## OPERATING CODE NO. 8 APPENDIX 1

**SAFETY CO-ORDINATION IN RESPECT OF THE E&W TRANSMISSION SYSTEMS OR THE SYSTEMS OF E&W USERS**

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OC8A.1 INTRODUCTION

OC8A specifies the standard procedures to be used by the Relevant E&W Transmission Licensee, NGET (where NGET is not the Relevant E&W Transmission Licensee) and Users for the co-ordination, establishment and maintenance of necessary Safety Precautions when work is to be carried out on or near the E&W Transmission System or the System of an E&W User and when there is a need for Safety Precautions on HV Apparatus on the other's System for this work to be carried out safely. OC8A applies to Relevant E&W Transmission Licensees and E&W Users only. Where work is to be carried out on or near equipment on the Scottish Transmission System or Systems of Scottish Users, but such work requires Safety Precautions to be established on the E&W Transmission System or the Systems of E&W Users, OC8A should be followed by the Relevant E&W Transmission Licensee and E&W Users to establish the required Safety Precautions.

OC8B specifies the procedures to be used by the Relevant Scottish Transmission Licensees and Scottish Users.

In this OC8A the term "work" includes testing, other than System Tests which are covered by OC12.

OC8A.1.2 OC8A also covers the co-ordination, establishment and maintenance of necessary safety precautions on the Implementing Safety Co-ordinator’s System when work is to be carried out at an E&W User’s Site or a Transmission Site (as the case may be) on equipment of the E&W User or the Relevant E&W Transmission Licensee as the case may be where the work or equipment is near to HV Apparatus on the Implementing Safety Co-ordinator’s System. In the case of OTSUA, an E&W User’s Site or Transmission Site shall, for the purposes of this OC8A, include a site at which there is a Transmission Interface Point until the OTSUA Transfer Time and the provisions of this OC8A and references to OTSUA shall be construed and applied accordingly until the OTSUA Transfer Time at which time arrangements in respect of the Transmission Interface Site will have been put in place between the Relevant E&W Transmission Licensee and the Offshore Transmission Licensee.

OC8A.1.3 OC8A does not apply to the situation where Safety Precautions need to be agreed solely between E&W Users. OC8A does not apply to the situation where Safety Precautions need to be agreed solely between Transmission Licensees.

OC8A.1.4 OC8A does not seek to impose a particular set of Safety Rules on the Relevant E&W Transmission Licensee and E&W Users; the Safety Rules to be adopted and used by the Relevant E&W Transmission Licensee and each E&W User shall be those chosen by each.

OC8A.1.5 Site Responsibility Schedules document the control responsibility for each item of Plant and Apparatus for each site.

OC8A.1.6 Defined Terms

OC8A.1.6.1 E&W Users should bear in mind that in OC8 only, in order that OC8 reads more easily with the terminology used in certain Safety Rules, the term "HV Apparatus" is defined more restrictively and is used accordingly in OC8A. E&W Users should, therefore, exercise caution in relation to this term when reading and using OC8A.

OC8A.1.6.2 In OC8A only the following terms shall have the following meanings:

1) "HV Apparatus" means High Voltage electrical circuits forming part of a System, on which Safety From The System may be required or on which Safety Precautions may be applied to allow work to be carried out on a System.

2) "Isolation" means the disconnection of Apparatus from the remainder of the System in which that Apparatus is situated by either of the following:

   (a) an Isolating Device maintained in an isolating position. The isolating position must either be:
(i) maintained by immobilising and Locking the Isolating Device in the isolating position and affixing a Caution Notice to it. Where the Isolating Device is Locked with a Safety Key, the Safety Key must be secured in a Key Safe and the Key Safe Key must be, where reasonably practicable, given to the authorised site representative of the Requesting Safety Co-ordinator and is to be retained in safe custody. Where not reasonably practicable the Key Safe Key must be retained by the authorised site representative of the Implementing Safety Co-ordinator in safe custody; or

(ii) maintained and/or secured by such other method which must be in accordance with the Local Safety Instructions of the Relevant E&W Transmission Licensee or that E&W User, as the case may be; or

(b) an adequate physical separation which must be in accordance with, and maintained by, the method set out in the Local Safety Instructions of the Relevant E&W Transmission Licensee or that E&W User, as the case may be, and, if it is a part of that method, a Caution Notice must be placed at the point of separation;

or

(c) in the case where the relevant HV Apparatus of the Implementing Safety Co-ordinator is being either constructed or modified, an adequate physical separation as a result of a No System Connection.

