



1. SCOPE

This Procedure supplements Part C of the ScottishPower Safety Rules and lays down procedures for the appointment of **Authorised, Senior Authorised** and **Control Persons** to work on or near to the **System**, to operate on the **System** or to control the **System**. Operations on the **System** shall include **Switching**, achieving and maintaining **Safety from the System** and restoring the **System** after completion of work.

2. ISSUE RECORD

This is a controlled maintained document.

All copies printed via the Intranet or photocopied will be deemed uncontrolled.

Issue Date	Issue No	Author	Amendment Details
December 2002	4	R M Edwards	Inclusion of new and amended Limitations, Exclusions and Live Working Procedures. Authorisation Limits for 18 year old Persons. Removal of WL-1.105 Authorisation. Note on NB Category 37 page document.
Jan 2003	5	Jack Neilson	Removal of Attachment 1 "Route to Authorisation Manual" from the main document OPSAF-13-001 which is now issued as a individual document OPSAF-13-003 "Route to Authorisation Document" Minor changes in the body of the document to reflect the change above. Inclusion of Long Hot Stick, Live Work Procedure: WL-1.59 Disconnection, Earthing and Reconnection of Pole Termination Connections: 2 and 3 Wire Construction 37 Page document.
Feb 2004	6	Jack Neilson	Amendments to reflect Business changes and responsibilities, inclusion of training assessment and marking criteria for initial and refresher training. Modify requirement for Live Working Authorisation refresher to include miscellaneous procedures at the same frequency as Rubber Glove and Stick Working when held together. Update to Authorisation Schedules. Combination of Appendix 7 & 9 into one Authorisation Request form. 35 page document.



3. REVIEW

A review of this document shall be carried out at a period no longer than three years.

4. ISSUE AUTHORITY

Author	Owner	Issue Authority
J. Neilson Operational Compliance Manager	J. Neilson Operational Compliance	William Cuthbert Business Risk and Safety Manager
	

5. CONTENTS

1. SCOPE1

2. ISSUE RECORD.....1

3. REVIEW.....2

4. ISSUE AUTHORITY.....2

5. CONTENTS.....2

6. DEFINITIONS4

7. INTRODUCTION.....4

8. TYPES OF WORK REQUIRING AUTHORISATION.....5

9. LEVELS OF AUTHORISATION5

9.1 AUTHORISED PERSON5

9.2 SENIOR AUTHORISED PERSON.....5

9.3 CONTROL PERSON.....5

10. SCHEDULES AND CERTIFICATE OF AUTHORISATION.....6

10.1 SCHEDULE OF AUTHORISATION.....6

10.2 CERTIFICATE OF AUTHORISATION7

11. PROCEDURE FOR AUTHORISATION.....7

11.1 PERSON(S) NOT REQUIRING TRAINING8

11.2 PERSON(S) REQUIRING TRAINING8

11.3 TRAINING AND ASSESSMENT9

11.4 REFRESHER TRAINING.....9

11.5 RECOMMENDATION11

11.6 EXAMINATION11

11.7 AUTHORISATION12

12. VALIDITY OF AUTHORISATION.....12



13. CANCELLATION OF AUTHORISATION	13
14. RECORDING OF AUTHORISATIONS/TRAINING/OPERATIONAL AUDITS.....	13
15. ROUTE TO AUTHORISATION DOCUMENT OPSAF-13-003	13
16. WORK BY A PERSON WHO IS NOT AN AUTHORISED PERSON	13
17. SUPPLY EMERGENCY AUTHORISATION OF CONTRACTORS	13
17.1 EMERGENCY AUTHORISATION PROCEDURE	14
18. APPENDIX 1 - SCHEDULE OF AUTHORISATION – GENERAL.....	15
19. APPENDIX 2 - SCHEDULE OF AUTHORISATION LIVE WORKING.....	18
20. APPENDIX 3 – AUTHORISATION CERTIFICATE	21
21. APPENDIX 4 – RESPONSIBLE PERSONS	25
22. APPENDIX 5 – SAFETY RULES BOOK REQUEST	26
23. APPENDIX 6 – AUTHORISATION TRAINING NOMINATION.....	27
24. APPENDIX 7 (DISCONTINUED).....	28
25. APPENDIX 8 (DISCONTINUED).....	28
26. APPENDIX 9 – REQUEST FOR AUTHORISATION.....	29
27. APPENDIX 10 – AUTHORISATION CANCELLATION.....	31
28. APPENDIX 11 – SUPPLY EMERGENCY BRIEFING.....	32
29. APPENDIX 12 – SUPPLY EMERGENCY AUTHORISATION	34



6. DEFINITIONS

Terms printed in bold type are as defined in the ScottishPower Safety Rules (Electrical and Mechanical) 4th Edition.

Terms printed in italics are as defined in the Definitions Section of these Procedures.

7. INTRODUCTION

In compliance with the requirements of the Electricity at Work Regulations 1989, no person shall be engaged in any work activity where technical knowledge and experience is necessary to prevent danger or where appropriate, injury, unless he possesses such knowledge and experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work.

In accordance with the Health and Safety series booklet HS(R)25 - "Memorandum of Guidance on the Electricity at Work Regulations 1989", the question of technical knowledge or experience necessitates:-

- (a) adequate knowledge of electricity;
- (b) adequate experience of electrical work;
- (c) adequate understanding of the system to be worked on and practical experience of that class of system;
- (d) understanding of the hazards which may arise during the work and the precautions which need to be taken, and
- (e) ability to recognise at all times whether it is safe for work to continue.

There are no defined voltage limitations on the application of the Electricity at Work Regulations 1989. As defined in the Regulations, "Electrical Equipment" includes every type of electrical equipment from, for example, 400 kV overhead lines to a battery powered hand lamp and includes electrical equipment on vehicles. Work on electrical equipment in shops, offices, customer premises, workshops, testing stations, garages, construction sites or any other place of work as well as work on or in connection with generation, transmission, distribution and supply of electrical energy will therefore come within the scope of the Regulations.

The Electricity at Work Regulations do not require a person to be accompanied at work, nor do they recognise age as a factor for determining whether a person can work on electrical equipment. However, because of the additional hazards associated with working on or adjacent to **HV/LV Apparatus**, Power Systems has imposed a minimum age requirement of 18 years on a person before that person may be Authorised to enter or work alone in a substation or to hold any **Live** working Authorisation, including being an Accompanying **Person** for work on or adjacent to **Live Apparatus**. Persons below the age of 18 years may, however, at the discretion of the Business Manager or the Operational Compliance Manager, enter an **HV/LV** substation under the **Personal Supervision** of a suitably **Authorised Person**.



8. TYPES OF WORK REQUIRING AUTHORISATION

- (a) To prepare, issue, receive, transfer, clear and cancel **Safety Documents**.
- (b) **Switching** on the **System**.
- (c) To be in charge of a *Working Party* carrying out work on or adjacent to the **System**.
- (d) Work on, or adjacent to, the **System**.
- (e) **Live** work procedures on or near to the **System**.
- (f) Application of **Drain Earths** on **HV** overhead lines.
- (g) Independent entry to a substation.
- (h) Training for work or operations on the **System**.
- (i) **Supervision** of Contractors, Third Parties or other ScottishPower employees (Standby duty).
- (j) **Switching** of **Company** owned switchgear by Customer's personnel, Contractors or staff from other Divisions of the **Company**.
- (k) To control the **System** and consent to the issue of **Safety Documents**.

