

**OPERATION, ACCESS AND  
MAINTENANCE PROCEDURE  
for [SITE NAME]**

COPY No.     of    

SPECIMEN

| ISSUE No. | DATE |
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Changes to the arrangements set out in this document shall be captured by EDF Energy Networks as revisions to this document. Future changes need the agreement of EDF Energy Networks, PARTY A and PARTY B. When changes are made to this document a change will be necessary to the Connection Agreement to bring the changes into effect.  
For the avoidance of doubt this document has no commercially binding effect until incorporated by variation into the relevant Connection Agreement between PARTY B and EDF Energy Networks.

Agreement Between  
PARTY B Limited

PARTY A

And

EDFenergy

**EDFenergy**

**NETWORK MANAGEMENT**

**OPERATION, ACCESS AND MAINTENANCE PROCEDURE**

**DOCUMENT SUBJECT**

Operational Procedures associated with the Electrical Supplies to PARTY A's [ ] Substation from EDFenergy's [ ] Substation.

**PREPARED BY**

EDFenergy, London Control

**APPROVED BY**

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Operations Manager  
PARTY A

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Network Control Manager  
EDFenergy

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Energy Contracts Manager  
PARTY B Limited

**DATE OF ISSUE**

.....2007

**PURPOSE OF DOCUMENT**

This document forms an agreement between the parties listed above and details the Control, Operation, Access and Maintenance Procedures.

## DISTRIBUTION

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### PARTY A

Operations Manager

8

Shift Supply Engineer

9

Distribution Network Manager

10

### PARTY B

Energy Contracts Manager

11

Power Engineer

12

SPECIMEN

# [ ] O, A & M AGREEMENT

## TABLE OF CONTENTS

|      |   |    |
|------|---|----|
| 1.0  | INTRODUCTION  | 5  |
| 2.0  | DEFINITIONS AND ABBREVIATIONS                           | 5  |
| 3.0  | DIVISION OF RESPONSIBILITY (see LE drawing OD 1650Q/87) | 5  |
| 4.0  | ACCESS ARRANGEMENTS                                     | 6  |
| 5.0  | TELEPHONE COMMUNICATIONS                                | 7  |
| 6.0  | OUTAGE PLANNING   | 7  |
| 7.0  | NORMAL RUNNING ARRANGEMENTS                             | 7  |
| 8.0  | CHANGES TO NORMAL RUNNING ARRANGEMENTS                  | 8  |
| 9.0  | EMERGENCY OPERATIONS                                    | 8  |
| 10.0 | MAJOR INCIDENTS   | 8  |
| 11.0 | SAFETY PRECAUTIONS                                      | 9  |
| 12.0 | PROTECTION SETTINGS                                     | 11 |
| 13.0 | RESPONSIBILITY FOR UPDATING                             | 11 |
|      | APPENDIX 1 - OPERATIONS, ACCESS & MAINTENANCE SCHED.    | 12 |
|      | APPENDIX 2 - CONTROL & MAINT. BOUNDARIES AT [ ] .       | 14 |
|      | APPENDIX 3 - INTERFACE WORKING (RISSP) PROCEDURE        | 15 |
|      | APPENDIX 4A - RISSP DOCUMENT (ORIGINAL)                 | 17 |
|      | APPENDIX 4B - RISSP DOCUMENT (COPY)                     | 19 |

## 1.0 INTRODUCTION

The procedures within this document are generally in accordance with Engineering Recommendation G38/1 issued by the Energy Networks Association, Distribution Code and should be read in conjunction with EDFenergy (London Area Distribution) Safety Rules and the safety rules of PARTY A relating to work on high voltage electrical apparatus and cables. It does not authorise any departure from those Safety Rules.

This document details the Control, Operation, Access and maintenance procedures for the 132/22kV circuits connecting PARTY A's [ ] 22kV Substation to EDFenergy's [ ] 132kV Substation and the 22kV busbar system at [ ].

This document will be available to EDFenergy's and PARTY A operational and control staff at all appropriate locations.

## 2.0 DEFINITIONS AND ABBREVIATIONS

PARTY A  
EDFenergy  
Record of Inter System Safety Precautions  
Gas Circuit Breaker  
**EDFenergy London Control**  
Powerlink Shift Supply Engineer

PARTY A  
EDF  
RISSP  
GCB  
**EDFLC**  
SSE

Control Boundary: This is the agreed Control Boundary defined on a connection of plant that interfaces between two parties. Either side of this connection of plant will be the Control responsibility of the party agreed in this agreement.

Maintenance Boundary: This is the boundary between plant maintained by one Company and plant maintained by another.

Demand transfer: This is where demand is either added to or subtracted from the Company Substation supplying load defined in this Operational, Access and Maintenance Agreement.

Control engineer: This is the agreed Control engineer defined by each party with Control responsibilities for that part of the system defined in this agreement.

