

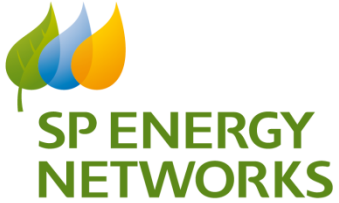
Authorisation and Inspection / Monitoring Workshop

Agenda

- Introductions / background
- Safety Contact
- Authorisations / Accreditations
- Inspection and Monitoring
- Questions

Service Strike





CiC - Code of Practice 2015

19/11/2015

Accreditations and Authorisations

Own Safety Rules

Where the IDNO or ICP are going to Work or Operate on the ScottishPower Network under their Own Safety Rules, the following criteria must be met:-

Have in place a Safety Management System consisting of :-

- ❖ Safety Rules
- ❖ Management Procedures
- ❖ Live work procedures
- ❖ Clear description of Authorisation levels issued to individuals (for audit purposes)

Approval of above by the ScottishPower Health and Safety Director

IDNO and ICP Safety Rule Acceptance Form and Certificate of Approval



SP ENERGY NETWORKS

This is to Certify that :


Name of Company

has been checked by SPEN Health and Safety team and the company named above has been approved to carry out works on the SPEN network under their own Distribution Safety Rules.

Assessment Date

Certificate Number: _____ **SPEN signatory:** _____

To check validity of the certification please go to www.scottishpower/!!!!



Request by ICP to use their own Safety Rules on the SPEN Distribution Network

Appendix 999

Part 1 Company Details

Company Name: _____
 Trading As: _____
 Company Address: _____
 Website: _____

I can confirm that the company named above holds the following scopes within Lloyds Register. :-

Description of Work to be Carried Out :

I confirm that all candidates carrying out work under [company name] have sufficient technical knowledge and/or experience to avoid danger, are conversant with Section 7 of the Health and Safety at Work etc. Act 1974, and the requirements of the Electricity at Work Regulations, 1989; are all over 18 years of age. Our Distributions Safety Rules (DSR's) and Safety Management System is of an equivalent relevant standard to SPEN's and aligns to OHSAS 18001 or equivalent.

Please find herewith the following documentation in support of this application: *(Please tick as appropriate) (*mandatory)*

Certificate of Employers* Liability Certificate	<input type="checkbox"/>	Public Liability Insurance* Certificate	<input type="checkbox"/>	Professional Indemnity Certificate*	<input type="checkbox"/>
Construction all Risks Certificate*	<input type="checkbox"/>	NERS Certificate*	<input type="checkbox"/>	Relevant other: (SSIP Etc.)	<input type="checkbox"/>

Signed : _____ Date : _____
 Designation : _____
 For (Company / Employer) : _____
 Business Address : _____

 Post Code : _____ Tel No : _____
 Contact Name : _____ Mobile No : _____
 e-mail Address : _____ *(All communications will be sent to this contact)*

Part 2 Statement by SPEN Health and Safety representative:

I confirm that the authorisations as requested above are required by the company to carry out the work detailed above on the SP Energy Networks System. I further confirm that I have examined and approved the attached supporting documentation as valid proof of the company's Competency to carry out this work.

Signed : _____ **Recd No:** _____ **Date:** _____
 Certificate number: _____

The Health and Safety representative should now forward the original form along with supporting documentation to the Authorisation Compliance Section for processing.

Operatives working on SP's electrical plant and equipment need to be competent



Competence

This is confirmed in ScottishPower by the levels of authorisation issued to individuals

Regardless of all the knowledge, skills, understanding and experience of individual, their attitudes to compliance with Policies and Procedures is paramount to their Health and Safety and that of others.



Drugs and Alcohol Policy

Scottish Power staff and its contractors are required to comply with our Drugs & Alcohol Policy, which permits us to carry out random tests on personnel working on or adjacent to our Electrical System

Where an accident or incident occurs on or adjacent to the system, it will be at the discretion of the Scottish Power management to request that a “with cause Drug & Alcohol tests” be carried out on all persons involved.

ScottishPower would expect responsible IDNO’s or ICP’s to have a similar policy as part of their Safety Management

Example notices/locks



Secure a Point of Isolation on switches, circuit breakers etc.



