

OPERATING CODE NO. 8 APPENDIX 2 (OC8B)

SAFETY CO-ORDINATION IN RESPECT OF THE SCOTTISH TRANSMISSION SYSTEMS OR THE SYSTEMS OF SCOTTISH USERS

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OC8B.1 INTRODUCTION

OC8B.1.1 **OC8B** specifies the standard procedures to be used by **The Company**, the **Relevant Scottish Transmission Licensees** and **Scottish Users** for the co-ordination, establishment and maintenance of necessary **Safety Precautions** when work is to be carried out on or near the **Scottish Transmission System** or the **System** of a **Scottish 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. **OC8B** applies to **Relevant Scottish Transmission Licensees** and **Scottish Users**. Where work is to be carried out on or near equipment on an **E&W Transmission System** or the **Systems** of **E&W Users**, but such work requires **Safety Precautions** to be established on a **Scottish Transmission System** or the **Systems** of **Scottish Users**, **OC8B** should be followed by the **Relevant Scottish Transmission Licensee** and **Scottish Users** to establish the required **Safety Precautions**.

OC8A specifies the procedures to be used by the **Relevant E&W Transmission Licensee** and **E&W Users**.

The Company shall procure that **Relevant Scottish Transmission Licensees** shall comply with **OC8B** where and to the extent that such section applies to them.

In this **OC8B** the term “work” includes testing, other than **System Tests** which are covered by **OC12**.

OC8B.1.2 **OC8B** 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 a **Scottish User’s Site** or a **Transmission Site** (as the case may be) on equipment of the **Scottish User** or the **Relevant Scottish 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**, a **Scottish User’s Site** or **Transmission Site** shall, for the purposes of this **OC8B**, include a site at which there is a **Transmission Interface Point** until the **OTSUA Transfer Time** and the provisions of this **OC8B** 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 Scottish Transmission Licensee** and the **Offshore Transmission Licensee**.

OC8B.1.3 **OC8B** does not apply to the situation where **Safety Precautions** need to be agreed solely between **Scottish Users**. **OC8B** does not apply to the situation where **Safety Precautions** need to be agreed solely between **Transmission Licensees**.

OC8B.1.4 **OC8B** does not seek to impose a particular set of **Safety Rules** on **Relevant Scottish Transmission Licensees** and **Scottish Users**. The **Safety Rules** to be adopted and used by the **Relevant Scottish Transmission Licensee** and each **Scottish User** shall be those chosen by each.

OC8B.1.5 **Site Responsibility Schedules** document the control responsibility for each item of **Plant** and **Apparatus** for each site.

OC8B.1.6 (a) The **Relevant Scottish Transmission Licensee** may agree alternative site-specific operational procedures with **Scottish Users** for the co-ordination, establishment and maintenance of **Safety Precautions** instead of the **Record of Inter-System Safety Precautions (“RISSP”)** procedure detailed in this **OC8B**. Such operational procedures shall satisfy the requirements of paragraphs OC8B.1.7, OC8B.2.1, OC8B.4.1, OC8B.4.2, OC8B.9, OC8B.10. These alternative site-specific operational procedures for the co-ordination, establishment and maintenance of **Safety Precautions** will be referenced in the relevant **Site Responsibility Schedule**.

- (b) The **Relevant Scottish Transmission Licensee** may agree with **Scottish Users** site-specific procedures for the application of **Safety Precautions** across the interface between the **Relevant Scottish Transmission Licensee** and **Scottish User** in addition to and consistent with either the **RISSP** procedure or the alternative site-specific operational procedures described in OC8B.1.6 (a). These site-specific procedures will be referenced in the relevant **Site Responsibility Schedule**.
- (c) The **Relevant Scottish Transmission Licensee** and the **Scottish User** shall comply with the procedures agreed pursuant to OC8B.1.6 (a) and OC8B.1.6 (b).

OC8B.1.7 Defined Terms

OC8B.1.7.1 **Scottish 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 **OC8B**. **Scottish Users** should, therefore, exercise caution in relation to this term when reading and using **OC8B**.

OC8B.1.7.2 In **OC8** 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 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 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 **Safety Rules** of the **Relevant Scottish Transmission Licensee** or that **Scottish 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 **Safety Rules** of the **Relevant Scottish Transmission Licensee** or that **Scottish 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 **Safety Rules** 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-ordinator's 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 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 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 **Safety Rules** of the **Relevant Scottish Transmission Licensee** or that **Scottish User** as the case may be.

OC8B.1.7.3 For the purpose of the co-ordination of safety relating to **HV Apparatus** the term “**Safety Precautions**” means **Isolation** and/or **Earthing**.

OC8B.2 OBJECTIVE

OC8B.2.1 The objective of **OC8B** 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 a **Scottish User’s Site** or a **Transmission Site** (as the case may be) on equipment of the **Scottish User** or the **Relevant Scottish 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**.

