

National Grid UK Electricity Transmission plc

Uncontrolled when printed


NATIONAL SAFETY INSTRUCTION

NSI 30 APPOINTMENT OF PERSONS

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DOCUMENT HISTORY

Issue	Date	Summary of Changes / Reason	Author(s)	Approved By (Title)
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 
7	29/03/10	Document reviewed and amended as detailed below and minor text changes as highlighted in yellow.	NSI Review Group	Transmission SHE Manager Derek Bickers
8	04/04/2011	Annual review; document amended as detailed below and minor text changes as highlighted in yellow.	NSI Review Group	Transmission SHE Manager Derek Bickers
9	02/04/12	Annual review; document amended as detailed below and minor text changes as highlighted in yellow.	NSI Review Group	Head of UK Safety Derek Bickers

KEY CHANGES

Section	Amendments
4.6	New section added to identify AMBP 312 process
5.2, 5.3, 5.4	Wording changed to allow flexibility of dates for annual review (was 1 st January). SAP annual review, SAP Audit and SAP Stand down day words changed in line with new process.
5.5	Continuation of Control Person (Safety) Authorisation amended in line with NOC process
Appendix C & Appendix F	NSI Authorisations amended in line with changes to requirements for contractor authorisations.

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:

Live Line Project Leader
Live Line Nominated **Competent Person**

Live Line Authorisations for ENCC Staff are detailed in NGUK/NO/BP1523.

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 outside Safety Distance 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- Limited Stage 1</i> Carry out limited duties of a Control Person(Operation) for HV Equipment under the personal supervision of a CP(O)1 , and is appointed to specified restricted <i>Operational Authorities</i> and NSI's
		<i>CP(O)1- Limited Stage 2</i> Carry out limited duties of a Control Person(Operation) for HV Equipment under the local supervision of a CP(O)1 , and is appointed to specified restricted <i>Operational Authorities</i> and NSI's. e.g. voltage control
		<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, 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</i> <i>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

<p><i>Operational Authorities</i></p>	<p>Being one of the following:-</p> <p>a <i>OA1</i> Written authority to carry out the following operations when not in a zone established by Point(s) of Isolation:-</p> <ul style="list-style-type: none"> • To render interlocks inoperative • To operate non-interlocked Equipment from the <i>Local Control Point</i> <p>The <i>OA1</i> shall be accompanied and checked by an Authorised Person with <i>Operational Authority OA2</i></p> <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 Equipment 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 (SHE)

- 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

- 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

- Live Line training, assessment and Authorisation require Live Line Project Leaders 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.
- Unless stated within this document, where authorisation assessment and refresher training is undertaken within 2 months of the expiry date of the re-authorisation date, it 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 E-Learning assessment and refresher training.

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** E-Learning assessment and refresher training.

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 or by submission of completed "Person Record of nine (9) days work on National Grid sites" form (Appendix D).

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, Clearance and 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, cleared, 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.

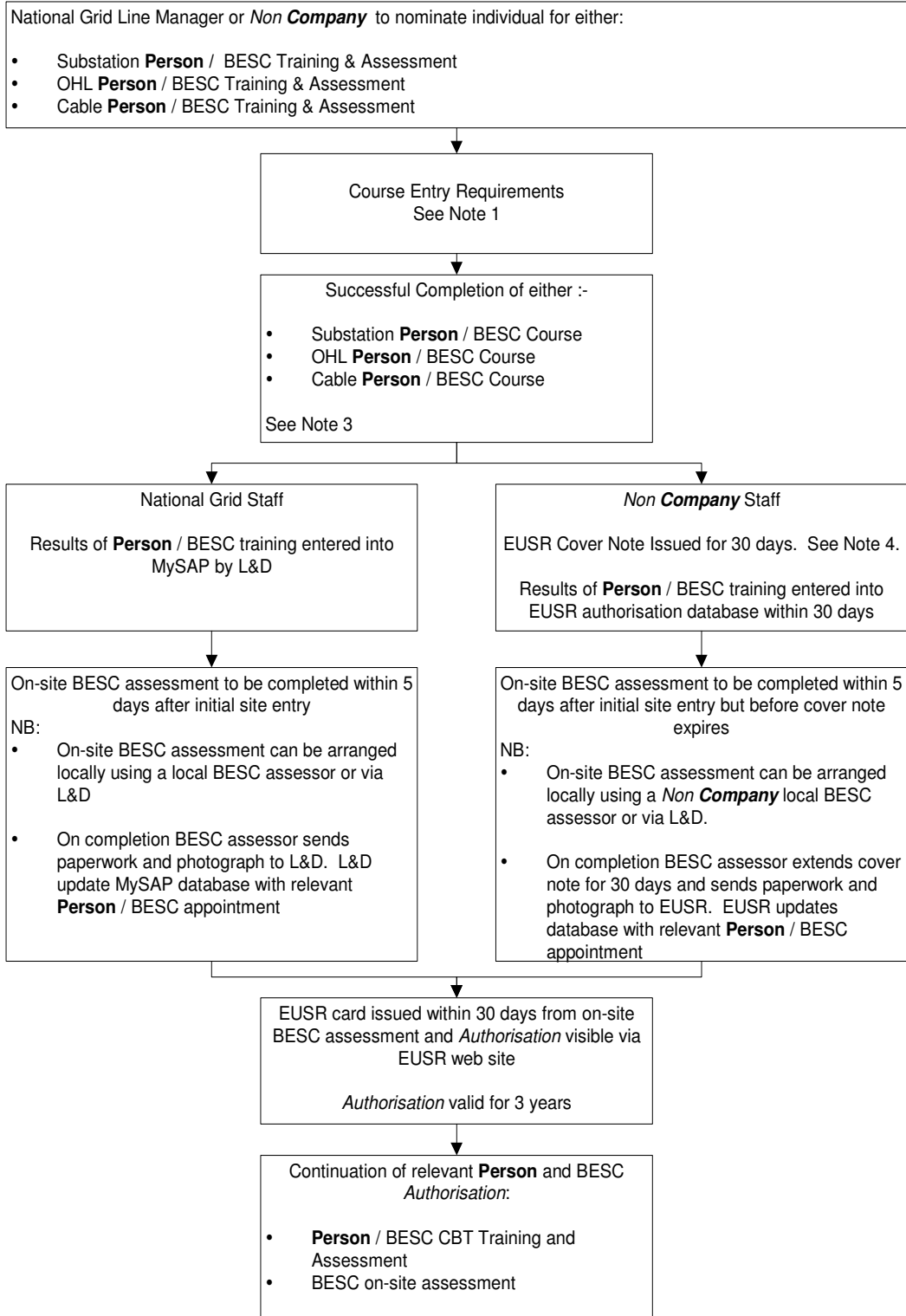
For **Senior Authorised Person** authorisation to OA1, the trainee must have existing OA2 authorisation and have technical and practical training in how to defeat interlocks (electrical and mechanical) under the **Personal Supervision** of a **Senior Authorised Person**, OA1. Authorisation shall be by means of an interview by the Delivery Manager (plus a technical representative if necessary) to test knowledge of objectives and outcomes of any actions taken when rendering interlocks inoperative to ensure safety of both the system and individuals and the correct use of interlock drawings.