Secure switches, circuit breakers etc. in their normal operational state



Secure earth switches, circuit breakers etc. when they are being used to apply a Primary Earth

These types of locks are used to secure earth switches, circuit breakers etc. when they are being used to apply a Primary Earth



Fault Condition Guidance

- Where an IDNO or ICP operative comes across the following conditions they shall cease all work or operations and report directly to their Local District Contact
 - Network condition during LV switching do not meet notified or expected conditions.
 - During jointing works the cable condition if found to be substandard or testing confirms that the notified or expected condition are not met.
 - During access to substation there are defects identified on the equipment within the area, transformers overheating, damaged or no earthing, switchgear defects, burned or damaged LV fuse contacts and cable terminations, indication of over heating LV sealing end on the LV Board
- Note :- the above detail is not exhaustive

System incident Reporting

Communicate with your local EnergyNetworks contact.
If there is difficulty in making contact, call the Control
Emergency Number

Incident Details:-

Location

Plant Identification

Type of Incident

Personnel involved

Remedial action

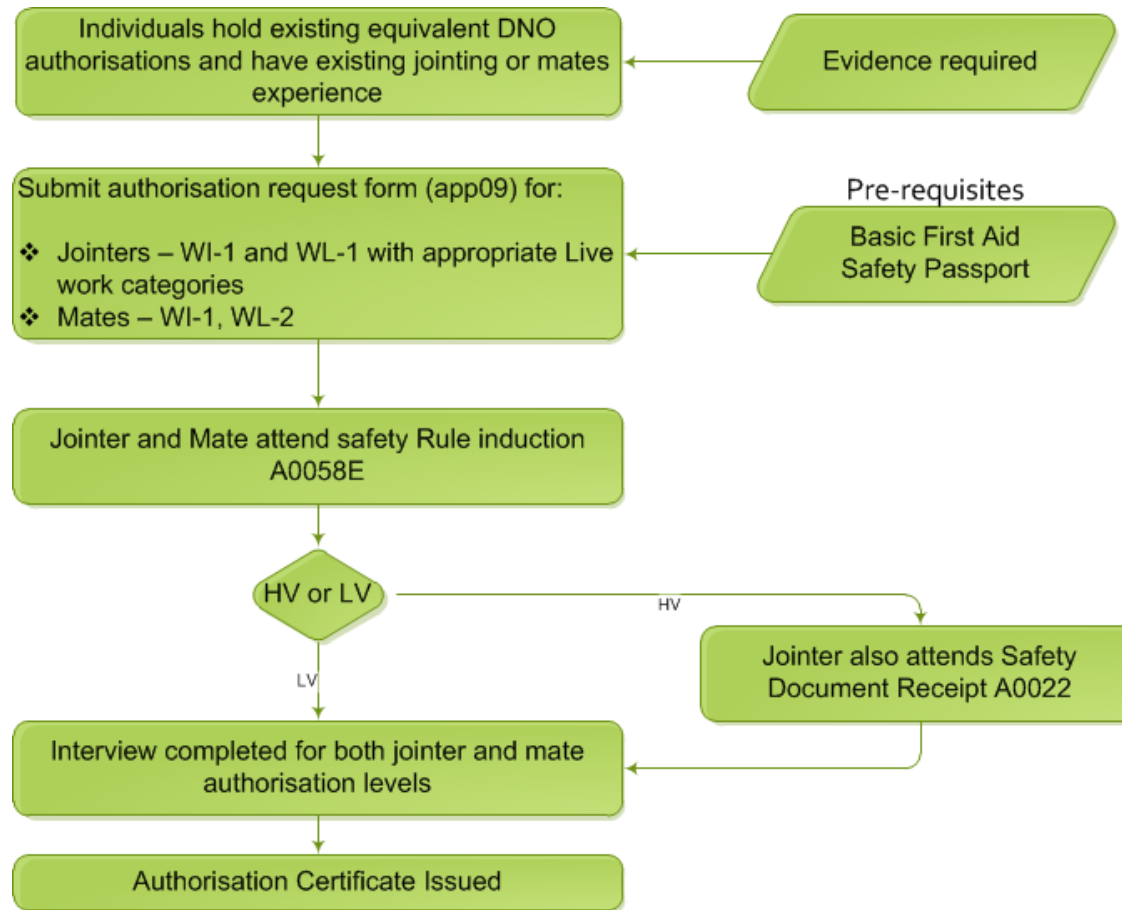
Injuries sustained (if any)

