

PR-NET-OSM-041



LOST OPERATIONAL DOCUMENTS AND KEYS

OPERATIONAL SAFETY MANUAL - SECTION 5.3



PR-NET-OSM-041	Lost Operational Documents and Keys - Operational Safety Manual - Section 5.3		Applies to	
			Distribution ✓	Transmission
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1 Introduction

- 1.1 The use of **Safety Documents** forms a safe system of work for work or testing associated with the **SSEN-D High Voltage System** and on occasions, the **Low Voltage System**.
- 1.2 This **Approved** procedure provides guidance on scenarios which can arise where **Safety Documents**, **Safety Lock** keys or other items are misplaced, or where there might be an urgent need to re-energise **Apparatus**, e.g. outside normal working hours, and the normal **Safety Document** procedures cannot be complied with.

2 Scope

- 2.1 This **Approved** procedure will provide sufficient guidance to staff who may be involved in situations where **Safety Documents**, **Safety Lock** keys or other operational documents have been lost or are not available. This may include situations where there is an urgent operational need to re-energise **Apparatus** and the **Safety Document** recipient is not available.
- 2.2 This **Approved** procedure applies to all staff and contractors working for or on behalf of **SSEN-D**.

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
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 **OSR**.

4.2 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**.

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.

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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

7.1 The safe custody of the **Safety Document** rests with the recipient who **Shall** retain the **Safety Document** in their possession whilst work is being carried out.

7.2 The recipient is also responsible for the safe keeping of any keys, wristlets and **Additional Earths** (where issued with the **Safety Document**).

8 Personal Protective Equipment

8.1 Persons who are required to work or carry out **Switching** 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 Safety Document Procedures

9.1 Urgent Clearance and Cancellation where the Document is Available

9.1.1 Whilst the **SSEN-D OSR** specify that the recipient of a **Safety Document Shall** retain the document in their possession at all times whilst work is being carried out, the **Safety Document** may be available on-site whilst work is not ongoing, e.g. overnight or at weekends etc, and the recipient not available. Should the recipient not be contactable and available to attend site, the procedure detailed in this **Section Shall** be used.

9.1.2 Where the **Safety Document** has been issued under **Field Control** the **Control Engineer Shall** resume control of the **System**, and at the earliest opportunity confirm with the **Senior Authorised Person** who has **Field Control**, that it has been rescinded.

9.1.3 The **Senior Authorised Person** on site **Shall** establish the current state of the **Apparatus**, before clearing and cancelling the **Safety Document** through the **Control Engineer**.

9.1.4 All reasonable steps **Shall** be taken to contact the document recipient before they return to site to inform them that their **Safety Document** is no longer in force. **Danger Notices Shall** be posted on site and on affected **Apparatus** as an additional precaution. The steps taken to contact the document recipient **Shall** be reported to the **Control Engineer** who **Shall** log the details.

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- 9.1.5 Depending on the state of the **Apparatus**, the **Senior Authorised Person** may issue a new **Safety Document** to complete the work, or to bring the **Apparatus** up to a position where it can be re-energised if necessary.
- 9.1.6 Where the **Safety Document** recipient cannot be contacted, and prior to the **Apparatus** being re-energised, where reasonably practicable, sufficient **Competent Persons Shall** be posted on site so that they can observe the entire work area and prevent the document recipient or any member of the **Working Party** from commencing work on their return, or recommencing work or testing.
- 9.1.7 After the **Apparatus** has been re-energised, the steps in Clause 9.1.4 **Shall** be repeated to inform the previous **Safety Document** recipient of the change in state of the **Apparatus**, and that it is no longer safe to work on.
- 9.1.8 Should the **Safety Document** recipient still not have been contacted post-energisation and their return to site date be known, a **Competent Person Shall** be present on site to inform them of the change in state of the **Apparatus**.

