PR-NET-OSM-040

USE AND COMPLETION OF OPERATIONAL DOCUMENTS

OPERATIONAL SAFETY MANUAL - SECTION 5.2

Scottish & Southern Electricity Networks

	Name	Title
Author	N/A	Distribution SHE Team
Checked by	Peter Vujanic	Head of SHE Distribution
Approved by	Richard Gough	Designated Engineer

CONTENTS

1 Introduction

1.1 The **SSEN-D Operational Safety Rules (OSR)** require the use of **Safety Documents** when carrying out work or testing associated with the **High Voltage System**.

1.2 **High Voltage Live** Line Working, Hot Glove and Hot Stick procedures are exempt from this requirement.

1.3 It is essential that **Safety Documents** and other **Operational Documents** are used correctly and completed to an acceptable standard.

1.4 This **Approved** procedure provides guidance on the use of **Safety Documents** and other **Operational Documents**.

2 Scope

2.1 This **Approved** procedure details the use of **Safety Documents** and the standards to be adopted for the completion of the various **Safety Documents** currently in use within **SSEN-D**.

2.2 This **Approved** procedure applies to all staff and contractors working for or on behalf of **SSEN-D**.

2.3 This **Approved** procedure does not cover the loss of **Operational Documents**, see PR-NET-OSM-041 Lost Operational Documents and Keys - Operational Safety Manual – Section 5.3

3 References

The documents detailed in Table 3.1 - Scottish and Southern Electricity Networks 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-041	Lost Operational Documents and Keys - Operational Safety Manual – Section 5.3
PR-NET-OSM-026	High Voltage Switching and Earthing - Operational Safety Manual - Section 4.2
PR-NET-OSM-042	Management of Operational Keys - Operational Safety Manual – Section 5.4
FO-NET-OSM-006	Safety Rules Declaration - Operational Safety Manual – Section 5.2.1
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)

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 **SSEN-OSR**.

4.2 **Duty Holder**

Person(s) with the primary responsibilities under Health & Safety legislation for controlling operations, work, and testing on a non-**SSEN-D System** and for managing the risks from that **System** to prevent **Danger**.

4.3 **Certificate of Isolation and Earthing**

An **Operational Document** specifying **High Voltage Apparatus**, or other **Plant** which has been **Isolated** and, if necessary, **Earthed** from the **High Voltage System**, or **Isolated** from any other functional **Danger**.

NOTE: In relation to Section 15.2 of this **Approved** procedure, notwithstanding the requirements of **OSR** 4.1.1 (f) a **Certificate of Isolation and Earthing** is considered a **Safety Document** when used in compliance with this procedure.

4.4 **Field Control**

The local control of part of the **System** by a **Field Control Engineer** in accordance with an **Approved** procedure.

4.5 **Operational Documents**

Documents required by the **SSEN-D OSR** or Operational Safety Manual. Examples include **Safety Documents** and other documents detailed in this **Approved** procedure

4.6 **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**.

4.7 **Safety Declaration**

An **Operational Document** issued to a third-party detailing the **Plant** or **Apparatus** which has been made safe by isolation and the application of **Circuit Main Earths**.

4.8 **User Authorisation Document (UAD)**

An **Operational Document** providing authority from the customer **System's Duty Holder** to the **Local Controller**, specifying the extent and condition of the complete **System**, or part of it, to be transferred. It details the boundaries of the transferred **System**, work to be carried out and the arrangements for operational authority to be returned to the **Duty Holder**.

5 General Responsibilities

5.1 Persons who are required to operate and undertake work on the **System Shall** have a thorough understanding of the work and ensure on-site risks are suitably assessed and appropriate control measures put in place before, during and after all activities.

5.2 Persons must ensure that, at all times during the work (or associated testing), **General Safety** arrangements are maintained and that other work areas are not adversely affected by the activities for which they are responsible.

6 Authorisation

6.1 It **Shall** be the responsibility of the individual to ensure that any actions performed are within the bounds of their competency and authorisation level.

