

NATIONAL SAFETY INSTRUCTION

UK BP/SE/NSI 31 APPROVAL OF PROCEDURES FOR NATIONAL GRID ELECTRICITY SAFETY RULES

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PURPOSE AND SCOPE

This procedure lays down the requirements to control certain procedures, tools and equipment for use on the Electricity Transmission System. These procedures, tools and equipment are used for work in significant risk areas and therefore require that they are fit for purpose and have been appropriately chosen for the task for which they are needed.

The National Grid Electricity Safety Rules make reference to certain '**Approved**' procedures for controlling high risk activities and the process for initiating and withdrawing these procedures is defined in this document.

The process for managing certain equipment and tools used to do work on the transmission system is also described within the text.

PART 1 – PROCEDURE

1.1 Approval of Portable Earthing Equipment

Within National Grid, Asset Management is responsible for the technical specifications and type registration process for equipment on the Electricity Transmission System. Earthing equipment used on the system falls within this scope, both for fixed earths and portable earths. The type registered list of portable earthing equipment to be used on the Electricity Transmission system, is detailed in TRL 2.2 Pt 4.

1.2 Tools and Equipment

The NGC Safety Rules have in the past detailed tools and equipment that needed to be **Approved** for use. With the advent and development of Standards and new legislation, in particular the fundamental requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) and the Lifting Operations and Lifting Regulations 1998 (LOLER), there is no longer a need to approve these tools and equipment under the Safety Rules.

There is still however a requirement to ensure that certain tools and equipment used for work on the transmission system are fit for purpose. It is the responsibility of Asset Management, to ensure that those to which this requirement relates and which are bought off-the-shelf (and which **shall** conform to the relevant Standards) are appropriately chosen to be safe for the tasks for which they are purchased. A register of these will be maintained by Asset Management, and staff shall use this register as a means of identifying the correct tool for the task.

For the avoidance of doubt, this list does not apply to the tools used by contractors who are responsible for ensuring that their tools and equipment are fit for purpose.

In addition tools and equipment and supporting processes developed within Asset Management for work on the Electricity Transmission System shall be managed via the Maintenance Delivery Electricity Development Group. Forms for the sanction of these are in Appendix A

1.3 Approvals of processes and procedures

The National Grid Electricity Safety Rules makes reference to '**Approved**' procedures for the following activities:-

Live Line Working Specialised Procedures
G3 Procedures
G4 Procedures
Restoration of Motive Power (ROMP) Procedures
Sanction for Work (SFW) Procedures

These procedures will be managed, and a register maintained, by the Safety, Health, Environment and Security (SHES) directorate. Forms to apply for approval and to withdraw **Approved** procedures from circulation are contained within appendix B and C. Approval for these procedures will be made by the Maintenance Delivery Electricity Manager.

Changes to the **Safety Rules** will also be agreed and signed via this process.

PART 2 – DEFINITIONS AND DOCUMENT HISTORY

2.1 DEFINITIONS

Words printed in 'Bold' text are as defined within the National Grid Electricity Safety Rules.

DOCUMENT MANAGEMENT RECORD

Document Title	APPROVAL PROCEDURE
Document No:	UK BP/SE/NSI 31
Previous Review Date:	
Next Review Date:	

Document Issue Status				
Issue	Date	Notes	Originator	Authorised for Use
1	July 2007	New Procedure. Replace NSI 31 Issue 2 Nov 1996	M Brown Senior SHES Advisor	Simon Atkin SHES Safety Standards

APPENDIX A

APPLICATION TO BE SANCTIONED FORM FOR TOOLS AND EQUIPMENT (MDE)

A1 APPLICATION

To: Chairman, Maintenance Delivery Electricity Development Group

From:

I apply for the following tool/equipment* to be **Sanctioned**. (A full submission must be attached including **all** supporting information):

List of supporting information (Type Test results etc): -

Technical Specification(s) / Standard(s): -

European Directives applicable: -

Date Procedure/Tool/Equipment* demonstrated to DG:-

A2 EXAMINATION

The following specialist(s) have completed an assessment (within their specialist area), of the Tool/Equipment* and support the application to be **Sanctioned**;

