senior Authorised Person(s)**. This will normally be to use the demarcation of the Company carrying out the work. This is to ensure that the **Working Party** carrying out the work is familiar with the demarcation involved.

When commissioning on **LV** panels, consideration shall be given to using notices on **Live** circuits (e.g. panels in service) to demarcate them adequately from those being worked on. This is to ensure staff understand that the panels are still in service and **Danger** could exist.
R8 Identification of Equipment

R8.1 Work shall only be permitted to start on Equipment that is readily identifiable. Where necessary, a means of identification shall be fixed to the Equipment and remain effective throughout the course of the work.

Guidance

The Eight Basic Safety Rules

R8 Identification of Equipment

R8.1 Equipment shall be readily identifiable. It may be necessary to provide temporary identification to comply with this Safety Rule. This shall be assessed and controlled by a Senior Authorised Person.

When Equipment is not readily identifiable, definable point(s) will be required e.g. for a section of busbar between two support post insulators with the support post insulators temporarily identified.

The temporary identification could be, for example, a hand-written label or a plasticised pre-printed sheet. The Senior Authorised Person assessing the suitability of the label to ensure Rule R8 is satisfied must take into consideration the time period the label will be in place and the general environmental conditions the label will be subject to.
### Safety Document Procedures

#### Safety Rule

**P1 General**

<table>
<thead>
<tr>
<th>P1</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1.1</td>
<td>This part of the Rules gives outline procedures for the Preparation, Issue, Transfer, Clearance and Cancellation of Safety Document(s).</td>
</tr>
<tr>
<td>P1.2</td>
<td>All Personnel involved in these procedures shall be trained in their roles and responsibilities.</td>
</tr>
<tr>
<td>P1.3</td>
<td>All cancelled copies of Safety Document(s) and supplementary documentation shall be retained for 3 years.</td>
</tr>
</tbody>
</table>

#### Guidance

**P1 General**

<table>
<thead>
<tr>
<th>P1</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1.2</td>
<td>The formal appointment of Personnel under the Safety Rules is laid down in Management Procedure NSI 30 – “Appointment of Persons”. This clarifies the appropriate levels of training and assessment required for the different levels of authorisation.</td>
</tr>
<tr>
<td>P1.3</td>
<td>All documents shall be grouped together and retained at the Location of issue. Overhead line documents will be retained at an overhead line office location. Safety Document(s) are to be retained for 3 years from issue. This includes other supplementary documentation: Working Party Register, Earthing Schedule, and Risk Assessments. Note: T Cards can be discarded.</td>
</tr>
</tbody>
</table>

#### Safety Rule

**P2 Application**

<table>
<thead>
<tr>
<th>P2</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2.1</td>
<td>A Safety Document shall be issued to a Competent Person, and shall be personally retained. He shall keep the Safety Document, Key(s), and any supplementary documentation issued, in safe custody.</td>
</tr>
<tr>
<td>P2.2</td>
<td>The maximum number of Safety Document(s) that may be held by a Competent Person at any one time is 3.</td>
</tr>
</tbody>
</table>
P2 Application

P2.1 The Safety Document(s) and supplementary documentation shall be personally, retained by the recipient.

Recipients should be provided with the means for retaining Safety Document(s) and attachments in their personal possession. Personal possession means to have the documentation available at the point of work in order to be able to refer to it if required. Safe custody means to keep the Safety Document and associated supplementary documents dry and readable and ensures all items received cannot be lost or interfered with, e.g. locked in the vehicle of the Competent Person.

The recipient of a Safety Document is responsible for ensuring that all aspects of safety are maintained throughout the course of the work. This includes General Safety responsibilities as detailed in Management Procedure AMBP 310.

P2.2 The Competent Person shall provide Local Supervision to the Working Party linked to all Safety Document(s) held. In addition, the level of Supervision shall be enhanced to Personal Supervision when required by these rules and supporting procedures or when a Senior Authorised Person requires, e.g. restoration of motive power.

If more than one Safety Document is held simultaneously, the Competent Person shall ensure safety is maintained in accordance with the safe system of work.

P3 Safety Precautions

P3.1 Safety precautions applied / removed to achieve Safety from the System shall be the responsibility of an Authorised Person or in the case of portable Primary Earths a Senior Authorised Person, under the instructions of a Control Person (Safety). They shall both complete a record of the safety precautions taken.

P3.2 The Keys securing the safety precautions shall be placed by the Authorised Person in a Key Safe which shall be Locked by a Key Safe Key. The Key Safe Key shall be retained in safe custody in accordance with a Management Procedure.

P3.3 The Senior Authorised Person shall where reasonably practicable secure the Key Safe by using the Control Key prior to Consent of the Safety Document.

P3.4 The Senior Authorised Person shall prepare the Safety Document obtaining from the Control Person (Safety), confirmation of the safety precautions taken.
P3  Safety Precautions

P3.1  The process for controlling switching activities is laid down in Management Procedure NSI 1 – “Operational and Safety Switching”. Management Procedure NSI 2 – “Earthing HV Equipment” clarifies the appropriate levels of competence that can assist in the application of safety precautions.

For LV and mechanical switching where the Senior Authorised Person acts as the Authorised Person to establish safety precautions prior to preparation of a Safety Document, the detailing of safety precautions on the Safety Document will be the record of Safety Precautions established.

When a physical disconnection is used as a safety precaution, consideration shall then be given as to the most appropriate method to lock and caution the disconnection to establish a Point of Isolation.

For Overhead Line disconnections:
Lock all access points at the ACD level of the tower involved using safety locks and fix Caution Notices just above ACD level.

Alternatively:
• Chain, lock and caution at the immediate point of the disconnection i.e. at the cross-arm.
• Chain and lock at the immediate point of disconnection i.e. at the cross-arm and caution at the junction of the associated cross-arms and tower body.

Any removed conductors should be securely stored at a remote location, e.g. Substation, OHL office, NG / Contractors Site Office / Yard, etc.

For Substation Disconnections:
When a physical disconnection, other than an isolating device is used as a safety precaution:

For Air Insulated HV Equipment:
adequate physical separation shall be achieved by a single continuous gap between remaining primary conductors no less than Safety Distance. It is not acceptable to use multiple gaps unless it includes a continuous break no less than Safety Distance. Consideration shall then be given as to the most appropriate method to lock and caution the disconnection to establish a Point of Isolation.

For Gas Insulated HV Equipment:
(one of the following options shall be completed)
(a) Remove purpose designed removable primary conductor links.
(b) Remove both a section of primary conductors and associated trunking.
(c) Remove a section of primary conductor and restore associated gas zones.

In the case of (a) and (c) adequate physical separation is achieved by a single continuous gap between remaining primary conductors, the length of this gap will be dependent upon specific Equipment design, formal assurance shall be sought from the Manufacturer’s Instructions and/or the relevant NG Technical Engineers. Relevant gas zones shall be monitored. Consideration shall then be given as to the most appropriate method to lock and caution the disconnection to establish a Point of Isolation.
P3.2 The Management Procedure NSI 1 – “Operational and Safety Switching” details how to manage Safety Keys. As the Safety Keys are associated with a Point of Isolation they shall be retained in safe custody in a Key Safe. The preferred option is that the Safety Key can be located at any nearby substation associated with the circuit. If this principle cannot be adopted the Safety Key can be secured at some other location where a Key Safe is available, on a permanent or temporary basis, such as an OHL office or a Project Site Office.

In cases where TP153 – “The Co-ordination of HV Access for Capital Delivery & Asset Management Requirements”, is not being implemented it is best practice for dialogue between Senior Authorised Persons involved in work across interface points to take place prior to commencing work that is likely to have an impact on other working parties.

P3.4 The Control Person (Safety) is responsible for providing details of the safety precautions taken to the Senior Authorised Person.

It is the responsibility of the Senior Authorised Person preparing the Safety Document to ensure that the safety precautions are adequate for the work.

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P4 Preparation of Safety Documents

P4.1 The Senior Authorised Person preparing a Safety Document shall enter the following details as appropriate:

- **a** Unique Safety Document number
- **b** Location
- **c** Identification of Equipment to be worked on or near to including where appropriate the Circuit Identification
- **d** Work to be done
- **e** Limits of the work or the work area
- **f** Hazards that have been assessed for Live LV work
- **g** Precautions to be taken for Live LV work
- **h** Safe system of work for Live LV work
- **i** Precautions taken to achieve Safety from the System
- **j** Precautions that may be varied by the recipient
- **k** Control Person (Safety) consenting to the preparation
- **l** Key Safe number
- **m** Preparation signature, time and date
Guidance
Safety Document Procedures
P4.1

Preparation of Safety Documents

P4.1 The Senior Authorised Person, shall where reasonably practicable, before issuing any Safety Document check the Substation or Overhead Line Status Board for any other Safety Documents issued which may prevent the issue of another Safety Document on the same piece of Equipment, e.g. appropriate Safety Document with associated ROMP, appropriate Safety Document with associated electrical testing as per Management Procedure NSI 9 – “Testing High Voltage Equipment”.

Safety Documents shall be created using the Electronic Safety Document system. This system will manage the preparation and consent processes to create a Safety Document ready to be printed for issue by the Senior Authorised Person.

The Safety Document shall be printed on the appropriate coloured paper / card:

- Permit for Work Pink
- Sanction for Work Green
- Limited Access Certificate Blue
- Certificate for Live LV Work White

The copy of the Safety Document shall be printed on White Paper / Card. This can be done by copier, fax or photograph depending on the location facilities. Where a copy is made, this shall be clearly identified with the words “COPY”.

For business continuity purposes:

i. Pre-printed blank Safety Documents shall be available at each Location which will then be completed by hand.

ii. Where a hand-written Safety Document is prepared in conjunction with a Control Person (Safety) for the HV System, the Safety Document shall be completed with Section 1 and HV Safety Precautions completed before contacting the Control Person (Safety). The written Safety Document shall be used to dictate to the Control Person (Safety) the actions taken to achieve HV Safety from the System.

iii. When there is insufficient space on the Safety Document a Safety Document continuation sheet shall be used. The Safety Document number shall be cross referenced and recorded on the continuation sheet.
The Senior Authorised Person (both substation and overhead lines) shall communicate with other parties that may be affected by the issue of the Safety Document. It is vital that no other Safety Documents already issued are affected by the issuing of the Safety Document.

There shall be no alterations made to Safety Documents printed for issue from the electronic system except the Further Precautions and Issue and Receipt sections which may be completed after printing. Alterations to hand written Safety Documents should wherever possible be avoided. They are not acceptable in Section 1. Alterations to other Sections of hand written Safety Documents shall be completed prior to consent by the obliteration of the complete word or item to be changed. All changes shall be initialled by the Senior Authorised Person preparing the Safety Document.

If any mistakes are identified after the Safety Document has been Consented or issued, then the Safety Document shall be cleared and then cancelled with appropriate Control Person (Safety) and a new Safety Document prepared.

b) The Location section on the document will reflect the name of the location on site records, operation diagrams, site responsibility schedules or Technical Data Sheets.

c) Work shall only be carried out on the Equipment identified in Section 1 of a Safety Document. Where Equipment is required to be switched out due to its proximity to non-items of Equipment to achieve Safety from the System to enable the work to be carried out, the following information shall be recorded:

If an outage is required to work on items which are not Equipment e.g. a block house roof, tree, items of plant (NSI 33 Definition) etc. then the item of Equipment on which the outage is required shall be quoted in Section 1 of the Safety Document.

In order for the TNCC to utilise their safety management system definable point(s) on the System shall be identified e.g.

Location: Hams Hall 400 kV Substation

Equipment Identification: Hams Hall Feckenham circuit down leads located between terminal tower 4DA and line Isolator X403.

Work to be done: Dismantle lighting column L9 in proximity to down leads

If an outage is required to work on items of Equipment and an outage is required on other Equipment due to its proximity, then both items of Equipment shall be quoted in Section 1 of the Safety Document.

In order for the TNCC to utilise their safety management system definable point(s) on the System shall be identified e.g.

Location: Ratcliffe 400 kV Substation

Equipment Identification: Staythorpe Yellow Phase CVT, Willington East 2 Circuit between Willington East 2 through wall bushings and Willington East 2 Cable Sealing ends.

Work to be done: To remove and replace Staythorpe Yellow Phase CVT, using a crane in proximity to Willington East 2 Circuit.

The definable point(s) and Equipment identification must reflect the wording on Equipment labels, operational diagrams or technical data sheets for Substations and Overhead lines as appropriate. Where this is not possible a temporary identification should be agreed with the TNCC and label fitted in accordance with Safety Rule R8.
Where third party circuits are involved in these issues then the requirements of Management Procedure 'Managing Safety Interfaces' shall be followed.