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

7 Records

The safe custody of the **Operational Documents** rests with the recipient who **Shall** remain responsible for the **Operational Documents** in their possession at all times.

8 Personal Protective Equipment

8.1 Persons who are required to work or carry out work or testing on or near the **System Shall** wear suitably **Approved** Personal Protective Equipment (PPE). Furthermore, where warning labels or signs identify the existence of a particular hazard, additional and appropriate PPE **Shall** be worn.

8.2 As a minimum, PPE **Shall** meet the requirements of WI-NET-OSM-002.

9 General Requirements

9.1 Format and Legibility

9.1.1 The format and layout of **Operational Documents Shall** be as shown in this **Approved** procedure.

9.1.2 Only **Approved** paper or electronic **Operational Documents Shall** be used.

9.1.3 Paper **Safety Documents Shall** be completed in writing on the front sheet, which will self-copy onto the card part of the document, prior to its issue and removal to the recipient. The carbon copy **Shall** be checked for legibility prior to issue.

9.1.4 All details entered onto an **Operational Document Shall** be clear and legible, written in black or blue ink. Where necessary, entries may be made in block capitals for clarity.

9.1.5 Where multiple entries are made in a section of a **Safety Document** then each entry should be on a different line, where possible.

9.1.6 Any abbreviations used **Shall** be restricted to those in PR-NET-OSM-028 Switching Terminology and Approved Abbreviations - Operational Safety Manual - Section 4.4.

9.1.7 Each section of an **Operational Document Shall** be completed and where there are no entries to be made the word ‘NONE’ or ‘N/A’ **Shall** be used, e.g., where a **Sanction-for-Test** is to be cleared and the **Circuit Main Earths** remain the same as at the time of issue of the **document.**

9.1.8 **Once a Safety Document** has been issued and received there **Shall** be no alteration to its contents. If changes are required to an issued **Operational Document,** then it **Shall** be cleared and cancelled, and a replacement document issued.

9.1.9 Alterations to any **Operational Document** prior to issue **Shall** wherever possible be avoided. If any minor alterations are required, they **Shall** be made prior to the issue of the document by neatly striking through the word(s) or item and the new entry added, the issuer and recipient **Shall** both initial adjacent to the alteration. In the event of any major error, the whole document **Shall** be struck through and annotated with the words “Not Issued”.

9.1.10 **Safety Documents Shall** be issued in accordance with section 4 of the **SSEN-D OSR**.

9.1.11 Where there is insufficient space on the front of a **Safety Document**, an additional **Safety Document Shall** be used (of the same type as the original). The unique reference of the **Safety Document Shall** be replicated on the continuation document appended with which it is and how many there are (e.g., 1 of 3, 2 of 3 etc.), which **Shall** be attached to the **Safety Document** to which it relates to and **Shall** be issued / surrendered / transferred with the **Safety Document**. Where an additional **Safety Document** is used, this **Shall** be noted in the 'Other Precautions' section of the relevant **Safety Document**

9.1.12 When cancelled and the work is complete **Safety Documents Shall** be returned along with all **Switching** schedules for audit in accordance with local Region / Business Unit arrangements.

9.2 Identification of Plant and Apparatus

9.2.1 The person issuing the **Operational Document Shall** ensure that there is no inconsistency between the identification of plant detailed on the **Operational Document** and that appearing on the **Plant** and **Apparatus** itself, unless the labelling is clearly wrong, and work includes confirmation and correction of the error.

9.2.2 Where **Apparatus** of a different voltage to that being released for work or testing is quoted as a point of Isolation or a **Circuit Main Earth**, then the voltage **Shall** be quoted on the document.

9.2.3 The identification of **Plant Shall** follow the principle of:

- The location of the substation or **Switching** station (including voltage, if appropriate)
- The identification and nomenclature of the **Apparatus**
- Geographical indicators may be used when identifying locations of overhead **Circuit Main Earths**

9.2.4 When identifying **Plant** and **Apparatus** to be worked upon, geographical indicators may be included in the description where appropriate.