9. LEVELS OF AUTHORISATION

These procedures provide for three levels of Authorisation:-

9.1 Authorised Person

The term **Authorised Person** shall apply to all **Persons** who have been Authorised in accordance with these procedures to undertake any activity identified in Section 8 above. The Authorisation shall be defined according to their duties, responsibilities and capabilities and shall be detailed on a Certificate of Authorisation. **Authorised Persons** are, therefore, nominated by an appropriate officer of the **Company** to carry out the duties of an **Authorised Person** as defined in the Safety Rules.

9.2 Senior Authorised Person

The term **Senior Authorised Person** shall apply only to **Authorised Persons** who have been Authorised in accordance with these procedures to prepare, issue, transfer and cancel specified **Safety Documents**. **Persons** are, therefore, nominated by an appropriate officer of the **Company** to carry out the duties of a **Senior Authorised Person** as defined in the Safety Rules.

9.3 Control Person

The term **Control Person** shall apply to all **Authorised Persons** who have been Authorised in accordance with these procedures to carry out the duties associated with controlling the **System** and



consenting to the issue of **Safety Documents**. **Persons** are, therefore, nominated by an appropriate officer of the **Company** to carry out the duties of a **Control Person** as defined in the Safety Rules.

10. SCHEDULES AND CERTIFICATE OF AUTHORISATION

Every **Authorised Person**, **Senior Authorised Person** and **Control Person** shall be appointed in writing. This appointment shall take the form of a Certificate of Authorisation and associated Schedule. The Certificate and Schedules of Authorisation are designed to provide a statement of the activities, which a **Person** is Authorised to carry out.

10.1 Schedule of Authorisation

10.1.1 The Schedule of Authorisation General, details the groups and categories of activities which may be carried out on, or in connection with, the **System**. The Schedule is modular in form and allows a discriminative approach by which the Authorisation of a **Person** (including those under training) may be defined by a selection of categories from one or more of eight groups according to the duties, responsibilities and capabilities of the **Person**. Groups are:

Safety Documents: relating to the preparation, issue, receipt, transfer, clearance and cancellation of **Safety Documents**.

Operate **System**: relating to **Switching** of the **System**.

Work: relating to work on or adjacent to the **System**.

Entry to Substations: relating to entry to substations with or without exposed **Live** conductors.

Standby Duty: relating to **Supervision** of non-Authorised persons.

Overhead Line **Drain Earths**: relating to the application of **Drain Earths** on **HV** overhead lines.

Control: relating to control of the **System** and consent to the issue of **Safety Documents**.

Special: relating to a particular **Approved** procedure.

Within each group there are options (categories) to allow a **Persons** Authorisation to be tailored to the knowledge, training and experience of the individual.

Categories within a group may be applied to one, or more, of five voltage levels (viz: **LV**; 11kV; 33kV; 132kV; 275/400kV) and may also be modified by applying Limitations or Exclusions **Approved** for application to the particular category at the particular voltage level.

The categories within a group are not hierarchical, therefore a **Person** shall be specifically Authorised for each category, which is to apply within a group.

The Safety Authorisation Power Systems database (SAPS) is set up to allow the application of Limitations and/or Exclusions to Authorisation Categories as **Approved** by the Operational Compliance Manager or nominee.



10.1.2 Where there are strictly limited work or operations to be carried out, for example at a customer's substation, then at the discretion of the Operational Compliance Manager, an individual Authorisation category may be created to cover the particular work/operation. This is classed as an 'N.B.' Authorisation and carries a purely sequential number.

10.1.3 Schedule of Authorisation – **Live Work**

The Schedule of Authorisation - **Live Work**, is a list of the **Live** work procedures which a **Person** may be Authorised to carry out on the **System**.

The Schedule of Authorisation - **Live Work**, is contained in Appendix 2.

10.2 Certificate of Authorisation

A Certificate of Authorisation shall be issued to all **Persons** Authorised to carry out activities on, or adjacent to, the **System**.

The Certificate of Authorisation (Appendix 3) is a three part document viz: Declarations (Issue and Receipt), Certificate of Authorisation – General, and Certificate of Authorisation - **Live Work** Procedures.

Each Certificate of Authorisation shall have a unique number. In the case of ScottishPower staff this shall be the **Persons** personnel number. Contractors, customers and third parties shall be given a number generated by the Authorisation Database. Each page of the certificate shall be numbered and shall be cross-referenced by the **Persons** name, personnel number and date of issue.

Each Category shall have an expiry date.

Certificates of Authorisation issued to Customers' staff shall detail the switches that may be operated and the type of operation that may be carried out.

11. PROCEDURE FOR AUTHORISATION

All **Persons** requiring Authorisation shall be required to attend the appropriate Authorisation Training at a PowerSystems training centre. There are two distinct criteria for **Persons** receiving training, which will drive the type and delivery time scales for courses.

- i. Where **Persons** who are being considered for Authorisation for the first time for PowerSystems and can demonstrate by means of current or previous similar types of Authorisations for other Network Operators, arrangements can be made for the appropriate PowerSystems Authorisation course to be run consecutively ie on the same day or consecutive days. These candidates will be nominated for the appropriate Authorisation on the nomination form and will be required to provide suitable and sufficient evidence of their previous Authorisations, experience and competency via training history.
- ii. Where **Persons** requiring Authorisations have not held similar Authorisations previously and are being Authorised for the first time. A nomination shall be applied for an initial



Authorisation of WI-PS (work under **Personal Supervision**) and a Certificate of Authorisation issued for training purposes. At this stage the candidate will be put forward for Safety Rule Induction training. Whilst holding the WI-PS Authorisation, the candidate will compile a log of the types of work they have completed under **Personal Supervision**. Once the candidate's Training Mentor is satisfied that they have successfully carried out sufficient training, gained experience and are competent to hold Authorisation in their own right, a further nomination shall be completed and submitted, requesting the appropriate Authorisation. This nomination shall be supported with the evidence which the candidate has been compiling during the training process.

Whichever of the above two conditions apply, Authorisations will only be issued where there is a recognised business requirement and will only be renewed/retained where the business requirement continues i.e. persons will only be Authorised for the categories of work which they are required to undertake. For contractors the period of Authorisation may be limited to the length of the contract.

A summary of the responsible persons at each stage of the various types of Authorisation is given in Appendix 4 of this document.

11.1 Person(s) Not Requiring Training

Where it is considered that a person does not require training in order to become Authorised under ScottishPower Safety Rules, then that person shall be nominated by his Section Head, employer, etc to attend a ScottishPower Safety Rules Induction course. The course will be delivered at one of Power Learning's Training Centres. The judgement of the person's competence shall be based upon the requirements of the relevant Schedule in the Route to Authorisation Document OPSAF-13-003.

The nomination shall be made using the form in Appendix 9. It shall be supported by documented evidence of the candidate's existing knowledge and experience. This evidence will normally be in the form of training certificates, existing Authorisation certificate(s) from another REC(s), personal CV, etc.

It is important to recognise that the Safety Rule Induction course does not comprise a training course, because the person is already purporting to be competent for the required Authorisation. The course is purely to familiarise the person with the ScottishPower Safety Rules and supporting procedures.