There is no requirement to include all Equipment within a demarcated work area in Section 1 'Equipment Identification'. All items of Equipment that are going to be worked on shall be included.

No item of Equipment specified in Section 1 to be worked on 'Equipment Identification' can be quoted in Section 2 'Precautions to be taken to achieve Safety from the System' as a safety precaution except as detailed below:

This procedure allows certain Equipment to be specified in both Section 1 and Section 2 of a Permit for Work. This is only to be implemented for the application or removal of portable Primary Earths(s) to the high level busbars where infringement or possibly infringement of Safety Distance to the associated lower level busbars and busbar disconnector, which is a safety precaution (Locked closed).

1. **Point(s) of Isolation shall** be established to create an *Isolated* zone encompassing the disconnector and the associated low level busbars.

2. **Primary Earth(s) shall** be applied to the low level busbars adjacent to and as close as reasonable practicable to the disconnector. These earths **shall** be quoted as a safety precaution in Section 2 of the Permit for Work. These Primary Earth(s) may be fixed or portable Primary Earth(s).

3. The **Primary Earth(s)** to be applied to the high level busbars shall be applied under a Permit for Work. The high level busbar shall be initially Earthed by either: -
   - A fixed Earth Device applied to the high level busbar at another location on the busbar, or
   - An Earthing Device applied to the busbar through the Bus Coupler or Bus Section.

4. The disconnector (as identified in 2 above) shall then be closed and Locked. This will ensure that there are Primary Earth(s) within 9 metres of the high level busbars adjacent the disconnector.

5. A Permit for Work shall be issued for the application or removal of Portable Earths to the high level busbars. No infringement of Safety Distance to shall occur to Equipment that is 9 metres beyond the Primary Earth(s) applied to the low level busbars.

See Figure P4.1c.
High level busbars, approximate position of application or removal of PPEs under this procedure

Disconnected shall be closed and locked

An Earthing Device shall be applied as close as reasonably practicable to the low level busbars adjacent to the disconnector.

Figure P4.1c – Establishment of Safety Precautions to apply Earthing Devices to High Level Busbars

Isolators and VT secondary supplies that are Points of Isolation cannot be specified in Section 1 of the Safety Document until the Point of Isolation is rendered operative.

A fixed Earthing Device specified in Section 1 ‘Equipment Identification’ may also be quoted for use on an Earthing Schedule.
P4.1i If a **Senior Authorised Person** is dealing direct with an External Company **Control Person**, and no RISSP is involved, safety precautions have been carried out by the External Company and a proof of isolation and earthing certificate is supplied. Reference to the proof of isolation and earthing certificate may be made in Section 2 of the **Safety Document**. A copy of the certificate is to be attached to the **Safety Document** to enable the isolation and earthing to be identified by the **Senior Authorised Person/Competent Person**.

When the **Senior Authorised Person** has received **Consent** to a **Safety Document** from a **Control Person**, he shall:

(a)  Complete the relevant **Safety Document** T Card and place it into the appropriate slot stating on the reverse as detailed below:

<table>
<thead>
<tr>
<th>Safety Document Type</th>
<th>Safety Document Status</th>
<th>T Card Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPS1 Consent and CPS 2/3/ Consent</td>
<td>CPS1 Consent completed, CPS2/3 Consent not completed</td>
<td>&quot;In ECM&quot;</td>
</tr>
<tr>
<td>CPS1 Consent only or CPS2/3 Consent only</td>
<td>Consent completed, no further Consent required, not printed for issue</td>
<td>&quot;In ECM&quot;</td>
</tr>
<tr>
<td>All</td>
<td>Printed for issue, not issued</td>
<td>&quot;In Safe Custody&quot;</td>
</tr>
<tr>
<td>All</td>
<td>Issued</td>
<td>&quot;Recipient’s Name&quot; or, if surrendered &quot;In Safe Custody&quot;</td>
</tr>
<tr>
<td>All</td>
<td>Issued and surrendered</td>
<td>&quot;In Safe Custody&quot;</td>
</tr>
</tbody>
</table>

(b) Record the **Safety Document** details on the back of the relevant POI/Earthing/RISSP T Card.

If the **Safety Document** is printed but not to be issued immediately then the **Senior Authorised Person** will place the **Safety Document** into a **Card Safe** until it is ready for issue.

**Printed Sanction For Work** and **Certificate for Live Low Voltage Work** shall be issued to a recipient as soon as possible following printing.

When **Drain Earths** are to be used the unique pre-printed number on the **Earthing Schedule** will be cross-referenced to the associated **Safety Document** and vice-versa.
Point(s) of Isolation Dependent on SF6

When isolation is gas density dependent, IGDD shall be recorded against the appropriate Equipment in Section 2 “Point(s) of Isolation” of the Safety Document and the Isolated / to be Isolated sections of the System State Certificate. Where IGDD Isolation is quoted on a Safety Document the telephone contact details for the issuing Senior Authorised Person, and Competent Person in charge of the work shall be recorded with the Control Person (Safety).

Where RISSP’s are exchanged the Control Person (Safety) will notify the Requesting Safety Co-ordinator that the Point(s) of Isolation is IGDD.

On receipt of a gas zone pressure alarm the Control Person (Operation) or TNCC Response will inform the Control Person (Safety) who will ensure safety is maintained.

P4.1m Where a Senior Authorised Person wishes to quote HV Equipment that will be worked on or near to, that he does not have sufficient authorities for (e.g. NSI 4 authorised staff wishing to add NSI 2 Equipment for proximity), then the identified HV Equipment can be quoted on a Safety Document provided that:

a) Prior to the issue of the safety document, the Senior Authorised Person (e.g. NSI 4 authorised) shall consult with a suitably authorised Senior Authorised Person with additional authorisations (e.g. NSI 2 authorised), to jointly develop a Safe System of Work.

b) When the Safe System of Work has been agreed, the Equipment shall be quoted in section 1 of the Safety Document, this shall be also reflected in the RAMS.
P5 Issue of Safety Documents

P5.1 The **Senior Authorised Person** issuing a **Safety Document** shall complete the Issue & Receipt Section recording as appropriate: -

- a. **Key Safe Key** number
- b. Number of **Safety Key(s)**
- c. **Earthing Schedule** number
- d. Number of portable **Drain Earth(s)**
- e. **Approved** Restoration of Motive Power Procedure number
- f. **Approved** Sanction for Work Procedure
- g. Whether sketch provided
- h. **Circuit Identification** Colours/Symbols and number of flags and wristlets

P5.2 The **Senior Authorised Person** issuing a **Safety Document** shall, if required (see guidance for rule R3.4 and R3.6 for ROMP’s and **Drain Earth(s)**), provide the **Competent Person** with the items listed in the Issue & Receipt Section.

P5.3 The **Senior Authorised Person** issuing a **Safety Document** shall ensure that the **Competent Person**: -

(a) Reads and understands the **Safety Document** and the limits of the work, this should include, where reasonably practicable, a physical walk to see the safety precautions on site for the work being carried out.

(b) Can identify the **Equipment** to be worked on.

(c) Is conversant with any further precautions or procedures to be followed.

P5.4 The **Senior Authorised Person** shall sign the Issue & Receipt Section for the document to be formally issued.
P5 Issue of Safety Documents

P5.1 When the work includes the removal of Primary Earths, the Sanction for Work will be issued to a Competent Person who has the authority to carry out the work detailed in the Approved procedures. There shall be no undue delay between the completion of the Preparation Section and Issue Section of a Sanction for Work and a Certificate for Live LV Work. However, there will be a period of time necessary to carry out the setting to work process.

If the Safety Document is associated with testing HV Equipment, (Management Procedure NSI - 9 “Testing High Voltage Equipment”), then no other Safety Document shall be issued on the same piece of HV Equipment or any other HV Equipment which could be affected by such testing.

P5.1d Existing Primary Earth(s) to be Declared as Drain Earth(s)

Verbal Request (SAP) At (Location and voltage) on (circuit) request Primary Earth(s) applied at (position of earths) to be declared as Drain Earth(s)

Logged Confirmation (CP(S)1) Written confirmation that at (Location and voltage) on (circuit) Primary Earth(s) applied at (position of earths) are declared as Drain Earth(s)

Example

At Kitwell 132 kV S/S on SGT1 circuit

Confirmation that Primary Earth(s) applied adjacent to Earth Switch 181 have been declared as Drain Earth(s).

Control Person (Safety) shall ensure that the Primary Earth is not quoted on any Safety Document(s) or Technical Limitation.

Control Person (Safety) shall remove the safety precaution from the IEMS. Where a fixed Earthing Device is to be used as a Drain Earth on an Earthing Schedule and quoted on a Safety Document, this shall be identified on the IEMS.

Control of the Drain Earth(s) are now the responsibility of the Senior Authorised Person, who shall immediately prepare and issue another Safety Document with an associated Earthing Schedule, as the Drain Earth(s) are still applied to Equipment.

If a new Safety Document cannot be issued immediately, to ensure control of the Drain Earth(s) a Technical Limitation shall be issued, which shall remain in force until a Safety Document is issued.

If the Drain Earth(s) were previously portable Primary Earth(s), the Senior Authorised Person shall remove the Primary Earth labels.
Guidance  
Safety Document Procedures  
P5.2 to P5.3

P5.2 The Safety Documents and supplementary documentation shall be personally retained by the recipient.

P5.3 The Competent Person also needs to fully understand all aspects of General Safety established for the work.

P5.3(a) For Substation work: when Safety Documents are being issued, it is reasonably practicable for the Senior Authorised Person to carry out a physical walk and identify the applicable safety precautions including Points of Isolation, Earthing and any demarcation used on site to the Competent Person for the work being carried out.

For OHL work involving the down leads or down droppers when Safety Documents are being issued, is reasonably practicable for the Senior Authorised Person to carry out a physical walk and identify the applicable safety precautions including Points of Isolation, Earthing and any demarcation used on site to the Competent Person for the work being carried out. In some cases, it may be desirable for a Substation Senior Authorised Person to assist with this Process. If the work does not involve access to the down leads or down droppers a physical walk of the substation to identify safety precautions will not normally be required.

Safety Rule  
Safety Document Procedures  
P6

P6 Receipt of Safety Documents

P6.1 The Competent Person shall read and understand the requirements of the Safety Document and ensure they are conversant with the safety precautions established.

P6.2 The Competent Person shall sign the Issue & Receipt Section entering the time and date to formally receive the Safety Document and all associated items issued with the Safety Document.

Guidance  
Safety Document Procedures  
P6.1

P6 Receipt of Safety Documents

P6.1 The Senior Authorised Person responsible for issuing a Safety Document shall hand over the Safety Document and any associated documents to the recipient at the time of issue. The associated documents shall include a Working Party Register, or in the case of National Grid staff the Working Party Register may be incorporated into the AMBP 311 RAMS.

The Senior Authorised Person shall cross out on reverse of T Card any reference to “in safe custody” and record details of the current recipients of Safety Document, which shall then be placed in the appropriate position in the Substation Status Board. The copy of the issued Safety Document is to be retained on site.

Technical Data and Operation Diagrams should be available for reference by the Competent Person receiving a Safety Document to aid in the confirmation of the correct identification of Equipment.
Guidance
Safety Document Procedures
P6.2

Where members of the **Working Party** are set to work under a **Safety Document** the recipient of the **Safety Document** shall ensure that their names are entered on the **Working Party** Register and they are instructed in details of the work and relevant **Safety Document** and associated documents.

A single **Working Party** Register shall be used for each **Safety Document** which will be updated to include relevant information for different phases of the work (e.g. RAMS and **Working Party** information for scaffold erection, maintenance, scaffold dismantling). If the original **Working Party** Register becomes full, a second may be used attached to the original such that all information relative to the **Safety Document** is available.

Where more than one **Working Party** is set to work in a single demarcated work area under separate **Safety Documents, Working Party** members shall sign onto the **Working Party** Register associated with the **Safety Document** they are working under.

---

Safety Rule
Safety Document Procedures
P7

**P7 Additional Work Subsequent to the Issue of a Safety Document**

**P7.1** A **Senior Authorised Person** shall assess the implications of additional work with regard to the **Isolated System** and **Safety from the System**.

**P7.2** The **Senior Authorised Person** shall sign the Authorisation in Section 6 of the **Safety Document**.

**P7.3** The **Competent Person** shall sign, time and date the acknowledgement in Section 6 of the **Safety Document**.

---

Guidance
Safety Document Procedures
P7.1 to P7.2

**P7 Additional Work Subsequent to the issue of a Safety Document**

**P7.1** The **Senior Authorised Person** assessing the work will carry out a risk assessment and record if significant risks are identified. The **Senior Authorised Person** shall ensure a safe system of work is developed.

