OPERATING CODE NO. 8 APPENDIX 1

(OC8A)

SAFETY CO-ORDINATION IN RESPECT OF THE E&W TRANSMISSION SYSTEMS OR THE SYSTEMS OF E&W USERS

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OC8A.1 INTRODUCTION

OC8A.1.1 **OC8A** specifies the standard procedures to be used by the **Relevant E&W Transmission Licensee**, ~~**NGET**~~**The Company** (where ~~**NGET**~~**The Company** is not the **Relevant E&W Transmission Licensee**) and **Users** for the co-ordination, establishment and maintenance of necessary **Safety Precautions** when work is to be carried out on or near the **E&W Transmission System** or the **System** of an **E&W User** and when there is a need for **Safety Precautions** on **HV Apparatus** on the other's **System** for this work to be carried out safely. **OC8A** applies to **Relevant E&W Transmission Licensees** and **E&W Users** only. Where work is to be carried out on or near equipment on the **Scottish Transmission System** or **Systems** of **Scottish Users**, but such work requires **Safety Precautions** to be established on the **E&W Transmission System** or the **Systems** of **E&W Users**, **OC8A** should be followed by the **Relevant E&W Transmission Licensee** and **E&W Users** to establish the required **Safety Precautions**.

OC8B specifies the procedures to be used by the **Relevant Scottish Transmission Licensees** and **Scottish Users**.

In this **OC8A** the term "work" includes testing, other than **System Tests** which are covered by **OC12**.

OC8A.1.2 **OC8A** also covers the co-ordination, establishment and maintenance of necessary safety precautions on the **Implementing Safety Co-ordinator's System** when work is to be carried out at an **E&W User's Site** or a **Transmission Site** (as the case may be) on equipment of the **E&W User** or the **Relevant E&W Transmission Licensee** as the case may be where the work or equipment is near to **HV Apparatus** on the **Implementing Safety Co-ordinator's System**. In the case of **OTSUA**, an **E&W User's Site** or **Transmission Site** shall, for the purposes of this **OC8A**, include a site at which there is a **Transmission Interface Point** until the **OTSUA Transfer Time** and the provisions of this **OC8A** and references to **OTSUA** shall be construed and applied accordingly until the **OTSUA Transfer Time** at which time arrangements in respect of the **Transmission Interface Site** will have been put in place between the **Relevant E&W Transmission Licensee** and the **Offshore Transmission Licensee**.

OC8A.1.3 **OC8A** does not apply to the situation where **Safety Precautions** need to be agreed solely between **E&W Users**. **OC8A** does not apply to the situation where **Safety Precautions** need to be agreed solely between **Transmission Licensees**.

OC8A.1.4 **OC8A** does not seek to impose a particular set of **Safety Rules** on the **Relevant E&W Transmission Licensee** and **E&W Users**; the **Safety Rules** to be adopted and used by the **Relevant E&W Transmission Licensee** and each **E&W User** shall be those chosen by each.

OC8A.1.5 **Site Responsibility Schedules** document the control responsibility for each item of **Plant** and **Apparatus** for each site.

OC8A.1.6 Defined Terms

OC8A.1.6.1 **E&W Users** should bear in mind that in **OC8** only, in order that **OC8** reads more easily with the terminology used in certain **Safety Rules**, the term "**HV Apparatus**" is defined more restrictively and is used accordingly in **OC8A**. **E&W Users** should, therefore, exercise caution in relation to this term when reading and using **OC8A**.

OC8A.1.6.2 In **OC8A** only the following terms shall have the following meanings:

(1) "**HV Apparatus**" means **High Voltage** electrical circuits forming part of a **System**, on which **Safety From The System** may be required or on which **Safety Precautions** may be applied to allow work to be carried out on a **System**.

(2) "**Isolation**" means the disconnection of **Apparatus** from the remainder of the **System** in which that **Apparatus** is situated by either of the following:

(a) an **Isolating Device** maintained in an isolating position. The isolating position must either be:

(i) maintained by immobilising and **Locking** the **Isolating Device** in the isolating position and affixing a **Caution Notice** to it. Where the **Isolating Device** is **Locked** with a **Safety Key**, the **Safety Key** must be secured in a **Key Safe** and the **Key Safe Key** must be, where reasonably practicable, given to the authorised site representative of the **Requesting Safety** Co-ordinator and is to be retained in safe custody. Where not reasonably practicable the **Key Safe Key** must be retained by the authorised site representative of the **Implementing Safety** Co-ordinator in safe custody; or

(ii) maintained and/or secured by such other method which must be in accordance with the **Local Safety Instructions** of the **Relevant E&W Transmission Licensee** or that **E&W User**, as the case may be; or

(b) an adequate physical separation which must be in accordance with, and maintained by, the method set out in the **Local Safety Instructions** of the **Relevant E&W Transmission Licensee** or that **E&W User**, as the case may be, and, if it is a part of that method, a **Caution Notice** must be placed at the point of separation;

or

(c) in the case where the relevant **HV Apparatus** of the **Implementing Safety Co-ordinator** is being either constructed or modified, an adequate physical separation as a result of a **No System Connection**.

(3) **"No System Connection"** means an adequate physical separation (which must be in accordance with, and maintained by, the method set out in the **Local Safety Instructions** of the **Implementing Safety** Co-ordinator) of the **Implementing Safety Co-ordinator's HV Apparatus** from the rest of the **Implementing Safety Co-ordinator's System** where such **HV Apparatus** has no installed means of being connected to, and will not for the duration of the **Safety Precaution** be connected to, a source of electrical energy or to any other part of the **Implementing Safety Co-ordinators System**.