4.6 MySAP Authorisation Records

The recording of authorisation information and data in MySAP is carried out in accordance with AMBP 312 – "MDE Safety Qualification Process"

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:

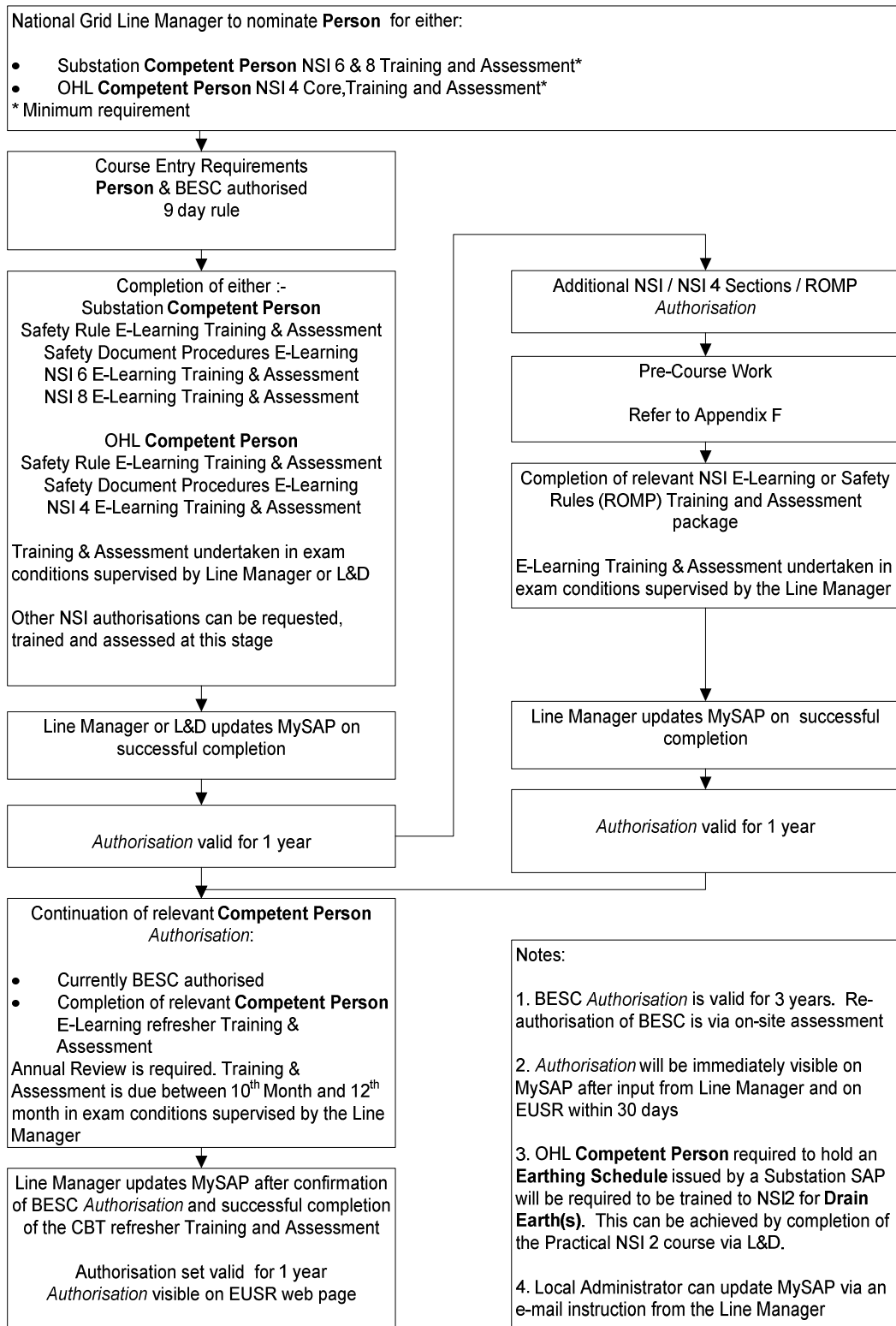
SHEA Level 1 - EUS
EUS level 1 General Health & Safety Module
Working Safely Course
Construction Skills Certificate Scheme – CSCS card
Construction Industry Training Board – CITB card
Institute of Occupational Safety & Health – IOSH card
British Safety Council – BSC card

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.

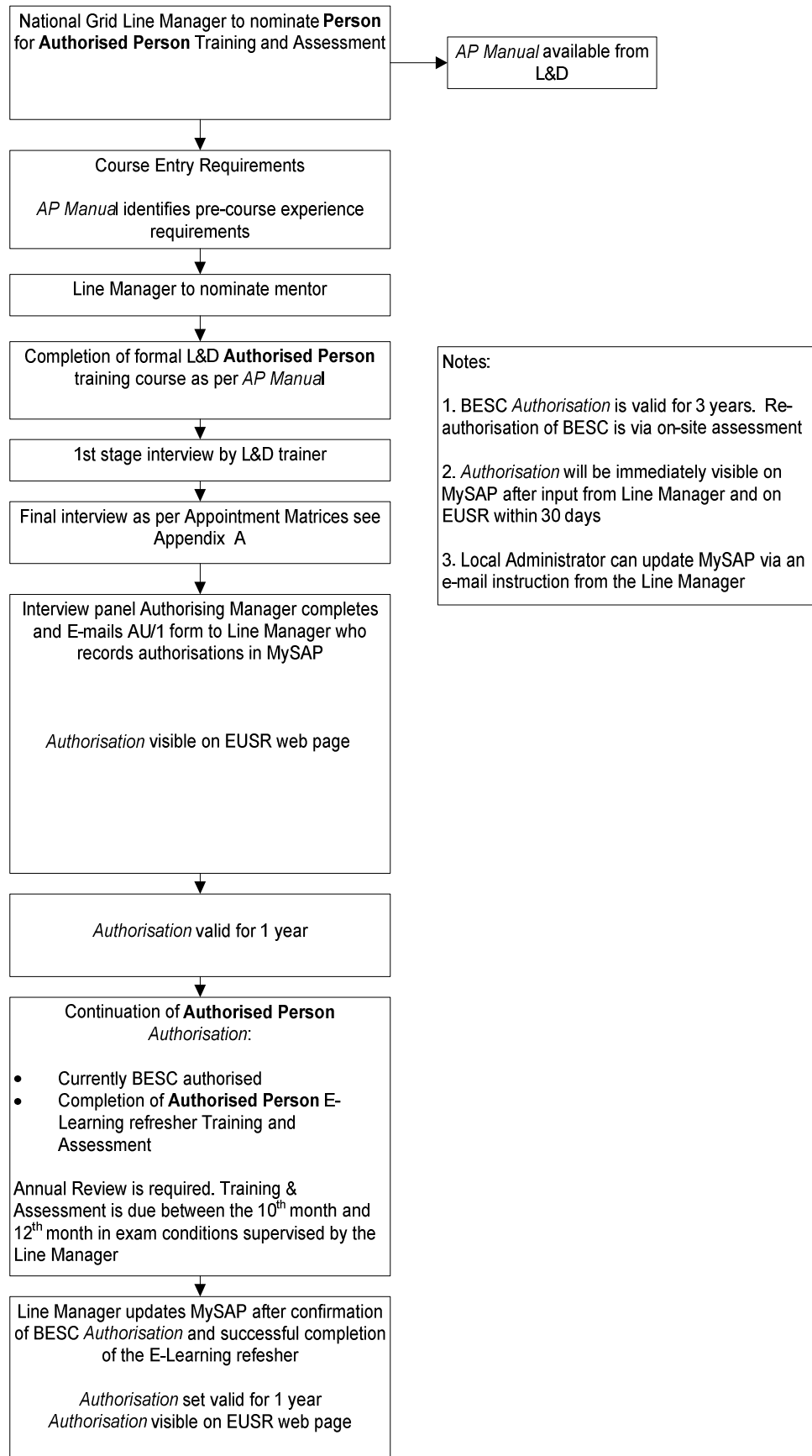
L&D check nominated trainee against database of individuals not to be re-authorised to National Grid Safety Rules.

