

Wind Turbine Safety Rules - Support Procedure P4

Company 'A' Wind Turbine Safety Rules Procedure
Addition and Removal of Safety Rules to Plant and LV Apparatus

4th Edition



In partnership with



SUPPORT PROCEDURE P4
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Addition and Removal of Safety Rules to Plant and LV Apparatus

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FOREWORD

To comply with 'Company A' Wind Turbine Safety Rules (WTSR) Rule A1.2.

Plant and LV Apparatus shall be added to or removed from the System only in accordance with an Approved procedure which will also determine when these Safety Rules shall apply.

This procedure details the process required to apply or remove 'Company A' Wind Turbine Safety Rules to Plant and LV Apparatus.

Company 'A' Wind Turbine Safety Rules (4th Edition) 2020

Support Procedure P4

Procedure for the Addition and Removal of Safety Rules to Plant and LV Apparatus

CHANGE LOG

Rev	Modification	Issue Date	Page
1	New document	2015	–
2	Change Log added	May 2019	2
3	Removal of RUK	Dec 2019	All
4	Re written following WTSR OSRG review	June 2020	All
5	Renaming to WTSR 4th Edition 2021. Re-written to reflect the permanent addition and removal of the WTSR from Plant and Apparatus.	June 2021	All

Note: Where 'Company A' is written, please delete and replace with relevant company name. Delete this sentence after completion of 'Company A' insertion.

1 SCOPE

This Procedure should be followed when;

- Any Plant/LV Apparatus is to be added to '*Company A*' Wind Turbine Safety Rules
- Any Plant/LV Apparatus is to be permanently removed from '*Company A*' Wind Turbine Safety Rules

This procedure shall only be applicable to the following;

- Permanent additions of Plant/LV Apparatus for which '*Company A*' will have a maintenance responsibility, or.
- Permanent addition or removal of Plant/LV Apparatus from existing '*Company A*' Wind Turbine Safety Rules, or.
- When permanent changes occur to the '*Company A*' operational responsibility for the location which results in changes to '*Company A*' Wind Turbine Safety Rules boundaries at the location.

This procedure does not apply to the use of separate safe systems of work for temporary removal and replacement of Plant/LV Apparatus from the system, see section 6.

2 DEFINITIONS

For the purposes of this Procedure:

- 2.1 The 'Responsible Manager' means the person who will have responsibility for the implementation and management of the 'Company A' Wind Turbine Safety Rules at the location.
- 2.3 The 'Person Responsible for Work' is an employee of 'Company A' who is responsible for organising and initiating any works associated with the Plant/LV Apparatus which is to be added to or removed from the 'Company A' Wind Turbine Safety Rules.
- 2.4 The 'Contractor' means any non 'Company A' personnel working on Plant/LV Apparatus which is to be added to or removed from the 'Company A' Wind Turbine Safety Rules.

3 SAFETY RULES INCLUSION CERTIFICATE (SRIC) INTENTION

All Plant/LV Apparatus which is subject to '*Company 'A'*' Wind Turbine Safety Rules, shall be within a Safety Rules boundary, this boundary shall be clearly defined in a Safety Rules Inclusion Certificate (SRIC).

The SRIC shall also be used to formally notify all parties/stakeholders of the application of '*Company 'A'*' Wind Turbine Safety Rules to all items of Plant and LV Apparatus within the defined boundary of the SRIC.

By default, all Plant and LV Apparatus not within the boundary defined by the SRIC shall not be subject to '*Company 'A'*' Wind Turbine Safety Rules.

3.1 Procedure for the use and completion of a Safety Rules Inclusion Certificate (SRIC).

3.1.1 The SRIC shall clearly identify all boundary points where '*Company 'A'*' Wind Turbine Safety Rules shall start and end.

All Plant and LV Apparatus within these boundary points shall be subject to '*Company 'A'*' Wind Turbine Safety Rules.

A SRIC can therefore be used to define which Plant and LV Apparatus is subject to '*Company 'A'*' Wind Turbine Safety Rules.

By default, a SRIC will also define which Plant and LV Apparatus is not subject to '*Company 'A'*' Wind Turbine Safety Rules.