(4) "**Earthing**" means a way of providing a connection between conductors and earth by an **Earthing Device** which is either:

(i) immobilised and **Locked** in the earthing position. Where the **Earthing Device** is **Locked** with a **Safety Key**, the **Safety Key** must be secured in a **Key Safe** and the **Key Safe Key** must be, where reasonably practicable, given to the authorised site representative of the **Requesting Safety** Co-ordinator and is to be retained in safe custody. Where not reasonably practicable the **Key Safe Key** must be retained by the authorised site representative of the **Implementing Safety** Co-ordinator in safe custody; or

(ii) maintained and/or secured in position by such other method which must be in accordance with the **Local Safety Instructions** of the **Relevant E&W Transmission Licensee** or that **E&W User** as the case may be.

OC8A.1.6.3 For the purpose of the co-ordination of safety relating to **HV Apparatus** the term **"Safety Precautions"** means **Isolation** and/or **Earthing**.

OC8A.2 OBJECTIVE

OC8A.2.1 The objective of **OC8A** is to achieve:-

(i) **Safety From The System** when work on or near a **System** necessitates the provision of **Safety Precautions** on another **System** on **HV Apparatus** up to a **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**); and

(ii) **Safety From The System** when work is to be carried out at an **E&W User's Site** or a **Transmission Site** (as the case may be) on equipment of the **User** or the **Relevant E&W Transmission Licensee** (as the case may be) where the work or equipment is near to **HV Apparatus** on the **Implementing Safety Co-ordinator's System**.

OC8A.2.2 A flow chart, set out in **OC8A Appendix C**, illustrates the process utilised in **OC8A** to achieve the objective set out in OC8A.2.1. In the case of a conflict between the flow chart and the provisions of the written text of **OC8A**, the written text will prevail.

OC8A.3 SCOPE

OC8A.3.1 **OC8A** applies to the **Relevant E&W Transmission Licensee** and to **E&W Users**, which in OC8A means:

(a) **Generators** (including where undertaking **OTSDUW**);

(b) **Network Operators**; and

(c) **Non-Embedded Customers**.

The procedures for the establishment of safety co-ordination by the **Relevant E&W Transmission Licensee** in relation to **External Interconnections** are set out in **Interconnection Agreements** with relevant persons for the **External Interconnections**.

OC8A.4 PROCEDURE

OC8A.4.1 Approval Of Local Safety Instructions

OC8A.4.1.1 (a) In accordance with the timing requirements of its **Bilateral Agreement**, each **E&W User** will supply to the **Relevant E&W Transmission Licensee** a copy of its **Local Safety Instructions** relating to its side of the **Connection Point** at each **Connection Site**, or in the case of **OTSUA** a copy of its **Local Safety Instructions** relating to its side of the **Transmission Interface Point** at each **Transmission Interface Site**.

(b) In accordance with the timing requirements of each **Bilateral Agreement**, the **Relevant E&W Transmission Licensee** will supply to each **E&W User** a copy of its **Local Safety Instructions** relating to the **Transmission** side of the **Connection Point** at each **Connection Site**, or in the case of **OTSUA** a copy of its **Local Safety Instructions** relating to the **Transmission** side of the **Transmission Interface Point** at each **Transmission Interface Site**.

(c) Prior to connection the **Relevant E&W Transmission Licensee** and the **E&W User** must have approved each other's relevant **Local Safety Instructions** in relation to **Isolation** and **Earthing**.

OC8A.4.1.2 Either party may require that the **Isolation** and/or **Earthing** provisions in the other party's **Local Safety Instructions** affecting the **Connection Site** (or, in the case of **OTSUA**, **Transmission Interface Site**) should be made more stringent in order that approval of the other party's **Local Safety Instructions** can be given. Provided these requirements are not unreasonable, the other party will make such changes as soon as reasonably practicable. These changes may need to cover the application of **Isolation** and/or **Earthing** at a place remote from the **Connection Site** (or, in the case of **OTSUA**, **Transmission Interface Site**), depending upon the **System** layout. Approval may not be withheld because the party required to approve reasonably believes the provisions relating to **Isolation** and/or **Earthing** are too stringent.

OC8A.4.1.3 If, following approval, a party wishes to change the provisions in its **Local Safety Instructions** relating to **Isolation** and/or **Earthing**, it must inform the other party. If the change is to make the provisions more stringent, then the other party merely has to note the changes. If the change is to make the provisions less stringent, then the other party needs to approve the new provisions and the procedures referred to in OC8A.4.1.2 apply.

OC8A.4.2 Safety Co-ordinators

OC8A.4.2.1 For each **Connection Point**, (or, in the case of **OTSUA**, **Transmission Interface Point**), the **Relevant E&W Transmission Licensee** and each **E&W User** will at all times have nominated and available a person or persons ("**Safety Co-ordinator(s)**") to be responsible for the co-ordination of **Safety Precautions** when work is to be carried out on a **System** which necessitates the provision of **Safety Precautions** on **HV Apparatus** pursuant to **OC8A**. A **Safety Co-ordinator** may be responsible for the co-ordination of safety on **HV Apparatus** at more than one **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**).

OC8A.4.2.2 Each **Safety Co-ordinator** shall be authorised by the **Relevant E&W Transmission Licensee** or an **E&W User**, as the case may be, as competent to carry out the functions set out in **OC8A** to achieve **Safety From The System**. Confirmation from the **Relevant E&W Transmission Licensee** or an **E&W User**, as the case may be, that its **Safety Co-ordinator(s)** as a group are so authorised is dealt with in CC.5.2. Only persons with such authorisation will carry out the provisions of **OC8A**.

OC8A.4.2.3 Contact between **Safety Co-ordinators** will be made via normal operational channels, and accordingly separate telephone numbers for **Safety Co-ordinators** need not be provided. At the time of making contact, each party will confirm that they are authorised to act as a **Safety Co-ordinator**, pursuant to **OC8A**.

