

## 1. SCOPE

This section of the Energy Networks Live Working Manual (LWM) details the training and authorisation requirements for operations and work or testing on or near **Live Apparatus** in order to comply with the Electricity at Work Regulations 1989.

Regulations 14 and 16 require that only people who are properly trained, experienced and competent may operate, work or test on **Live** equipment.

## 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
May 2004	3	Jack Neilson	Minor Editorial changes 3 Pages
Sept 2008	4	Phil Currie	Minor branding changes
Mar 2018	5	Dave Naylor	Update. Scope clarified to include work, testing and operations. Authorisation and standby requirements clarified. Training module principles updated.

## 3. ISSUE AUTHORITY

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## 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) 4<sup>th</sup> Edition.

## 8. TRAINING AND AUTHORISATION

Authorisation for **Live** operations, work or testing on or near the **System** shall only be issued after satisfactory completion of **Approved** training and assessment. Some levels of authorisation will require the candidates to be issued with **Personal Supervision** authorisation to allow them to gain practical experience on site under the **Personal Supervision** of a **Person** who is already authorised for the **Live** operation, work or testing procedure and compile a log of activities carried out. Most authorisations will require an interview prior to issue.

The **Approved** training modules for **Live** operations, work or testing will ensure that **Authorised Persons** will be trained, instructed and understand the safety procedures which are relevant and shall only work in accordance with the procedures specified in the Live Working Manual.

Personnel who are deemed to be experienced and competent shall be authorised in accordance with OPSAF-13-001 (MSP 5.1) 'Authorisation Procedures'.

Only **Authorised Persons** and those holding **Personal Supervision** authorisation may carry out **Live** operations, work or testing on the **System**. Standby supervision as defined in OPSAF-11-035 (MSP 5.5) 'Procedures for Standby' shall not be used to enable **Live** operations, work or testing by a person who is not authorised.

**Authorised Persons** shall undertake refresher training as determined in OPSAF-13-001 (MSP 5.1).

Energy Networks' training modules embrace the following principles:-

- Adequate knowledge of electricity.
- Adequate experience of electrical operations, work or testing.
- The requirement for **Live** work to be justified.
- Adequate understanding of the **System** to be operated, worked on or tested and practical experience of the **System**.
- Understanding of the hazards which may arise during the operations, work or testing and the precautions which need to be taken, including the use of appropriate tools, equipment and instruments and the wearing of personal protective equipment.
- Ability to recognise at all times whether it is safe to continue.

## 9. TRAINING MODULE INDEX

Details of the training modules which **Authorised Persons** operating, working or testing on or near **Live LV Apparatus** require to complete satisfactorily in order to gain or retain authorisation are contained in OPSAF-13-003 (MSP 5.1.1), 'Route to Authorisation'.