**P7.2** Additional minor work may only be authorised on the **Equipment** as described in Section 1 of the **Safety Document** provided the following do not change or alter:

(a) the **Point(s) of Isolation**
(b) the **Primary Earths**

An example of minor work would be to replace a circuit breaker motor as a result of found on inspection during a maintenance process. For overhead lines this could be a replacement of a single insulator if within the scope of the **Safety Document**.

When **Drain Earths** are required for any additional minor work then an **Earthing Schedule** shall be issued and recorded in the additional work section of the appropriate **Safety Document**. Fixed **Earthing Device(s)** may be used on an additional **Earthing Schedule**.
Any additional method statements and risk assessments or changes to existing RAMS need to be included on the existing working party register and the Competent Person made fully aware of the new requirements.

For OHL Safety Documents the authorisation will be in Section 5.

P8 Transfer of Safety Documents

P8.1 A Safety Document may be surrendered by the Competent Person completing Part 1 of the Transfer Record and the status of transfer form.

If the Safety Document is not to be transferred immediately it shall be secured in a Card Safe or given to a Senior Authorised Person who will hold the Safety Document.

P8.2 A Safety Document shall only be reissued by a Senior Authorised Person. Reissue shall be to the same standard as the original issue.

Guidance
Safety Document Procedures
P8.2 Cont.

Any additional method statements and risk assessments or changes to existing RAMS need to be included on the existing working party register and the Competent Person made fully aware of the new requirements.

For OHL Safety Documents the authorisation will be in Section 5.

P8 Transfer of Safety Documents

P8.1 When the Competent Person surrenders a Safety Document the Competent Person shall ensure that: -

(a) All persons in his Working Party have been withdrawn from and warned not to continue to work on the Equipment concerned.

(b) All items originally issued with the Safety Document are returned or accounted for as appropriate and any exceptions and status of work are communicated to next Safety Document recipient.

Where a face to face meeting is not possible because any of the above persons are absent then one of the following actions shall be implemented: -

i) Senior Authorised Person not available – The Competent Person surrendering the Safety Document, after completing the Transfer record Section, shall also complete a Status of Transfer Record and then secure all Safety Documents, including any fuses, links and Safety Keys in a Card Safe. Where fuses, links etc. cannot fit into a Card Safe, they shall be secured and reference made to the secure location on the Status of Transfer form.

ii) Senior Authorised Person available but not the new Competent Person – The Competent Person surrendering the Safety Document, after completing Section 7 (Transfer) shall also complete a Status of Transfer Record.
Guidance
Safety Document
Procedures
P8.2 Cont.

P8.2 The Senior Authorised Person wherever possible will transfer the Safety Document with a face-to-face meeting with the Competent Persons surrendering the Safety Document and the new Competent Person receiving the Safety Document.

When a Sanction for Work or Certificate for Live LV Work is to be transferred by a Senior Authorised Person both the new recipient and person surrendering document shall be present at time of transfer. There shall be no delay in the transfer process. If it is not possible to have both Competent Persons present for the transfer process, then the Senior Authorised Person can transfer the Sanction for Work to himself and re-issue at later time. The standard of issue must be as the original standard.

When a Safety Document is transferred to a new recipient the Senior Authorised Person shall also cross out the name of previous recipient or comments from relevant T card and record new name and company.

If the Safety Document refers to isolation that is gas density dependant (IGDD) and the Safety Document is transferred, then Part 2 of the Transfer Record of the Safety Document will contain the new telephone numbers. The Control Person (Safety) shall be informed of the changes.

Safety Rule
Safety Document
Procedures
P9

P9 Clearance of Safety Documents

P9.1 Before signing the Clearance Section of a Safety Document the Competent Person shall ensure that:

(a) All persons in his Working Party have been withdrawn from and warned not to continue to work on the Equipment concerned.

(b) All items originally issued with the Safety Document are returned or accounted for as appropriate and all gear, tools, loose materials have been removed and guards, access doors replaced.

(c) Any exceptions are recorded.

P9.2 If the Safety Document is not to be cancelled immediately it shall be secured in a Card Safe, or given to a Senior Authorised Person who will hold the Safety Document in safe custody.

P9.3 If there are nil exceptions when a Safety Document is cleared, the Competent Person shall state this on the Safety Document.
<table>
<thead>
<tr>
<th>Guidance</th>
<th>Safety Document Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>P9</td>
<td>Clearance of Safety Documents</td>
</tr>
</tbody>
</table>

**P9.1c** An exception to be noted on the **Safety Document** is any deviation in the status of the **Equipment** or safety precautions established from that in which the **Equipment** was originally handed over to the **Competent Person** when the **Safety Document** was first issued.

Safety precautions may be established or removed on **Equipment** identified by a **Safety Document** they shall be recorded as an exception by the **Competent Person** in the clearance section of the **Safety Document**. The **Safety Document** shall be the record of the safety switching instruction between the **Senior Authorised Person** and the **Control Person (Safety)**.

Examples are:

- ROMP Supplies Restored
- Primary Earth(s) not re-applied following testing under a Sanction for Work
- Drain Earth(s) / earthing systems applied under a Safety Document to be declared as Primary Earth(s)
- Oil level or gas density abnormal due to ongoing work
- Timing covers left off circuit breakers
- Earth Switches reported back closed and locked.
- Disconnections reported back as Point of Isolation

Note: Isolators / Switch disconnectors in the open position cannot be quoted back as a Point of Isolation as an exception.

The **Senior Authorised Person** cancelling the **Safety Document** is responsible for ensuring any **HV** safety precautions listed by the **Competent Person** as exceptions are adequate to be utilised as **Point(s) of Isolation** or **Primary Earth(s)** when handed back to the **Control Person (Safety)**. For **Portable Primary Earth(s)** reference NSI 2 or NSI 4.

Where **Drain Earth(s)** are applied in accordance with an Earthing Schedule and quoted as still applied in order to be used as **Primary Earth(s)** in the **Safety Document** exception, the following process shall be followed:

**Verbal Request (SAP)** at **Location** and voltage on (circuit) request Earth(s) applied at (position of earths) to be declared as **Primary Earth(s)**

**Logged Confirmation (CP(S)1)** Written confirmation that at **Location** and voltage on (circuit) Earth(s) applied at (position of earths) are declared as **Primary Earth(s)**

The **Senior Authorised Person** shall ensure the **Drain Earth(s)** are positioned correctly, sufficiently rated to be quoted as a **Primary Earth** and not impinged by the position of adjacent Equipment e.g. earth resting against an arcing horn.
Example

At Kitwell 132 kV
Substation on SGT1 circuit

Confirmation that Earth(s) applied adjacent to Earth Switch 181 have been declared as **Primary Earth(s)**.

**Control Person (Safety)** – shall dress the safety precaution on the IEMS. Following the declaration, the control of the **Primary Earth(s)** are now the responsibility of the **Control Person (Safety)**

P9.3

With the exception of a **Sanction for Work** and **Certificate for Live LV Work** when the **Senior Authorised Person** is not available, the cleared **Safety Document** and any associated items should be placed inside a **Card Safe**. This safe being locked by a **Senior Authorised Person** control lock.

When a **Sanction for Work** or **Certificate for Live LV Work** is to be cleared, it shall be handed direct to a **Senior Authorised Person** who shall then immediately cancel it.

P10  **Cancellation of Safety Documents**

P10.1  A **Senior Authorised Person** shall cancel the **Safety Document**. He shall ensure that the **Control Person (Safety)** has been informed of the cancellation and any exceptions or restrictions affecting return to **Operational Service**.

P10  **Cancellation of Safety Documents**

P10.1  The **Senior Authorised Person** shall:

(a)  Before cancellation of any **Safety Document** the **Senior Authorised Person** shall note any exceptions and confirm whether or not the **Equipment** is in a condition to be returned to **Operational Service**. The **Senior Authorised Person** shall visually inspect the status of **Equipment** where appropriate, e.g. oil levels, gas pressures are normal and circuit clear of all earths etc.

(b)  Contact the **Control Person (Safety)** and advise him that a **Safety Document** is to be cancelled. The **Safety Document** description and number should be confirmed in order that the correct **Safety Document** is cancelled. The **Control Person (Safety)** shall be informed of any reasons why the **Equipment** should not be returned to **Operational Service** or any restrictions in the return to service.

(c)  Remove the **Safety Document** T Cards from the Substation Status Board and destroy the Tee Card.

(d)  Cross out reference to **Safety Document** on POI/Earthing/RISSP T Cards.
Where there is a restriction on return to Operational Service a Technical Limitation (TL) shall be issued.

When a Safety Document is cancelled with exceptions then the exceptions to returning equipment can either:

i. Be recorded on a TL with the details also on a T Card and placed in the slot for TL's

ii. Allow the immediate preparation and issue of another Safety Document, this shall be done if Drain Earths are still applied to Equipment.

iii. Inform Control Person of change of state e.g. earth switch S11A and S11B open.

The completion of the Cancellation Section of a Safety Document by the Senior Authorised Person is the record that all items issued with the Safety Document have been returned.

The Control Person (Safety) shall confirm that they have the correct Safety Document to be cancelled by reading back to the Senior Authorised Person:

- The Safety Document identification to be cancelled
- Equipment Identification
- The work to be done sections of the document

The Control Person (Safety) shall log exceptions stated in the relevant section of the Safety Document and any restrictions to the return to service of the Equipment, unless work is to continue immediately under another Safety Document.

Particular attention shall be given to record and control the following:

- Application / removal of Earthing Devices or disconnecting / re-connecting conductors under the Safety Document being cancelled
- Drain Earths, left applied to the HV System
- Drain Earths to be quoted as Primary Earths
- The possible effects of any extra work done under Section P7 of the Safety Rules
- Changes to the System for information when cancelling a System State Certificate with the Control Person (Operation)

P11 Return to Operational Service

P11.1 Following the cancellation of all relevant Safety Documents and removal of safety precautions, the Control Person (Safety) shall transfer control of the Equipment back to the Control Person (Operation).

P11.2 The Control Person (Operation) shall return the Equipment to Operational Service.
P11 Return to Operational Service

P11.1 The Control Person (Safety) shall inform the Control Person (Operation) of any restrictions to Equipment being returned to service.

P11.2 The System State Certificate shall be cancelled.

P12 Categories of Authorisation

P12.1 The following categories of Authorisation are recognised in the Safety Rules. An individual may be appointed by an appropriate Manager for any number of these categories within specified limits.

a Person
b Competent Person
c Authorised Person
d Senior Authorised Person
e Control Person (Operation)
f Control Person (Safety)

P12.2 Records of Authorisation shall define responsibilities with respect to specific National Safety Instructions and Operational Authorities.

P13 Safe Custody of Safety Documents and Associated Items

P13.1 A Card Safe secured by a Senior Authorised Person shall be provided for safe custody of Safety Document(s), supporting documents, Key(s) and shall be used for the following:

(a) Safety Document(s) which have been prepared but not issued
(b) Safety Document(s) which have been cleared but not cancelled
(c) Safety Document(s) which are in transfer

P13.2 When a Sanction for Work or Certificate for Live LV Work is to be transferred by a Senior Authorised Person both the new recipient and person surrendering document shall be present at time of transfer. There shall be no undue delay in the transfer process.

P13.3 All Safety Document(s) which have been issued including associated items shall be retained in safe custody by the recipient.
P13 Safe Custody of Safety Documents and Associated Items

P13.3 To ensure Drain Earths, when not in use, are kept in safe custody, the Safety Document recipient shall keep them in a locked vehicle, box, cupboard or room etc. which can only be unlocked by himself, or:-

(a) For substation earths a strap for tying and locking them together or attaching to a fixing e.g. earth strap.

(b) For overhead line earths, set numbers in lockable canvas bag or secure container.

Personnel in receipt of Safety Documents shall retain all Safety Documents and associated items in safe custody by personal retention in plastic document wallets, safe custody box or by securing by other appropriate means.

The means of retaining documents and Keys in safe custody whilst issued includes locking within a document wallet such that no one but the Competent Person in charge of the work can gain access to the document or Keys. This includes the Senior Authorised Person who issued the document.

It is also important that:-

- The document(s) are available so that they can be referred to as and when required
- The Safety Document and Keys are in safe custody both during the working day, overnight and at weekends,

P14 Multiple Safety Documents

P14.1 A series of Safety Document(s) bearing the same unique number although individually identified by a further unique alpha character.

P14.2 The Senior Authorised Person in consultation with the HV Control Person (Safety) will agree the wording to be used on the Safety Document in both Section 1 and 2. The Senior Authorised Person shall confirm that it is an initial document of multiple Safety Document(s).