Name	Location	Designation	Date	Signed

The following additional information has been attached as a result of my/our examination:-

A3 RECOMMENDATION

To: Chairman, Maintenance Delivery Electricity Development Group

As a result of satisfactory examinations and assessments by the appropriate specialists and with the agreement of the MDEDG* (Minute..... of meeting dated.....) I recommended that this Tool/Equipment* be **Sanctioned** for use;

- X throughout National Grid UK Electricity Transmission*
- X locations identified as suitable *
- X only at*

Signed	Designation	Date
	Chairman, Maintenance Delivery Electricity Development Group	

Note: Chairman can't recommend and sign – either member / group to chairman or chairman to MDE Manager

A4 SANCTION FOR USE

As a result of the satisfactory examination and assessment by appropriate specialists I certify that this tool/equipment* is **Sanctioned** for use;

- X throughout National Grid UK Electricity Transmission*
- X locations identified as suitable for hv live line working*
- X only at*

Signed	Designation	Date
	Maintenance Delivery Electricity Manager	

A5 REGISTRATION

The above tool/equipment has been allocated the following registration number

Registration Number and

- filed in the Maintenance Delivery Electricity Register of Sanctioned /tools/equipment
- issued with a Certificate of Conformity
- 'CE' marking arranged where appropriate

Signed	Designation	Date
	Chairman, Maintenance Delivery Electricity Development Group	

APPENDIX B

APPLICATION FOR APPROVAL OF PROCEDURES

B.1 APPLICATION FOR APPROVAL

To: SHES Safety Standards Manager

I apply for Approval of the following procedure FOR THE PURPOSE OF THE NATIONAL GRID ELECTRICITY SAFETY RULES

BRIEF DESCRIPTION OF PROCEDURE*/PROCESS*
(a full submission must be attached)

.....
.....
.....
.....
.....
.....

PURPOSE FOR WHICH APPROVAL IS SOUGHT

.....
.....
.....

Name..... Designation

Location

Signed..... Date

*Delete as appropriate

B.2 EXAMINATION AND RECOMMENDATION

I have completed the examination of this procedure and consider it suitable for certification as **Approved** for use

at (Location)

only*/and for general use throughout National Grid UK Electricity Transmission*

.....
.....

Remarks (if any)

.....

Specialist Manager #

Name Designation

Signed Date

I recommend this procedure is Approved

SHES Standards Manager

Signed Date

B.3 APPROVAL

I hereby certify that the above procedure is **Approved** for the purpose of the NATIONAL GRID ELECTRICITY SAFETY RULES for use

at (Location)

only*/ for general use throughout National Grid UK Electricity Transmission*

Maintenance Delivery Electricity Manager

Signed Date.....

B.4 REGISTRATION

The above procedure has been registered and is associated with the NATIONAL GRID ELECTRICITY SAFETY RULES.

Registration Number

Name Designation

Signed Date

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

APPENDIX C

APPLICATION FOR WITHDRAWAL OF PROCEDURE

C.1 APPLICATION FOR WITHDRAWAL

To: SHES Safety Standards Manager

I apply for withdrawal of the following procedure FOR THE PURPOSE OF THE NATIONAL GRID ELECTRICITY SAFETY RULES

DESCRIPTION OF PROCEDURE
(Title and details of procedure/process)

.....
.....
.....
.....

REASON FOR WITHDRAWAL OF PROCEDURE

.....
.....
.....
.....

Name..... Designation

Location

Signed..... Date

I recommend this procedure is Withdrawn

SHES Standards Manager

Signed Date

C.2 WITHDRAWAL

I hereby certify that the above procedure is withdrawn for the purpose of the NATIONAL GRID ELECTRICITY SAFETY RULES from use

at (Location)

only*/ for general use throughout National Grid UK Electricity Transmission*

Maintenance Delivery Electricity Manager

Signed Date.....

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