

## 1. SCOPE

This document details the procedures to be followed when **LV** overhead lines require to be worked on **Live**. The procedures apply the principles established by the ScottishPower Safety Rules (Electrical and Mechanical) to achieve **Safety from the System** and in particular **PSSI 12 - Low Voltage Apparatus**.


## 2. ISSUE RECORD

This is a controlled maintained document.

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Issue Date	Issue No	Author	Amendment Details
June 04	4	B Jack	Update document to include Towable Insulated Aerial Devices (IAD) and the associated procedures.
December 06		David Kilday	Re-brand to EnergyNetworks. Inclusion of hierarchy of pole access. Revision of work from MEWPs.
Feb 07 & Feb 08	5	G Ryan	Removal of Procedure WL1.27. Section 12.5 (WL1.24) extended to include raising of existing fuse mounts up the pole. Numerous editorial changes.

## 3. ISSUE AUTHORITY

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## 4. REVIEW

This document shall be reviewed as dictated by business change. The proposed revision date can be viewed in the Live Working Manual Document Index DOC-00-236.

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## 6. DEFINITIONS

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

## 7. REFERENCES

This document makes reference to the documents listed below, it is important that users are in possession, or have access to, the latest additions together with any amendments.

PSSI 12	Low Voltage Apparatus
OPSAF-01-001 (LWM 1.1)	Policy for Live Work on System
OHL-17-002	Visual Inspection of Conductors, Fittings, and Steelwork
OHL-17-003	Considerations Prior to Working at the Pole Top
SMS-18-002	Safe Use of Ladders
OHL-14-006	Ropes for Overhead Line Work
OPSAF-12-061 (LWM 2.6)	Low Voltage Mains/Service Continuity and Polarity Testing
OPSAF-12-024 (LWM 8.1)	Approval of Equipment for Live Working or Testing

## 8. ASSESSMENT

The policy for **Live** work is set out in OPSAF-01-001 (LWM 1.1). This policy requires an assessment to be carried out to determine the justification to work **Live**. In addition to this the **Authorised Person** who is to undertake the work shall subject the **Apparatus** to a visual inspection, in accordance with OHL-17-002, prior to the start of any work to ensure that **Danger** will not arise due to the condition of the **Apparatus**.

Should this inspection reveal any significant deficiency in the **Apparatus** which could give rise to **Danger**, no attempt shall be made to work on the **Apparatus** whilst it is **Live**.

## 9. ACCESS

Safe access is a critical part of carrying out **Live LV** working. OHL-17-003 lists four methods of access for work at the pole top: Mobile Elevated Work Platform (MEWP), Ladder, Climbing Irons and Pole Platform. As Pole Platforms are not approved for **Live LV** work the hierarchal order of preference shall be:

1. Mobile Elevated Work Platform (MEWP) (either towable or vehicle mounted).
2. Ladder.
3. Climbing Irons.

### 9.1 Mobile Elevated Work Platform (MEWP)

**Live Low Voltage** working procedures can be carried out from a MEWP with fibreglass buckets (either towable or vehicle mounted).

Whilst their use provides an ideal working platform in order to comply with construction safety legislation, their use can introduce additional hazards for the electrical work. Only **Approved** MEWPs can be used for access to **Live Apparatus** and the **Approved** equipment is listed in OPSAF-12-024 (LWM 8.1).

It is also essential when working from this type of MEWP to maintain safety clearances from **Live LV** conductors.

A distance of not less than 1 metre shall be maintained from uninsulated parts of the MEWP to all **Apparatus**.

The use of MEWPs is controlled by statutory legislation and they shall therefore only be used by staff holding appropriate P authorisation. In addition, since there are electrical hazards present, any person within the bucket shall have a WL-1 authorisation at **LV** (or WL-PS if they are accompanied by a WL-1 **Person**).