Upon completion of the Safety Rule Induction course, each candidate is assessed to determine his level of understanding. Subject to the assessment being satisfactory, the person can move on to the next step, Examination, as described in the Examination section of this procedure.

11.2 Person(s) Requiring Training

11.2.1 Nomination for Training

Where a business need is recognised as requiring a Category of Authorisation for a person, then that person's Section Head, employer, etc will nominate him using the form 'Training for Authorisation Nomination', Appendix 6.

The nomination shall identify the required Groups and Categories of Authorisation.



A Training Mentor will be appointed to assist and guide the candidate through the Authorisation procedure and to ensure that the candidate meets the knowledge requirements as indicated in the appropriate schedules in the Route to Authorisation Document OPSAF-13-003.

11.3 Training and Assessment

Training will in general follow the requirements indicated in the schedules of the Route to Authorisation Document OPSAF-13-003, Attachment 1. The candidate will be required to attend appropriate course modules for the Groups and Categories of Authorisation requested as indicated in these schedules. Throughout the process, the Training Mentor shall monitor the progress of the candidate.

Any person being trained for Authorisation, shall be issued with a personal copy of the Safety Rules Handbook. The 'Request for Issue of Safety Rules Handbook' form is contained in Appendix 5.

Where training requirements include work, operation or control on the **System** an Authorisation Certificate identifying the applicable "under **Personal Supervision** for Training Purposes" categories shall be issued.

A person being trained for **Switching** or **Safety Document** Preparation/Issue, shall maintain details of activities carried out during training in a personal log. Details of the information required are given in section 4 of the Route to Authorisation Document OPSAF-13-003.

For the majority of operational training at the Training Centres, each course includes a pre and post course assessment, this involves a multiple choice question paper covering the specific course material pertaining to the course being delivered. On successful completion of the final assessment the candidate's training shall be updated and they will be put forward to be interviewed by the Operational Compliance Manager or Nominee.

Where the candidate does not achieve a suitable score on the assessment, consideration shall be given to the following:-

- i. Candidate is interviewed.
- ii. Candidate is tutored and arrangements made for a re-assessment, this consists of a 30 question multiple choice paper and following successful completion interviewed.
- iii. Candidate is considered unsuitable for Authorisation and training is terminated.

The marking criteria for the assessment is as follows:-

- 65% and above. Constitutes a pass.
- 45% to 64%. Requires a re-assessment and/or an interview, this will be a judgement made by the Operational Compliance Manager or Nominees.
- 0% to 44%. Consideration shall be given as to the suitability of the candidate to hold the requested Authorisation. Where the candidate is required to achieve the level of Authorisation they shall be tutored by their Training Mentor and arrangements made for them to re-attend a course when they are deemed suitable.

11.4 Refresher Training

Operational Refresher training will be carried out within a period of no longer than three years following the initial training and will require the candidates to attend and successfully achieve a



suitable score on the post course assessment for the associated training course. All refresher training for candidates shall be arranged within a sufficient time scale to prevent their Authorisation expiring.

Where candidates achieve a suitable pass mark, the Authorisation will be updated for a further period of up to three years. Where candidates do not achieve a pass mark on the post course assessment the criteria above for initial training will be applied.

11.4.1 The Role of the Training Mentor

Pre-Course

Following nomination for Authorisation, the Training Mentor shall receive a copy of the Training for Authorisation Nomination Form. The candidate shall be interviewed by the appointed Training Mentor who will assess the candidate's existing knowledge and experience. The Training Mentor shall advise him of the information, instructions and courses he will need for his proposed Authorisation. Prior to attending training for the Authorisation required the candidate shall be provided with sufficient time and materials to familiarise themselves with the key elements of the associated course. Each training course has joining instructions which contain a list of appropriate documentation to which the candidate requires access and a number of sample assessment questions.

The Training Mentor will:-

- Monitor the candidate's progress and give advice and assistance as appropriate
- Apply for the candidate to attend the appropriate course when satisfied that the candidate can meet the requirements of the appropriate schedule of the Route to Authorisation Document OPSAF-13-003
- In the case of Contractor's staff, prior to nomination for Authorisation the candidate shall be interviewed by the Contractor Training Mentor, who will assess the candidate's existing knowledge and experience. A suitable training package, where appropriate, shall be prepared to ensure that the candidate achieves the required standard.

Post-Course

The Training Mentor shall ensure that the candidate is, where appropriate, provided with suitable post-course training and is given objectives to ensure that he may gain the necessary experience. When the Training Mentor is satisfied with the progress of the candidate he shall advise the Recommending Person who will, subject to a satisfactory interview, recommend the candidate for Authorisation.

Where there is no requirement for post-course training and the Training Mentor is satisfied that the candidate has passed the course assessment, the Recommending Person shall be advised accordingly.

11.4.2 Live Work

Prior to being recommended for examination for **Live Work** Procedures, the candidate shall undergo formal training and assessment at a Power Learning Training Centre for the specific **Live Work** Procedure(s). On satisfactory completion of training, the Training Centre Manager's nominee shall send a Certificate of Training to the Business Manager or in the case of Contractors' staff, the employer and to the Operational Compliance Manager.



11.5 Recommendation

The Recommending Person, who shall normally be the person’s Section Head, employer, etc, or if appropriate the Training Mentor, shall satisfy himself that the person has satisfactorily completed the required training and has the necessary knowledge and experience for the Authorisation being requested. He shall ensure that all necessary items of documentary evidence (e.g. Certificate(s) of Training, Personal Log etc.) are submitted to the Examining **Person**.

For Power Systems’ staff, recommendation shall be made by completing the Request for Authorisation Form contained in Appendix 9.

In the case of Contractors' staff, Customers' staff or third parties the employer shall recommend the person using the form contained in Appendix 9. This shall be forwarded to the Project Manager, who shall review the information contained on the nomination form and the supporting material prior to counter-signing the form before passing it on to the Operational Compliance Manager or Nominees. The following are examples of information to be attached to the Request for Authorisation Form:

- i. CV for the candidate
- ii. Copies of existing authorisations with other companies
- iii. Copies of expired ScottishPower Authorisations
- iv. Copies of training at other establishments if being offered as an alternative to ScottishPower training
- v. Copy of any assessment carried out by Power Learning
- vi. Signed copies of the Route to Authorisation Schedules indicating that the candidate has been assessed as meeting the relevant requirements (including any training logs if appropriate)

Note : The Recommending Person shall not be the Examining or Authorising **Person(s)**.

11.6 Examination

In order to ensure that standards are set and regulated then only appointed individuals may carry out examinations at the various Groups and Categories. Examining **Persons** shall be nominated by Business Managers and the Operational Compliance Manager. A list of **Approved** Examining **Persons** shall be held by the Operational Compliance Manager.

For the various Groups and Categories of Authorisations, the candidate shall receive an examination interview conducted by a panel of Examining **Person(s)** made up as follows:

Group/Category of Authorisation	Membership of Interview Panel	Nominator of Interviewer
Authorised Person	A suitably experienced manager, engineer or team leader	Business Manager or Operational Compliance Manager
Senior Authorised Person	A minimum of two suitably experienced managers or engineers	1-nomination by Business Manager; 1-nomination by Operational Compliance Manager
Control Person	A suitably experienced manager or engineer	Business Manager, Grid System Operation Manager or the Control and Restoration Manager



Note:

- The Examining **Person(s)** shall not be the Recommending Person
- The interview panel shall confirm that the person has received adequate training and has the necessary knowledge and experience for the Groups and Categories of Authorisation requested. This shall require, as a minimum, that the candidate has achieved the requirements detailed in the Route to Authorisation Document OPSAF-13-003
- The list of **Approved Examining Persons** is held by the Operational Compliance Manager

A record of the interview shall be retained by the Examining **Person(s)**.

