

National Grid UK Electricity Transmission plc

Uncontrolled when printed


NATIONAL SAFETY INSTRUCTION

NSI 30 APPOINTMENT OF PERSONS

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DOCUMENT HISTORY

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4	Jan. 99			A L Bennett
5	Sep. 05	Re drafted as UK BP/SE/NSI 30 includes flowcharts and detail from WE 1030	M Brown R E Davies	SEPAG
6	Feb. 09	Reformatted and re-drafted to follow 3 rd Edition Electricity Safety Rules layout.	NSI Working Group	SHES Standards Manager Mike Brooks 

KEY CHANGES

Section	Amendments

APPOINTMENT OF PERSONS

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1 Purpose and Scope

This procedure describes the process for the appointment of both **Company** and **Non Company** personnel under the National Grid Safety Rules, National Safety Instructions (NSI's) and *Operational Authorities*. The National Grid Safety Rules identifies the following authorisation levels:-

- **Person**
- **Competent Person**
- **Authorised Person**
- **Senior Authorised Person**
- **Control Person (Operation)**
- **Control Person (Safety)**

For Live Line working the following appointments are required:

Nominated **Competent Person**
Live Line Supervisor

Where a **Senior Authorised Person** holds *Authorisation(s)* they automatically hold those *Authorisation(s)* for **Competent Person** and/or **Authorised Person**.

2 Definitions

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

Appointments to National Grid Safety Rules	Being one of the following:-	
	a Person	An individual who has sufficient technical knowledge or experience to avoid Danger
	b <i>CP</i>	Carry out duties of a Competent Person appointed to specified NSI's and the receipt of oral instructions
	c <i>AP</i>	Carry out duties of an Authorised Person , appointed to specified <i>Operational Authorities</i> and NSI's. These duties shall be carried out under the instructions of a Control Person (Operation) or Control Person (Safety)
	d <i>SAP1</i>	Carry out duties of a Senior Authorised Person for HV Equipment , and is appointed to specified <i>Operational Authorities</i> and NSI's
	e <i>SAP2</i>	Carry out duties of a Senior Authorised Person for LV Equipment , including the assessment of LV work near to HV Equipment and is appointed to specified <i>Operational Authorities</i> and NSI's
	f <i>SAP3</i>	Carry out duties of a Senior Authorised Person for mechanical Equipment , including the assessment of mechanical work near to HV Equipment and is appointed to specified <i>Operational Authorities</i> and NSI's
	g <i>CP(O)1</i>	Carry out duties of a Control Person (Operation) for HV Equipment and is appointed to specified <i>Operational Authorities</i> and NSI's
	h <i>CP(S)1</i>	Carry out duties of a Control Person (Safety) for HV Equipment , and is appointed to specified <i>Operational Authorities</i> and NSI's

Appointments to National Grid Safety Rules Cont:	i	<i>CP(OS)1 Limited</i>	Carry out duties of a Control Person (Operation) and a Control Person (Safety) for HV Equipment that is not under the control of <i>CP(O)1</i> , <i>CP(S)1</i> , e.g. Capacitor Bank shorting switches and 11 kV ring main units
	j	<i>CP(OS)2</i>	Carry out duties of a Control Person (Operation) and a Control Person (Safety) for LV Equipment and is appointed to specified <i>Operational Authorities</i> and NSI's
	k	<i>CP(OS)3</i>	Carry out duties of a Control Person (Operation) and a Control Person (Safety) for mechanical Equipment and is appointed to specified <i>Operational Authorities</i> and NSI's
<i>SAP Manual AP Manual</i>	Identifies selection, training, and appointment process for a Senior Authorised Person and an Authorised Person		
<i>Authorisation</i>	Formal appointment of an individual who has demonstrated an understanding and acceptance of the responsibilities set out in the National Grid Safety Rules and associated procedures		
<i>Non Company</i>	An individual who is not employed by National Grid and is appointed to specified <i>Operational Authorities</i> and NSI's to carry out their duties		
<i>Control Point Designations</i>	Being one of the following:-		
	a	<i>Local Control Point</i>	A control point at a position on, or adjacent to the switching device itself by electrical / mechanical means
	b	<i>Substation Control Point</i>	A control point at the substation control system interface
	c	<i>Remote Control Point</i>	A control point at a remote Location to the Equipment at a substation

<i>Operational Authorities</i>	<p>Being one of the following:-</p> <p>a <i>OA1</i> Written authority to carry out the following operations:-</p> <ol style="list-style-type: none"> 1. To operate non-interlocked earth switch(s) and disconnectors and render interlocks inoperative within a zone established by Point(s) of Isolation from the <i>Local Control Point</i> 2. When not in a zone established by Point(s) of Isolation the <i>OA1</i> shall be accompanied and checked by an Authorised Person with <i>Operational Authority OA2</i> <ul style="list-style-type: none"> • To render interlocks inoperative • To operate non-interlocked disconnectors from the <i>Local Control Point</i> <p>b <i>OA2</i> Written authority to carry out the following operations:-</p> <ol style="list-style-type: none"> 1. To accompany and check that the instructions for rendering interlocks inoperative are implemented on the correct Equipment and carried out in the right sequence by the instructed person 2. To accompany and check the operation of non-interlocked disconnectors from the <i>Local Control Point</i> 3. To operate non-interlocked Equipment from the <i>Substation Control Point</i> <p>NOTE: Operations under items 1 and 2 above shall be carried out in conjunction with a Senior Authorised Person with <i>Operational Authority OA1</i></p> <p>c <i>OA3</i> Operation of fully or partially interlocked Equipment from the <i>Local Control Point, Substation Control Point, and Remote Control Point</i></p> <p>d <i>OA5</i> Operation of HV Equipment from the <i>Remote Control Point</i></p> <p>e <i>OA6</i> Operation of the control functions for protection, intertripping, telecontrol and fire protection systems</p>
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3 Responsibilities

3.1 Safety, Health, Environment and Security

- Develop policy
- Identify and advise policy change
- Provides advice to Learning and Development (L&D)
- Provides advice to Line Management
- Support *Authorisation* Panels

3.2 Line Management

- Ensure candidates are selected for training
- Ensure candidates have received appropriate instruction, training, experience and practical testing
- Ensure all *Authorisation(s)* are reviewed and re-assessed and withdrawn as appropriate
- Comply with any training manuals and procedures specific to *Authorisation(s)*
- Monitor refresher training of staff
- Support *Authorisation* Panels

3.3 Learning and Development (L&D)

- Monitor, review and manage all training materials and assessments associated with Safety Rules and supporting NSI's
- Maintain records of *Authorisation(s)* of all **Personnel**, which shall be accessible to all appropriate staff
- Where an appointment is withdrawn or cancelled for any reason, records shall be amended and appropriate personnel informed
- Inform appropriate Line Manager of any failures of *Authorisation*
- Monitor refresher training of National Grid staff
- Maintain a list of individuals who are not to be re-authorised to National Grid Safety Rules
- Manage and update *SAP Manual* and *AP Manual*

3.4 Non **Company**

- Legal duty to ensure that their employees are adequately trained
- Duty to ensure their employees are assessed and authorised to National Grid Safety Rules and NSI's as appropriate
- Ensure that refresher training and re-authorisations are carried out, for their employees, in accordance with this procedure
- For *Non **Company Control Person(s)*** where the training and appointment process are equivalent to that required by National Grid, the appointment will be accepted

3.5 Safety Rules Assurance Team (SRAT)

- Undertake **Senior Authorised Person** bi-ennial audits
- Develop and update Safety Rule / NSI guidance
- Provides advice to Learning and Development (L&D)
- Provides advice to stake holders
- Support **Senior Authorised Person** *Authorisation* Panels

4 General Requirements

- Live Line training, assessment and *Authorisation* require Live Line Supervisors to visit the Electricity Network Control Centre (ENCC) to familiarise themselves with the relevant System Operation Procedures. The visit shall include assessment to demonstrate that the candidate has the necessary operational knowledge associated with Live Line working to fulfil their duties.
- Candidates for **Control Persons (Safety)** and **Control Persons (Operation)** for HV shall, where appropriate, visit both substations and overhead lines for familiarisation of **Equipment** etc. The date of the visit shall be recorded on the AU/1 Form in Appendix B.
- Although not specifically identified in the Appointment Matrices this NSI does not preclude *Non Company* personnel being appointed as a **Senior Authorised Person** or **Control Person**.

Appointment as a **Senior Authorised Person** shall be based upon a level of competency being achieved and formal assessment by National Grid. Training shall be to the same standards as required for **Company** staff.

4.1 Authorisation Renewal Dates

- Unless stated within this document where authorisation refresher training and assessment is undertaken within 2 months of the expiry date the re-authorisation will be valid from the end date of the existing authorisation.
- If refresher training is not undertaken prior to the expiry date then the *Authorisation* is not valid until refresher training is completed.

4.2 Senior Authorised Person and Authorised Person Suspension / Lapse of Authorisation

- Where a **Senior Authorised Person** has no requirement to carry out their duties for an extended period of time e.g. a secondment to another department for a period greater than 12 months, the *Authorisation* will be temporarily suspended for this period.