OC8B.2.2 A flow chart, set out in **OC8B** Appendix C, illustrates the process utilised in **OC8B** to achieve the objective set out in OC8B.2.1. In the case of a conflict between the flow chart and the provisions of the written text of **OC8B**, the written text will prevail.

OC8B.3 SCOPE

OC8B.3.1 **OC8B** applies to **The Company**, **Relevant Scottish Transmission Licensees** and to **Scottish Users**, which in **OC8** 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 Company** in relation to **External Interconnections** are set out in **Interconnection Agreements** with relevant persons for the **External Interconnections**.

OC8B.4 PROCEDURE

OC8B.4.1 Approval Of Safety Rules

- OC8B.4.1.1 (a) In accordance with the timing requirements of its **Bilateral Agreement**, each **Scottish User** will supply to the **Relevant Scottish Transmission Licensee** a copy of its **Safety Rules** 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 Scottish Transmission Licensee** will supply to each **Scottish User** a copy of its **Safety Rules** 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 Scottish Transmission Licensee** and the **Scottish User** must have approved each other’s relevant **Safety Rules** in relation to **Isolation** and **Earthing**.

- OC8B.4.1.2 Either party may require that the **Isolation** and/or **Earthing** provisions in the other party's **Safety Rules** 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 **Safety Rules** 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.
- OC8B.4.1.3 If, following approval, a party wishes to change the provisions in its **Safety Rules** 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 OC8B.4.1.2 apply.
- OC8B.4.2 Safety Co-ordinators
- OC8B.4.2.1 For each **Connection Point** (or, in the case of **OTSUA, Transmission Interface Point**), the **Relevant Scottish Transmission Licensee** and each **Scottish User** will have nominated to be available, to a timescale agreed in the **Bilateral Agreement**, 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 **OC8B**. 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**).
- OC8B.4.2.2 Each **Safety Co-ordinator** shall be authorised by the **Relevant Scottish Transmission Licensee** or a **Scottish User**, as the case may be, as competent to carry out the functions set out in **OC8B** to achieve **Safety From The System**. Confirmation from the **Relevant Scottish Transmission Licensee** or a **Scottish User**, as the case may be, that its **Safety Co-ordinator(s)** as a group are so authorised is dealt with, for **Scottish Users**, in CC.5.2 and for **Relevant Scottish Transmission Licensees** in the **STC**. Only persons with such authorisation will carry out the provisions of **OC8B**. Each **User** shall, prior to being connected to the **National Electricity Transmission System**, give notice in writing to the **Relevant Scottish Transmission Licensee** of its **Safety Co-ordinator(s)** and will update the written notice yearly and whenever there is a change to the identity of its **Safety Co-ordinators** or to the **Connection Points** (or, in the case of **OTSUA, Transmission Interface Points**). The **Relevant Scottish Transmission Licensee** will, at the time of a **Scottish User** being connected to the **National Electricity Transmission System** give notice in writing to that **Scottish User** of the identity of its **Safety Co-ordinator(s)** and will update the written notice whenever there is a change to the **Connection Points** (or, in the case of **OTSUA, Transmission Interface Points**) or **Safety Co-ordinators**.
- OC8B.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.
- OC8B.4.2.4 If work is to be carried out on a **System**, or on equipment of the **Relevant Scottish Transmission Licensee** or a **Scottish User** near to a **System**, as provided in this **OC8B**, which necessitates the provision of **Safety Precautions** on **HV Apparatus** in accordance with the provisions of **OC8B**, 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**.
- OC8B.4.3 RISSP
- OC8B.4.3.1 **OC8B** 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 **OC8B.8**. Sections **OC8B.4** to **OC8B.7** inclusive should be read accordingly.