Guidance

P14 Multiple Safety Documents

P14.1 The HV Control Person (Safety) consents to the preparation of the initial Safety Document and provides the Safety Document number derived from the IEMS Management System with the suffix generated shall always be Safety Document Number - MP - Master. Multiples will be Number – x of y. (e.g. 12345MP Master & 12345MP 3 of 12)

Multiple permits for work can be issued for refurbishment work, routine maintenance and construction work. For “Overhead Lines work additional guidance is available in Management Procedure NSI 4 - “Work on or Near High Voltage Overhead Lines” and via AMBP 310 – “Work Management”.
P14.2  When associated documents are required all recipients of the Safety Documents shall be made aware of these. This includes Working Party registers, Earthing Schedules, risk assessments and method statements.

When multiple Safety Documents are produced the wording in Section 1 and 2 shall be identical on all multiple Safety Documents.

When multiple Safety Document(s) require a reference to Drain Earths established by the Master Safety Document (MP) then the following shall apply:

The Master Permit for Work Section 2 ‘Further Precautions’ shall be endorsed with: -

"Drain Earth(s) shall be applied as directed by the holder of this Master Permit for Work and in accordance with attached Earthing Schedule"

All Secondary Multiple Permit for Work(s) Section 2 ‘Further Precautions’ shall be endorsed with: -

"Drain earth(s) shall be applied as directed by the Master Safety Document holder and in accordance with Safety Document No.------- (master Safety Document number)"

All Secondary Safety Document(s) associated with the Master Permit for Work will have zero Drain Earth(s) issued along with a copy of the Master Earthing Schedule.

The following statement must be included on the Earthing Schedule "A daily check should be made before work starts that appropriate Drain Earth(s) are still in place".

Note: Control of Drain Earth(s) is co-ordinated by the holder of the master ‘A’ document. Due to electronic restrictions applied to documentation, there is no requirement for the Control Person (Safety) who consents to the Safety Document to add the section 2 detail as described above. In this case, the Control Person (Safety) copy of the Safety Document shall be endorsed with” Nil or “N/A”. 
Forms of Documents

The Safety rules comprise of two categories of documentation

- **Safety Documents** – These are for controlling high risk activities associated with the Transmission System.

  Limited Access Certificate (LAC)
  Permit for Work (PFW)
  OHL Permit for Work (PFW)
  Sanction for Work (SFW)
  Certificate for Live LV Work (CLLVW)

- **Supporting Documents** – These are additional documents that may be issued with Safety documents to control certain activities.

  Status of Transfer Form
  Safety Document Continuation Sheet
  Working Party Register
  Earthing Schedule
**LIMITED ACCESS CERTIFICATE**

1. **LOCATION**

   - Equipment Identification
   - Work to be done

2.1 **LIMITS OF WORK**

2.2 **LIMITS OF WORK AREA**

2.3 Further precautions to be taken during the course of the work to avoid System derived hazards

3. **PREPARATION**

   - Senior Authorised Person
   - Print Name
   - Signed
   - Time
   - Date

4. **ISSUE & RECEIPT**

   - Under normal circumstances this Limited Access Certificate should be cancelled within 3 months of its issue

   - Earthing Schedule or Procedure No
   - Drain Earths (OHL use only) or Temporary Earth Bonds (NSI 24 use only) (number issued)

   - Sketch Provided On this LAG
   - If separate sketch is to be issued provide reference No.
   - Card Safe (OHL use only) Number

   - Senior Authorised Person
   - Print Name
   - Signed
   - Senior Authorised Person Mobile No

   - Competent Person
   - Print Name
   - Signed
   - Time
   - Date

*Delete as appropriate*  
*Write N/A if not applicable*
# NATIONAL GRID UK ELECTRICITY TRANSMISSION PLC

## SAFETY RULES FIFTH EDITION

### NGUK/PL/ETSR/GN Issue 7

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## LIMITED ACCESS CERTIFICATE

### 5. SKETCH

[Sketch Image]

---

## 6. TRANSFER RECORD

<table>
<thead>
<tr>
<th>PART 1 - SURRENDER BY</th>
<th>PRINT NAME</th>
<th>SIGNED</th>
<th>MOBILE NO*</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPETENT PERSON</td>
<td>Print Name</td>
<td>Signed</td>
<td>Mobile No*</td>
</tr>
<tr>
<td>TIME DATE</td>
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</table>

<table>
<thead>
<tr>
<th>PART 2 - RE-ISSUE</th>
<th>PRINT NAME</th>
<th>SIGNED</th>
<th>MOBILE NO*</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPETENT PERSON</td>
<td>Print Name</td>
<td>Signed</td>
<td>Mobile No*</td>
</tr>
<tr>
<td>TIME DATE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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## 7. CLEARANCE

This Limited Access Certificate is cleared

<table>
<thead>
<tr>
<th>COMPETENT PERSON</th>
<th>PRINT NAME</th>
<th>SIGNED</th>
<th>TIME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
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</tbody>
</table>

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## 8. CANCELLATION

<table>
<thead>
<tr>
<th>SENIOR AUTHORISED PERSON</th>
<th>PRINT NAME</th>
<th>SIGNED</th>
<th>TIME</th>
<th>DATE</th>
</tr>
</thead>
</table>

*Write N/A if not applicable

NOVEMBER 2007*
## PERMIT FOR WORK

### 1. LOCATION

**EQUIPMENT IDENTIFICATION**

**WORK TO BE DONE**

### 2. PRECAUTIONS TAKEN TO ACHIEVE SAFETY FROM THE SYSTEM

**HV Point(s) of Isolation**

**Primary Earths**

**LV/Mech Point(s) of Isolation**

Actions taken to avoid Danger e.g. draining, venting, purging and containment or dissipation of stored energy

Further precautions to be taken during the course of the work to avoid System derived hazards

### 3. PRECAUTIONS THAT MAY BE VARIED

### 4a. HV PREPARATION

<table>
<thead>
<tr>
<th>Control Person(s) (Safety 1 giving Consent)</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Authorised Person receiving Consent</td>
<td>Time</td>
<td>Date</td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** Signed **

### 4b. LV/Mech PREPARATION

<table>
<thead>
<tr>
<th>Control Person(s) (Safety 2/3 giving Consent)</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Authorised Person receiving Consent</td>
<td>Time</td>
<td>Date</td>
</tr>
<tr>
<td>Print Name</td>
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<td></td>
</tr>
</tbody>
</table>

** Signed **

### 5. ISSUE & RECEIPT

This Permit for Work shall be personally retained.

<table>
<thead>
<tr>
<th>Approved ROMP Procedure Number(s)</th>
<th>Key Safe Key Location &amp; Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Keys (number issued)</td>
<td>Portable Drain Earths (number issued)</td>
</tr>
<tr>
<td>Senior Authorised Person Print Name</td>
<td>Senior Authorised Person Mobile No</td>
</tr>
<tr>
<td>Competent Person Print Name</td>
<td>Competent Person Mobile No</td>
</tr>
</tbody>
</table>

*Write N/A if not applicable

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6. ADDITIONAL WORK SUBSEQUENT TO ISSUE

<table>
<thead>
<tr>
<th>Equipment Identification and Work</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Additional Earthing Schedule Number*</th>
<th>Drain Earths</th>
<th>Additional No. issued</th>
<th>Total now issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Authorised Person</td>
<td>Print Name</td>
<td>Signed</td>
<td></td>
</tr>
<tr>
<td>Competent Person</td>
<td>Print Name</td>
<td>Signed</td>
<td>Time</td>
</tr>
</tbody>
</table>

7. TRANSFER RECORD

<table>
<thead>
<tr>
<th>PART 1 - SURRENDER BY</th>
<th>PART 2 - RE-ISSUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competent Person</td>
<td>TIME</td>
</tr>
<tr>
<td>Print Name</td>
<td>Signed</td>
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<td>Print Name</td>
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<td>Print Name</td>
<td>Signed</td>
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</table>

8. CLEARANCE

This Permit for Work is cleared, the following exceptions are recorded:

Confirm the operational state of Equipment quoted in Section 1 and any Drain Earths that remain applied as quoted on an Earthing Schedule*

| Competent Person | Print Name | Signed | Time | Date | |
| Company Name | | | | | |

9. CANCELLATION

Control Person(s) (Safety) Informed of cancellation and any restriction on return to Operational Service

| Senior Authorised Person | Print Name | Signed | Time | Date | |

* Write N/A if not applicable

December 2017
### OHL PERMIT FOR WORK

<table>
<thead>
<tr>
<th>Location</th>
<th>Equipment Identification</th>
<th>Work to be Done</th>
</tr>
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<tbody>
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</table>

### Precautions Taken to Achieve Safety from the System

#### Point(s) of Isolation

- Primary Earths

- Actions Taken/Further precautions to avoid System derived hazards

### Preparation

This Permit for Work shall be personally retained.

<table>
<thead>
<tr>
<th>Control Person(s) (Safety) giving Consent</th>
<th>Print Name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Authorised Person</td>
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### Issue & Receipt

This Permit for Work shall be personally retained.

<table>
<thead>
<tr>
<th>Key Safe Key</th>
<th>Card Safe*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location &amp; Number*</td>
<td>Location &amp; Number</td>
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</tbody>
</table>

#### Circuit Identification
- **Colour / Symbols**

<table>
<thead>
<tr>
<th>Earthing Schedule Number*</th>
<th>Portable Drain Earths* (number issued)</th>
<th>Flags* (number issued)</th>
<th>Visitors (number issued)</th>
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<tbody>
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<td></td>
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<th>Senior Authorised Person</th>
<th>Print Name</th>
<th>Signed</th>
<th>Senior Authorised Person Mobile No*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competent Person</td>
<td>Print Name</td>
<td>Signed</td>
<td>Time</td>
</tr>
</tbody>
</table>

*Write N/A if not applicable

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Uncontrolled when printed

Page 60 of 87
### 5. ADDITIONAL WORK SUBSEQUENT TO ISSUE

**Equipment Identification and Work**

<table>
<thead>
<tr>
<th>Additional Earthing Schedule Number</th>
<th>Wristlets*</th>
<th>Add. No Issued</th>
<th>Total Now Issued</th>
<th>Circuit ID Flags*</th>
<th>Add. No Issued*</th>
<th>Total Now Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drain Earths*</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Senior Authorised Person</td>
<td>Print Name</td>
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<td>Signed</td>
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<td></td>
</tr>
<tr>
<td>Competent Person</td>
<td>Print Name</td>
<td></td>
<td>Signed</td>
<td>Time</td>
<td>Date</td>
<td>/ /</td>
</tr>
</tbody>
</table>

### 6. TRANSFER RECORD

#### PART 1 - SURRENDER BY

<table>
<thead>
<tr>
<th>Competent Person</th>
<th>TIME DATE</th>
<th>Senior Authorised Person</th>
<th>TIME DATE</th>
<th>Competent Person</th>
<th>TIME DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Print Name</td>
<td>Signed</td>
<td>Print Name</td>
<td>Mobile No*</td>
<td>Printed</td>
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#### PART 2 - RE-ISSUE

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<th>Senior Authorised Person</th>
<th>TIME DATE</th>
<th>Competent Person</th>
<th>TIME DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Print Name</td>
<td>Signed</td>
<td>Print Name</td>
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<td>Print Name</td>
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<td>Mobile No*</td>
<td>Printed</td>
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</tbody>
</table>

### 7. CLEARANCE

This Permit for Work is cleared, the following exceptions are recorded:

Confirm the operational state of Equipment quoted in Section 1 and any Drain Earths that remain applied as quoted on an Earthing Schedule.

<table>
<thead>
<tr>
<th>Competent Person</th>
<th>Print Name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
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</tbody>
</table>

### 8. CANCELLATION

Control Person(s) (Safety)

<table>
<thead>
<tr>
<th>Senior Authorised Person</th>
<th>Print Name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
<th>/ /</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

* Write N/A if not applicable

December 2017
SANCTION FOR WORK

1. LOCATION

EQUIPMENT IDENTIFICATION

WORK TO BE DONE

2. PRECAUTIONS TAKEN TO ACHIEVE SAFETY FROM THE SYSTEM
   HV Point(s) of Isolation

   Primary Earths

   LV/Mech Point(s) of Isolation*

   Actions taken to avoid Danger e.g. by draining, venting, purging and containment or dissipation of stored energy*

   Further precautions to be taken during the course of the work to avoid System derived hazards*

3. PRECAUTIONS THAT MAY BE VARIED*

4a. HV PREPARATION

   Control Person(s) (Safety) 1 giving Consent*
   Print Name
   Time : Date / /
   Senior Authorised Person receiving Consent*
   Print Name
   Time : Date / /

4b. LV/Mech PREPARATION

   Control Person(s) (Safety) 2/3 giving Consent*
   Print Name
   Time : Date / /
   Senior Authorised Person receiving Consent*
   Print Name
   Time : Date / /

5. ISSUE & RECEIPT

   This Sanction for Work shall be personally retained.