(3) “No System Connection” means an adequate physical separation (which must be in accordance with, and maintained by, the method set out in the Local Safety Instructions of the Implementing Safety Co-ordinator) of the Implementing Safety Co-ordinator’s HV Apparatus from the rest of the Implementing Safety Co-ordinator’s System where such HV Apparatus has no installed means of being connected to, and will not for the duration of the Safety Precaution be connected to, a source of electrical energy or to any other part of the Implementing Safety Co-ordinators System.

(4) "Earthing" means a way of providing a connection between conductors and earth by an Earthing Device which is either:

(i) immobilised and Locked in the earthing position. Where the Earthing Device is Locked with a Safety Key, the Safety Key must be secured in a Key Safe and the Key Safe Key must be, where reasonably practicable, given to the authorised site representative of the Requesting Safety Co-ordinator and is to be retained in safe custody. Where not reasonably practicable the Key Safe Key must be retained by the authorised site representative of the Implementing Safety Co-ordinator in safe custody; or

(ii) maintained and/or secured in position by such other method which must be in accordance with the Local Safety Instructions of the Relevant E&W Transmission Licensee or that E&W User as the case may be.

For the purpose of the co-ordination of safety relating to HV Apparatus the term “Safety Precautions” means Isolation and/or Earthing.

The objective of OC8A is to achieve:-

(i) Safety From The System when work on or near a System necessitates the provision of Safety Precautions on another System on HV Apparatus up to a Connection Point (or, in the case of OTSUA, Transmission Interface Point); and

(ii) Safety From The System when work is to be carried out at an E&W User’s Site or a Transmission Site (as the case may be) on equipment of the User or the Relevant E&W Transmission Licensee (as the case may be) where the work or equipment is near to HV Apparatus on the Implementing Safety Co-ordinator’s System.
OC8A.2.2 A flow chart, set out in OC8A Appendix C, illustrates the process utilised in OC8A to achieve the objective set out in OC8A.2.1. In the case of a conflict between the flow chart and the provisions of the written text of OC8A, the written text will prevail.

OC8A.3 SCOPE

OC8A.3.1 OC8A applies to the Relevant E&W Transmission Licensee and to E&W Users, which in OC8A means:

(a) Generators (including where undertaking OTSDUW);
(b) Network Operators; and
(c) Non-Embedded Customers.

The procedures for the establishment of safety co-ordination by the Relevant E&W Transmission Licensee in relation to External Interconnections are set out in Interconnection Agreements with relevant persons for the External Interconnections.

OC8A.4 PROCEDURE

OC8A.4.1 Approval Of Local Safety Instructions

OC8A.4.1.1 (a) In accordance with the timing requirements of its Bilateral Agreement, each E&W User will supply to the Relevant E&W Transmission Licensee a copy of its Local Safety Instructions relating to its side of the Connection Point at each Connection Site, or in the case of OTSUA a copy of its Local Safety Instructions relating to its side of the Transmission Interface Point at each Transmission Interface Site.

(b) In accordance with the timing requirements of each Bilateral Agreement, the Relevant E&W Transmission Licensee will supply to each E&W User a copy of its Local Safety Instructions relating to the Transmission side of the Connection Point at each Connection Site, or in the case of OTSUA a copy of its Local Safety Instructions relating to the Transmission side of the Transmission Interface Point at each Transmission Interface Site.

(c) Prior to connection the Relevant E&W Transmission Licensee and the E&W User must have approved each other's relevant Local Safety Instructions in relation to Isolation and Earthing.

OC8A.4.1.2 Either party may require that the Isolation and/or Earthing provisions in the other party's Local Safety Instructions affecting the Connection Site (or, in the case of OTSUA, Transmission Interface Site) should be made more stringent in order that approval of the other party's Local Safety Instructions can be given. Provided these requirements are not unreasonable, the other party will make such changes as soon as reasonably practicable. These changes may need to cover the application of Isolation and/or Earthing at a place remote from the Connection Site (or, in the case of OTSUA, Transmission Interface Site), depending upon the System layout. Approval may not be withheld because the party required to approve reasonably believes the provisions relating to Isolation and/or Earthing are too stringent.