## 3.0 DIVISION OF RESPONSIBILITY (See Appendix 2)

### 3.1 PARTY A

- (a) PARTY A Control Engineer will be responsible for instructing operations on the bus section and outgoing feeder 22kV GCB's,
- (b) PARTY A Control Engineer will be responsible for the remote operation of all 22kV GCB's.
- (c) PARTY A HV Authorised Person will carry out all manual operations within 22kV Switchroom.
- (d) PARTY A Control engineer will liaise with EDFLC prior to the opening or closing of the 22kV Bus Section GCB.

- (e) PARTY A Control Engineer will inform EDFLC of any alarm associated with Grid Transformer circuit(s).
- (f) PARTY A Control Engineer will inform EDFLC of the number of generating sets and estimated load prior to the connection or disconnection of embedded generation.

### **3.2 EDFenergy, London Area**

- (a) EDFLC Control Engineer will be responsible for instructing all operations from [ ] 132kV substation to the Grid Transformer 22kV GCB's at [ ] 22kV Substation.
- (b) EDFenergy Senior Authorised Person will carry out all operations at [ ] 132kV Substation and the Grid Transformer compounds at [ ] 22kV substation.
- (c) It will be the responsibility of EDFLC to inform PARTY A Control Engineer of any alarm associated with or any operation on the Grid Transformer 132/22kV circuits.
- (d) EDFLC Control Engineer will liaise with PARTY A Control engineer prior to the opening on any part of the [ ] 132kV Circuits supplying [ ] 22kV Substation.

### **3.3 PARTY A and EDFenergy, London Area**

- (a) An Operation, Access and Maintenance Schedule for [ ] 22kV Substation is included as Appendix 1 which details the responsibilities of the above parties for particular items of equipment.
- (b) For operations between the Control and Maintenance boundaries (See Appendix 2) within the 22kV switchroom EDFLC Control Engineer will instruct the PARTY A Control Engineer who will either directly implement the instruction via remote switching or will in turn instruct the PARTY A HV Authorised Person to switch locally.
- (c) "The" Control Person as defined in Appendix 3 will number the Record of Inter System Safety Precautions document (RISSP). The consenting Control Person will number Safety documents.

## **4.0 ACCESS ARRANGEMENTS**

### **4.1 General Requirements**

An intruder alarm and closed circuit television are installed at [ ] 22kV Substation, which on initiation sends a signal to the PARTY A Control Centre. On entry and exit from the Substation, all persons are required to contact the "Access Telephone Number" (See Telephone Number listed below in Section 5) giving details of persons on site and activities to be undertaken. Where no such contact is made the PARTY A Control Engineer will take the appropriate action.

EDFenergy manages the Grid Transformer Compounds and has the sole control of access.

## 4.2 EDFenergy Authorised Staff

EDFenergy Authorised staff will have access to the following areas, 132/22kV Relay Room, 22kV switchroom, Wash/Toilet Facilities and Grid Transformer compounds.

## 4.3 PARTY A Authorised Staff

PARTY A HV Authorised Person will have access to all areas at [ ] 22kV except the Grid Transformer Compounds.

## 5.0 TELEPHONE COMMUNICATIONS

The following ex-directory BT telephones may be used:-

|   |  |
|---|--|
| PARTY A Planning                              | XXXXXXXXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXXX |
| [ ] 22kV substation<br>EDFenergy<br>PARTY A   | XXXXXXXXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXXX                       |
| PARTY A Control Engineer<br>Emergency         | XXXXXXXXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXXX                       |
| EDFenergy Control Centre<br>FAX               | XXXXXXXXXXXXXXXXXX<br>XXXXXXXXXXXXXXXXXX                       |
| EDFenergy Planning Bengeworth Road            | XXXXXXXXXXXXXXXXXX   |
| Access Telephone Number<br>(Auto;1740 & 1741) | XXXXXXXXXXXXXXXXXX   |

## 6.0 OUTAGE PLANNING

6.1 All Planned outages that directly or indirectly effect the security of [ ] 22kV Substation will be coordinated by EDFenergy's Planning engineer and agreed with PARTY A's Operation Manager Manager in accordance with Outage Planning Arrangements between National Grid, EDF Energy Networks, PARTY A and PARTY B

6.2 PARTY A will inform EDFenergy Planning of Planned and Emergency demand transfers.

## 7.0 NORMAL RUNNING ARRANGEMENTS

All Grid Transformers and the Bus Section 22kV GCB's will normally be closed.

## 8.0 CHANGES TO NORMAL RUNNING ARRANGEMENTS

- 8.1 For an outage on this substation within the EDF control boundary which changes the normal running arrangements specified above then EDFenergy Control Engineer must inform the PARTY A Control Engineer.
- 8.2 When the normal maximum demand on this substation, taking into account seasonal variations, is expected to increase by more than 10MW following switching operations then the PARTY A Control Engineer will obtain the prior agreement of the EDFenergy Control Engineer.
- 8.3 When PARTY A identify a requirement to parallel [ ] 22kV Substation with another bulk supply point, then a discussion will ensue between EDF Energy Control Engineer at EDFLC and PARTY A Control Engineer on the System running arrangement at the time of the parallel, with details of load to be transferred. Providing that the increased loaded PARTY B BSP, can safely be absorbed by the Supergrid supplying that substation, then the decision to parallel and transfer load will be made by the PARTY A Control Engineer in accordance with BSP Paralleling Procedure.