   Approved ROM# / SFW# Procedure Number(s)* Safety Keys (number issued)* Earthing Schedule Number*

   Circuit Identification Colours Symbols*

   Senior Authorised Person Print Name Signed

   Competent Person Print Name Signed

   Company Name

   Key Safe Key Location & Number*

   Portable Drain Earths (number issued)*

   Flags (number issued)* Wristlets (no issued)*

   Senior Authorised Person Mobile No*

   Time : Date / /

   Competent Person Mobile No* December 2017

*Delete as appropriate  Write NA if not applicable
## SANCTION FOR WORK

### 6. ADDITIONAL WORK SUBSEQUENT TO ISSUE
#### Equipment Identification and Work

<table>
<thead>
<tr>
<th>Additional Earthing Schedule Number</th>
<th>Drain Earths</th>
<th>Additional No. issued</th>
<th>Total now issued</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior Authorised Person</strong></td>
<td>Print Name</td>
<td>Signed</td>
<td></td>
</tr>
<tr>
<td><strong>Competent Person</strong></td>
<td>Print Name</td>
<td>Signed</td>
<td>Time</td>
</tr>
</tbody>
</table>

### 7. TRANSFER RECORD

**PART 1 - SURRENDER BY**

<table>
<thead>
<tr>
<th>Competent Person</th>
<th>Senior Authorised Person</th>
<th>Competent Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Print Name</td>
<td>Print Name</td>
</tr>
<tr>
<td>Signed</td>
<td>Signed</td>
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<tr>
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</table>

**PART 2 – RE-ISSUE**

<table>
<thead>
<tr>
<th>Competent Person</th>
<th>Senior Authorised Person</th>
<th>Competent Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Print Name</td>
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<tr>
<td>Signed</td>
<td>Signed</td>
<td>Signed</td>
</tr>
<tr>
<td>Mobile No*</td>
<td>Mobile No*</td>
<td>Mobile No*</td>
</tr>
</tbody>
</table>

### 8. CLEARANCE

This Sanction for Work is cleared, the following exceptions are recorded:

Confirm the operational state of Equipment quoted in Section 1 & 3, also any Drain Earths that remain applied as quoted on an Earthing Schedule.

<table>
<thead>
<tr>
<th>Competent Person</th>
<th>Print Name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### 9. CANCELLATION

Control Person(s)

(Safety)

<table>
<thead>
<tr>
<th>Senior Authorised Person</th>
<th>Print Name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
</table>

Informed of cancellation and any restriction on return to Operational Service.

December 2017

* Write N/A if not applicable
CERTIFICATE FOR LIVE LV WORK

1. LOCATION

EQUIPMENT IDENTIFICATION

WORK TO BE DONE

2. JUSTIFICATION FOR WORKING LIVE

3. HAZARDS The following have been identified and assessed

4. PRECAUTIONS TO BE TAKEN TO ESTABLISH A SAFE SYSTEM OF WORK

Point(s) of Isolation*

List controls established as part of the safe system of work (e.g. Insulated Screening, Insulated Tools, PPE etc.)

Specific instructions to be followed in the Event of an Emergency

5. PREPARATION This Certificate For Live LV Work shall be personally retained

<table>
<thead>
<tr>
<th>Control Person(s) (Safety) Giving Consent</th>
<th>Key Safe Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Authorised Person</td>
<td>Print name</td>
</tr>
</tbody>
</table>

6. ISSUE & RECEIPT

<table>
<thead>
<tr>
<th>Procedure Number(s)*</th>
<th>Sketch Provided #</th>
<th>Key Safe Key Number*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Keys (number issued)*</td>
<td>YES / NO</td>
<td>Senior Authorised Person Mobile No*</td>
</tr>
<tr>
<td>Senior Authorised Person</td>
<td>Print name</td>
<td>Signed</td>
</tr>
<tr>
<td>Competent Person</td>
<td>Print name</td>
<td>Signed</td>
</tr>
<tr>
<td>Company Name</td>
<td>Competent Person Mobile No*</td>
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# Delete as appropriate  * Write N/A if not applicable
### 7. SKETCH*

*Write N/A if not applicable

### 8. TRANSFER RECORD

<table>
<thead>
<tr>
<th>PART 1</th>
<th>PART 2</th>
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<tr>
<td><strong>SURRENDER BY</strong></td>
<td><strong>RE-ISSUE</strong></td>
</tr>
<tr>
<td>Competent Person</td>
<td>Senior Authorised Person</td>
</tr>
<tr>
<td>Print Name</td>
<td>Print Name</td>
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<tr>
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<td>Signed</td>
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<tr>
<td>Mobile No*</td>
<td>Mobile No*</td>
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<tr>
<td>Print Name</td>
<td>Print Name</td>
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<td>Signed</td>
</tr>
<tr>
<td>Mobile No*</td>
<td>Mobile No*</td>
</tr>
</tbody>
</table>

### 9. CLEARANCE

*This Certificate For Live LV Work is cleared with the following recorded exceptions or limitations*

*Write N/A if not applicable

<table>
<thead>
<tr>
<th>Competent Person</th>
<th>Print name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Control Person(s) (Safety)**

<table>
<thead>
<tr>
<th>Senior Authorised Person</th>
<th>Print name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
</table>

Informed of cancellation and any restriction on return to Operational Service
Supporting Documents
# National Grid UK Electricity Transmission Safety Rules

## Status of Transfer Form / Suspension Form

### Safety Document(s) Number

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. ITEMS TO BE TRANSFERRED / RETAINED IN SAFE CUSTODY</strong>&lt;br&gt;<strong>List Number to be transferred or Number &amp; Location if retained in safe custody</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Earthing Schedule</th>
<th>Approved ROMP Procedure</th>
<th>Safety Key(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuses / Links</td>
<td>Flag(s)</td>
<td>Wristlets</td>
</tr>
<tr>
<td>Drain Earths</td>
<td></td>
<td>Key Safe Key(s)</td>
</tr>
<tr>
<td>Any other items</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. Safety Aspects Requiring Special Attention

- No ROMP activities to be undertaken* / Drain Earth(s) not to be interfered with.*

### 3. Status of Work and Other Relevant Information

- ROMP supplies isolated and secured in Key Safe number...* / Earthing Schedule secured in...*

### Signature of Competent Person surrendering the Safety Document(s)

Print Name ____________________________ Signed ____________________________ Time ________ Date ________

### Signature of Senior Authorised Person responsible for Safety Custody

Print Name ____________________________ Signed ____________________________ Time ________ Date ________

### 4. Instruction / Information Required to be Communicated at the Reissue of the Safety Document(s)

### Signature of Senior Authorised Person re-issuing the Safety Document(s)

Print Name ____________________________ Signed ____________________________ Time ________ Date ________

### Signature of new Competent Person receiving the transferred Safety Document(s)

Print Name ____________________________ Signed ____________________________ Time ________ Date ________

* Delete as appropriate

Dec 2017
# SAFETY DOCUMENT CONTINUATION SHEET / TRANSFER RECORD

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ASSOCIATED SAFETY DOCUMENT TYPE AND NUMBER</th>
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<tbody>
<tr>
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<td>Doc Type: Pls Overwrite</td>
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<tr>
<td></td>
<td>Doc No: Pls Overwrite</td>
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</tbody>
</table>

**ENTER TITLE OF RELEVANT SECTION OF ASSOCIATED SAFETY DOCUMENT**

(Ex: 2. PRECAUTIONS TAKEN TO ACHIEVE SAFETY FROM THE SYSTEM)

**ENTER ADDITIONAL INFORMATION**

---

**NOTE**

NUMBER OF THIS CONTINUATION SHEET TO BE ENTERED IN RELEVANT SECTION OF ASSOCIATED SAFETY DOCUMENT.

**SIGNED** ___________________________ being the Senior Authorised Person preparing the Associated Safety Document.

**TIME** ___________________________ **DATE** ___________________________
### SAFETY DOCUMENT ADDITIONAL TRANSFER RECORD

<table>
<thead>
<tr>
<th>SURRENDER BY</th>
<th>TIME DATE</th>
<th>SENIOR AUTHORISED PERSON</th>
<th>TIME DATE</th>
<th>COMPETENT PERSON</th>
<th>TIME DATE</th>
</tr>
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<tbody>
<tr>
<td>Print Name</td>
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</tbody>
</table>

*Write N/A if not applicable  > Not for use on SFW or CFLLVW  December 2017*
# Working Party Register

The register shall be completed by the **Senior Authorised Person** issuing a **Safety Document** and the **Competent Person** who is the recipient of the Safety Document (if Safety rules apply) or in all other cases, the Person in charge of the work.

The persons completing Section 2 of the register shall ensure all members of the Working Party understand the contents of the Safety Document (if applicable) and any documents listed on this register before they sign it.

## 1. Completed by Senior Authorised Person

<table>
<thead>
<tr>
<th>Safety Document type, number and work detail</th>
</tr>
</thead>
</table>

## 2. Competent Person or Person in charge of the Work:

(For NG Personnel, Records of Toolbox Talks conducted are completed separately on the Point of Work RA/TBT Form)

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Time</td>
<td>Time</td>
<td>Time</td>
<td>Time</td>
</tr>
</tbody>
</table>

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</table>

December 2017
## WORKING PARTY REGISTER

**I have been instructed and understand the contents of the documents identified overleaf and agree to being added to the working party.**

<table>
<thead>
<tr>
<th>Names and signature of individuals in or added to the working party</th>
<th>Added to</th>
<th>Removed from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Print)</td>
<td>Signature</td>
<td>Mobile No:</td>
</tr>
</tbody>
</table>

 ANY ADDITIONAL DOCUMENTS, ISSUED SUBSEQUENT TO WORK COMMENCING, MUST BE COMMUNICATED TO THE WORKING PARTY BY THE RECIPIENT.

NOTE: All personnel who join the Working Party at a later date must be given a Tool Box Talk and the same information given to them as to those who joined the Working Party at the beginning of the work.

December 2017
# Earthing Schedule

## Location

<table>
<thead>
<tr>
<th>Equipment/Circuit</th>
<th>Associated Safety Document Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

## Position of Drain Earths at Each Stage of Work

Position of drain earths at each stage of work. Work must not commence on any stage until the earthing requirements for that stage have been completed.

- Scheme, Stage or Job No. marked* shall be carried out under the Personal Supervision of a Competent Person or a Senior Authorised Person as detailed in the “Remarks” Section.

## Drain Earths

<table>
<thead>
<tr>
<th>Scheme, Stage or Job No.</th>
<th>Work Description</th>
<th>Drain Earths</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Location</td>
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<td>Number</td>
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## Sketch/Remarks/CHL Contractors Earthing Schedule

Number of Portable Earths Issued:

- Normal
- Temporary Earth Bonds NSE 24
- Short Drain
- Bridging
- Running
- Earthing Bodies
- Others

Total Issued

Fixed Earthing Devices

### Issue
(Signed) ___________
Senior Authorised Person

**TIME:** ___________
**DATE:** ___________

### Cancellation
(Signed) ___________
Senior Authorised Person

**TIME:** ___________
**DATE:** ___________
Guidance Notes for Documents

- **Safety Documents** – These are for controlling high risk activities associated with the Electricity Transmission System.

  Limited Access Certificate (LAC) – Substations and OHL
  Permit for Work (PFW)
  OHL Permit for Work (PFW)
  Sanction for Work (SFW)
  Certificate for Live LV Work (CLLVW)
  Earthing Schedule Guidance (OHL)
  Earthing Schedule Guidance for Complex work (OHL)

**Business Continuity - Paper Safety Documents for Emergency Use.**

Booklets of template **Safety Documents** will be issued to sites to replicate the old books for the documents that have now changed electronically. These will be a representation of the electronic document version available, but may not be an exact replica.

These emergency use **Safety Documents** will all be white rather than the traditional colour convention normally used but still may be used if necessary.