OC8A.4.1.3 If, following approval, a party wishes to change the provisions in its Local Safety Instructions relating to Isolation and/or Earthing, it must inform the other party. If the change is to make the provisions more stringent, then the other party merely has to note the changes. If the change is to make the provisions less stringent, then the other party needs to approve the new provisions and the procedures referred to in OC8A.4.1.2 apply.
OC8A.4.2 Safety Co-ordinators

OC8A.4.2.1 For each Connection Point, (or, in the case of OTSUA, Transmission Interface Point), the Relevant E&W Transmission Licensee and each E&W User will at all times have nominated and available a person or persons (“Safety Co-ordinator(s)”) to be responsible for the co-ordination of Safety Precautions when work is to be carried out on a System which necessitates the provision of Safety Precautions on HV Apparatus pursuant to OC8A. A Safety Co-ordinator may be responsible for the co-ordination of safety on HV Apparatus at more than one Connection Point (or, in the case of OTSUA, Transmission Interface Point).

OC8A.4.2.2 Each Safety Co-ordinator shall be authorised by the Relevant E&W Transmission Licensee or an E&W User, as the case may be, as competent to carry out the functions set out in OC8A to achieve Safety From The System. Confirmation from the Relevant E&W Transmission Licensee or an E&W User, as the case may be, that its Safety Co-ordinator(s) as a group are so authorised is dealt with in CC.5.2. Only persons with such authorisation will carry out the provisions of OC8A.

OC8A.4.2.3 Contact between Safety Co-ordinators will be made via normal operational channels, and accordingly separate telephone numbers for Safety Co-ordinators need not be provided. At the time of making contact, each party will confirm that they are authorised to act as a Safety Co-ordinator, pursuant to OC8A.

OC8A.4.2.4 If work is to be carried out on a System, or on equipment of the Relevant E&W Transmission Licensee or an E&W User near to a System, as provided in this OC8A, which necessitates the provision of Safety Precautions on HV Apparatus in accordance with the provisions of OC8A, the Requesting Safety Co-ordinator who requires the Safety Precautions to be provided shall contact the relevant Implementing Safety Co-ordinator to co-ordinate the establishment of the Safety Precautions.

OC8A.4.3 RISSP

OC8A.4.3.1 OC8A sets out the procedures for utilising the RISSP, which will be used except where dealing with equipment in proximity to the other’s System as provided in OC8A.8. Sections OC8A.4 to OC8A.7 inclusive should be read accordingly.

OC8A.4.3.2 The Relevant E&W Transmission Licensee will use the format of the RISSP forms set out in Appendix A and Appendix B to OC8A. That set out in OC8A Appendix A and designated as “RISSP-R”, shall be used when the Relevant E&W Transmission Licensee is the Requesting Safety Co-ordinator, and that in OC8A Appendix B and designated as “RISSP-I”, shall be used when the Relevant E&W Transmission Licensee is the Implementing Safety Co-ordinator. Proformas of RISSP-R and RISSP-I will be provided for use by the Relevant E&W Transmission Licensee staff.

OC8A.4.3.3 (a) E&W Users may either adopt the format referred to in OC8A.4.3.2, or use an equivalent format, provided that it includes sections requiring insertion of the same information and has the same numbering of sections as RISSP-R and RISSP-I as set out in Appendices A and B respectively.

(b) Whether E&W Users adopt the format referred to in OC8A.4.3.2, or use the equivalent format as above, the format may be produced and held in, and retrieved from an electronic form by the E&W User.

(c) Whichever method E&W Users choose, each must provide proformas (whether in tangible or electronic form) for use by its staff.

OC8A.4.3.4 All references to RISSP-R and RISSP-I shall be taken as referring to the corresponding parts of the alternative forms or other tangible written or electronic records used by each E&W User.

