PR-NET-OSM-087

MANAGEMENT OF ACTIVITIES AT THE INTERFACE WITH HIGH VOLTAGE CUSTOMERS

OPERATIONAL SAFETY MANUAL – SECTION 13.5

Scottish & Southern Electricity Networks

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1 Introduction

1.1 There are many customers connected at **High Voltage** to the **SSEN-D System** with an associated ownership and operational boundary and interface at **High Voltage**.

1.2 When work is carried out at or near these interface points, either by **SSEN-D** or by the customer, it is essential to have a robust procedure to formally document any **Switching** requests associated with **High Voltage Apparatus**, or other agreements made between each party.

1.3 A **High Voltage** customer might or might not have their own Control Authority, depending upon the scale of the customer's **High Voltage Network**. However, there will always be a requirement for liaison across the operational boundary between **SSEN-D** and the **High Voltage** customer and this needs to be carefully managed and operated.

1.4 This document defines the **Approved** procedure for managing the interfaces with **High Voltage** customers to ensure the safety of employees or contractors working on either side of such interfaces.

1.5 Compliance with this **Approved** procedure will enable all employees to follow the correct process in the event of any work or operations being required at an interface with a **High Voltage** customer.

1.6 The purpose of this **Approved** procedure is to provide information and guidance for the operational requirements across the interface with customer **High Voltage Networks** and to ensure that employees and those working on behalf of **SSEN-D**, who carry out work at these interfaces, are provided with sufficient guidance so that the necessary safety precautions and documentation are established, coordinated and maintained for the duration of work, so as to ensure their own safety and the safety of the customer's personnel and the general public.

2 Scope

2.1 This **Approved** procedure only relates to the requirements for the management of interfaces with **High Voltage** customers, i.e., between **SSEN-D** and any customer's own **High Voltage Networks**.

2.2 It applies to all persons employed by or working on behalf of **SSEN-D**.

2.3 This **Approved** procedure is provided to help ensure that employees and contractors are provided with all the necessary information to ensure that any work or operations associated with a **High Voltage** customer interface are carried out safely and correctly, so as to comply with **SSEN-D Operational Safety Rules (OSR)** and all relevant legal and industry regulatory obligations.

2.4 The scope of this document relates to:

- Distribution **Systems** at all voltages above 1000 V up to and including 132kV controlled by an **SSEN-D** Control Centre
- Interfaces with customer owned **High Voltage Networks** connected to the **SSEN-D System**
- Interfaces with Network Rail owned **High Voltage Networks** connected to the **SSEN-D System**

2.5 This scope does not apply to:

- Customers connected at **Low Voltage**, although a **Senior Authorised Person** in charge of any works associated with **Low Voltage** connected customers may choose

to use the principles of this **Approved** procedure for **Low Voltage** isolation if it is considered necessary

- Customer assets beyond any interface with **SSEN-D Systems**
- Interfaces with Independent Distribution Network Operator (IDNO) embedded **Networks**
- Interfaces with Transmission Companies and other DNO **Networks** adjoining the **SSEN-D System**
- On site safety requirements, procedures and working practices, which are covered in other **Approved** procedures

3 References

The documents detailed in Table 3.1 - Scottish and Southern Electricity Networks Documents, and Table 3.2 - External Documents, should be used in conjunction with this document.

Table 3.1 - Scottish and Southern Electricity Networks Documents

Reference	Title
PR-NET-OSM-006	SSEN Distribution Operational Safety Rules – Operational Safety Manual – Section 1.1
PR-NET-OSM-028	Switching Terminology and Approved Abbreviations - Operational Safety Manual - Section 4.4
PR-NET-OSM-025	Network Operating Procedures - Operational Safety Manual – Section 4.1
WI-PS-886	Perth Network Management Centre Working at Control Boundaries
PR-PS-007	Operations and Work by SSE Staff on Users HV / EHV Networks
PR-NET-ENG-031	Procedure to Change Control and Safety Rule Boundaries
FO-PS-181	User Authorisation Document
WI-NET-OSM-002	Personal Protective Equipment and Workwear for Live Environments
N/A	SSEN SHE Handbook (Held in Safety, Health and Wellbeing SharePoint Site)

Table 3.2 - External Documents

Reference	Title
ESQCR	Electricity Safety, Quality and Continuity Regulations 2002 (as amended)
Grid Code	OC 8 – Safety Coordination
Distribution Code	DOC 8 – Safety Coordination
ENA Engineering Recommendation G38	Operational Procedure Associated with Electricity Supplies for Traction Purposes on AC and DC Electrified Lines

4 Definitions

4.1 The words printed in bold text within this document are either headings or definitions. Definitions used within this **Approved** Procedure are defined within the list presented immediately below, or within Section 2 of the **Operational Safety Rules**.

4.2 **Network**

An interconnected customer owned electricity distribution network connected to the **SSEN-D System**.