## 9.2 Ladders

Only **Approved** ladders shall be used. The ladders shall be used in accordance with SMS-18-002 (Safe Use of Ladders), but particular attention shall be paid to the positioning of the ladder to facilitate safe working in the proximity of the **Live Apparatus**. Since continual risk assessment is essential during **Live** working procedures it is likely that ladders may require repositioning as the job progresses (the risk changes as shrouding is applied and removed).

## 9.3 Climbing with Climbing Irons

When using climbing irons to access a pole which supports **Live Apparatus** it is necessary to assess whether their use could increase the level of risk. Particular attention shall be paid to any cables, street lighting wiring, etc which may be located below the main conductors and can easily be pierced by a climbing iron. When using climbing irons the work position can easily be adjusted, particular care shall therefore be taken to ensure inadvertent contact is not made with the **Live Apparatus** whilst shrouding is being applied or removed.

## 10. SHROUDING

When working on **Live LV Apparatus**, **Approved** shrouding shall be used to avoid **Danger** by inadvertent contact with **Live** or **Earthed** metalwork. Shrouding shall be applied to **Live** and **Earthed** metalwork at the point of work. It shall normally be applied starting at the lowest point first, and working upwards. Removal shall normally be in reverse order to application.

When working from a pole, shrouding shall extend for at least 1 metre along adjacent conductors. Before application, the shrouding shall be inspected to ensure that it is clean, undamaged and suitable for the job to be carried out. Drawings showing typical applications of moulded shrouding and insulating sheeting follow the procedures in this section of the Manual. Shrouding suitable for conductors, stays and other metalwork will be used. Conductor or stay shrouding may be of moulded insulating material or insulating sheeting.

When used on conductors, sheeting shall be a minimum size of 1 metre x 200mm, with "Velcro" fastening on longer sides. When used on jumpers and other metalwork, sheeting shall be of a size suitable to fully enclose the equipment to which it is applied and may be suitably tailored to provide an efficient fitting.

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## 11. ROPES

Ropes used near **Live LV** lines shall be made from polypropylene, polythene or similar non-conductive material and should be kept as clean and dry as possible, as moisture or contamination will lower their insulating value. See OHL-14-006 in the Wood Pole Overhead Line Manual for more information on ropes for Overhead Line work.

## 12. PROCEDURES FOR WORK ON OR NEAR LIVE LV OVERHEAD LINES

### 12.1 Procedure WL1.20 - Jumper Removal

#### 12.1.1 Scope of Procedure

The following method may be used to remove jumpers installed in all situations. The jumpers may be connected by a split bolt type of mechanical connector, or a compression type of connector. When the split bolt type connector is used, these connectors shall be removed by operators using **Approved** insulated tools. Where compressed connectors are used, the jumper shall be cut such that a stub of sufficient length to reconnect the jumper is left attached to the conductor.

#### 12.1.2 Permissible Loads to be Disconnected

To minimise damage caused by arcing, load shall be removed from the **System** section to be disconnected whenever possible. This may be done by removing fuses, opening switches, etc. Anticipated loads above 200 amperes shall not be broken by removing jumpers. Where doubt exists as to the magnitude, current to be broken shall be measured by a clip-on ammeter.

#### 12.1.3 Conductor Identification

When jumpers are to be removed and then replaced at a later date, it is important the correct phase configuration is maintained. Where there is a risk of error the jumpers shall be clearly identified before removal. Good practice would be to mark the conductors on either side of each jumper with approved identification tapes (L1, L2, L3, N, Green/Yellow) before removal, the jumpers themselves being correspondingly marked to ensure correct replacement.

#### 12.1.4 Order of Removal

Where removal of jumpers is intended to make part of the **System** not **Live**, then the jumper shall be completely disconnected from the supply side first. The second end of the jumper shall then be disconnected and the jumper removed before work commences on the next phase. Work shall commence on the lowest **Live** phase and proceed upwards until all phase jumpers have been removed. Where street lighting switch wires are to be disconnected, these shall be treated as **Live** conductors.

At interconnection points, neutral and earth jumpers shall not normally be removed. Where removal is required, this shall only be done after all **Live** phase jumpers have been removed.

