

1. SCOPE

Control of the operation of **Plant** and **Apparatus** can be by direct or remote mechanical means or by hydraulic, pneumatic or electrical actuators which can be controlled locally to or remotely from the **Plant** or **Apparatus** being controlled. The 'local' position may be physically remote from the **Plant** and **Apparatus**.

This Safety Instruction applies the principles established by the ScottishPower Safety Rules (Electrical and Mechanical) and **Company** Safety Instructions, setting down the requirements in those situations where it is necessary to protect personnel working on or testing such remotely controlled **Plant** and **Apparatus** from **Danger** arising due to the operation of the **Plant** and **Apparatus**.

2. ISSUE RECORD

This is a [Reference](#) document. The current version is held on the EN Document Library.

It is your responsibility to ensure you work to the current version.

Issue Date	Issue No.	Author	Amendment Details
October 1998	1		Initial Issue.
September 2015	2	Phil Currie	General review and re-format. Relevant parts of previous Foreword and Scope combined into new Scope. 10.1: Inclusion of testing. 10.3: Change to Safety Document . 11.1: Advise Control when complete.

3. ISSUE AUTHORITY

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4. REVIEW

This is a [Reference](#) document which has a 5 year retention period after which a reminder will be issued to review and extend retention or archive.

5. DISTRIBUTION

This Energy Networks' Safety Instruction is maintained by EN Document Control and is part of the ScottishPower Safety Rules which is published to the SP Energy Networks Internet site.

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7. DEFINITIONS

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

8. PLANT AND APPARATUS IDENTIFICATION

Plant and **Apparatus** on which work or testing is to be carried out shall be readily identifiable or have fixed to it a means of identification which will remain effective throughout the course of the work or testing.

9. DANGERS

When personnel are working on or testing **Plant** or **Apparatus** which has automatic or remote control features, the main **Danger** which could arise is from the operation of these features if they have not been **Isolated**.

10. WORK ON AND TESTING OF PLANT AND APPARATUS

10.1 Where work or testing is to be carried out on automatically or remotely controlled **Plant** or **Apparatus**, the precautions taken to achieve **Safety from the System** shall include making the automatic or remote control features and also any local control features **Isolated** from that **Plant** or **Apparatus**. Where practicable, such **Points of Isolation** shall be **Locked** and have affixed to them **Caution Notices**.

10.2 These control features shall, except where the additional requirements of 10.3 are met, remain **Isolated** and, where practicable, **Locked** for the duration of the work or testing.

10.3 If it is necessary to restore remote or automatic control features in order to complete testing on **Plant** or **Apparatus**, and a **Safety Document** is issued, the test procedure shall include the means of maintaining **Safety from the System** whilst any automatic, remote or local features are operable.

11. WORK ON AND TESTING OF AUTOMATIC OR REMOTE CONTROL EQUIPMENT

11.1 Work on, or the making of adjustments to, controlling features with the **Plant** or **Apparatus** which it controls in the operating mode shall only be done by an **Authorised Person**. Before such work commences, consultation shall take place between the **Authorised Person** and the **Control Person**. The **Control Person** shall be advised when work is complete.

11.2 If work or testing is not to be carried out on the controlled **Plant** or **Apparatus**, work or testing on or the adjustment of the controlling features may be done without a **Safety Document** at the discretion of an **Authorised Person**.

11.3 When it is necessary to test, or make adjustments to the controlling features with those features operational but with the controlled **Plant** or **Apparatus** not in the operating mode, no work or testing shall be done on that **Plant** or **Apparatus** unless the requirements of 10.3 are met.