

1. SCOPE

This document details how the Energy Networks Live Working Manual is accessed.

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.

Date	Issue No.	Author	Amendment Details
June 04	3	Dave Hirst Operational Compliance Engineer	Minor editorial changes to re-style document to current PowerSystems format. 3 Pages.
July 2008	4	Phil Currie	General update and the inclusion of requirement to have available on sites copy of LWM when engaged in Live Working.
March 2018	5	Dave Naylor	Update to reflect cessation of issuing paper copies of the LWM.

3. ISSUE AUTHORITY

Author	Owner	Issue Authority
Dave Naylor Operational Safety Engineer	Gary Evans Operational Assurance Manager	Ross Galbraith Health and Safety Director
		Date: ..28th March 2018.....

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 Live Working Manual but does not have a maintained distribution list.

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7. DEFINITIONS

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

8. ISSUE OF LIVE WORKING PROCEDURES

All documents in the Live Working Manual shall be **Approved** for issue by the Energy Networks Health and Safety Director. Notifications of updates shall be circulated by a Document Express issued both within the company and to contractors and service partners.

Each **Person** authorised to carry out operations, **Live** work or testing shall have access to the Live Working Manual in accordance with OPSAF-11-013 (MSP 2.2) and OPSAF-11-014 (MSP 2.3). Access to the current version is available via the [SP Energy Networks internet site](#) and the [EN Document library](#).

9. AVAILABILITY OF LIVE WORKING PROCEDURES ON SITE

All **Persons** engaged in operations, **Live** work or testing shall have available access, on site, to the current version of the Energy Networks Live Working Manual. 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.