Where a suspension period is between 12 months and 3 years the individual shall attend all **Senior Authorised Person** stand down days within this period and prior to returning to normal duties undertake Computer Based Training (CBT) refresher training and assessment.

Where an *Authorisation* is suspended for a period exceeding 3 years the accelerated *Authorisation* process in the *SAP Manual* shall be followed.

- Where an **Authorised Person** has no requirement to carry out their duties for an extended period of time e.g. a secondment to another department for a period greater than 12 months, the *Authorisation* will lapse.

Where the *Authorisation* has lapsed for a period less than 3 years, the individual shall undertake the **Authorised Person** CBT refresher training and assessment.

Where an *Authorisation* has lapsed for a period exceeding 3 years the accelerated *Authorisation* process in the *AP Manual* shall be followed.

4.3 NOC / ENCC Control Person Suspension / Lapse of Authorisation

- Where a **Control Person** has no requirement to carry out their duties for an extended period of time, re-authorisation will be in accordance with Network Operations Centre (NOC) Management Procedure – AMWI NOC8 or ENCC Management Procedure - NOBP1523.

4.4 9 Day Rule

To become a **Competent Person** the candidate shall have been previously authorised as a **Person** and provide evidence of having worked on a National Grid or other Electrical Utilities **HV** Substation site, for a period in excess of nine (9) days. This is to ensure that individuals without site experience in the **HV** Substation / OHL environment do not take charge of a **Working Party**.

Note: - Evidence will normally be a copy of the **Working Party** Register.

If a contracting company is new to National Grid and does not have a **Competent Person** they shall either employ an third party company who have **Competent Person(s)** or National Grid can provide this as a chargeable service outside its transmission licence obligations.

In exceptional circumstances and when agreed in writing with the appropriate National Grid Delivery Manager, it will be acceptable for a National Grid Delivery Engineer to authorise an individual to be a **Competent Person** without applying **Person/BESC** and the nine day rule e.g. when a one off site visit by an external technical expert (e.g. metallurgist) may be required.

4.5 Preparation, Issue, Receipt, Cancellation of Safety Documents and Switching Instructions under Training

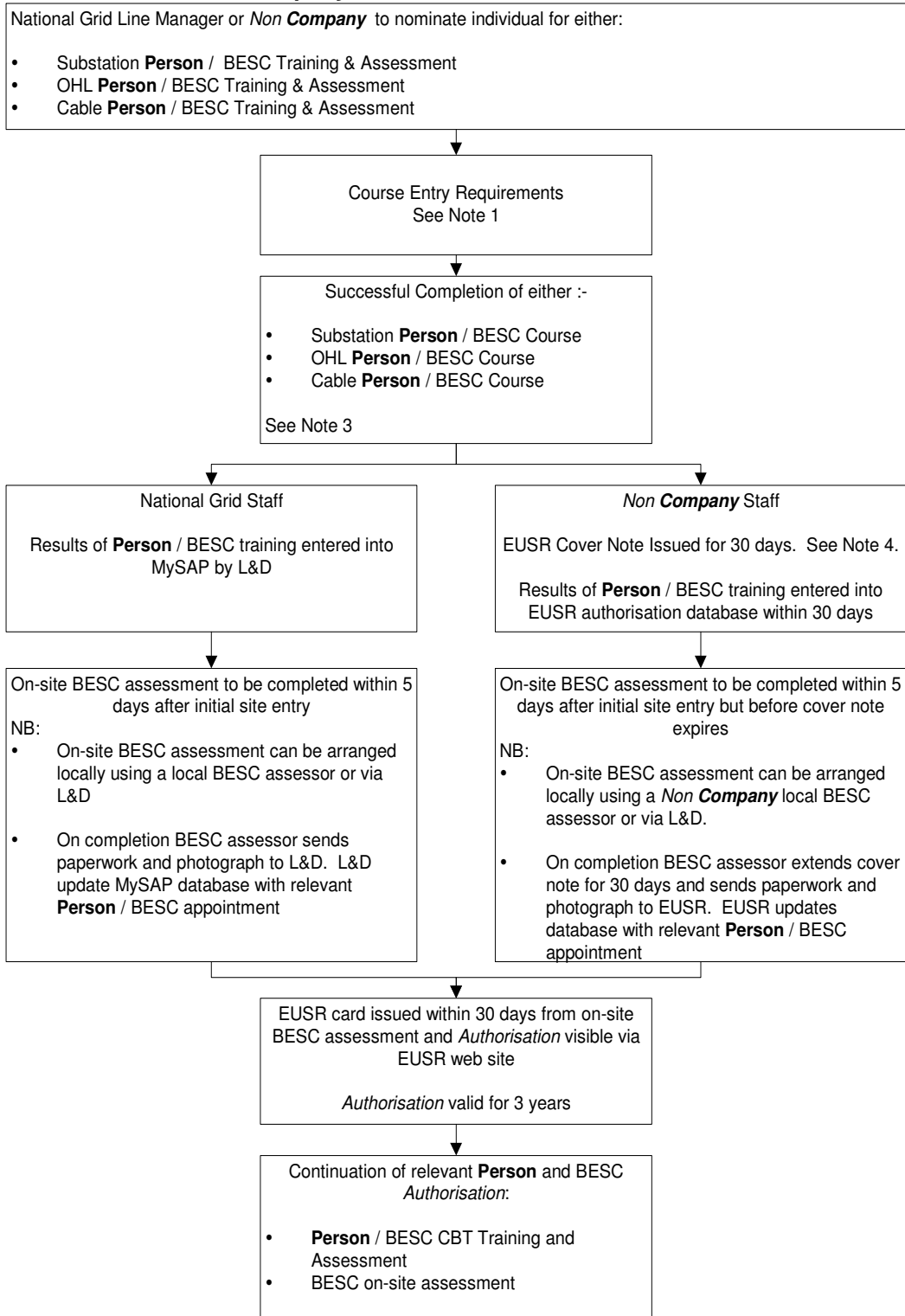
All relevant **Personnel** shall be made aware that a trainee will be involved and record the name of the trainee and the appropriately authorised **Personnel** providing **Personal Supervision**.

When **Safety Document(s)** or *Switching* instructions are to be prepared, issued, cancelled, given or received by an individual / **Person** under training; that individual / **Person** shall be under the **Personal Supervision** of the appropriately authorised **Personnel**. The appropriately authorised **Personnel** providing **Personal Supervision** shall take full responsibility for the correct completion of the **Safety Document** or *Switching* instruction.

Having checked and confirmed the **Safety Document** or *Switching* instruction is correct, the appropriately authorised **Personnel** shall then countersign the trainees' **Safety Document** or *Switching* instruction by printing and signing as appropriate.

5 Authorisation Flow Charts

5.1 National Grid and *Non Company* Person



Notes (In Association with 5.1)

1. Course Entry Requirements

All National Grid staff and *Non Company* staff shall confirm general Health and Safety awareness training has been successfully undertaken prior to course attendance. For National Grid staff this shall be included when booking the individual on the course via the MySAP training catalogue and for *Non Company* on the booking form before attendance.

Some examples of general Health and Safety awareness include:

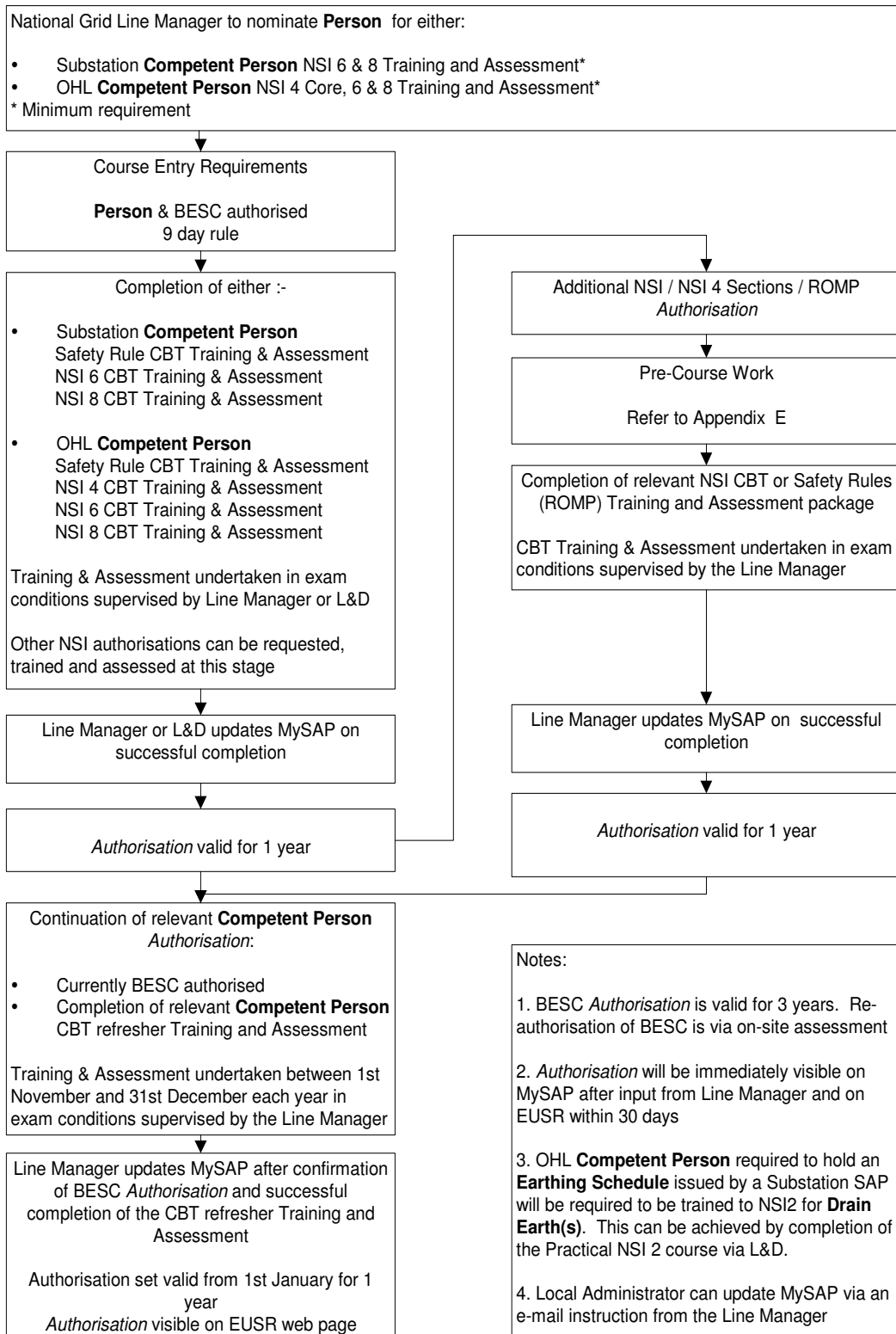
SHEA Level 1 - EUS
EUS level 1 General Health & Safety Module
Working Safely Course
Construction Skills Certificate Scheme – CSCS card
Construction Industry Training Board – CITB card
Institute of Occupational Safety & Health – IOSH card
British Safety Council – BSC card

L&D will send out a booking form to the *Non Company* requester. They will complete the booking form confirming prior Health and Safety training has taken place for the nominated delegates.

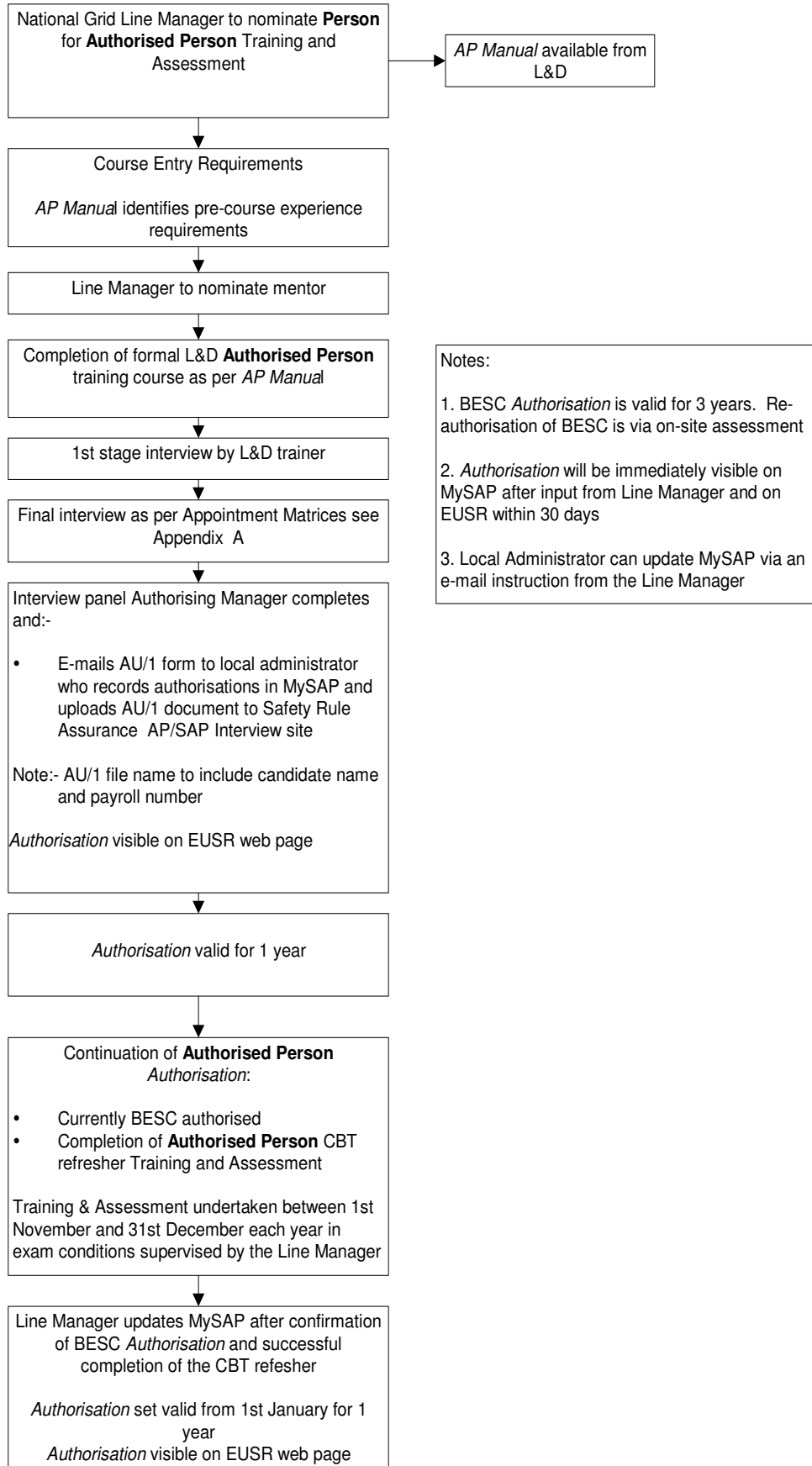
L&D check nominated trainee against database of individuals not to be re-authorised to National Grid Safety Rules.

2. Where an individual has the requirement to work in Substation and OHL environments they will be BESC assessed against their main working environment.
3. *Non Company* employers may choose to train their own staff to **Person** / BESC or utilise the L&D course. Assessment of training will be undertaken by L&D.
4. If the initial 5 days or 30 day Cover Note period expires, the individual will not be able to work as a **Person** on site until the BESC assessment is passed. If a period of 6 months has lapsed after the date of the Cover Note, the individual shall re-take the **Person** / BESC course.