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 candidates 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.

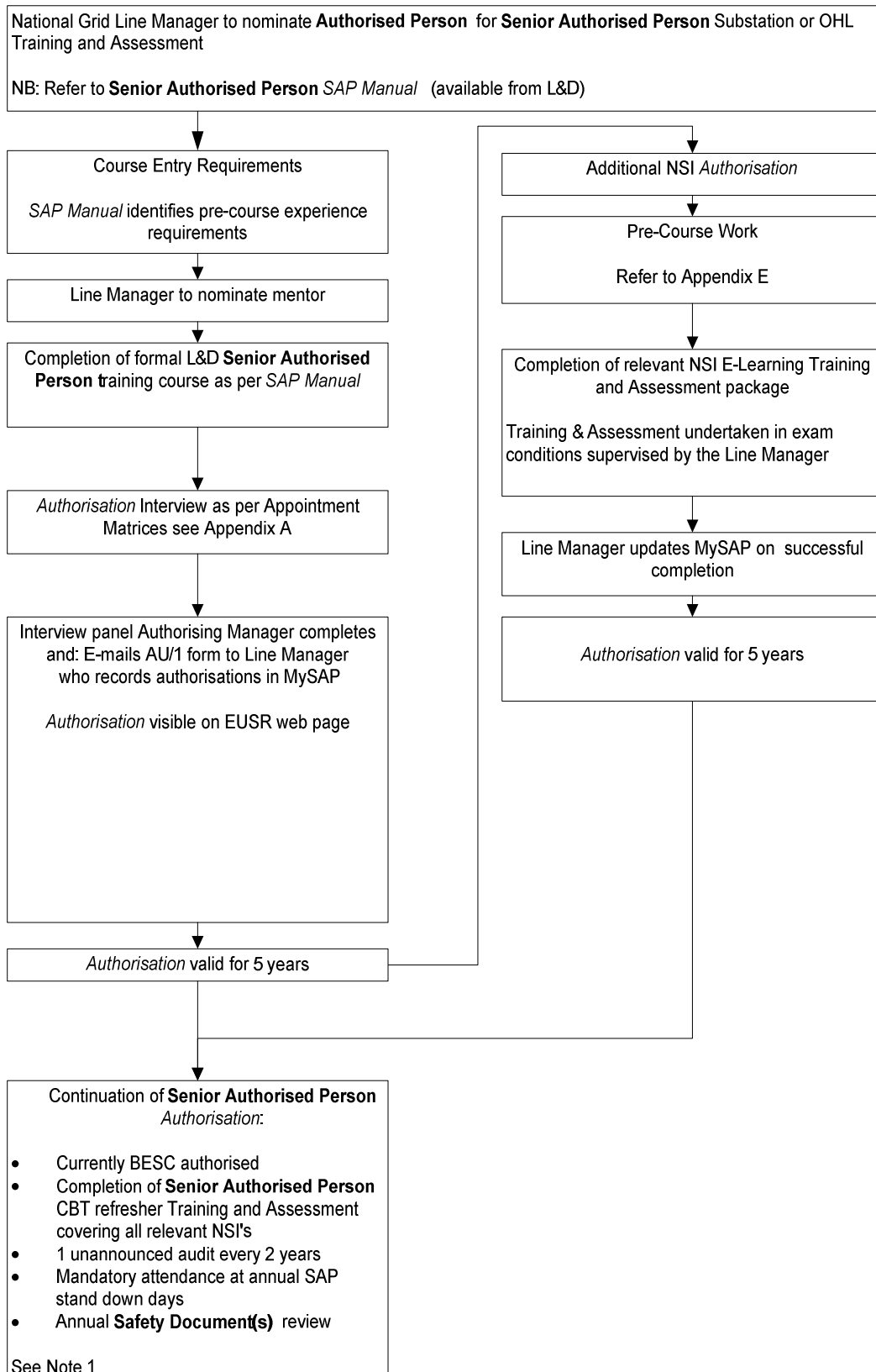
5.2 National Grid **Competent Person**



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** E-Learning assessment and refresher training 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** E-Learning 5 year assessment and refresher training is completed, refer to Section 4.2.

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

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

- Line Manager 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
- Line Manager 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 updates MySAP.
- L&D store evaluation information in course code for that year of attendance.

- L&D inform appropriate Delivery Managers of any **Senior Authorised Person(s)** who have not attended and the Delivery Manager arranges for the **Senior Authorised Person(s)** to receive training covering the course material within 6 weeks of the annual Stand down days and **updates MySAP** when this is completed.