10 Working Party Control

10.1 The **SSEN-D OSR** require a Person receiving a **Safety Document** to formally communicate to the **Working Party** details of the **Safety Document** and the necessary control measures to be taken.

10.2 Prior to the issue of a **Safety Document** the **Senior Authorised Person Shall** decide if they need to specify the requirements for **Additional Earths** and relay this information to the **Competent Person** with the **Safety Document**. When doing this the **Senior Authorised Person Shall** determine:

- Whether **Additional Earths** are required, and if so, the number and points of application
- Whether any action is required to contain or dissipate stored energy
- Whether any additional precautions are necessary
- Whether **Personal Supervision** is required.

Also ensuring that:

- Safety from the inherent **Dangers** of the **System** has been achieved and will be maintained when the requirements of the **Safety Document** are implemented

- The contents of the **Safety Document** to be issued are correct, unambiguous and fully understood by the recipient
- The authority of the **Control Engineer** has been obtained for the issue of the **Safety Document.**

10.3 A **Safety Document Shall** be explained and issued to the **Person** in charge of the work (the recipient), who after reading its contents and confirming that they understand it and are conversant with the nature and extent of the work to be done, **Shall** sign in receipt.

10.4 All persons in the **Working Party Shall** work under the **Safety Document** recipients' control and **Shall** ensure they fully understand the scope and requirements of the work, and the associated safety precautions.

10.5 When leaving a **Working Party**, the person **Shall** inform the **Safety Document** recipient.

10.6 When joining an existing **Working Party**, a person **Shall** report to the new **Safety Document** recipient and be briefed accordingly.

10.7 When a **Safety Document** is cleared and a member of the **Working Party** has not been informed, the **Senior Authorised Person Shall** ensure that steps are taken to contact the **Working Party** member and inform them the status of the **Safety Document**.

11 Permit-to-Work

11.1 General

11.1.1 Prior to carrying out work under a **Permit-to-Work**, that part of the **High Voltage System** to be worked on **Shall** be made **Dead**, **Isolated**, **Earthed**, Screened, Identified and Released for work (DIESIR pneumonic). The **Approved** procedure for isolation and **Earthing** of **High Voltage Systems** (PR-NET-OSM-026 High Voltage Switching and Earthing - Operational Safety Manual - Section 4.2) **Shall** be applied.

11.1.2 Where two work locations are not within visual and verbal communication, then a separate **Permit-to-Work Shall** be issued at each work location. Should only one **Working Party** be carrying out work sequentially at more than one location on the same section of the **System**, one **Permit-to-Work** may be issued.

11.1.3 Under exceptional circumstances, in very remote, island situations or on subsea cables, when a **Senior Authorised Person** cannot get to site, an alternative **Approved** procedure may be used, or an alternative method agreed with the **Designated Engineer**.

11.1.4 The recipient of a **Permit-to-Work** is responsible for:

- Reading the contents and confirming back to the **Senior Authorised Person** issuing the **Safety Document** that they fully understand
- Prior to receiving the **Permit-to-Work**, raising any objections with the **Senior Authorised Person** issuing the **Permit-to-Work**, including the right to check the points of isolation or **Earths** stated on the **Permit-to-Work** which are not understood or are believed to be inadequate for the work to be undertaken
- Being fully conversant with the nature and the extent of the work to be done
- Establishing and maintaining **General Safety**

11.1.5 On overhead lines, when more than one **Working Party** is involved, the work **Shall** be arranged so there is only one **Permit-to-Work** in force on any one part of the circuit or route to ensure there is no overlap in safety responsibility.

11.1.6 **Competent Persons** in receipt of a **Permit-to-Work** are encouraged to create a written log detailing the application and recovery of **Additional Earths**. The **Permit-to-Work** or another document fixed securely to the **Permit-to-Work** should be used to create the log.

11.1.7 The requirement to complete a **Working Party** briefing prior to commencing work, in accordance with the requirements of Section 10, **Shall** apply when there is more than one person in the **Working Party**.