#### 12.1.5 Summary of Procedure - WL1.20 - Jumper Removal

- Step 1. Remove or reduce load to be disconnected where practicable.
- Step 2. Shroud conductors and steelwork, as necessary.
- Step 3. Measure current to be broken, if in doubt. (Note: currents above 200 amperes shall not be broken).
- Step 4. Mark conductors and jumpers to ensure correct phasing.
- Step 5. Disconnect jumpers one at a time, commencing with the lowest phase conductor. (Note: Neutral and earth jumpers shall not be removed unless specifically instructed and only after all phase conductors have been removed).
- Step 6. Remove shrouding which has been applied.

### 12.2 Procedure WL1.21 - Jumper Connection

#### 12.2.1 Scope of Procedure

The following method may be used to connect jumpers in all situations. Jumpers shall be connected by **Approved** compression connectors, but may be connected by the use of split bolt mechanical connectors as a temporary measure.

Where split bolt connectors are used, they shall be installed by operators using **Approved** insulated tools. Double connectors shall be used on neutral conductors.

#### 12.2.2 Permissible Loads to be Connected

To minimise damage caused by arcing, load shall be removed from the **System** section to be made **Live** whenever reasonably practicable. This may be done by removing fuses, opening switches, etc. Anticipated load above 200 amperes shall not be made by connecting jumpers.

#### 12.2.3 Permissible Circuits to be Connected

Where connection of jumpers will result in an overhead line being made **Live**, the line shall first be inspected to ensure that it is in a fit state to be energised.

Where connection of jumpers will result in a cable being made **Live**, the cable shall, where reasonably practicable, be insulation tested to ensure that it is in a fit state to be energised. As jumpers are connected, the load side of phases still to be connected shall be checked with an **Approved** voltage detecting device to ensure that no back-feed, which may indicate a fault, has appeared.

#### 12.2.4 Order of Connection

Before jumpers are connected, conductors on either side of the open point shall be identified and marked. Earth then Neutral conductors shall be connected through first.

Where conductors on either side of the jumper to be connected are **Live**, phasing across the open point shall be checked before the jumpers are connected.

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Where conductors on one side are not **Live**, the jumpers shall be connected by permanently fixing the jumper on the load side first, before connecting to the **Live**, supply side. Work shall be commenced on the top **Live** phase and proceed downwards until all phase jumpers have been connected. Where street lighting switch wires are present, they shall be treated as **Live** conductors.

#### 12.2.5 Final Checking

Once all jumpers have been connected, a check shall be carried out to ensure correct phase rotation, where applicable. This may be done by means of a phase rotation meter, or by observing the correct rotation of a 3-phase motor.

Phase conductors shall be checked after jumper connections are completed to ensure that they remain **Live**.

#### 12.2.6 Summary of Procedure - WL1.21 - Jumper Connection

- Step 1. Remove or reduce load to be connected, where practicable (Note: currents above 200 amperes shall not be connected by making jumpers).
- Step 2. Shroud conductors and steelwork as necessary.
- Step 3. Phase and identify conductors to be connected.
- Step 4. Connect jumpers one at a time, commencing with earth and neutral conductors, then with load side of top phase conductor (Note: possible backfeed to be checked before connection of each phase conductor).
- Step 5. Check all jumper connections are **Live** at completion of work, as removal of shrouding and any temporary phase markers proceeds.
- Step 6. Check for correct phase rotation where applicable.

### 12.3 Procedure WL1.22 - Service Span Disconnection

#### 12.3.1 Scope of Procedure

The following method may be used for single or multiple-phase service spans. The jumpers may be connected by a split bolt type of mechanical connector, or a compression type of connector. Where the split bolt type connector is used, these connectors shall be removed using **Approved** insulated tools.

#### 12.3.2 Permissible Service Load to be Disconnected

To minimise damage caused by arcing, load shall be removed by withdrawing the service fuses or opening the service switch within the customer's premises wherever reasonably practicable. Anticipated load above 200 amperes shall not be disconnected by removing jumpers. Where doubt exists as to the magnitude, current to be broken shall be measured by a clip-on ammeter.