Examination for Operation on the **HV System** shall include a **Switching** test to the instructions of a suitably experienced manager/engineer, nominated by the Business Manager.

The Examining **Person(s)** shall complete Part 3 of the Request for Authorisation Form.

11.7 Authorisation

Approval of Authorisation shall be granted by the Operational Compliance Manager or his nominee by signing Part 4 of the Request for Authorisation Form and the Certificate of Authorisation. The Certificate of Authorisation shall then be issued in duplicate by the Issuing Officer.

The Issuing Officer, who shall be appointed by the Operational Compliance Manager, shall complete Part 5 of the Request for Authorisation Form.

Both copies of the Certificate of Authorisation shall be signed by the **Authorised/Senior Authorised/Control Person**, the original shall be retained and kept in the **Persons** Safety Rules Handbook and the copy shall be returned to the Issuing Officer for record purposes.

12. VALIDITY OF AUTHORISATION

An Authorisation Category shall be valid for a period of not more than three years from the date of examination or successful completion of refresher training/assessment. All Authorisation Categories for **HV** Rubber Glove working or Long or Short Stick **HV** working shall be valid for a period of not more than two years. Where candidates hold other **HV Live** working Authorisation such as Tree cutting (WL-1.100) which are generally valid for three years, these shall be incorporated within the two year refresher training for the Rubber Glove, Long or Short stick Authorisations. The expiry date for each Authorisation Category shall be recorded on the Certificate of Authorisation.

The Business Manager or the Operational Compliance Manager shall ensure that a **Persons** Authorisation is reviewed prior to attendance at the appropriate Refresher Training Course. The review shall confirm that the Authorisation is appropriate to the **Persons** current duties, responsibilities and capabilities and shall include an interview where appropriate.

Authorised/Senior Authorised/Control Persons shall attend the appropriate Refresher Training Course prior to expiry of the validity of an Authorisation Category. Failure to successfully attend such a course shall result in cancellation of the Authorisation Category. In exceptional circumstances the Operational Compliance Manager may extend the validity of the Authorisation Category by a period not exceeding three months.



Following completion of the Refresher Training Course, and prior to renewal of the Authorisation, the **Persons** assessment report shall be examined by the Authorising **Person**.

Individual Authorisations may be reviewed at any time.

13. CANCELLATION OF AUTHORISATION

The Cancellation of Authorisation Form (Appendix 10), shall be signed by the Business Manager or his nominee or the Operational Compliance Manager or his nominee or employer in the case of Contractor staff, stating the reason for cancellation, e.g. retirement, change of duties, suspension. The Cancellation of Authorisation Form shall be returned to and retained by the Issuing Officer who shall update the Authorisation Database accordingly.

Safety Rules Handbook, Certificate of Authorisation, keys and associated documentation, e.g. PSLWM, shall be returned to the Issuing Officer together with the Cancellation of Authorisation Form.

14. RECORDING OF AUTHORISATIONS/TRAINING/OPERATIONAL AUDITS

These records shall be held on the Authorisation Database.

The Operational Compliance Manager is responsible for maintenance and modification of the Authorisation Database.

15. ROUTE TO AUTHORISATION DOCUMENT OPSAF-13-003

The Route to Authorisation Document OPSAF-13-003 shall detail the requirements to be met by candidates for the various Groups and Categories of Authorisation.

16. WORK BY A PERSON WHO IS NOT AN AUTHORISED PERSON

Where reasonably practicable, when a person is required to carry out work where technical knowledge is required to avoid **Danger** then that person shall be Authorised in accordance with this document. The procedure detailed in this section must not be used to circumvent the Authorisation procedure detailed in section 10 of this document and shall not apply to **Live** work procedures.

When not reasonably practicable to Authorise a person, the appropriate level of **Supervision** shall be provided. **Persons** providing **Supervision** in these circumstances shall be appointed in writing. The common term used for this **Supervision** is “Standby”. The responsibilities of a *Standby Man* are detailed in ScottishPower document PSMSP 5.5, OPSAF-11-035.

17. SUPPLY EMERGENCY AUTHORISATION OF CONTRACTORS

Supply Emergency conditions shall be declared by the Operations Director or nominee. Under Supply Emergency conditions, it may be necessary to import non-Power Systems Authorised staff to carry out work on the **System**. These persons will require to be recognised as



Authorised Persons, but the time constraints involved determine that it will not be possible to fully comply with the procedures detailed above.

The following procedures may be adopted under Supply Emergency Conditions ONLY to Authorise imported staff.

17.1 Emergency Authorisation Procedure

17.1.1 Persons who may be considered for Emergency Authorisation

The only persons who may be considered for Authorisation under these Emergency Authorisation Procedures are those persons who are already Authorised by another REC, NGC, Powergen, etc.

17.1.2 Evidence Required in Support of Emergency Authorisation Request

Before the person will be considered for examination, the candidate must produce evidence of the Authorisations detailed above. This must be in the form of a certificate and the Certificate Number will be recorded on the 'Authorisation Certificate for Imported Staff' by the Examining **Person**. The person may be required to produce other means of identification, e.g. Driver's Licence.

17.1.3 Examining **Person**

The Business Manager or Operational Compliance Manager will approve the nomination of Power Systems staff who will be Examining **Persons** for Supply Emergencies.

Examining **Persons** for Supply Emergencies will conduct an examination to a similar standard as if the candidate for Authorisation had progressed through the normal procedures detailed in this document. In particular, the examination will address the items covered in the 'Safety Rules Briefing for Imported Staff', Appendix 11. A copy of the 'Safety Rules Briefing for Imported Staff' will be issued to the candidate at the time of issue of the 'Authorisation Certificate for Imported Staff'.

17.1.4 Authorisation Certificate

Subject to the interview being satisfactory, the Examining **Person** will issue an 'Authorisation Certificate for Imported Staff', Appendix 12. The Examining **Person** will grant the minimum Groups and Categories of Authorisation compatible with the work required. These Groups and Categories will not under any circumstances exceed the Authorisation that the person already holds with another Company. The 'Authorisation Certificate for Imported Staff' will remain valid for a period of up to 30 days from the date of issue. The certificate can be issued as a hand written document or be produced electronically via the SAPs database. Regardless of whether the 'Authorisation Certificate for Imported Staff' was produced by hand or electronically, the Authorisation issued to the candidate shall be recorded on the SAPs database within the Emergency Authorisation area. This will provide a record of Authorisations issued for any future Emergency requirements.

A signed copy of the 'Authorisation Certificate for Imported Staff' will be sent to the appropriate Control Centre(s).