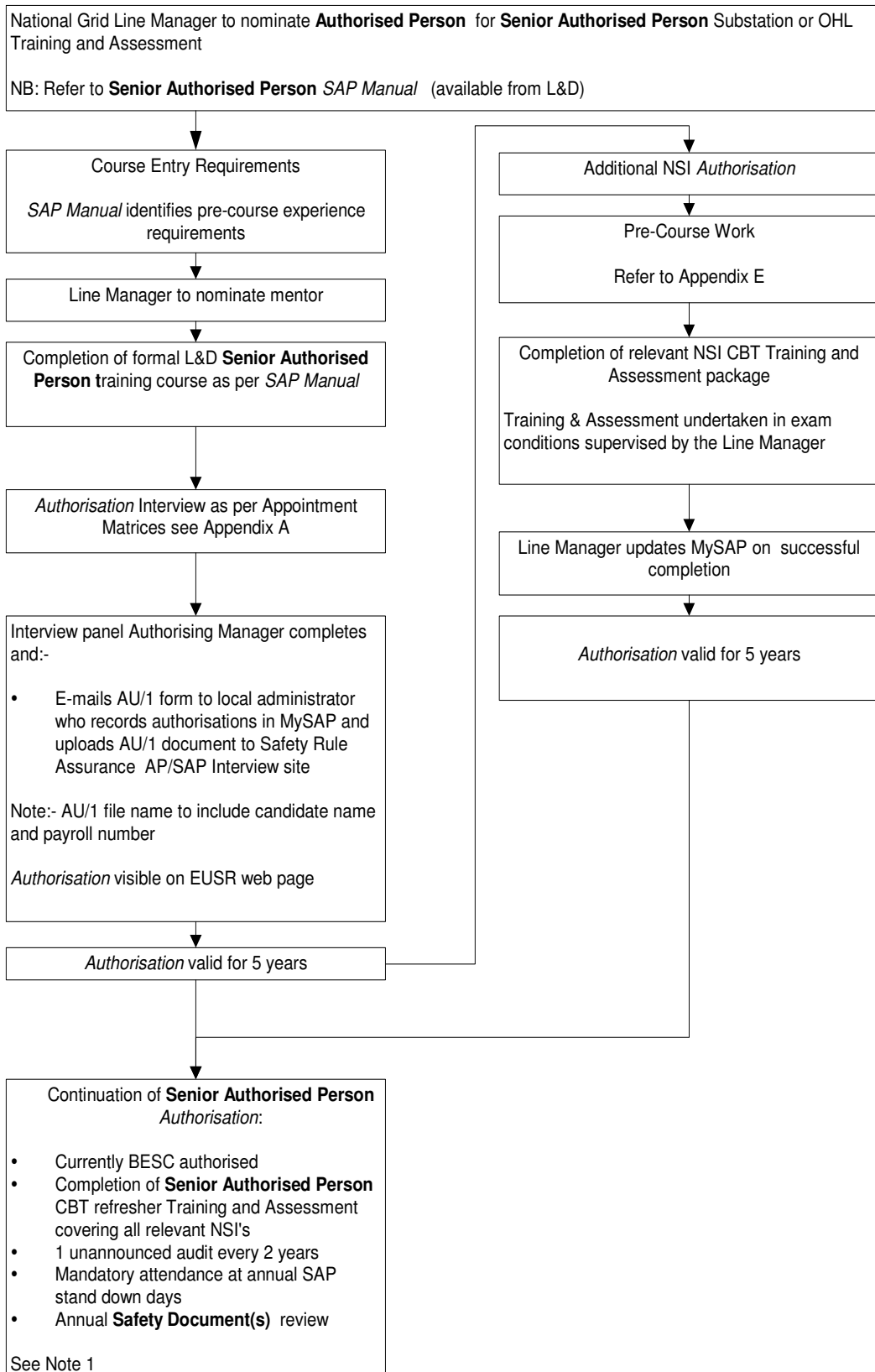
5.2 National Grid **Competent Person**



5.3 National Grid **Authorised Person**



5.4 National Grid **Senior Authorised Person**



Notes (In association with 5.4)

1. Continuation of **Senior Authorised Person** *Authorisation*

1.1 Annual **Safety Document** review

To ensure a **Senior Authorised Person** holding an *Authorisation* to an NSI, demonstrates application during the year the following shall apply:

- A **Senior Authorised Person** shall present in a file to their Line Manager during their November review copies of at least 5 **Safety Document(s)** they have prepared / issued in the past 12 months. Each NSI to which the **Senior Authorised Person** is authorised shall be covered within the 5 **Safety Document(s)**.
- If one NSI is not covered or for OHL a particular Section of NSI 4, then in order to maintain the NSI or NSI 4 Section, the **Senior Authorised Person** shall undertake the **Senior Authorised Person** CBT training and assessment module for that particular NSI / Section. In this instance the pre-course work does not have to be re-taken.

If 5 **Safety Document(s)** are not completed then the *Authorisation* will lapse until the **Senior Authorised Person** CBT 5 year refresher training and assessment is completed, refer to Section 4.2.

- Any CBT training and assessment shall be undertaken in exam conditions monitored by the line manager.

On completion of the annual **Safety Document** review:-

- Line Manger shall update the annual review qualification in MySAP after checking MySAP for:-
 - Currently authorised as a **Senior Authorised Person**
 - Currently BESC authorised
 - **Senior Authorised Person** audit in date
 - **Senior Authorised Person** stand down days attended

Annual Review qualification set valid from 1st January.

- Line Manager informs local administrator of any CBT training and assessment packages completed. Local administrator updates MySAP.
- Line manager shall file copies of the **Safety Document(s)** for 1 year.

1.2 **Senior Authorised Person** annual Stand down days

- Local administrator records attendance and sends to L&D.
- L&D updates qualification in MySAP set valid from 1st April (1st January for OHL).

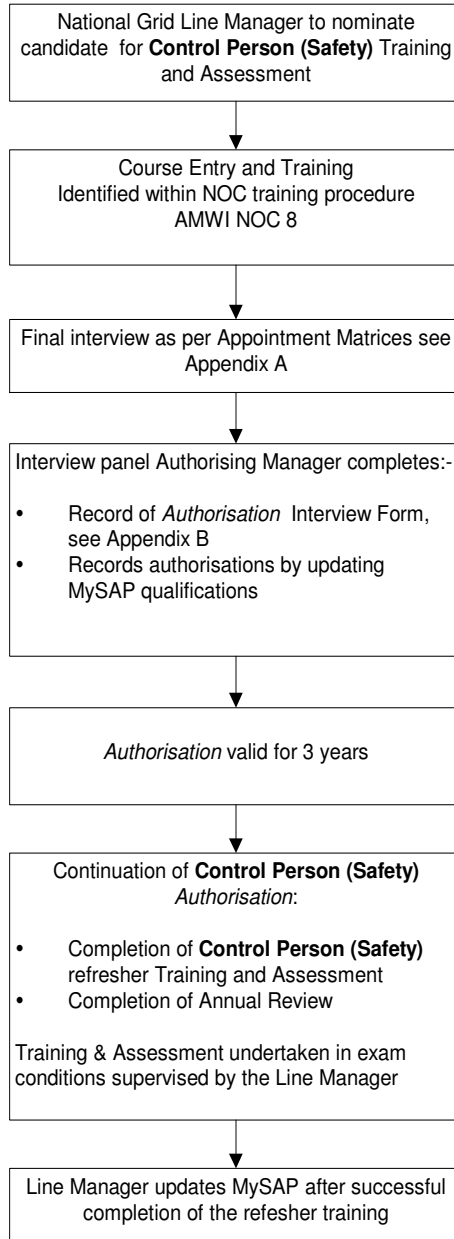
1.3 Senior Authorised Person Audit

- Safety Rule Assurance Team informs Line Manager of audit completion with any recommendations
- Line manager ensures recommendations are actioned and informs local administrator when audit is completed
- Local administrator updates qualification in MySAP set valid from 1st April.
- Safety Rule Assurance Team maintain a record of **Senior Authorised Person** audits

1.4 Senior Authorised Person 5 year Refresher CBT Training and Assessment

- CBT training and assessment shall be undertaken in exam conditions monitored by the line manager
 - Line manager informs local administrator who updates **Senior Authorised Person** authorisation in MySAP set valid from 1st April
2. BESC *Authorisation* is valid for 3 years. Re-authorisation of BESC is via on-site assessment
 3. *Authorisation* will be immediately visible on MySAP after input from Authorising Manager and on EUSR within 30 days
 4. Local Administrator can update MySAP via an e-mail instruction from the Line Manager

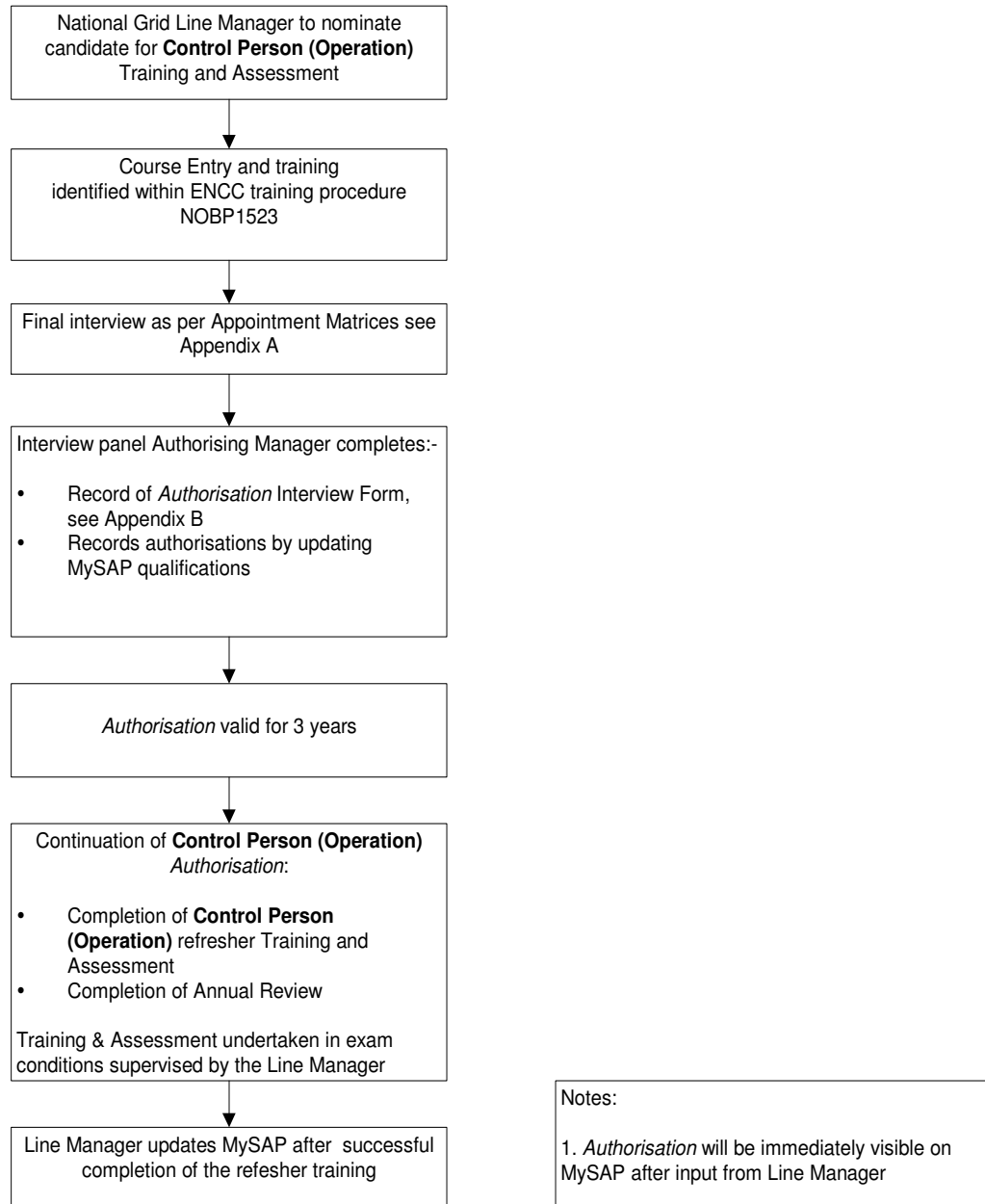
5.5 National Grid NOC **Control Person (Safety)**