OC8A.4.3.5 RISSP-R will have an identifying number written or printed on it, comprising a prefix which identifies the location at which it is issued, and a unique (for each E&W User or the Relevant E&W Transmission Licensee, as the case may be) serial number which both together uses up to eight characters (including letters and numbers) and the suffix "R".
OC8A.4.3.6  
(a) In accordance with the timing requirements set out in CC.5.2 each E&W User shall apply in writing to the Relevant E&W Transmission Licensee for the Relevant E&W Transmission Licensee’s approval of its proposed prefix.

(b) The Relevant E&W Transmission Licensee shall consider the proposed prefix to see if it is the same as (or confusingly similar to) a prefix used by the Relevant E&W Transmission Licensee or another User and shall, as soon as possible (and in any event within ten days), respond in writing to the E&W User with its approval or disapproval.

(c) If the Relevant E&W Transmission Licensee disapproves, it shall explain in its response why it has disapproved and will suggest an alternative prefix.

(d) If the Relevant E&W Transmission Licensee has disapproved, then the E&W User shall either notify the Relevant E&W Transmission Licensee in writing of its acceptance of the suggested alternative prefix or it shall apply in writing to the Relevant E&W Transmission Licensee with revised proposals and the above procedure shall apply to that application.

OC8A.4.3.7  
The prefix allocation will be periodically circulated by NGET to all E&W Users, for information purposes, using a National Grid Safety Circular in the form set out in OC8A Appendix D.

OC8A.5  
SAFETY PRECAUTIONS ON HV APPARATUS

OC8A.5.1  Agreement Of Safety Precautions

OC8A.5.1.1  The Requesting Safety Co-ordinator who requires Safety Precautions on another System(s) will contact the relevant Implementing Safety Co-ordinator(s) to agree the Location of the Safety Precautions to be established. This agreement will be recorded in the respective Safety Logs.

OC8A.5.1.2  It is the responsibility of the Implementing Safety Co-ordinator to ensure that adequate Safety Precautions are established and maintained, on his and/or another System connected to his System, to enable Safety From The System to be achieved on the HV Apparatus, specified by the Requesting Safety Co-ordinator which is to be identified in Part 1.1 of the RISSP. Reference to another System in this OC8A.5.1.2 shall not include the Requesting Safety Co-ordinator’s System which is dealt with in OC8A.5.1.3.

OC8A.5.1.3  When the Implementing Safety Co-ordinator is of the reasonable opinion that it is necessary for Safety Precautions on the System of the Requesting Safety Co-ordinator, other than on the HV Apparatus specified by the Requesting Safety Co-ordinator, which is to be identified in Part 1.1 of the RISSP, he shall contact the Requesting Safety Co-ordinator and the details shall be recorded in part 1.1 of the RISSP forms. In these circumstances it is the responsibility of the Requesting Safety Co-ordinator to establish and maintain such Safety Precautions.

OC8A.5.1.4  In The Event Of Disagreement

In any case where the Requesting Safety Co-ordinator and the Implementing Safety Co-ordinator are unable to agree the Location of the Isolation and (if requested) Earthing, both shall be at the closest available points on the infeeds to the HV Apparatus on which Safety From The System is to be achieved as indicated on the Operation Diagram.

OC8A.5.2  Implementation Of Isolation

OC8A.5.2.1  Following the agreement of the Safety Precautions in accordance with OC8A.5.1 the Implementing Safety Co-ordinator shall then establish the agreed Isolation.
The Implementing Safety Co-ordinator shall confirm to the Requesting Safety Co-ordinator that the agreed Isolation has been established, and identify the Requesting Safety Co-ordinator’s HV Apparatus up to the Connection Point (or, in the case of OTSUA, Transmission Interface Point), for which the Isolation has been provided. The confirmation shall specify:

(a) for each Location, the identity (by means of HV Apparatus name, nomenclature and numbering or position, as applicable) of each point of Isolation;

(b) whether Isolation has been achieved by an Isolating Device in the isolating position, by an adequate physical separation or as a result of a No System Connection;

(c) where an Isolating Device has been used whether the isolating position is either:

(i) maintained by immobilising and Locking the Isolating Device in the isolating position and affixing a Caution Notice to it. Where the Isolating Device has been Locked with a Safety Key, the confirmation shall specify that the Safety Key has been secured in a Key Safe and the Key Safe Key has been given to the authorised site representative of the Requesting Safety Co-ordinator where reasonably practicable and is to be retained in safe custody. Where not reasonably practicable (including where Earthing has been requested in OC8A.5.1), the confirmation shall specify that the Key Safe Key will be retained by the authorised site representative of the Implementing Safety Co-ordinator in safe custody; or

(ii) maintained and/or secured by such other method which must be in accordance with the Local Safety Instructions of the Relevant E&W Transmission Licensee or that E&W User, as the case may be; and

(d) where an adequate physical separation has been used that it will be in accordance with, and maintained by, the method set out in the Local Safety Instructions of the Relevant E&W Transmission Licensee or that E&W User, as the case may be, and, if it is a part of that method, that a Caution Notice has been placed at the point of separation;

(e) where a No System Connection has been used the physical position of the No System Connection shall be defined and shall not be varied for the duration of Safety Precaution and the Implementing Safety Co-ordinator’s relevant HV Apparatus will not, for the duration of the Safety Precaution be connected to a source of electrical energy or to any other part of the Implementing Safety Co-ordinator’s System.

The confirmation of Isolation shall be recorded in the respective Safety Logs.

Following the confirmation of Isolation being established by the Implementing Safety Co-ordinator and the necessary establishment of relevant Isolation on the Requesting Safety Co-ordinators System, the Requesting Safety Co-ordinator will then request the implementation of Earthing by the Implementing Safety Co-ordinator, if agreed in section OC8A.5.1. If the implementation of Earthing has been agreed, then the authorised site representative of the Implementing Safety Co-ordinator shall retain any Key Safe Key in safe custody until any Safety Key used for Earthing has been secured in the Key Safe.

The Implementing Safety Co-ordinator shall then establish the agreed Earthing.

The Implementing Safety Co-ordinator shall confirm to the Requesting Safety Co-ordinator that the agreed Earthing has been established, and identify the Requesting Safety Co-ordinator’s HV Apparatus up to the Connection Point (or, in the case of OTSUA, Transmission Interface Point), for which the Earthing has been provided. The confirmation shall specify:

(a) for each Location, the identity (by means of HV Apparatus name, nomenclature and numbering or position, as is applicable) of each point of Earthing; and

(b) in respect of the Earthing Device used, whether it is:

(i) immobilised and Locked in the earthing position. Where the Earthing Device has
been Locked with a Safety Key, that the Safety Key has been secured in a Key Safe and the Key Safe Key has been given to the authorised site representative of the Requesting Safety Co-ordinator where reasonably practicable and is to be retained in safe custody. Where not reasonably practicable, that the Key Safe Key will be retained by the authorised site representative of the Implementing Safety Co-ordinator in safe custody; or

(ii) maintained and/or secured in position by such other method which is in accordance with the Local Safety Instructions of the Relevant E&W Transmission Licensee or the Relevant Transmission Licensee or that E&W User, as the case may be.

The confirmation of Earthing shall be recorded in the respective Safety Logs.

OC8A.5.3.3. The Implementing Safety Co-ordinator shall ensure that the established Safety Precautions are maintained until requested to be removed by the relevant Requesting Safety Co-ordinator.

OC8A.5.3.4 Certain designs of gas insulated switchgear three position isolator and earth switches specifically provide a combined Isolation and Earthing function within a single mechanism contained within a single integral unit. Where Safety Precautions are required across control boundaries and subject to the requirements of OC8A.5.1, it is permissible to earth before Points of Isolation have been established provided that all interconnected circuits are fully disconnected from live HV Apparatus.

OC8A.5.4 RISSP Issue Procedure

OC8A.5.4.1 Where Safety Precautions on another System(s) are being provided to enable work on the Requesting Safety Co-ordinator’s System, before any work commences they must be recorded by a RISSP being issued. The RISSP is applicable to HV Apparatus up to the Connection Point (or, in the case of OTSUA, Transmission Interface Point) identified in section 1.1 of the RISSP-R and RISSP-I forms.