4.3 **Operational Safety Rules (OSR)**

The **SSEN-D** Distribution set of rules, as read with related documents and procedures, that provide generic safe systems of work on the **System** therefore ensuring the health and safety of all who are liable to be affected by any **Danger** that might arise from the **System**.

4.4 **Site Responsibility Schedule**

A schedule of ownership, control and operational responsibility agreed between the customer and **SSEN-D**, as detailed in the Distribution Code (DOC 8).

5 General Responsibilities

5.1 All duties related to the operational interface with a **High Voltage** customer **Shall** be carried out in compliance with this **Approved** procedure, WI-PS-886, PR-PS-007, PR-NET-ENG-031 and the **SSEN -D OSR**.

5.2 The procedures and instructions in this **Approved** procedure **Shall** only be carried out by suitably trained and **Authorised Persons.**

5.3 Employees **Shall** ensure that, at all times whilst carrying out any work or operations associated with a **High Voltage** customer interface, **General Safety** arrangements are maintained and that other employees, including those of the customer, any contractors and members of the general public are not adversely affected by any such works or operations.

5.4 **OSR** 9.5 'Responsibilities of **Control Engineers'** include consulting with **Control Engineers** of other **Systems** to agree and initiate **Switching** where there is inter-connection across control boundaries and also agreeing responsibility for control of circuits in the **Isolated** state preparatory to sanctioning the issue of **Safety Documents**. Either a 'Record of Inter-System Safety Precautions' (RISSP) (see Section 12.2) or an Isolation Certificate (see Section 12.4), may be used, as appropriate, for this purpose, depending on the circumstances.

5.5 All other specific responsibilities in this **Approved** procedure **Shall** be followed.

6 Authorisation

6.1 All employees involved in work or operations associated with a **High Voltage** customer interface **Shall** hold the requisite competence and authorisations for any and all procedures they may undertake.

6.2 Competence and authorisation certificates **Shall** be retained personally and be made available upon request.

7 Personal Protective Equipment

7.1 When carrying out any activities in relation to a **High Voltage** customer interface, **Approved** PPE **Shall** be worn at all times, appropriate to the location and circumstances of the required works and/or operations.

7.2 As a minimum, PPE **Shall** meet the requirements of WI-NET-OSM-002. However, it must be kept in mind that where **SSEN-D** employees are required to enter beyond the customer ownership boundary, the customer might have their own or additional PPE requirements which **Shall** be adhered to whilst employees are within the boundary, as long as there is no conflict with **SSEN-D** minimum PPE requirements.

8 General Requirements

8.1 Work or operations at the interface with **High Voltage** customers require clear and unambiguous agreements to ensure that work by each party proceeds safely with the

correct safety precautions taken. All employees involved in work or operations on or near to a **High Voltage** customer **Network** interface **Shall** have the correct authorisation and training for the activities required; have received basic first aid training; have available an **Approved** first aid kit; and **Shall** wear and make use of the appropriate **Approved** PPE provided for their safety and protection.

8.2 All employees involved with work or operations associated with **High Voltage** customer interfaces **Shall** be fully conversant with the relevant clauses of the **OSR** pertaining to cross boundary operations and work and all relevant **SSEN-D Approved** procedures and policies.

8.3 Any activities required at the interface between **SSEN-D** and a **High Voltage** customer **Shall** only be carried out in accordance with **Approved** procedures and **Shall** be fully risk assessed taking into account all relevant health and safety requirements, site specific issues and any reasonably foreseeable hazards to employees, contractors and, if appropriate, the general public, such that all reasonably practicable control measures are taken to avoid **Danger**.

8.4 The **High Voltage** customer **Shall** nominate in writing a suitably **Competent Person** (**Authorised** / **Senior Authorised Person** as appropriate) for the activities to be completed.

8.5 Full communication between all parties on site **Shall** be established before work or **Switching** commences, such that each party understands the processes, protocols and scope of work at each stage.

8.6 Before work or **Switching** is required to remove any of the safety precautions or to restore supplies, a full and comprehensive agreement **Shall** be reached between all parties.

8.7 The control and operation of **High Voltage Systems** is based on the principle that each part of the **System Shall** only be under the operational control of one **Control Engineer** at any one time.

8.8 The **Site Responsibility Schedule** for the site **Shall,** where available, be consulted to clarify the ownership, operational and Control boundaries, and details of any other hazards applicable to the site.

8.9 A clear understanding of who is responsible for the necessary safety precautions **Shall** be agreed between the customer or their representative and the **SSEN-D** representative.

8.10 In general, the customer's **Authorised Person Shall** be responsible for and operate **Apparatus** on the customer's **System** and the **SSEN-D Authorised Person Shall** be responsible for and operate **SSEN-D System Apparatus**.

8.11 As **SSEN-D** typically controls the supply to the customer's **Apparatus**, the customer **Shall** request **SSEN-D** to provide isolation of the supply to allow the customer to work on their **System** safely.