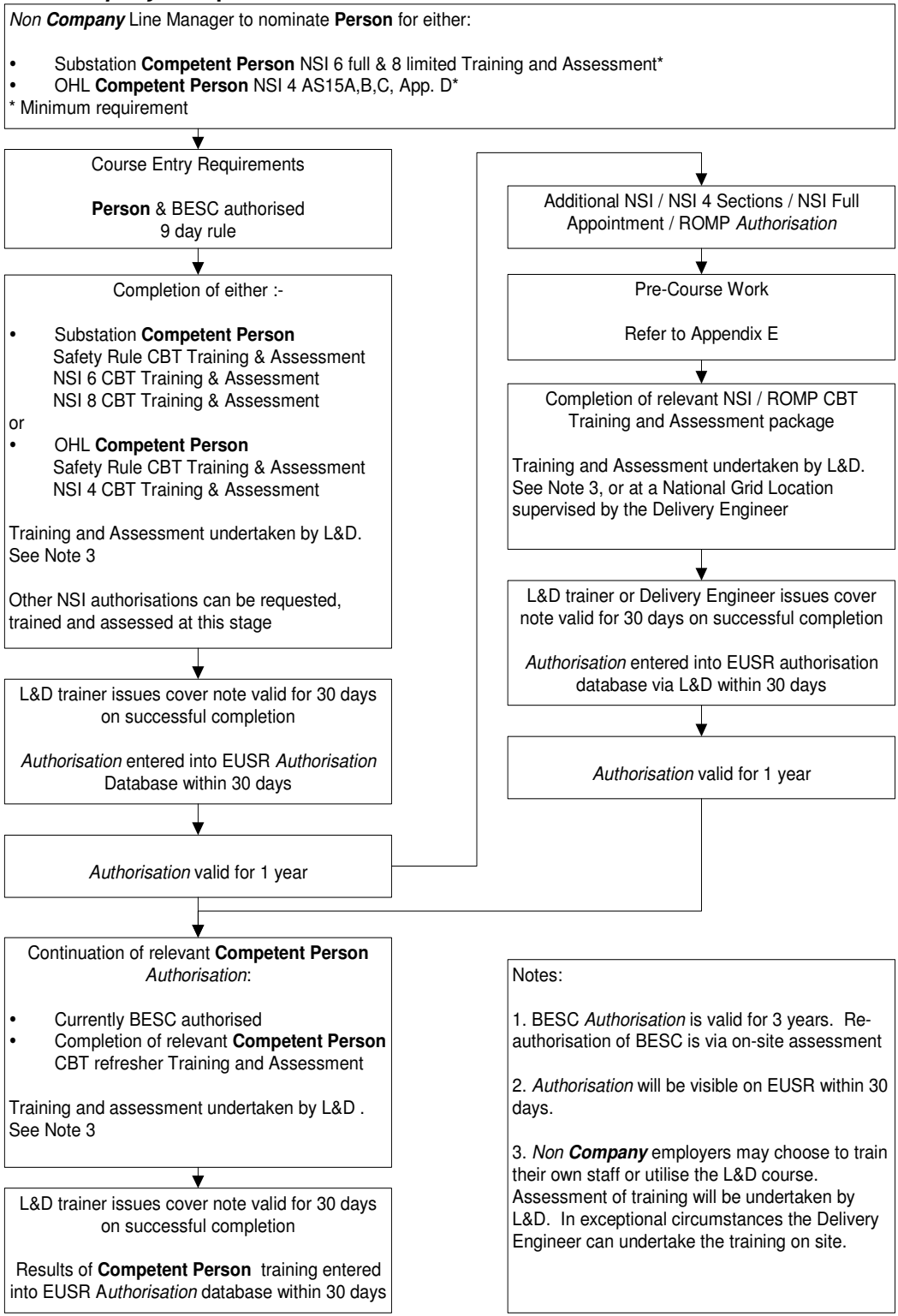
Notes:

1. *Authorisation* will be immediately visible on MySAP after input from Line Manager

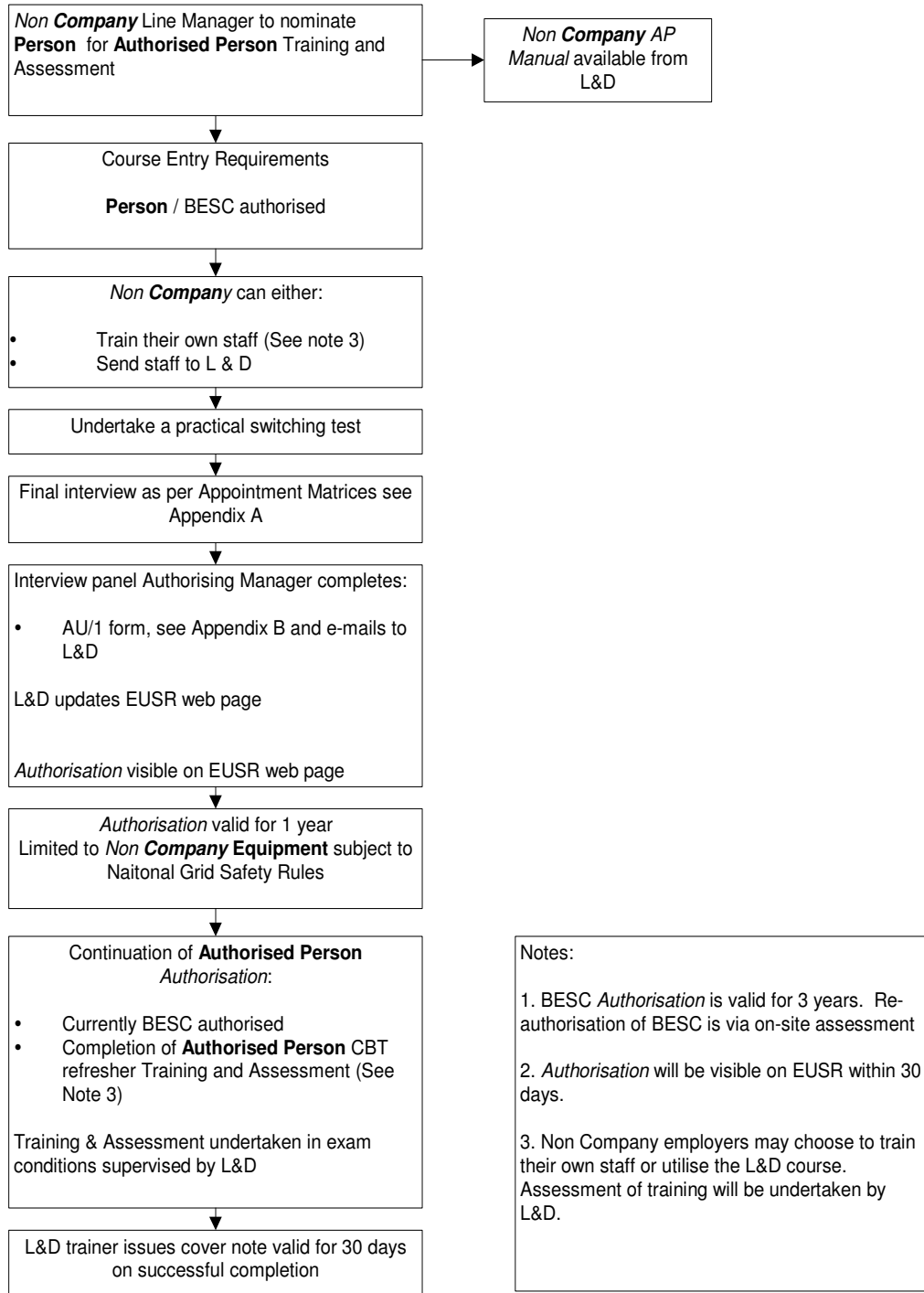
5.6 National Grid ENCC **Control Person (Operation)**