- OC8B.4.3.2 The **Relevant Transmission Licensee** will use the format of the **RISSP** forms set out in Appendix A and Appendix B to **OC8B**, or any other format which may be agreed between the **Relevant Scottish Transmission Licensee** and each **User**. That set out in **OC8B** Appendix A and designated as "RISSP-R", shall be used when the **Relevant Scottish Transmission Licensee** is the **Requesting Safety Co-ordinator**, and that in **OC8B** Appendix B and designated as "RISSP-I", shall be used when the **Relevant Transmission Licensee** is the **Implementing Safety Co-ordinator**. Proformas of RISSP-R and RISSP-I will be provided for use by **Relevant Scottish Transmission Licensees** staff.
- OC8B.4.3.3 **Scottish Users** may either adopt the format referred to in OC8B.4.3.2 or any other format which may be agreed between the **Relevant Scottish Transmission Licensee** and the **Scottish User** from time to time.
- OC8B.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 **Scottish User** or **Relevant Scottish Transmission Licensee**.
- OC8B.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 **Scottish User** or **Relevant Scottish 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".
- OC8B.4.3.6
- (a) In accordance with the timing requirements set out in the **Bilateral Agreement** each **Scottish User** shall apply in writing to **Relevant Scottish Transmission Licensee** for **Relevant Scottish Transmission Licensee's** approval of its proposed prefix.
 - (b) **Relevant Scottish Transmission Licensee** shall consider the proposed prefix to see if it is the same as (or confusingly similar to) a prefix used by **Relevant Scottish Transmission Licensee** or another **User** and shall, as soon as possible (and in any event within ten days), respond in writing to the **Scottish User** with its approval or disapproval.
 - (c) If **Relevant Scottish Transmission Licensee** disapproves, it shall explain in its response why it has disapproved and will suggest an alternative prefix.
 - (d) If **Relevant Scottish Transmission Licensee** has disapproved, then the **Scottish User** shall either notify the **Relevant Scottish Transmission Licensee** in writing of its acceptance of the suggested alternative prefix or it shall apply in writing to **Relevant Scottish Transmission Licensee** with revised proposals and the above procedure shall apply to that application.
- OC8B.5 **SAFETY PRECAUTIONS ON HV APPARATUS**
- OC8B.5.1 **Agreement Of Safety Precautions**
- OC8B.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**.
- OC8B.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 OC8B.5.1.2 shall not include the **Requesting Safety Co-ordinator's System** which is dealt with in OC8B.5.1.3.

OC8B.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**.

OC8B.5.1.4 The location of the **Safety Precautions** should be indicated on each **Scottish User's** operational diagram and labelled as per the local instructions of each **Scottish User**.

OC8B.5.1.5 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**.

OC8B.5.2 Implementation Of Isolation

OC8B.5.2.1 Following the agreement of the **Safety Precautions** in accordance with OC8B.5.1 the **Implementing Safety Co-ordinator** shall then establish the agreed **Isolation**.

OC8B.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 OC8B.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 **Safety Rules** of the **Relevant Scottish Transmission Licensee** or that **Scottish 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 **Safety Rules** of the **Relevant Scottish Transmission Licensee** or that **Scottish 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 the **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**.

OC8B.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 OC8B.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**.

OC8B.5.3 Implementation Of Earthing

OC8B.5.3.1 The **Implementing Safety Co-ordinator** shall then establish the agreed **Earthing**.

OC8B.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 **Safety Rules** of the **Relevant Scottish Transmission Licensee** or that **Scottish User**, as the case may be.

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

OC8B.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**.

OC8B.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 OC8B.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**.

OC8B.5.4 RISSP Issue Procedure

OC8B.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.

- OC8B.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 **Relevant Scottish 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 Scottish Transmission Licensee** and the **Scottish User**, with each **Requesting Safety Co-ordinator** issuing a separate **RISSP** number.
- OC8B.5.4.3 Once the **Safety Precautions** have been established (in accordance with OC8B.5.2 and OC8B.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 OC8B.5.1.3, OC8B.5.2.2 and OC8B.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.
- OC8B.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.
- OC8B.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 (where applicable), is accurately recorded in the designated space on the **RISSP-I** form.
- OC8B.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.
- OC8B.5.4.7 The **Requesting Safety Co-ordinator** is then free to authorise work, but not testing, 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, the procedure set out below in OC8B.6 shall be implemented.
- OC8B.5.5 RISSP Cancellation Procedure
- OC8B.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**.
- OC8B.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 (where applicable), and agree it is the **RISSP** to be cancelled.
- OC8B.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 OC8B.5.5.4 and OC8B.5.5.5.
- OC8B.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**.

OC8B.5.5.5 Subject to the provisions in OC8B.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 OC8B.5.5 or OC8B.5.6 is when **Earthing** is removed in the situation envisaged in OC8B.6.2(b).

OC8B.5.6 RISSP Change Control

Nothing in this **OC8B** prevents **Relevant Scottish Transmission Licensee** and **Scottish 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.

OC8B.6 TESTING

OC8B.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 OC8B.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 OC8B.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**.

- OC8B.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 OC8B.5.5 or OC8B.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 OC8B.6.2.

OC8B.7 EMERGENCY SITUATIONS

OC8B.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 a **Scottish User's System**, for example resulting from an incident where one line becomes attached or unacceptably close to another.

OC8B.7.2 In those circumstances, if both the **Relevant Scottish Transmission Licensee** the **Scottish User** agree, the relevant provisions of OC8B.5 will apply as if the electrical connections or potential connections were, solely for the purposes of this OC8B, a **Connection Point** (or, in the case of **OTSUA**, **Transmission Interface Point**).

- OC8B.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 **Scottish 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 Scottish Transmission Licensee** and the **Scottish 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 OC8B.7.3 as the "relevant **Connection Point**" (or, in the case of **OTSUA**, relevant "**Transmission Interface Point**").
- (b) The **Safety Rules** 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** (where applicable) will be that which applies for the relevant **Connection Point** (or, in the case of **OTSUA, Transmission Interface Point**).