#### 12.3.3 Order of Jumper Disconnection

When jumpers are removed, all phase jumpers shall be removed before the neutral and earth conductors. Phases shall be checked by use of an **Approved** voltage detecting device to ensure correct identification. Jumpers shall be worked on one at a time. The end connected to the supply side shall be removed first.

The load side may then be disconnected and the jumper removed before work commences on the next phase.

Where the jumper is of the compression type, and it is intended to reconnect the service, a stub of sufficient length to reconnect the jumper shall be left attached to the conductor where practicable.

#### 12.3.4 Lowering of Service Span

If it is desired to remove the service span conductors, tension shall be completely released before the conductors are lowered under control. See OHL-26-006 "Release of Tension of Conductors" for further guidance.

#### 12.3.5 Summary of Procedure - WL1.22 - Service Span Disconnection

- Step 1. Remove load from service to be disconnected where reasonably practicable.
- Step 2. Shroud conductors and steelwork as necessary.
- Step 3. Measure load to be broken if in doubt. (Note: currents above 200 amperes shall not be broken)
- Step 4. Identify **Live** conductors and disconnect these one at a time, commencing with the lowest conductor and ending with neutral and earth conductors.
- Step 5. Remove conductor tension before lowering the conductors under control, where the service span is to be removed from the **System**.
- Step 6. Remove shrouding which has been applied.

### 12.4 Procedure WL1.23 - Service Span Connection

#### 12.4.1 Scope of Procedure

The following method may be used for the connection of single or multiphase service spans. Jumpers shall be connected by **Approved** compression connectors but may be connected by the use of split bolt mechanical connectors as a temporary measure. Where split bolt connectors are used, they shall be installed by operators using **Approved** insulated tools.

Before any service cable is made **Live**, it must first be properly installed, i.e. clipped, guarded and terminated in a cut-out that has been mounted in a secure service position – the insulation resistance and continuity tests having been completed in accordance with LWM 2.6, OPSAF-12-061.

#### 12.4.2 Permissible Service Load to be Connected

To minimise damage caused by arcing, load shall be removed by withdrawing the service fuses or opening the service switch within the customer's premises wherever reasonably practicable. Anticipated load above 200A shall not be connected by connecting jumpers.



#### 12.4.3 Conductor Erection

With all shrouding in place the conductors shall be erected using the ScottishPower **Approved** method. The neutral and earth wires shall have temporary shrouding applied immediately after erection.

#### 12.4.4 Pre-Energising Checks

The service line shall first be inspected to ensure that it is in a fit state to be energised.

Where underground service cables are being connected to an overhead line, Insulation Resistance and Continuity Tests shall be carried out in accordance with the procedures set out in OPSAF-12-061 (LWM 2.6) "Low Voltage Mains/Service Continuity and Polarity Testing"

To allow for equalisation of load along the line, single phase services shall be connected to the phase stipulated by either the supervisor or the **Person** in charge of the **Working Party**.

On multiphase services when jumpers are connected, the load side of phases still to be connected shall be checked with an **Approved** voltage detecting device to ensure that no back-feed which may indicate a fault has appeared.

#### 12.4.5 Order of Connection

Before jumpers are connected, conductors on either side of the open point shall be identified and marked. Earth then Neutral conductors shall be connected through first.

Jumpers shall be connected by permanently fixing the jumper on the load side first before connecting to the **Live**, supply side. Work shall be commenced on the topmost **Live** phase and proceed downwards until all phase jumpers have been connected.

#### 12.4.6 Final Checking

Once all jumpers have been connected phase rotation, polarity, and earth loop impedance shall be checked at the service position in accordance with the procedures set out in OPSAF-12-061 (LWM 2.6) "Low Voltage Mains/Service Continuity and Polarity Testing".