11.1.8 Upon clearing and surrendering the **Permit-to-Work**, the recipient **Shall** return any **Key Safe** key, if applicable, and **Shall** declare in the clearance section that:

- All members of the **Working Party** have been withdrawn and warned not to carry out any further work/testing on the **System** affected by the **Permit -to-Work**.
- All tools/equipment have been removed.
- All **Additional Earths** have been removed or not, as appropriate, by deleting the appropriate statement, if **Additional Earths** remain, their location **Shall** be recorded.
- The **System** has been tested, if appropriate, and is safe to be re-energised or not, as appropriate, by deleting the appropriate statement.

11.2 Other Precautions

11.2.1 In the 'Other Precautions' section of a **Permit-to-Work** relevant entries may include:

- Cross referencing of other associated **Safety Documents**
- Automatic fire extinguishing equipment rendered inoperative during work
- Issue and record the number of unique identification flags and wristlets for overhead line work
- **Personal Supervision** requirements by **Senior Authorised Persons** or **Authorised Persons**, as appropriate
- Details of any **Low Voltage** isolation
- Issue of an **Additional Earthing** schedule, when required, to cater for special precautions
- Issue of a **Safety Document** continuation sheet
- Requirements for discharging stored energy

11.2.2 The list of entries in clause 11.2.1 is not exhaustive and the **Senior Authorised Person** should include any other relevant precautions deemed necessary to prevent **Danger** from the **System**.

12 Sanction-for-Test

12.1 Prior to the issue of a **Sanction-for-Test**, that part of the **High Voltage System** to be tested Shall be **Dead**, **Isolated** and **Earthed**. The Approved procedure for isolation and **Earthing** of **High Voltage Systems** (PR-NET-OSM-026 High Voltage Switching and Earthing - Operational Safety Manual - Section 4.2) **Shall** be applied.

12.2 The recipient of a **Sanction-for-Test Shall** take total responsibility for control and safety precautions on the **Isolated Apparatus** described in the document. They **Shall** ensure that all actions, including making the **Apparatus Live** from a test source, are in accordance with **Approved** procedures to avoid **Danger**.

12.3 The recipient of a **Sanction-for-Test** may:

- Personally operate switchgear, connect & disconnect test leads, remove and replace **Earths** or, where applicable, instruct a **Competent Person** under **Personal Supervision** to carry out such tasks
- Give authority for the operation of switchgear and for the removal and replacement of **Earths** to a suitably **Authorised Person**
- Communicate the status of **Circuit Main Earths** to the **Control Engineer** prior to cancellation of the **Sanction-for-Test**
- Under their **Personal Supervision** and to **Approved** safety/work procedures, including the application of **Additional Earths** where required, disconnect/reconnect jumpers and links, excluding oil immersed connections, to facilitate testing

12.4 The recipient **Shall** record on the **Sanction-for-Test** by deleting appropriate words whether, all gear and tools and all **Additional Earths** 'have' or 'have not' been removed, and testing is 'complete' or 'incomplete'.

13 Limitation of Access

13.1 Prior to carrying out work under a **Limitation-of-Access**, where required, the work area **Shall** be Screened and Identified.

13.2 The requirement to complete a **Working Party** Briefing prior to commencing work, in accordance with the requirements of Section 10, **Shall** apply when there is more than one person in the **Working Party**.

13.3 The recipient of a **Limitation-of-Access** is responsible for:

- Reading the contents and confirming back to the **Authorised Person** issuing the **Safety Document** that they are fully understood
- Being fully conversant with the nature and the extent of the work to be done
- Establishing and maintaining **General Safety**

13.4 Where a **Permit-to-Work** or **Sanction-for-Test** is to be issued and safety precautions for access and work on **Isolated Apparatus** etc. can be included on that document, then there **Shall** be no requirement to issue a **Limitation-of-Access**.

14 Clearance and Cancellation of Safety Document

14.1 The **Safety Document Shall** be cleared and returned to the **Senior Authorised Person** for cancellation as soon as practicable following completion of the Work or Testing.

14.2 **Safety Documents Shall** be cleared and cancelled in accordance with the **SSEN-D OSR**.