1.3 Senior Authorised Person Audit

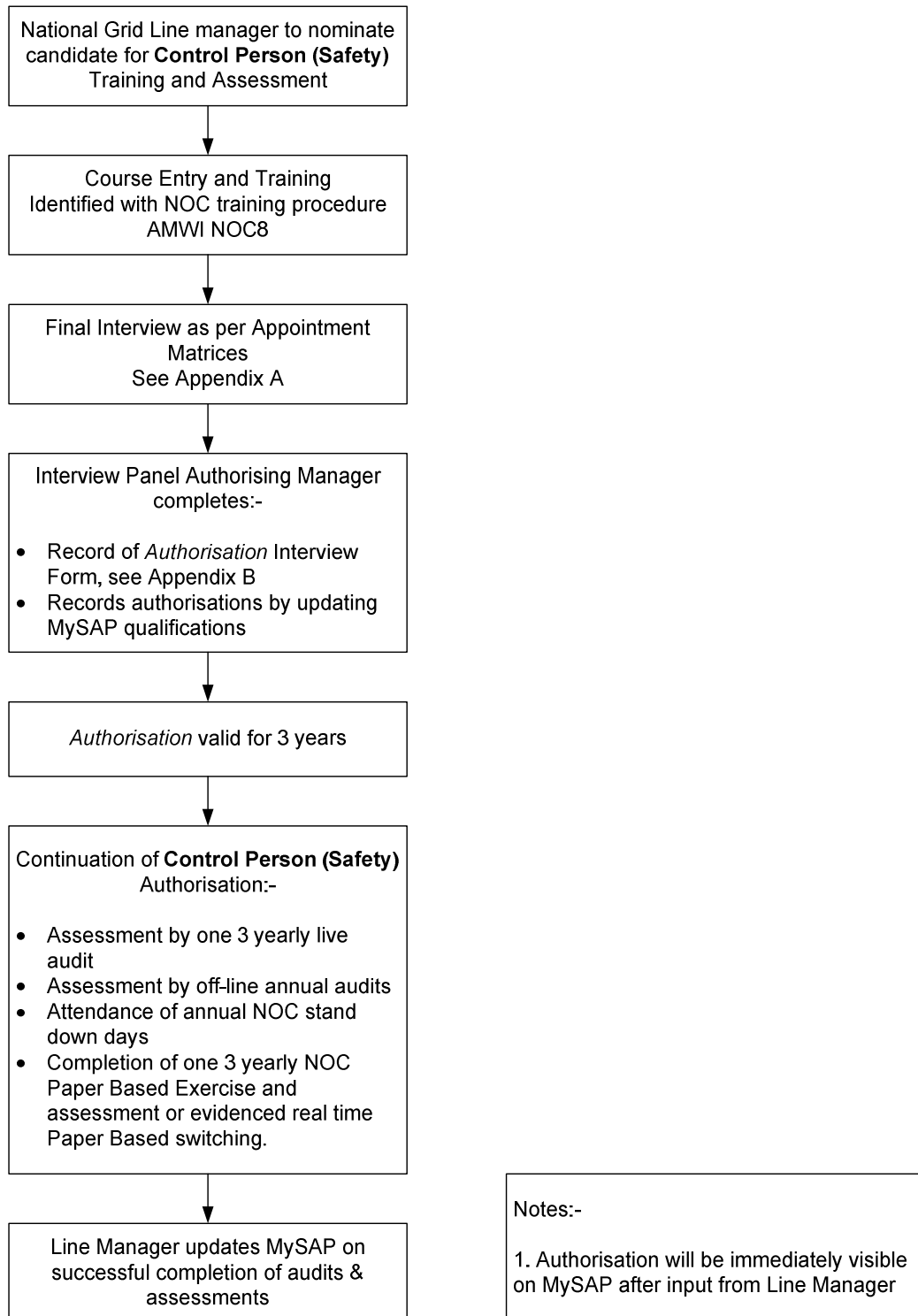
- Safety Rule Assurance Team informs Line Manager of audit completion with any recommendations
- Line manager ensures recommendations are actioned and informs local administrator when audit is completed
- **Safety Rules Assurance Team** updates qualification in MySAP.
- Safety Rule Assurance Team maintain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

1.4 Senior Authorised Person 5 year Refresher E-Learning assessment and training

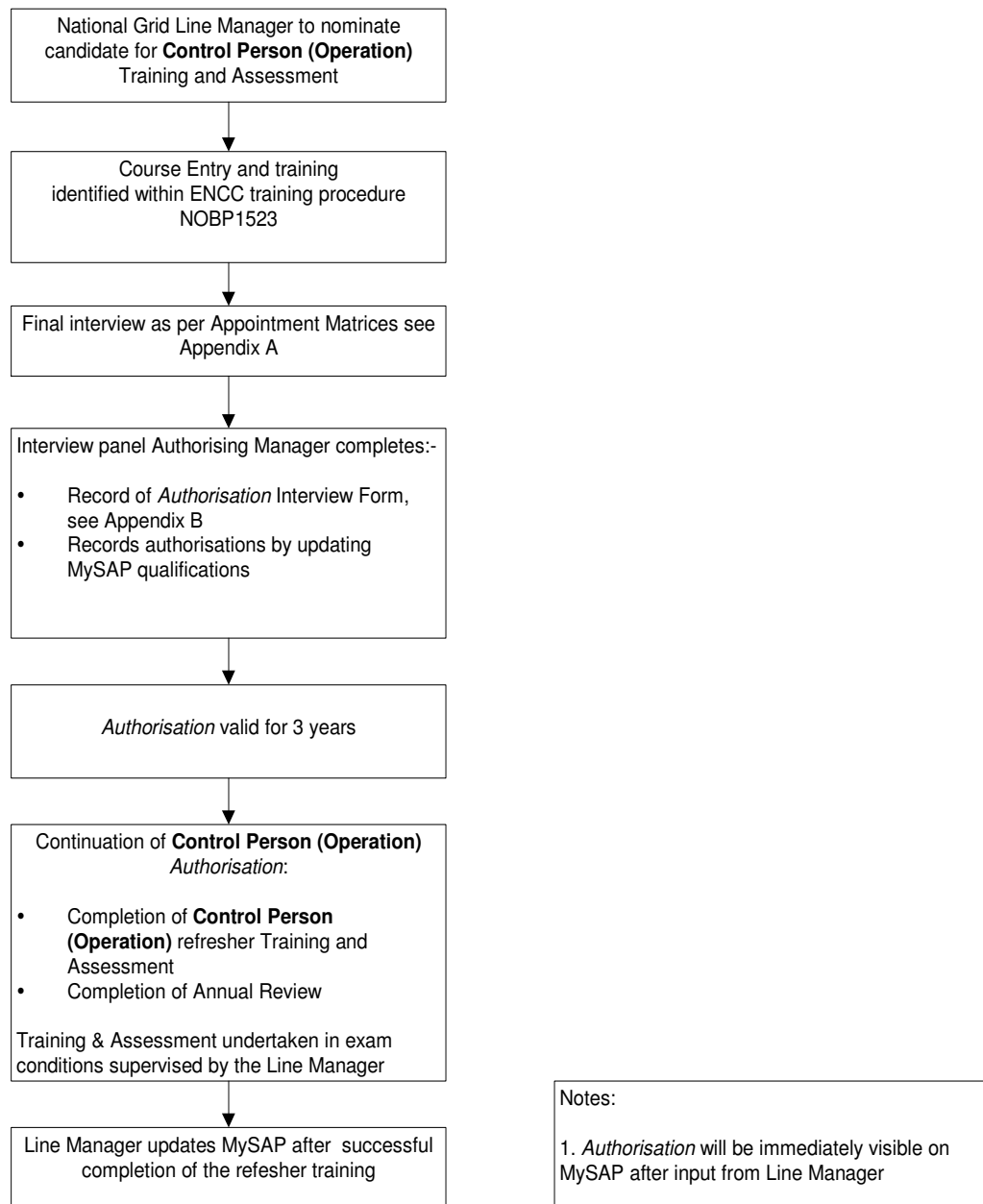
- E-Learning assessment and training shall be undertaken in exam conditions monitored by the line manager
- Line manager updates **Senior Authorised Person** authorisation in MySAP set **to date of passing the assessment.**