OC8A.4.2.4 If work is to be carried out on a **System**, or on equipment of the **Relevant E&W Transmission Licensee** or an **E&W User** near to a **System**, as provided in this **OC8A**, which necessitates the provision of **Safety Precautions** on **HV Apparatus** in accordance with the provisions of **OC8A**, the **Requesting Safety Co-ordinator** who requires the **Safety Precautions** to be provided shall contact the relevant **Implementing Safety Co-ordinator** to co-ordinate the establishment of the **Safety Precautions**.

OC8A.4.3 RISSP

OC8A.4.3.1 **OC8A** sets out the procedures for utilising the **RISSP**, which will be used except where dealing with equipment in proximity to the other's **System** as provided in OC8A.8. Sections OC8A.4 to OC8A.7 inclusive should be read accordingly.

OC8A.4.3.2 The **Relevant E&W Transmission Licensee** will use the format of the **RISSP** forms set out in Appendix A and Appendix B to **OC8A**. That set out in **OC8A** Appendix A and designated as "RISSP-R", shall be used when the **Relevant E&W Transmission Licensee** is the **Requesting Safety Co-ordinator**, and that in **OC8A** Appendix B and designated as "RISSP-I", shall be used when the **Relevant E&W Transmission Licensee** is the **Implementing Safety Co-ordinator**. Proformas of RISSP-R and RISSP-I will be provided for use by the **Relevant E&W Transmission Licensee** staff.

OC8A.4.3.3 (a) **E&W Users** may either adopt the format referred to in OC8A.4.3.2, or use an equivalent format, provided that it includes sections requiring insertion of the same information and has the same numbering of sections as RISSP-R and RISSP-I as set out in Appendices A and B respectively.

(b) Whether **E&W Users** adopt the format referred to in OC8A.4.3.2, or use the equivalent format as above, the format may be produced and held in, and retrieved from an electronic form by the **E&W User**.

(c) Whichever method **E&W Users** choose, each must provide proformas (whether in tangible or electronic form) for use by its staff.

OC8A.4.3.4 All references to RISSP-R and RISSP-I shall be taken as referring to the corresponding parts of the alternative forms or other tangible written or electronic records used by each **E&W User**.

OC8A.4.3.5 RISSP-R will have an identifying number written or printed on it, comprising a prefix which identifies the location at which it is issued, and a unique (for each **E&W User** or the **Relevant E&W Transmission Licensee**, as the case may be) serial number which both together uses up to eight characters (including letters and numbers) and the suffix "R".

OC8A.4.3.6 (a) In accordance with the timing requirements set out in CC.5.2 each **E&W User** shall apply in writing to the **Relevant E&W Transmission Licensee** for the **Relevant E&W Transmission Licensee's** approval of its proposed prefix.

(b) The **Relevant E&W Transmission Licensee** shall consider the proposed prefix to see if it is the same as (or confusingly similar to) a prefix used by the **Relevant E&W Transmission Licensee** or another **User** and shall, as soon as possible (and in any event within ten days), respond in writing to the **E&W User** with its approval or disapproval.

(c) If the **Relevant E&W Transmission Licensee** disapproves, it shall explain in its response why it has disapproved and will suggest an alternative prefix.

(d) If the **Relevant E&W Transmission Licensee** has disapproved, then the **E&W User** shall either notify the **Relevant E&W Transmission Licensee** in writing of its acceptance of the suggested alternative prefix or it shall apply in writing to the **Relevant E&W Transmission Licensee** with revised proposals and the above procedure shall apply to that application.

OC8A.4.3.7 The prefix allocation will be periodically circulated by **~~NGET~~The Company** to all **E&W Users**, for information purposes, using a National Grid Safety Circular in the form set out in **OC8A** Appendix D.

OC8A.5 SAFETY PRECAUTIONS ON HV APPARATUS

OC8A.5.1 Agreement Of Safety Precautions

OC8A.5.1.1 The **Requesting Safety Co-ordinator** who requires **Safety Precautions** on another **System(s)** will contact the relevant **Implementing Safety Co-ordinator(s)** to agree the **Location** of the **Safety Precautions** to be established. This agreement will be recorded in the respective **Safety Logs**.

OC8A.5.1.2 It is the responsibility of the **Implementing Safety Co-ordinator** to ensure that adequate **Safety Precautions** are established and maintained, on his and/or another **System** connected to his **System**, to enable **Safety From The System** to be achieved on the **HV Apparatus**, specified by the **Requesting Safety Co-ordinator** which is to be identified in Part 1.1 of the **RISSP**. Reference to another **System** in this OC8A.5.1.2 shall not include the **Requesting Safety Co-ordinator's System** which is dealt with in OC8A.5.1.3.

OC8A.5.1.3 When the **Implementing Safety Co-ordinator** is of the reasonable opinion that it is necessary for **Safety Precautions** on the **System** of the **Requesting Safety Co-ordinator**, other than on the **HV Apparatus** specified by the **Requesting Safety Co-ordinator**, which is to be identified in Part 1.1 of the **RISSP**, he shall contact the **Requesting Safety Co-ordinator** and the details shall be recorded in part 1.1 of the **RISSP** forms. In these circumstances it is the responsibility of the **Requesting Safety Co-ordinator** to establish and maintain such **Safety Precautions**.

OC8A.5.1.4 In The Event Of Disagreement

In any case where the **Requesting Safety Co-ordinator** and the **Implementing Safety Co-ordinator** are unable to agree the **Location** of the **Isolation** and (if requested) **Earthing**, both shall be at the closest available points on the infeeds to the **HV Apparatus** on which **Safety From The System** is to be achieved as indicated on the **Operation Diagram**.

OC8A.5.2 Implementation Of Isolation

OC8A.5.2.1 Following the agreement of the **Safety Precautions** in accordance with OC8A.5.1 the **Implementing Safety Co-ordinator** shall then establish the agreed **Isolation**.