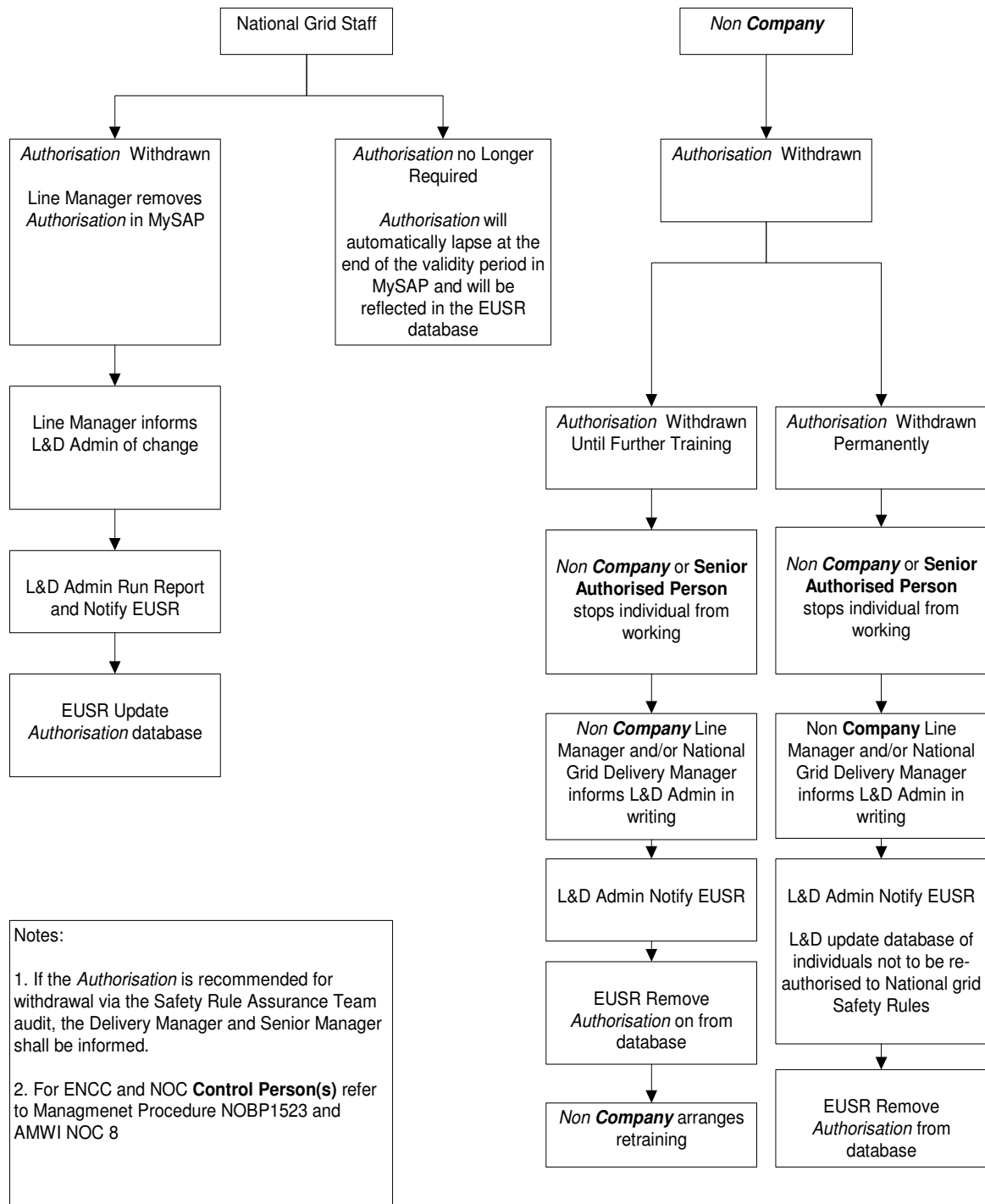
5.7 **Non Company Competent Person**



5.8 **Non Company Authorised Person**



5.9 Removal of Authorisation



Appendix A - Appointment Matrices

Person & Competent Person

X = Recommended Option O = Alternative Option A = National Grid B = <i>Non Company</i>		Training			Assessment by		Review	Remark
		National Grid Location	L&D Training Centre	Non-Company	National Grid Line Manager	National Grid L&D Trainer	Refresher/ Re-assess Period (yrs)	
Person	A	O	X			X	3	
	B		X	O		X	3	
Competent Person	A	X	O		X	O	1	
	B		X	O	O*	X	1	
Notes:- * Exceptional circumstances Delivery Engineer can authorise on site. Delivery Engineer sends copy of Cover Note to L&D to allow <i>Authorisation</i> to be updated on EUSR.								

Authorised Person & Senior Authorised Person

X = Recommended Option O = Alternative Option A = National Grid B = Non <i>Company</i>		Training			Visits			Constitution of <i>Authorisation</i> Panel				Practical Tests	Form	Annual Review	Refresher/ Reassessment period	Remark
		National Grid Location	L&D Training Centre	Non- <i>Company</i>	Planning	NOC	ENCC	SRAT	Delivery Manager***	SHES	Non- <i>Company</i> Observer	Site + NOC or ENCC				
Authorised Person	A		X			O	X		X*	X		X	AU/1		1 yr	Refresher via CBT, managed by Line Manager or L&D for <i>Non Company</i>
	B		X			O			X*	X	X	X	AU/1		1 yr	<i>Non Company</i> – Practical test on site with National Grid Authorised Person and can be via <i>Non-Company</i> Control Centre.
Senior Authorised Person 1 Prepare, issue, transfer and cancel PFW, LAC, SFW, for HV Equipment as appropriate			X		X	X		X	X**	X		X	AU/1	X	5 yr	
Senior Authorised Person 2 Prepare, issue, transfer and cancel PFW, LAC, CLLVW, for LV Equipment as appropriate			X					X	X**	X		X	AU/1	X	5 yr	
Senior Authorised Person 3 Prepare, issue, transfer and cancel PFW, LAC, for Mechanical Equipment as appropriate			X					X	X**	X		X	AU/1	X	5 yr	
Notes: * For AP <i>Authorisation</i> Panel, Delivery Manager may be substituted by Delivery Engineer. ** For SAP panels, if required, an experienced SAP may attend to provide technical guidance. Delivery Manager shall be independent. *** Authorising Manager																

Control Person (Operation) & Control Person (Safety)

X = Recommended Option O = Alternative Option A = National Grid B = <i>Non Company</i>	Training			Visits		Constitution of <i>Authorisation</i> Panel				Practical Tests	Form	Annual Review	Refresher/ Reassessment period	Remark
	National Grid Location	L&D Training Centre	Non-Company	Site	ENCC or NOC	SRAT	DM or NOC or Electricity Operations Manager***	SHES	Non-Company Observer	Site + NOC or ENCC				
Control Person (CPO1)	X			X*	X*		X	O		X	AU/1	X	3 yr	CPO 1- Authorisation Panel, refer to NOBP1523
Control Person (CPS1)	X			X*	X*		X	X		X	AU/1	X	3 yr	CPS 1- Authorisation Panel, refer to AMWI NOC 8
Control Person (CPOS 1) Limited	X	O										X	5 yr	
Control Person (CPOS 2)		X				X	X	X		X**	AU/1	X	5 yr	
Control Person (CPOS 3)		X				X	X	X		X**	AU/1	X	5 yr	
Notes: * Site visit are not required where the trainee has previously working on site or at NOC / ENCC ** Captured as part of the Senior Authorised Person Practical *** Authorising Manager														

Nominated **Competent Person** & Live Line Supervisor

X = Recommended Option O = Alternative Option A = National Grid B = <i>Non Company</i>	Training			Visits	Constitution of <i>Authorisation</i> Panel			Practical Tests	Form	Annual Review	Refresher/ Reassessment period	Remark
	National Grid Location	L&D Training Centre	Non-Company	ENCC	SRAT	Delivery Manager*	Live Line Engineer	Site + NOC or ENCC				
Nominated Competent Person	X	O				X				X	1 yr	Delivery Manager may be substituted by Delivery Engineer
Live Line Supervisor	X	O		X	X	X	X	X	AU/1	X	1 yr	
Note: * Authorising Manager												

Appendix B – Record of Authorisation Interview Form AU/1

UK ELECTRICITY TRANSMISSION SAFETY RULES INTERVIEW FORM AU/1

CANDIDATE DETAILS (print names)

Name :	<input type="text"/>	Payroll N° (NG Staff):	<input type="text"/>
Company :	<input type="text"/>	EUSR ID Number :	<input type="text"/>
		Geographical Limitation (Non NG staff) :	<input type="text"/>

RECORD OF VISITS AND PRACTICAL TEST (print names)

Visited #ENCC/NOC/ Planning on:	<input type="text"/>	Practical test undertaken under the Personal Supervision of:	#SAP / AP:	Control Person:	Date:
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AUTHORISATION PANEL (print names)

SRAT Representative	<input type="text"/>	Authorising Manager	<input type="text"/>
SHES Representative	<input type="text"/>	Non-Company Observer	<input type="text"/>
Technical Representative	<input type="text"/>	Other	<input type="text"/>

AUTHORISATION AND OPERATIONAL AUTHORITIES (mark X as appropriate)