OC8B.8 SAFETY PRECAUTIONS RELATING TO WORKING ON EQUIPMENT NEAR TO THE HV SYSTEM

OC8B.8 applies to the situation where work is to be carried out at a **Scottish User's Site** or a **Transmission Site** (as the case may be) on equipment of the **Scottish User** or a **Relevant Scottish 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 **OC8B** applies. In this part of **OC8B**, a **Permit for Work for proximity work** is to be used, rather than the usual **RISSP** procedure, given the nature and effect of the work, all as further provided in the OC8B.8.

OC8B.8.1 Agreement Of Safety Precautions

OC8B.8.1.1 The **Requesting Safety Co-ordinator** who requires **Safety Precautions** on another **System(s)** when work is to be carried out at a **Scottish User's Site** or a **Transmission Site** (as the case may be) on equipment of the **Scottish User** or a **Relevant Scottish 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**.

OC8B.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 a **Scottish 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 OC8B.8.1.2 shall not include the **Requesting Safety Co-ordinator's System**.

OC8B.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**.

- OC8B.8.2 Implementation Of Isolation And Earthing
- OC8B.8.2.1 Following the agreement of the **Safety Precautions** in accordance with OC8B.8.1 the **Implementing Safety Co-ordinator** shall then establish the agreed **Isolation** and (if required) **Earthing**.
- OC8B.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.
- OC8B.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**.
- OC8B.8.3 Permit For Work For Proximity Work Issue Procedure
- OC8B.8.3.1 Where **Safety Precautions** on another **System(s)** are being provided to enable work to be carried out at a **Scottish 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
- OC8B.8.3.2 Once the **Safety Precautions** have been established (in accordance with OC8B.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.
- OC8B.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.
- OC8B.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.
- OC8B.8.4 Permit For Work For Proximity Work Cancellation Procedure
- OC8B.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**.
- OC8B.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**.
- OC8B.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.

OC8B.9 LOSS OF INTEGRITY OF SAFETY PRECAUTIONS

OC8B.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.

OC8B.10 SAFETY LOG

OC8B.10.1 **Relevant Scottish Transmission Licensees** and **Scottish Users** shall maintain **Safety Logs** which shall be a chronological record of all messages relating to safety co-ordination under **OC8** sent and received by the **Safety Co-ordinator(s)**. The **Safety Logs** must be retained for a period of not less than six years.

APPENDIX A - RISSP-R

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

RISSP NUMBER _____

Part 1

1.1 CIRCUIT IDENTIFICATION

Safety Precautions have been established by the Implementing Safety Co-ordinator to achieve Safety From The System on the following HV Apparatus:

1.2 SAFETY PRECAUTIONS ESTABLISHED

(a) ISOLATION

State the Locations(s) at which Isolation has been established on 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 Precautions applied, as appropriate.

(b) EARTHING

State the Locations(s) at which Earthing has been established on 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 the Earthing has been achieved, and whether, immobilised and Locked, other Safety Precautions 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

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

RISSP NUMBER _____

PART 1

1.1 CIRCUIT IDENTIFICATION

Safety Precautions have been established by the Implementing Safety Co-ordinator to achieve Safety From The System on the following HV Apparatus:

1.2 SAFETY PRECAUTIONS ESTABLISHED

(a) ISOLATION

State the Location(s) at which isolation has been established on 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 Precautions applied, as appropriate.

(b) EARTHING

State the Location(s) at which Earthing has been established on 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 the Earthing has been achieved, and whether, immobilised and Locked, other Safety Precautions applied, as appropriate.

