

Wind Turbine Safety Rules - Support Procedure P5

Wind Turbine Safety Rules Procedure
Temporary Addition of Alternative Safe Systems of Work

4th Edition



In partnership with



SUPPORT PROCEDURE P5
Wind Turbine Safety Rules Procedure
Temporary Addition of Alternative Safe Systems of Work

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FOREWORD

It is recognised that due to organisational structures, manpower and economic reasons it may be necessary to 'contract' in persons or other companies to carry out works on Wind Turbine Generators. If the 'contractor' is not, or cannot be, authorised under *Company 'A'* Wind Turbine Safety Rules then, using this document, they can carry out the works under an agreed alternative safe system of work.

This procedure details the process to temporarily apply a 'contractor' alternative safe system of work to existing Plant/LV Apparatus that is already under *Company 'A'* Wind Turbine Safety Rules.

An example for clarification

A typical example of this type of scenario is a large-scale component change such as a gearbox replacement where a contract is won to carry out the work due to the owner/operator not having the means to carry out the work themselves.

The contractor will lead the gearbox exchange and shall provide a complete solution including all manpower for the task. The contractor, usually working to CDM regulations, will carry out the work using an alternative safe system of work. This could be the contractors own Wind Turbine Safety Rules, or other such safety rules or any other safe operating process which must be fully discussed, documented and agreed as acceptable between the contractor and the owner/operator.

The responsibility to accept the contractor alternative safe system of work lies with person or company who are contracting them in. This document does not describe the process for acceptance of a contractor alternative safe system of work.

Under CDM regulations the contractor may assume the role of Principal contractor and therefore will be accountable for the safety process to carry out the gearbox exchange work package.

Company 'A' Wind Turbine Safety Rules (4th Edition) 2021

Support Procedure P5

The Temporary Addition of Alternative Safe Systems of Work

CHANGE LOG

Rev	Modification	Issue Date	Page
1	New document following OSRG Review	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 repaired, replaced or tested by persons who are not authorised under *Company 'A'* Wind Turbine Safety Rules
- The Plant/LV Apparatus shall remain under *Company 'A'* Wind Turbine Safety Rules but a temporary alternative safe system of work will be applied to allow the work or testing to be completed.

This procedure does not apply to the permanent removal of Plant/LV Apparatus from the system, nor will it apply to a permanent contract change for responsibility at the location, for these see WTSR Support Procedure P4.

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
- 2.2 The 'Person Responsible for Work' is an employee of *Company 'A'* who is responsible for organising and initiating the works on the Plant/LV Apparatus.
- 2.3 'Lead Contractor/Company' means non *Company 'A'* personnel responsible for carrying out the works on Plant/LV Apparatus when it is under an alternative safe system of work. This phrase applies to the Company and the individuals who will represent the company to complete the task.
- 2.4 Safe system of work or SSOW, means a formal procedure which results from risk assessment of a task to identify all hazards. A safe system of work will define safe methods to ensure hazards or risks are eliminated or minimised for all persons.

3 TEMPORARY APPLICATION OF ALTERNATIVE SAFE SYSTEM OF WORK (TAAS) INTENTION

All Plant/LV Apparatus shall already be subject to *Company 'A'* Wind Turbine Safety Rules, this shall be clearly defined in a Safety Rules Inclusion Certificate (SRIC) for the location.

A Temporary Application of Alternative SSOW (TAAS) form shall be used to formally notify all parties/stakeholders of the temporary application of alternative SSOW to items of Plant and LV Apparatus at the location.

By default, all Plant and LV Apparatus under the TAAS form shall not be subject to *Company 'A'* Wind Turbine Safety Rules for the duration specified on the TAAS form.

Company 'A' Wind Turbine Safety Rules shall remain in place with no changes due to the TAAS procedure being a temporary measure. When the date/time of temporary SSOW application has expired the SRIC will be the default document.

Due to the increased complexities of managing a location with multiple SSOW in force it is recommended that only one TAAS form is in force at any location at any one time.