## **9.0 EMERGENCY OPERATIONS**

- 9.1 The PARTY A Control engineer may instruct switching in an emergency at [ ] 22kV substation without prior reference to EDFLC. The circumstances of such switching shall be reported by the PARTY A Control Engineer to the EDFLC Control Engineer as soon as possible after the event. No reclosure of the Grid Transformers 22kV GCB's shall be carried out unless it has been agreed with the EDFLC Control Engineer.
- 9.2 In an emergency, EDFLC Control Engineer may carry out switching at [ ] 132kV on the Grid Transformer circuits without reference to the PARTY A Control Engineer. Such emergency switching operations will be notified to the PARTY A Control Engineer as soon as is practical by the Control Engineer at EDFLC.
- 9.3 If there is a complete failure of supply to [ ] 22Kv substation EDFLC Control Engineer will advise the PARTY A Control Engineer as soon as practicable of the position and keep him informed of the progress of restoration.
- 9.4 Notwithstanding 9.1 above when PARTY A identify a requirement to parallel [ ] 22kV substation with another bulk supply point in an emergency then a discussion will ensue between EDF Energy Control Engineer at EDFLC and PARTY A Control Engineer on the System running arrangement at the time of the parallel, with details of load to be transferred. The decision to parallel and transfer load will be made by the PARTY A Control Engineer in accordance with BSP Paralleling Procedure.

## **10.0 MAJOR INCIDENTS**

At times of system emergency it will be the responsibility of the PARTY A / EDFLC Control engineer to ensure electrical supplies are secure and maintained for the duration of the emergency having due regard to safety of personnel and operatives working on the electrical network.

## **11.0 SAFETY PRECAUTIONS**

### **11.1 General Requirements**

- (a) The responsibilities of PARTY A's and EDFenergy staff are detailed in Section 3 and the Operation, Access and Maintenance Schedule (See Appendix 1) of this document.
- (b) [ ] 22kV Substation Control and Operational boundaries are as shown in Appendix 2.
- (c) Before switching operations are instructed on one party's system which may affect the other party's system there shall be liaison between both the PARTY A Control Engineer and the EDFLC Control Engineer. However, operations by PARTY A which will result in a change in normal maximum demand of less than 10MW need not be notified to EDFLC Control Engineer.

Due regard must be given to the requirements during paralleling conditions mentioned in Sections 8.3 and 9.4.

- (d) Instruction to operate between the control and operational boundaries at [ ] 22kV substation will be given by EDFLC Control Engineer to the PARTY A Control Engineer who will either directly implement the instruction via remote switching or will in turn, instruct the PARTY A HV Authorised Person to carry out the switching locally.
- (e) The joint document used by both PARTY A and EDFLC control staff for recording isolation and earthing operations will be the RISSP document as shown in Appendix 4A and 4B in accordance with the RISSP procedure shown in Appendix 3.
- (f) For work by EDFLC; after the EDFLC Senior Authorised person and PARTY A HV Authorised person complete the isolation and earthing in accordance with Section 3.0 the PARTY A HV Authorised Person will issue a Certificate of Isolation with the consent of the PARTY A Control Engineer and hand safety and interlock keys to the EDFLC Senior Authorised Person. The PARTY A Control Engineer will then issue a RISSP document to EDFLC Control Engineer who may then in turn consent to the issue of safety documentation by the EDFLC Senior Authorised Person.
- (g) On completion of the work in 11.1 (f) above the EDFLC Senior Authorised Person will cancel all safety documentation with the consent of EDFLC Control Engineer. The RISSP document can then be cancelled with the PARTY A Control Engineer by EDFLC Control Engineer. Safety and interlock keys can then be returned to the PARTY A HV Authorised Person who will cancel the Certificate of Isolation under PARTY A HV Safety Rules with the consent of PARTY A Control Engineer.

The circuits may then be returned to service in accordance with the appropriate subsections of Section 3.

- (h) For work by PARTY A; after the EDFLC Senior Authorised person and PARTY A HV Authorised person complete the isolation and earthing in accordance with Section 3.0 the EDFLC Senior Authorised Person will hand safety keys to the PARTY A HV Authorised Person. EDFLC Control Engineer will then issue a RISSP document quoting the safety precautions on the EDFLC side of the boundary to the PARTY A Control Engineer.

The PARTY A HV Authorised person may then issue safety documentation with the consent of the PARTY A Control Engineer.

- (i) On completion of the work in 11.1 (h) above the PARTY A HV Authorised Person will cancel all safety documentation with the consent of PARTY A Control Engineer. The RISSP document can then be cancelled with the EDFLC Control Engineer by the PARTY A Control Engineer. The PARTY A HV Authorised Person will then hand safety keys to the EDFLC Senior Authorised Person.