OC8A.5.4.2 Where Safety Precautions are being provided to enable work to be carried out on both sides of the Connection Point (or, in the case of OTSUA, Transmission Interface Point) a RISSP will need to be issued for each side of the Connection Point (or, in the case of OTSUA, Transmission Interface Point) with the Relevant E&W Transmission Licensee and the respective User each enacting the role of Requesting Safety Co-ordinator. This will result in a RISSP-R and a RISSP-I form being completed by each of the Relevant E&W Transmission Licensee and the E&W User, with each Requesting Safety Co-ordinator issuing a separate RISSP number.

OC8A.5.4.3 Once the Safety Precautions have been established (in accordance with OC8A.5.2 and OC8A.5.3), the Implementing Safety Co-ordinator shall complete parts 1.1 and 1.2 of a RISSP-I form recording the details specified in OC8A.5.1.3, OC8A.5.2.2 and OC8A.5.3.2. Where Earthing has not been requested, Part 1.2(b) will be completed with the words “not applicable” or “N/A”. He shall then contact the Requesting Safety Co-ordinator to pass on these details.

OC8A.5.4.4 The Requesting Safety Co-ordinator shall complete Parts 1.1 and 1.2 of the RISSP-R, making a precise copy of the details received. On completion, the Requesting Safety Co-ordinator shall read the entries made back to the sender and check that an accurate copy has been made.

OC8A.5.4.5 The Requesting Safety Co-ordinator shall then issue the number of the RISSP, taken from the RISSP-R, to the Implementing Safety Co-ordinator who will ensure that the number, including the prefix and suffix, is accurately recorded in the designated space on the RISSP-I form.

OC8A.5.4.6 The Requesting Safety Co-ordinator and the Implementing Safety Co-ordinator shall complete and sign Part 1.3 of the RISSP-R and RISSP-I respectively and then enter the time and date. When signed no alteration to the RISSP is permitted; the RISSP may only be cancelled.
OC8A.5.4.7 The Requesting Safety Co-ordinator is then free to authorise work (including a test that does not affect the Implementing Safety Co-ordinator’s System) in accordance with the requirements of the relevant internal safety procedures which apply to the Requesting Safety Co-ordinator’s System. This is likely to involve the issue of safety documents or other relevant internal authorisations. Where testing is to be carried out which affects the Implementing Safety Co-ordinator’s System, the procedure set out below in OC8A.6 shall be implemented.
OC8A.5.5 RISSP Cancellation Procedure

OC8A.5.5.1 When the Requesting Safety Co-ordinator decides that Safety Precautions are no longer required, he will contact the relevant Implementing Safety Co-ordinator to effect cancellation of the associated RISSP.

OC8A.5.5.2 The Requesting Safety Co-ordinator will inform the relevant Implementing Safety Co-ordinator of the RISSP identifying number (including the prefix and suffix), and agree it is the RISSP to be cancelled.

OC8A.5.5.3 The Requesting Safety Co-ordinator and the relevant Implementing Safety Co-ordinator shall then respectively complete Part 2.1 of their respective RISSP-R and RISSP-I forms and shall then exchange details. The details being exchanged shall include their respective names and time and date. On completion of the exchange of details the respective RISSP is cancelled. The removal of Safety Precautions is as set out in OC8A.5.5.4 and OC8A.5.5.5.

OC8A.5.5.4 Neither Safety Co-ordinator shall instruct the removal of any Isolation forming part of the Safety Precautions as part of the returning of the HV Apparatus to service until it is confirmed to each by each other that every earth on each side of the Connection Point (or, in the case of OTSUA, Transmission Interface Point), within the points of isolation identified on the RISSP, has been removed or disconnected by the provision of additional Points of Isolation.

OC8A.5.5.5 Subject to the provisions in OC8A.5.5.4, the Implementing Safety Co-ordinator is then free to arrange the removal of the Safety Precautions, the procedure to achieve that being entirely an internal matter for the party the Implementing Safety Co-ordinator is representing. Where a Key Safe Key has been given to the authorised site representative of the Requesting Safety Co-ordinator, the Key Safe Key must be returned to the authorised site representative of the Implementing Safety Co-ordinator. The only situation in which any Safety Precautions may be removed without first cancelling the RISSP in accordance with OC8A.5.5 or OC8A.5.6 is when Earthing is removed in the situation envisaged in OC8A.6.2(b).