8.12 Where the customer does not have their own Control Authority, then to ensure that operational requests are properly co-ordinated at the interface with such **High Voltage** customers, an Isolation Certificate **Shall** be used (see Section 12.4).

8.13 Where the customer has their own Control Authority, the Record of Inter-System Safety Precautions (RISSP) process in accordance with the Grid Code **Shall** be used (see Section 12.2).

8.14 Where **SSEN-D** carries out work on its own **Apparatus**, which might include part of the Customer's **System**, e.g., Switchgear replacement, the customer or their representative may wish to transfer operational control of and appoint an **SSEN-D** appointed **Senior Authorised Person** to operate the customer's **Apparatus** (see Sections 12.4 and 12.5).

8.15 The responsibility for the full and correct application of the requirements of this **Approved** procedure sits with the operational person on the site. Where there is more than one operational person on site, then the responsibility for compliance is held both individually and collectively.

8.16 Where site conditions or the circuit configuration precludes full compliance with this **Approved** procedure, dispensation may be given by the Control Room Operations Manager to use an alternative procedure which **Shall** ensure that the safe and robust process detailed within this document is achieved in some other way. However, where an alternative is to be used this **Shall** be agreed with the Operational Safety Manager (Distribution) in advance.

9 Identification of Customer Networks on SSEN-D Records and Control Systems

9.1 Any **High Voltage** Customer **Network** connected to the **SSEN-D System** is shown as a coloured area on **SSEN**s GIS schematic diagrams with a warning stating “User” or “Customer” **Network**.

9.2 The interface point with a **High Voltage** customer and the **SSEN-D System** is clearly marked on the **Network** control system as a **High Voltage** customer boundary point.

9.3 **SSEN-D** record systems generally do not hold detailed information of any of the assets on a **High Voltage** customer’s **Network** beyond the operational interface. The customer is responsible for managing the records of their own assets and for making them available to other interested parties on request.

9.4 Contact details for all **High Voltage** customers connected in the two **SSEN-D** licensed areas are held by the relevant Control Centre, where contact should with be required with any such **High Voltage** customer.

10 On Site Identification of SSEN-D and Customer Apparatus at Shared Premises

10.1 Where a substation contains both **SSEN-D** and customer’s **High Voltage Apparatus**, it is typically the majority asset owner who has the responsibility under the Electricity Safety, Quality and Continuity Regulations (ESQCR) and whose ESQCR Schedule 1 “Danger of Death” notice and 24-hour emergency contact details are displayed externally. A common example of this being where the customer owns the transformer and **Low Voltage** distribution board and would therefore be the majority asset owner.

10.2 A dual locking facility **Shall** be provided to allow unfettered access to a shared substation by both parties.

10.3 External to the substation, **SSEN-D Shall** fit a unique identification and substation number label, in addition to any other required notices, e.g., SF6 etc.

10.4 Ownership of all **Apparatus** within the substation **Shall** be clearly identified by an **Approved** property ownership label identifying the party or parties with ownership and operational responsibility for each asset. Labels **Shall** be placed as a minimum on the front (operation area) of each unit and, where necessary, on the rear of each unit, e.g., extensible **Apparatus**, Metering Units, etc.

10.5 24-hour contact details for both parties **Shall** also be displayed inside the substation.

11 Excavations and Jointing Work at Customer Interfaces

11.1 Where excavations are to take place adjacent to or within a **High Voltage** customer’s **Network** area, copies of the customer’s records **Shall** be obtained before any work is undertaken.

11.2 A customer might use cables, ducts and marker tapes which are indistinguishable or difficult to tell apart from those installed by **SSEN-D**. This makes compliance with the identification requirements of the **OSR** and Operational Safety Manual an essential requirement.

11.3 When preparing to carry out jointing work in areas adjacent to a **High Voltage** customer **Network** or on **SSEN-D** cables, which might cross a customer's **Network** area, cables **Shall** be positively identified by use of an **Approved** Cable Identifier.

12 Responsibilities at High Voltage Customer Interfaces

12.1 Hierarchy of Methods

12.1.1 There are a number of procedures available for management of safety precautions to be implemented at the customer interface. The following hierarchy **Shall** be followed when deciding an appropriate procedure:

- Record of Inter-**System** Safety Precautions (RISSP)
- Change of Control and Safety Rule Boundary Declaration (CCSRBD)
- Operational Documentation (Isolation Certificate / User Authorisation Document)
- Field Control

12.1.2 Field Control **Shall** only be used under the following conditions:

- The customer has given prior written consent for **SSEN-D** to operate their **High Voltage Network**

Or,

- All reasonable attempts to contact a representative from the **High Voltage** customer **Network** have been unsuccessful

12.1.3 These conditions **Shall** apply to both planned and unplanned situations.

12.2 Record of Inter-System Safety Precautions (RISSP)

12.2.1 The Grid Code requires each DNO to have a procedure for work or testing at the Control interface when it is necessary for two or more control authorities to work together to establish and maintain safety from the **System** across the control boundary.