1.3 ISSUE

I 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

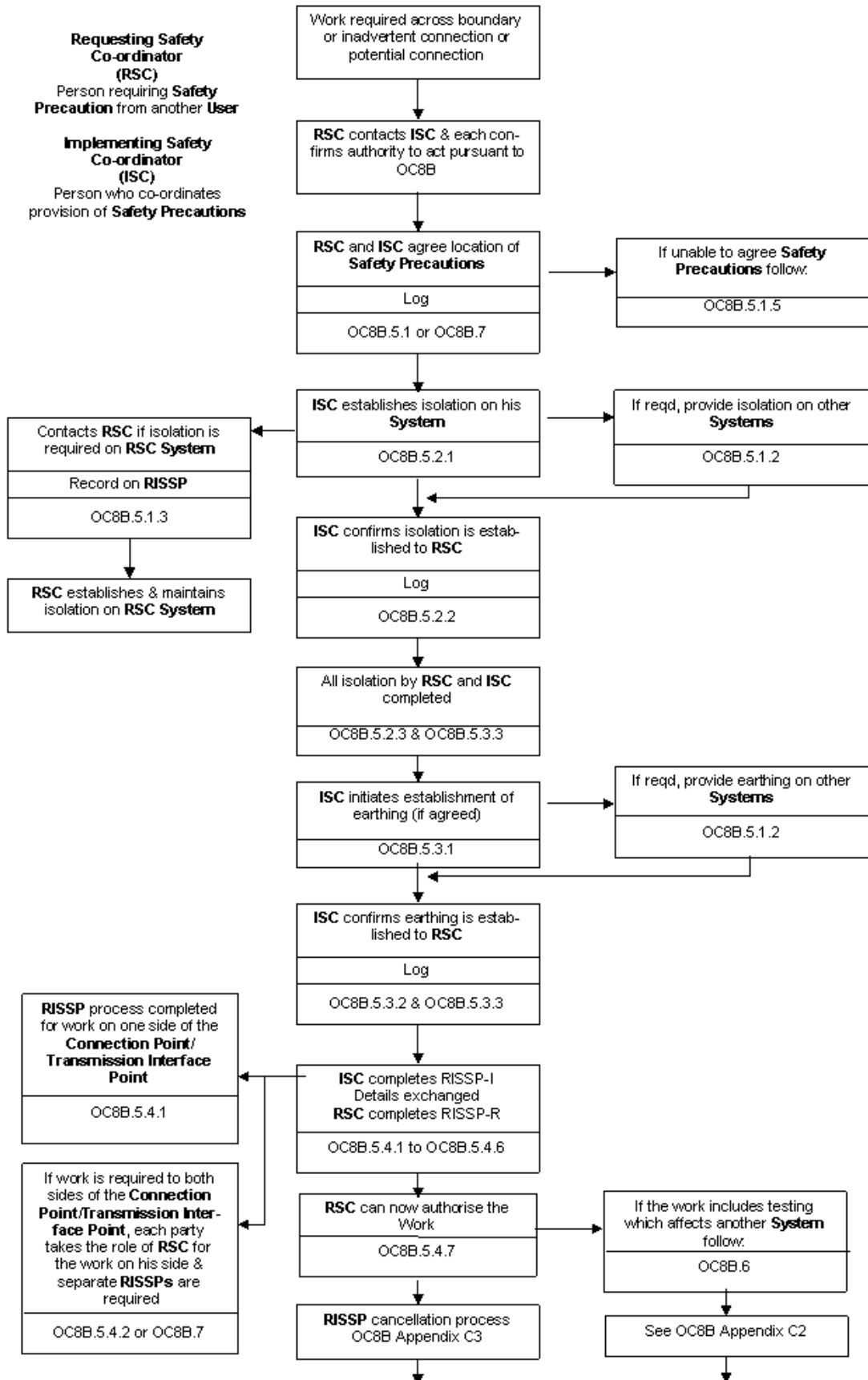
I have received confirmation from _____ (name of the Requesting Safety Co-ordinator) at _____ (Location) that the Safety Precautions set out in paragraph 1.2 are no longer required and accordingly the RISSP is cancelled.

Signed (Implementing Safety Co-ordinator)
at (time) on (date)