OC8A.5.2.2 The **Implementing Safety Co-ordinator** shall confirm to the **Requesting Safety Co-ordinator** that the agreed **Isolation** has been established, and identify the **Requesting Safety Co-ordinator's HV Apparatus** up to the **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**), for which the **Isolation** has been provided. The confirmation shall specify:

(a) for each **Location**, the identity (by means of **HV Apparatus** name, nomenclature and numbering or position, as applicable) of each point of **Isolation**;

(b) whether **Isolation** has been achieved by an **Isolating Device** in the isolating position, by an adequate physical separation or as a result of **a No System Connection**;

(c) where an **Isolating Device** has been used whether the isolating position is either:

(i) maintained by immobilising and **Locking** the **Isolating Device** in the isolating position and affixing a **Caution Notice** to it. Where the **Isolating Device** has been **Locked** with a **Safety Key**, the confirmation shall specify that the **Safety Key** has been secured in a **Key Safe** and the **Key Safe Key** has been given to the authorised site representative of the **Requesting Safety Co-ordinator** where reasonably practicable and is to be retained in safe custody. Where not reasonably practicable (including where **Earthing** has been requested in OC8A.5.1), the confirmation shall specify that the **Key Safe Key** will be retained by the authorised site representative of the **Implementing Safety Co-ordinator** in safe custody; or

(ii) maintained and/or secured by such other method which must be in accordance with the **Local Safety Instructions** of the **Relevant E&W Transmission Licensee** or that **E&W User**, as the case may be; and

(d) where an adequate physical separation has been used that it will be in accordance with, and maintained by, the method set out in the **Local Safety Instructions** of the **Relevant E&W Transmission Licensee** or that **E&W User**, as the case may be, and, if it is a part of that method, that a **Caution Notice** has been placed at the point of separation;

(e) where a **No System Connection** has been used the physical position of the **No System Connection** shall be defined and shall not be varied for the duration of **Safety Precaution** and the **Implementing Safety Co-ordinator's** relevant **HV Apparatus** will not, for the duration of the **Safety Precaution** be connected to a source of electrical energy or to any other part of the **Implementing Safety Co-ordinator's System**.

The confirmation of **Isolation** shall be recorded in the respective **Safety Logs**.

OC8A.5.2.3 Following the confirmation of **Isolation** being established by the **Implementing Safety Co-ordinator** and the necessary establishment of relevant **Isolation** on the **Requesting Safety Co-ordinators System**, the **Requesting Safety Co-ordinator** will then request the implementation of **Earthing** by the **Implementing Safety Co-ordinator**, if agreed in section OC8A.5.1. If the implementation of **Earthing** has been agreed, then the authorised site representative of the **Implementing Safety Co-ordinator** shall retain any **Key Safe Key** in safe custody until any **Safety Key** used for **Earthing** has been secured in the **Key Safe**.

OC8A.5.3 Implementation Of Earthing

OC8A.5.3.1 The **Implementing Safety Co-ordinator** shall then establish the agreed **Earthing**.

OC8A.5.3.2 The **Implementing Safety Co-ordinator** shall confirm to the **Requesting Safety Co-ordinator** that the agreed **Earthing** has been established, and identify the **Requesting Safety Co-ordinator's HV Apparatus** up to the **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**), for which the **Earthing** has been provided. The confirmation shall specify:

(a) for each **Location**, the identity (by means of **HV Apparatus** name, nomenclature and numbering or position, as is applicable) of each point of **Earthing**; and

(b) in respect of the **Earthing Device** used, whether it is:

(i) immobilised and **Locked** in the earthing position. Where the **Earthing Device** has

been **Locked** with a **Safety Key**, that the **Safety Key** has been secured in a **Key Safe** and the **Key Safe Key** has been given to the authorised site representative of the **Requesting Safety Co-ordinator** where reasonably practicable and is to be retained in safe custody. Where not reasonably practicable, that the **Key Safe Key** will be retained by the authorised site representative of the **Implementing Safety Co-ordinator** in safe custody; or

(ii) maintained and/or secured in position by such other method which is in accordance with the **Local Safety Instructions** of the **Relevant E&W Transmission Licensee** or the **Relevant Transmission Licensee** or that **E&W User**, as the case may be.

The confirmation of **Earthing** shall be recorded in the respective **Safety Logs**.

OC8A.5.3.3. The **Implementing Safety Co-ordinator** shall ensure that the established **Safety Precautions** are maintained until requested to be removed by the relevant **Requesting Safety Co-ordinator**.

OC8A.5.3.4 Certain designs of gas insulated switchgear three position isolator and earth switches specifically provide a combined **Isolation** and **Earthing** function within a single mechanism contained within a single integral unit. Where **Safety Precautions** are required across control boundaries and subject to the requirements of OC8A.5.1, it is permissible to earth before **Points of Isolation** have been established provided that all interconnected circuits are fully disconnected from live **HV Apparatus**.

OC8A.5.4 RISSP Issue Procedure

OC8A.5.4.1 Where **Safety Precautions** on another **System(s)** are being provided to enable work on the **Requesting Safety Co-ordinator's System**, before any work commences they must be recorded by a **RISSP** being issued. The **RISSP** is applicable to **HV Apparatus** up to the **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**) identified in section 1.1 of the RISSP-R and RISSP-I forms.

OC8A.5.4.2 Where **Safety Precautions** are being provided to enable work to be carried out on both sides of the **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**) a **RISSP** will need to be issued for each side of the **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**) with the **Relevant E&W Transmission Licensee** and the respective **User** each enacting the role of **Requesting Safety Co-ordinator**. This will result in a RISSP-R and a RISSP-I form being completed by each of the **Relevant E&W Transmission Licensee** and the **E&W User**, with each **Requesting Safety Co-ordinator** issuing a separate **RISSP** number.

