National Grid UK Electricity Transmission plc

NATIONAL SAFETY INSTRUCTION 30
and
Guidance

APPOINTMENT OF PERSONS



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DOCUMENT HISTORY

Issue	Date	Summary of Changes / Reason	Author(s)	Approved By (Title)
1	April 2014	Renamed as "National Safety Instruction and Guidance" which now replaces NSI 30 Issue 9.	NSI Review Group	ETAM Operations North Manager Mike Dean
2	Nov 2014	Minor modifications to "9 day Rule" process, NSI 26 matrix & grammatical corrections. Reviewed and amended as per Key Changes.	Paul Matthews	ETAM Operations North Manager Mike Dean
3	April 2016	Annual review; document amended as detailed below and minor text changes as highlighted in yellow.	NSI Review Group	ETAM Operations North Manager Matt Staley
4	Jan 2020	Frequency review; Major amendments as detailed and explained further in NSI 30 Briefing Pack.	NSI Review Group	ET Operations Head of Operations Matt Staley
5	March 2020	Review required due to organisational changes.	ET Safety Rules Team	ET Operations Head of Operations Matt Staley
6	April 2021	Reviewed and Reformatted	ET Safety Rules Team	Head of ET Operations Matt Staley
7	Oct 2021	Reviewed and Reformatted	Safety Rules Team	Director of Asset Operations Matt Staley
8	Jan 2023	Review & Minor Updates	Safety Rules Team	Director of Asset Operations Matt Staley
9	Jun 2023	Review & Minor Updates	Safety Rules Team	Director of Asset Operations Andy Richardson
10	July 2025	Review & Minor Updates	Safety Rules Team	Director of Asset Operations Kate Grant
11	Feb 2026	Review & Minor Updates	Safety Rules Team	Director of Asset Operations Kate Grant

Key Changes

Section	Amendments
Appendix F	Guidance added to Pre-course requirements for Competent Person ROMP Authorisation – CP NSI 12 & 17 are pre-course requirements
Appendix F	Guidance added for Limited SAPs and NSI 8 authorisation
Appendix G	Guidance added for when Person may be required when working on or near to NG Locations

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1 Purpose and Scope

The purpose of this document is to apply the principles established by the Safety Rules and provide guidance on National Safety Instruction 30, for the appointment of both **Company** and *Non*-**Company Personnel** under the National Grid Safety Rules, National Safety Instructions (NSIs) and *Operational Authorities*.

The scope of this document is to *Authorise* individuals against the National Grid Safety Rules, National Safety Instructions and associated documentation only. Other **Approved** processes such as Electricity Transmission Business Procedures (ETBPs), Asset Management Business Procedures (AMBPs) and Technical Guidance Notes (TGNs) may detail other activities related to *Authorised* **Personnel**, such as site access / key arrangements, which are not directly **System** safety related roles.

The National Grid Safety Rules identifies the following authorisation levels:-

Person (P)
Competent Person (CP)
Authorised Person (AP)
Senior Authorised Person (SAP)
Control Person Operation (CPO)
Control Person Safety (CPS)

Exceptions

i. **Person** *Authorisation* should only be required to be renewed for those individuals who are intending to remain at **Person** status, there is no requirement for **Competent**, **Authorised** and **Senior Authorised Persons** to retake their **Person** *Authorisation* as long as they maintain their existing **Competent**, **Authorised** and **Senior Authorised Persons** *Authorisation*.

ii. Where a **Senior Authorised Person** *Authorisation* is held, by default, they automatically hold that *Authorisation* for **Competent Person** unless specifically stated within this document or designated by an individual's role profile.

iii. OHL NSI 4 **Senior Authorised Person** does not hold **Authorised Person** status.

iv. **Person** *Authorisation* is the only transferable *Authorisation* (that can be auto-creditted) for an individual, should they move departments or companies. i.e. NGET Staff moves from AO to another NG department or NGET staff moves to a contracting organisation or vice-versa.(The change of department or company needs to be captured on the relevant authorisation recording tool – MyHub, EUSR database, etc)

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2 Definitions

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

Appointments to National Grid Safety Rules	Being one of the following:-		
	a	*P*	Carry out duties of a **Person** as a member of a **Working Party** who has sufficient technical knowledge or experience to avoid **Danger.**
	b	*CP*	Carry out duties of a **Competent Person** appointed to specified NSIs and the receipt of oral instructions
	c	*AP*	Carry out duties of an **Authorised Person**, appointed to specified *Operational Authorities* and NSIs. These duties shall be carried out under the instructions of a **Control Person (Operation)** or **Control Person (Safety)**
	d	*SAP1*	Carry out duties of a **Senior Authorised Person** for **HV Equipment**, and is appointed to specified *Operational Authorities* and NSIs
	e	*SAP2*	Carry out duties of a **Senior Authorised Person** for **LV Equipment**, including the assessment of **LV** work near to **HV Equipment** outside **Safety Distance** and is appointed to specified *Operational Authorities* and NSIs
	f	*SAP3*	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 *Operational Authorities* and NSIs
	g	*CP(O) 1*	Carry out duties of a **Control Person (Operation)** for **HV Equipment** and is appointed to specified *Operational Authorities* and NSIs
		CP(O) 1 - Limited	Carry out limited duties of a **Control Person (Operation)** for **HV Equipment** and is appointed to specified restricted *Operational Authorities* and NSIs
		CP(O) 1- Restricted	Under Emergency Resilience conditions or Business Continuity requirements, carry out the nominated restricted duties of a **Control Person (Operation)**, for **HV Equipment** and is appointed to specified operational *Authorities* and NSIs.
	h	*CP(S) 1*	Carry out duties of a **Control Person (Safety)** for **HV Equipment**, and is appointed to specified *Operational Authorities* and NSIs
		CP(S) 1- Limited	Carry out limited duties of a **Control Person (Safety)** for **HV Equipment**, and is appointed to specified *Operational Authorities* and NSIs

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Appointments to National Grid Safety Rules Cont:	*i* *CP(OS) 1 Limited*	Carry out duties of a **Control Person (Operation)** and a **Control Person (Safety)** for **HV Equipment** that is not under the control of *CP(O)1, CP(S)1,* e.g. Capacitor Bank shorting switches and 11 kV ring main units.
	j *CP(OS) 2*	Carry out duties of a **Control Person (Operation)** and a **Control Person (Safety)** for **LV Equipment** and is appointed to specified *Operational Authorities* and NSIs
	k *CP(OS) 3*	Carry out duties of a **Control Person (Operation)** and a **Control Person (Safety)** for mechanical **Equipment** and is appointed to specified *Operational Authorities* and NSIs
SAP Manual / AP Manual	Identifies selection, training, and appointment process for a **Senior Authorised Person** and an **Authorised Person** as per AMBP 322.	
SHES Review Event	Any Safety Rule or General Safety event such as a National Safety Event, Stop for Safety call etc which is course coded, that is required for the continuation of any authorisation.	
Authorisation	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	
*Non-**Company***	An individual who is not employed by National Grid and is appointed to specified *Operational Authorities* and NSIs to carry out their duties	
Control Point Designations	Being one of the following:-	
	a *Local Control Point*	A control point at a position on, or adjacent to the switching device itself by electrical / mechanical means
	b *Substation Control Point*	A control point at the substation control system interface
	c *Remote Control Point*	A control point at a remote **Location** to the **Equipment** at a substation

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Operational Authorities	Being one of the following:- a *OA1* Written authority to carry out the following operations when not in a zone established by **Point(s) of Isolation**:- 1. To render interlocks inoperative *2.* To operate non-interlocked **Equipment** from the *Local Control Point* The *OA1* shall be accompanied and checked by an **Authorised Person** with *Operational Authority OA2* b *OA2* Written authority to carry out the following operations:- 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 **Equipment** from the *Local Control Point* 3. To operate non-interlocked **Equipment** from the *Substation Control Point* NOTE: Operations under items 1 and 2 above shall be carried out in conjunction with a **Senior Authorised Person** with *Operational Authority OA1* c *OA3* Operation of fully or partially interlocked **Equipment** from the *Local Control Point*, *Substation Control Point*, and *Remote Control Point* d *OA5* Operation of **HV Equipment** from the *Remote Control Point* e *OA6* Operation of the control functions for protection, intertripping, telecontrol and fire protection systems

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3 Responsibilities

3.1 Electricity Transmission Safety Rule Team

- Develop policy
- Identify and advise policy change
- Provides advice to the Global Technical Training Centre of Excellence
- Provides advice to Line Management
- Provides advice to Stakeholders
- Support *Authorisation* Panels
- Manage and update *AP Manual* and S*AP Manual*
- Review and update processes from the outputs of the NSI 30 Audits.

3.2 Line Management (of people authorised under Electricity Safety Rules / NSIs)

- Ensure suitable candidates are selected for training
- Ensure candidates have received appropriate instruction, training, experience and practical testing, this includes mentoring the candidate – with a nominated mentor agreed throughout the training period to provide continual support.
- Ensure all *Authorisation(s)* are reviewed, assessed, withdrawn and recorded as appropriate
- Review AP and SAP training manuals in line with procedures specific to *Authorisation(s)*
- Monitor and record refresher training of staff
- Support *Authorisation* Panels
- 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

3.3 The Global Technical Training Centre of Excellence

- Monitor, review and manage all training materials and assessments associated with Safety Rules and supporting NSIs
- Management of the recording of *Authorisations*

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 NSIs 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, then that appointment will be acknowledged

3.5 Zonal SHES and Compliance Engineers

- Undertake NSI 30 audits, to the standard determined within this document, utilising agreed check sheets.
- Analyse audit data to provide feedback, and learning to AO Leadership teams and the SR team for continual improvement of SR / NSI content or training or SHES review content
- Support the developments and updates of Safety Rule / NSI guidance
- Provides advice to the Global Technical Training Centre of Excellence
- Provides advice to Stakeholders
- Support **Senior Authorised Person** *Authorisation* Panels

3.6 Electricity Transmission Senior Management

- Authorise individuals to relevant competence
- Approve policy / procedure change

3.7 Asset Operations Competency Team

- Manage, review, amend and update the Training Database

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4 General Requirements

4.1 Appointments

Appointment as a **Senior Authorised Person** shall be based upon a level of competency being achieved and formal assessment by National Grid Electricity Transmission.

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**.

4.2 Authorisation Renewal Dates

Unless stated within this document, where authorisation assessment and refresher training is undertaken prior to the expiry date, the re-authorisation date will be valid from the date of the retaken authorisation, unless a request is submitted to Asset Operations Competency Team.

If refresher training is not undertaken prior to the expiry date, then the *Authorisation* is not valid until refresher training is completed. Refresher training may still be undertaken after its expiry date, as opposed to the full training and assessment if it is either already determined by a process within this document, or agreed to by the Global Technical Training Centre of Excellence / Asset Operations Competency Team in consultation with the Electricity Safety Rules Team.