#### 12.4.7 Summary of Procedure - WL1.23 - Service Span Connection

- Step 1. Shroud conductors either side of pole being worked on.
- Step 2. Erect service wires.
- Step 3. Shroud neutral and earth wires.
- Step 4. Identify and mark conductors to be connected.
- Step 5. Carry out pre-energising checks (visual inspection, continuity, and insulation resistance tests as appropriate).
- Step 6. Make connections (removing and replacing shrouds one at a time) completing earth then neutral first, then connect **Live** phases from top down.
- Step 7. Check polarity, phase rotations, and earth loop impedance.
- Step 8. Remove shrouding.

#### 12.5 Procedure WL1.24 - Replacement or repositioning of Pole Mounted LV Fuse Units

##### 12.5.1 Scope of Procedure

The 3 methods detailed below may be used to change or reposition **LV** fuse units mounted on overhead line supports.

Where the fuse unit is mounted on any support carrying **HV** equipment, replacement of the fuse units with the **HV** equipment **Live** can only be done if **Safety Distances** defined in ScottishPower Safety Rules can be maintained.

Only one unit shall be worked on at a time. Only **Approved** insulated tools shall be used for **Live** mechanical connections.

##### 12.5.2 Order of Replacement of Fuse Units

If replacing damaged or faulty units work on the lowest one first if practicable (i.e. work bottom up). If this is not practicable consider the need for shrouding of the lower units.

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12.5.3 **Summary of Procedure** – WL1.24 – Replacement or Repositioning of Pole Mounted LV Fuse Unit.

Method 1: Repositioning units on a pole: where existing cables need no alteration of length and customers are to remain connected.

- Step 1      Confirm electrical and mechanical integrity of fuse unit and connecting insulated conductors.
- Step 2      Pre drill fixing holes in the 'new' position in accordance with OHL-22-002.
- Step 3      Remove retaining coach screws ( remove cover if required) supporting fuse unit whilst doing so.
- Step 4      Relocate fuse unit to 'new' position and refit cover if removed.

Method 2: Renewing fuse units where there is a backfeed or when disconnecting supply to customers:

Note: When disconnecting supply to customers and there is the likelihood of any 3-phase motor being connected to the network all 3 fuses shall be removed prior to work commencing.

- Step 1      Remove fuse(s).
- Step 2      Working on one fuse unit at a time, disconnect and remove conductors one at a time and shroud on removal. Treat all conductors as **Live**.
- Step 3      Change fuse unit.
- Step 4      Remove shroud from one conductor at a time and reconnect.
- Step 5      Replace fuse(s).

Repeat steps 2 to 4 inclusive for the other fuse units.

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Method 3: Renewing and moving fuse units without disconnecting supply to customers by using a temporary fuse unit:

- Step 1 Prepare a temporary fuse unit with tails long enough for the temporary unit to be positioned, where practicable, on the opposite side of the pole to the work area.
- Step 2. Using suitable ABC piercing connectors connect the temporary tails onto the existing **LV** wiring of the fuse to be replaced. (If the existing wiring is double insulated then the outer sheath only shall be removed)
- Step 3. Test the connections to the temporary unit using an independent earth and suitable **Approved** voltage indicator to prove that both sides of unit are **Live and are the same phase.**
- Step 4. Install correct size fuse into the temporary unit.
- Step 5. Remove the fuse from the existing unit.
- Step 6. Remove the cables from existing unit and slide heat shrink sleeves over the exposed ends ( to be used in step 10 to seal piecing points). Shroud the exposed conductors. Complete this step in full on one conductor at a time to ensure shrouding is complete on one conductor before another is exposed.
- Step 7. Remove existing unit and fit new unit or move existing unit into new position.
- Step 8. Remake connections to permanent unit and fit the cover; prove the conductors are **Live and are the same phase** in accordance with step 3 above. Replace the fuse.
- Step 9. Remove fuse from the temporary unit.
- Step 10. Remove the temporary unit piercing connections and seal the piercing points with heat shrink sleeves applied in step 6 above.

## 12.6 Procedure WL1.25 - Erection and Connection of LV Cable Termination

### 12.6.1 Scope of Procedure

The following method may be used to erect and connect a dead single or three phase tier box or dry cable termination on a **Live LV** pole.