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

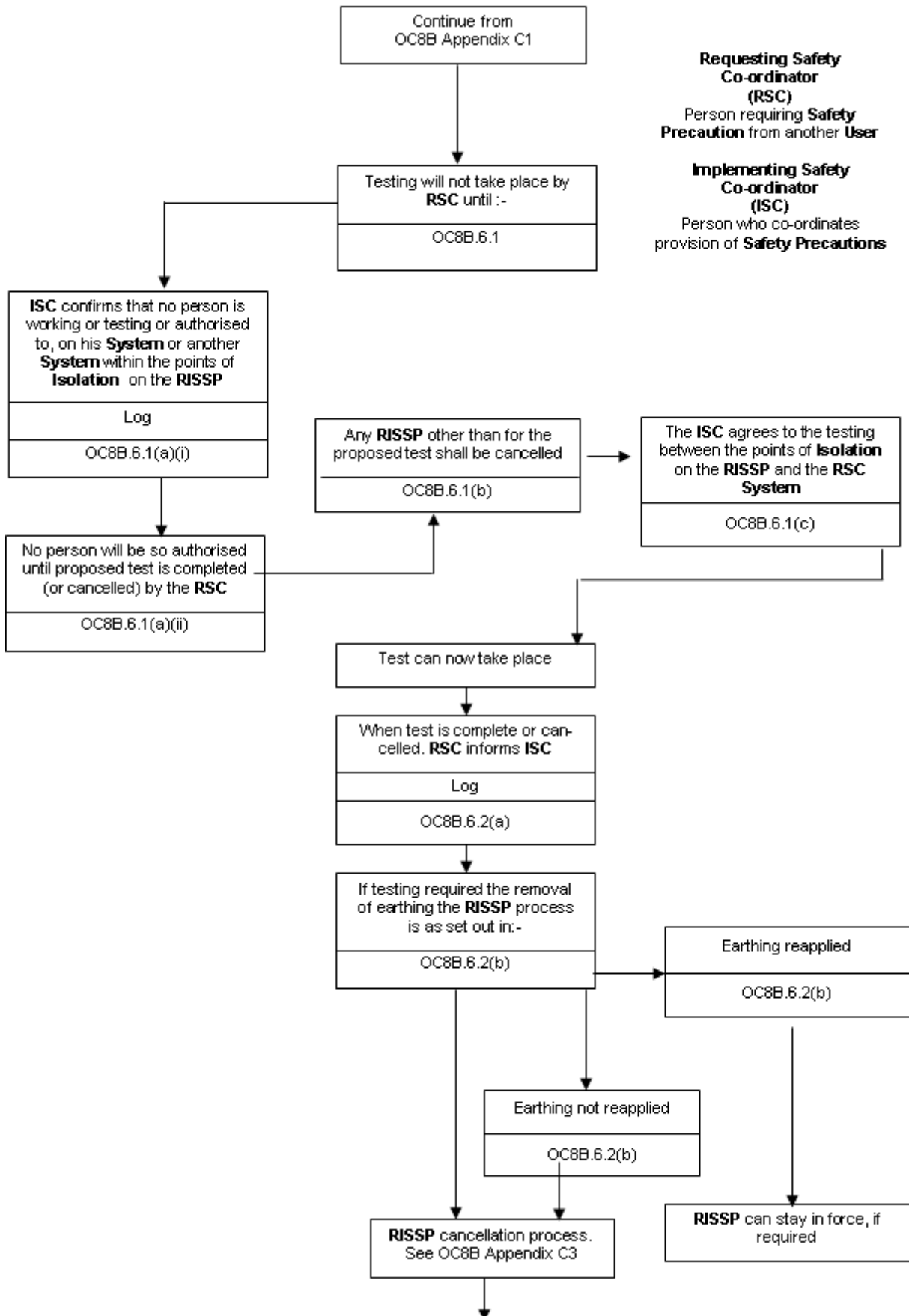
APPENDIX C - FLOWCHARTS

APPENDIX C1 - RISSP ISSUE PROCESS

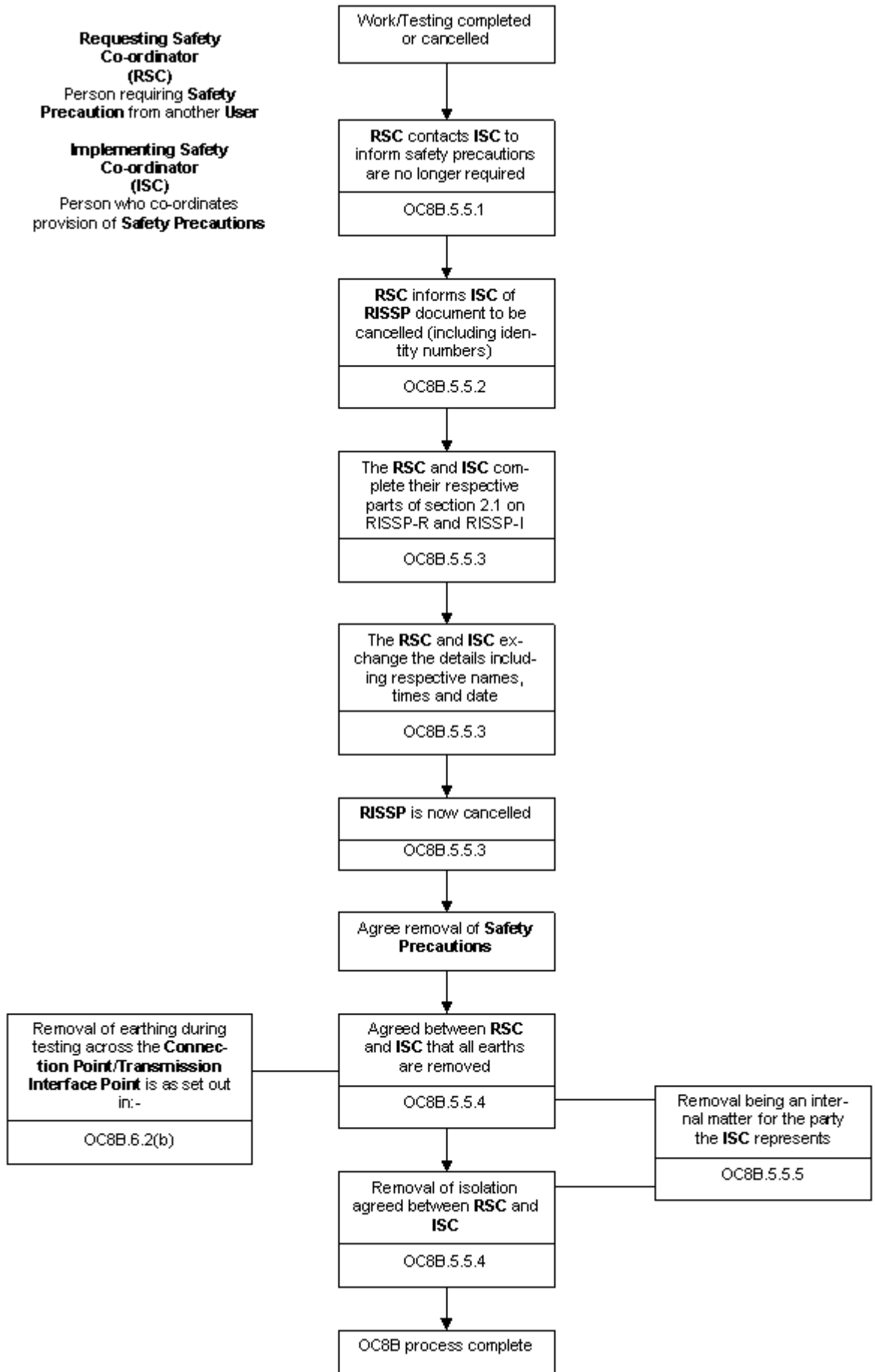


APPENDIX C2 - TESTING PROCESS

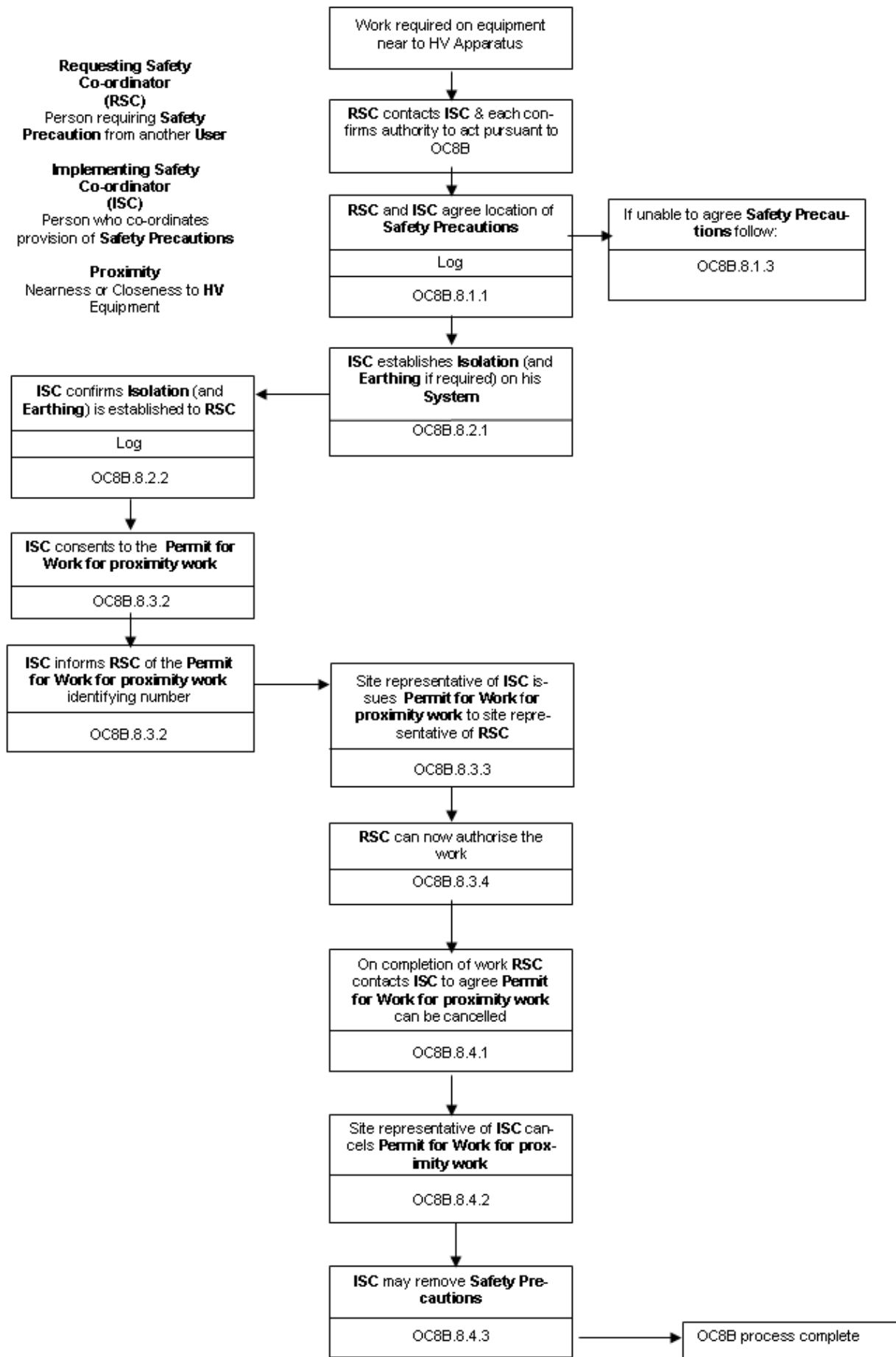
Where testing affects another Safety Co-ordinator's System



APPENDIX C3 - RISSP CANCELLATION PROCESS



APPENDIX C4 - PROCESS FOR WORKING NEAR TO SYSTEM EQUIPMENT



APPENDIX D - NOT USED

Not Used

APPENDIX E - FORM OF PERMIT TO WORK

Scottish & Southern Energy plc

PERMIT-TO-WORK

No.