3.1.2 Each SRIC shall be sequentially numbered from a register maintained by '*Company 'A'*'.

3.1.3 The 'Reason for issue' section shall be completed to ensure all parties are aware of the requirement for a new SRIC.

3.1.4 Each SRIC shall specify the time and date from which the Plant/LV Apparatus will be subject to the '*Company 'A'*' Wind Turbine Safety Rules.

3.1.5 To ensure all persons understand the position of WTSR boundary points, only ONE SRIC shall be in force at any one time at each location.

3.1.6 The current SRIC in force, shall be available at the location for all persons to see.

3.1.7 The Responsible Manager shall manage the storage and archiving of all past and expired SRIC's.

3.1.8 When the Person Responsible for Work requires Plant/LV Apparatus to be added to/or removed from the '*Company 'A'*' Wind Turbine Safety Rules, they shall initiate a SRIC by:

- (a) Completing Part 1 of the SRIC, and then
- (b) Obtaining the Responsible Manager's acceptance in Part 2 of the SRIC.

3.1.9 When Part 2 is complete the Person Responsible for Work shall issue the SRIC to all parties associated with the planned work on the Plant and LV Apparatus who have been identified in Part 1.

This may include,

- Contractors and/or
- *Company 'A'* departments and/or
- any other organisation/stakeholder

The principle reason for this action is to ensure the safety of personnel, by formally recording intention and acknowledgement, rather than to comply with any commercial, administration or contractual procedure.

- 3.1.10** The Person Responsible for Work shall request signatures of acknowledgement from all parties associated as defined in Part 3 of the SRIC.
- 3.1.11** When the Person Responsible for Work is satisfied that all acknowledgements have been received they shall complete Part 4 of the SRIC and send a copy to the Responsible Manager.
- 3.1.12** Upon receipt of the completed SRIC, the Responsible Manager shall make suitable arrangements to ensure that the Plant and LV Apparatus becomes part of the *Company 'A'* Wind Turbine Safety Rules at the specified time and shall ensure the SRIC is displayed on site.
- 3.1.13** The Person Responsible for Work shall send a copy of the completed SRIC with all signatures present to all parties who have acknowledged the SRIC in Part 3.
- 3.1.14** The procedure outlined in 3.1.2 to 3.1.13 shall be repeated and a new SRIC completed and issued when:
 - (a) Any revisions are made to the '*Company 'A'*' Wind Turbine Safety Rules supporting documentation that materially affects the implementation of the Rules boundaries.
 - (b) Permanent additions of Plant/LV Apparatus which change the existing boundary points for which '*Company A*' will have a maintenance responsibility.
 - (c) Permanent removal of Plant/LV Apparatus which change the existing boundary points, or.
 - (d) When permanent changes occur to a contract at the location which results in the application of a different set of Wind Turbine Safety Rules to be in force at the location.

4 SAFETY FROM THE SYSTEM

- 4.1** There may be instances where Plant/LV Apparatus is being constructed in close proximity to existing operational Plant/LV Apparatus. In this situation, if Danger is present in the existing system, then the dangers must be managed where reasonably practicable by use of an Approved Written Procedure.

The use of other applicable Safety Rules might also be required to manage system dangers. E.G. HV Safety Rules.

- 4.2** At a suitable time prior to the actual connection of any new Plant/LV Apparatus to the existing System, a SRIC shall be used to extend '*Company 'A'*' Wind Turbine Safety Rules to the new Plant/LV Apparatus.

This will ensure a safe system of work is in place to control any hazards when connecting the new Plant/LV Apparatus. New connections can then be made by use of an Approved Written Procedure.

- 4.3** When items of Plant/LV Apparatus have been permanently removed from the system and are no longer within the defined boundary of the SRIC but system hazards remain within the Plant/LV Apparatus, e.g. UPS systems (where batteries are not fully discharged). The hazards shall be dealt with by the application of a separate Safe System of Work.

- 4.4** If existing Plant/LV Apparatus within the boundaries of the current SRIC is to be replaced, a new SRIC shall not be produced. Any component replacements shall be conducted entirely under the terms of an Approved Written Procedure. See section 6.