### 12.6.2 Permissible Loads to be Connected

To minimise damage caused by arcing, load shall be removed from the **System** section to be made **Live** where practicable. This shall be done by removing fuses, opening switches, etc.

### 12.6.3 Connection of Underground Extensions to the System.

The procedure for "Connection of Underground Extensions to the System" set out in OPSAF-12-061 (LWM 2.6) shall be complied with.

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As jumpers are connected, the load side of phases still to be connected shall be checked with an **Approved** voltage indicator to ensure that no back-feed, which may indicate a fault, has appeared.

#### 12.6.4 Cable Termination Erection

With all shrouding in place, the termination shall be erected using the **Approved** method. Once the cable termination is fixed in place, **Earthed** metalwork and cable terminals shall be shrouded before connection of jumpers is commenced. Shrouding shall then be removed to expose only one **Live** phase at a time.

#### 12.6.5 Order of Connection

Earth and neutral cable cores or jumpers shall be connected first, followed one at a time by the phase connections from the top downwards.

Where a tier box is being connected, jumpers shall be fitted to the tier box first in order that only one **Live** connection per phase is required.

#### 12.6.6 Summary of Procedure - WL1.25 - Erection and Connection of LV Cable Termination

- Step 1. Shroud conductors as necessary from the bottom upwards.
- Step 2. Erect tier box or dry cable termination and shroud.
- Step 3. Carry out the checks and tests set out in OPSAF-12-061 (LWM 2.6) for connection of underground extensions to the system.
- Step 4. Connect jumpers one at a time, commencing with earth and neutral conductors, then with cable side of topmost phase conductor. (Note: possible backfeed to be checked before connection of each phase conductor.)
- Step 5. Check all jumper connections are **Live** at completion of work as shrouding and any temporary phase markers are removed.
- Step 6. Check for correct phase rotation, polarity, and earth loop impedance where applicable.

### 12.7 Procedure WL1.26 - Disconnection and Removal of LV Cable Termination

#### 12.7.1 Scope of Procedure

The following method may be used to disconnect and remove a single or three phase tier box or dry cable termination from an **LV** pole carrying **Live** conductors. Removal of the cable from the pole shall only be done if the cable is **Isolated**.

#### 12.7.2 Permissible Cables to be Disconnected

To minimise damage caused by arcing, load shall be removed from the **System** section to be made not **Live** whenever possible. This may be done by removing fuses, opening switches, etc. Anticipated load above 200 amperes shall not be disconnected by removing jumpers. Where doubt exists as to the magnitude, current to be broken shall be measured by a clip-on ammeter.

### 12.7.3 Order of Disconnection

When jumpers are removed, it is important to remove **Live** phase jumpers first. Phases shall be checked by use of an **Approved** voltage detecting device to ensure correct identification. Jumpers shall be worked on one at a time. The end connected to the overhead line side shall be removed first. The cable side may then be disconnected and the jumper removed before work commences on the next phase.

Where the jumper is of the compression type, and it is intended to reconnect the cable, a stub of sufficient length to reconnect the jumper shall be left attached to the conductor where practicable.

### 12.7.4 LV Cable Termination Removal

With all shrouding removed from the cable termination, the cable terminals shall be proved not **Live** using an **Approved** voltage detecting device. The termination may then be removed from the pole using the **Approved** method.

### 12.7.5 Summary of Procedure - WL1.26 - Disconnection and Removal of LV Cable Termination

- Step 1. Remove load from cable to be disconnected where reasonably practicable.
- Step 2. Shroud cable termination and conductors as necessary working from the bottom upwards.
- Step 3. Measure load to be broken if in doubt. (Note: currents above 200 amperes shall not be broken.)
- Step 4. Identify **Live** conductors and disconnect these one at a time, commencing with the lowest conductor and ending with earth and neutral conductors.
- Step 5. Prove all cable terminals not **Live** and remove termination from pole.
- Step 6. Remove shrouding from conductors.

13. APPENDIX – DRAWINGS