Third Party details

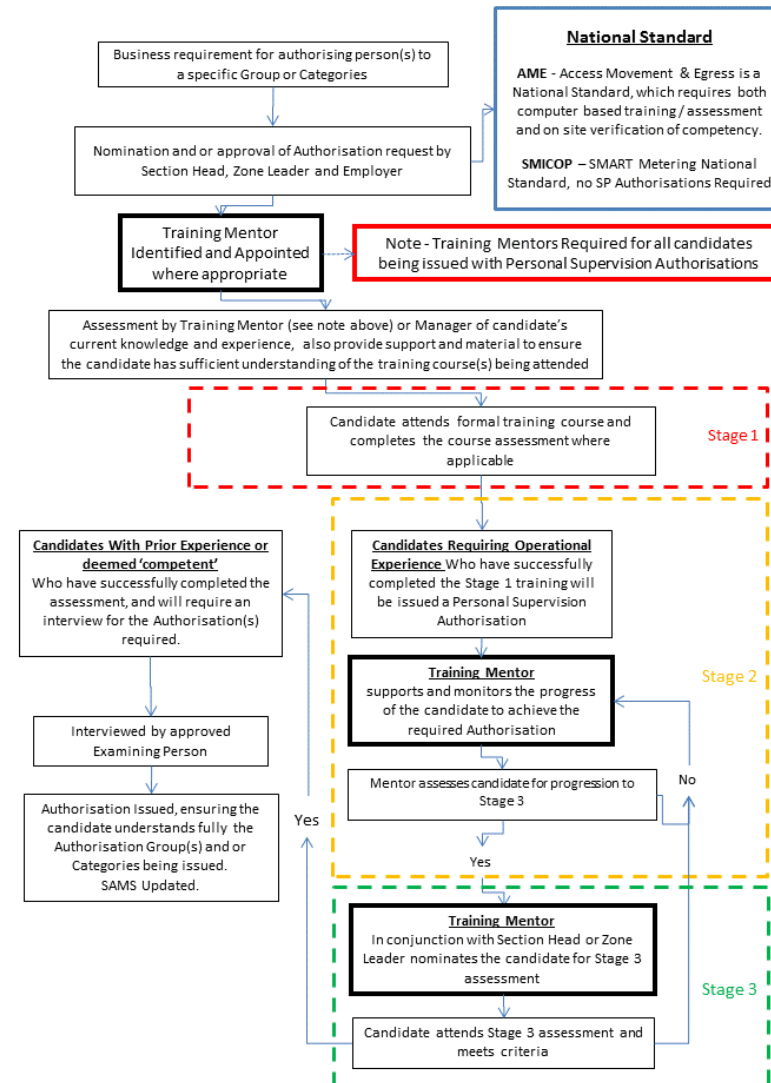
Know the emergency numbers

- Emergency Contacts :-
 - OCC (Scotland) 0141 776 2877
 - NMC (Manweb) 0151 609 4999
- Customers Contact Number
- Call Centre Number for General Fault Reporting
 - 0845 2727 999 (Scotland)
 - 0845 27 22 424 (Manweb Area)

SPEN authorisation with previous experience



SPEN authorisation no previous experience



About Us

[Corporate Governance](#)

[What We Do](#)

[Stakeholder Engagement](#)

[Regulatory Information & Library](#)

[Careers](#)

Safety

[Metal Theft](#)

[PowerWise](#)

[Customer Safety](#)

[Working Near Our Network](#)

[Safer Excavations](#)

[Wayleaves](#)

Safety Documents

[Safety Rules and PSSIs](#)

[Live Working Manual](#)

Safety Documents

In this area of the website, you can view our safety documents.

Please use the sub-menu to navigate to the documents or use the links below.

- [Safety Rules and PSSIs](#)
- [Live Working Manual](#)
- [Management Safety Procedures](#)
- [Contractor Safety Booklets](#)

http://www.spenergynetworks.co.uk/pages/safety_documents.asp

Contact Us



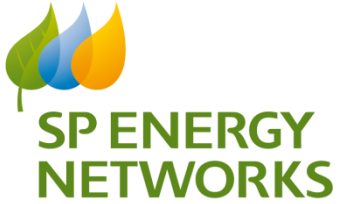
- [Contact Information](#)
- [Complaints Procedure](#)
- [Help & Support](#)

Enquiry Forms

If you would like to contact us via our website, please click on the relevant link below and complete the details requested on the form.

- [General Enquiries](#)
- [Priority Services](#)
- [Wayleaves](#)
- [Streetlighting](#)





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12/02/2016

Inspection and Monitoring

- ❖ New entrants will be inspected until satisfactory performance is met, when the frequency of inspection will be lowered.
- ❖ Existing ICPs will be monitored on a random sampling basis and performance will be reviewed against the criteria
- ❖ A decision to change inspection levels and associated charges is ultimately at the discretion of SPEN.