12.2.2 When work is to be carried out on one **System** that requires safety precautions, e.g., isolation and **Earthing**, on a **High Voltage** customer Network, then where co-ordination is between two or more control authorities, the RISSP process **Shall** be used.

12.2.3 Full details of the RISSP procedure can be found in the Grid Code, under Operating Code 8 (OC8). When the use of a RISSP is required to make a **Network** safe to work on, the procedure detailed in Appendix A **Shall** be followed.

12.3 Change of Control and Safety Rule Boundary Declaration (CCSRBD)

12.3.1 See **Approved** procedure PR-NET-ENG-031 for this document. It describes the process to be used by **SSEN-D** when work is to be carried out on **Apparatus** and in order to facilitate this work, it is deemed appropriate to change the control and safety rule boundary from its normal location to another location, for the duration of the work.

12.3.2 The CCSRBD procedure is detailed in Appendix C.

12.4 Use of Isolation Certificates and User Authorisation Documents

12.4.1 Where operations or work are to be carried out on the boundary between **SSEN-D** and a **High Voltage** customer **Network,** or actually on a customer's **High Voltage Network**, and that customer does not have their own Control Authority, then this **Shall** be done as per the guidelines set out in the Distribution Code.

12.4.2 Full details of the guidance can be found in the Distribution Code Documentation under Distribution Operating Code 8 (DOC8) Safety Co-ordination.

12.4.3 When working at or across a **High Voltage** customer control interface, where the customer does not have their own Control Authority, the procedure detailed in Appendix B **Shall** be followed.

12.5 Field Control

12.5.1 Prior to undertaking field control of a **High Voltage** customer Network, the **Senior Authorised Person Shall** ensure the following conditions are in place:

- All **Plant** and **Apparatus** are visually inspected and assessed as being safe to operate. Any maintenance records available should be included in this assessment
- All substation or switching stations are accessible and have clear access and egress routes.
- All **Plant** and **Apparatus** is familiar to the operator
- An up-to-date **System** diagram is available

12.5.2 Where reasonably practicable, all **Switching** carried out under **Field Control** on a customer's **High Voltage Network Shall** be carried out **Dead**. This **Shall** be achieved by the **Senior Authorised Person** carrying out **Switching** on the **SSEN-D System**, directed by the **Control Engineer**, to **Isolate** the customer's **High Voltage Network**.

12.5.3 Should it not be reasonably practicable for the customer's **High Voltage Network** to be operated **Dead,** the **Senior Authorised Person Shall** discuss with the **Control Engineer** the **Switching** they intend to carry out on the customer's **High Voltage Network** and agree the steps they will take. The **Senior Authorised Person Shall** inform the **Control Engineer** when the **Switching** is completed.

12.6 Safety Log

12.6.1 Regardless of which process is used, each Safety Co-ordinator **Shall** maintain a Safety Log which **Shall** be a chronological record of all messages relating to changes of Control and Safety Rule Boundaries and agreement to switch for RISSP or Isolation Certificate procedures, both sent and received, by the Safety Co-ordinator(s).

12.6.2 The Safety Log **Shall** be retained for a period of not less than one year from the last entry associated with a particular change of Control and safety rule boundary or use of the RISSP procedure.

13 Network Operating Procedures (NOPs)

13.1 Planned **Switching** on any **Network** which crosses a control boundary, including a customer's own **High Voltage Network**, **Shall** be done under NOP 1.

NOTE: See PR-NET-OSM-025 Network Operating Procedures - Operational Safety Manual – Section 4.1 for specific requirements relating to Network Operating Procedures.

13.2 Work across the boundary of a customer's **High Voltage Network** under NOP 2, 3 or 4, is acceptable, except where the customer has their own control authority.

13.3 Wherever **SSEN-D** are working across the boundary between **Networks** and are using the RISSP procedure across the interface with a customer's own **High Voltage Network**, then work **Shall** be done under direct Control of the **Control Engineer** (NOP1). The reason for this is that **SSEN-D** cannot transfer the Control authority to a **Field Control Engineer** on a **Network** that requires safety precautions on an adjacent **Network** controlled by another control authority. Once transferred, the **Field Control Engineer** may decide to issue a **Sanction-for-Test**, this cannot be done without agreement between the Implementing Safety Co-ordinator (ISC) and the Requesting Safety Co-ordinator (RSC), as mentioned in Appendix A.

13.4 In the situations involving safety precautions on a customer's **High Voltage Apparatus**, where they do not have a Control authority, the procedure **Shall** be to establish the necessary isolations, along with the customer's operators, locking them off using an ITEX lock guard, or equivalent lock, and obtain an Isolation Certificate or similar, as per Appendix B.