OC8A.5.4.3 Once the **Safety Precautions** have been established (in accordance with OC8A.5.2 and OC8A.5.3), the **Implementing Safety Co-ordinator** shall complete parts 1.1 and 1.2 of a RISSP-I form recording the details specified in OC8A.5.1.3, OC8A.5.2.2 and OC8A.5.3.2. Where **Earthing** has not been requested, Part 1.2(b) will be completed with the words "not applicable" or "N/A". He shall then contact the **Requesting Safety Co-ordinator** to pass on these details.

OC8A.5.4.4 The **Requesting Safety Co-ordinator** shall complete Parts 1.1 and 1.2 of the RISSP-R, making a precise copy of the details received. On completion, the **Requesting Safety Co-ordinator** shall read the entries made back to the sender and check that an accurate copy has been made.

OC8A.5.4.5 The **Requesting Safety Co-ordinator** shall then issue the number of the **RISSP**, taken from the RISSP-R, to the **Implementing Safety Co-ordinator** who will ensure that the number, including the prefix and suffix, is accurately recorded in the designated space on the RISSP-I form.

OC8A.5.4.6 The **Requesting Safety Co-ordinator** and the **Implementing Safety Co-ordinator** shall complete and sign Part 1.3 of the RISSP-R and RISSP-I respectively and then enter the time and date. When signed no alteration to the **RISSP** is permitted; the **RISSP** may only be cancelled.

OC8A.5.4.7 The **Requesting Safety Co-ordinator** is then free to authorise work (including a test that does not affect the **Implementing Safety Co-ordinator's System**) in accordance with the requirements of the relevant internal safety procedures which apply to the **Requesting Safety Co-ordinator's System**. This is likely to involve the issue of safety documents or other relevant internal authorisations. Where testing is to be carried out which affects the **Implementing Safety Co-ordinator's System**, the procedure set out below in OC8A.6 shall be implemented.

OC8A.5.5 RISSP Cancellation Procedure

OC8A.5.5.1 When the **Requesting Safety Co-ordinator** decides that **Safety Precautions** are no longer required, he will contact the relevant **Implementing Safety Co-ordinator** to effect cancellation of the associated **RISSP**.

OC8A.5.5.2 The **Requesting Safety Co-ordinator** will inform the relevant **Implementing Safety Co-ordinator** of the **RISSP** identifying number (including the prefix and suffix), and agree it is the **RISSP** to be cancelled.

OC8A.5.5.3 The **Requesting Safety Co-ordinator** and the relevant **Implementing Safety Co-ordinator** shall then respectively complete Part 2.1 of their respective RISSP-R and RISSP-I forms and shall then exchange details. The details being exchanged shall include their respective names and time and date. On completion of the exchange of details the respective **RISSP** is cancelled. The removal of **Safety Precautions** is as set out in OC8A.5.5.4 and OC8A.5.5.5.

OC8A.5.5.4 Neither **Safety Co-ordinator** shall instruct the removal of any **Isolation** forming part of the **Safety Precautions** as part of the returning of the **HV Apparatus** to service until it is confirmed to each by each other that every earth on each side of the **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**), within the points of isolation identified on the **RISSP**, has been removed or disconnected by the provision of additional **Points of Isolation**.

OC8A.5.5.5 Subject to the provisions in OC8A.5.5.4, the **Implementing Safety Co-ordinator** is then free to arrange the removal of the **Safety Precautions**, the procedure to achieve that being entirely an internal matter for the party the **Implementing Safety Co-ordinator** is representing. Where a **Key Safe Key** has been given to the authorised site representative of the **Requesting Safety Co-ordinator**, the **Key Safe Key** must be returned to the authorised site representative of the **Implementing Safety Co-ordinator**. The only situation in which any **Safety Precautions** may be removed without first cancelling the **RISSP** in accordance with OC8A.5.5 or OC8A.5.6 is when **Earthing** is removed in the situation envisaged in OC8A.6.2(b).

OC8A.5.6 RISSP Change Control

Nothing in this **OC8A** prevents the **Relevant E&W Transmission Licensee** and **E&W Users** agreeing to a simultaneous cancellation and issue of a new **RISSP**, if both agree. It should be noted, however, that the effect of that under the relevant **Safety Rules** is not a matter with which the **Grid Code** deals.

OC8A.6 TESTING AFFECTING ANOTHER SAFETY CO-ORDINATOR'S SYSTEM

OC8A.6.1 The carrying out of the test may affect **Safety Precautions** on **RISSPs** or work being carried out which does not require a **RISSP**. Testing can, for example, include the application of an independent test voltage. Accordingly, where the **Requesting Safety Co-ordinator** wishes to authorise the carrying out of such a test to which the procedures in OC8A.6 apply he may not do so and the test will not take place unless and until the steps in (a)-(c) below have been followed and confirmation of completion has been recorded in the respective **Safety Logs**:

(a) confirmation must be obtained from the **Implementing Safety Co-ordinator** that:

(i) no person is working on, or testing, or has been authorised to work on, or test, any part of its **System** or another **System(s)** (other than the **System** of the **Requesting Safety Co-ordinator**) within the points of **Isolation** identified on the **RISSP** form relating to the test which is proposed to be undertaken, and

(ii) no person will be so authorised until the proposed test has been completed (or cancelled) and the **Requesting Safety Co-ordinator** has notified the **Implementing Safety Co-ordinator** of its completion (or cancellation);

(b) any other current **RISSPs** which relate to the parts of the **System** in which the testing is to take place must have been cancelled in accordance with procedures set out in OC8A.5.5;

(c) the **Implementing Safety Co-ordinator** must agree with the **Requesting Safety Co-ordinator** to permit the testing on that part of the **System** between the points of **Isolation** identified in the **RISSP** associated with the test and the points of **Isolation** on the **Requesting Safety Co-ordinator's System**.