4.3 Authorised Person and Senior Authorised Person - Suspension of Authorisation

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 be suspended for this period.

Where the *Authorisation* has been suspended for a period of less than 3 years, the individual shall undertake the **Authorised Person** E-Learning assessment, refresher training and be compliant with the information supplied via all *SHES Review Events* before regaining the *Authorisation*.

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

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 suspended for this period.

Where a suspension period is between 12 months and 3 years the individual shall be compliant with the information supplied via all *SHES Review Events* issued within this period and that they have been recorded within the Training database; prior to returning to normal duties they must undertake E-Learning assessment and refresher training and be compliant with all NSI 30 audit requirements.

Where an *Authorisation* is suspended for a period exceeding 3 years the accelerated *Authorisation* process in the *SAP Manual* shall where practicable be followed, this shall also include acknowledgement of any information communicated at *SHES Review Events.*

If an individual has their *Authorisation* suspended (AP or SAP), they are then categorised as a trainee. They can only enact any AP or SAP duties under the **Personal Supervision** of fully *Authorised* **Personnel** until their *Authorisation* is reinstated; following the successful completion of a line management plan (see Appendix B2 - Authorisation Reinstatement Plan – AU/2 form). This shall include the completion of all agreed retraining elements. The Head of Substations & Cables or OHL shall complete a new AU/1 form and record it in Learning Link. An Audit shall be undertaken within 6 months of the Authorisations reinstatement.

4.4 NGET Control - Control Person Suspension 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 the relevant Management Procedure.

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4.5 Competent Person

1) 9-Day Rule - (preferred option)

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, under Safety Documentation conditions, for a period 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 be by submission of a completed "**Person** Record of nine (9) days' work on **High Voltage** Site(s)" form (Appendix D).

2) National Grid Pre-**Competent Person** Course - (alternative option)

As an alternative to the 9-Day Rule above, a Pre-**Competent Person** course is available via the EUSR website and delivered by the Global Technical Training Centre of Excellence; to mitigate against not being able to achieve the specified requirements detailed above. This option is predominately for new *Non*-**Company** staff who do not have the facility or processes to comply with the 9-day rule requirements; but is available to all.

3) Outsourced **Competent Person** - (alternative option)

If a contracting company is new to National Grid and does not have a **Competent Person** employed, they may procure, via a third-party company, a **Competent Person(s).**

4) In Exceptional Circumstances

- National Grid can, via prior arrangement, provide a **Competent Person**. This is a chargeable service outside its transmission licence obligations. Under these circumstances the NG **Competent Person** would be responsible for **Safety from the System** and not **General Safety**, that responsibility and liability still lies with the contracting company.
- When agreed in writing with the appropriate National Grid Head of Substations & Cables or OHL, it will be acceptable for a National Grid Operations Manager to authorise an individual to be a **Competent Person** without applying **Person** and the nine-day rule e.g. when a one off, site visit by an external technical expert (e.g. metallurgist) may be required.

Note – NG Competent Person may collect 9-Day Rule evidence via the AMBP 321 - Logbooks

4.6 Preparation, Issue, Receipt, Clearance and Cancellation of Switching Instructions and Safety Documents

All relevant **Personnel** shall be made aware that a trainee will be involved and a record of the name of the trainee and the appropriately authorised **Personnel** providing **Personal Supervision**, either written or electronically, dependent upon methodology.

Switching Instructions

When *Switching* instruction(s) are to be prepared, issued, cleared, cancelled, given or received by a trainee under training; that trainee 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 *Switching* instruction.

For **Senior Authorised Person** authorisation to OA1, the trainee must have existing OA2 authorisation and have technical and practical training in how to defeat interlocks (electrical and mechanical). The trainee shall be under the **Personal Supervision** of a **Senior Authorised Person**, OA1. Authorisation shall be by means of an interview by the Head of Substations & Cables (plus a technical representative if necessary) or their nominated representative (Lead Advanced Commissioning Engineer – ACE), and sanctioned by the Head of Substations & Cables to test knowledge of objectives and outcomes of any actions taken when rendering interlocks inoperative to ensure the correct use of interlock drawings, whilst protecting the safety of both the individuals and the **System**.

Having checked and confirmed that all elements of the *Switching* instruction are correct, including the use / removal of any required Status Board 'T' Cards, the authorised **Personnel** shall then countersign the trainees' *Switching* instruction by printing their name in full.

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Safety Document(s) (Electronic)

CPS1 Consent

The trainee **Senior Authorised Person** can start creating a **Safety Document**. When they have completed the **Safety Document** and it is ready for consent, they must contact the supervising **Senior Authorised Person** who can reassign the **Safety Document** from the trainee to themself using the "Reassign SD to Self" function. When the supervising **Senior Authorised Person** is satisfied that all elements of the **Safety Document** have been completed they can send it for consent to the **Control Person Safety 1**.

The "Comments to CPS1" section must include words stating "This document has been prepared in conjunction with Trainee SAP - (insert name of trainee SAP)" to inform NGET Control that a trainee **Senior Authorised Person** has been involved and (if specifically requested) the name of the trainee **Senior Authorised Person** name can be added to "SAP Receiving Consent" section.

Note – Any required Status Board 'T' Cards need to be completed also.

CPS2/3 Consent also

If further **Control Person Safety 2/3** consent is required, the trainee **Senior Authorised Person** can reassign the **Safety Document** back from the supervising **Senior Authorised Person** using "Reassign SD to Self" function and continue preparing the LV/Mechanical sections. When they have completed this and the **Safety Document** is ready for consent, they must contact the supervising **Senior Authorised Person** who can reassign the **Safety Document** from the trainee **Senior Authorised Person** using the "Reassign SD to Self" function. When the supervising **Senior Authorised Person** is satisfied that all elements of the **Safety Document** have been completed they can consent to it as a **Control Person Safety 2/3** and add the Trainee **Senior Authorised Person** details - (insert name of trainee SAP) to "SAP Receiving Consent" section.

Note – Any required Status Board 'T' Cards need to be completed also.

CPS2/3 Consent only

Use principles as above for a **Control Person Safety 2/3** only **Safety Document**.

When **Safety Document(s)** are to be prepared by a trainee **Senior Authorised Person**; that trainee shall be under the **Local Supervision** of the supervising **Senior Authorised Person**. The supervising **Senior Authorised Person** providing **Local Supervision** shall take full responsibility for the correct preparation of the **Safety Document(s)**.

When **Safety Document(s)** are to be issued, consented to, cleared, cancelled, given or received by a trainee **Senior Authorised Person**; the trainee **Senior Authorised Person** shall be under the **Personal Supervision** of the supervising **Senior Authorised Person**. The **Senior Authorised Person** providing **Personal Supervision** shall take full responsibility for the correct completion of the **Safety Document(s)**.

Safety Document(s) (Hand Written) – (Business Continuity / Resilience reasons)

Having checked and confirmed that all elements of the **Safety Document(s)** are correct, including the use of any required 'T' Cards, the authorised **Senior Authorised Person** shall then countersign the trainees' **Safety Document(s)** by printing and signing as appropriate.

When **Safety Document(s)** are to be prepared, consented to, issued, cleared, cancelled, given or received by the use of Hand Written documents, a trainee **Senior Authorised Person**; shall be under the **Personal Supervision** of the appropriately authorised **Senior Authorised Person**. The **Senior Authorised Person** providing **Personal Supervision** shall take full responsibility for the correct completion of the **Safety Document(s)**.

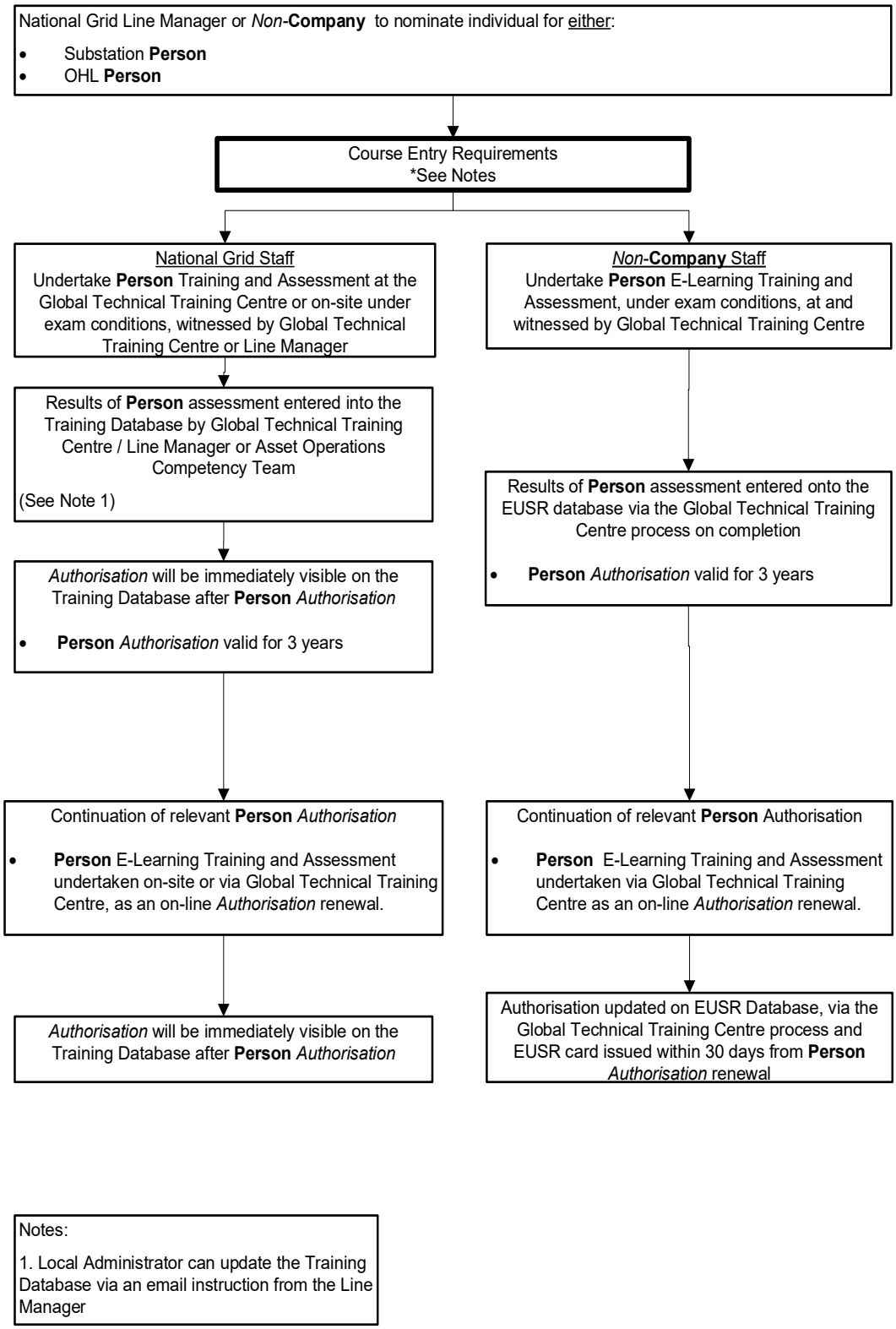
Note 1:- All Safety Documentation (Electronic or Hand-written only in origin), where applicable, shall be cancelled in consultation with the **Control Person Safety 1**.