13.5 After the steps in Section 13.4 have been completed, it is permitted to proceed under NOP 1, 2, 3 or 4 as appropriate. The key point is to establish isolations on the customer's **High Voltage Network** before issue of the NOP and remove them after the NOP has been cancelled. If these isolations are on **High Voltage** switchgear, then they **Shall** be stated as boundary points on the RISSP or Isolation Certificate, as appropriate.

13.6 The only way to issue a NOP 2, 3 or 4 on a **Network** involving another Control authority, is to agree a CCSRBD document to move all the isolations under **SSEN-D** control, this may be advantageous on longer planned outages.

14 Circuit State Certificates (CSC) for Network Rail

14.1 Engineering Recommendation G38 provides information on the operational and safety procedures which have been agreed between DNOs and the owner/operator of the national rail infrastructure (currently Network Rail).

14.2 The principles established in part by G38 require that, where operational **Switching** or **Earthing** is required at the interface between Network Rail and **SSEN-D**, CSCs (or own equivalent documentation) are to be used. See Appendix C.

14.3 The CSC is a declaration detailing the isolation and **Earthing** carried out on **High Voltage Apparatus** and whilst completed on site, the **Control Engineer** sanctions the issue.

14.4 The CSC is issued by **SSEN-D** when isolation/**Earthing** has been carried out on **SSEN-D Apparatus** to allow Network Rail to issue the necessary **Safety Documents** to carry out work on their own **Apparatus**. Conversely, the Certificate is issued by Network Rail if **SSEN-D** require isolation or **Earthing** on Network Rail's **System**.

14.5 Key Safes **Shall** be used for any keys used to secure points of isolation on **SSEN-D Apparatus** with one controlling key being issued to the Network Rail nominated person.

14.6 The **SSEN-D Control Engineer Shall** notify the Network Rail control operator when the CSC has been issued.

14.7 Appropriate **Safety Documents Shall** only be issued by **SSEN-D** or Network Rail when a CSC has been issued.

14.8 **Permits-to-Work** or **Sanctions-for-Test Shall** be cleared and cancelled before the CSC is cancelled. Cancellation of the CSC **Shall** be confirmed to the Network Rail control operator by the **SSEN-D Control Engineer**.

14.9 The CSC is a Network Rail document and is provided by Network Rail and therefore Network Rail personnel providing the isolation and **Earthing** on their **Network** do not require to be authorised for **SSEN-D Systems**.

15 Emergency Work on Customer High Voltage Systems

15.1 **SSEN-D** will not normally despatch personnel to work on or advise on faults on a customer's **High Voltage Network** unless the customer has entered into a Control, Operation and Maintenance Agreement (COMA). The only exception is where there may be **Danger** to life. It is the customer **Network** operator's responsibility to ensure that there is a safe system of work in place, which includes the appointment and availability of suitably trained and authorised personnel.

15.2 **SSEN-D** personnel might, however, be required to attend a loss of supply to a **High Voltage** customer where the loss of supply is due to the operation of the **SSEN-D** incoming metered fuse switch or circuit-breaker.

15.3 Operation of the incoming **SSEN-D** metered fuse switch/circuit-breaker, to render the customer **Network** safe to work on is permitted. Where there is a requirement for the **SSEN-D** metered fuse switch or circuit-breaker to be **Isolated** and **Earthed**, to allow the customer's **Network** to be worked on by a third-party, then an appropriate document using either a RISSP (see Section 12) or an Isolation Certificate (see Section 13), as appropriate, **Shall** be issued.

16 Failure of an Asset at a High Voltage Customer Interface

16.1 Each party is responsible for their own assets. If an asset fails, the responsibility rests with the owner of the asset to make arrangements to rectify it.

16.2 In the event that the failure of the asset belonging to one party causes loss of supply or unacceptable reduction of **System** security to the other party, repair work **Shall** be undertaken by the party owning the failed asset as soon as reasonably practicable.

16.3 There is a possibility that the failure might be in the outgoing cable box of the **SSEN-D** metered fuse switch/circuit breaker. Although the customer owns the outgoing **High Voltage** cable loop, **SSEN-D** would normally be responsible for carrying out repairs to the termination, **SSEN-D** may recharge the customer for this work.

16.4 If other **SSEN-D** customers are off supply as a consequence of a customer's asset failure, **SSEN-D** and the customer responsible **Shall** co-operate to minimise the duration of the outage.

17 Procedure when Emergency Trip has Operated

17.1 Each **High Voltage** Customer **Shall** have an emergency trip facility, which trips the incoming metered **High Voltage** supply in emergencies.

17.2 In the event that the customer's emergency trip facility is operated, the initial procedure will be to confirm the identity of the person who has operated the trip button and the reason why it has been operated, e.g., theft, vandalism, industrial dispute, operator error, electrical fault, etc.