OC8A.5.6 RISSP Change Control

Nothing in this OC8A prevents the Relevant E&W Transmission Licensee and E&W Users agreeing to a simultaneous cancellation and issue of a new RISSP, if both agree. It should be noted, however, that the effect of that under the relevant Safety Rules is not a matter with which the Grid Code deals.

OC8A.6 TESTING AFFECTING ANOTHER SAFETY CO-ORDINATOR’S SYSTEM

OC8A.6.1 The carrying out of the test may affect Safety Precautions on RISSPs or work being carried out which does not require a RISSP. Testing can, for example, include the application of an independent test voltage. Accordingly, where the Requesting Safety Co-ordinator wishes to authorise the carrying out of such a test to which the procedures in OC8A.6 apply he may not do so and the test will not take place unless and until the steps in (a)-(c) below have been followed and confirmation of completion has been recorded in the respective Safety Logs:

(a) confirmation must be obtained from the Implementing Safety Co-ordinator that:

(i) no person is working on, or testing, or has been authorised to work on, or test, any part of its System or another System(s) (other than the System of the Requesting Safety Co-ordinator) within the points of Isolation identified on the RISSP form relating to the test which is proposed to be undertaken, and

(ii) no person will be so authorised until the proposed test has been completed (or cancelled) and the Requesting Safety Co-ordinator has notified the Implementing Safety Co-ordinator of its completion (or cancellation);

(b) any other current RISSPs which relate to the parts of the System in which the testing is to take place must have been cancelled in accordance with procedures set out in OC8A.5.5;
c) the Implementing Safety Co-ordinator must agree with the Requesting Safety Co-ordinator to permit the testing on that part of the System between the points of Isolation identified in the RISSP associated with the test and the points of Isolation on the Requesting Safety Co-ordinator’s System.

OC8A.6.2
(a) The Requesting Safety Co-ordinator will inform the Implementing Safety Co-ordinator as soon as the test has been completed or cancelled and the confirmation shall be recorded in the respective Safety Logs.

(b) When the test gives rise to the removal of Earthing which it is not intended to re-apply, the relevant RISSP associated with the test shall be cancelled at the completion or cancellation of the test in accordance with the procedure set out in either OC8A.5.5 or OC8A.5.6. Where the Earthing is re-applied following the completion or cancellation of the test, there is no requirement to cancel the relevant RISSP associated with the test pursuant to this OC8A.6.2.

OC8A.7 EMERGENCY SITUATIONS

OC8A.7.1 There may be circumstances where Safety Precautions need to be established in relation to an unintended electrical connection or situations where there is an unintended risk of electrical connection between the National Electricity Transmission System and an E&W User’s System, for example resulting from an incident where one line becomes attached or unacceptably close to another.

OC8A.7.2 In those circumstances, if both the Relevant E&W Transmission Licensee and the respective E&W User agree, the relevant provisions of OC8A.5 will apply as if the electrical connections or potential connections were, solely for the purposes of this OC8A, a Connection Point (or, in the case of OTSUA, Transmission Interface Point).

OC8A.7.3
(a) The relevant Safety Co-ordinator shall be that for the electrically closest existing Connection Point (or, in the case of OTSUA, Transmission Interface Point) to that E&W User’s System or such other local Connection Point (or, in the case of OTSUA, Transmission Interface Point) as may be agreed between the Relevant E&W Transmission Licensee and the E&W User, with discussions taking place between the relevant local Safety Co-ordinators. The Connection Point (or, in the case of OTSUA, Transmission Interface Point) to be used shall be known in this OC8A.7.3 as the "relevant Connection Point" (or, in the case of OTSUA, “relevant Transmission Interface Point”).

(b) The Local Safety Instructions shall be those which apply to the relevant Connection Point (or, in the case of OTSUA, Transmission Interface Point).

(c) The prefix for the RISSP will be that which applies for the relevant Connection Point (or, in the case of OTSUA, Transmission Interface Point).
OC8A.8 SAFETY PRECAUTIONS RELATING TO WORKING ON EQUIPMENT NEAR TO THE HV SYSTEM

OC8A.8 applies to the situation where work is to be carried out at an E&W User’s Site or a Transmission Site (as the case may be) on equipment of the User or the Relevant E&W Transmission Licensee as the case may be, where the work or equipment is near to HV Apparatus on the Implementing Safety Co-ordinator’s System. It does not apply to other situations to which OC8A applies. In this part of OC8A, a Permit for Work for proximity work is to be used, rather than the usual RISSP procedure, given the nature and effect of the work, all as further provided in the OC8A.8.