**18. APPENDIX 1 - SCHEDULE OF AUTHORISATION – GENERAL****SAFETY DOCUMENT CATEGORIES**

Authorisation No.	Description
S-1	Prepare, issue, receive, clear and cancel all Safety Documents (without Limitation or Exclusion within Voltage Level)
SI-2	Prepare, issue and cancel, PFW, SFT, LWC
SI-3	Prepare, issue and cancel PFW, LWC
SI-4	Prepare, issue and cancel PFW
SI-5	Prepare, issue and cancel LWC
SR-2	Receive and clear PFW, SFT, LWC
SR-3	Receive and clear PFW, LWC
SR-4	Receive and clear LWC

OPERATE SYSTEM CATEGORIES

Authorisation No.	Description
OP-1	Switching (without Limitation or Exclusion within Voltage Level)
OP-2	Switching
OP-3	Insert and remove LV cut-out fuses
OP-PS	Switching under Personal Supervision to the limit of the accompanying Persons "OP" authorisation for training purposes

WORK CATEGORIES

Authorisation No.	Description
WI-1	Work on Isolated Plant/Apparatus including work adjacent to Live Apparatus
WI-2	Non-electrical work adjacent to Live Apparatus
WI-3	Work on Isolated Protection/Telecoms/Metering equipment
WI-PS	Work under Personal Supervision to limit of accompanying Persons "WI" authorisation for training purposes
WL-1	Work on, or near to, Live Apparatus as specified on Live Work Certificate
WL-2	Accompanying Person for work on, or near to, Live Apparatus
WL-PS	Work under Personal Supervision to limit of accompanying Persons "WL" authorisation for training purposes

SUBSTATION ENTRY CATEGORIES

Authorisation No.	Description
EN-1	Independent entry to substations with exposed Live conductors
EN-2	Independent entry to substations with no exposed Live conductors

STANDBY DUTY CATEGORIES

Authorisation No.	Description
SB-1	Standby – Personnel and Work/Access Equipment in accordance with PSS1 6 and 8
SB-2	Standby – Personnel and Work at ground level, excluding long objects.

DRAIN EARTH CATEGORIES

Authorisation No.	Description
DE-1	Application & Removal of Drain Earths to Overhead Conductors
DE-PS	Application & Removal of Drain Earths to Overhead Conductors under Personal Supervision for training purposes

CONTROL PERSON CATEGORIES



Authorisation No.	Description
CP-1	To carry out duties of a Control Person as defined in OPSAF-11-032
CP-2	To carry out duties defined in OPSAF-11-033 as a <i>Delegated Control Control Person</i>
CP-3	To carry out duties defined in OPSAF-11-034 as a <i>Field Control Control Person</i>
CP-PS	To carry out Control duties under Personal Supervision , to the limit of the accompanying Persons "CP" authorisation for training purposes.

SPECIAL AUTHORISATION CATEGORIES

Authorisation No.	Description
Z-1	Continuous tension stringing of earthwires under single circuit outage conditions on double circuit 132/275/400 kV OHL's - PSSI 16 Attachment B
Z-2	Wrap-on optical cable installation on earthwires of 132/275/400 kV double circuit OHL's - PSSI 16 Attachment C
Z-3	Optical earthwire installation on 275/400 kV double circuit OHL's with both circuits Live (Cradle Block Technique) - PSSI 16 Attachment D
Z-4	All dielectric self supporting optical cable installation on 132/275/400 kV double circuit OHL's - PSSI 16 Attachment E

EXCLUSIONS

Suffix	Description
X-1	Excluding switchgear controlling customers supplies
X-2	Excluding fault Switching
X-3	Excluding application of Primary Earths
X-4	Excluding application of Portable Primary Earths
X-5	Excluding application of Primary Earths other than integral/transfer earths
X-6	Excluding application of Primary Earths other than Portable Primary Earths
X-7	Excluding application of Primary Earths other than Portable Primary Earths on Overhead Spur Lines
X-8	Excluding the application of Primary Earths that earth totally underground cable sections and excluding the application of Portable Primary Earths on Ground Mounted Switchgear.
X9	Excluding operation of equipment specified in attached note until specified training has been successfully completed

**LIMITATIONS**

Suffix	Description
L-0	Customers Supplies
L-1	Specified Geographical Area or Location
L-2	Issue to self
L-3	Pre-planned Work
L-4	Limited to 33kV radial circuits associated with the 11kV control boundary
L-5	Single point of isolation
L-6	Up to three points of isolation
L-7	Ground mounted transformers
L-8	Tower working only
L-9	Tree cutting operations only
L-10	Overhead Lines
L-11	Overhead Spur Lines
L-12	Substations
L-13	Underground Cables
L-14	Ring main units
L-15	Non-withdrawable extensible switchgear
L-16	Withdrawable switchgear moving portion
L-17	Ground mounted switchgear
L-18	Circuit breakers
L-19	Pole mounted auto reclosers
L-20	Air Break Switch Disconnectors
L-21	Pole mounted Fuses/Links
L-22	Ground mounted Fuses/Links
L-23	Lower voltage side of grid transformer
L-24	Substation auxiliary supplies Apparatus
L-25	Mobile generators
L-26	Pole Mounted Apparatus
L-27	System Control
L-28	Safety Control
L-29	Remote operation by electrical means to Control Person instruction
L-30	Unmetered Supplies Only
L-31	Metering equipment
L-32	Telecoms equipment
L-33	Protection Equipment
L-34	Fixed pattern extensible GIS circuit breaker panels
L-35	Withdrawable extensible switchgear
L-36	Mobile generators synchronisation both on and off at generator position only
L-37	Circuit breakers, Open bus bar connected
L-38	<i>Not in use</i>
L-39	<i>Not in use</i>
L-40	Pole mounted fuses on 22kV System
L-41	Air Break Switch Disconnectors on 22kV System
L-42	Auto reclosers on 22kV System
L-43	22kV Only
L-44	Limited to Live Line Pole Erection Machine Operator
L-45	<i>Not in use</i>
L-46	<i>Not in use</i>
L-47	<i>Not in use</i>
L-48	<i>Not in use</i>

**19. APPENDIX 2 - SCHEDULE OF AUTHORISATION LIVE WORKING****LV - LIVE WORK APPROVED PROCEDURES**

PROCEDURE No.	DUTY
	WORK ON PLANT
WL-1.01	Cleaning Substation Distribution Boards and Network Pillars
WL-1.02	Dressing Contacts on Substation Boards and Network Pillars
WL-1.03	Removing and Replacing Labels
WL-1.04	Changing Busbar/Feeder Contacts and/or Cable Terminations
WL-1.05	Temporary Connection of Approved Test Equipment
WL-1.06	Changing Battery Cells
WL-1.08	Electro Technical Work on Selected Panels
WL-1.09	Installation of 2.5mm ² 4 Core cable to Cannon Veam snaplock system
	WORK ON CABLES AND LINK BOXES
WL-1.10	Mains Straight Joints
WL-1.11	Mains Breeches Joints
WL-1.12	Service/Mains Breech Joints
WL-1.13	Service Straight Joints
WL-1.14	Pot Ends
WL-1.15	<i>Refloating Link Box Compound (This procedure has been removed)</i>
WL-1.16	Breaking Down a Straight, Breech or 'T' Joint
WL-1.17	New or Renewed Cable Termination on Shielded Pattern LV Board
WL-1.18	Work on LV Air Circuit Breakers Associated with Substation Distribution Boards
	WORK ON OVERHEAD LINES
WL-1.20	Jumper removal
WL-1.21	Jumper Connection
WL-1.22	Service Span Disconnection
WL-1.23	Service Span Connection
WL-1.24	Replacement of Pole Mounted LV Fuse Unit
WL-1.25	Erection and Connection of LV Cable Termination
WL-1.26	Disconnection and Removal of LV Cable Termination
WL-1.27	<i>Replacement of Through Line Insulator (This procedure has been removed)</i>
WL-1.28	Testing PTE Earthing
WL-1.30	Installation of additional stay insulator
	WORK ON SERVICE TERMINATIONS
WL-1.50	Changing Insulated Cutouts
WL-1.51	Changing Metalclad Cutouts
WL-1.52	Changing Single Phase ISCO Metalclad Cutouts
WL-1.59	Installation of Single Phase Temporary Service Cable.
	WORK ON METERING
WL-1.60	Changing Single Phase Meter
WL-1.61	Changing CT Operated Meters
	WORK ON MOBILE GENERATORS
WL-1.70	Connection of LV generator with automatic synchronisation
WL-1.71	Connection of LV generator with manual synchronisation
WL-1.72	Disconnection of LV generator from the system