Note 2:- All newly *Authorised* SAPs cannot countersign Trainee SAP **Safety Document(s)** within the first year of becoming an SAP, unless their 1st year progression plan states otherwise.

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5 Authorisation Flow Charts

5.1 National Grid and *Non-**Company*** Person



Notes:

1. Local Administrator can update the Training Database via an email instruction from the Line Manager

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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 Training Database catalogue and for *Non-**Company*** on the booking form before attendance.

   - The *Non-**Company*** requester will complete the booking form available from the EUSR website confirming prior Health and Safety training has taken place for the nominated delegates.

   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

   The Global Technical Training Centre of Excellence may review any relevant information and records it holds, including relating to any previous Authorisations and any safety breaches before admitting a nominated trainee.

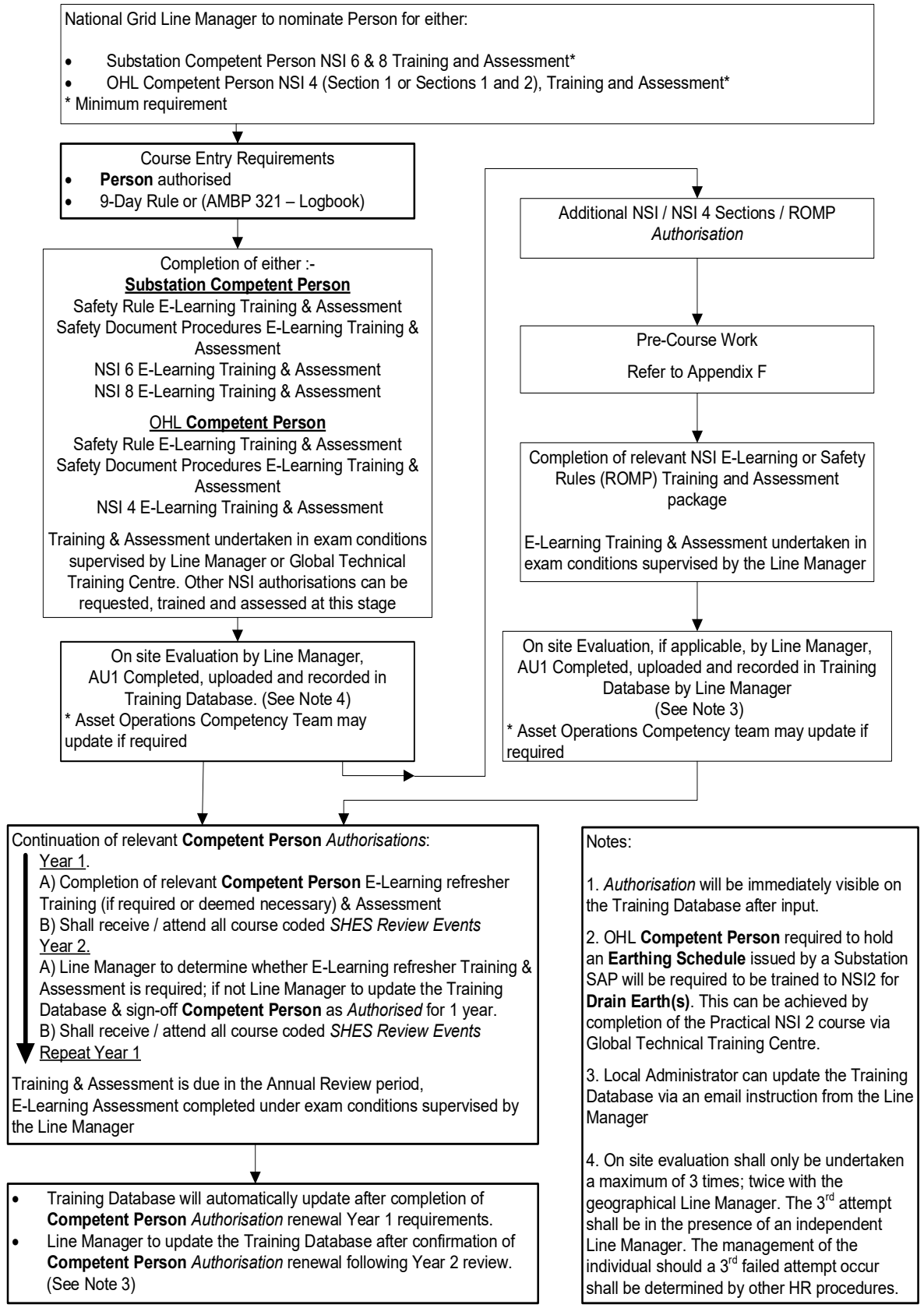
2. Where there is a requirement to work in a combination of Substation and OHL environments there will only be an obligation for an individual to undertake **Person** *Authorisation* against their main working environment. Where this arrangement is required to be undertaken, nominally for contractual reasons that span across both the Substation and OHL environments, then the processes for RAMS Submission, Site Induction and Tool Box Talks shall be adhered to.

3. Initial **Person** *Authorisation* assessment of candidates will be undertaken at and witnessed by the Global Technical Training Centre of Excellence or their nominated representatives, subsequent refresher / renewal **Person** training shall be undertaken via an on-line assessment.

4. A EUSR card is not automatically issued to any candidates who are undertaking **Person** *Authorisation*. Renewal of Person or any other *Authorisation* taken at a later date will be updated electronically on the EUSR Database only.

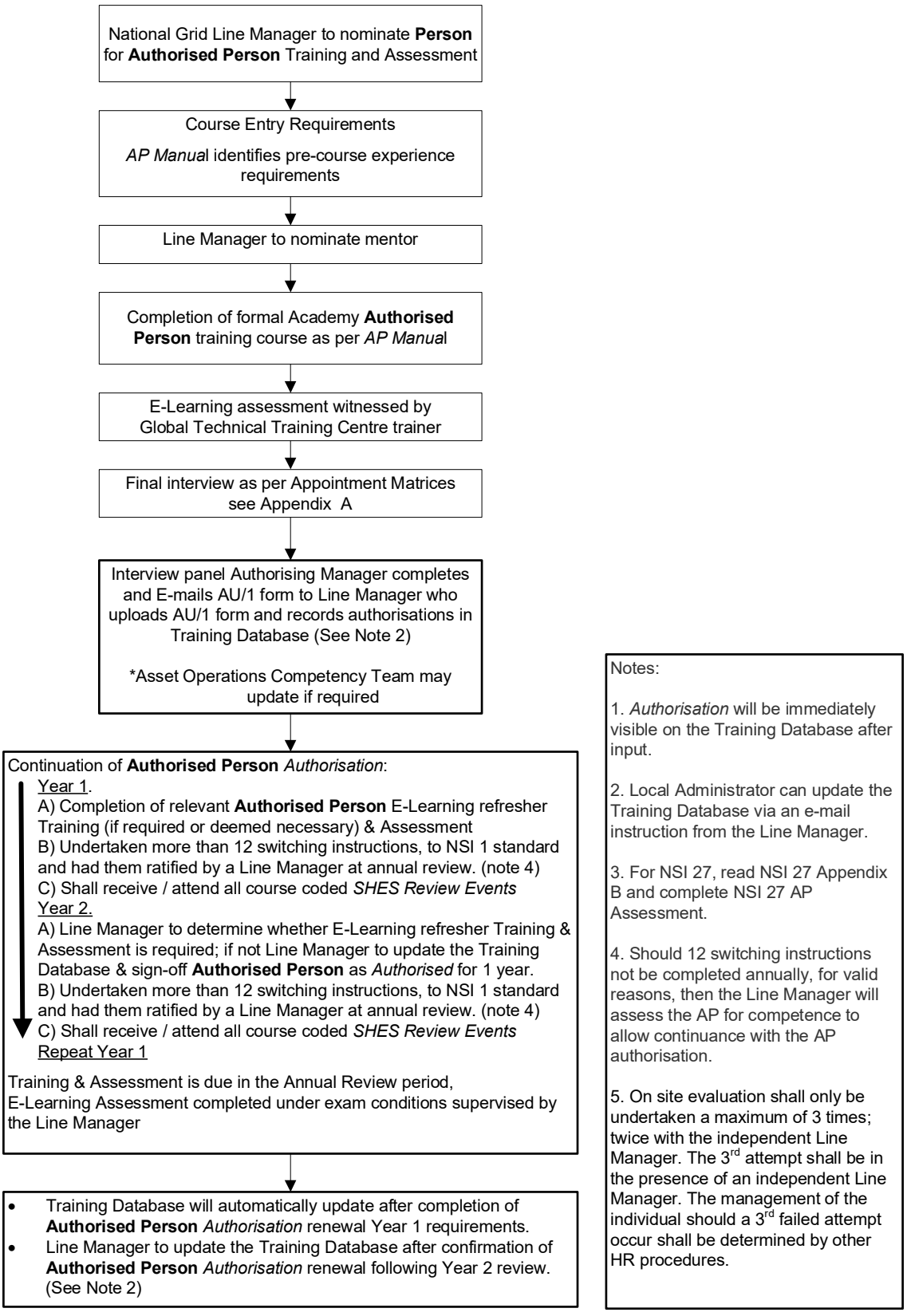
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5.2 National Grid **Competent Person**