5 PERMANENT REMOVAL OF PLANT/LV APPARATUS

- 5.1 Permanent removal of Plant and LV Apparatus from the system is defined as
- Any Plant/LV Apparatus that is removed from the system but will not be repaired, refurbished or replaced by any other item of plant or apparatus.

- 5.2 Permanent removal shall be carried out using an Approved Written Procedure. All residual hazards shall, where reasonably practicable, be removed prior to permanent removal. If residual hazards remain then the Approved Written Procedure shall clearly state how safety is to be maintained.

Following removal when the Plant/LV Apparatus is outside of the boundary points defined in the SRIC, the Plant/LV Apparatus shall no longer be subject to the Wind Turbine Safety Rules.

- 5.3 A new SRIC is only required if the permanent removal of Plant/LV Apparatus from the System changes any boundary points, operating procedures or safety process.

The permanently removed Plant/LV Apparatus will not be included in the new SRIC, so by default the '*Company A*' Wind Turbine Safety Rules will not apply.

- 5.4 Plant and LV Apparatus shall be considered permanently removed from '*Company A*' Wind Turbine Safety Rules from the time and date specified on the new Safety Rules Inclusion Certificate.

6 TEMPORARY REMOVAL OF PLANT/LV APPARATUS

6.1 Temporary removal of Plant/LV Apparatus is defined as;

- Any Plant/LV Apparatus that is removed from the system but will be repaired, refurbished or replaced by any other item of Plant/LV Apparatus.

The SRIC process will not be required for any temporary removal, as the intention is to return the system to its former operational state.

6.2 When Plant/LV Apparatus is temporarily removed and then returned or replaced by new Plant/LV Apparatus the Wind Turbine Safety Rules shall not apply to the Plant/LV Apparatus when it is outside the boundary defined in the SRIC.

6.3 Where it is necessary to apply a separate safe system of work to complete a temporary removal and replacement, then the process defined in WTSR Support Procedure P5 shall be applied.

APPENDIX A COMPANY 'A' WIND TURBINE SAFETY RULES (4TH EDITION)

Safety Rules Inclusion Certificate (SRIC)

PART 1 – NOTICE

SRIC Number	
Wind Farm Location	

Reason for issue

To: (Name)	of	(Company/Department)
	of	
	of	
	of	
	of	

WE GIVE NOTICE that the Plant/LV Apparatus identified below is being PUT INTO SERVICE/MADE LIVE or, by reason of its proximity to other Plant/Apparatus must be regarded as being in SERVICE/LIVE.

As from hours, on the Plant/LV Apparatus identified below will come under the terms of the

'COMPANY A' WIND TURBINE SAFETY RULES*

No further work or testing shall be carried out, on or near the Plant/LV Apparatus after this time and date unless the work or testing is being carried out in accordance with '*Company A*' Wind Turbine Safety Rules.

By default, all Plant/Apparatus that is not identified and is not in the boundaries below shall not be subject to '*Company A*' Wind Turbine Safety Rules.

DESCRIPTION AND LOCATION OF PLANT and/or APPARATUS

Drawing reference numbers (if applicable)

BOUNDARIES OF 'Company A' WIND TURBINE SAFETY RULES

For and on behalf of 'Company A' Wind Turbine Safety Rules.

Person Responsible for Work	Date of Approval:	Signature

PART 2 – ACCEPTANCE

I accept this Safety Rules Inclusion Certificate for the Plant/LV Apparatus and boundaries identified and am aware that it will become subject to the

'COMPANY A' WIND TURBINE SAFETY RULES

from the date and the time specified in Part 1.

Responsible Manager	Date of Approval:	Signature:

PART 3 – ACKNOWLEDGEMENT

To be returned by (time)..... hours, on: (date)

We acknowledge receipt of Part 1 and Part 2 and confirm that all persons in our charge have been duly warned of the changes.

Acknowledged by (name)	Signature	Time date	of (Company/Department)

PART 4 – CONFIRMATION TO PROCEED

I confirm that all persons in Part 3 have acknowledged receipt and that it is agreed by all to proceed with this SRIC.

Person Responsible for Work	Date of Approval:	Signature

END OF SRIC



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