To create a copy in emergency circumstances, the **Senior Authorised Person** may photocopy the original and mark it as a copy or, if this is not possible, a photograph of the original can be taken and used for copy reference.
### LIMIT ACCESS CERTIFICATE

1. **LOCATION**

<table>
<thead>
<tr>
<th>Senior Authorised Person</th>
<th>Print Name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
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   **EQUIPMENT / IDENTIFICATION**

<table>
<thead>
<tr>
<th>Senior Authorised Person</th>
<th>Print Name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
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<th>WORK TO BE DONE**</th>
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2.1 **LIMITS OF WORK**

<table>
<thead>
<tr>
<th>Senior Authorised Person</th>
<th>Print Name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
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2.2 **LIMITS OF WORK AREA**

<table>
<thead>
<tr>
<th>Senior Authorised Person</th>
<th>Print Name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
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   **WORK TO BE DONE**

<table>
<thead>
<tr>
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<th>Time</th>
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</table>

3. **PREPARATION**

   **This Limited Access Certificate shall be personally retained**

<table>
<thead>
<tr>
<th>Senior Authorised Person</th>
<th>Print Name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
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4. **ISSUE & RECEIPT**

   Under normal circumstances this Limited Access Certificate should be cancelled within 3 months of its issue

<table>
<thead>
<tr>
<th>Earthing Schedule or Procedure No*</th>
<th>Drain Earths (OHL use only) or Temporary Earth Bonds (NSI 24 use only) (Number issued)**</th>
<th>Card Safe (OHL use only) Number*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No #</td>
<td>If separate sketch is to be issued provide reference No*</td>
<td>Senior Authorised Person Mobile No*</td>
</tr>
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<table>
<thead>
<tr>
<th>Competent Person</th>
<th>Print Name</th>
<th>Signed</th>
<th>Time</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Company Name</th>
<th>Competent Person Mobile No*</th>
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</table>

   #Delete as appropriate  *Write N/A if not applicable

---

**General Considerations**

- All Safety Documents shall be completed clearly and legibly, Block Capitals are recommended.
- The Senior Authorised Person shall ensure abbreviations are understood by the Competent Person receiving the Safety Document.
- When the work is close to a specific item of Equipment the identification quoted should be used e.g. for repairs to a transformer bund wall the transformer identification should be inserted see P4.1 guidance for details.
- A unique pre-printed number is provided. This number is used when the Safety Document is issued.
- For work on a cable circuit, where appropriate refer to joint baylink plc numbers, sealing ends or terminal towers.

---

**Guidance for the Preparation of Substations Limited Access Certificates (Front)**

- Identify the Location(s) of the Equipment
- For work in a Substation – name of Substation and the voltage
- Specify the physical limits of the work that will ensure Safety from the System.
- The description shall make clear the extent of the work which is permitted.
- A Working Party Register shall be issued along with any Safety Document, this negates the need to reference any method statement in Section 1 of the Safety Document as the Working Party Register incorporates this information.
- All Safety Documents shall be completed clearly and legibly, Block Capitals are recommended.
- The Senior Authorised Person preparing the Limited Access Certificate shall print, sign, time and date this section. This confirms that the precautions stated in Sections 2.1 and 2.2 have been carried out and that procedures have been put in place to maintain these until the Limited Access Certificate is cancelled.
- The Senior Authorised Person issuing the Limited Access Certificate shall record if applicable the Earthing Schedule number, the number of OHL Drain Earths or Temporary Earth Bonds for NSI 24 work, and items to be issued to the recipient. The Senior Authorised Person then signs this section of the Limited Access Certificate.
- The Limited Access Certificate shall be received by a Competent Person authorised to carry out the work in Section 1.
- The recipient will print, sign, time and date this Section of the Limited Access Certificate confirming receipt of the listed items and procedures and confirming their acceptance and understanding of the contents and requirements of the Limited Access Certificate.
- Include all precautions to avoid System derived hazards which are to be taken during the work.
  - If the DAR on the adjacent circuit is to be switched out during the work this should be specified.
  - Include Earthing Schedule or NSI 24 Temporary Earth Bonds.
The Competent Person transferring the Limited Access Certificate shall sign, print, time and date Part 1 of the Transfer Record. Before signing the Transfer, the Competent Person shall ensure:

- The work area and all Equipment being worked on are left in a safe condition.
- That a Status of Transfer form is completed detailing the stage of the work.
- All individuals in his Working Party have been withdrawn from the work area and warned not to re-continue work on the Equipment concerned.

If the Limited Access Certificate is not to be immediately re-issued, the Limited Access Certificate and associated documentation, Keys and items listed in Section 4 shall be deposited in a secure place as specified in the Safety Rules Guidance Information.

Limited Access Certificate shall only be re-issued by a Senior Authorised Person. The transfer shall be to the same standard as the original issue.

The Competent Person clearing the Limited Access Certificate shall sign and print their names and enter the date time and date of the clearance.

In addition, all gear, tools, Drain Earths and loose materials shall have been removed and guards and access doors replaced.

The Competent Person clearing the Limited Access Certificate shall sign and print their names and enter the date time and date of the clearance.

The Senior Authorised Person shall sign and print their name then enter the time and date of the cancellation of the Limited Access Certificate.
LIMITED ACCESS CERTIFICATE

1. LOCATION

2.1 LIMITS OF WORK*

2.2 LIMITS OF WORK AREA*

2.3 Further precautions to be taken during the course of the work to avoid System derived hazards*

3. PREPARATION

4. ISSUE & RECEIPT Under normal circumstances this Limited Access Certificate should be cancelled within 3 months of its issue.
The Senior Authorised Person inserts the unique identifying number given by the HV Control Person (Safety) in this case the pre-printed number shall be deleted.

The description shall make clear the extent of the work which is permitted in relation to the precautions described in Section 2. For more guidance see Safety Rule Guidance Section P4 – Preparation of Safety Documents.

A Working Party Register shall be issued along with any Safety Document; this negates the need to reference any method statement in Section 1 of the Safety Document as the Working Party Register incorporates this information.

General Considerations

All Safety Documents shall be completed clearly and legibly. Block Capitals are recommended.

The Senior Authorised Person shall ensure abbreviations are understood by the Competent Person receiving the Safety Document.

The Senior Authorised Person completing Safety Documents shall ensure the precise requirements of each section are met indicating that all sections have been given consideration by entering the full details required of N/A.

Alterations on Safety Documents should wherever possible be avoided; they are not acceptable in Section 1. Alterations to other sections shall be completed by the obliteration of the complete word or item to be changed; all changes should be initialed by the Senior Authorised Person or Working Party.

When the preparation section is completed and signed alterations to the contents are not permitted.

Action taken to drain, vent or purge Equipment and contain or dissipate stored energy shall be included.

For Approved ROMP work details of the motive power that may be permitted in relation to the precautions described in Section 2. For more guidance see Safety Rule Guidance Section P4 – Preparation of Safety Documents.

Names of Control Person(s) (Safety) giving Consent. This provides confirmation that the Equipment released for work has been correctly identified in Section 1.

The Senior Authorised Person giving Consent shall ensure that all precautions to be established and Consented prior to establishment and consent of LV / Mech Safety Precautions.

For HV Equipment, it also confirms that the safety precautions stated in Section 2 for which the Control Person(s) (Safety) is responsible have been carried out and that with the exception of those precautions stated in Section 3, procedures have been put in place to maintain these until the Permit for Work has been cancelled.

For LV work, Section 3 is not applicable.

The Senior Authorised Person preparing the Permit for Work shall print, sign, time and date the Permit for Work. This confirms that Consent has been given by the Control Person(s) (Safety) and that the precautions stated in Section 2 have been carried out and that the procedures have been put in place to maintain these until the Permit for Work is cancelled.

All Point(s) of Isolation and their geographical location shall be included if remote from the Location of the work.

Where the integrity of a Point of Isolation is dependent on SF6 gas at the designated density, the statement "GDD" (Isolation Gas Density Dependent) shall be recorded against the Point of Isolation, and the Control Person(s) Safety shall be informed of the name and contact detail of the Competent Person receiving the Permit for Work (see also document transfer guidance).

Point(s) of Isolation that may be restored under Restoration of Motive Power shall also be included.

All relevant Primary Earths shall be identified with their geographical location if remote from the Location of the work.

For an LV or mechanical Permit for Work it is permissible to elaborate the "Primary Earths" subsection to provide additional space to continue the Point(s) of Isolation when required.

Include all precautions to avoid System derived hazards which are to be taken during the work.

- Specify any stored energy that is safely contained but shall be released either before the work commences or during the course of the work.
- The precautions to be taken to release this stored energy shall be specified.
- If the DAR on the adjacent circuit is to be switched out during the work this should be specified.
- Refer to any Earthing Schedule issued.
- Refer to any Approved ROMP issued.

The General Considerations shall be completed on all Safety Documents (excluding the Cover Sheet).

The Senior Authorised Person issuing the Permit for Work shall record:
- The Key Safe Key Location Number
- Any Approved ROMP procedure numbers
- The items to be issued to the recipient

Then print their name and sign the Permit for Work.

The Permit for Work shall be received by a Competent Person authorised to carry out the work in Section 1 and/or vary the precautions in Section 3.

The recipient will print, sign, time and date this Section of the Permit for Work confirming their understanding of the Safety Document and its requirements and receipt of the items listed and Procedures detailed within this section of the Permit for Work.

The Permit for Work shall be personally retained.

Write N/A if not applicable

December 2017
If during the course of work, additional work is identified that is not specified in Section 1, a Senior Authorised Person shall be consulted. He shall assess the implications of the additional work with regards to the Isolated System and Safety from the System.

If the Senior Authorised Person decides that the additional work requires extra Drain Earths or the issue of a new Earthing Schedule this shall be included here.

Fixed Earthing Devices may be used on an additional Earthing Schedule.

The Competent Person will print, sign, time and date the Acknowledgement section to confirm receipt of the listed items and their understanding of the contents and addition requirements of the Permit for Work.

The Working Party Register shall be updated if there are significant changes to the methods of work; these changes must be communicated via the toolbox talk process.

---

### PERMIT FOR WORK

<table>
<thead>
<tr>
<th>Additional Earthing Schedule Number</th>
<th>Drain Earths</th>
<th>Additional No. Issued</th>
<th>Total No. Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Authorised Person</td>
<td>Print Name</td>
<td>Signed</td>
<td>Time</td>
</tr>
<tr>
<td>Competent Person</td>
<td>Print Name</td>
<td>Signed</td>
<td>Time</td>
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</tbody>
</table>

The Competent Person transferring the Permit for Work shall sign, print, time and date Part 1 of the Transfer Record. Before signing the Transfer, the Competent Person shall ensure:

- The work area and all Equipment being worked on are left in a Safe condition.
- That a Status of Transfer form is completed detailing the stage of the work, and the status of the precautions that may be varied in Section 3 of the Permit for Work.
- All individuals in his Working Party have been withdrawn from the work area and warned not to re-continue work on the Equipment concerned.

If the Permit for Work is not to be immediately re-issued the Permit for Work and associated documentation, Keys and items listed in Section 5 shall be deposited in a secure place as specified in the Safety Rules Guidance information.

Where the integrity of a Point of Isolation is dependent on SF6 gas at the designated density, the Control Person(s) (Safety) shall be informed of the transfer and the name of the new Competent Person and his contact information.

---

The Competent Person shall ensure that all individuals in the Working Party have been withdrawn from, and warned not to re-continue work on the Equipment concerned. In addition, all gear, tools, Drain Earths and loose materials shall have been removed and guards and access doors replaced.

The Competent Person shall record any exceptions and any outstanding restrictions on the return to Operation Service. The Competent Person shall also confirm the operational state of Equipment quoted in Section 1 of the Permit for Work and fixed Earthing Devices or applied Drain Earths quoted on any Earthing Schedule.

The Competent Person clearing the Permit for Work shall sign and print their names and enter the date time and date of the clearance.

---

The Senior Authorised Person shall sign and print their name then enter the time and date that the Control Person(s) (Safety) is informed of the cancellation of the Permit for Work with any exceptions and any outstanding restrictions on the return to Operation Service. The Senior Authorised Person shall also confirm the operational state of Equipment quoted in Section 1 of the Permit for Work and fixed Earthing Devices or applied Drain Earths quoted on any Earthing Schedule.

---

*Write N/A if not applicable*
OHL PERMIT FOR WORK

1. LOCATION

For work in a Substation – name of Substation and the voltage

Isolated

Identify the colours or symbols and the tower number include the route at the designated density, the statement "Isolation All relevant geographical record on the Toolbox Talk report form.

Points of Isolation

• Refer to drain schedules and cross reference control of Double OHL earthing schemes see NSI4 general requirements for further guidance.

• For the issue of Multiple Safety Documents refer to NSI4 for further guidance.

• See guidance note for Cellular hazards.

2. PRECAUTIONS TO ACHIEVE SAFETY FROM THE SYSTEM Point(s) of Isolation

Include all precautions to avoid System(s) derived hazards which are to be taken during the work.

- If the DAR on the adjacent circuit is to be switched out during the work this should be specified.
- Refer to drain Earth Schedules and cross reference control of Double OHL earthing schemes see NSI4 general requirements for further guidance.
- For the issue of Multiple Safety Documents refer to NSI4 for further guidance.
- See guidance note for Cellular hazards.

Actions Taken Further precautions to avoid System derived hazards

3. PREPARATION

This Permit for Work shall be personally retained.

Control Person(s) (Safety) giving Consent

Senior Authorised Person

Print Name

Signed

Time : Date /

4. ISSUE & RECEIPT

This Permit for Work shall be personally retained.