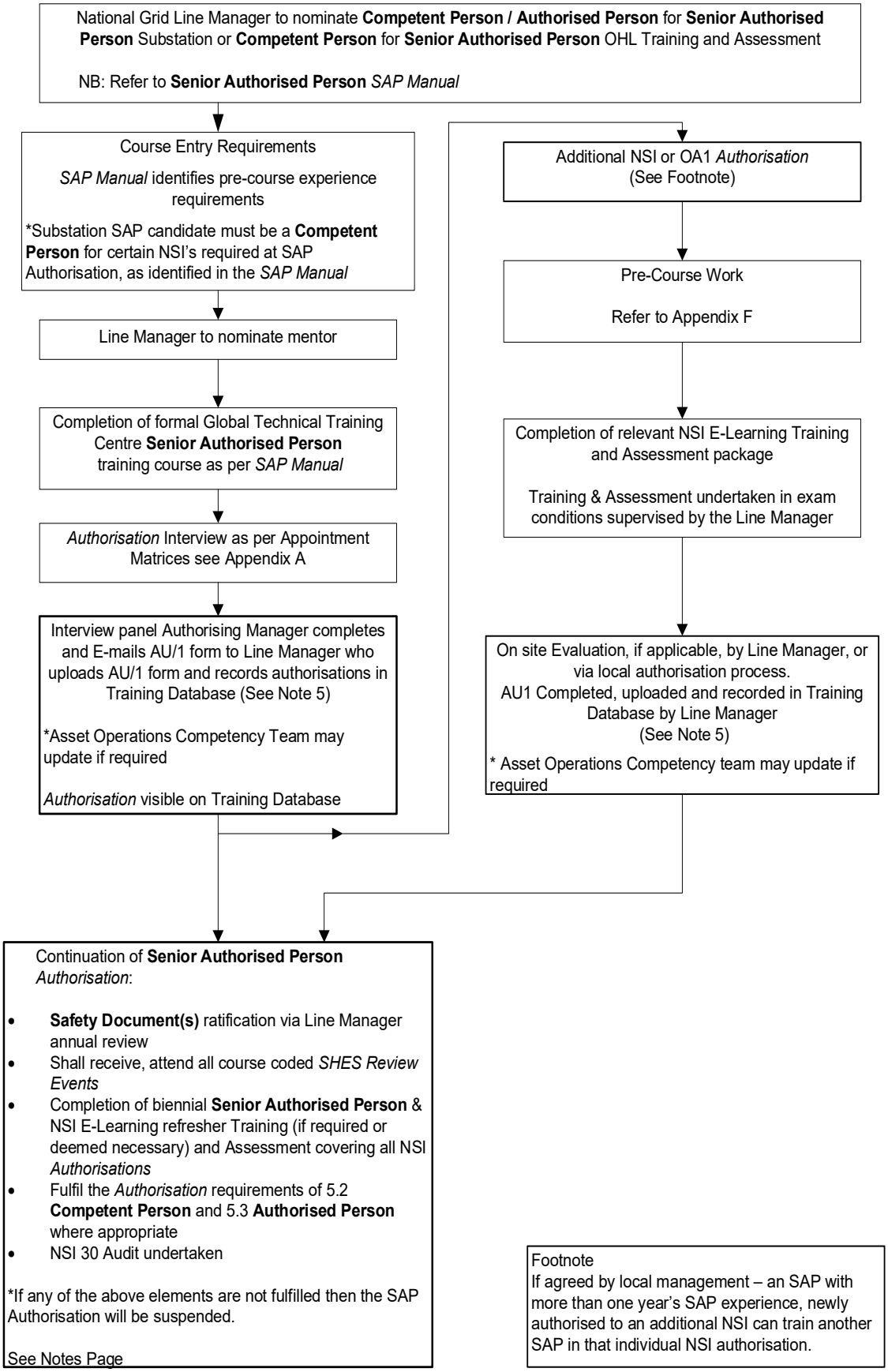
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5.3 National Grid **Authorised Person**



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5.4 National Grid **Senior Authorised Person**



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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 evidence to their Line Manager in the annual review. Line Manager can utilise the expertise of an experienced SAP or SHES & C Engineer to check / verify documentation. Copies of at least 5 **Safety Documents** they have prepared / issued in the past 12 months.
  (Evidence can be obtained from the data contained within the Electronic Safety Document System – work undertaken via RAMS only can be used as 2 **Safety Document** equivilents).
- If 5 **Safety Documents** are not completed, then the *Authorisation* will be suspended until the **Senior Authorised Person** has completed the relevant E-Learning.

Note:- For NSI 27, the Senior Authorised Person shall read the document in full and complete the NSI 27 SAP Assessment.

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

- Line Manager shall update the annual review qualification in the Training Database after checking the Training Database for:-
  - Currently authorised as a **Senior Authorised Person**
  - **Senior Authorised Person** audit in date
  - **Senior Authorised Person** has received, attended and has had all course coded *SHES Review Events* recorded
  - All the relevant **Competent Person, Authorised Person** and **Senior Authorised Person** E-Learning assessments are in date.
- Line Manager updates the Training Database.
- Line Manager shall file / store copies of the **Safety Document(s)** for 1 year.

1.2 *SHES Review Events*
(applicable to **Competent**, **Authorised** and **Senior Authorised Person**)

- Line Manager shall ensure the attendance and confirm the update of the Training Database with regards to any course coded *SHES Review Events* for **Competent**, **Authorised** and **Senior Authorised Person**.
- Line Manager ensures attendance / acknowledgement of the content of any Safety review days, 'Stop for Safety' moments or days, teleconferences or Safety Stand Down Events that have a unique course code attached to them are recorded.
- Each attendance Register to be sent to Asset Operations Competency Team to allow input on to the Training Database.
- All Event information that has a unique course code shall be retained by Asset Operations Competency Team / Global Technical Training Centre of Excellence to be utilised by those who have missed any Events.
- Line Manager informs appropriate Head of Substations & Cables or OHL of any **Competent**, **Authorised** or **Senior Authorised Person(s)** who have not been recorded as receiving, attending or completing any of the *SHES Review Events*. The Line Manager arranges for all the information from the *SHES Review Event* to be requested from Asset Operations Competency Team / Global Technical Training Centre of Excellence.
- The Line Manager will record that the information has been received and understood by the **Competent**, **Authorised** or **Senior Authorised Person(s)** and then confirm to Asset Operations Competency Team, who will update the Training Database.

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- Should a **Senior Authorised Person(s)** be absent from work whilst a safety critical (course coded) *SHES Review Event* occurs; that may affect any decisions they may have to make, then as a priority that information shall be conveyed and recorded by the Line Manager to the **Senior Authorised Person(s)** before they return to their nominal duties. Confirmation shall be inputted on to the training database by Asset Operations Competency Team. (See Note 5)

1.3 **Senior Authorised Person** Biennial E-Learning assessment and training

- E-Learning assessment and training shall be undertaken in exam conditions monitored by the Line Manager.
- The **Senior Authorised Person** shall undertake the **Senior Authorised Person** E-Learning assessment and refresher training modules (if required or deemed necessary) for all NSIs / Sections that they are authorised to.
- E-Learning Training (if required or deemed necessary) and Assessments for all NSIs must be undertaken, as a minimum every 2 years, unless there have been significant changes within a specific NSI.

1.4 **Senior Authorised Person** Audit

As required by this document and part of the ongoing authorisation process; there is a requirement to undertake audits / inspections on all **Senior Authorised Persons (SAP)** once every four years but not longer than 5 years. Newly authorised **Senior Authorised Person(s)** shall be audited / inspected within 12 Months. Audits may be carried out prior to the 4 yearly dates programmed when deemed appropriate. The audits / inspections will focus on the **Senior Authorised Person's** compliance with the NG UK Transmission Electricity Safety Rules, National Safety Instructions and guidance documentation with work and work execution on or near to the System.

- SHES and Compliance Engineer informs Line Manager of audit completion with any outcome and recommendations.
- The **Senior Authorised Person** Audit shall only be classed as completed when the audit outcome is successful.
- Line Manager ensures recommendations are actioned, where an audit, incident or suspension has occurred. Asset Operations Competency Team shall be informed of the suspension and training records / assurance plans updated to reflect any changes. This is to ensure the individual is not planned for any work requiring the suspended authorisation until the authorisation is reinstated.
- On successful completion, the SHES and Compliance Engineer updates qualification in the Training Database.
- SHES and Compliance Engineer maintain a record of **Senior Authorised Person** audits.
- All audits are undertaken, in line with the as agreed check sheets and the standards within this document.

2. If the **Senior Authorised Person** is *authorised* as a **Competent Person** for any NSIs or sections of NSI 4 not covered by their **Senior Authorised Person** *authorisation* then the requirements in section 5.2 "Continuation of **Competent Person** *Authorisation*" must be fulfilled.

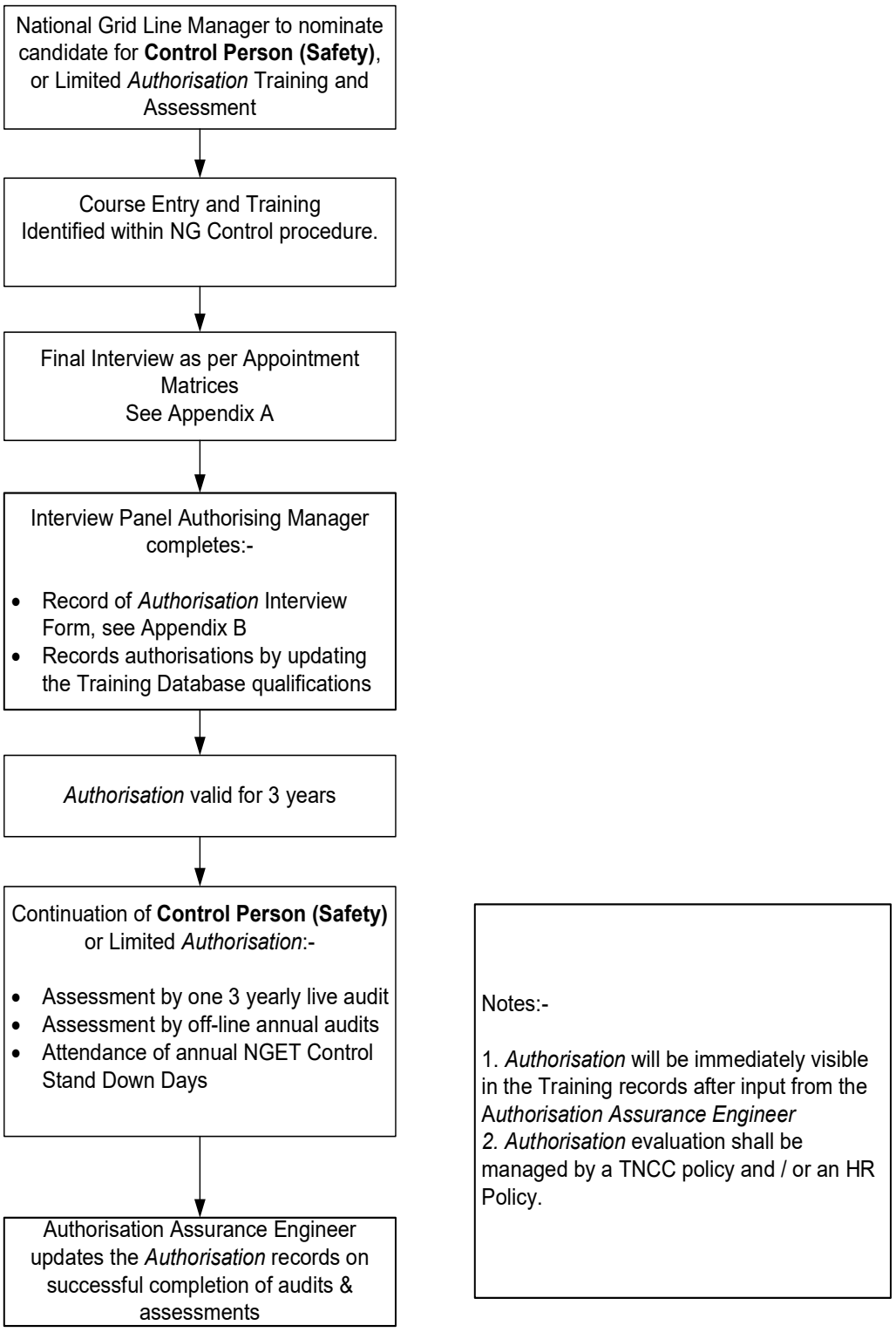
3. **Senior Authorised Person** must also fulfil the requirements in section 5.3 "Continuation of **Authorised Person** *Authorisation*".