OC8A.6.2 (a) The **Requesting Safety Co-ordinator** will inform the **Implementing Safety Co-ordinator** as soon as the test has been completed or cancelled and the confirmation shall be recorded in the respective **Safety Logs**.

(b) When the test gives rise to the removal of **Earthing** which it is not intended to re-apply, the relevant **RISSP** associated with the test shall be cancelled at the completion or cancellation of the test in accordance with the procedure set out in either OC8A.5.5 or OC8A.5.6. Where the **Earthing** is re-applied following the completion or cancellation of the test, there is no requirement to cancel the relevant **RISSP** associated with the test pursuant to this OC8A.6.2.

OC8A.7 EMERGENCY SITUATIONS

OC8A.7.1 There may be circumstances where **Safety Precautions** need to be established in relation to an unintended electrical connection or situations where there is an unintended risk of electrical connection between the **National Electricity Transmission System** and an **E&W User's System**, for example resulting from an incident where one line becomes attached or unacceptably close to another.

OC8A.7.2 In those circumstances, if both the **Relevant E&W Transmission Licensee** and the respective **E&W User** agree, the relevant provisions of OC8A.5 will apply as if the electrical connections or potential connections were, solely for the purposes of this **OC8A**, a **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**).

OC8A.7.3 (a) The relevant **Safety Co-ordinator** shall be that for the electrically closest existing **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**) to that **E&W User's System** or such other local **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**) as may be agreed between the **Relevant E&W Transmission Licensee** and the **E&W User**, with discussions taking place between the relevant local **Safety Co-ordinators**. The **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**) to be used shall be known in this OC8A.7.3 as the "relevant **Connection Point**" (or, in the case of **OTSUA**, "relevant **Transmission Interface Point**").

(b) The **Local Safety Instructions** shall be those which apply to the relevant **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**).

(c) The prefix for the **RISSP** will be that which applies for the relevant **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**).

OC8A.8 SAFETY PRECAUTIONS RELATING TO WORKING ON EQUIPMENT NEAR TO THE HV SYSTEM

OC8A.8 applies to the situation where work is to be carried out at an **E&W User's Site** or a **Transmission Site** (as the case may be) on equipment of the **User** or the **Relevant E&W Transmission Licensee** as the case may be, where the work or equipment is near to **HV Apparatus** on the **Implementing Safety Co-ordinator's System**. It does not apply to other situations to which **OC8A** applies. In this part of **OC8A**, a **Permit for Work for proximity work** is to be used, rather then the usual **RISSP** procedure, given the nature and effect of the work, all as further provided in the OC8A.8.

OC8A.8.1 Agreement Of Safety Precautions

OC8A.8.1.1 The **Requesting Safety Co-ordinator** who requires **Safety Precautions** on another **System(s)** when work is to be carried out at an **E&W User's Site** or a **Transmission Site** (as the case may be) on equipment of the **User** or the **Relevant E&W Transmission Licensee**, as the case may be, where the work or equipment is near to **HV Apparatus** on the **Implementing Safety Co-ordinator's System** will contact the relevant **Implementing Safety Co-ordinator(s)** to agree the Location of the **Safety Precautions** to be established, having as part of this process informed the **Implementing Safety Co-ordinator** of the equipment and the work to be undertaken. The respective **Safety Co-ordinators** will ensure that they discuss the request with their authorised site representative and that the respective authorised site representatives discuss the request at the **Connection Site** (or, in the case of **OTSUA**, **Transmission Interface Site**). This agreement will be recorded in the respective **Safety Logs**.

OC8A.8.1.2 It is the responsibility of the **Implementing Safety Co-ordinator**, working with his authorised site representative as appropriate, to ensure that adequate **Safety Precautions** are established and maintained, on his and/or another **System** connected to his **System**, to enable **Safety From The System** to be achieved for work to be carried out at an **E&W User's Site** or a **Transmission Site** (as the case may be) on equipment and in relation to work which is to be identified in the relevant part of the **Permit for Work for proximity work** where the work or equipment is near to **HV Apparatus** of the **Implementing Safety Co-ordinator's System** specified by the **Requesting Safety Co-ordinator**. Reference to another **System** in this OC8A.8.1.2 shall not include the **Requesting Safety Co-ordinator's System**.

OC8A.8.1.3 In The Event Of Disagreement

In any case where the **Requesting Safety Co-ordinator** and the **Implementing Safety Co-ordinator** are unable to agree the **Location** of the **Isolation** and (if requested) **Earthing**, both shall be at the closest available points on the infeeds to the **HV Apparatus** near to which the work is to be carried out as indicated on the **Operation Diagram**.

OC8A.8.2 Implementation Of Isolation And Earthing

OC8A.8.2.1 Following the agreement of the **Safety Precautions** in accordance with OC8A.8.1 the **Implementing Safety Co-ordinator** shall then establish the agreed **Isolation** and (if required) **Earthing**.

OC8A.8.2.2 The **Implementing Safety Co-ordinator** shall confirm to the **Requesting Safety Co-ordinator** that the agreed **Isolation** and (if required) **Earthing** has been established.

OC8A.8.2.3 The **Implementing Safety Co-ordinator** shall ensure that the established **Safety Precautions** are maintained until requested to be removed by the relevant **Requesting Safety Co-ordinator**.

OC8A.8.3 Permit For Work For Proximity Work Issue Procedure

OC8A.8.3.1 Where **Safety Precautions** on another **System(s)** are being provided to enable work to be carried out at an **E&W User's Site** or **Transmission Site** (as the case may be) on equipment where the work or equipment is in proximity to **HV Apparatus** of the **Implementing Safety Co-ordinator**, before any work commences they must be recorded by a **Permit for Work for proximity work** being issued. The **Permit for Work for proximity work** shall identify the **Implementing Safety Co-ordinator's HV Apparatus** in proximity to the required work.