17.3 Where the emergency trip has been operated due to theft, vandalism, error, or industrial dispute, then after establishing with the customer's **Authorised Person** that this was the reason for the trip, and after confirming that no damage has been sustained to either

System, supplies may be restored by resetting the emergency trip and closing the **SSEN-D** metered fuse switch/circuit-breaker.

17.4 Where the emergency trip has been operated due to electrical safety concerns, consideration **Shall** be given to restoring part of the customer's **System**, providing that any electrical safety concerns have been identified and removed by the operation of the customer's switchgear by the customer's **Authorised Person**. Confirmation **Shall** first be obtained by sight of the customer's open and **Isolated** switchgear before resetting the emergency trip and closing the **SSEN-D** metered fuse switch or circuit-breaker.

18 Revision History

No	Overview of Amendments	Previous Document	Revision	Authorisation
01	New document created	TBC	1.00	Richard Gough
02				

Appendix A RISSP Procedure

This procedure **Shall** be used where the customer has their own control authority:

Terms used in this procedure:

- **ISC** (Implementing Safety Co-ordinator)
- **RSC** (Requesting Safety Co-ordinator)

1. **RSC Shall** consider the work to be carried out and safety precautions required.
2. **RSC Shall** then contact the relevant **System Control Engineer** for the adjoining **Network** and confirm their authority to act as **ISC**.
3. Both parties **Shall** agree the safety precautions required and the switch out method.
4. Switch out circuit as agreed and log details, confirm to **ISC**.
5. Establish isolations as agreed and log details, confirm to **ISC**.
6. Establish **Earthing** as agreed and log details, confirm to **ISC**.
7. **ISC Shall** then raise RISSP document and fill in details of safety precautions established.
8. **RSC Shall** agree and make an exact copy of these details on their copy then issue a unique number to the **ISC**.
9. Both parties **Shall** sign and date the relevant issue sections of the document.
10. If both parties require to work on the **Network**, then two sets of RISSPs **Shall** be issued and agreed.
11. Once signed, no alteration can be made to the RISSP document, it can only be cancelled.
12. The **RSC** is now free to issue **Safety Documents** for work but not for testing.
13. If testing is required, the two Safety Co-ordinators **Shall** ensure that all **Safety Documents** relating to the **System** within the points of isolation on the RISSP documents are cancelled. Only one RISSP document can be held relating to the **System** to be tested. Both Safety Co-ordinators **Shall** agree on and log the scope of the testing to be carried out.
14. When **Earths** are removed under the test and are not intended to be re-applied, then the RISSP associated with the test **Shall** be cancelled on completion of the tests. Where the **Earths** are re-applied following the completion of the tests there is no requirement to cancel the relevant RISSP.
15. Restoring the **System** to normal is a reversal of the above process, with the key requirement to agree and log each stage between the **RSC** and **ISC**, i.e. cancel RISSP, agree removal of **Earths**, log, agree removal of isolations, log, agree circuit restoration procedure, log and finally confirm **Network** normal.

Appendix B Procedure for use of Isolation Certificates

This procedure **Shall** be used where the customer does not have their own control authority:

1. DOC8 specifies the Safety Management Criteria to be applied by **SSEN-D** and the **High Voltage** customer for the co-ordination, establishment and maintenance of necessary safety precautions when work or testing is to be carried out on **Apparatus** of the **SSEN-D** or a **High Voltage** customer and where for this to be done safely, isolation on and/or **Earthing** of the other's **System** is needed.

2. Included in this is the requirement for **Site Responsibility Schedules**, the appointment of **Authorised Persons**, etc.

3. Working across these boundaries is in line with the **SSEN-D Approved** Procedure PR-PS-007. This includes the use of Isolation Certificates and a User Authorisation Document (UAD). The UAD being a document issued by the customer to **SSEN-D** giving authority for **SSEN-D** to control and/or operate the customer's **High Voltage Network** (FO-PS-181).

4. A key requirement is to notify **High Voltage Network** owners/operators, including **High Voltage** customers of any action which has an effect, or the possibility of having an effect, on their **Network**. An example of this is to contact a wind farm control centre before attempting to close their supply circuit breaker following a trip.

Appendix C CCSRBD Procedure

This procedure **Shall** be used where it is necessary to change the control and safety rule boundary from its normal location to another location for the duration of any works:

1. The Safety Co-ordinator who is to relinquish control of part of the **Network**, the "Relinquishing Safety Co-ordinator", **Shall** contact the Safety Co-ordinator who is to assume control of that part of the **Network**, the "Assuming Safety Co-ordinator", and they **Shall** implement the change procedure.

2. The Safety Co-ordinators **Shall** arrange for any work or testing which has been authorised on the **Apparatus** between the current Control and Safety Rule Boundary and the newly determined temporary Control and Safety Rule Boundary to be terminated and for all **Safety Documents** pertaining to that work or testing to be cancelled.