**11kV – APPROVED “SHORT HOT STICK” Procedure**

WL-1.130	Installation of By-pass Jumpers
WL-1.131	Erection and Use of Insulating Scaffolding
WL-1.132	Binding and Unbinding Conductors
WL-1.133	Compression Jointing
WL-1.137	Lubrication of Air-break Isolating Switch Mechanism
WL-1.140	Jumper Cutting and Making Operations
WL-1.141	Replacement of Intermediate Pole, Crossarm or Insulators - Auxiliary Crossarm Method
WL-1.142	Manweb 'Short Hot Stick' Procedures
WL-1.143	Manweb 'Short Hot Stick' Procedures LL01 and LL21
WL-1.SS1	As a member of a live working team carry out and supervise Approved HV Short Hot Stick procedures specified above
WL-1.SS2	As a member of a live working team carry out Approved HV Short Hot Stick procedures specified above under the Personal Supervision of a WL-1.SS1 Authorised Person

11kV - APPROVED "LONG HOT STICK" PROCEDURES

WL-1.150	General Requirements
WL-1.151	Approved Long Stick Tools
WL-1.152	Disconnection and Reconnection 2-Wire Construction: Non Parking Method
WL-1.153	Disconnection and Reconnection 2-Wire Construction: Parking Method
WL-1.154	Disconnection and Reconnection 2-Wire Construction: Parking Bar Method
WL-1.155	Disconnection and Reconnection 3-Wire Construction: Non Parking Method (3 Man Team)
WL-1.156	Disconnection and Reconnection 3-Wire Construction: Parking Method
WL-1.157	Disconnection and Reconnection 3-Wire Construction: Parking Bar Method
WL-1.158	Long Stick Conductor Cutting
WL-1.159	Disconnection, Earthing and Reconnection of Pole Termination Connections: 2 and 3 Wire Construction
WL-1.160	Earthing pole boxes Long Stick disconnection and reconnection: Parking bar method

**11kV -APPROVED HV (RUBBER) GLOVE PROCEDURES**

WL-1.170	Preliminary Procedures (Position IAD Near Live Conductors, Apply Coverup, Install/Remove Bypass Jumpers)
WL-1.171	Pin Insulator Change
WL-1.172	Crossarm Change - Intermediate Pole
WL-1.173	Intermediate Pole Change - 3 Phase
WL-1.174	Intermediate Pole Change - 1 Phase
WL-1.175	Connection of Mid Span Intermediate Pole
WL-1.176	Strain Insulator Change
WL-1.177	Insulator Insert
WL-1.178	Conductor Repair
WL-1.179	Connection of Pole Mounted Apparatus
WL-1.180	Maintenance/Lubrication of Pole Mounted A/B Switch
WL-1.181	Tree Cutting/Limbing
WL-1.182	Renewal/Install Stay
WL-1.189	Manweb Procedures HO1-HO17
WL-1.531	HV Rubber Glove Procedures in accordance with PSLWM OPSAF-12-15 Issue 1

APPROVED MISCELLANEOUS PROCEDURES

WL-1.29	Tree Cutting/Limbing (LV)
WL-1.100	Tree Cutting/Limbing (HV)
WL-1.101	Pole Erection - Use of 180° / 360° Excavator/Loader and Pole Handling Attachment
WL-1.102	Mirror Inspection
WL-1.103	Pole Erection - Using 180° / 360° Excavator/Loader (Sling Method)
WL-1.104	Pole Erection - Using Vehicle Mounted Loader and Sling



20. APPENDIX 3 – AUTHORISATION CERTIFICATE

SCOTTISHPOWER

POWER SYSTEMS

CERTIFICATE OF AUTHORISATION



Name:

Designation:

Personnel No.:

Employer:

Division

ISSUE

The above named **Person** is designated an **Authorised Person / Senior Authorised Person* / Control Person** as indicated within each Voltage Level on the Certificate of Authorisation – General and as defined in the ScottishPower Safety Rules (Electrical and Mechanical) – 4th Edition and is authorised for the purpose of carrying out duties on the ScottishPower Power Systems **System**, within the limits defined.

Signed: Date:

Designation:

RECEIPT

In receiving this Certificate of Authorisation I recognise the responsibilities placed upon me by the ScottishPower Safety Rules.

I acknowledge receipt of:

ScottishPower Safety Rules (Electrical and Mechanical) – 4th Edition Handbook Serial No.

Keys	Key No.	Key Type
------	---------	----------

which will remain the property of ScottishPower. I undertake to keep them under my personal control and to return them to ScottishPower when this authorisation is cancelled.

Signed: Date:

The authorisation categories are detailed in the attached Certificate of Authorisation – General and are individually valid for a period of no more than 3 years.

*Senior Authorised Person - S-1; SI-2; SI-3; SI-4 or SI-5 within Voltage Level



CERTIFICATE OF AUTHORISATION – GENERAL

Name:

Personnel No:

Date of Issue:



LV System

<u>Authorisation</u>	<u>Excluding</u>	<u>Limited to</u>	<u>Expiry Date</u>
SR-4	Receive and clear LWC		14/06/2003
OP-1	Switching (without Limitation or Exclusion within Voltage Level)		14/06/2003
WI-1	Work on Isolated Plant / Apparatus including work adjacent to Live Apparatus		14/06/2003
WL-1	Work on, or near to, Live Apparatus as specified on Live Work Certificate	L-10 Overhead Lines	14/06/2003
EN-1	Independent Entry to Substations with Exposed Live Conductors		14/06/2003
SB-1	Standby – Personnel and Work / Access Equipment in accordance with PSSI 6 & 8		14/06/2003

11kV System

<u>Authorisation</u>	<u>Excluding</u>	<u>Limited to</u>	<u>Expiry Date</u>
SI-5	Prepare, issue and cancel LWC	L-2 Self Only	14/06/2003
SR-3	Receive and clear PFW, LWC	L-16 Withdrawable switchgear moving portion	14/06/2003
OP-2	Switching	X-3 Excluding application of Primary Earths L-5 Single Point of Isolation L-17 Ground Mounted Switchgear	14/06/2003
WI-1	Work on Isolated Plant / Apparatus including work adjacent to Live Apparatus		14/06/2003
WL-1	Work on, or near to, Live Apparatus as specified on Live Work Certificate	L-10 Overhead lines	14/06/2003
EN-1	Independent Entry to Substations with Exposed Live Conductors		14/06/2003
SB-1	Standby – Personnel and Work / Access Equipment in accordance with PSSI 6 & 8		14/06/2003