Authorised Person	<input type="checkbox"/>	Senior Authorised Person #1 / 2 / 3	<input type="checkbox"/>	Control Person (Safety) 1	<input type="checkbox"/>
Control Person (Operation) 1	<input type="checkbox"/>	Control Person CP(OS)2	<input type="checkbox"/>	Control Person CP(OS)3	<input type="checkbox"/>
Control Person CP(OS)1 Limited	<input type="checkbox"/>	Live Line Supervisor	<input type="checkbox"/>		<input type="checkbox"/>
PFW	<input type="checkbox"/>	SFW	<input type="checkbox"/>	LAC	<input type="checkbox"/>
OA1	<input type="checkbox"/>	OA2	<input type="checkbox"/>	OA3	<input type="checkbox"/>
				OA5	<input type="checkbox"/>
				OA6	<input type="checkbox"/>

NATIONAL SAFETY INSTRUCTIONS (mark X as appropriate)

NSI 1	Operational & Safety Switching	<input type="checkbox"/>	NSI 2	Earthing High Voltage Equipment	<input type="checkbox"/>	NSI 3	High Voltage Metal Clad Switchgear with Spouts	<input type="checkbox"/>
NSI 4	High Voltage Overhead Lines (Core)	<input type="checkbox"/>	NSI 4	High Voltage Overhead Lines (Section 2A)	<input type="checkbox"/>	NSI 4	High Voltage Overhead Lines (Section 2B)	<input type="checkbox"/>
NSI 4	High Voltage Overhead Lines (Section 2C)	<input type="checkbox"/>	NSI 4	High Voltage Overhead Lines (Section 2D)	<input type="checkbox"/>	NSI 5	Cable Systems	<input type="checkbox"/>
NSI 5	Cable Systems (Limited)	<input type="checkbox"/>	NSI 6	Demarcation in Substations	<input type="checkbox"/>	NSI 6	Demarcation in Substations (Limited)	<input type="checkbox"/>
NSI 8	Mobile Access Equipment, Vehicles, Cranes and Objects in Substations	<input type="checkbox"/>	NSI 9	Testing High Voltage Equipment	<input type="checkbox"/>	NSI 10	Equipment Containing Sulphur Hexafluoride (SF ₆)	<input type="checkbox"/>
NSI 11	High Voltage Static Capacitor Banks	<input type="checkbox"/>	NSI 12	Low Voltage Equipment	<input type="checkbox"/>	NSI 14	Automatically or Remotely Controlled Equipment	<input type="checkbox"/>
NSI 17	Pressure Systems	<input type="checkbox"/>	NSI 20	Fire Protected Areas	<input type="checkbox"/>	NSI 24	Earth Systems	<input type="checkbox"/>

The Authorising Manager and the constitution of the panel recommends that the candidate be authorised for the duties and responsibilities specified

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Delete as appropriate

NSI 30.AU/1 – Issue 1

Appendix C – Person and Competent Person Cover Note



Person

Cover Note

Title <i>Mr, Mrs, Ms, Miss or Other</i>	
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Forename and Surname		Signature	
Date of Birth			
EUSR No. (If known)		Cover Note Ref.	

I certify that the above named is Authorised as a Person

Registered for: <small><i>Please delete authorisation which do not apply to this person</i></small>	Person – Substations
	Person - Overhead Lines
Event Date	
Trainers/Facilitator Name	
Trainers Signature	
Authorising Name	
Authorising Signature	
Expiry date of this cover note	

This cover note must be issued to, and retained by, the trainee named above. This cover note must be produced and submitted when attending assessment for 'BESC' registration

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Competent Person

Cover Note

Title <i>Mr, Mrs, Ms, Miss or Other</i>			
Forename and Surname		Signature	
Date of Birth			
EUSR No.		Cover Note Ref.	

I certify that the above named is Authorised as a Competent Person

Registered for: <i>Delete Authorisation(s) which do not apply to this person</i>	801	Permit For Work	813	National Safety Instruction 4 – Section 2D
	802	Limited Access Certificate	814	National Safety Instruction 4 - Appendix D
	803	Certificate for Live LV Work	817	National Safety Instruction 5
	804	Permit for Work ROMP	818	National Safety Instruction 6 – Full
	805	Sanction for Work	820	National Safety Instruction 8 – Full
	825	National Safety Instruction 2 - Limited	821	National Safety Instruction 8 – Limited
	806	National Safety Instruction 4 – AS15A Work near OHL Towers	822	National Safety Instruction 10
	807	National Safety Instruction 4 – AS15B Work on or near OHL Towers	823	National Safety Instruction 12
	808	National Safety Instruction 4 – AS15C Work on or near OHL Towers and work on Conductors. Scheme 4 & 16 only	824	National Safety Instruction 24
	809	National Safety Instruction 4 – AS15C Work on or near OHL Towers and work on Conductors. All Schemes		
	810	National Safety Instruction 4 – Section 2A		
	811	National Safety Instruction 4 – Section 2B		
812	National Safety Instruction 4 – Section 2C			

Event Date			
Trainers/Facilitator Name		Trainers/Facilitator Signature	
Authorising Name		Authorising Signature	
Cover Note Expiry date			

This cover note must be issued to, and retained by, the trainee named above.
One copy to be forwarded to "Contractor Training Administrator" where on site completion of CBT package has taken place.

Appendix D – Full Listing of NSI 30 Authorisations

Person	Authorised Person	Senior Authorised Person
Person - Substations	OA 2	BESC - Substations
Person –Overhead Lines	OA 3	BESC - Cables
BESC - Substations	OA 6	BESC – Overhead Lines
BESC - Cables		
BESC – Overhead Lines	AP – NSI 1	OA 1
	AP – NSI 2	
Competent Person		CP(OS)1 Limited – HV
BESC - Substations		CP(OS)2 – LV
BESC - Cables	Control Person Operation	CP(OS)3 – Mech.
BESC – Overhead Lines	OA – 5	
CP - PFW	OA – 6	SAP - PFW
CP – PFW ROMP		SAP - LAC
CP - LAC	CPO 1 - HV	SAP - SFW
CP - SFW	CPO – NSI 1	SAP - CLLVW
CP - CLLVW		
	*Annual Review	SAP1 – HV System
CP – NSI 2		SAP2 – LV System
CP – NSI 2 Limited		SAP3 – Mechanical System
CP – NSI 3	Control Person Safety	
CP – NSI 4 – Core	CPS 1 - HV	SAP – NSI 1
CP – NSI 4 – Sec. 2A		SAP – NSI 2
CP – NSI 4 – Sec. 2B	CPS – NSI 1	SAP – NSI 3
CP – NSI 4 – Sec. 2C	CPS – NSI 2	SAP – NSI 4 – Core
CP – NSI 4 – Sec. 2D	CPS – NSI 3	SAP – NSI 4 – Sec. 2A
CP – NSI 4 – AS15A	CPS – NSI 4	SAP – NSI 4 – Sec. 2B
CP – NSI 4 – AS15B	CPS – NSI 5	SAP – NSI 4 – Sec. 2C
CP – NSI 4 – AS15C	CPS – NSI 9	SAP – NSI 4 – Sec. 2D
CP – NSI 4 – Appendix D	CPS – NSI 10	SAP – NSI 5
CP – NSI 5	CPS – NSI 11	SAP – NSI 5 Limited
CP – NSI 5 Limited	CPS – NSI 26	SAP – NSI 6
CP – NSI 6	CPS - NSI 33	SAP – NSI 6 Limited
CP – NSI 8		SAP – NSI 8
CP – NSI 8 Limited	*Annual Review	SAP – NSI 9
CP – NSI 9		SAP – NSI 10
CP – NSI 10		SAP – NSI 11
CP – NSI 11	Live Line - Supervisor	SAP – NSI 12
CP – NSI 12		SAP – NSI 13
CP – NSI 13	Live Line - Nominated Competent Person	SAP – NSI 14
CP – NSI 17		SAP – NSI 17
CP – NSI 19		SAP – NSI 19
CP – NSI 20		SAP – NSI 20
CP – NSI 22		SAP – NSI 22
CP – NSI 24		SAP – NSI 24
CP – NSI 26		SAP – NSI 26
		*Annual Review
		*SAP Stand Down Day(s)
		*SAP – Bi-ennial Audit

Notes:

The above is a full listing of *Authorisation(s)* within NSI 30 and each individual role e.g. **Senior Authorised Person** does not need to hold all the *Authorisation(s)* listed to enact that role.