14.3 Any **Key Safe** key which was issued to the recipient with the **Safety Document Shall** be returned to the **Senior Authorised Person** when the **Safety Document** is cleared and returned.

14.4 In circumstances where **Safety Documents** have been lost or have been damaged and are in an illegible state; the **Senior Authorised Person Shall** refer to PR-NET-OSM-041 Lost Operational Documents and Keys - Operational Safety Manual – Section 5.3.

14.5 If the recipient of the **Safety Document** is not available to clear the **Safety Document,** the clearance section will be signed by a **Senior Authorised Person** who will take full

responsibility to ensure all staff are off the **System** or **Plant** and aware of the clearance. The **Safety Document** will then be cancelled in the normal way. The **Senior Authorised Person** will make every effort to inform the recipient of this action.

14.6 The **Senior Authorised Person** cancelling the **Safety Document Shall**, if no other **Safety Document** is to be issued, check the operational state of the **Apparatus,** and confirm this with the **Control Engineer**.

15 Certificate of Isolation and Earthing

15.1 Cross Boundary Safety Precautions

15.1.1 A **Certificate of Isolation and Earthing** may be used to confirm and hold cross-boundary safety precautions. This will typically be at the boundary between the **SSEN-D System** and a customer **High Voltage System**.

15.1.2 Under normal circumstances it will only be necessary to issue one **Certificate of Isolation and Earthing** except where both parties are carrying out work.

15.1.3 Where **SSEN-D** controls the source network, a **Certificate of Isolation and Earthing Shall** be issued by an appropriately appointed **Senior Authorised Person**, with the agreement of the **Control Engineer**, to the **Duty Holder** of the interconnected **System** for work to be carried out by the **Duty Holder**.

15.1.4 The keys for any **Safety Locks** applied at points of isolation should preferably be locked in a **Key Safe**, where provided and where reasonably practicable. A unique key which has been used to lock the **Key Safe** may be issued to the recipient of the **Certificate of Isolation and Earthing**. This should be noted in the 'Remarks' section of the **Certificate of Isolation and Earthing**, where applicable.

15.1.5 Where a **Duty Holder** controls the source **System**, a **Certificate of Isolation and Earthing**, or other **Approved** document, **Shall** be issued by the **Duty Holder**'s appropriately **Authorised Person** to the appropriately appointed **SSEN-D Senior Authorised Person** for work. The **SSEN-D Control Engineer Shall** be informed after issue and before cancellation. Where the **Duty Holder** does not have suitable documentation for confirming and holding safety precautions, the **SSEN-D Certificate of Isolation and Earthing Shall** be used.

15.1.6 Where both parties control a source of supply across a common connection and both are to carry out work; then each **Shall** issue a **Certificate of Isolation and Earthing** to the other, detailing the relevant safety precautions. **Circuit Main Earths Shall** not be interfered with by the work of either party.

15.1.7 Following the issue of the appropriate **Certificate of Isolation and Earthing**, the receiving party **Shall** reference these in their own Safety Document(s) to carry out the work/testing on the **System**. The **Certificate of Isolation and Earthing Shall** not be used as a substitute for issuing a **Permit-to-Work** or **Sanction-for-Test** for work or testing on a **High Voltage System**.

15.1.8 Upon clearing and surrendering the **Certificate of Isolation and Earthing**, the recipient **Shall** return any **Key Safe** key, if applicable, and **Shall** declare in the clearance section that:

- All members of the **Working Party** have been withdrawn and warned not to carry out any further work/testing on the **System** affected by the **Certificate of Isolation and Earthing**
- All tools/equipment have been removed
- All **Additional Earths** have been removed, or not, as appropriate, by deleting the appropriate statement

- The **System** has been tested, if appropriate, and is safe to be re-energised or not, as appropriate, by deleting the appropriate statement
- If there are **Additional Earths** remaining and their locations

15.2 Safety Declaration for Proximity Work

15.2.1 When work is to be carried out by a third-party in the vicinity of **SSEN-D Plant** and **Apparatus** and it is necessary to make it **Dead**, **Isolated** and **Earthed**, a **Safety Declaration Shall** be issued to the third-party using a **Certificate of Isolation and Earthing**.

