

1. SCOPE

This Energy Networks Management Safety Procedure supplements Part B of the Safety Rules and details the manner in which **Safety Keys, Key Safe Keys** and **Key Safes** shall be retained in safe custody.

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	3	Phil Currie	Transferred to new template. Reference MSP. Wording change to sections 9.2 & 9.3.
Feb 2019	4	Dave Naylor	Reviewed. Removed from section 9 the requirement to record remote key safe details. Previously this contradicted OPSAF-11-031 (MSP 4.6) section 13.2. Deletion of impractical requirement for Senior Authorised Person to hold Key Safe Key between surrender and re-issue of Safety Document .

3. ISSUE AUTHORITY

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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.

DISTRIBUTION

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

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6. DEFINITIONS

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

7. KEY SAFES

Key Safes shall be of an **Approved** type and may be fixed within a substation or be portable.

8. AT LOCATION AT WHICH SAFETY DOCUMENT IS TO BE ISSUED

The **Safety Keys** shall be placed in a **Key Safe** and the **Senior Authorised Person** shall lock the **Key Safe** with the **Control Key**.

Each recipient of a **Safety Document** shall be given a **Key Safe Key** which has been turned to lock the **Key Safe**, and shall retain this **Key Safe Key** in safe custody until he either surrenders the **Safety Document** for transfer or clears the **Safety Document**. The **Key Safe Key** number shall be recorded on the **Safety Document**, and by the **Control Person**.

9. AT LOCATIONS REMOTE FROM THAT AT WHICH SAFETY DOCUMENT IS TO BE ISSUED

- 9.1 Where safety precautions have been taken at a remote **Location** the **Safety Keys** shall be placed in a **Key Safe**.
- 9.2 Where the safety precautions have been carried out by a **Senior Authorised Person** he shall lock the **Key Safe** with the **Control Key** only if he is sure a **Senior Authorised Person** will be available to unlock the **Key Safe** on completion of the work. If an **Authorised Person** is likely to restore the **Switching** on completion of work he shall proceed as in 9.3 below.
- 9.3 Where the safety precautions have been carried out by an **Authorised Person** he shall either:
- (i) lock the fixed **Key Safe** with a **Control Key**; or
 - (ii) lock the **Key Safe** with a **Key Safe Key**. The **Authorised Person** shall retain the **Key Safe Key** in his personal possession, or transfer the **Key Safe Key** either to a **Senior Authorised Person** or the **Authorised Person** who is to restore the **Switching** who shall retain it in his personal possession, until the **Safety Document** is cancelled. Where a **Safety Document** will be in force for some time the **Key Safe Key** may be returned to the local office where it shall be kept in a secure location under the control of a **Senior Authorised Person**.