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Our Reference NGETSR/NSI30/1

## Changes to NSI 30 – Appointment of Persons

Dear Sir / Madam

I am writing to notify you of some key changes and dates affecting National Safety Instruction (NSI) 30-Appointment of Persons.

Following the issue of the Third Edition Safety Rules, a working party was tasked with reviewing and updating all NSI's. NSI 30 will be updated and re-issued **on 30<sup>th</sup> January 2009**. The revised NSI 30 has important changes which all Generators, DNO's and Contractors who have staff authorised to National Grid Safety Rules need to be notified.

### Key Changes from 30<sup>th</sup> January 2009

Authorisation	Old Requirement	New Requirement
<b>Person</b>	3 years authorisation	3 year authorisation Person + BESC
<b>Competent Person</b>	3 year authorisation Annual review Refresher course every 3 years	Person / BESC authorised before entry onto course  1 year authorisation No annual review Annual refresher 3y BESC assessment  Contractors will be issued full NSI 6 and limited NSI 8
<b>Authorised Person</b>	3 year authorisation Annual review Refresher course every 3 years  No requirement to be authorised as a Person before attaining Authorised Person	Person / BESC authorised before entry onto course  1 year authorisation No annual review Annual refresher 3y BESC assessment

**Notes:**

1. Revised length of authorisations applies to National Grid staff as well as Third Parties.
2. Existing authorisations will be honoured e.g. a Competent Person authorised in November 2008 for 3 years will not have to undertake the annual refresher until November 2011. However you will have to undertake the annual review as per current process.
3. Annual refreshers can be arranged as at present via Learning and Development at Eakring but 3 regional training centres will be used, Manchester, Eakring and Hitchin.
4. Annual refreshers can be undertaken at other locations, e.g. Alliance Offices, provided a National Grid LAN connection with a speed greater than 1mb/s is available. In this instance Learning and Development will send a facilitator to the location.
5. National Grid are currently reviewing NSI's that Third Parties are required to be authorised against, e.g. where an NSI is not specific to National Grid and the Third Party is competent in the area and have safe systems of work detailed in Risk Assessments and Methods Statements. This work is not complete but from the 29<sup>th</sup> September Third Parties will no longer have to be authorised to NSI 11 – "HV Capacitor Banks".

Please note NSI 1 HV Switching, NSI 2 HV Earthing, NSI 6 Demarcation and NSI 8 Safe Movement are specific to National Grid and all Third Parties will continue to be authorised against these procedures.

**Rational Behind the changes**

1. To embed the Basic Electrical Safety Competence (BESC) into the National Grid authorisation process to which over 10,000 National Grid and Contractor staff are now authorised.
2. The Annual review process has not been demonstrated to be sufficiently robust with the potential that a Competent Person could hold a Safety Document for the first time in nearly 3 years and thus have forgotten key knowledge. Frequent use of this competency in practise keeps the skill fresh, but if not used, and with variable standards of annual assessment the potential to be involved in an incident is considerably increased.

Several options have been considered to ensure National Grid fulfils its Statutory Duty in ensuring competence of both Third Party and National Grid staff to perform their respective roles under National Grid Safety Rules. National Grid has concluded that the most practical and robust option will be a 1 year authorisation process.

It was also considered that the costs involved in a more robust annual review process would be similar to an annual refresher, e.g. time taken to document evidence of holding Safety Documents / taking switching instructions, annual face to face review of the documented evidence with staff and formally informing National Grid with documented evidence that the annual review process has been completed. The annual review process would then undergo an audit process which would add more time and costs. Please note a robust system is one in which National Grid can defend in court.

Also, if under a more robust annual review process a Competent Person did not hold a pre-requisite number of Safety Documents or switching instructions annually they would have to sit the refresher course to retain their authorisation.

Given the above a 1 year authorisation for National Grid and Third Party staff was selected.

3. Third Parties should review the number of Competent Persons they require. If a member of your staff is not going to hold any Safety Documents in a year then Person / BESC authorisation is all that is required. This will help reduce additional costs.
4. Generator Authorised Person's (AP) in the past did not have to undergo Person training prior to AP authorisation. However they did need to know basic information in relation to National Grid and our systems. This will now be formalised by appointment to Person / BESC prior to Authorised Person appointment.
5. Training and assessment to National Grid Safety Rules will contain more computer based training and assessment. This process will enable National Grid to reduce course fees by 6%.
6. All Third Party and National Grid authorisation records will be held and updated on the EUSR database and viewed through the internet via [www.EUSR.co.uk](http://www.EUSR.co.uk). This process will significantly increase the identity / confirmation process and provide a more robust method of viewing current authorisations.

If you have any questions or queries regarding this correspondence please do not hesitate to contact Gary Thornton on 07785 527154 or [gary.thornton@uk.ngrid.com](mailto:gary.thornton@uk.ngrid.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'L. Adams', with a stylized flourish at the end.

Les Adams MBE  
Senior Manager - Maintenance Delivery Electricity  
National Grid