33kV System

<u>Authorisation</u>	<u>Excluding</u>	<u>Limited to</u>	<u>Expiry Date</u>
SR-3	Receive and clear PFW, LWC	L-12 Substations	14/06/2003
WI-1	Work on Isolated Plant / Apparatus including work adjacent to Live Apparatus	L-12 Substations	14/06/2003
EN-1	Independent Entry to Substations with Exposed Live Conductors		14/06/2003
SB-1	Standby – Personnel and Work / Access Equipment in accordance with PSSI 6 & 8		14/06/2003



132kV System

<u>Authorisation</u>	<u>Excluding</u>	<u>Limited to</u>	<u>Expiry Date</u>
SR-3	Receive and clear PFW, LWC	L-12 Substations	14/06/2003
WI-1	Work on Isolated Plant / Apparatus including work adjacent to Live Apparatus	L-12 Substations	14/06/2003
EN-1	Independent Entry to Substations with Exposed Live Conductors		14/06/2003
SB-1	Standby – Personnel and Work / Access Equipment in accordance with PSSI 6 & 8		14/06/2003

275/400kV System

<u>Authorisation</u>	<u>Excluding</u>	<u>Limited to</u>	<u>Expiry Date</u>
SR-4	Receive and clear LWC	L-12 Substations	14/06/2003
WI-1	Work on Isolated Plant / Apparatus including work adjacent to Live Apparatus	L-12 Substations	14/06/2003
EN-1	Independent Entry to Substations with Exposed Live Conductors	L-12 Substations	14/06/2003
SB-2	Standby – Personnel and Work at ground level, excluding long objects		14/06/2003



CERTIFICATE OF AUTHORISATION – LIVE WORK

Name:

Personnel No:

Date of Issue:



Live Work LV

Approved LV Live Procedures

<u>Code</u>	<u>Description</u>	<u>Expiry Date</u>
WL-1.20	Jumper Removal	14/06/2003
WL-1.21	Jumper Connection	14/06/2003

Live Work 11kV

Approved HV Hot Glove Procedures

<u>Code</u>	<u>Description</u>	<u>Expiry Date</u>
WL-1.171	Pin Insulator Change	14/06/2003
WL-1.172	Crossarm Change – Intermediate Pole	14/06/2003

Live Work 11kV

Approved HV Short Hot Stick Procedures

<u>Code</u>	<u>Description</u>	<u>Expiry Date</u>
WL-1.130	Installation of Bypass Jumpers	14/06/2003
WL-1.131	Erection and Use of Insulating Scaffold	14/06/2003

Live Work 11kV

Approved HV Long Hot Stick Procedures

<u>Code</u>	<u>Description</u>	<u>Expiry Date</u>
WL-1.158	Long Stick Conductor Cutting	14/06/2003



21. APPENDIX 4 – RESPONSIBLE PERSONS

SUMMARY OF RESPONSIBLE PERSONS FOR AUTHORISATION STAGES

Employer	Type of Authorisation	Training Nomination	Recommendation*	Examination*	Approval (Authorising Person)	Issuing Officer
PS Business Unit	Authorised Person	Section Head	Section Head	BM or Nominee	BM or OCM or Nominee	BM or OCM Issuing Officer
	Senior Authorised Person			BM and OCM or Nominees		
	LV Live Work			BM or Nominee		
	HV Live Work		BM or Nominee			
	Field Control Control Person Delegated Control Control Person		BM or Nominee			
PS PSMC	Control Person (CP-1)	Section Head	Section Head	CRM or Nominee	OCM or Nominee	OCM Issuing Officer
PS Grid System Operation	Authorised Person			GSOM or Nominee		
PS Head Office						
Other SP Division						
Contractor	Authorised Person: Live LV Work	Employer	Employer	OCM or Nominee		
Customer	Authorised Person; Operation of SP Apparatus					

Note: * The Recommending Person shall not be the Examining Person

BM - Business Manager
CR - Control and Restoration Manager

OCM - Operational Compliance Manager
GSOM - Grid System Operation Manager



22. APPENDIX 5 – SAFETY RULES BOOK REQUEST

REQUEST FOR ISSUE OF SAFETY RULES HANDBOOK

Please complete in Block Capitals

Part 1 Details of Applicant

Name :

Designation :

Personnel No :

Employer/Business Unit:

Please issue ScottishPower Safety Rules (Electrical and Mechanical) – 4th Edition Handbook to the above named person.

- (i) * For Training
- (ii) * For Reference / Information Only

Signed:

Date :

Designation:

Personnel No.:

Part 2 For Use of Issuing Officer

Safety Rules Handbook Issued: (date)

Authorisation Database Updated: (date)

Signed: Issuing Officer

** Delete as appropriate*



23. APPENDIX 6 – AUTHORISATION TRAINING NOMINATION

TRAINING FOR AUTHORISATION NOMINATION FORM

Please complete in Block Capitals

Part 1 Details of Applicant

Name: _____ Personnel No: _____

Designation: _____

Employer / Business Unit: _____

Candidate has: Current Authorisations / Expired Authorisations / No Previous Authorisations* with ScottishPower

Part 2 To be completed by Section Head

The above named person is hereby nominated for training for the following Groups and Categories of Authorisation:

<u>Voltage</u>	<u>Authorisations Required</u> <i>(including Limitations / Exclusions / Live Work Procedures)</i>
LV	_____
11kV	_____
33kV	_____
132kV	_____
275/400kV	_____

Nominated Training Mentor: _____

Designation: _____ Personnel No. : _____

Signed: _____ Personnel No. : _____

Designation: _____ Date : _____

Delete as appropriate



24. APPENDIX 7 (DISCONTINUED)

25. APPENDIX 8 (DISCONTINUED)



26. APPENDIX 9 – REQUEST FOR AUTHORISATION

REQUEST FOR AUTHORISATION

Part 1 Statement by Employer or Manager :

Full Name of Nominee: Pers / Ref No.

Designation: N.I. No

Employer / Business Unit: Contractor Safety Passport No.

I confirm that in my opinion the above named **Person** is competent to carry out the following work :-

Contract / Site :

Description of Work to be Carried Out :

I confirm that : the candidate has sufficient technical knowledge and/or experience to avoid danger; is conversant with Section 7 of the Health and Safety etc. at Work Act,1974, and the requirements of the Electricity at Work Regulations, 1989; is over 18 years of age. Please find herewith the following documentation in support of this application : *(Please tick as appropriate)*

Training Records / History Copy Previous Certificate(s) and/or Certificates from other RECs Copy NPTC Cert. CV

First Aid Certificate Expiry Date : Other :

<i>Voltage</i>	<i>Authorisations Required (including Limitations / Exclusions / Live Work Procedures)</i>
LV
11kV
33kV
132kV
275/400kV

Signed : Date :

Designation :

For (Company / Organisation) :

Business Address :

Post Code: Tel. No. :

Contact Name : Fax No. :

e-mail Address : Mobile No. :

Part 2 Statement by PowerSystems Project Manager / Line Manager :

I request that arrangements be made for training and assessment for authorisation for the above nominee, and that they be issued with a copy of the ScottishPower Safety Rules. I confirm that the authorisations as requested above are those which are required by the candidate to carry out the work detailed above on the PowerSystems **System**.