The circuit(s) may then be returned to service in accordance with the appropriate subsections of Section 3.

## 11.2 Specific Work Areas

There are three discrete working/testing areas which involve PARTY A and/or EDFLC staff. The procedure for each is as follows:-

- 11.2.1 EDFLC staff wish to work on their side of the maintenance boundary (i.e. all equipment on the circuit side of the Grid Transformer 22kV GCB end box to [ ] 132kV substation).

- (a) **Switching instructions for operations**

- These operations will be carried out as in Section 11.1(d) above.

- (b) **Start of Work**

- These operations will be carried out as in Section 11.1(f) above.

- (c) **Completion of Work**

- These operations will be carried out as in Section 11.1(g) above.

- 11.2.2 PARTY A staff wish to work between the maintenance boundary and the Control boundary (i.e. all equipment from the circuit side of the cable end box to the busbar side of the Grid Transformer 22kV GCB's).

- (a) **Switching instructions for operations**

- These operations will be carried out as in Section 11.1 (d) above.

- (b) **Start of Work**

- These operations will be carried out as in Section 11.1 (h) above.

- (c) **Completion of Work**

- These operations will be carried out as in Section 11.1 (i) above.

- 11.2.3 PARTY A staff wish to work on PARTY A side of the Control boundary (ie all equipment between the busbar side of the Grid Transformer 22kV GCB's to the Busbar side of the outgoing feeders to the [ ] 22kVsystem)

- (a) **Switching instructions for operations**

The switching operations on the above equipment will be issued by the PARTY A Control Engineer to the PARTY A HV Authorised Person.

The instruction to open the 22kV Grid Transformer GCB's at [ ] 22kV substation will be carried out as in Section 11.1 (d) above.

Any necessary operations for isolation and earthing within the 22kV switchroom at [ ] 22kV substation on the PARTY A HV side of the control boundary will be given to the PARTY A HV Authorised Person by the PARTY A Control Engineer.

**(b) Start of Work**

Under PARTY A HV Safety Rules the PARTY A HV Authorised Person will issue a Certificate of Isolation with the consent of the PARTY A Control Engineer and lock the keys in a key safe. The PARTY A Control Engineer will then issue a RISSP document to EDFLC Control Engineer.

**(c) Completion of Work**

On completion of work all safety documentation will be cancelled by the PARTY A HV Authorised Person with the consent of the PARTY A Control Engineer. The RISSP document will also be cancelled. The circuit(s) may then be returned to service in accordance with the appropriate subsections of Section 3

**12.0 PROTECTION SETTINGS**

Protection settings at [ ] 22kV Substation shall be agreed between PARTY A and EDFLC.

**13.0 RESPONSIBILITY FOR UPDATING**

In order to enable any alterations to be implemented promptly, it is the duty of all concerned parties to advise the EDFenergy Network Control Manager of any necessary changes to this document or its attachments as a matter of urgency.

**APPENDIX 1**

**OPERATION, ACCESS AND MAINTENANCE SCHEDULE**

**SITE OCCUPIER:** PARTY A  
**STATION:** [ ] 22kV substation  
**NORMAL REMOTE OPERATION POINT:** PARTY A CONTROL CENTRE  
**EFFECTIVE DATE:** JUNE 2007  
**PARTY RESPONSIBLE FOR ISSUE:** EDFenergy

**ABBREVIATIONS**

EDFE - EDFenergy PLC                      EDFLC - EDFenergy London Control  
 PARTY A                      - PARTY A