9.2 Urgent Clearance and Cancellation where the Document is Not Available

- 9.2.1 Where the **Safety Document** is not available on site, efforts **Shall** be made to contact the document recipient in order for the recipient to clear the **Safety Document** and confirm this to the **Senior Authorised Person**. The steps taken to contact the document recipient **Shall** be reported to the **Control Engineer** who **Shall** log the details.
- 9.2.2 Where the **Safety Document** has been issued under **Field Control**, the **Control Engineer Shall** resume control of the **System**, and at the earliest opportunity confirm with the **Senior Authorised Person** who has **Field Control**, that it has been rescinded.
- 9.2.3 Where the recipient cannot be contacted, e.g. due to sickness, in hospital etc, the **Senior Authorised Person Shall** establish the current state of the **Apparatus** and confirm this with the **Control Engineer**.
- 9.2.4 Depending on the state of the **Apparatus**, the **Senior Authorised Person** may issue a new **Safety Document** to complete the work, or to bring the **Apparatus** up to a position where it can be re-energised if necessary.
- 9.2.5 Where the **Safety Document** recipient cannot be contacted, and prior to the **Apparatus** being re-energised, where reasonably practicable, sufficient **Competent Persons Shall** be posted on site so that they can observe the entire work area and prevent the document recipient or any member of the **Working Party** from commencing work on their return, or recommencing work or testing.
- 9.2.6 All reasonable steps **Shall** be taken to contact the document recipient before they return to site to inform them that their **Safety Document** is no longer in force. **Danger Notices Shall** be posted on site and on affected **Apparatus** as an additional precaution. The steps taken to contact the document recipient **Shall** be reported to the **Control Engineer** who **Shall** log the details.
- 9.2.7 Should the **Safety Document** recipient still not have been contacted post-energisation and their return to site date be known, a **Competent Person Shall** be present on site to inform them of the change in state of the **Apparatus**.

9.3 Clearance and Cancellation of a Lost Safety Document

- 9.3.1 When a **Safety Document** (including the Carbon Copy) is lost, and all reasonable attempts by the recipient to find it have failed, the recipient **Shall** withdraw the **Working Party** from the work area covered by the **Safety Document**.
- 9.3.2 The **Safety Document** Recipient **Shall** then report the loss of the **Safety Document** immediately to the **Senior Authorised Person** responsible for the issue

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- 9.3.1 Where work is not complete and the original printed (flimsy) copy of the **Safety Document** is available, the **Senior Authorised Person Shall** consult with the appropriate **Control Engineer** before issuing a replacement **Safety Document** based on the original and covering the work to be done.
- 9.3.2 Where work is not complete, and the original printed (flimsy) is not available the **Senior Authorised Person Shall consult** with the appropriate **Control Engineer** before issuing a second **Safety Document** covering the remaining work to be done.
- 9.3.1 Where a replacement or new **Safety Document** is issued the recipient **Shall** formally communicate to the **Working Party** the details of the **Safety Document** and the necessary control measures to be taken.
- 9.3.2 Where work is complete the recipient **Shall** withdraw the **Working Party** members advising them that the **Safety Document** is missing and that it is to be considered cleared and cancelled, and no further work or testing on the **Apparatus** is to be carried out.
- 9.3.3 The **Senior Authorised Person Shall** notify the appropriate **Control Engineer** before any actions are taken to restore the **Apparatus** to service.
- 9.3.4 If the document is found, it **Shall** be returned to the **Senior Authorised Person** who **Shall** advise the **Control Engineer** and clearly state on the document that it is a lost document and voided.
- 9.4 Clearance and Cancellation when All Additional Earths are Not Accounted For
- 9.4.1 The **Senior Authorised Person** and the recipient of the **Safety Document Shall** agree the number of **Additional Earths** unaccounted for.
- 9.4.2 The **Senior Authorised Person Shall** ensure that all **Additional Earths** have been removed from the **Apparatus**. In the case of an overhead line, this **Shall** require a visual patrol to be carried out.
- 9.4.3 When the **Senior Authorised Person** is satisfied that the **Apparatus** is free of any **Additional Earths** the **Safety Document** may be cancelled using the normal procedure, informing the **Control Engineer** that all **Additional Earths** have not been accounted for and the steps taken to satisfy themselves that it is safe to re-energise. The **Safety Document Shall** be annotated to note the number of **Additional Earth** unaccounted for.

10 Loss of Operational Keys

10.1 Lost Safety Lock Keys

Where a **Safety Lock** Key has been lost, or there is an urgent operational reason for a **Safety Lock** to be removed and the relevant key is not available, then it **Shall** only be removed following dispensation from the **Control** Shift Leader.

10.2 Lost Key Safe Keys

- 10.2.1 If the recipient of the **Safety Document** has lost the **Key Safe** Key and all reasonable attempts to recover it have failed, they **Shall** report the matter to the **Senior Authorised Person**.

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10.2.2 Following cancellation of the **Safety Document**, the **Senior Authorised Person Shall**, following agreement with the **Safety Document** recipient, defeat the lock for the **Key Safe**, to retrieve the **Safety Lock** keys.

11 Revision History

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