

A Guide for third party Local Safety Instructions submission to National Grid

Issue 1, December 2011

Contents

	Page
Purpose & Scope	1
Overview & References	1
How Local Safety Instructions are Submitted	2
Minimum Standards	2

Disclaimer: This document has been prepared for guidance only and does not contain all the information needed to compile or submit Local Safety Instructions to National Grid. Please note that whilst these guidance notes have been prepared with due care, National Grid does not make any representation, warranty or undertaking, express or implied, in or in relation to the completeness and or accuracy of information contained in these guidance notes, and accordingly the contents should not be relied on as such.

© The National Grid Company 2011

Purpose and Scope

Users wishing to make a direct connection to the National Electricity Transmission System (NETS) or who are already connected to the NETS will be required to put in place and maintain appropriate Local Safety Instructions which are to be agreed with the host Transmission Owner ¹(TO). For customers directly connected to the NETS in England and Wales the host TO is National Grid Electricity Transmission plc (NGET).

This document outlines the process for submitting **Local Safety Instructions** (Cross-Boundary Safety Management Procedures) to NGET, and gives guidance on the minimum standards required. There is a further guidance note which details requirements for the Safety Rules and this can be found on the National Grid website: www.nationalgrid.com/uk/Electricity/GettingConnected/Compliance/

This guidance note sets out the Safety Management Procedure requirements that all Users must comply with prior to connecting/energising their equipment on the NETS in England and Wales.

Overview and References

NGET and Users of its transmission system are required to comply with the **Grid Code**. The Grid Code covers certain material technical aspects relating to connections to and the operation and use of NGET's transmission system or, in as far as relevant to the operation and use of its transmission system, the operation of the electric lines and electrical plant connected to it or to a distribution system.

The Grid Code **Operating Code No.8 Appendix 1(OC8A)** specifies the standard procedures to be used for the co-ordination, establishment and maintenance of necessary Safety Precautions in respect of England and Wales Transmission System Users. Although not covered by the scope of this document, for Safety coordination in respect of the Scottish Transmission Systems or the systems of Scottish Users, please refer to OC8B. **OC8** can be found on the National Grid website: www.nationalgrid.com/uk/Electricity/Codes/gridcode/gridcodedocs/

The **Connection and Use of System Code (CUSC)** is the legal document which forms the basis of the contractual framework for connection to, and use of the NETS. Holders of a generation, distribution or supply license are required to be a party to the CUSC Framework Agreement and comply with the CUSC. **Section 2.10** details Safety Rule requirements. Information about the CUSC and the associated charges can be found on the National Grid website: www.nationalgrid.com/uk/Electricity/Codes/systemcode/contracts/

¹ Note: Connections to the NETS in Scotland are not in the scope of this guidance note. Users wishing to connect in Scotland should contact the appropriate TO for clarification on safety requirements.

How Local Safety Instructions are Submitted

All data submissions associated with new connections to the NETS should be made via a User Data File Structure (UDFS), as part of the Operational Notification (Compliance) Process. Details of the UDFS will be provided to the party seeking connection to the NETS by the Customer Services contact at an inaugural Operational Notification Panel meeting. This meeting will take place after acceptance of a Connection Offer (or where deemed appropriate, a Modification Offer) relating to a connection to the NETS. Whilst the timescales for submitting Local Safety Instructions will be discussed at the inaugural meeting reference should also be made to the provisions of the Grid Code, CUSC and the Bilateral Connection Agreement between NGET and the party seeking connection to or that is already connected to the NETS.

The Customer Services team within NGET are responsible for the Operational Notification Process and management of the User interface for new connections to the NETS. Please click on the link for details of how to contact the Customer Services [Operational Notifications Team](#).

In accordance with Grid Code CC.5.2.1 (c), the User must submit a copy of the intended Local Safety Instructions to NGET for approval in accordance with OC8A.4.1.