| 1  | 2                     | 3                       | 4                    | 5                    | 6                    | 7                        | 8                    | 9                  | 10                                   | 11              |
|--|-----------------------|-------------------------|----------------------|----------------------|----------------------|--------------------------|----------------------|--------------------|--------------------------------------|-----------------|
| EQUIPMENT  | PARTY RESPONSIBLE FOR |                         |                      |                      |                      |                          | MAINTENANCE          |                    |                                      | Note No.        |
|  | OWNER                 | CONTROL                 | OPERATION            | ISOLATION            | EARTHING             | ISSUING SAFETY DOCUMENTS | MAIN GEAR            | PROTECTIVE GEAR    | CONTROL INDICS ALARMS                |                 |
| <u>132kV Feeders</u><br>[ ] T1 & T2  | EDFE                  | EDFLC                   | -                    | EDFE                 | EDFE                 | EDFE                     | EDFE                 | EDFE               | PARTY A/<br>EDFE                     | -               |
| <u>132kV Switchgear</u><br>Earth Switches 101 & 201<br>Disconnectors 113 & 213<br>Earth Switches 111 & 211 | EDFE<br>EDFE<br>EDFE  | EDFLC<br>EDFLE<br>EDFLE | EDFE<br>EDFE<br>EDFE | EDFE<br>EDFE<br>EDFE | EDFE<br>EDFE<br>EDFE | EDFE<br>EDFE<br>EDFE     | EDFE<br>EDFE<br>EDFE | -<br>-<br>-        | PARTY A/<br>EDFE<br>PARTY A/<br>EDFE | 1<br>1,2<br>1,2 |
| <u>132/22kV Transformers</u><br>Grid T1 & T2   | EDFE                  | EDFLC                   | EDFE                 | EDFE                 | EDFE                 | EDFE                     | EDFE                 | EDFE               | PARTY A/<br>EDFE                     | 1,2,3           |
| <u>Auxiliary Transformers</u><br>Grid T1 & T2  | EDFE                  | EDFLC                   | -                    | EDFE                 | EDFE                 | PARTY A/<br>EDFE         | EDFE                 | -                  | PARTY A/<br>EDFE                     | 1,2             |
| <u>Grid Trans Cable Tails</u><br>Grid T1A, T1B, T2A & T2B  | EDFE                  | EDFLC                   | -                    | PARTY A/<br>EDFE     | PARTY A<br>/EDFE     | PARTY A                  | EDFE                 | EDFE               | PARTY A/<br>EDFE                     | 1,2,3           |
| <u>22kV Switchgear</u><br>Grid T1A, T1B, T2A & T2B<br>GCB's  | EDFE                  | EDFLC                   | PARTY A              | PARTY A              | PARTY A              | PARTY A                  | PARTY A              | EDFE               | PARTY A/<br>EDFE                     | 1               |
| Grid T1A, T1B, T2A & T2B<br>Earth Switches   | EDFE                  | EDFLC                   | PARTY A              | PARTY A              | PARTY A              | PARTY A                  | PARTY A              | -                  | PARTY A/<br>EDFE                     | 1,5             |
| Grid T1A, T1B, T2A & T2B<br>VTs  | EDFE                  | EDFLC                   | PARTY A              | PARTY A              | -                    | PARTY A                  | PARTY A              | -                  | PARTY A/<br>EDFE                     | 1               |
| Bus Section GCB 1-2, 2-3,<br>3-4, 4-1  | PARTY A<br>PARTY A    | PARTY A<br>PARTY A      | PARTY A<br>PARTY A   | PARTY A<br>PARTY A   | PARTY A<br>PARTY A   | PARTY A<br>PARTY A       | PARTY A<br>PARTY A   | PARTY A<br>PARTY A | PARTY A<br>PARTY A                   | 4<br>-          |
| Busbars  | PARTY A               | PARTY A                 | -                    | PARTY A              | PARTY A              | PARTY A                  | PARTY A              | PARTY A            | PARTY A                              | -               |
| All outgoing Feeder GCBs   | PARTY A               | PARTY A                 | PARTY A              | PARTY A              | PARTY A              | PARTY A                  | PARTY A              | PARTY A            | PARTY A                              | 1               |
| Busbar VT's  | PARTY A               | PARTY A                 | PARTY A              | PARTY A              | PARTY A              | PARTY A                  | PARTY A              | PARTY A            | PARTY A                              | 1               |
| <u>22kV Feeders</u><br>All   | PARTY A               | PARTY A                 | PARTY A              | PARTY A              | PARTY A              | PARTY A                  | PARTY A              | PARTY A            | PARTY A                              | 1               |
| <u>Other Plant &amp; Equipment</u><br>CO2  |                       | EDFLC                   | EDFE                 |                      |                      |                          | EDFE<br>EDFE         | -                  | PARTY A<br>PARTY A<br>PARTY A        | 1<br>1          |
| 50V Inter trip Battery &<br>Charger  | EDFE<br>EDFE          |                         |                      | EDFE                 | -                    | -                        |                      |                    | EDFE/<br>PARTY A                     | 1<br>-          |
| 110V Battery and Chargers  |                       | -                       | -                    |                      |                      |                          | PARTY A<br>Supplier  | -                  | EDFE/<br>PARTY A                     | 1<br>-          |
| Tariff metering  | PARTY A<br>Supplier   | -                       | -                    |                      |                      |                          | PARTY A              | -                  |                                      | -               |
| Other metering   | PARTY A               | -                       | -                    |                      |                      |                          |                      | -                  |                                      | -               |
| LVAC supplies  | PARTY A               | -                       | -                    |                      |                      |                          |                      | -                  |                                      | -               |
| SCADA  | PARTY A               | -                       | -                    |                      |                      |                          | PARTY A              | PARTY A            |                                      | -               |
|  |                       |                         |                      |                      |                      |                          |                      |                    | EDFE<br>EDFE/<br>PARTY A             |                 |
|  |                       |                         |                      |                      |                      |                          |                      |                    | -                                    |                 |
|  |                       |                         |                      |                      |                      |                          |                      |                    | -                                    |                 |
|  |                       |                         |                      |                      |                      |                          |                      |                    | -                                    |                 |
|  |                       |                         |                      |                      |                      |                          |                      |                    | EDFE                                 |                 |