Key Safe

Location & Number

Circuit Identification

Colour / Symbol

Earthing Schedule

Number*

Print Name

Portdrean Earths

(Print number or list)

Signed

Received

Print Name

Senior Authorised Person

Signed

Company Name

Print Name

Senior Authorised Person Mobile No

The Senior Authorised Person inserting the unique identifying number given by the HV Control Person (Safety) any pre-printed number shall be obliterated.

The description shall make the clear extent of the work which is permitted in relation to the precautions described in Section 2.

A Working Party register shall be issued along with any Safety Document. This negates the need to reference any method statement in Section one of the Safety Document as the Working Party register incorporates this information.

General Considerations

All Safety Documents shall be completed clearly and legibly. Block Capitals are recommended.

The Senior Authorised Person shall ensure abbreviations are understood by the Competent Person receiving the Safety Document.

The Senior Authorised Person completing Safety Documents shall ensure the precise requirements of each section are met indicating that all precautions have been given consideration by entering the full details required or N/A.

Alterations on Safety Documents should wherever possible be avoided; they are not acceptable in Section 1. Alterations to other sections shall be completed by the obliteration of the complete word or item to be changed; all changes should be initialed by the Senior Authorised Person.

When the preparation section is completed and signed alterations to the contents are not permitted.

If Earth conductor is to be replaced as part of the work, Section 2 shall be endorsed with the following:

"No work shall be undertaken on the phase conductors, insulators or associated fittings in the section being worked on unless the Earthwire is tensioned and permanently made off at both ends and electrically bonded to the towers in the section. This will ensure that the Earthing continuity is maintained throughout the route."

See NSI4 section 2B.

Use of OHL Permit for Work

There is no requirement for the OHL Permit for Work to be used for OHL work. When substrate or cable work requires that Circuit Identification colour / symbols are quoted or there is a need to issue flags / warning the OHL Permit for Work may be the most appropriate Safety Document for a Senior Authorised Person to use.

Names of Control Person(s) (Safety) giving Consent. This provides confirmation that the Equipment released for work has been correctly identified in Section 1.

For HV Equipment, it confirms that the safety precautions stated in Section 2 for which the Control Person(s) (Safety) is responsible have been carried out and that procedures have been put in place to maintain these until the Permit for Work for has been cancelled.

The Senior Authorised Person preparing the Permit for Work shall print, sign, date and sign the Permit for Work. This confirms that Consent has been given by the Control Person(s) (Safety).

The Senior Authorised Person issuing the Permit for Work shall record:

- The Key Safe Key Number
- The items to be issued to the recipient

Then print their name and sign the Permit for Work

The Permit for Work shall be received by a Competent Person authorised to carry out the work in Section 1.

The recipient will print, sign, insert contact detail, time and date this Section of the Permit for Work confirming their understanding of the Safety Document and its requirements and receipt of the items listed and Procedures detailed within this Section of the Permit for Work.

*Print NA if not applicable

December 2017
If during the course of work, additional work is identified that is not specified in Section 1, a Senior Authorised Person shall be consulted. He shall assess the implications of the additional work with regard to the Isolated System and Safety from the System (see Safety Document procedure P7).

If the Senior Authorised Person decides that the Additional Work requires extra Drain Earths or the issue of a new Earthing Schedule or Flag / Wristlets this shall be included here.

Fixed Earthing Devices may be used on the additional Drain Earthing Schedule.

The Senior Authorised Person authorises the additional work by printing and signing their name.

The Competent Person will print, sign, time and date the Acknowledgement section to confirm receipt of the listed items and their understanding of the contents and addition requirements of the Permit for Work.

---

The Competent Person transferring the Permit for Work shall sign, print, time and date Part 1 of the Transfer Record. Before signing the Transfer, the Competent Person shall ensure:

- The work area and all Equipment being worked on are left in a safe condition.
- That a Status of Transfer form is completed detailing the stage of the work.
- All individuals in his Working Party have been withdrawn from the work area and warned not to re-continue work on the Equipment concerned.

If the Permit for Work is not to be immediately re-issued the Permit for Work and associated documentation, Keys and items listed in Section 4 shall be deposited in a secure place as specified in the Safety Rules Guidance information.

Where the integrity of a Point of Isolation is dependent on SF6 gas at the designated density, the Control Person(s) (Safety) shall be informed of the transfer and the name of the new Competent Person and his contact information.

Permit for Work shall only be re-issued by a Senior Authorised Person. The transfer shall be to the same standard as the original issue.

---

The Competent Person shall ensure that all individuals in the Working Party have been withdrawn from, and warned not to re-continue work on the Equipment concerned. In addition, all gear, tools, Drain Earths and loose materials shall have been removed and access gates are replaced and secured.

The Competent Person shall record any exceptions and any outstanding restrictions on the return to Operation Service. The Competent Person shall also confirm the operational state of Equipment quoted in Sections 1 and applied Drain Earths quoted on any Earthing Schedule.

E.g.: Drain Earths are applied to tower xxx and are suitably rated to be used as an OHL Primary Earth.

---

The Senior Authorised Person shall sign and print their name then enter the time and date that the Control Person(s) (Safety) is informed of the cancellation of the Permit for Work with any exceptions and any outstanding restrictions on the return to Operation Service. The Senior Authorised Person shall also confirm the operational state of Equipment quoted in Sections 1 of the Permit for Work and Fixed Earthing Devices or applied Drain Earths quoted on any Earthing Schedule.

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Write N/A if not applicable

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The Senior Authorised Person shall sign, print, time and date Part 2 of the Transfer Record. Before signing the Transfer, the Senior Authorised Person shall ensure:

- The work area and all Equipment being worked on are left in a safe condition.
- That a Status of Transfer form is completed detailing the stage of the work.
- All individuals in his Working Party have been withdrawn from the work area and warned not to re-continue work on the Equipment concerned.

If the Permit for Work is not to be immediately re-issued the Permit for Work and associated documentation, Keys and items listed in Section 4 shall be deposited in a secure place as specified in the Safety Rules Guidance information.

Where the integrity of a Point of Isolation is dependent on SF6 gas at the designated density, the Control Person(s) (Safety) shall be informed of the transfer and the name of the new Competent Person and his contact information.

Permit for Work shall only be re-issued by a Senior Authorised Person. The transfer shall be to the same standard as the original issue.
Identify the Location(s) of the Equipment

For work in a Substation – name of substation and the voltage.

For work on an overhead line, not within a site boundary, the circuit name and voltage of the isolated section of the line.

For work on a cable, not within a site boundary, the name and voltage of the circuit.

Identify Equipment to be worked on:
- The identification quoted should be the same as that on the equipment itself.
- For work on a cable circuit, where appropriate refer to joint bay/link pit numbers, sealing ends or terminal towers.
- For work on an overhead line, record the Circuit Identification colours or symbols and the tower number which shall include the route designation.

All Point(s) of Isolation and their geographical location shall be included if remote from the Location of the work.

Where the integrity of a Point of Isolation is dependent on SF6 gas at the designated density, the statement “IGDD” (Isolation Gas Density Dependent) shall be recorded against the Point of Isolation.

Point(s) of Isolation that may be restored under Restoration of Motive Power shall also be included.

Include all precautions to avoid System derived hazards which are to be taken during the work.
- Specify any stored energy that is safely contained but shall be released either before the work commences or during the course of the work.
- The precautions to be taken to release this stored energy shall be specified.
- If the line on the adjacent circuit is to be switched out during the work this should be specified.
- Name of any Earthing Schedule issued.

Refer to any Approved ROMP issued.

Record the Point(s) of Isolation which may be varied by the recipient of the Sanction for Work.

Point(s) of Isolation from the HV System shall not be recorded.

Also, record the Primary Earths that may be removed and replaced by the recipient of the Sanction for Work.

For Approved ROMP work details of the motive power that may be restored under the Approved procedure by the recipient of Permit for Work shall be recorded.

General Considerations

All Safety Documents shall be completed clearly and legibly, Block Capitals are recommended.

The Senior Authorised Person shall ensure abbreviations are understood by the Competent Person receiving the Safety Document.

The Senior Authorised Person completing Safety Documents shall ensure the precise requirements of each section are met indicating that all sections have been given consideration by entering the full details required or N/A.

Alterations on Safety Documents should wherever possible be avoided; they are not acceptable in Section 1. Alterations to other sections shall be completed by the obliteration of the complete word or item to be changed; all changes should be initialled by the Senior Authorised Person.

When the preparation section is completed and signed alterations to the contents are not permitted.

The Senior Authorised Person inserts the unique identifying number given by the HV Control Person (Safety).

The description shall make clear the extent of the work which is permitted in relation to the precautions described in Section 2.

A Working Party Register shall be issued along with any Safety Document; this negates the need to reference any method statement in Section 1 of the Safety Document as the Working Party Register incorporates this information.

All relevant Primary Earths shall be identified with their geographical location if remote from the Location of the work.

Action taken to drain, vent or purge Equipment and contain or dissipate stored energy shall be included.

Names of Control Person(s) (Safety) giving Consent. This provides confirmation that the Equipment released for work has been correctly identified in Section 1.

This now allows the HV Safety Precautions to be established and Consented prior to establishment and consent of LV / Mech Safety Precautions.

For HV Equipment it also confirms that the safety precautions stated in Section 2 for which the Control Person(s) (Safety) is responsible have been carried out and that with the exception of those precautions quoted in Section 3, procedures have been put in place to maintain these until the Sanction for Work has been cancelled.

The Senior Authorised Person preparing the Sanction for Work shall print, sign, time and date the Sanction for Work.

There shall be no undue delay between the time and date of preparation, issue and receipt. The Competent Person shall be set to work by the Senior Authorised Person.

The Senior Authorised Person issuing the Sanction for Work shall Record:
- The Key Safe Key Location & Number
- Any Approved Sanction for Work or ROMP procedure numbers
- The precautions to be issued to the recipient

The Senior Authorised Person then prints their name and signs the Sanction for Work.

The Sanction for Work shall be received by a Competent Person authorised to carry out the work in Section 1 and/or vary the precautions in Section 1.

The recipient will print, sign, time and date this section of the Sanction for Work confirming their understanding of the Safety Document and its requirements and receipt of the items listed and procedures detailed within this section of the Sanction for Work.
If during the course of work, additional work is identified that is not specified in Section 1, a Senior Authorised Person shall be consulted. He shall assess the implications of the additional work with regard to the Isolated System and Safety from the System.

If the Senior Authorised Person decides that the additional work requires extra Drain Earths or the issue of a new Earthing Schedule this shall be included here.

Fixed Earthing Devices may be used on an additional Earthing Schedule.

The Senior Authorised Person authorises the additional work by printing and signing their name.

The Competent Person will print, sign, time and date the Acknowledgement section to confirm receipt of the listed items and their understanding of the contents and addition requirements of the Sanction for Work.

The Working Party Register shall be updated if there are significant changes to the methods of work, these changes must be communicated via the tool box talk process.

The Senior Authorised Person shall sign and print their name then enter the time and date that the Control Person(s) (Safety) informed of cancellation of the Sanction for Work with any exceptions and any outstanding restrictions on the return to Operation Service.

The Senior Authorised Person shall also confirm to the Control Person(s) Safety the operational state of Equipment quoted in Sections 1 and 2 of the Sanction for Work and fixed Earthing Devices or applied Drain Earths quoted on any Earthing Schedule.

The Senior Authorised Person shall be informed of the operational state of the Equipment and any exceptions by the Competent Person.
### 1. LOCATION

#### EQUIPMENT IDENTIFICATION

The description shall make clear the extent of the work which is to be undertaken on the Equipment, to include:
- System voltage
- LV Equipment
- Working Space
- Noise Levels
- Obstructions
- Tripping hazards etc.

### 2. JUSTIFICATION FOR WORKING LIVE

#### WORK TO BE DONE

List controls established as part of the safe system of work (e.g. Insulated Screening, Insulated Tools, PPE etc.)

Specific instructions to be followed in the event of an emergency.

### 3. HAZARDS

The following hazards have been identified and assessed:

- System voltage
- Energy Level
- Working Space
- Noise Levels
- Obstructions
- Tripping hazards etc.

### 4. PRECAUTIONS TO BE TAKEN TO ESTABLISH A SAFE SYSTEM OF WORK

Point(s) of Isolation:

List the equipment required as part of the safe system of work. This should include where appropriate:
- Insulated screening and/or protective barriers.
- Personal protective equipment that must be used.
- Insulated Tools.
- Etc.

Summarise the precautions established and actions to be followed in the event of an emergency. If applicable state the position of switches, fuses or links making the circuit or any structure(s), which are not part of the System the Equipment to which the safety precautions have been established shall be identified see P4.1 guidance for details.

### 5. PREPARATION

This Certificate for Live LV Work shall be personally retained.