3. The Relinquishing Safety Co-ordinator **Shall** complete Parts 1 & 2 of the CCSRBD-R.

4. The Relinquishing Safety Co-ordinator **Shall** then contact the Assuming Safety Co-ordinator and read out the contents of Parts 1 and 2 to the Assuming Safety Co-ordinator who **Shall** enter the precise details on the CCSRBD-A.

5. The Assuming Safety Co-ordinator **Shall** then read back the details to the Relinquishing Safety Co-ordinator and, if the Safety Co-ordinators agree that the details are correct, the Relinquishing Safety Co-ordinator **Shall** issue the CCSRBD identifying number to the other Assuming Safety Co-ordinator who **Shall** enter it on the CCSRBD.

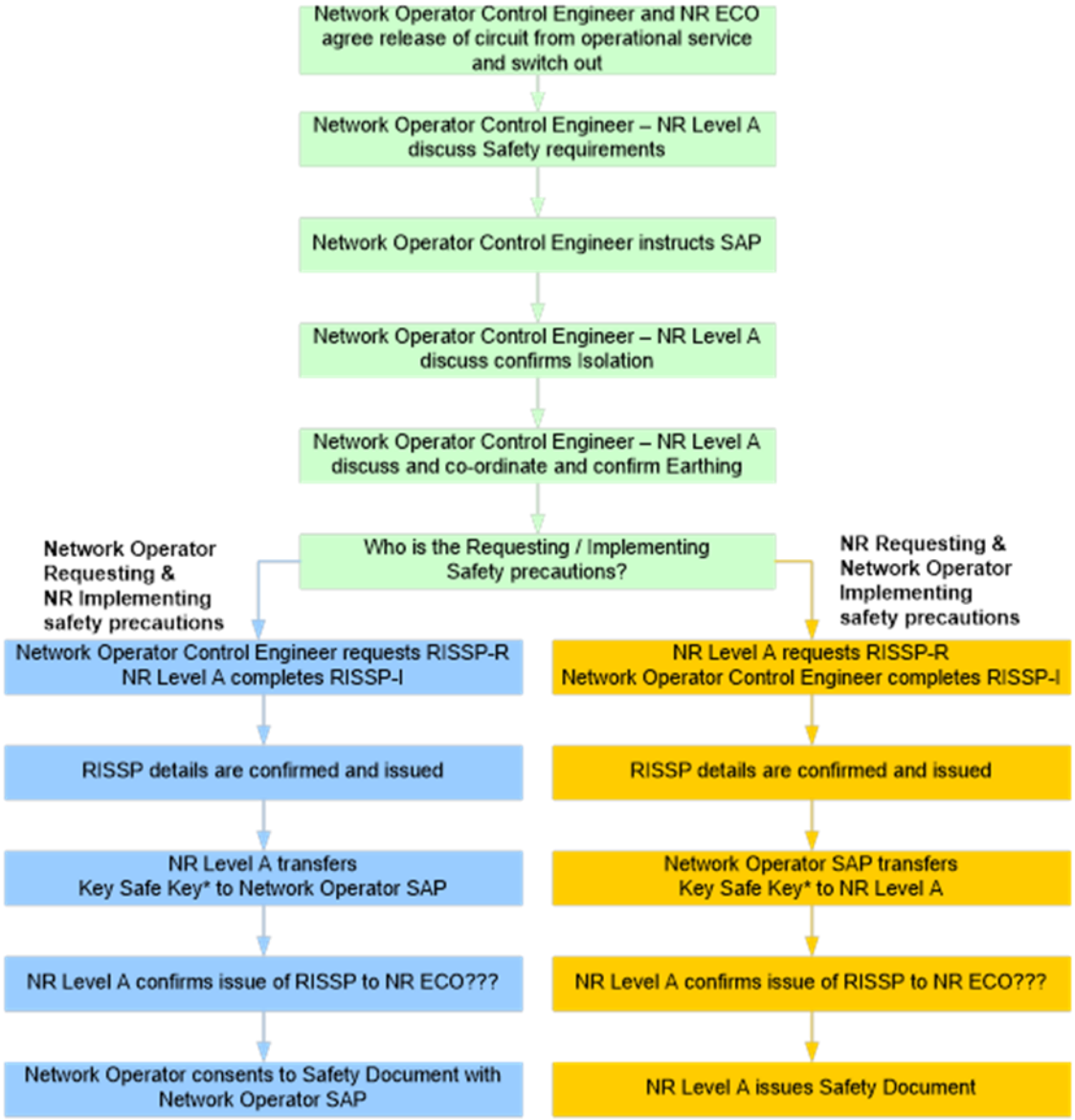
6. Each Safety Co-ordinator **Shall** then sign Part 3 of their respective CCSRBDs and enter the time and date. When signed, no alteration to the CCSRBD is permitted; the CCSRBD may only be cancelled.

