

1. SCOPE

This Management Safety Procedure and associated sub-documents detail **Approved** procedures for work or testing on **Plant** or **Apparatus** where the Safety Rules or their support documents cannot or should not be applied.

The use of this procedure satisfies the requirements of General Provision GP 3 in the Safety Rules.

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 98	1	Unknown	Initial Issue
Dec 2010	2	Phil Currie	Transferred to new template, reviewed and minor addition to section 7
July 2018	3	Dave Naylor	Scope widened to include support documents. Clarified approval requirements for MSP 2.4.x documents depending on origin.

3. ISSUE AUTHORITY

Author	Owner	Issue Authority
Name: Dave Naylor Title: Operational Safety Engineer	Name: Gary Evans Title: Operational Assurance Manager	Name: Ross Galbraith Title: Health & Safety Director

4. REVIEW

This is a **Reference** document which has a five 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.

6. CONTENTS

1. SCOPE	1
2. ISSUE RECORD.....	1
3. ISSUE AUTHORITY	1
4. REVIEW	1
5. DISTRIBUTION	1
6. CONTENTS	2
7. RELATED DOCUMENTS.....	2
8. DEFINITIONS	2
9. PROCEDURES.....	2
10. AUTHORISATION OF WRITTEN PROCEDURES.....	2

7. RELATED DOCUMENTS

OPSAF-11-013 MSP 2.2 - Safety Rules and Support Documents Approval and Issue

8. DEFINITIONS

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

9. PROCEDURES

When work on or testing of the ScottishPower **System** cannot be carried out in accordance with the Safety Rules or their support documents, or for special reasons should not be carried out in accordance with them, **Approved** written procedures shall determine the manner in which such work or testing shall be carried out. Any such procedure shall form part of these Management Safety Procedures within this section, having a sequential OPSAF-11-xxx number and denoted MSP 2.4.xx.

10. AUTHORISATION OF WRITTEN PROCEDURES

If an existing Safety Rule or support document cannot or should not be applied, then the alternative written procedure shall be authorised by the Director, specified in OPSAF-11-013 (MSP 2.2), with responsibility for authorising the original Safety Rule or support document that cannot or should not be applied.

If the Safety Rules or support documents cannot be applied because there is no applicable rule or procedure, two options exist:

- Where there will be an enduring requirement for a new Safety Rule or support document, the new document shall be approved and authorised in accordance with OPSAF-11-013 (MSP 2.2).
- If a procedure is written for a short-term, often project-specific requirement, or because another Safety Rule or support document requires an **Approved** written procedure, for example to deal with a disruptively failed capacitor unit, or for a non-standard transmission tower line procedure, the procedure shall be authorised by the L2 manager responsible for the business unit that produces the written procedure. Where reasonably practicable the Operational Compliance Manager (or delegate) shall approve the procedure before issue.