

National Grid UK Electricity Transmission plc

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NATIONAL SAFETY INSTRUCTION and Guidance

NSI 31 APPROVAL / WITHDRAWAL OF PROCEDURES FOR NATIONAL GRID ELECTRICITY SAFETY RULES & SUPPORTING DOCUMENTATION

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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 incorporates and replaces NSI 31 Issue 2.	NSI Review Group	ETAM Operations North Manager Mike Dean

KEY CHANGES

Section	Amendments
All	Minor grammar and format changes – aligned to new NSI format.

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1 Purpose and Scope

This procedure stipulates the requirements to control certain **Approved** procedures for use on the National Grid Electricity Transmission System. The National Grid Electricity Safety Rules make reference to certain '**Approved**' procedures for controlling high risk activities and the process for initiating and withdrawing these procedures is outlined in this document.

The layout of this guidance note reflects that of legislative codes of practice, where the rule (or mandatory obligation) is identified by a green panel on the left-hand side. The guidance follows after the rule and is identified by a blue panel.

Within National Grid, guidance notes hold equivalent status of an Approved Code of Practice (ACOP) in law. If not followed, you will be required to demonstrate that your safe system of work is of an equal or higher standard.

2 Definitions

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

NSI 31
3.1

3 Procedure

3.1 Approval / Withdrawal of procedures:

The National Grid Electricity Safety Rules makes reference to '**Approved**' procedures for the following activities:-

Adding and Removing **Equipment** from the **System** – Management Procedure NSI 33

Restoration of Motive Power (ROMP) Procedures

Sanction for Work (SFW) Procedures

G3 Procedures

G4 Procedures

Live Line Working Specialised Procedures

These procedures will be managed, and a register maintained, by the Safety, Sustainability and Resilience (SSR) Directorate. Forms to apply for "approval" or "withdrawal" of **Approved** procedures are contained within Appendix A and B.

APPENDIX A

APPLICATION FOR APPROVAL OF PROCEDURES

A.1 APPLICATION FOR APPROVAL

To: **Head of UK Safety - Safety, Sustainability and Resilience Directorate**

I apply for Approval of the following procedure FOR THE PURPOSE OF THE NATIONAL GRID ELECTRICITY SAFETY RULES

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

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

PURPOSE FOR WHICH APPROVAL IS SOUGHT

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

Name..... Designation

Location

Signed..... Date

*Delete as appropriate

A.2 EXAMINATION AND RECOMMENDATION

I have completed the examination of this procedure and consider it suitable for certification as **Approved** for use

at (Location)

only*/and for general use throughout National Grid UK Electricity Transmission*

.....
.....

Remarks (if any)

Specialist Manager #

Name Designation

Signed Date

I recommend this procedure is **Approved**

Head of UK Safety - Safety, Sustainability and Resilience Directorate

Signed Date

A.3 APPROVAL

I hereby certify that the above procedure is **Approved** for the purpose of the NATIONAL GRID ELECTRICITY SAFETY RULES for use

at (Location)

only*/ for general use throughout National Grid UK Electricity Transmission*

Head of Operations – Electricity Transmission Asset Management.

Signed Date.....

A.4 REGISTRATION

The above procedure has been registered and is associated with the NATIONAL GRID ELECTRICITY SAFETY RULES.

Registration Number

Name Designation

Signed Date

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

APPENDIX B

APPLICATION FOR WITHDRAWAL OF PROCEDURE

B.1 APPLICATION FOR WITHDRAWAL

To: **Head of UK Safety - Safety, Sustainability and Resilience Directorate**

I apply for withdrawal of the following procedure for the purpose of the NATIONAL GRID ELECTRICITY SAFETY RULES

DESCRIPTION OF PROCEDURE
(Title and details of procedure/process)

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

REASON FOR WITHDRAWAL OF PROCEDURE

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

Name..... Designation

Location

Signed..... Date

I recommend this procedure is Withdrawn

Head of UK Safety - Safety, Sustainability and Resilience Directorate

Signed Date

B.2 WITHDRAWAL

I hereby certify that the above procedure is withdrawn for the purpose of the NATIONAL GRID ELECTRICITY SAFETY RULES from use

at (Location)

only*/ for general use throughout National Grid UK Electricity Transmission*

Head of Operations – Electricity Transmission Asset Management.

Signed Date.....

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