1. ISSUE

To

The following High Voltage Apparatus has been made safe in accordance with the Operational Safety Rules for the work detailed on this Permit-to-Work to proceed:

.....
.....
.....

TREAT ALL OTHER APPARATUS AS LIVE

Circuit Main Earths are applied at:

.....
.....
.....

Other precautions (see Operational Safety Rules 3.2.1(b), 4.6.2(c) and 5.5.3), and any special instructions:

.....
.....
.....

The following work is to be carried out:

.....
.....
.....

Circuit Identification Issued: Colour No. of wristlets No. of step bolts

Name: (print): Signature: Time: Date:

2. RECEIPT

I accept responsibility for carrying out the work on the Apparatus detailed on this Permit-to-Work, applying additional earths as necessary. No attempt will be made by me, or by the persons under my charge, to work on any other Apparatus.

Name: (print): Signature: Time: Date:

Circuit Identification Equipment Checked as above (Initials):

3. CLEARANCE

All persons under my control have been withdrawn and warned that it is no longer safe to work on the Apparatus detailed on this Permit-to-Work.

All gear, tools and additional earths have/have not* been removed. The works is/is not* complete.

All circuit identification equipment issued as above has been returned

Name: (print): Signature: Time: Date:

* Delete where not applicable

4. CANCELLATION

This Permit-to-Work is cancelled.

Name: (print): Signature: Time: Date:

PERMIT FOR WORK

No.
No.

KEY SAFE

- 1. (i) LOCATION
- (ii) PLANT/APPARATUS IDENTIFICATION
- (iii) WORK TO BE DONE

2. (i) PRECAUTIONS TAKEN TO ACHIEVE SAFETY FROM THE SYSTEM: State points at which **Plant/Apparatus** has been Isolated and specify position(s) of **Earthing Devices** applied. State actions taken to avoid **Danger** by draining, venting, purging and containment or dissipation of stored energy.

Caution Notices have been affixed to all points of isolation

(ii) FURTHER PRECAUTIONS TO BE TAKEN DURING THE COURSE OF WORK TO AVOID SYSTEM DERIVED HAZARDS

I have confirmed with the **Control Person(s)*** that precautions in Section 2(i) have been carried out and that the **Control Person(s)** will maintain these until this **Permit for Work** is cancelled. I certify that the precautions in Section 2(i) together with the precautions in Section 2(ii) are adequate to provide **Safety from the System** in respect of the work in Section 1.

This **Permit for Work** must only be transferred under the **Personal Supervision** of a **Senior Authorised Person***

Signed being a **Senior Authorised Person**. Time: Date:

3. ISSUE

- (i) **Key Safe Key** (No.)* (ii) **Earthing Schedule*** (iii) **Portable Drain Earths** (No. off)*
- (iv) **Selected Person's Report** (No.)* (v) **Circuit Identification Flags** (No. off)*
- (vi) **Circuit Identification Wristlets** (No. off)* and Colours/Symbols

Signed being the **Senior Authorised Person** responsible

for the issue of this **Permit for Work** Time: Date:

4. RECEIPT

I understand and accept my responsibilities under the ScottishPower Safety Rules as recipient of this **Permit for Work** and acknowledge receipt of the items in Section 3.

Signed Name (Block Letters)

being a **Competent Person** in the employ of Firm/Dept Time Date

TRANSFER RECORD

PART 1		PART 2	PART 3			
Person surrendering Document	Time Date	Senior Authorised Person receiving suspended Document *	†Person receiving reissued Document		Senior Authorised Person reissuing document	Time Date
			Signature	Name (Block Letters)		
		X				

†Signature of **Person** receiving re-issued Document in accordance with conditions detailed in Section 4.

5. CLEARANCE: I certify that all persons working under this **Permit for Work** have been withdrawn from, and warned not to work on, the **Plant/Apparatus** in Section 1. All gears, tools, **Drain Earths** and loose material have been removed and guards and access doors have been replaced, except for:

.....

Signedbeing the **Competent Person** responsible for
 clearing this **Permit for Work** Time Date

6. CANCELLATION: I certify that all items issued under Section 3 have been accounted for and the **Control Person(s)*** informed of the cancellation and of any restrictions on returning the **Plant/Apparatus** to service.

Signed being the **Senior Authorised Person** responsible for
 cancelling this **Permit for Work**. Time Date

*N/A if Not Applicable

< END OF OPERATING CODE NO. 8 APPENDIX 2 >