2. BESC *Authorisation* is valid for 3 years. Re-authorisation of BESC is via on-site assessment
3. **Senior Authorised Person** must also fulfil the requirements in section 5.3 “Continuation of **Authorised Person** Authorisation”.
4. If the **Senior Authorised Person** is authorised as a **Competent Person** for any NSIs or sections of NSI 4 not covered by his/her **Senior Authorised Person** authorisation then the requirements in section 5.2 “Continuation of **Competent Person** Authorisation” must be fulfilled.
5. *Authorisation* will be immediately visible on MySAP after input from Authorising Manager and on EUSR within 30 days
6. Local Administrator can update MySAP via an e-mail instruction from the Line Manager

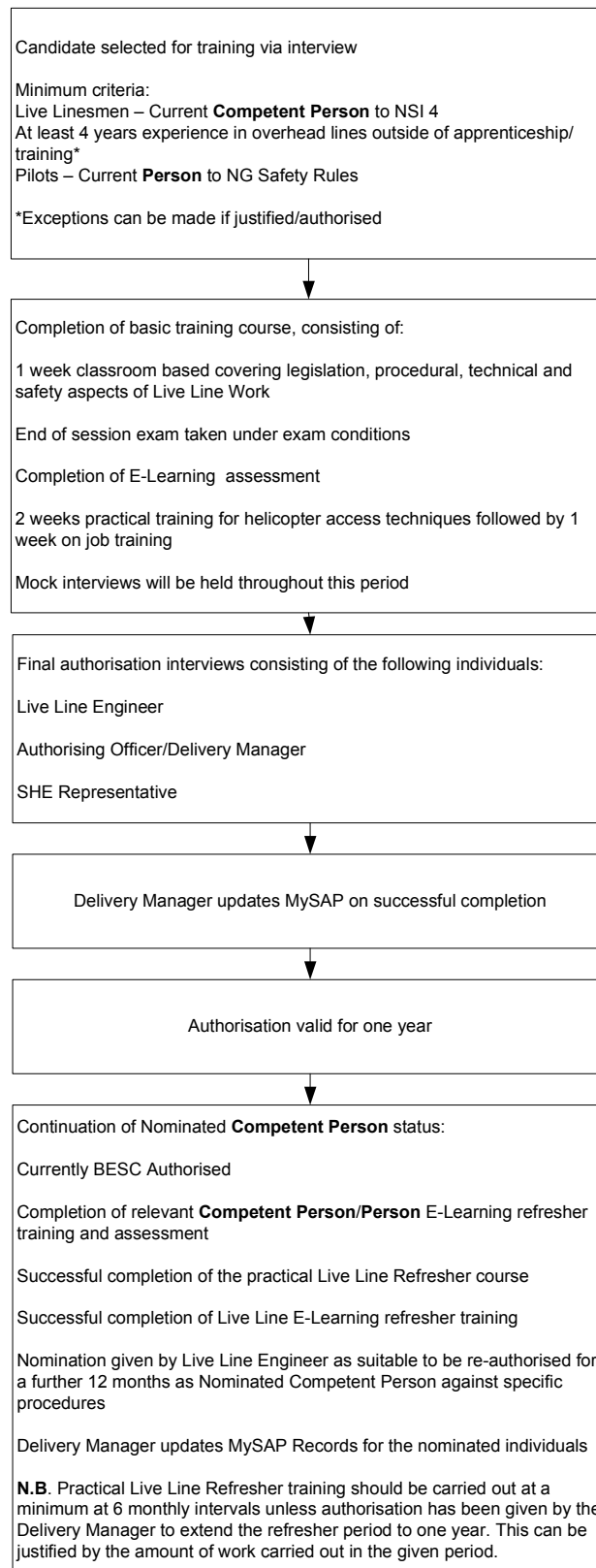
5.5 National Grid NOC **Control Person (Safety)**



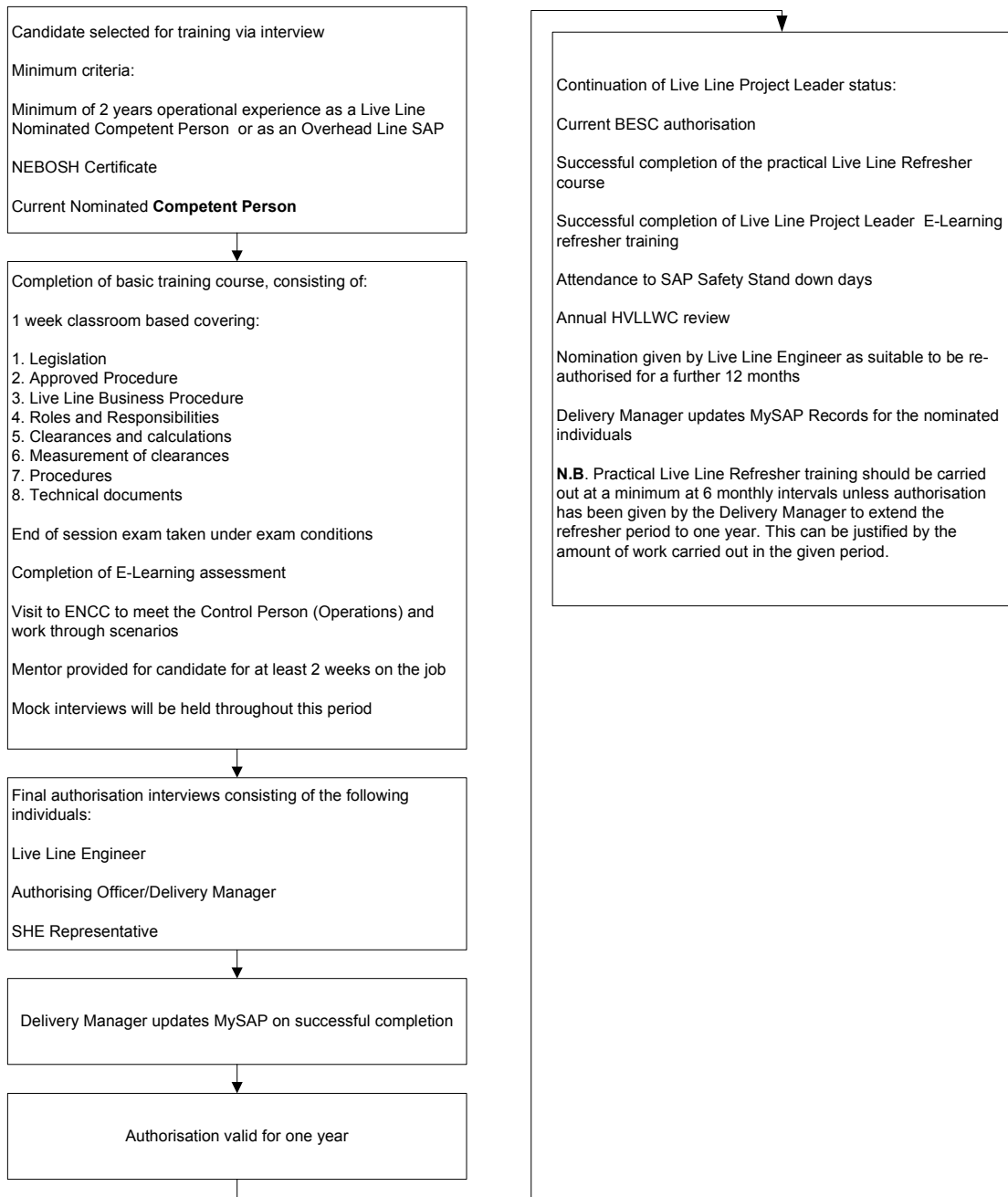
5.6 National Grid ENCC **Control Person (Operation)**