OC8A.8.3.2 Once the **Safety Precautions** have been established (in accordance with OC8A.8.2), the **Implementing Safety Co-ordinator** shall agree to the issue of the **Permit for Work for proximity work** with the appropriately authorised site representative of the **Requesting Safety Co-ordinator's Site**. The **Implementing Safety Co-ordinator** will inform the **Requesting Safety Co-ordinator** of the **Permit for Work for proximity work** identifying number.

OC8A.8.3.3 The appropriately authorised site representative of the **Implementing Safety Co-ordinator** shall then issue the **Permit for Work for proximity work** to the appropriately authorised site representative of the **Requesting Safety Co-ordinator**. The **Permit for Work for proximity work** will in the section dealing with the work to be carried out, be completed to identify that the work is near the **Implementing Safety Co-ordinator's HV Apparatus**. No further details of the **Requesting Safety Co-ordinator's** work will be recorded, as that is a matter for the **Requesting Safety Co-ordinator** in relation to his work.

OC8A.8.3.4 The **Requesting Safety Co-ordinator** is then free to authorise work in accordance with the requirements of the relevant internal safety procedures which apply to the **Requesting Safety Co-ordinator's Site**. This is likely to involve the issue of safety documents or other relevant internal authorisations.

OC8A.8.4 Permit For Work For Proximity Work Cancellation Procedure

OC8A.8.4.1 When the **Requesting Safety Co-ordinator** decides that **Safety Precautions** are no longer required, he will contact the relevant **Implementing Safety Co-ordinator** to effect cancellation of the associated **Permit for Work for proximity work**.

OC8A.8.4.2 The **Requesting Safety Co-ordinator** will inform the relevant **Implementing Safety Co-ordinator** of the **Permit for Work for proximity work** identifying number, and agree that the **Permit for Work for proximity work** can be cancelled. The cancellation is then effected by the appropriately authorised site representative of the **Requesting Safety Co-ordinator** returning the **Permit for Work for proximity work** to the appropriately authorised site representative of the **Implementing Safety Co-ordinator**.

OC8A.8.4.3 The **Implementing Safety Co-ordinator** is then free to arrange the removal of the **Safety Precautions**, the procedure to achieve that being entirely an internal matter for the party the **Implementing Safety Co-ordinator** is representing.

OC8A.9 LOSS OF INTEGRITY OF SAFETY PRECAUTIONS

OC8A.9.1 In any instance when any **Safety Precautions** may be ineffective for any reason the relevant **Safety Co-ordinator** shall inform the other **Safety Co-ordinator(s)** without delay of that being the case and, if requested, of the reasons why.

OC8A.10 SAFETY LOG

OC8A.10.1 The **Relevant E&W Transmission Licensee** and **E&W Users** shall maintain **Safety Logs** which shall be a chronological record of all messages relating to safety co-ordination under **OC8A** sent and received by the **Safety Co-ordinator(s)**. The **Safety Logs** must be retained for a period of not less than one year.

APPENDIX A - RISSP-R

[**the Relevant E&W Transmission Licensee**] [_____ **CONTROL CENTRE/SITE**]

RECORD OF INTER-SYSTEM **SAFETY PRECAUTIONS** (RISSP-R)
(**Requesting Safety Co-ordinator's** Record)

RISSP NUMBER

PART 1

1.1 **HV APPARATUS** IDENTIFICATION

Safety Precautions have been established by the **Implementing Safety Co-ordinator** (or by another **User** on that **User's System** connected to the **Implementing Safety Co-ordinator's System**) to achieve (in so far as it is possible from that side of the **Connection Point/Transmission Interface Point**) **Safety From The System** on the following **HV Apparatus** on the **Requesting Safety Co-ordinator's System**: [State identity - name(s) and, where applicable, identification of the **HV** circuit(s) up to the **Connection Point/Transmission Interface Point**]:

_____

_____

Further **Safety precautions** required on the **Requesting Safety Co-ordinator's System** as notified by the **Implementing Safety Co-ordinator**.

_____

1.2 **SAFETY PRECAUTIONS** ESTABLISHED

(a) **ISOLATION**

[State the **Location(s)** at which **Isolation** has been established (whether on the **Implementing Safety Co-ordinator's System** or on the **System** of another **User** connected to the **Implementing Safety Co-ordinator's System**). For each **Location**, identify each point of **Isolation**. For each point of **Isolation**, state the means by which the **Isolation** has been achieved, and whether, immobilised and **Locked**, **Caution Notice** affixed, other safety procedures applied, as appropriate.]

_____

_____

_____

(b) **EARTHING**

[State the **Location(s)** at which **Earthing** has been established (whether on the **Implementing Safety Co-ordinator's System** or on the **System** of another **User** connected to the **Implementing Safety Co-ordinator's System**). For each **Location**, identify each point of **Earthing**. For each point of **Earthing**, state the means by which **Earthing** has been achieved, and whether, immobilised and **Locked**, other safety procedures applied, as appropriate].

_____

_____

_____

1.3 ISSUE

I have received confirmation from _____ (name of **Implementing Safety Co-ordinator**) at _____ (location) that the **Safety Precautions** identified in paragraph 1.2 have been established and that instructions will not be issued at his location for their removal until this **RISSP** is cancelled.

Signed .....(**Requesting Safety Co-ordinator**)

at .....(time) on ..... (Date)

PART 2

2.1 CANCELLATION

I have confirmed to _____ (name of the **Implementing Safety Co-ordinator**) at _____ (location) that the **Safety Precautions** set out in paragraph 1.2 are no longer required and accordingly the **RISSP** is cancelled.