4. *Authorisation* will be immediately visible on the Training Database after input.

5. Local Administrator / Line Manager can update the Training Database via an e-mail instruction from the Head of Substations & Cables or OHL. All recordable evidence, such as the AU/1 form, shall be uploaded into the Training Database.

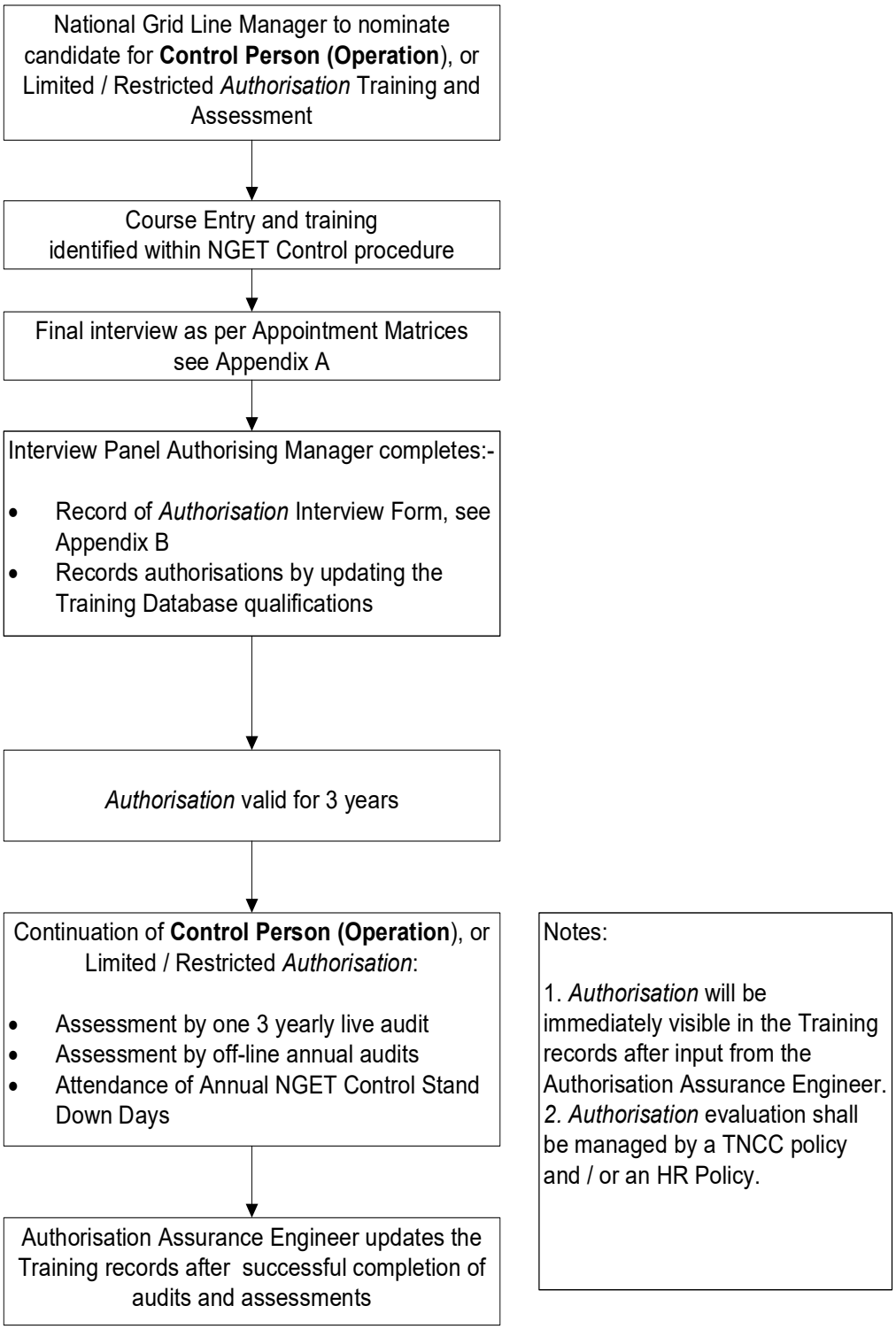
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5.5 National Grid NGET Control - **Control Person (Safety)** – including Limited *Authorisations*



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5.6 National Grid NGET Control - **Control Person (Operation)** – including Limited/Restricted *Authorisations*



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5.7 *Non*-Company Competent Person

*Non-**Company*** Line Manager to nominate **Person** for either:

- Substation **Competent Person** NSI 6 full & 8 limited Training and Assessment*
- OHL **Competent Person** NSI 4 Section 1-CPA, CPB, CPC or NSI 4 Section 1 & 2-CPD

* Minimum requirement

Course Entry Requirements

- **Person** *Authorised*
- 9 day rule or equivalent

Completion of either :-

- Substation **Competent Person**
  - Safety Rule
  - Safety Document Procedures
  - NSI 6 & NSI 8
  - E Learning Training & Assessments

or

- OHL **Competent Person**
  - Safety Rule
  - Safety Document Procedures
  - NSI 4 – Section 1 (or 1 and 2)
  - E Learning Training & Assessments

Training and Assessment undertaken by Global Technical Training Centre. (See Note 2)

Other NSI authorisations can be requested, trained and assessed at this stage

The Global Technical Training Centre trainer issues cover note valid for 30 days on successful completion

Authorisation entered into EUSR *Authorisation* Database within 30 days

Authorisation valid for 1 year

Additional NSI / NSI 4 Sections / NSI Full Appointment / ROMP *Authorisation*

Pre-Course Work

Refer to Appendix F

Completion of relevant NSI / ROMP E-Learning Training and Assessment package

Training and Assessment undertaken by Global Technical Training Centre or in exceptional circumstances at a National Grid Location supervised by the Operations Manager

(See Note 2)

Global Technical Training Centre trainer or Operations Manager issues cover note valid for 30 days on completion

Authorisation entered into EUSR authorisation database via Global Technical Training Centre within 30 days

Authorisation valid for 1 year

Continuation of relevant **Competent Person** *Authorisation*:

- Currently **Competent Person** *Authorised*
- Completion of relevant **Competent Person** E-Learning Training and Assessment

Training and assessment undertaken by Global Technical Training Centre.
(See Note 2)

Global Technical Training Centre trainer issues cover note valid for 30 days on successful completion

Results of **Competent Person** training entered into EUSR A*uthorisation* database within 30 days

Notes:

1. *Authorisation* will be visible on EUSR within 30 days.

2. *Non*-**Company** employers may choose to train their own staff or utilise the Global Technical Training Centre course. Assessment of training will be undertaken by Global Technical Training Centre. In exceptional circumstances the Operations Manager can allow the undertaking of the training on site by approval of a Head of S/S or OHL.Global Technical Training Centre must be contacted to provide an EUSR number.

3. When a *Non*-**Company** employee is appointed as a **Competent Person** he also achieves the appointment as a **Person**. If the **Competent Person** authorisation lapses/ ceases then the **Person** authorisation will be valid for the 3 years from date of issue

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5.8 *Non*-Company Authorised Person



Notes:

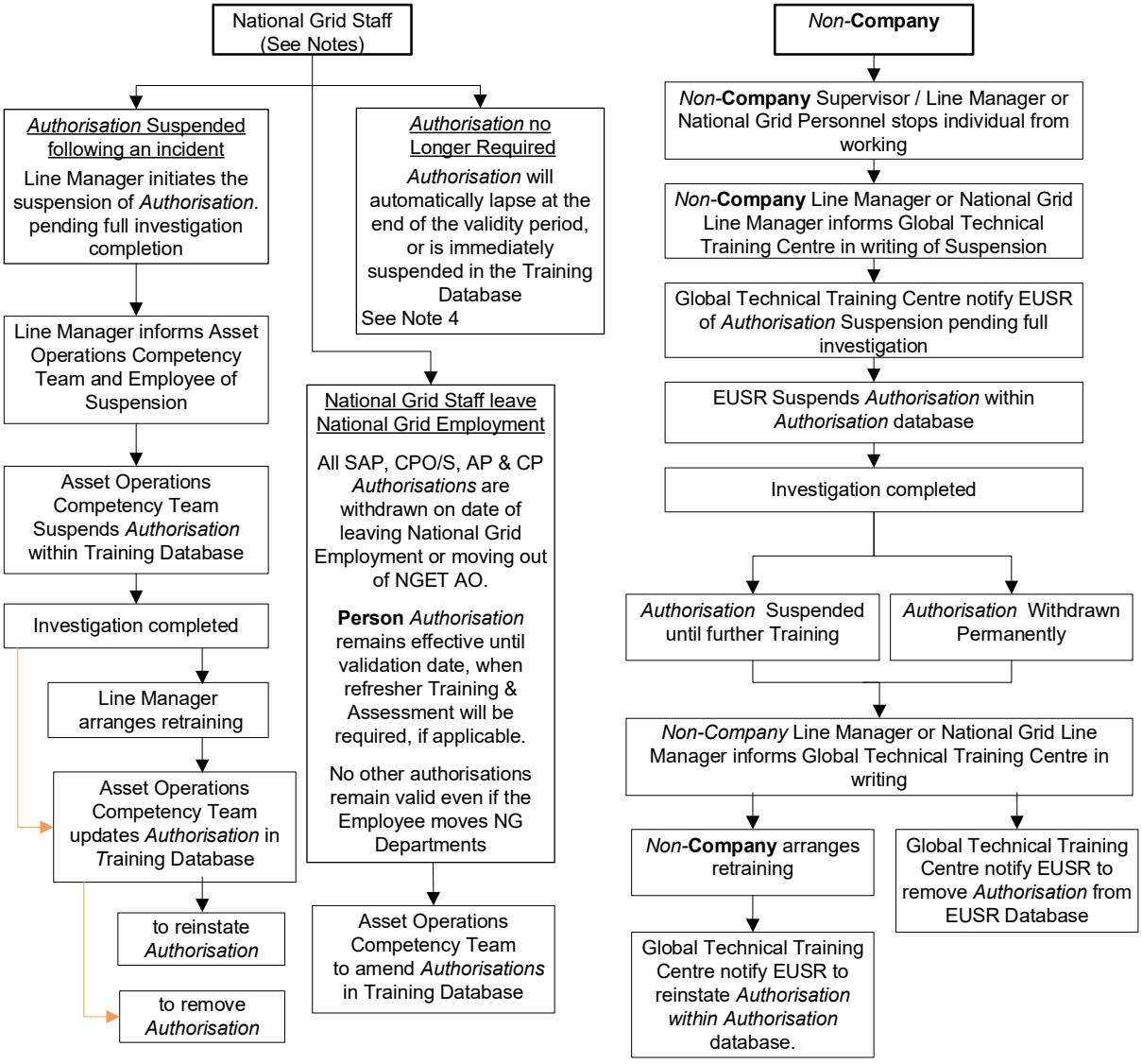
1. *Authorisation* will be visible on EUSR within 30 days.