Any deviation from this shall be risk assessed by 'Company A' and a GP3 process followed to allow the use of 2 or more TAAS forms

No TAAS form shall exceed one month in duration, this process is for a temporary application of SSOW and should not be used for long ongoing contracts

3.1 PROCEDURE FOR THE USE AND COMPLETION OF A TAAS

- 3.1.1 Part 1 of the TAAS shall be completed by the 'Person Responsible for Work'.
- 3.1.2 Each TAAS shall be sequentially numbered from a register maintained by *Company 'A'*. The location and the Contractor/Company shall be clearly identified.
- 3.1.3 The 'Reason for alternative SSOW' section shall be completed to ensure all parties are aware of the requirement for a TAAS.
- 3.1.4 Each TAAS shall specify the start and end time/date from which the Plant/LV Apparatus will be subject to the alternative SSOW. This shall be agreed with the Contractor/Company.
- 3.1.5 The 'Person Responsible for Work' shall provide an Exact Description of the Plant/LV Apparatus to which the TAAS applies including boundary points. Drawing numbers shall be added where applicable to aid in identification and ease of understanding.

All Plant and LV Apparatus within these boundary points shall be subject to the alternative SSOW stated on the TAAS.

By default, all Plant and LV Apparatus not subject to the TAAS shall remain under *Company 'A'* Wind Turbine Safety Rules under the current SRIC.

Note: for example, if a major component is being replaced within a WTG then the entire WTG should be included in the TAAS. This way the contractor has control of the WTG to manage isolations and the works package.

- 3.1.6** The 'Person Responsible for Work' shall sign and date the checkbox at the end of part 1.
- 3.1.7** The 'Person Responsible for Work' shall ensure that all relevant persons involved in operations at the location shall be made aware. Part 2 shall be completed as acceptance of notification.
- 3.1.8** The 'Responsible Manager' shall complete the signature check box at the end of part 2 when all other signatures are present.
- 3.1.9** Part 3 shall be completed by both the 'Person Responsible for Work' and the 'Lead Contractor/ Company' representative.
- 3.1.10** The 'Person Responsible for Work' shall send a copy of the completed TAAS with all signatures present to all parties who have acknowledged the TAAS in Part 2.
- 3.1.11** Part 4 "Notification of Change" shall be completed if required, see 4.3
- 3.1.12** Upon completion of works part 5 shall be completed in line with 4.6 and 4.7

3.2 ADDITIONAL REQUIREMENTS

- 3.2.1** To minimise any potential confusion, and prior to the start date and time on the TAAS, the 'Responsible Manager' has a responsibility to inform all relevant persons of the temporary changes at the location. All Operational Controllers shall be made aware of every TAAS, its dates and times of commencement and expiry.
- 3.2.2** The TAAS when in force, shall be available at the location for all persons to see.
- 3.2.3** The 'Responsible Manager' shall manage the storage and archiving of all past and expired TAAS forms.

4 SAFETY FROM THE SYSTEM

- 4.1** From the start time to the end time stated on the TAAS form the 'Lead Contractor/Company' shall be responsible for safety from the system at all times. The process for Transfer of Control from *Company 'A'* Operational Controllers to the 'Lead Contractor/Company' shall be clearly defined in the 'Lead Contractor/Company' work documentation. The process of transfer of control shall be clearly understood and accepted by all parties before the TAAS is in force.
- 4.2** There may be times when prior to the issue of a TAAS the Plant/LV apparatus is not in its normal running arrangement due to failure or fault finding works. Therefore, the status of the system including any normal or additional dangers shall be fully explained to the 'Lead Contractor/Company' by the 'Person Responsible for Work' prior to the completion of a TAAS form.
- 4.3** If complications arise and the work package will extend past the end date/time identified in the TAAS form all work must temporarily stop. A review of process and procedure may be required by the 'Lead Contractor/Company'. To extend the end date/time Part 4 'Notification of change' shall be completed by the 'Person Responsible for Work' and agreed by the 'Lead Contractor/Company'. Following completion of part 4 the TAAS shall be sent to all persons identified in part 2 by the 'Person Responsible for Work'. At this point the work can resume if safe to do so and in line with 'Lead Contractor/Company' SSOW.
- 4.4** If the work scope is finished early, then part 4 and part 5 can be completed to reduce the duration that the TAAS is in force.
- 4.5** When the works are complete and if a period of monitoring is required this can be carried out by one of the following options:
- The 'Lead Contractor/Company' monitors the WTG for alarms whilst the WTG remains under the terms of the TAAS form. Safety From the system shall be fully detailed and understood, this remains the responsibility of the 'Lead Contractor/Company'