**Notes:**

- Control, Alarms and Indications to PARTY A via SCADA. The relevant information will then be passed to EDFLC.
- RISSP documents to be issued by PARTY A Control Engineer to EDFLC, prior to the issue of EDFE Safety Documentation by the EDFenergy Senior Authorised Person.
- The 22kV protection C.T.s for the Grid T1 & T2 circuits are located on the busbar side of the 22kV circuits breakers. Therefore the relevant 22kV busbar will have to be isolated and earthed for transformer protection maintenance. RISSP document to be issued by PARTY A prior to the issue of EDFenergy safety documentation by the EDFenergy Senior Authorised Person.
- The 22kV C.T.'s for the Bus-Zone protection are on the circuit side of the Grid Transformer T1 & T2 22kV circuits breakers. Therefore the relevant 22kV Circuit breakers will have to be isolated and earthed for Bus-Zone Protection maintenance. RISSP document to be issued by EDFLC to PARTY A prior to the issue of the issue of PARTY A safety documentation by the PARTY A Authorised Person.
- RISSP documents to be issued by EDFLC to PARTY A Control Engineer, prior to the issue of EDF Safety Documentation by the PARTY A Authorised Person.

Approved for EDFE.....  
EDFenergy Network Control Manager

Date.....

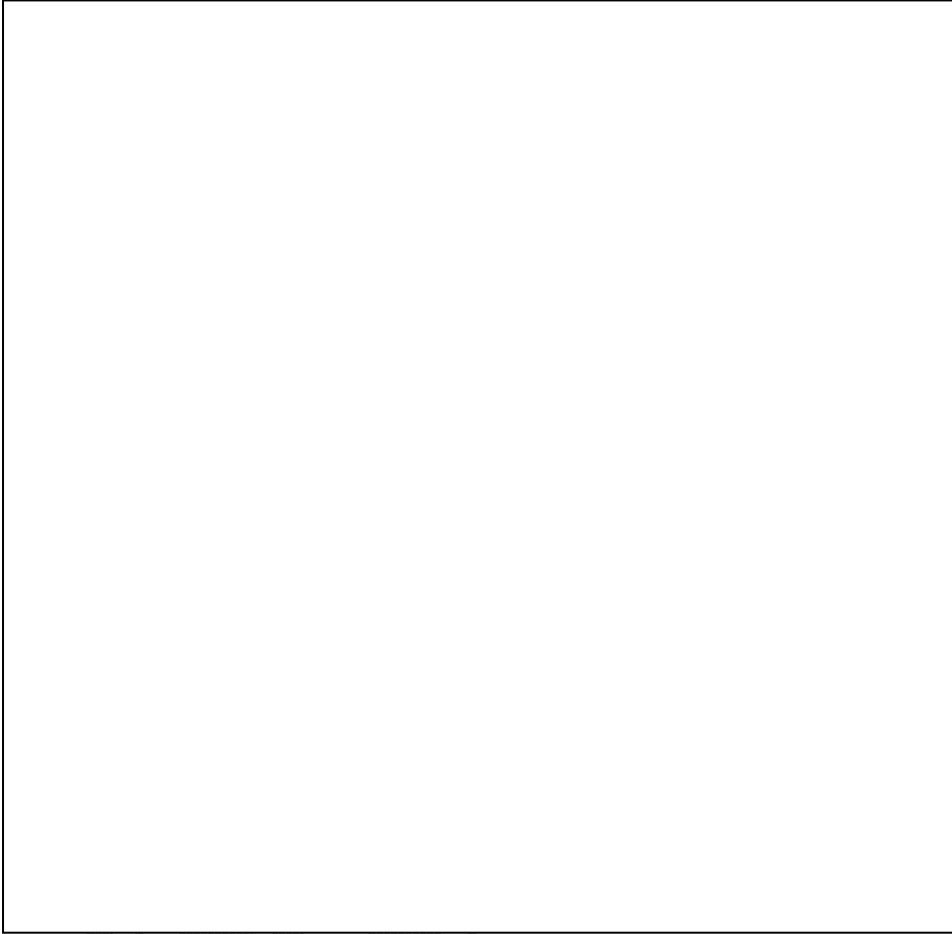
Approved for PARTY A.....  
PARTY A Operations Manager

Date.....

SPECIMEN

**APPENDIX 2 CONTROL & MAINT. BOUNDARIES AT MANSELL ST.**

OPERATIONAL DIAGRAM INSERTED HERE



SP20

## APPENDIX 3

### INTERFACE WORKING

#### 1.1 RECORD OF INTER SYSTEM SAFETY PRECAUTIONS (RISSP) PROCEDURE

- 1.1.1 This procedure specifies a system for Control Persons involved in establishing and maintaining safety precautions on one side of a control boundary to enable the issue of Safety Documents on the other side of the boundary.
- 1.1.2 The term "the" Control Person refers to the Control Person giving, or intending to give Consent to the issue of a Safety Document. The term "other" Control Person refers to the Control Person responsible for the safety precautions established to enable the giving of Consent to the issue of a Safety Document by "the" Control Person of an interconnected System.
- 1.1.3 The objective of this procedure is to formalise the establishment of safety precautions by the "other" Control Person at the request of "the" Control Person, across a control boundary, and to provide the necessary mechanism to maintain these safety precautions until formally released by the latter.
- 1.1.4 When this procedure has been completed the safety precautions may be quoted on Permits for Work issued with the Consent of "the" Control Person without further consultation with the "other" Control Person.
- 1.1.5 Consent to the issue of a Sanction for Test within the Isolated zone covered by the RISSP shall not be given by either Control Person until consultation has taken place between the two concerned and it is confirmed that all Safety Documents within the Isolated System are cancelled. The relevant entries on the Safety Register shall be re-entered in red ink.
- 1.1.6 **PROCEDURE FOR THE ISSUE AND CANCELLATION OF A "RECORD OF INTER SYSTEM SAFETY PRECAUTIONS" (RISSP)**