2. *Non*-***Company*** employers may choose to train their own staff or utilise the Global Technical Training Centre course. Assessment of candidate will be undertaken by Global Technical Training Centre.

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5.9 Removal and Reinstatement of *Authorisation*

If a Non-Company **Competent Person's** *Authorisation* lapses for any reason not associated with an investigation or suspension, they can be reauthorisied to **Competent Person** status via training and assessment, without completing the 9-Day Rule or equivalent within 1 year of the *Authorisation* lapsing.



Notes:

1. If the *Authorisation* is recommended for suspension via the SHES and Compliance Engineer audit, the Head of Substations & Cables or OHL and the Director of Asset Operations Electricity Transmission shall be informed.

2. For NGET Control - **Control Person(s)** refer to a TNCC Management Procedure

3. If an individual has their *Authorisation* suspended, they can only enact those duties under the **Personal Supervision** of fully Authorised **Personnel** until their *Authorisation* is reinstated.

4. If a National Grid member of staff has their *Authorisations* suspended due to an absence from their normal duties then, section 4.3 shall be followed for an **Authorised Person** and **Senior Authorised Person** or, a re-authorisation plan agreed and recorded by the Line Manager will be utilised for all other *Authorisations*, not subject to a formal investigation. Asset Operations Competency Team to amend the Training Database.

5. Retraining may be deemed an appropriate action following any / all investigations including audit findings.

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Appendix A - Appointment Matrices

The Safety Rules Team reserve the right to monitor the Authorisation process and may request to observe any authorisation interview, that they presently do not attend automatically, to align with the Energy Network Association's directive of observing methods around Operational Authorisation and Monitoring processes.

Person and **Competent Person**

X = Recommended Option O = Alternative Option		Training			Assessment by		Review	Remark
		National Grid Location	Global Tech Training Centre	*Non*-**Company**	National Grid Line Manager	National Grid Global Tech Centre Trainer	Refresher/ Re-assess Period	
Person	National Grid	X	O		X	O	3 yrs	Refresher / Re-assessment process as per section 5.1
	Non-**Company**		X*	O		X	3 yrs	
Competent Person	National Grid	X	O		X**	O	1 yr	Refresher / Re-assessment process as per section 5.2
	Non-Company		X	O	O***	X	1 yr	Refresher / Re-assessment process as per section 5.7

Notes:-
* Initial **Person** *Authorisation* shall take place at or via the Global Technical Training Centre of Excellence.
** For **CP** panels, if required, an experienced SAP / technical representative may attend to provide technical guidance, AU/1 Form to be completed after on-site evaluation.
***Exceptional circumstances Operations Manager can authorise on site, with the Head of Substations & Cable or OHL consent.
Operations Manager must send a copy of the Cover Note to the Global Technical Training Centre of Excellence to allow *Authorisation* to be updated on EUSR.

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Authorised Person and **Senior Authorised Person**

X = Recommended Option O = Alternative Option		Training			Visits or visits by		Constitution of *Authorisation* Panel					Practical Tests	Form	Annual Review	Refresher/ Reassessment period	Remark
		National Grid Location	Global Tech Training Centre	*Non*-**Company**	Planning	NGET Control	SHES &C E	'Head Of' S/S or OHL (Authorising Manager)	ET Safety Rule Team	*Non*-**Company** Observer	Operations Manager	Site + NGET Control				
Authorised Person	National Grid		X			X		X			X****	X	AU//1		1 yr	Refresher / Re-assessment process as per section 5.3
	Non-Company		X	O				X*	X	X		X	AU//1		1 yr	Refresher / Re-assessment process as per section 5.8
	NG - NSI 27	X						X			X	X***	AU//1		1 yr	Refresher / Re-assessment by Line Manager review.
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	1 yr	Refresher / Re-assessment process as per section 5.4
Senior Authorised Person 2 Prepare, consent, issue, transfer and cancel PFW, LAC, CLLVW, for **LV Equipment** as appropriate			X				X	X**	X#			X	AU//1	X	1 yr	
Senior Authorised Person 3 Prepare, consent, issue, transfer and cancel PFW, LAC, for Mechanical **Equipment** as appropriate			X				X	X**	X#			X	AU//1	X	1 yr	

Notes:

* For **AP,** *Non*-**Company** *Authorisation* Panel, 'Head Of' S/S may be substituted by Operations Manager.

** For **SAP** panels, if required, an experienced SAP / technical representative may attend to provide technical guidance. ('Head Of' S/S or OHL should remain independent where practicable).

*** Practical Test at site only

**** Independent Operations Manager where practicable, or substituted by the SHES&C E (with the agreement of 'Head Of' of S/S or OHL)

For SAP Panels the SHES & Compliance Engineer (SHES&C E) shall where possible be independent.

By exception, a member of the Safety Rules Team can provide independence at internal zonal SAP Final Interview Panels.

Constitution of National Grid **AP** Authorisation Panel - candidates 'Head Of' S/S or OHL and independent Operations Manager. The 'Head Of' S/S or OHL may nominate a suitably qualified and experienced technical representative from the respective Zonal Leadership Team, to undertake the 'Authorising Manager' role on their behalf.

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Control Person (Operation), Control Person (Safety) and Operational Authority 1

X = Recommended Option O = Alternative Option	Training			Visits		Constitution of *Authorisation* Panel				Practical Tests	Form	Annual Review	Refresher/ Reassessment period	Remark
	National Grid Location	Global Tech Training Centre	Non-**Company**	Site	NGET Control	SHES &C E	Authorising Manager***	ET Safety Rule Team	Non-**Company** Observer	Site + NGET Control				
Control Person (CPO 1) **Control Person (CPO 1) Limited**	X			X*			X			X****	AU//1	X	3 yr	Authorisation Panel, refer to NGET Control Management Procedure
Control Person (CPO 1) (Restricted)	X			X*	X*		X			X****	AU//1	X	3 yr	
Control Person (CPS 1) **Control Person (CPS 1) Limited**	X			X*			X	O		X****	AU//1	X	3 yr	
Control Person (CPOS 1) Limited	X					X	X				AU//1	X	1 yr	CPOS 1 Authorisation to be site specific
Control Person (CPOS 2)		X				X	X			X**	AU//1	X	1 yr	Refresher / Re-assessment process as per section 5.4
Control Person (CPOS 3)		X				X	X			X**	AU//1	X	1 yr	Refresher / Re-assessment process as per section 5.4
Operational Authority 1 (OA1)	X					X	X				AU//1	X	1 yr	Refresher / Re-assessment process as per section 5.4

Notes:

* Site visits are not required where the trainee has previously worked on site, control room visits not required where trainee has previously worked at NGET Control
** Captured as part of the **Senior Authorised Person** Practical
*** Authorising Manager could be ET Head of S/S or NGET Control Manager (as per NGET Management Procedure)
**** NGET Control Simulator Practical Assessment
SHES & Compliance Engineer (SHES&C E) shall where possible be independent.

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Appendix B1 – Record of Authorisation Interview Form AU/1

UK ELECTRICITY TRANSMISSION SAFETY RULES INTERVIEW FORM AU/1

CANDIDATE DETAILS (print names)

Name :		Payroll N° (NG Staff):	
Company :		EUSR ID Number:	
		Geographical Limitation (Non-NG staff):	

RECORD OF VISITS AND PRACTICAL TEST (print names)

Visit or visited by NGET Control / Planning on:	Practical test undertaken under the **Personal Supervision** of:	#**SAP / AP**:	**Control Person**:	Date:

AUTHORISATION PANEL (print names)

SHES & Compliance Engineer		Authorising Manager	
AO Safety Rules Representative		*Non*-**Company** Observer	
Technical Representative		Other	

AUTHORISATION AND OPERATIONAL AUTHORITIES (mark X as appropriate)

Competent Person		**Competent Person** (ROMP)		**Authorised Person**	
Senior Authorised Person # 1 2 3		**Control Person CP(OS) 2**		**Control Person CP(OS) 3**	
***Control Person CP(OS) 1 Limited**		**Control Person (Safety) 1**		**Control Person (Safety) 1 Limited**	
Control Person (Operation) 1		**Control Person – (Operation) 1 Limited**		**Control Person (Operation) 1 Restricted**	

PFW		SFW		LAC		CLLVW			
OA1		OA2		OA3		OA5		OA6	

*CP(OS) 1 Limitations

NATIONAL SAFETY INSTRUCTIONS (mark X as appropriate)

	NSI 1 Operational & Safety Switching		NSI 2 Earthing High Voltage Equipment		NSI 3 High Voltage Metal Clad Switchgear with Spouts
	NSI 4 Work on or near High Voltage Overhead Lines (Section 1)		NSI 4 Work on or near High Voltage Overhead Lines (Section 2)		NSI 5 Cable Systems
	NSI 6 Demarcation in Substations (Limited)		NSI 6 Demarcation in Substations		NSI 8 Mobile Elevated Work Platforms, Lorry Loaders, Vehicles, Cranes and Objects in Substations
	NSI 9 Testing High Voltage Equipment		NSI 10 Equipment Containing Pressurised Insulating / Interrupting Gas		NSI 11 Work on or Near to High Voltage Capacitors
	NSI 12 Low Voltage Equipment		NSI 14 Automatically or Remotely Controlled Equipment		NSI 17 Pressure Systems
	NSI 24 Modification or Repair of Earth Conductors on Main Earth Systems		NSI 26 Railway Connection Circuits		NSI 27 Work on or near to High Voltage Direct Current (HVDC) Equipment

Signed:	Date:

The Authorising Manager and/or the constitution of any panel recommends that the candidate be authorised for the duties and responsibilities specified above
Delete as appropriate

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Appendix B2 – Record of Authorisation Interview Form AU/2

Name:	Payroll Number:
Authorisation Suspension Date:	Reason for Suspension:
Authorisations Required:	Proposed Authorisation Reinstatement Date:
Authorisation Reinstatement Plan:	
General Comments:	

Training Course Requirements:		
Course Name	Date Attended	Assessment Completed & Score (if applicable)

E-Learning Training and Assessment Requirements:		
E-learning Title	Date Completed	Assessment Completed & Score (if applicable)

SHES Review Events:	
Event Title	Completion Date

Interview Panel Required (SAP or AP)	Yes / No (Delete where applicable)	Date:
Management Interview:		
Line Manager Name:		Sign:
Head of S/S or OHL Name:		Sign:
Authorisation Reinstated	Yes / No (Delete where applicable)	
AU/1 form completed	Yes / No (Delete where applicable)	
Learning Link updated (input this doc and a new AU1 form)		Yes / No (Delete where applicable)
Zonal SHES and Compliance Engineer informed and NSI 30 Audit arranged for within the next 12 months		Yes / No (Delete where applicable)

