

1. SCOPE

The Safety Rules require that before work commences in specific situations a report will be obtained from a **Selected Person**. This Procedure nominates the persons who shall act as **Selected Persons** and explains their role.

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
21/11/2003	2	Jack Neilson	Transferred to new template & updated wording.
March 2011	3	R. Hunter / D. Naylor	Clarified when SAP is the Selected Person. Updated Selected Person's report numbering. General update.
July 2018	4	D. Naylor	Cosmetic update, no change to procedure

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 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. DEFINITIONS

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

7. SELECTED PERSONS

7.1 Senior Authorised Person

When a **Selected Person's** report is required, the **Senior Authorised Person**, unless he has sufficient knowledge and experience to control specific site safety hazards, shall request a **Selected Person's** report – see section 7.2. This does not preclude the **Senior Authorised Person** from being the **Selected Person** if he has the necessary knowledge and experience to identify and recommend control measures relevant to specific site safety hazards.

The **Senior Authorised Person** in his role as a **Selected Person** shall document the safety precautions to be taken to overcome a special hazard in Section 2 (ii) of the **Permit for Work** or **Sanction for Test** or Section 3 (ii) of the **Limited Work Certificate**.

7.2 Other Person

A Manager, Section Head or their nominee may nominate a **Selected Person** at the request of a **Senior Authorised Person**.

In this case it is the responsibility of the **Selected Person** to specify in writing the safety precautions required to control a special hazard and to inform the **Senior Authorised Person** of any limits of his specialist knowledge if he believes there may be hazards upon which he is not competent to advise.

The **Senior Authorised Person** shall decide the actions to be taken to implement the **Selected Person's** recommendations.

In the event that there is a difference of opinion between a **Selected Person** and a **Senior Authorised Person**, these differences shall be resolved before work commences/or continues in accordance with the procedure laid down in OPSAF-11-018 (MSP 2.7) "Objection to Instructions Issued Under the Safety Rules".

8. DOCUMENTATION

8.1 Where a **Selected Person's** Report is required, other than as in section 7.1 of this Procedure, the **Selected Person's** Report Form shall be used (Appendix 1).

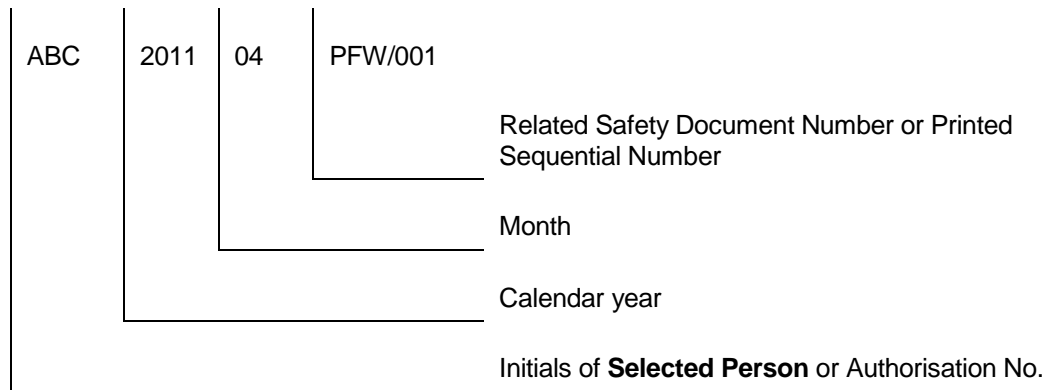
8.2 The **Selected Person's** Report Form shall be issued as follows:

Card Copy - to be issued to the recipient of the **Safety Document**.

Flimsy (copy) - to be retained by the **Senior Authorised Person** issuing the **Safety Document**.

Flimsy (original) - to be retained by the **Selected Person**.

8.3 The Selected Person's Reports shall be numbered in the following manner:



This number shall be entered in Section 3 of the **Permit for Work** or **Sanction for Test** or in Section 4 of the **Limited Work Certificate**.

8.4 Where appropriate, the **Senior Authorised Person** shall issue a **Safety Document** to the **Selected Person** permitting him to enter an area to take samples, carry out tests etc.

8.5 When it is recognised that a **Selected Person's** Report will be required as part of the necessary safety precautions, before carrying out certain work on **Plant** and/or **Apparatus**, the relevant instructions, which shall include the stage at which work shall stop to allow the **Selected Person** to carry out his duties, shall be detailed in Section 2 (ii) of the **Permit for Work** or **Sanction for Test** or Section 3 (ii) of the **Limited Work Certificate**.

8.6 The **Selected Person's** Report Form shall be retained for record purposes along with its associated **Safety Document** in accordance with the requirements of OPSAF-11-031 (MSP 4.6).

9. EXAMPLES OF SPECIFIC SITE HAZARDS WHERE A SELECTED PERSON'S REPORT MAY BE REQUIRED

- Confined spaces
- Scaffolding
- Deep excavations and shoring
- Buildings and structures
- High pressure oil or gas mains
- Contaminated land
- Ground conditions and integrity (e.g. mechanical loading)
- Highways and waterways
- Other utility undertakings

APPENDIX 1

SELECTED PERSON'S REPORT FORM

NO.....

1 INFORMATION

(i) **Location**

(ii) **Plant/Apparatus** Identification

(iii) **Work/Testing to be done**

PLANNED OUTAGE DATE **REQUESTED BY**

2 REQUEST TO SELECTED PERSON

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3 SELECTED PERSON'S RECOMMENDATIONS

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SIGNED **Selected Person** DATE

RECEIVED BY **Senior Authorised Person** DATE