* These are requirements to maintain *Authorisation(s)* and are recorded in MySAP as “qualifications”

Appendix E – NSI Authorisation Pre-course Requirements

Authorisation	Authorisation Pre-course Requirements			
	Competent Person	Authorised Person (Company / Non Company)	Senior Authorised Person	Non Company Competent Person
Safety Rules (ROMP)	2 ROMP documents held under Personal Supervision of a ROMP authorised <i>CP</i> within last 12 months	N/A	As per <i>SAP Manual</i>	2 ROMP documents held under Personal Supervision of a ROMP authorised <i>CP</i> within last 12 months
NSI 1 – Op. & Safety Switching	N/A	As per <i>AP Manual</i> Or <i>Genco / DNO AP Manual</i>	As per <i>SAP Manual</i>	N/A
NSI 2 – Earthing HV Equipment	Authorised as a <i>CP</i> NSI 6 & 8 Read NSI 2 Rules & Guidance Evidence of two occasions in the application and removal of Drain Earth(s) under Personal Supervision of an NSI 2 authorised <i>CP</i> within last 12 months. Evidence of two occasions of applying portable Primary Earth(s) under Personal Supervision of an <i>SAP1</i> within last 12 months	As per <i>AP Manual</i> Or <i>Genco / DNO AP Manual</i>	As per <i>SAP Manual</i>	Authorised as a <i>CP</i> NSI 6 full & 8 limited Read NSI 2 Rules & Guidance Evidence of two occasions in the application and removal of Drain Earth(s) under Personal Supervision of an NSI 2 authorised <i>CP</i> within last 12 months Or NSI 2 Practical Course delivered by L&D
NSI 3 - Metalclad	Authorised as a <i>CP</i> NSI 6 & 8 Read NSI 3 Rules & Guidance Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 3 authorised <i>CP</i> within last 12 months	N/A	Authorised as <i>SAP 1</i> Read NSI 3 Rules & Guidance Two occasions of issuing Safety Document(s) on metal clad switchgear under Personal Supervision of a <i>SAP1</i> authorised to NSI 3 within last 12 months	To be advised

Authorisation Pre-course Requirements				
Authorisation	Competent Person	Authorised Person (Company / Non Company)	Senior Authorised Person	Non Company Competent Person
NSI 4 OHL	<p>Authorised as a Person / BESC OHL</p> <p>Read relevant sections of NSI 4 (refer to Appendix E NSI4)</p> <p>9 days on-site experience as part of a working party</p> <p>Evidence of two occasions in the application and removal of Drain Earth(s) under Personal Supervision of an NSI 4 authorised <i>CP</i> within last 12 months</p>	N/A	As per <i>SAP Manual</i>	<p>Authorised as a Person / BESC OHL</p> <p>9 days on-site experience</p> <p>AS15 A and AS15B Read relevant sections of NSI 4 (refer to Appendix E NSI4)</p> <p>AS15C Read relevant sections of NSI 4 (refer to Appendix E NSI4)</p> <p>Evidence of two occasions in the application and removal of Drain Earth(s) under Personal Supervision of an NSI 4 authorised <i>CP</i> within last 12 months</p> <p>Or</p> <p>NSI 4 Practical Course delivered by L&D</p>
NSI 4 OHL Additional <i>Authorisation(s)</i>	<p>Authorised as Competent Person OHL to NSI4 section 1 core schemes (refer to Appendix E NSI4)</p> <p>Read relevant sections of NSI 4 (refer to Appendix E NSI4 for additional <i>Authorisation(s)</i>)</p>		<p>Authorised as a Senior Authorised Person OHL to NSI 4 section 1 all schemes (refer to Appendix E NSI4)</p> <p>Read relevant sections of NSI 4 (refer to appendix E NSI4 for additional <i>Authorisation(s)</i>)</p>	<p>Authorised as Competent Person OHL AS15C (all schemes) of NSI 4 (refer to appendix E NSI4)</p> <p>Read relevant sections of NSI 4 (refer to Appendix E NSI4 for additional <i>Authorisation(s)</i>)</p>

Authorisation Pre-course Requirements				
Authorisation	Competent Person	Authorised Person (Company / Non Company)	Senior Authorised Person	Non Company Competent Person
NSI 5 - Cables	<p>Authorised as a <i>CP</i> NSI 6 & 8</p> <p>Read NSI 5 Rules & Guidance</p> <p>Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 5 authorised <i>CP</i> within last 12 months</p>	N/A	To be advised	To be advised
NSI 6 - Demarcation	<p>Authorised as Person / BESC</p> <p>9 days on-site experience as part of a working party</p> <p>Read NSI 6 and NSI 6 Guidance</p>	N/A	As per <i>SAP Manual</i>	<p>Authorised as Person / BESC</p> <p>9 days on-site experience as part of a working party</p> <p>Read NSI 6 and NSI 6 Guidance</p>
NSI 8 – MEWPS/ Cranes etc	<p>Authorised as Person / BESC</p> <p>9 days on-site experience as part of a working party</p> <p>Read NSI 8 and NSI 8 Guidance</p>	N/A	As per <i>SAP Manual</i>	<p><u>For Limited Authorisation</u> Authorised as Person / BESC</p> <p>9 days on-site experience as part of a working party</p> <p>Read NSI 8 and NSI 8 Guidance</p> <p><u>For Full Authorisation</u> Currently authorised as <i>CP</i> NSI 8 Limited Read NSI 8 and NSI 8 Guidance</p>
NSI 9 – Testing HV Equipment	<p>Authorised as a <i>CP</i> NSI 6 & 8</p> <p>Read NSI 9 Rules & Guidance</p> <p>Evidence of two occasions in the application and removal of Primary Earth(s) under a SFW and under Personal Supervision of an NSI 9 authorised <i>CP</i> within last 12 months</p>	N/A	As per <i>SAP Manual</i>	<p>Authorised as a <i>CP</i> NSI 6 full & 8 limited</p> <p>Read NSI 9 Rules & Guidance</p> <p>Evidence of two occasions in the application and removal of Primary Earth(s) under a SFW and under Personal Supervision of an NSI 9 authorised <i>CP</i> within last 12 months</p>

Authorisation Pre-course Requirements				
Authorisation	Competent Person	Authorised Person (Company / Non Company)	Senior Authorised Person	Non Company Competent Person
NSI 10 – SF6	<p>Authorised as a <i>CP</i> NSI 6 & 8</p> <p>Completed approved SF6 Gas Handling Course</p> <p>Read NSI 10 Rules & Guidance</p> <p>Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 10 authorised <i>CP</i> within last 12 months. (At least one covering gas depressurisation and entry into a gas zone)</p>	N/A	<p>Authorised as a <i>SAP 1</i></p> <p>Read NSI 10 Rules & Guidance</p> <p>Completed approved SF6 Gas Handling Course</p> <p>Two occasions of preparing Safety Document(s) under Personal Supervision of an NSI 10 authorised <i>SAP1</i> within last 12 months. (At least one covering gas depressurisation and entry into a gas zone)</p>	To be advised
NSI 11 – Cap Banks	<p>Authorised as a <i>CP</i> NSI 6 & 8</p> <p>Read NSI 11 Rules & Guidance</p> <p>Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 11 authorised <i>CP</i> within last 12 months</p>	N/A	<p>Authorised to <i>SAP 1</i></p> <p>Read NSI 11 Rules & Guidance</p> <p>Two occasions of issuing Safety Document(s) on capacitor bank under Personal Supervision of a <i>SAP1</i> authorised to NSI 11 within last 12 months</p>	N/A
NSI 12 - LV	<p>Authorised as a <i>CP</i> NSI 6 & 8</p> <p>Read NSI 12 Rules & Guidance</p> <p>Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 12 authorised <i>CP</i> within last 12 months</p>	N/A	As per <i>SAP Manual</i>	To be advised

Authorisation Pre-course Requirements				
Authorisation	Competent Person	Authorised Person (Company / Non Company)	Senior Authorised Person	Non Company Competent Person
NSI 13 – Washing HV	<p>Authorised as a <i>CP</i> NSI 6 & 8</p> <p>Read NSI 13 Rules & Guidance</p> <p>Two occasions of holding Safety Document(s) or Live water washing under Personal Supervision of an NSI 13 authorised <i>CP</i> within last 12 months</p>	N/A	<p>Authorised to <i>SAP 1</i></p> <p>Read NSI 13 Rules & Guidance</p> <p>Two occasions of holding Safety Document(s) or Live water washing under Personal Supervision of a <i>SAP1</i> authorised to NSI 13 within last 12 months.</p>	To be advised
NSI 17 – Pressure Systems	<p>Authorised as a <i>CP</i> NSI 6 & 8</p> <p>Read NSI 17 Rules & Guidance</p> <p>Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 17 authorised <i>CP</i> within last 12 months</p>	N/A	As per <i>SAP Manual</i>	To be advised
NSI 20 – Fire Protection Systems	<p>Authorised as a <i>CP</i> NSI 6 & 8</p> <p>Read NSI 20 Rules & Guidance</p> <p>Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 20 authorised <i>CP</i> within last 12 months</p>	N/A	<p>Authorised to <i>SAP 1</i></p> <p>Read NSI 20 Rules & Guidance</p> <p>Two occasions of issuing Safety Document(s) under Personal Supervision of a <i>SAP1</i> authorised to NSI 20 within last 12 months.</p>	N/A
NSI 24 – Earth Systems	<p>Authorised as a <i>CP</i> NSI 6 & 8</p> <p>Read NSI 24 Rules & Guidance</p> <p>Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 24 authorised <i>CP</i> within last 12 months</p>	N/A	<p>Authorised to <i>SAP 1</i></p> <p>Read NSI 24 Rules & Guidance</p> <p>Two occasions of issuing Safety Document(s) under Personal Supervision of a <i>SAP1</i> authorised to NSI 24 within last 12 months.</p>	N/A