OR

 - The TAAS form end date is passed and *Company 'A'* Operational Controller takes back control of the WTG and monitors alarms in line with *Company 'A'* Wind Turbine Safety Rules under the current SRIC.
- 4.6** When the work is complete the 'Lead Contractor/Company' representative shall inform the Person Responsible for work in writing regarding the status of the work package and the system. This shall include any deviations from normal running arrangement and any exceptions that have occurred during the work package that may affect the safe operation of the wind turbine.
- 4.7** When the Person responsible for work is satisfied that work is complete, and has received written confirmation from the contractor. Part 5 of the TAAS form shall be completed. The TAAS form will then be archived.

APPENDIX A COMPANY 'A' WIND TURBINE SAFETY RULES

Temporary Application of Alternative SSOW (TAAS)

PART 1 – NOTICE

TAAS Number	
Wind Farm Location	
Lead Contractor/Company	

Reason for alternative SSOW

Start Date/Time.	End Date/Time.

Exact Description of PLANT/LV APPARATUS to which this form applies including boundary points

State any deviation from “Normal running / operating arrangement” of above PLANT / LV APPARATUS

Drawing reference numbers (if applicable)

We GIVE NOTICE that the Plant/LV Apparatus identified above is being temporally placed under an alternative SSOW other than that defined in the current SRIC for the location.

As from the start date time defined above until the end date time defined above the Plant/LV Apparatus identified will no longer be subject to **Company 'A' Wind Turbine Safety Rules**

No further work or testing shall be carried out on the Plant/LV Apparatus during this time and date unless the work or testing is being carried out in accordance with the 'Lead Contractor/Company' alternative SSOW.

By default, all Plant/LV Apparatus that is not identified on this TAAS shall remain under the current SRIC for the location.

The status of the system including residual dangers or abnormal running arrangements for which the 'Lead Contractor/Company' will have responsibility for has been fully explained by the 'Person responsible for Work ' and is understood.

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

Person Responsible for Work	Date of Approval:	Signature

PART 2 – ACKNOWLEDGEMENT AND ACCEPTANCE

All persons relevant to operations and works at the location shall be notified as below.

We have reviewed and accepted the 'Lead Contractor/Company' alternative Safe System of Work and agree it shall be applied to the identified the Plant/LV Apparatus and boundaries for the duration specified above.

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

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

Responsible Manager	Date of Approval:	Signature:

PART 3 – CONFIRMATION TO PROCEED

We confirm that all persons in Part 2 have acknowledged receipt and that it is agreed by all to proceed with this TAAS.

Person Responsible for Work	Date of Approval:	Signature
Lead Contractor/Company	Date of Approval:	Signature

PART 4 – NOTIFICATION OF EXTENSION (IF REQUIRED)

The end date/time of this TAAS has changed due to the following reason(s)		
NEW END DATE/TIME		
Person Responsible for Work	Date of Approval:	Signature
Lead Contractor/Company	Date of Approval:	Signature
Responsible Manager	Date of Approval:	Signature

PART 5 – COMPLETION OF WORKS

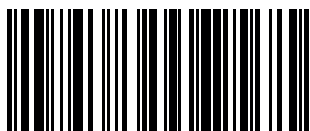
Lead Contractor/Company	Completion of works date:	Signature
Responsible Manager	Agreed completion of works date:	Signature



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