NOTE: Where it is necessary to issue a **Safety Declaration** for work in the vicinity of a Double Circuit overhead line or another circuit in the same vicinity, both circuits **Shall** be made **Dead**, **Isolated** and **Earthed**. Individual **Safety Declarations Shall** be issued for each circuit in accordance with this procedure.

15.2.2 **Senior Authorised Persons** who are authorised to issue a **Permit-to-Work** on the **System** may issue a **Safety Declaration** to the same voltage level.

15.2.3 A **Safety Declaration** may be issued under **Field Control** for periods not exceeding 48 hours. Where outages are expected to exceed 48 hours the issue/cancellation **Shall** be made through the **Control Engineer**.

15.2.4 If an outage exceeds **48 hours,** the **System** held under **Field Control Shall** be returned to the **Control Engineer**. Under these circumstances the **Senior Authorised Person Shall** provide the **Control Engineer** with all the details from the Issued **Safety Declaration**. The circuit may be transferred back to **Field Control** once work has been completed in the work area and the **Safety Declaration** has been cancelled.

15.2.5 Prior to the issue of a **Safety Declaration**, the **Plant** or **Apparatus Shall** be made **Dead**, **Isolated** and **Earthed**. **Earths** may be applied via switchgear, but at the location where work is to be carried out, **Earths Shall** be applied which are clearly visible from the point of work which will indicate the points between which it is safe to work. As the **Earths** have been applied to enable the issue of a **Safety Declaration** they **Shall** be classified as **Circuit Main Earths**.

15.2.6 The **Circuit Main Earths** applied prior to the issue of a **Safety Declaration Shall** be clearly recorded by the **Senior Authorised Person** on the **Switching** schedule together with the **Safety Declaration** number.

15.2.7 The **Senior Authorised Person Shall** explain the contents of the **Safety Declaration** to the person in charge of the work and satisfy himself that the recipient understands the contents.

15.2.8 The **Safety Declaration Shall** be issued with the consent of the **Control Engineer**. The issue of the **Safety Declaration Shall** be clearly annotated on the operational diagram, and details of the **Safety Declaration Shall** be made and kept with the **Switching** schedule/ log.

15.2.9 A **Safety Declaration** may only be cancelled when the clearance section has been completed or the expiration date and time specified has passed, or in an emergency, following the procedure specified in PR-NET-OSM-042 Management of Operational Keys - Operational Safety Manual – Section 5.4.

15.2.10 In all cases a **Senior Authorised Person Shall** inspect the site to confirm that the work which required the **Plant** or **Apparatus** to be made **Dead** has been completed and all **Plant**, equipment and tools have been withdrawn to a safe distance. Where the circuit is being re-energised in an emergency, precautions **Shall** be taken by a **Senior Authorised Person** to prevent the recommencement of any work in the vicinity of the **Apparatus**.

15.2.11 The **Safety Declaration Shall** be cancelled and **Circuit Main Earths** removed under instruction of the **Control Engineer**. The cancellation of the **Safety Declaration** and removal of the **Circuit Main Earths Shall** be recorded on the **Switching** schedule.

16 User Authorisation Document

16.1 Where **SSEN-D** carries out work on a **System** that is under the control of a **Duty Holder**, then operational authority from the **Duty Holder** to carry out the work and to transfer the **System** (whole or part) to an appropriately authorised **SSEN-D Field Control Engineer** should be obtained.

NOTE: The **Duty Holder** is typically the Customer's **Authorised Person**.

16.2 In addition to Section 17.1, full agreement with the **Duty Holder Shall** be reached and a **User Authorisation Document (UAD) Shall** be completed and issued specifying the:

- Extent and condition of the **System**, or part of it, to be transferred
- Boundaries of the transferred **System**
- Work to be carried out
- Arrangements for operational authority to be returned to the **Duty Holder**

16.3 The **SSEN-D Field Control Engineer Shall** be appropriately authorised for taking control of the **Duty Holder System**, taking into account the voltage level and type, e.g., overhead, underground etc.