Signed .....(**Requesting Safety Co-ordinator**)

at .....(time) on ..... (Date)

APPENDIX B - RISSP-I

[**the Relevant E&W Transmission Licensee**] [_____ **CONTROL CENTRE/SITE**]

RECORD OF INTER-SYSTEM **SAFETY PRECAUTIONS** (RISSP-I)
(**Implementing Safety Co-ordinator**'s Record)

PART 1 **RISSP** NUMBER

1.1 **HV APPARATUS** IDENTIFICATION

Safety Precautions have been established by the **Implementing Safety Co-ordinator** (or by another **User** on that **User's System** connected to the **Implementing Safety Co-ordinator's System**) to achieve (in so far as it is possible from that side of the **Connection Point/Transmission Interface Point**) **Safety From The System** on the following **HV Apparatus** on the **Requesting Safety Co-ordinator's System**: [State identity - name(s) and, where applicable, identification of the **HV** circuit(s) up to the **Connection Point/Transmission Interface Point**]:

_____

_____

Recording of notification given to the **Requesting Safety Co-ordinator** concerning further **Safety Precautions** required on the **Requesting Safety Co-ordinator's System**.

1.2 **SAFETY PRECAUTIONS** ESTABLISHED

(a) **ISOLATION**

[State the **Location(s)** at which **Isolation** has been established (whether on the **Implementing Safety Co-ordinator's System** or on the **System** of another **User** connected to the **Implementing Safety Co-ordinator's System**). For each **Location**, identify each point of **Isolation**. For each point of **Isolation**, state the means by which the **Isolation** has been achieved, and whether, immobilised and **Locked**, **Caution Notice** affixed, other safety procedures applied, as appropriate.]

_____

_____

_____

(b) **EARTHING**

[State the **Location(s)** at which **Earthing** has been established (whether on the **Implementing Safety Co-ordinator's System** or on the **System** of another **User** connected to the **Implementing Safety Co-ordinator's System**). For each **Location**, identify each point of **Earthing**. For each point of **Earthing**, state the means by which **Earthing** has been achieved, and whether, immobilised and **Locked**, other safety procedures applied, as appropriate].

_____

_____

_____

1.3 ISSUE

I have confirmed to _____ (name of **Requesting Safety Co-ordinator**) at _____ (location) that the **Safety Precautions** identified in paragraph 1.2 have been established and that instructions will not be issued at my location for their removal until this **RISSP** is cancelled.

Signed .....(**Implementing Safety Co-ordinator**)

at .....(time) on ..... (Date)

PART 2

2.1 CANCELLATION

I have received confirmation from _____ (name of the **Requesting Safety Co-ordinator**) at _____ (location) that the **Safety Precautions** set out in paragraph 1.2 are no longer required and accordingly the **RISSP** is cancelled.

Signed .....(**Implementing Safety Co-ordinator**)

at .....(time) on ..... (Date)

(Note: This form to be of a different colour from RISSP-R)

APPENDIX C - FLOWCHARTS

APPENDIX C1 - RISSP ISSUE PROCESS

APPENDIX C2 - TESTING PROCESS

Where testing affects another Safety Co-ordinator's System

APPENDIX C3 - RISSP CANCELLATION PROCESS

Requesting Safety Co-ordinator (RSC)
Person requiring **Safety Precaution** from another **User**

Implementing Safety Co-ordinator (ISC)
Person who co-ordinates provision of **Safety Precautions**

APPENDIX C4 - PROCESS FOR WORKING NEAR TO SYSTEM EQUIPMENT

Requesting Safety Co-ordinator (RSC)
Person requiring **Safety Precaution** from another **User**

Implementing Safety Co-ordinator (ISC)
Person who co-ordinates provision of **Safety Precautions**

Proximity
Nearness or Closeness to **HV** Equipment

APPENDIX D - NATIONAL GRID SAFETY CIRCULAR

National Grid Safety Circular (NGSC)	**NGSC Number:** **.....**
RISSP prefixes - Issue x	**Date:** **Issued By:**
Example	

Pursuant to the objectives of The Grid Code, Operating Code 8A1 - Safety Co-ordination, this circular will be used in relation to all cross boundary safety management issues with the **Relevant E&W Transmission Licensee** customers. Of particular note will be the agreed prefixes for the Record of Inter System Safety Precautions (RISSP) documents.

APPENDIX E - FORM OF ~~NGET~~THE COMPANY'S PERMIT TO WORK

[Form of the Relevant E&W Transmission Licensee Permit for Work]

No.		

PERMIT FOR WORK

1. **Location**……

Equipment Identification……

……

Work to be done

……

……

2. Precautions taken to achieve Safety from the System
Points of Isolation

……

……

Primary Earths

……

……

……

……

Actions taken to avoid **Danger** by draining, venting, purging and containment or dissipation of stored energy*

……

……

Further precautions to be taken during the course of the work to avoid **System** derived hazards*

……

……

3. Precautions that may be varied*

……

……

……

……

4. Preparation
Control Person(s) (Safety) giving Consent [ ] **Key Safe** number* [ ]

State whether this **Permit for Work** must be personally retained yes [ ] no [ ]

Signed [ ] Time [ ] Date [ ]
Senior Authorised Person

5. Issue & Receipt

Key Safe Number*		**Safety Keys** (No. off)*	
Earthing Schedule Number*		Portable **Drain earths** (No. off)*	
Recommendations for **General Safety** Report Number*		**Approved** (ROMP)#/**Card Safe**#/ Procedure Number*	
Circuit Identification – Colours/ Symbols*		Flags (No. off)*	Wristlets (No. off)*

Issued (Signed)

Senior Authorised Person

Received (Signed) Time Date

Competent Person

Name (Block letters) Company

delete as appropriate *write N/A if not applicable February 1995

< END OF OPERATING CODE NO. 8 APPENDIX 1>