

## 1. SCOPE

This procedure details the publication and availability of the Safety Rules and support documents.

## 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
Oct 98	1	Unknown	Initial Issue
Dec 2010	2	Phil Currie	Review of document, transfer to new template. Updated to allow the issue of a LWM to staff holding HV & LV Operations Authorisation.
02/05/2019	3	Dave Naylor	Update to reflect cessation of issue of hard copy Safety Rules handbooks and Live Working Manuals. Confirms circulation status of other OPSAF documents.

## 3. ISSUE AUTHORITY

Author	Owner	Issue Authority
Name Dave Naylor Title Operational Safety Engineer	Name Gary Evans Title Operational Assurance Manager	Name Frank Monaghan Title Health & Safety Director

## 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.

### DISTRIBUTION

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

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## 6. RELATED DOCUMENTS

OPSAF-11-013 (MSP 2.2) Safety Rules and Support Documents Approval and Issue  
OPSAF-12-002 (LWM 1.3) Access to Energy Networks Live Working Manual

## 7. DEFINITIONS

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

## 8. PUBLICATION, AND ISSUE OF SAFETY RULES HANDBOOK AND SUPPORT DOCUMENTS

### 8.1 Publication

The Safety Rules and their support documents are not published in hard copy format.

The Safety Rules are approved by the ScottishPower Company Safety Rules Committee and comprises the Foreword; Specific Interpretations; Scope; Policy, Principles and Philosophy; General Provisions; Parts A to D; Company Safety Instructions and Specialised Procedures. The Safety Rules are not published to the EN Document Library but are published on the [SP Energy Networks website](#).

The Power System Safety Instructions (PSSIs), Management Safety Procedures (MSPs) and the Live Working Manual (LWM) are approved by the Safety Documents Approval Group and are published to the [EN Document Library](#). They are published in general, to the [SP Energy Networks website](#).

Certain documents may not be published externally where there are issues of commercial confidentiality, or for short life-span documents – in which case a **Person** initiating work or testing shall ensure current versions are issued as required to the **Working Party**.

### 8.2 Issue

Requirements for approval of Safety Rules and support documents are defined in OPSAF-11-013 (MSP 2.2).

The Operational Assurance Manager shall decide the requirement for notification of updates to be circulated. Almost all updates will require a Document Express to be issued both within **The Company** and to contractors and service partners. Examples where this may not be required are where a document is of limited life-span or circulation, perhaps project-specific, where the sole target users are involved in the preparation, or where all users of the document will receive specific briefing with no requirement to circulate to a wider audience.

The Operational Assurance Manager shall also decide whether an update briefing shall be delivered to **Persons** affected by changes to documents. The requirement for briefing and the method used will vary, depending on the complexity or significance of a change. New requirements or fundamental changes may require specific face-to-face briefings. Alternative methods may also be employed such as video or on-line training, or delivery via team brief attendance or **Senior Authorised Person** seminars, for example. There may be a requirement for knowledge tests to ensure changes have been understood. Briefing attendance shall be recorded in training records.

## 9. AVAILABILITY OF SAFETY RULES AND SUPPORT DOCUMENTS

### 9.1 General access

All **Persons** who are, or who may be, appointed in writing as **Authorised Persons, Senior Authorised Persons** or **Control Persons** as laid down in OPSAF-13-001 (MSP 5.1) shall have access to a current version of the Safety Rules and support documents. In many cases this will be on-line access via EN Document Library or internet. The use of off-line soft copies saved to hard drives etc or printed hard copies is not precluded, although where a **Person** refers to an off-line copy, he is responsible for ensuring that version is the current published version.

Others, who by the nature of their work are required to be familiar with the Safety Rules, shall ensure they are able to access a current copy.

### 9.2 Access at a Location

All **Persons** implementing the requirements of the Safety Rules and support documents - either preparing for, executing or restoring after work or testing - shall have access, on site, to the current version of the Safety Rules and support documents. This may be electronic via phone, laptop etc. or hard copy. Where a hard copy or off-line electronic copy is used – either as the only available access or a back-up in the event of no internet access - the **Authorised Person** is responsible for ensuring that version is the current published version.