7. The Assuming Safety Co-ordinator may then utilise the RISSP procedure, or any other **Approved** procedure, as Requesting Safety Co-ordinator to enable work to be carried out on the **Apparatus** for which he has assumed Control authority.

8. When the work is completed and the Assuming Safety Co-ordinator decides that there is no further requirement for the temporary Control and Safety Rule Boundary, they **Shall** contact the Relinquishing Safety Co-ordinator and confirm to them that the boundary change associated with a CCSRBD number is no longer required. They **Shall** establish verbally that the details entered in Parts 1 and 2 are identical on both forms before commencing the cancellation.

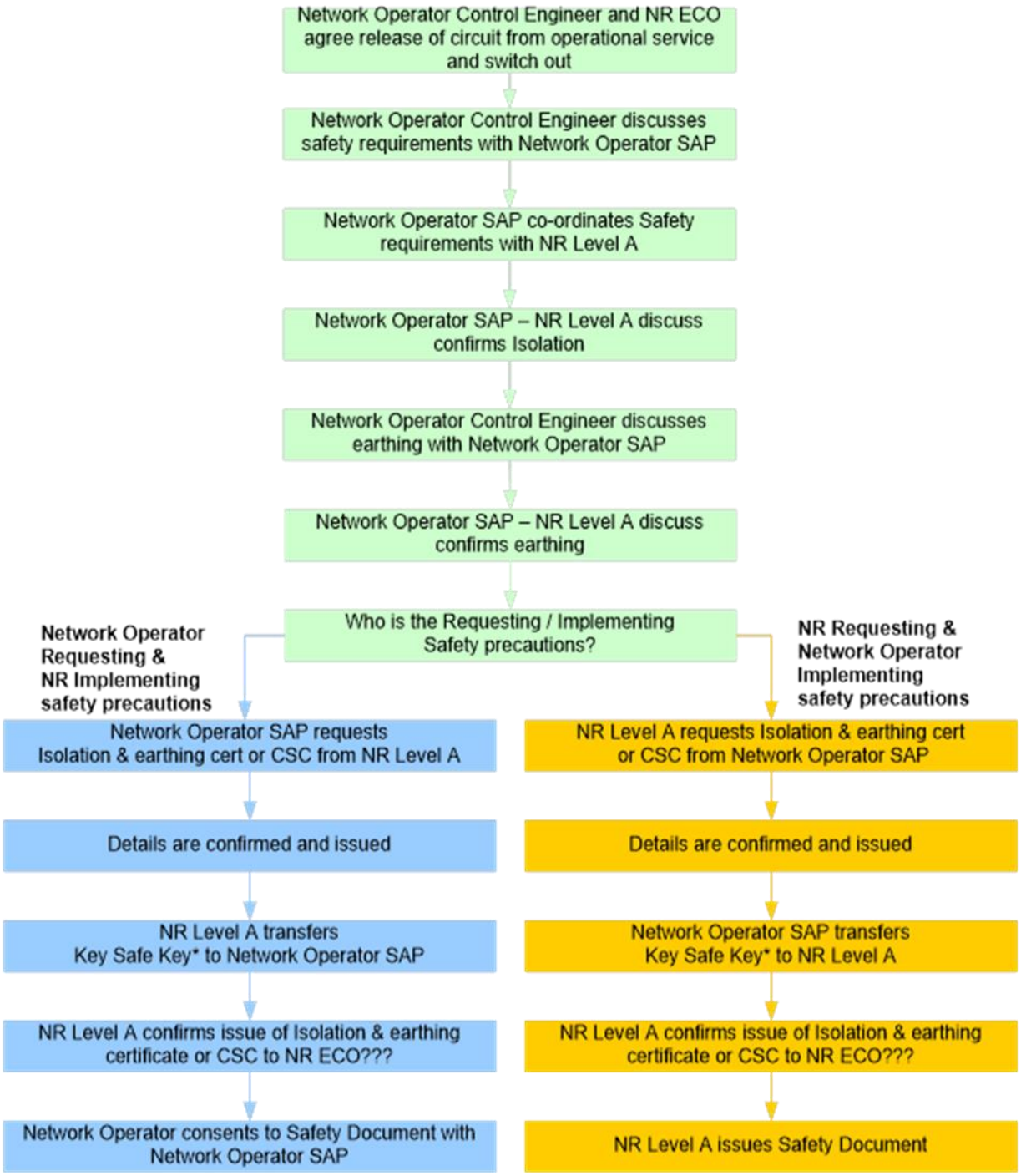
Appendix D Network Rail G38 Procedure

Network Operator - Network Rail Safety Process Flowchart
Where Network Rail Level A liaises with Network Operator Control Engineer
See 'Site Responsibility Schedule' to identify



* Key Safe Keys to be exchanged where practicable

Network Operator - Network Rail Safety Process Flowchart
Where Network Rail Level A liaises with Network Operator SAP
See 'Site Responsibility Schedule' to identify



* Key Safe Keys to be exchanged where practicable