16.4 Prior to the issue of the **UAD**, the **SSEN-D Field Control Engineer Shall** satisfy themselves, in so far as is reasonably practicable, that the network diagram concurs with the installed **System** configuration on site, the **Apparatus** is suitable for the operations which are proposed and the person carrying out the operations is suitably competent.

16.5 The time and date for the transfer of control responsibilities **Shall** be agreed with the **Duty Holder** and details **Shall** be included on the **UAD**. Where practicable this **Shall** be signed immediately before work commences on site. The **UAD** can be agreed and signed in advance of the work, but transfer of operational control for that specific **System Shall** be effective immediately the **UAD** is signed. **UAD**s cannot be post-dated to transfer control at a future point without a personal hand-over.

16.6 The **UAD Shall** be:

- Accompanied by a single line diagram showing the extent of the **System** transferred
- Completed in duplicate; one copy retained by the appointed **SSEN-D Field Control Engineer** and one by the **Duty Holder**'s representative
- When cancelled, returned along with all **Switching** schedules and **Safety Documents** for audit

16.7 Once the **UAD** has been signed, the **SSEN-D Authorised Person Shall** confirm the details with the **Field Control Engineer** and then receive instructions from the **Field Control Engineer** to proceed.

16.8 Before any work or testing is carried out on that part of the **High Voltage System** transferred under the **UAD**, a **Permit-to-Work** or **Sanction-for-Test Shall** be issued, as appropriate, for the work **or testing.**

16.9 **Any Permit-to-Work or Sanction-for-Test** issued on that part of the **High Voltage System** transferred under the **UAD Shall** be cancelled before the **UAD** is cancelled.

17 Additional Earth Schedule

17.1 Where special precautions have to be taken, details of **Additional Earths Shall** be specified by the **Senior Authorised Person** or on an **Additional Earth** schedule. At the time of issue of the **Safety Document** the **Senior Authorised Person Shall** confirm the number, type and location of **Additional Earths** to be applied and any sequence on an **Additional Earth** schedule.

17.2 The recipient of the **Safety Document Shall** be responsible for ensuring the requirements of the **Additional Earth** schedule are strictly met.

17.3 For work on steel towers, the use of an **Additional Earth** schedule **Shall** be linked to a single **Safety Document**.

18 Safety Rules Declaration

18.1 A Safety Rules Declaration (FO-NET-OSM-006) **Shall** be issued whenever significant **High Voltage Plant** and **Apparatus** is permanently connected to or disconnected from the **System**, e.g., where a new substation, switchboard, transformer, cable circuit or overhead line is being installed or permanently dismantled.

18.2 The Safety Rules Declaration **Shall** also be used where significant changes are being made to the **System**, e.g., connection or dismantlement of an extensive multi-substation network. These instances are not exclusive, and the certificate may also be used whenever the **Senior Authorised Person** considers that verbal instruction is insufficient.

18.3 The Safety Rules Declaration is a declaration to all parties involved that:

- New **Plant** or **Apparatus**, which has not previously been energised, is to be connected to the **System** and no further work may be done on it without the appropriate **Safety Document**. It includes a signed confirmation by the Principal Contractor under the CDM regulations that all staff and contractors who have worked on the equipment are aware of the situation
- **Plant** or **Apparatus**, which has previously been part of the **System**, has been permanently disconnected and is no longer subject to the **Operational Safety Rules**

18.4 A certificate **Shall** not be required where the **Plant** or **Apparatus** involved is to be covered by a **Safety Document** throughout, e.g., a transformer change.

18.5 Confirmation that a Safety Rules Declaration has been issued will be recorded as an item in a **Switching** schedule

18.6 Completed Safety Rules Declarations **Shall** be kept at the work site for a period of 6 months.

19 Revision History

No	Overview of Amendments	Previous Document	Revision	Authorisation
01	New document created	NA	1.00	Richard Gough
02	Minor revisions made	PR-NET-OSM-040 (Rev1.00)	1.01	Richard Gough
03				