

**These Electricity Safety Rules and associated National Safety Instructions are written to safeguard personnel working for or on behalf of National Grid, on or near to its electricity apparatus. National Grid can accept no responsibility or legal liability to any other party who suffers any loss, damage or injury in any way connected with the use of or reliance upon these documents.**



# NATIONAL SAFETY INSTRUCTION

## APPROVAL PROCEDURE

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**APPROVAL PROCEDURE**

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## APPROVAL PROCEDURE

### 1. SCOPE

The NGC Safety Rules (Second Edition) and the National Safety Instructions require certain procedures, tools, equipment and processes to be **Approved**. This document establishes the method by which they must be **Approved**.

In particular the following Procedures must be **Approved** in accordance with this document

	Safety Rule Reference	
Special Instructions	G3	
Objections on Safety Grounds	G4	
Procedure for adding to and removing <b>Equipment</b> from the <b>System</b>	R1.2	
Specialised Procedures for <b>Live</b> work on <b>H V Equipment</b>	R2.1	
Work for which it is essential to restore motive power (ROMP)	R3.4	R5.3
ROMP Procedures	R3,4a	R5.3a
Work under a <b>Safety Document</b> under which more than one <b>Working Party</b> will work	P2.1	P2.3
<b>Card Safe</b> Procedures	P4.2f	
Alternative position for the application of <b>Primary Earths</b>	NSI 2	5.6c
Application cat on of <b>Primary Earths</b> in outdoor type Substations	NSI.2	9.1
Application of <b>Primary Earths</b> in indoor type Substations	NSI 2	9.2
Work on Automatically or Remotely Controlled <b>Equipment</b> Without a <b>Safety Document</b>	NSI.14 6	
Purging of Hydrogen Filled Machines by vacuum method	NSI 18 6.2	

Attachment A to this document is the Application for Approval Form. National Safety Instruction NSI 32, "Register of Approvals" contains details of the register of **Approved** procedures, tools, equipment and processes which is maintained by NGC Health and Safety.

### 2. DEFINITIONS

Terms printed in bold type are as defined in the NGC Safety Rules.

### 3. APPLICATION FOR APPROVAL

3.1 The Manager initiating the request for Approval must complete Section A.1 of the Application for Approval Form (Attachment A).

- 3.2 The submission must include sufficient information for a complete assessment to be made e.g. description of applications and any limitations, specialist's report, drawings, manufacturer's literature and test certificates.
- 3.3 The Application for Approval Form, together with the full submission details, must be sent to the Manager, Health and Safety.

#### 4 APPLICATION PROCEDURE

- 4.1 The Manager, Health and Safety will assess the application to determine whether it is suitable for certification as **Approved**.
- 4.2 All tools, equipment and processes which are to be considered for approval must normally comply with any appropriate British or European Standard and Statutory requirements applicable at the time of the request for approval. If no relevant British or European Standard exists, consideration will be given to the acceptability of the specification used for their manufacture. Additionally National Grid Technical Specification (NGTS's) may be used.
- 4.3 Any Substances used in association with processes submitted for approval will also be assessed.
- 4.4 In some cases it may be necessary to make changes in individual components of **Approved** equipment to allow development and improvements to take place. Before approval is granted for such changes, a proper assessment of their effect must be made.
- 4.5 If necessary the Manager, Health and Safety will seek the advice of an appropriate Specialist Manager who has the functional specialism to assess the application.
- 4.6 The Specialist Manager must identify any appropriate technical specification against which the assessment will be made. If no specification exists consideration must be given to the need to provide one. The specialist may also decide if any testing is required and the extent of that testing.
- 4.7 The assessment will include consideration as to whether the procedure/ tool/ equipment/ process is suitable for general application throughout NGC or whether it should be restricted to a site specific application. Following assessment the Specialist Manager must sign the appropriate part of Section A2 of the form.
- 4.8 The Manager, Health and Safety, must sign the appropriate part of Section A2 of the form.
- 4.9 A General Manager will certify that the procedure/tool/equipment/process is **Approved** for the use by signing Section A3 of the form.
- 4.10 A record of the approval will be entered in the Register of Approvals maintained by NGC Health and Safety. Section A.4 of the Application for Approval Form will then be completed.
- 4.11 The Manager, Health and Safety will return the completed Application for Approval Form to the initiating Manager. A copy will be kept by the NGC Health and Safety.

ATTACHMENT A

APPLICATION FOR APPROVAL OF PROCEDURES/TOOLS/EQUIPMENT/PROCESSES

A.1 APPLICATION FOR APPROVAL

To: Manager, Health and Safety

I apply for Approval of the following procedure\*/tool\*/equipment\*/process\* FOR THE PURPOSE OF THE NATIONAL GRID COMPANY SAFETY RULES

BRIEF DESCRIPTION OF PROCEDURE\*/TOOL\*/EQUIPMENT\*/PROCESS\* (a full submission must be attached)

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

MANUFACTURER/SUPPLIER .....

.....

PURPOSE FOR WHICH APPROVAL IS SOUGHT .....

.....

.....

Name..... Designation .....

Location .....

Signed..... Date .....

\*Delete as appropriate

ATTACHMENT A

A.2 EXAMINATION AND RECOMMENDATION

I have completed the examination of this procedure\*/tool\*/equipment\*/process\* and consider it suitable for certification as **Approved** for use

at .....  
(Location)

only\*/and for general use throughout the NATIONAL GRID COMPANY

Technical Specification (title or number)  
.....

.....

Remarks (if any) .....

.....

.....

Specialist Manager #

Name ..... Designation .....

Signed ..... Date .....

I recommend this procedure\*/tool\*/equipment\*/process\* is Approved

Manager, Health and Safety

Signed ..... Date .....

A.3 APPROVAL

I hereby certify that the above procedure\*/equipment\*/process\* is **Approved** for the purpose of the NATIONAL GRID COMPANY SAFETY RULES for use

at .....

only\*/and for general use throughout the NATIONAL GRID COMPANY

General Manager

Signed ..... Date.....

A.4 REGISTRATION

The above procedure\*/tool\*/equipment\*/process\* has been entered in the "Registered of Approvals" associated with the NATIONAL GRID COMPANY SAFETY RULES.

Registration Number .....

Name ..... Designation .....

Signed ..... Date .....

\*Delete as appropriate # write N/A if not applicable