#### **ISSUE**

- 1.1.6.1 "The" Control Person requiring safety precautions to be established on an "other" System will consult with the "other" Control Person and agree, and record the safety precautions to be taken, in accordance with the requirements of Distribution Safety Rule 1995 Edition, Clause 9.5.5.
- "Consulting with Control engineers of other systems to agree and initiate Switching where there is interconnection across Control Boundaries; also agreeing responsibility for control of circuits in the isolated state preparatory to sanctioning the issue of safety documents."
- 1.1.6.2 The "other" Control Person will then establish the necessary safety precautions and obtain confirmation and record that they are complete.
- 1.1.6.3 The "other" Control Person will then complete Part '1' of a "Record of Inter-System Safety Precautions" (RISSP), using the proforma provided and a unique serial number assigned by "the" Control Person. (See Appendix 4A).

- 1.1.6.4 By completing Part '1' of the RISSP, the "other" Control Person will sign an undertaking to preclude removal of the safety precautions until released by the completion of Part 2 of the RISSP.
- 1.1.6.5 The RISSP number shall be referenced, within the Safety Management System at the Location of the "other" Control Person, to each of the safety precautions identified in Part '1' of the RISSP, to ensure that instructions to remove the safety precautions established and recorded are precluded. In those instances when the "other" Control Person requires the establishment of safety precautions by a third party, and the RISSP procedure cannot be applied across that control boundary, the number of the RISSP shall be reported to the third party.
- 1.1.6.6 "The" Control Person shall complete Part '1' of the RISSP making a precise copy of Sections 1.1 and 1.2 of Part '1' of the RISSP, using the proforma provided. (See Appendix 4B).
- 1.1.6.7 The RISSP number shall be recorded within the Safety Management System at the Location of "the" Control Person.
- 1.1.7 **CANCELLATION**
- 1.1.7.1 On cancellation of all Safety Documents issued within the Consent of "the" Control Person quoting the safety precautions identified in Part '1' of a RISSP, (see Appendix 4B), and providing there is no requirement to maintain those safety precautions, "the" Control Person shall complete Part '2' of the RISSP, delete all references to the RISSP from the Safety Management System at his Location and confirm the cancellation of the RISSP to the "other" Control Person so that he make take a copy of the cancellation.
- 1.1.7.2 The "other" Control Person shall take a copy of the cancellation by completing Part '2' of the RISSP, (see Appendix 4A) and remove all references to the RISSP from the Safety Management System at his Location. Where appropriate the third party will be informed of the cancellation.
- 1.1.7.3 The completion of this procedure by both parties releases the "other" Control Person from the commitment to maintain the specified safety precautions for the purpose of "the" Control Person.

**APPENDIX 4A**  
**EDF ENERGY**  
**RECORD OF INTER-SYSTEM SAFETY PRECAUTIONS (RISSP)**  
**(This is NOT a Safety Document)**

**PART 1 (Original)**

**RISSP NUMBER**

1.1 Safety precautions have been established to achieve Safety from the System within my sphere of responsibility on the following HV Apparatus:-

State name of circuit(s) crossing the Control Boundary.

.....  
.....

1.2 **SAFETY PRECAUTIONS TAKEN**

a) ISOLATION - State Location and Identify Isolating Devices.

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

b) EARTHING - State Location and Identify Earthing Devices applied/closed

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

1.3 **ISSUE**

I have confirmed with.....(Name of "the" Control Person)

at .....(Location)