Whilst the timescales for submitting Local Safety Instructions will be discussed at the inaugural Operational Notification Panel meeting; reference should also be made the provisions of the Construction Agreement between NGET and the party seeking connection to the NETS. Local Safety Instructions should be exchanged within three months of signing of the Construction agreement (Clause 2.1), however, these instructions must be submitted and or agreed in advance of the intended connection/energisation date.

Minimum Standards

NGET does not seek to impose a particular set of Local Safety Instructions. Each User is encouraged to adopt and implement its own Local Safety Instructions. To enable NGET to evaluate and accept the submitted Local Safety Instructions, they must be submitted in accordance with the requirements of Grid Code OC8 (or STCP 9-1 for Offshore Transmission Owners (OFTO)).

Both Grid Code OC8 and STCP 9-1 describe the minimum standards of maintaining safety across a control boundary. NGET will examine the submitted procedure and cross reference the working practices in accordance with the requirements of Grid Code OC8 and / or STCP 9-1.

NGET recommend that, the User should read both Grid Code OC8 and / or STCP 9-1 prior to submitting their procedures, to ensure that they adequately meet the requirements of these codes.

For consistency all Local Safety Instructions will be subject to a full assessment to ensure they are clearly understood, and provide a safe working environment.

A Guide for third party Local Safety Instructions submission within National Grid

In addition to the Local Safety Instructions, prior to connection it will be necessary for NGET to agree a RISSP (Record of Inter System Safety Precautions, see OC8) prefix code (if not already agreed) with the User. Each User connecting to the NETS in England & Wales has a defined prefix code that is quoted by the requesting safety coordinator (NGET code is 'A'). The RISSP prefix codes are managed by National Grid – Network Operations Centre and are allocated on an individual basis.

Below is an overview of the minimum Local Safety Instructions standards that NGET will be looking for:

- 1. Trained Staff:** The User must have suitably trained staff to enable cross boundary safety management to occur. Evidence of the defined roles and responsibilities should be clearly defined.
- 2. Logging Principles:** Evidence that agreements held during safety management activities are captured by a defined logging process to ensure safety is maintained at all times.
- 3. Establishing Points Of Isolation:** The procedure should clearly identify both RISSP-I (Implementing Safety Co-ordinator's Record) & RISSP-R (Requesting Safety Co-ordinator's Record) formats and provide guidance on how each form should be used. The guidance should indicate how the isolation is established and agreed (this may include disconnections, voltage transformers etc), and also highlight how isolation can be held for the purposes of earthing / de-earthing.
- 4. Application of Primary Earths:** Application of earthing devices (with Points of Isolation being held where applicable) must be covered, including details of how the earthing devices are applied and agreed.
- 5. Recording safety precautions:** The procedure must indicate the sequence of events for the life cycle of both RISSP-I & RISSP-R formats, this must include both issue and cancellation stages. Where SF₆ isolation is to be used, the procedure must also stipulate how the isolation (that is reliant upon SF₆ gas insulation medium) is managed from an alarm perspective.
- 6. RISSP Prefix codes:** RISSP prefix codes are issued by NGET and must be agreed prior to connection/energisation. The Local Safety procedure/s must emphasize the codes to be used by the User which includes the 'prefix', 'ref number' and suffix 'R' standards. Where a RISSP prefix has not been agreed, the User should submit a draft copy of the procedure(s) with 'TBA' in the prefix code position. Once a RISSP prefix has been agreed, it is the User's responsibility to ensure that the NGET receive a finalised version of the procedure prior to the connection/energisation date.
- 7. Testing:** The procedure should define how safety precautions and RISSPs are managed during test conditions.

A Guide for third party Local Safety Instructions submission within National Grid

8. **Proximity Working:** Where work is required in proximity to adjacent circuits, a Proximity Permit for Work (PFW) is likely to be issued. The requirements of Grid Code OC8A.8.3 should be highlighted.
9. **Emergency conditions:** The procedure should provide detail on how to manage emergency situations – as per Grid Code OC8A.7

If any of the details provided by the User do not meet the minimum standards, NGET will provide details back to the User. Working together, both NGET and the User must agree **Local Safety Instructions** that satisfy the requirements prior to the connection/energisation date.