- ❖ Performance, as judged by significance of inspection findings and quality of work.
- ❖ Knowledge of any ICP organisational changes i.e. new staff or subcontractors
- ❖ Changes in type of work i.e. an ICP moves from underground services to internal mains installation.

All ICP's requesting to be part of an EOCW trial will be reviewed on an individual basis, irrelevant of Inspection and Monitoring level.

Scheme 1 - SPEN Inspection

A random sampling approach based on activity risk is adopted within SPEN. All work selected from the daily whereabouts will be inspected in the following order:

1. Level 1 / New Entrants / any future EOCW activities
2. Level 2
3. Level 3

Scheme 2 - Self Inspection

After a satisfactory performance in Scheme 1, an ICP has the option to move onto the 'Self Inspect' scheme where an ICP can construct a network with minimum or no inspection and monitoring from SPEN.

Scheme 1 - SPEN Inspection

Level 1 - An ICP can be moved to Level 2, when they have completed 40 working days' work meeting satisfactory performance as detailed below.

Timescales start after the first daily whereabouts and site visit undertaken.

Level 2 - An ICP can be moved to Level 3, when they have completed a further 40 working days' work meeting satisfactory performance as detailed below.

Scheme 1 - SPEN Inspection

Level 3 - This level could be attained after 80 working days of satisfactory performance.

When the ICP has completed a further 40 working days' work meeting satisfactory performance an ICP has the option to move onto the self-assessment scheme.

Scheme 1 - Satisfactory performance:

- ❖ Less than 5 Items Of Concern
- ❖ Less than 20% of all audits with an IOC identified
- ❖ Zero safety critical failures

Scheme 1 - Unsatisfactory performance:

- ❖ If an ICP fails to meet the criteria set above.

Scheme 2 - Self Inspect

After a satisfactory performance in Scheme 1, an ICP has the option to move onto the 'Self Inspect' scheme where an ICP can construct a network with minimum or no inspection and monitoring from SPEN.

Level 4 – An ICP can be moved to Level 4, when they have completed a further 40 working days' work meeting satisfactory performance.

All ICPs at level 3 at 30/10/2015 will have the option to move onto Scheme 2 Level 4

Level 5 – This is the stage with no planned inspection and monitoring and no associated charges. This stage could be attained after 120 days of satisfactory performance at Scheme 2 Level 4.

Scheme 2 - Satisfactory performance:

- ❖ Completion of a 6 month period with all works recorded and accounted for as per scheme guidelines.

Scheme 2 - Unsatisfactory performance:

- ❖ If an ICP fails to meet the criteria set above.

Where an ICP fails to meet the criteria at Scheme 2, Level 4, they will move over to Scheme 1 Level 3 and charged accordingly.

SPEN reserve the right to inspect all works on all sites, irrespective of scheme or inspection level. This will not affect the associated Inspection and Monitoring charges identified within the Connection Charging Statement.

A decision to move inspection levels to either more or less frequent inspections is ultimately at the discretion of SPEN, after discussion at local level with the ICP. However, as a guide:

- ❖ The inspection level for all ICPs will be reviewed periodically
- ❖ Any change in the level will be confirmed to the ICP in writing
- ❖ Persistent failures or Safety Critical failures will result in an immediate review of the ICP inspection level.

- ❖ Working practices that could have the potential to compromise the integrity of the SPEN network
- ❖ Failure to document work that has been carried out
- ❖ Inadequate storage or control of materials
- ❖ Work being carried out which does not comply with SPEN's specifications, or if unable to meet those requirements failure to seek approval before proceeding with those works.

Any ICP that is inactive for over a one year period shall automatically have their inspection level lowered to the next level.

ICP's who work across both SPEN licenced areas have separate reviews to their levels, e.g. they can be level 2 in SPD and level 1 in SPM.

- ❖ Failure to keep SPEN informed about works programme
- ❖ Contestable works performed which are outside the ICP's registered scope
- ❖ Action not taken to satisfactorily close previously identified IOC

Recap

level 1	Level 2	Level 3	Level 4	Level 5	Timeline		
40 days	40 days	40 days	40 days	Ongoing audit	01-Jan-16	40	26-Feb-16
80 days					26-Feb-16	40	22-Apr-16
120 days					22-Apr-16	40	17-Jun-16
160 days					17-Jun-16	40	12-Aug-16

- SPEN reserve the right to inspect any work being undertaken on their plant and apparatus.
- Work may be stopped on Safety grounds.