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Appendix C – Person and Competent Person Cover Note

EUSR
Energy & Utility Skills Register

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Person

Cover Note

Title *Mr, Mrs, Ms, Miss or Other*			
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: *Please delete authorisation which* ***does not*** *apply to this person*	**Person – Substations**
	Person - Overhead Lines
Event Date	
Trainer/Facilitator Name	
Trainer/Facilitator Signature	
Authorising Name	
Authorising Signature	
Expiry date of this cover note	

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EUSR
Energy & Utility Skills Register

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Competent Person

Cover Note

Title *Mr, Mrs, Ms, Miss or Other*			
Forename and Surname		**Signature**	
Date of Birth			
EUSR No. (if known)		**Cover Note Ref.**	

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

Registered for: *Delete Authorisation(s) which **do not** apply to this person*	**Safety Documents**		**National Safety Instruction 4 – Section 1**
	Permit for Work ROMP		**National Safety Instruction 4 - Section 2**
	Sanction for Work		**National Safety Instruction 6**
	National Safety Instruction 2 - Limited		**National Safety Instruction 8 - Full**
	National Safety Instruction 4 - CP A		**National Safety Instruction 8 - Limited**
	National Safety Instruction 4 - CP B		**National Safety Instruction 9**
	National Safety Instruction 4 - CP C		
	National Safety Instruction 4 - CP D		

Event Date			
Trainer/Facilitator Name		**Trainer/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 E-Learning package has taken place.

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Appendix D - Person Record of nine (9) days' work on a (High Voltage) site(s)

Competent Person must have been previously authorised as a **Person** and to have worked on a National Grid or other Electrical utility HV site, under Safety Documentation conditions, as part of a working party for a period of nine (9) days. This is to ensure that people without site experience in the HV Substation / OHL environment do not take charge of a working party. This requirement does not affect anyone who already holds a **Competent Person** card.

Personal Details

Employee's Full Name			**Signature:**	
Employer:			**EUSR No.**	
Employer's Management Representative:	**Full Name:**			
	Signature:			
	Company Position:			

Note:- An Employers Management Representative's details are required to confirm the suitability of their nominated candidate to undertake NG **Competent Person** Training, Assessment & Duties.

Day	Date	Employer	National Grid / Electrical Utility - Location	Signature of Employee	Safety Document Number
1					
2					
3					
4					
5					
6					
7					
8					
9					

Completed booking forms, evidence of existing Health and Safety training, record of Person card holder 9 days' work on a National Grid or other Electrical Utility site, under Safety documentation conditions and Annual Reviews of appointed employees may be required for audit purposes.

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Appendix E – Full Listing of NSI 30 Authorisations

The below table 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.

Person		Authorised Person		Senior Authorised Person
Person - Substations		OA 2		OA 1
Person – Overhead Lines		OA 3		
		OA 6		CP(OS)1 Limited – HV
Competent Person				CP(OS)2 – LV
CP - PFW				CP(OS)3 – Mech.
CP - PFW ROMP		AP – NSI 1		
CP - LAC		AP – NSI 2		
CP - SFW		AP – NSI 27		SAP - PFW
CP - CLLVW				SAP - LAC
		*Annual Review		SAP - SFW
CP – NSI 2		**SHES Review Events*		SAP - CLLVW
CP – NSI 2 - Limited				
CP – NSI 3		Control Person Operation		SAP1 – HV System
CP – NSI 4 – Section 1		OA – 5		SAP2 – LV System
CP – NSI 4 – Section 2		OA – 6		SAP3 – Mechanical System
CP – NSI 4 – CP A				
CP – NSI 4 – CP B		CP(O) 1 – HV*		SAP – NSI 1
CP – NSI 4 – CP C		CP(O) – NSI 1		SAP – NSI 2
CP – NSI 4 – CP D				SAP – NSI 3
CP – NSI 5		CP(O)1 – Limited*		SAP – NSI 4 – Section 1
CP – NSI 6		CP(O)1 – Restricted*		SAP – NSI 4 – Section 2
CP – NSI 6 - Limited				SAP – NSI 5
CP – NSI 8		*NGET Control Stand Down Day		SAP – NSI 6
CP – NSI 8 - Limited		*Annual Off-Line Audit		SAP – NSI 6 - Limited
CP – NSI 9		*3 Yearly Audit		SAP – NSI 8
CP – NSI 10				SAP – NSI 9
CP – NSI 11		Control Person Safety		SAP – NSI 10
CP – NSI 12		CP(S) 1 – HV*		SAP – NSI 11
CP – NSI 17		CP(S) 1 – Limited*		SAP – NSI 12
CP – NSI 24				SAP – NSI 14
		CP(S) – NSI 1		SAP – NSI 17
		CP(S) – NSI 2		SAP – NSI 24
		CP(S) – NSI 3		SAP – NSI 26
		CP(S) – NSI 4		SAP – NSI 27
		CP(S) – NSI 5		
*Annual Review		CP(S) – NSI 9		
**SHES Review Events*		CP(S) – NSI 10		
		CP(S) – NSI 11		
		CP(S) – NSI 26		
		CP(S) – NSI 27		
		CP(S) – NSI 33		*Annual Review
				**SHES Review Events*
		*NGET Control Stand Down Day		*SAP – Audit
		*Annual Off-Line Audit		
		*3 Yearly Audit		
		*Paper Based Assessment		

Notes:
* These are the requirements to maintain an *Authorisation(s)* and are recorded in the Training Database

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Appendix F – NSI Authorisation Pre-course Requirements

	Authorisation Pre-course Requirements			
Authorisation	**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 CP* within last 12 months CP NSI 12 & 17	N/A	As per *SAP Manual*	2 ROMP documents held under **Personal Supervision** of a ROMP authorised *CP* within last 12 months, other Utility Company equivalent documents may be evidenced. and ROMP E-Learning Training and Assessment delivered by the Global Technical Training Centre of Excellence
NSI 1 – Operational & Safety Switching	N/A	As per *AP Manual* Or *Non*-**Company** *AP Manual*	As per *SAP Manual*	N/A
NSI 2 – Earthing High Voltage Equipment	*Authorised* as a *CP* 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 *CP* within last 12 months. Evidence of two occasions of giving physical assistance in applying portable **Primary Earth(s)** under **Personal Supervision** of an *SAP1* within last 12 months	As per *AP Manual* *(not required for an Optel AP)* Or *Non*-**Company** *AP Manual*	As per *SAP Manual*	Authorised as a *CP* 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 CP* within last 12 months Or NSI 2 Practical Course delivered by the Global Technical Training Centre of Excellence
NSI 3 - High Voltage Metalclad Switchgear with Spouts	*Authorised* as a *CP* NSI 6 & 8 Read NSI 3 Rules & Guidance Two occasions of holding **Safety Document(s)** under **Personal Supervision** of an NSI 3 authorised *CP* within last 12 months	*Authorised* as an *AP*	*Authorised* as *SAP 1* Read NSI 3 Rules & Guidance Two occasions of preparing **Safety Document(s)** on metal clad switchgear under **Personal Supervision** of a *SAP1* authorised to NSI 3 within last 12 months	N/A

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	Authorisation Pre-course Requirements			
Authorisation	**Competent Person**	**Authorised Person (Company / Non-Company)**	**Senior Authorised Person**	**Non-Company Competent Person**
NSI 4 Work on or Near High Voltage Overhead Lines Core Authorisation Section 1	*Authorised* as a Person Read Section 1 of NSI 4 9 days on-site experience as part of a working party Evidence of two occasions in the application and removal of **Drain Earth(s)** under **Personal Supervision** of an NSI 4 authorised CP within last 12 months	N/A	As per SAP Manual	*Authorised* as a **Person** 9 days on-site experience or Pre-**Competent Person** Course completion. CPA and CPB Read section 1 of NSI 4 CPC Read section 1 of NSI 4 Evidence of two occasions in the application and removal of **Drain Earth(s)** under Personal **Supervision** of an NSI 4 authorised CP within last 12 months or NSI 4 Practical Course delivered by the Global Technical Training Centre of Excellence
NSI 4 OHL Authorisation(s) – Section 2	*Authorised* as **Competent Person** OHL to NSI4 Section 1 core. Read Section 2 of NSI 4.	N/A	*Authorised* as a **Senior Authorised Person** OHL to NSI 4 Section 1 core. Read section 2 of NSI 4.	CPD *Authorised* as **Competent Person** Read section 2 of NSI 4.

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	Authorisation Pre-course Requirements			
Authorisation	**Competent Person**	**Authorised Person (Company / *Non*-Company)**	**Senior Authorised Person**	***Non*-Company Competent Person**
NSI 5 – Cable Systems	Authorised as a *CP* NSI 6 & 8 Read NSI 5 Rules & Guidance Complete approved Cable appreciation course and CBT assessment. Two occasions of holding **Safety Document(s)** under **Personal Supervision** of an NSI 5 authorised *CP* within last 12 months	N/A	Authorised as a *SAP 1* Read NSI 5 Rules & Guidance Complete approved Cable appreciation course and CBT assessment. Two occasions of preparing **Safety Document(s)** under **Personal Supervision** of an NSI 5 authorised *SAP1* within last 12 months	N/A
NSI 6 - Demarcation in Substations	Authorised as **Person** 9 days' on-site experience as part of a **Working Party** Read NSI 6 and NSI 6 Guidance Two occasions of holding **Safety Document(s)** under **Personal Supervision** of an NSI 6 authorised *CP* within last 12 months	N/A	As per *SAP Manual*	Authorised as **Person** 9 days' on-site experience as part of a **Working Party** or Pre-**Competent Person** Course completion. Read NSI 6 and NSI 6 Guidance
NSI 8 – Mobile Elevated Work Platforms, Lorry Loaders, Vehicles, Cranes and Objects in Substations	Authorised as **Person** 9 days' on-site experience as part of a **Working Party** Read NSI 8 and NSI 8 Guidance Two occasions of holding **Safety Document(s)** under **Personal Supervision** of an NSI 8 authorised *CP* within last 12 months	N/A	As per *SAP Manual* or as an additional NSI for Optel **SAPs*** and **Limited SAP 2/3** Complete approved CBT assessment. Two occasions of preparing **Safety Document(s)** under **Personal Supervision** of an NSI 8 authorised *SAP* within last 12 months	For Limited or Full Authorisation Authorised as **Person** 9 days' on-site experience as part of a **Working Party** or Pre-**Competent Person** Course completion. Read NSI 8 and NSI 8 Guidance

Notes

*For Optel **SAPs** or **Limited SAP 2/3** who require Full NSI 8 – they will be trained and evaluated in the nominal manner but will be limited to performing Optel or **Limited SAP 2/3** only activities against NSI 8.