Signed : Pers No : Date :

Business / Location: Tel No : Fax No:

The Project / Line Manager should now forward the original form along with supporting documentation to Operational Compliance for training and authorisation arrangements.

Part 3 To be completed by the Examining Person



The above named Person was examined by myself * / a panel consisting of _____
_____ for the Authorisation Groups and Categories
recommended in Part 2 of this Authorisation Form. I/we consider that the above named person is :

- *(a) Suitable for appointment as an **Authorised / Senior Authorised / Control Person** * with the Authorisation Groups and Categories detailed in Part 2 of this Form.
- or*
- *(b) Requires further training and / or experience (give details in part 6).

Examined by : _____ Personnel No. : _____
 Designation : _____ Date : _____

Part 4 To be completed by Authorising **Person**

This Request for Authorisation * is approved / is not approved (give details in part 6)

Signed : _____ Personnel No : _____
 Designation : _____ Date : _____

Part 5 For use of Issuing Officer

Items	Details	Date
Certificate of Authorisation		
Safety Rules Handbook		
Keys (specify type & no.)		
PSLWM (Controlled Copy No.)		
Database Updated		

Signed _____ Issuing Officer

Part 6 Comments

* Delete as appropriate



27. APPENDIX 10 – AUTHORISATION CANCELLATION

CANCELLATION OF AUTHORISATION FORM

Please complete in Block Capitals

The undernoted shall cease to be an **Authorised Person** effective from (Date:)
and for the reason(s) given :

Name :
Designation :
Personnel No.:
Employer / Location:
Reason(s) :

The following associated items are returned herewith : (or please state reason for non-return if appropriate)

Item	Comment
Certificate of Authorisation	
Safety Rules Handbook	
PSLWM (Controlled Copy No.)	
Keys: (Type and Stamp No.)	
<i>Please list all keys individually by type, and stamp number if applic.</i>	

Signed : Please Print :
Date :
Designation :
Tel. (incl. STD Code)

<i>For PowerSystems Use Only</i>			
Authorisation Database Updated :		File Records Updated :	



28. APPENDIX 11 – SUPPLY EMERGENCY BRIEFING

SAFETY RULES BRIEFING FOR IMPORTED STAFF

The following points shall be covered in a briefing to all staff imported into the Company during a Supply Emergency. After briefing its contents, a copy of this briefing sheet shall be given to each team member, with a signed copy of the 'Authorisation Certificate For Imported Staff'

ScottishPower will accept a current Authorisation of another Company as an indication of Competence.

It is possible that only the leader of each team will be Authorised as other Companies do not require every team member to be Authorised. The team leader, when in receipt of a Safety Document, is responsible for the **IMMEDIATE SUPERVISION** of the remaining members of the team unless required to provide **PERSONAL SUPERVISION** by a Senior Authorised Person (SAP).

Check or issue the following items of equipment for use on the System

HV Earths / LV Shorting Kits

HV Voltage Indicator and tester

Safety Locks

Key Safes

Caution Notices & Danger Notices

Safety Documents - Permit For Work / Sanction For Test / Limited Work Certificate

Switching Log book (ROOF)

LV Test Lamp / Phase Rotation Meter / Polarity Tester

Different terminology is used by other Companies with the following explained :-

Primary Earth is the main earth between the point of isolation and the point of work (applied before the issue of the Safety Document). This may also be known as a Circuit Main Earth in other Companies. The size of the "shorting part of the earth" should be 120 mm².

Drain Earths are HV earths erected adjacent to the point of work. These may be known as Additional Earths and in other Companies may be a different colour and a smaller size.

Safety Documents vary between Companies in name and detail,

e.g. Permit For Work – Permit To Work; Sanction For Test – Sanction To Test; Limited Work Certificate – Limitation of Access.

Where an imported team from another Company has a SAP in charge then it will be appropriate for the team to use their own Safety Documents.

Imported staff using ScottishPower Safety Documents must fully understand the various sections on a ScottishPower PFW / SFT / LWC and that Safety Locks are locks with unique keys issued to individual SAPs. The keys to the Safety Locks are kept by the SAP in a Key Safe throughout the time when a PFW / SFT / LWC is in operation.

Key Safes will be used at HV. Imported SAPs should use their own Key Safes or be issued with Power System Key Safes, a Control Key and be instructed in their use.

LV Shorting Kits are a device to be used to protect staff by shorting all the conductors together when working on isolated overhead LV conductors and must always be used.

Control Person is the Control Engineer in either the Grid Control Centre (GCC), or the Power Systems Management Centre (PSMC) or a Regional Delegated Control Centre.



Field Control Person is a person who has received control from the Control Centre in order to continue with repair work on site. Another term used in other Companies is Local Control.

Identification of equipment on site is by the following means :

Substations are identified by a number, i.e.7645/01P and / or a name.

HV fuses in the Manweb area are identified by a number i.e.8756/03F.

HV O/H lines in the Manweb area are identified by a line number, together with a pole number

When restoring supplies the polarity and if appropriate the phase rotation must be tested.

Use of uninsulated Mobile Elevated Work Platforms (MEWP/Cherry Picker) on live O/H lines is not allowed.

Replacement of any HV fuse shall only be carried out to the instruction of a Control Person

In case of an accident, electrical or otherwise, **STOP WORK IMMEDIATELY** and contact the appropriate Control Person on the relevant Emergency Contact Number listed below:

PSMC Scotland	01698 499100
PSMC Manweb	0151 609 4999
Grid Control Kirkintilloch	0141 776 2431

Note: This Appendix, when issued in pad form, appears on one single A4 side of paper.



29. APPENDIX 12 – SUPPLY EMERGENCY AUTHORISATION

**SUPPLY EMERGENCY
AUTHORISATION CERTIFICATE FOR IMPORTED STAFF**

Name : _____

Employer / Company : _____

Current Authorisation level held within Supply Industry :
Competent Person / Authorised Person / Senior Authorised Person / Control Person

Current Supply Industry Authorisation Certificate Number : _____

I hereby certify that the above named person is Authorised to carry out the following work on the
ScottishPower Manweb / Scotland Networks :

Voltage Level	LV	11	33	132	275/400
Drain Earthing					
Application of Drain Earths - DE-1					
Documentation					
Issue and Cancel - PFW / SFT / LWC					
Receive and Clear - PFW / SFT / LWC					
Work					
Work on isolated networks					
Work on live LV equipment and services					
Switching					
Operate switchgear without restriction					
Operate pole mounted fuses & links					
Operate Air Break switches (e.g. ABSW or Mast Switches)					
Operate pole mounted reclosers (PMR/PMAR/GVR)					
Control					
Field Control Person					
Keys					
Access Key Issued - Number :					
Operational Key Issued - Number :					
Key Safe Control Key - Number :					
Restrictions					

This Authorisation is valid for 30 days from _____

Issued By: Supply Emergency Examining Engineer
(Approved by Business Manager or Operational Compliance Manager)

Signed _____ Print _____

Receipt : I acknowledge receipt of the above authorisation and understand the nature of the duties involved and restrictions. I have received a copy of the induction 'Safety Rule Briefing For Imported Staff', the contents of which have been explained to myself.

Signature of Holder _____ Date _____ / _____ / _____

Copy faxed to appropriate Control Centre(s) _____