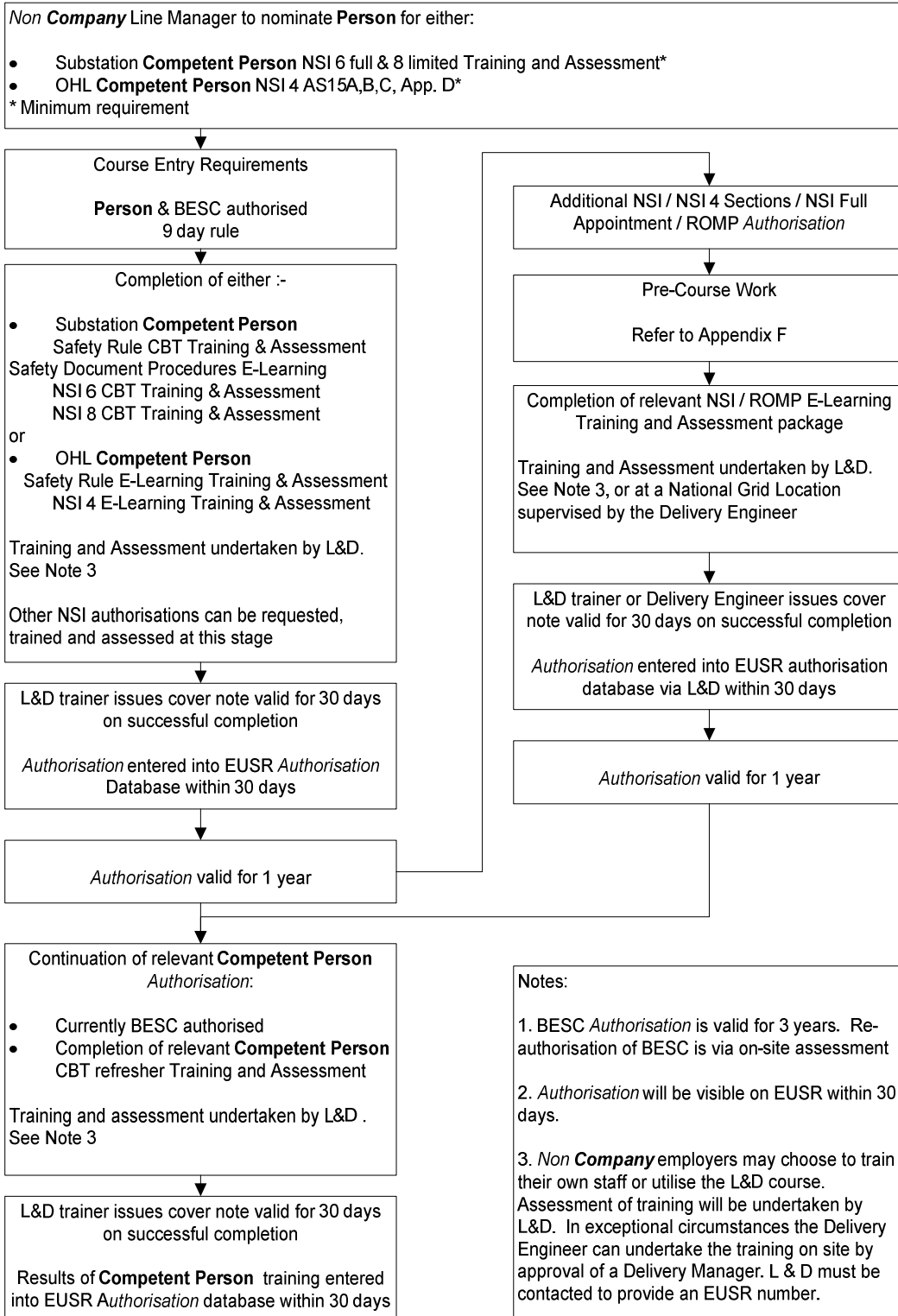
5.7 Live Line Nominated Competent Person