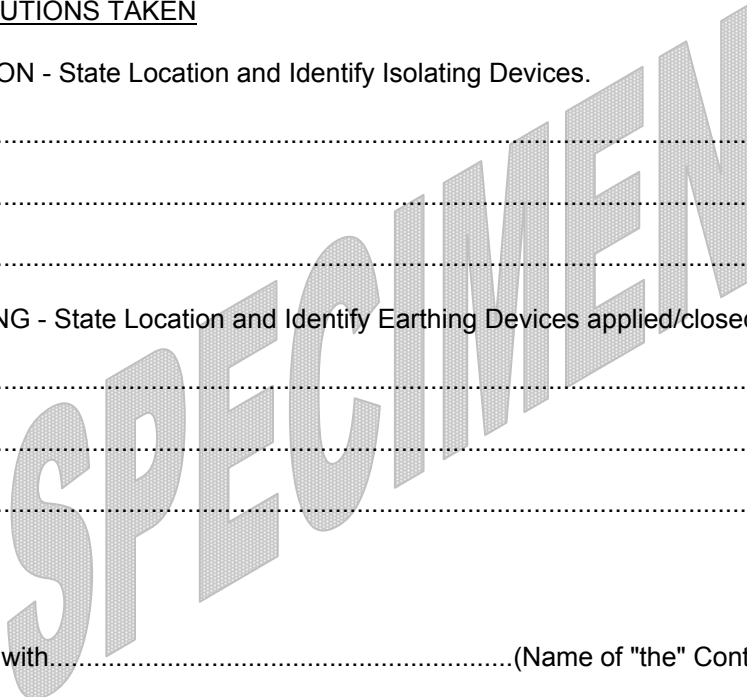
that the Safety Precautions Identified in Sections 1.2 (a) and (b) above have been established, and recorded in my Safety Management System.

No instructions will be issued, at my Location, to remove them, until this RISSP is cancelled.

Signed.....("other" Control Person)

at .....(Location)

Time.....Date.....



**PART 2 (Copy)**

2.1 **CANCELLATION**

I have confirmed.....(Name of "the" Control Person)

at .....(Location)

that all Safety Documents, consented to by a Control Person at his Location, quoting the Safety Precautions Identified in Sections 1.2 (a) and (b) above have been cancelled, and that Consent will NOT be given, at his Location, to any Safety Document quoting these Safety Precautions without further consultation. The following restrictions on the return to normal service of the Apparatus.

concerned apply

.....  
.....

Signed .....("other" Control Person)

at .....(Location)

Time.....Date.....

SPECIMEN

**APPENDIX 4B**

**EDF ENERGY**  
**RECORD OF INTER-SYSTEM SAFETY PRECAUTIONS (RISSP)**  
**(This is NOT a Safety Document)**

**PART 1 (Copy)**

**RISSP NUMBER**

1.1 Safety precautions have been established to achieve Safety from the System within his sphere of responsibility on the following HV Apparatus:-

State name of circuit(s) crossing the Control Boundary.

.....  
.....

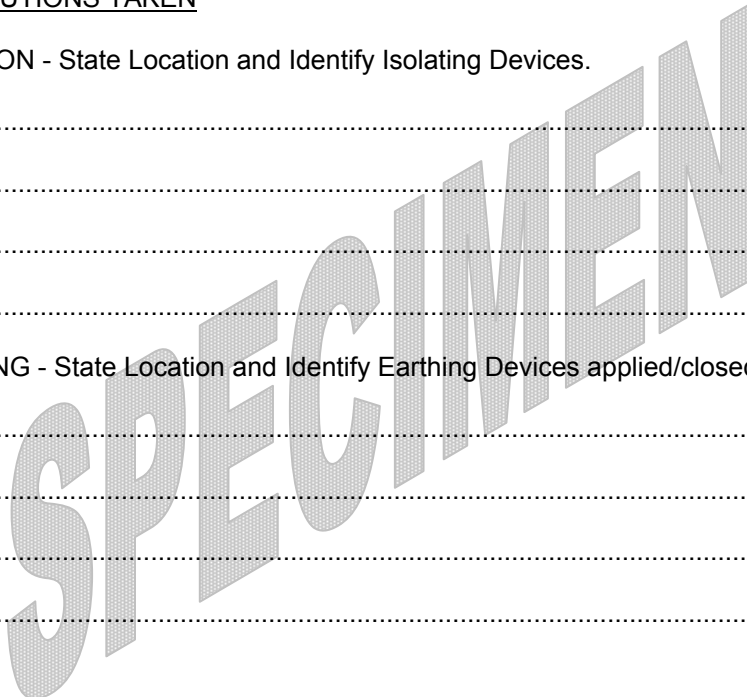
1.2 **SAFETY PRECAUTIONS TAKEN**

a) ISOLATION - State Location and Identify Isolating Devices.

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

b) EARTHING - State Location and Identify Earthing Devices applied/closed

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



1.3 **ISSUE**

I have confirmed with .....(Name of "other" Control Person)

at .....(Location)

that the Safety Precautions Identified in Sections 1.2 (a) and (b) above have been established, and recorded in his Safety Management System.

No instructions will be issued, at his Location, to remove them, until this RISSP is cancelled.

Signed .....("the" Control Person)

at .....

Time.....Date.....

**PART 2 (Original)**

**2.1 CANCELLATION**

I have confirmed with .....(Name of "other" Control Person)

at.....(Location)  
that all Safety Documents, consented to by a Control Person at my Location, quoting the Safety Precautions Identified in Sections 1.2 (a) and (b) above have been cancelled, and that Consent will NOT be given, at my Location, to any Safety Document quoting these Safety Precautions without further consultation. The following restrictions on the return to normal service of the Apparatus

concerned apply

.....  
.....

Signed.....("the" Control Person)

at.....(Location)

Time.....Date.....

SPECIMEN