### ISSUE & RECEIPT

#### Control Person(s) (Safety)

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

#### Key Safe Number

<table>
<thead>
<tr>
<th>Key Safe Number*</th>
</tr>
</thead>
</table>

#### Senior Authorised Person

Print Name: [Name]
Signed: [Signature]
Time: [Time]
Date: [Date]

#### Competent Person

Print Name: [Name]
Signed: [Signature]
Time: [Time]
Date: [Date]

### General Considerations

#### All Safety Documents

- The Senior Authorised Person must ensure that all Safety Documents have been completed and are signed by Competent Persons.
- The Competent Person must sign the Safety Document confirming that all sections have been reviewed.
- Alterations to other sections shall be completed by the Competent Person and signed by the Senior Authorised Person.
- The Safety Document shall be retained by the Competent Person for future reference.

#### Dead LV Equipment

Where the equipment is Dead LV Equipment, the certificate shall clearly state that only dead LV equipment is to be worked upon.

#### Live LV Equipment

Where live LV equipment is to be worked upon, the certificate shall clearly state that only live LV equipment is to be worked upon.

### Notes

- All alterations to the contents are permitted.
- No person shall be engaged in any work on or near to any Live conductor that Danger may arise if:
  - a) It is unreasonable in all circumstances for it to be Dead;
  - b) It is reasonable in all circumstances to be at work on or near it while it is Live;
  - c) Suitable precautions (including where necessary protective equipment) are taken to prevent injury.

### Diagrams

- Diagrams showing the points of isolation and the equipment to be worked upon.
- Diagrams showing the location of the equipment and any obstructions.
- Diagrams showing the lighting levels and noise levels.
- Diagrams showing the energy levels and system voltage.

### Figures

- Figures showing the equipment to be worked upon.
- Figures showing the location of the equipment.
- Figures showing the points of isolation.
- Figures showing the lighting levels.
- Figures showing the noise levels.
- Figures showing the energy levels.

### Appendices

- Appendices containing additional information such as:
  - List of personnel involved in the work.
  - List of equipment used.
  - List of hazards identified.
  - List of precautions taken.
  - List of the points of isolation.

### References

- References to standards, regulations, and guidelines.

### Instructions

- Instructions for the completion of the certificate.
- Instructions for the retention and use of the certificate.
- Instructions for the completion of the Safety Document.
- Instructions for the completion of the General Considerations.

### Acknowledgements

- Acknowledgements for the contributions of other personnel involved in the work.
- Acknowledgements for the contributions of other personnel involved in the preparation of the certificate.

### Signatures

- Signatures of all personnel involved in the work.
- Signatures of all personnel involved in the completion of the certificate.
- Signatures of all personnel involved in the retention of the certificate.

### Dates

- Dates of completion of the certificate.
- Dates of retention of the certificate.
- Dates of use of the certificate.

### Figures

- Figures showing the equipment to be worked upon.
- Figures showing the location of the equipment.
- Figures showing the points of isolation.
- Figures showing the lighting levels.
- Figures showing the noise levels.
- Figures showing the energy levels.

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- Signatures of all personnel involved in the retention of the certificate.

### Dates

- Dates of completion of the certificate.
- Dates of retention of the certificate.
- Dates of use of the certificate.
7. SKETCH*  

This section can be used by the Senior Authorised Person to clarify the work or work area with a sketch.

8. TRANSFER RECORD

<table>
<thead>
<tr>
<th>PART 1 SURRENDER BY</th>
<th>PART 2 RE-ISSUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competent Person</td>
<td>Senior Authorised Person</td>
</tr>
<tr>
<td>Print Name</td>
<td>Print Name</td>
</tr>
<tr>
<td>Print Name</td>
<td>Print Name</td>
</tr>
<tr>
<td>Print Name</td>
<td>Print Name</td>
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<tr>
<td>Print Name</td>
<td>Print Name</td>
</tr>
<tr>
<td>Print Name</td>
<td>Print Name</td>
</tr>
</tbody>
</table>

Certificate for Live LV Work shall only be re-issued by a Senior Authorised Person. The transfer shall be to the same standard as the original issue. Both Competent Persons involved in the transfer process and the Senior Authorised Person will ensure all aspects of the work are discussed to ensure the Senior Authorised Person and Competent Person receiving the document fully understands all aspects of the work.

The Competent Person transferring the Certificate for Live LV Work shall sign, print, Part 1 of the Transfer Record. Before signing the Transfer, the Competent Person shall ensure:

- The work area and all Equipment being worked on are left in a safe condition.
- All individuals in his Working Party have been withdrawn from the work area and warned not to re-continue work on the Equipment concerned.

When the Certificate for Live LV Work is to be transferred by a Senior Authorised Person both the new recipient and the person surrendering the document shall be present to the time of transfer.

The Competent Person clearing the Certificate for Live LV Work shall ensure that all other Competent Person(s) in the Working Party have been withdrawn from, and warned not to re-continue work on the Equipment concerned. In addition, all gear, tools, and loose materials must have been removed and guards and access doors replaced.

The Competent Person shall record any exceptions and any outstanding restrictions on the return to Operation Service. The Competent Person shall also confirm the operational state of Equipment quoted in Section 1 of the Certificate for Live LV Work.

The Competent Person clearing the Certificate for Live LV Work shall sign and print their names and enter the date time and date of the clearance.

There must be no undue delay between the time and date of clearance and cancellation.

The Senior Authorised Person must be informed of the condition of the equipment and any exceptions by the Competent Person.

9. CLEARANCE This Certificate for Live LV Work is cleared with the following recorded exceptions or limitations *

Competent Person | Print Name | Signed | Time : | Date : / /
|------------------|-----------|--------|--------|--------|

Company Name

10. CANCELLATION

<table>
<thead>
<tr>
<th>Control Person(s) (Safety)</th>
<th>Informed of cancellation and any restriction on return to Operational Service</th>
</tr>
</thead>
</table>
| Senior Authorised Person | Print Name | Signed | Time : | Date : / /

*Write N/A if not applicable
### Earthing Schedule guidance for OHL

**Location.**
Details for Location should be entered as they are in Section 1 of the accompanying Safety Document. E.g.: Permit for Work - Circuit Identification. Voltage (132-275-400kV) Over Head Line.

**Equipment / Circuit.**
Details entered should match information in Section 1 of the Safety Document.

**Scheme or Stage.**
Details entered in this box should reflect the following:
- Scheme: Enter the Scheme number that is relevant to the work being carried out referenced in the TGN.
- Stage: If the type of work is not found under a scheme in the TGN then enter the Stage Number or details that have been identified in a specific Method Statement (or other approved procedure) for the work to be carried out. The work must also be within the scope of NSI 4.
- Job Number: If a Job Number is entered then the Work Number - If a Job Number is entered then the Work Description section must reflect the work and earthing process in greater detail and be within the scope of NSI 4.

### NOTES:
- Work shall not commence on any stage until the earthing requirements for that stage have been completed.

<table>
<thead>
<tr>
<th>Scheme / Stage</th>
<th>Work Description</th>
<th>Drain Earths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme 8</td>
<td>EMI 898 Suspension Insulator Replacement</td>
<td>Twr 4XX 14, 18 and 22. 12</td>
</tr>
<tr>
<td>Scheme 1</td>
<td>EMI 850 Spacer Replacement</td>
<td>SAP to identify all towers to be Earthed 48</td>
</tr>
</tbody>
</table>

**Sketch / Remarks.**
This section can be used to show:
- Diagrams of the existing system
- Markings, labels, and other information relevant to the work
- E.g.: Bad weather, tower to towers, within the section.

### Earthing Schedule

**Position of Drain Earths at Each Stage of Work**

### Example

- **Scheme 8:**
  - EMI 898 Suspension Insulator Replacement.
  - Drain Earths: Twr 4XX 14, 18 and 22. 12
- **Scheme 1:**
  - EMI 850 Spacer Replacement.
  - SAP to identify all towers to be Earthed: 48

**Schedule for OHL Contractors Earthing Schedule**

- **Number of Portable Earths issued:**
  - Normal: 50
  - Temporary Earth Bonds NS 24: 10
  - Short Drain: 60
  - Erasing Bites: 0
  - Others: 0
  - Total issued: 110

- **Fixed Earthing Devices:**
  - (Use should be specified in Work Description)
  - Number: 50

**Issue / Cancellation / Senior Authorised Person**

- **Issue:**
  - Senior Authorised Person to Sign, enter Time and Date, on issuing to recipient of Safety Document.
- **Cancellation:**
  - Senior Authorised Person to Sign, enter Time and Date on cancellation of Safety Document.

### NOTES:
If there is not a relevant Earthing Scheme within the TGN then a Scheme or Stage of works should be prepared by the Senior Authorised Person and forwarded to an OHL Engineer, using form F1 - OHL Team Leaders Report, for approval. Reference TGN - Section 6 for F1 Form

Where the Earthing Schemes could be of a more complex nature the **Senior Authorised Person** should consider the use of the “OHL Earthing Schedule for use on Complex / Refurbishment Work.”
### Earthing Schedule

**Location:** Heysham-Hutton

**Equipment / Circuit:**

<table>
<thead>
<tr>
<th>Tower Numbers</th>
<th>CIRCUIT IDENTIFICATION YELLO()W. TOWERS ZX351 to ZX359; ZX381 to ZX418; ZX419 to ZX439; ZX440R, ZX441R, ZX442R, ZX443R CIRCUIT IDENTIFICATION RED/WHITE.</th>
<th>Earthing Schedule Number:</th>
<th>HHP/2/ZX/2009</th>
</tr>
</thead>
</table>

**Notes:**

- Work may be more or less items dependent on the complexity of the work, e.g.: Fittings only, Earth Conductor to be run, Phase conductors to be run, these lines may be added or deleted as required.
- Earthing requirements: Always quote the scheme number and list all towers affected for the particular scheme and stage.
- SAP shall sign, time and date prior to issue.

### Work Description

<table>
<thead>
<tr>
<th>Stage</th>
<th>Work Description</th>
<th>Earthing Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application and removal of drain earths at towers adjacent to section being worked in. (Boxing in towers).</td>
<td>TGN Scheme XX Towers 4TC26, ZX344, ZX444, Z445, Z446</td>
</tr>
<tr>
<td>3</td>
<td>Initial application of drain earths at a puller/tensioner tower.</td>
<td>TGN Scheme XX Towers ZX345R, ZX357, ZX373, ZX385, ZX391, ZX394, ZX410, ZX414, ZX432, Z434.</td>
</tr>
<tr>
<td>4</td>
<td>Application and removal of drain earths applied from a platform at a puller/tensioner tower prior to pulling conductors.</td>
<td>TGN Scheme XX Towers ZX345R, ZX357, ZX373, ZX385, ZX391, ZX394, ZX410, ZX414, ZX432, Z434.</td>
</tr>
<tr>
<td>5</td>
<td>Application and removal of drain earths at a puller/tensioner tower from a platform after pulling conductors.</td>
<td>TGN Scheme XX Towers ZX345R, ZX357, ZX373, ZX385, ZX391, ZX394, ZX410, ZX414, ZX432, Z434.</td>
</tr>
<tr>
<td>6</td>
<td>Initial application of drain earths at a pull through tower.</td>
<td>TGN Scheme XX Towers ZX350, ZX353, ZX368, ZX378, ZX388, ZX405, Z435.</td>
</tr>
<tr>
<td>7</td>
<td>Application and removal of drain earths applied from a platform at a pull through tower prior to pulling conductors.</td>
<td>TGN Scheme XX Towers ZX350, ZX353, ZX368, ZX378, ZX388, ZX405, Z435.</td>
</tr>
</tbody>
</table>

**Notes:**

- All drain earths issued with master permit for work.
- Work Reference No.
- Equipment / Circuit.
- Earthing Schedule normal be issued with the multiple safety document for use on complex work such as refurbishment work or some maintenance work.
- This refurbishment Earthing Schedule will normally be issued with a Multiple Safety Document; therefore, all drain earths may be issued with the master permit for work and controlled with the DEC system, in this case all secondary refurbishment Earthing Schedules should be issued as copies and endorsed with the following. All drain earths issued with master permit for work Ref No xxxxxxxxxxx.
- This does not preclude the issue of a separate earthing schedule with associated drain earths if the SAP or work requires it.
- Any other relevant instruction or information should be inserted here.

<table>
<thead>
<tr>
<th>Work Description</th>
<th>Drain Earths Issued</th>
<th>Drain Earths Controlled with DEC System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>1223</td>
<td>N/A</td>
</tr>
<tr>
<td>Bridging</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Running</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Platform Applied</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Short</td>
<td>170</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Total Issued:** 1469

**Issued:**

- Senior Authorised Person

**Cancellation:**

- Senior Authorised Person

**SAP shall sign, time and date prior to issue.**