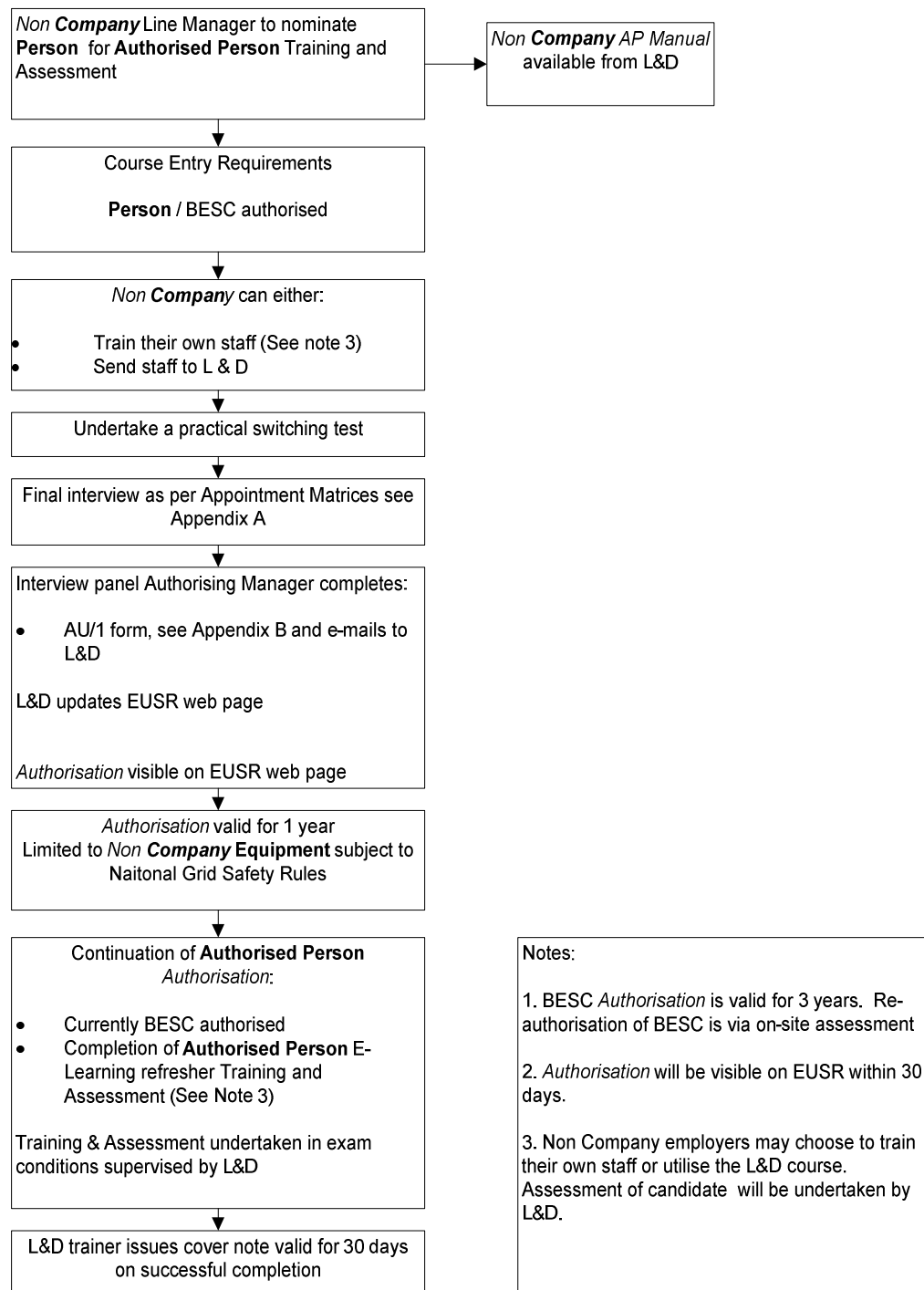
5.8 Live Line Project Leader (LLPL)



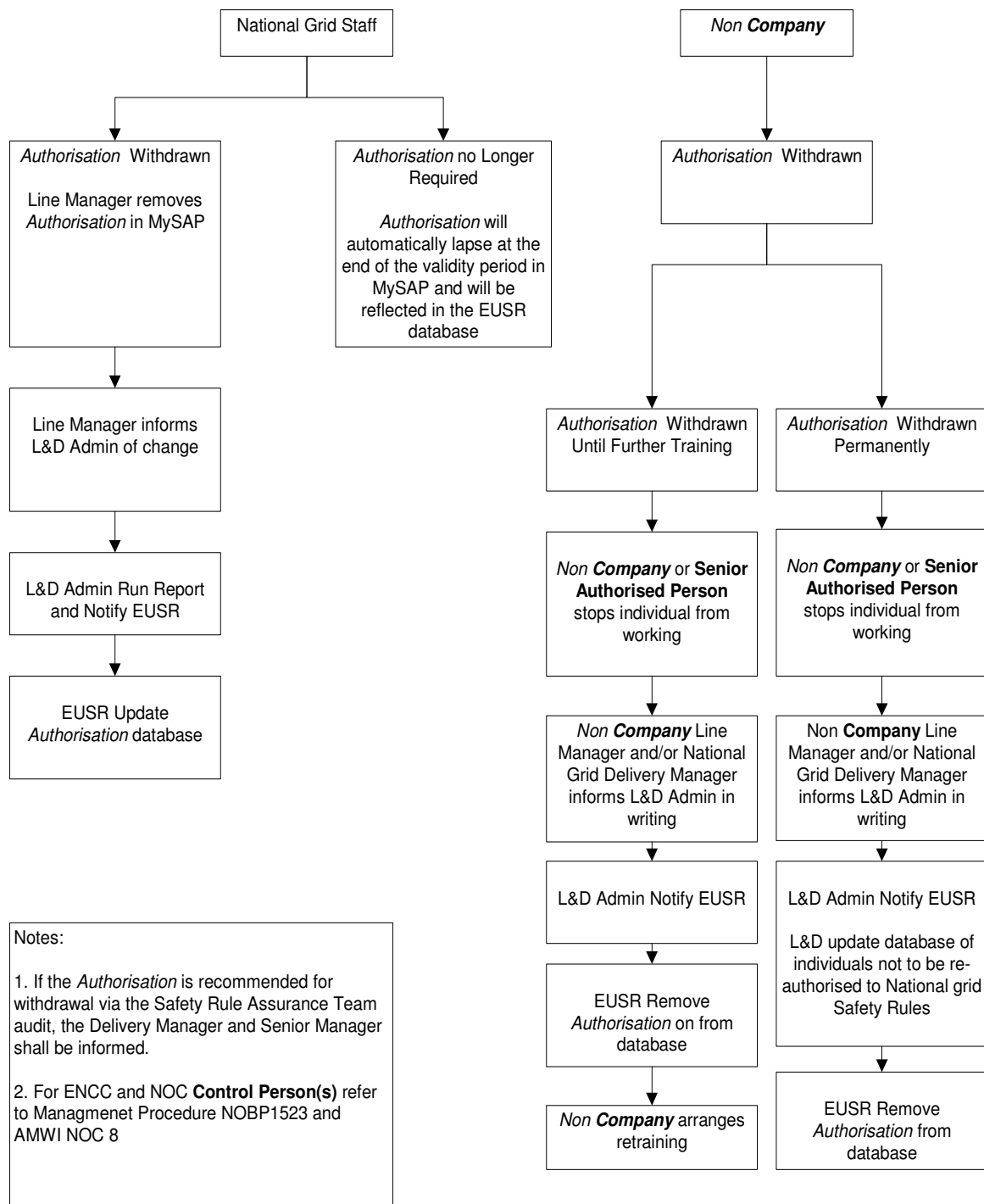
5.9 Non **Company** Competent Person



5.10 Non **Company** Authorised Person



5.11 Removal of *Authorisation*



Appendix A - Appointment Matrices

Person & Competent Person

X = Recommended Option O = Alternative Option A = National Grid B = Non <i>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 = <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	Planning	NOC	ENCC	SRAT	Delivery Manager (Authorising Manager)	SHE	Non- Company Observer	Delivery Engineer	Site + NOC or ENCC				
Authorised Person	A***		X			O	X		X			X	X	AU/1		1 yr	Refresher via E-Learning, managed by Line Manager or L&D for <i>Non Company</i> <i>Non Company</i> – Practical test on site with National Grid Authorised Person and can be via <i>Non Company</i> Control Centre.
	B		X	O					X*	X	X	X	AU/1		1 yr		
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>Non Company Authorisation</i> Panel, Delivery Manager may be substituted by Delivery Engineer. ** For SAP panels, if required, an experienced SAP/technical representative may attend to provide technical guidance. Delivery Manager shall where possible be independent. *** Constitution of National Grid Authorised Person Authorisation Panel - candidates Delivery Manager and independent Delivery Engineer within their zone																	