The Optel **SAPs** and **Limited SAP 2/3** will be allowed to evaluate simple tasks with regards to **HV**, **LV** and **Mechanical** Safety & Operational clearances to create a Safe System of Work to avoid **Danger**, but if there is any doubt as to what they are evaluating, it is actively encouraged that the Optel **SAP** may need to consult with an **SAP 1** on site to ensure a Safe System of Work is evident. It may also be the case that the **SAP 1**, if aware of the NSI 8 Optel work, may ask to see and agree the relevant RAMS prior to the work commencing and point out any concerns they may have with regards to **System** Safety, as some complex proximity arrangements may need some additional assessment and advice from an **SAP 1**.

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	Authorisation Pre-course Requirements			
Authorisation	**Competent Person**	**Authorised Person (Company / *Non*-Company)**	**Senior Authorised Person**	***Non*-Company Competent Person**
NSI 9 – Testing High Voltage Equipment	Authorised as a *CP* NSI 2,6 & 8 Read NSI 9 Rules & Guidance 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 *CP* within last 12 months	N/A	As per *SAP Manual*	Authorised as a *CP* NSI 6 full, NSI 8 limited & NSI 2 limited Read NSI 9 Rules & Guidance 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 *CP* within last 12 months
NSI 10 – Equipment Containing Pressurised Insulating / Interrupting Gas	Authorised as a *CP* NSI 6 & 8 Completed approved SF6 Gas Handling Course (SF6 Module 2 - SF6 Usage and Operating Recovery Equipment) or Previous equivalent courses Read NSI 10 Rules & Guidance Two occasions of holding **Safety Document(s)** under **Personal Supervision** of an NSI 10 authorised *CP* within last 12 months. (At least one covering gas depressurisation and entry into a gas zone)	N/A	Authorised as a *SAP 1* Read NSI 10 Rules & Guidance Completed: SF6 Module 1 – Top up and Test SF6 Module 2 - SF6 Usage and Operating Recovery Equipment or Previous equivalent courses Two occasions of preparing **Safety Document(s)** under **Personal Supervision** of an NSI 10 authorised *SAP1* within last 12 months. (At least one covering gas depressurisation and entry into a gas zone)	N/A
SF6 Gas handling Courses will provide staff with the basic Gas Handling knowledge and awareness for managing all types of Gas that switchgear may contain – therefore there is no need for any separate Gas handling courses and reference to the applicable Technical Guidance Note (178) and Manufactuer's Instructions will provide any Gas specific handling information required.				
NSI 11 – Work on or Near to High Voltage Capacitors	Authorised as a *CP* NSI 2,6 & 8 Read NSI 11 Rules & Guidance Two occasions of holding **Safety Document(s)** under **Personal Supervision** of an NSI 11 authorised *CP* within last 12 months	N/A	Authorised to *SAP 1* Read NSI 11 Rules & Guidance Two occasions of preparing **Safety Document(s)** on capacitor bank under **Personal Supervision** of a *SAP1* authorised to NSI 11 within last 12 months	N/A

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	Authorisation Pre-course Requirements			
Authorisation	**Competent Person**	**Authorised Person (Company / *Non*-Company)**	**Senior Authorised Person**	***Non*-Company Competent Person**
NSI 12 - Low Voltage Equipment	Authorised as a *CP* NSI 6 & 8 Read NSI 12 Rules & Guidance Two occasions of holding **Safety Document(s)** under **Personal Supervision** of an NSI 12 authorised *CP* within last 12 months	N/A	As per *SAP Manual*	N/A
NSI 14 - Automatically or Remotely Controlled Equipment	N/A	N/A	As per *SAP Manual*	N/A
NSI 17 – Pressure Systems	Authorised as a *CP* NSI 6 & 8 Read NSI 17 Rules & Guidance Two occasions of holding **Safety Document(s)** under **Personal Supervision** of an NSI 17 authorised *CP* within last 12 months	N/A	As per *SAP Manual*	N/A
NSI 24 – Modification or Repair of Earth Conductors on Main Earth Systems	Authorised as a *CP* NSI 6 & 8 Read NSI 24 Rules & Guidance Two occasions of holding **Safety Document(s)** under **Personal Supervision** of an NSI 24 authorised *CP* within last 12 months	N/A	Authorised to *SAP 1* Read NSI 24 Rules & Guidance Two occasions of preparing **Safety Document(s)** under **Personal Supervision** of a *SAP1* authorised to NSI 24 within last 12 months.	N/A
NSI 26 – Railway Connection Circuits	N/A **Note – although NSI 26 mentions Competent Person – there are no responsibilities attached to this role – thus a separate authorisation is not required.*	N/A	Authorised to *SAP 1* Read NSI 26 Rules & Guidance Complete approved appreciation course and CBT assessment. (CBT only for experienced Engineers). Two occasions of preparing **Safety Document(s)** under **Personal Supervision** of a *SAP1* authorised to NSI 26 within last 12 months.	N/A

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	Authorisation Pre-course Requirements			
Authorisation	**Competent Person**	**Authorised Person (Company / *Non*-Company)**	**Senior Authorised Person**	***Non*-Company Competent Person**
NSI 27 – Work on or near to High Voltage Direct Current (HVDC) Equipment	N/A **Note – although NSI 27 mentions Competent Person – there are no responsibilities attached to this role – thus a separate authorisation is not required.*	Authorised as an *AP* Read NSI 27 Rules, Guidance & relevant Appendices Two occasions of carrying out switching to NSI 27 under **Personal Supervision** of an NSI 27 authorised A*P* within last 12 months. Two desktop exercises may be completed in lieu of above. Complete NSI 27 AP Assessment	Authorised to *SAP 1* Read NSI 27 Rules, Guidance & relevant Appendices Two occasions of preparing **Safety Document(s)** under **Personal Supervision** of a *SAP1* authorised to NSI 27 within last 12 months. Complete NSI 27 SAP assessment.	N/A
CP(OS) 1 Limited	N/A	N/A	Authorised to *SAP 1* Performed role to site specific procedures under **Personal Supervision** of an existing *CP(OS) 1* Limited.	N/A
OA1	N/A	N/A	Authorised to *SAP 1* Performed role under **Personal Supervision** of an existing OA1 Two completed switching instructions. (Two desktop exercises may be completed in lieu of above).	N/A

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Appendix G – Minimum Person Requirement Guidance

Guidance below is for nominal scenarios for the requirement of the **Person** *Authorisation* on or near to National Grid **Locations**.

The ultimate decision on what *Authorisation* will be on a risk based approach depending upon the proximity to the **System** and the task being performed. This decision is deemed by the Occupier in Law or their representative on any site location, be that within a Substation, Overhead Line Route or Compound or Optel Compound, nominally the Occupier or Occupier's Representative or **Senior Authorised Person**.

Note – Project Manager's / Supervisor's have no say in the *Authorisation* requirements unless the site in question is not under Safety Rules, not part of the **System** and managed by a Priniple Contractor, who then clarifies what *Authorisations* are required.

When undertaking works involving or near to National Grid infrastructure, such as Electrical Substations, OverHead transmission lines, cables, or associated **Equipment,** it is essential to ensure the safety of **Personnel**, safety of the public, and the integrity of the **System**. One key safety measure is ensuring individuals undertaking certain work activities possess the necessary Authorisations, training, and competence to manage risks and oversee work activities within these high-risk environments (e.g. a National Grid 'Person').

This guidance is produced in line with the requirements of NSI 30 and is not an excuse to deviate from that or any contracual arrangements in place.

To aid in when a NG **Person** *Authorisation* is required some task examples have been produced in the Table G below, this is not an exhaustive list.

Additional Considerations

Whilst some low-risk activities, such as administrative tasks not involving direct contact with operational equipment, may not require a National Grid **Person**, any uncertainty should be clarified with National Grid before commencing work. It is recommended that the National Grid Occupier / owner is always contacted in advance of works being planned to confirm *Authorisation* / competency requirements and obtain local information.

For all visits, the contractor should provide National Grid with an exact Scope of Works and suitable Risk Assessments and Method Statements (RAMS) to cover the tasks to be undertaken. The site representative will then confirm the local arrangements and *Authorisation* requirements – this will avoid access being prevented on the day.

Personal Supervision can be given by *Authorised* National Grid staff if someone does not hold National Grid **Person** in certain scenarios. This control measure should not be relied upon as standard, and the required safety arrangements should be properly discussed and considered with the local Occupier, Occupier's representative / **Senior Authorised Person** (**SAP**) or site representative to determine feasibility prior to this being agreed.

It is important to note that requirements may vary depending on site-specific risks, the nature of the work, and any special instructions issued for particular **Locations** or projects. Always consult the latest National Grid information and consult the local contact for exact instructions, *Authorisations* and detailed information.

Training

National Grid **Person** training takes place at the National Grid Training Site in Eakring, Nottinghamshire. The training is organised by EUSR via the following link - https://www.ngbookings.co.uk/our-courses.

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Table G

Scenario	Detail	NG Person Required?
Non-operational personnel (e.g., access control and security guards)	Works within the **Safety Distance** of **Live**, **High Voltage** infrastructure and / or under Safety Rules (or control of access to work areas that meet this criteria).	**Yes**
	Offline infrastructure builds (prior to Safety Rules applying), and / or works outside of the **Safety Distance** of **Live** electrical infrastructure with no risk of infringement.	**No**
Works involving High Voltage Equipment	Any activity that brings **Personnel** into **Proximity** with **High Voltage Equipment**, such as maintenance, installation, inspection, or repair, and requires a **Safety Document** to be issued.	**Yes**
Works near High Voltage Equipment (no risk of infringing safety distances)	Non-intrusive works taking place near electrical infrastructure or substation, where no equipment / tools are used (such as visual surveys and walkovers on a green field site)	**No**
	Intrusive works taking place near overhead lines or underground electrical cables, but no **Safety Document** is required and there is no risk of infringing **Safety Distances** (such as ground investigations)	**No**
	Intrusive works taking place near electrical infrastructure or substation (outside fenced substation boundary), but no **Safety Document** is required and there is no risk of infringing **Safety Distances**.	**No**
Works in a Substation	Non-intrusive works which do not require use of tools (including a tape measure) - photos only. A National Grid **Person** can escort a non-National Grid **Person**, under **Personal Supervision**, for non-intrusive works within a substation.	**No, if Personal Supervision provided** (subject to local agreement)
	Intrusive works or use of tools within a substation compound.	**Yes**
	Works requiring a **Safety Document** to be issued and held by a **Competent Person**.	**Yes – as part of the Working Party**
Access to Restricted Areas	Entry into switch rooms, cable tunnels, or fenced compounds generally mandates National Grid *Authorisations* (see above for specific examples).	**Yes**
Control of Safety Documents	Any activities that involve the issuing of **Safety Documents** or work within an area that require Safety Documentation (e.g., **Permit for Work**, **Limited Access Certificate**).	**Yes**

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