

1. SCOPE

Throughout the Energy Networks Management Safety Procedures (MSP's), terms printed in bold type are as defined in the ScottishPower Safety Rules (Electrical and Mechanical) 4th Edition. Most terms printed in italics are defined for the purpose of these procedures in this document.

A limited number of Management Safety Procedures contain defined terms in italics which are defined within those respective Procedures. Procedures related to the **High Voltage DC System** also contain italicised terms that are defined in OPSAF-10-027 (PSSI 27).

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
Dec 2010	4	Phil Currie / Geoff Ryan	Update Logo, Update Power Systems to Energy Networks, Removed reference to Working Party & MSP 4.1. Definitions relating only to MSP 3.2 removed as also defined within MSP. <i>"Interconnected System Control Person"</i> removed – term no longer used. <i>Delegated Control</i> removed as authorisation category to be discontinued. <i>"NMC Control Person"</i> changed to <i>"Distribution Control Person"</i> . CP-4 added to <i>Field Control</i> . Reference to Kirkintilloch removed from <i>Grid Control Person</i> . Introduction of Switching and Fault Log (or SAFL).
July 2018	5	Dave Naylor	Scope clarified. Safety Rule Handbook reference removed. <i>Dielectric Gas</i> definition added. References to SF ₆ gas removed.

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 document is part of the Management Safety Procedures but does not have a maintained distribution list.

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7. DEFINITIONS

Where the term "Safety Rules" is used it shall mean "The ScottishPower Safety Rules (Electrical and Mechanical) 4th Edition".

Where the term "Safety Instructions" is used it shall mean "The PowerSystems Safety Instructions" or "PSSIs".

The following definitions, where applicable, shall apply to these Procedures:

<i>Bridging Earth</i>	A form of Portable Drain Earth .
<i>Customer's Authorised Person</i>	<i>The Customer's</i> Authorised Person shall be competent as defined by Regulation 16 of the Electricity at Work Regulations 1989 and shall be authorised by the Customer to carry out pertinent duties. In the case of HV Installations he shall be authorised in writing.
<i>Distribution Control Person</i>	A Person based at the relevant Operational Control Centre and responsible for the issue of instructions and the control of the operation of that portion of the System (Distribution) hereinafter called the Distribution System .
<i>Dielectric Gas</i>	Any gas, other than air, used for electrical insulation and/or arc interruption.
<i>Earthing Bridle</i>	A form of Portable Drain Earth .
<i>Field Control</i>	Means control of a section(s) of the HV System released to a Control Person (CP-3 or CP-4) .
<i>Field Control Person</i>	A Senior Authorised Person who is Authorised to carry out the duties of a Control Person for a section of the HV System .
<i>Field Equipment Earths</i>	Approved connections for bonding items of field equipment to earth. The earths are distinctly marked to identify them from Drain Earths and are not included in an Earthing Schedule .
<i>Fixed Drain Earth</i>	A Drain Earth that will remain in place for use of a Working Party or by staff who have no Drain Earth authorisation. The <i>Fixed Drain Earth</i> will be clearly identifiable from a portable Drain Earth by the application of a <i>Fixed Drain Earth Notice</i> .
<i>Gas Zones</i>	Separately identifiable sub divisions of Apparatus , which may be independently Isolated and drained of <i>Dielectric Gas</i> . A <i>Gas Zone</i> may comprise : i A single-phase enclosure. ii A single enclosure containing the three phases of an item of Apparatus . iii Three single-phase enclosures of a common item of Apparatus connected by inter-phase pipe work.
<i>Gas Zone Pressurised Notice</i>	A notice in Approved form used to identify <i>Gas Zones</i> under pressure. Such <i>Gas Zones</i> may, or may not, be electrically charged.
<i>Grid Control Person</i>	A Person based at the relevant Operational Control Centre and responsible

	for the issue of instructions and the control of the operation of that portion of the System (Transmission) hereinafter called the Grid System .
<i>HV Live Working</i>	The carrying out of work of any kind on Live High Voltage overhead lines, using Approved tools and equipment.
<i>HV Hot Stick Working</i>	The carrying out of work on Live High Voltage overhead lines from the ground, or an Approved Insulated Scaffold or Approved pole platform or an Approved insulated aerial device or where appropriate a pole, using tools and equipment Approved for the purpose.
<i>HV Rubber Glove Working</i>	The carrying out of work including the application and removal of Approved protective equipment on Live High Voltage overhead lines from an Approved insulated aerial device while wearing Approved protective gloves and sleeves.
<i>Operational Padlock</i>	A padlock used to prevent unauthorised access to and/or operation of Plant and Apparatus .
<i>Personal Protective Equipment</i>	All equipment (including clothing affording protection against weather) which is intended to be worn or used by a person at work and which protects him against one or more risks to his health or safety, and any addition or accessory designed to meet that objective.
<i>Point of Access</i>	A <i>Point of Access</i> is any hatch cover, which may be removed to provide entry into a zone normally containing <i>Dielectric Gas</i> . All <i>Points of Access</i> shall be uniquely numbered.
<i>Point of Access Notice</i>	A notice in Approved form to identify points of entry to Isolated and drained Apparatus .
<i>Record of Operations Form (or ROOF)</i>	Refer to Switching and Fault Log .
<i>Running Earth</i>	A form of Portable Drain Earth .
<i>Safety Padlock</i>	A unique padlock the body of which will be coloured either red or yellow and supplied with only one key. They shall be used to Lock , points of earthing and/or isolation of Plant, Apparatus , drains and vents as required by the Safety Rules as part of the precautions taken to ensure Safety from the System .
<i>Standby Man</i>	An Authorised Person selected by a Senior Authorised Person and provided with written instructions to assist in ensuring the safe movement of vehicles or mobile equipment within a defined area of usage. He shall also assist in the observation of safe working practices and compliance with Safety Rules by personnel engaged in work on or adjacent to the System .

<i>Substation Control Person</i>	A Senior Authorised Person responsible for the control of safety precautions to achieve safety from the LV System associated with items of HV Apparatus . He shall also be responsible for the containment or dissipation of stored energy, venting, purging, draining and adjustment of levels where necessary of oil, air and gas insulating or pneumatic and hydraulic Systems associated with items of HV Apparatus .
<i>Switching and Fault Log (or SAFL)</i>	A form designed for recording Switching operations that have been instructed and/or carried out on a System .
<i>Trailing Earth</i>	A form of Portable Drain Earth .
<i>Trolley Earth</i>	A Portable Earth of Approved design attached to the corner of an Overhead Busbar Maintenance Trolley, used as a Primary Earth but applied after a Permit for Work has been issued.
<i>Upper Portion</i>	Of towers, poles and high structures are those parts which are: <ul style="list-style-type: none">i within the Safety Distance from HV conductors; and/orii within 300mm of unearthed steelwork supporting HV conductors or bonded to unearthed steelwork supporting the HV conductors; and/oriii above a horizontal line through the lowest HV conductor.