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***	SHE	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														

Live Line Nominated **Competent Person** & Live Line Project Leader

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	SHE	Delivery Manager *	Overhead Line Specialist Techniques Engineer	Site + NOC or ENCC				
Nominated Competent Person	X	O			X	X	X		AU1	X	1 yr	Delivery Manager or Authorising Officer
Live Line Project Leader	X	O		X	X	X	X	X	AU/1	X	1 yr	Delivery Manager or Authorising Officer
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"/>
SHE 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 Project Leader	<input type="checkbox"/>	Live Line Nominated Competent Person	<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	NSI 2	Earthing High Voltage Equipment	NSI 3	High Voltage Metal Clad Switchgear with Spouts
NSI 4	High Voltage Overhead Lines (Core)	NSI 4	High Voltage Overhead Lines (Section 5)	NSI 4	High Voltage Overhead Lines (Section 6)
NSI 4	High Voltage Overhead Lines (Section 7)	NSI 4	High Voltage Overhead Lines (Section 8 part 4)	NSI 5	Cable Systems
NSI 5	Cable Systems (Limited)	NSI 6	Demarcation in Substations	NSI 6	Demarcation in Substations (Limited)
NSI 8	Mobile Access Equipment, Vehicles, Cranes and Objects in Substations	NSI 9	Testing High Voltage Equipment	NSI 10	Equipment Containing Sulphur Hexafluoride (SF ₆)
NSI 11	High Voltage Static Capacitor Banks	NSI 12	Low Voltage Equipment	NSI 14	Automatically or Remotely Controlled Equipment
NSI 17	Pressure Systems	NSI 24	Earth Systems	NSI 26	Achieving Safety from Alternative Conductor Return and Earth Fault Currents at Railway Connection Circuits

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

Signed:	Date:
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Delete as appropriate

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: <i>Please delete authorisation which do not apply to this person</i>	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

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>	827	Safety Documents	811	National Safety Instruction 4 – Section 5
	804	Permit for Work ROMP	812	National Safety Instruction 4 – Section 6
	805	Sanction for Work	813	National Safety Instruction 4 – Section 7
	825	National Safety Instruction 2 - Limited	814	National Safety Instruction 4 - Section 8 Part4
	806	National Safety Instruction 4 – CP A	817	National Safety Instruction 5
	807	National Safety Instruction 4 – CP B	818	National Safety Instruction 6
	808	National Safety Instruction 4 – CP C	820	National Safety Instruction 8 – Full
	809	National Safety Instruction 4 – CP D	821	National Safety Instruction 8 – Limited
	810	National Safety Instruction 4 – Core	826	National Safety Instruction 9

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 E-Learning package has taken place.

Appendix D - Person Record of nine (9) days work on a National Grid sites

Competent Person must have been previously authorised as a **Person** and to have worked on a National Grid site as part of a working party for a period in excess 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

First Name: **Surname:**

BESC Number:

Employer:

Day	Date	Employer	Detail of work done including National Grid site name	Signature of employee	Signature of National Grid witness
1					
2					
3					
4					
5					
6					
7					
8					
9					

Completed booking forms, evidence of Health and Safety, record of Person card holder 9 days work on a National Grid site and Annual Reviews of appointed employees to may be required for audit purposes.

Appendix E – 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. 5		SAP – NSI 2
CP – NSI 4 – Sec. 6	CPS – NSI 1	SAP – NSI 3
CP – NSI 4 – Sec. 7	CPS – NSI 2	SAP – NSI 4 – Core
CP – NSI 4 – Sec. 8 Part 4	CPS – NSI 3	SAP – NSI 4 – Sec. 5
CP – NSI 4 – CP A	CPS – NSI 4	SAP – NSI 4 – Sec. 6
CP – NSI 4 – CP B	CPS – NSI 5	SAP – NSI 4 – Sec. 7
CP – NSI 4 – CP C	CPS – NSI 9	SAP – NSI 4 – Sec. 8 Part 4
CP – NSI 4 – CP 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 Project Leader	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 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 F – 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 CP within last 12 months	N/A	As per <i>SAP Manual</i>	2 ROMP documents held under Personal Supervision of a ROMP authorised CP 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 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 <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 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 L&D
NSI 3 - Metalclad	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	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 <i>Company</i> Competent Person
NSI 4 OHL	<p>Authorised as a Person / BESC OHL</p> <p>Read relevant sections of NSI 4 (refer to NSI4 Authorisation Matrix)</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>CPA and CPB Read relevant sections of NSI 4 (refer to Appendix E NSI4)</p> <p>CPC 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 NSI4 Authorisation Matrix)</p> <p>Read relevant sections of NSI 4 (refer to NSI 4 Authorisation Matrix for additional <i>Authorisation(s)</i>)</p>		<p>Authorised as a Senior Authorised Person OHL to NSI 4 section 1 all schemes (refer to NSI4 Authorisation Matrix)</p> <p>Read relevant sections of NSI 4 (refer to NSI4 Authorisation Matrix for additional <i>Authorisation(s)</i>)</p>	<p>Authorised as Competent Person OHL CPC (all schemes) of NSI 4 (refer to NSI4 Authorisation Matrix)</p> <p>Read relevant sections of NSI 4 (refer to NSI4 Authorisation Matrix) (refer to NSI4 Authorisation Matrix for additional <i>Authorisation(s)</i>)</p>

Authorisation	Authorisation Pre-course Requirements			
	Competent Person	Authorised Person (Company / Non Company)	Senior Authorised Person	Non Company Competent Person
NSI 5 - Cables	<p>Authorised as a CP 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 CP 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 CP NSI 8 Limited Read NSI 8 and NSI 8 Guidance</p>
NSI 9 – Testing HV Equipment	<p>Authorised as a CP NSI 2,6 & 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 CP within last 12 months</p>	N/A	As per <i>SAP Manual</i>	<p>Authorised as a CP NSI 6 full, NSI 8 limited & NSI 2 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 CP within last 12 months</p>

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

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