OC8A.8.1 Agreement Of Safety Precautions

OC8A.8.1.1 The Requesting Safety Co-ordinator who requires Safety Precautions on another System(s) when work is to be carried out at an E&W User’s Site or a Transmission Site (as the case may be) on equipment of the User or the Relevant E&W Transmission Licensee, as the case may be, where the work or equipment is near to HV Apparatus on the Implementing Safety Co-ordinator’s System will contact the relevant Implementing Safety Co-ordinator(s) to agree the Location of the Safety Precautions to be established, having as part of this process informed the Implementing Safety Co-ordinator of the equipment and the work to be undertaken. The respective Safety Co-ordinators will ensure that they discuss the request with their authorised site representative and that the respective authorised site representatives discuss the request at the Connection Site (or, in the case of OTSUA, Transmission Interface Site). This agreement will be recorded in the respective Safety Logs.

OC8A.8.1.2 It is the responsibility of the Implementing Safety Co-ordinator, working with his authorised site representative as appropriate, to ensure that adequate Safety Precautions are established and maintained, on his and/or another System connected to his System, to enable Safety From The System to be achieved for work to be carried out at an E&W User’s Site or a Transmission Site (as the case may be) on equipment and in relation to work which is to be identified in the relevant part of the Permit for Work for proximity work where the work or equipment is near to HV Apparatus of the Implementing Safety Co-ordinator’s System specified by the Requesting Safety Co-ordinator. Reference to another System in this OC8A.8.1.2 shall not include the Requesting Safety Co-ordinator’s System.

OC8A.8.1.3 In The Event Of Disagreement

In any case where the Requesting Safety Co-ordinator and the Implementing Safety Co-ordinator are unable to agree the Location of the Isolation and (if requested) Earthing, both shall be at the closest available points on the infeeds to the HV Apparatus near to which the work is to be carried out as indicated on the Operation Diagram.

OC8A.8.2 Implementation Of Isolation And Earthing

OC8A.8.2.1 Following the agreement of the Safety Precautions in accordance with OC8A.8.1 the Implementing Safety Co-ordinator shall then establish the agreed Isolation and (if required) Earthing.

OC8A.8.2.2 The Implementing Safety Co-ordinator shall confirm to the Requesting Safety Co-ordinator that the agreed Isolation and (if required) Earthing has been established.

OC8A.8.2.3 The Implementing Safety Co-ordinator shall ensure that the established Safety Precautions are maintained until requested to be removed by the relevant Requesting Safety Co-ordinator.
OC8A.8.3 Permit For Work For Proximity Work Issue Procedure

OC8A.8.3.1 Where Safety Precautions on another System(s) are being provided to enable work to be carried out at an E&W User’s Site or Transmission Site (as the case may be) on equipment where the work or equipment is in proximity to HV Apparatus of the Implementing Safety Co-ordinator, before any work commences they must be recorded by a Permit for Work for proximity work being issued. The Permit for Work for proximity work shall identify the Implementing Safety Co-ordinator’s HV Apparatus in proximity to the required work.

OC8A.8.3.2 Once the Safety Precautions have been established (in accordance with OC8A.8.2), the Implementing Safety Co-ordinator shall agree to the issue of the Permit for Work for proximity work with the appropriately authorised site representative of the Requesting Safety Co-ordinator’s Site. The Implementing Safety Co-ordinator will inform the Requesting Safety Co-ordinator of the Permit for Work for proximity work identifying number.

OC8A.8.3.3 The appropriately authorised site representative of the Implementing Safety Co-ordinator shall then issue the Permit for Work for proximity work to the appropriately authorised site representative of the Requesting Safety Co-ordinator. The Permit for Work for proximity work will in the section dealing with the work to be carried out, be completed to identify that the work is near the Implementing Safety Co-ordinator’s HV Apparatus. No further details of the Requesting Safety Co-ordinator’s work will be recorded, as that is a matter for the Requesting Safety Co-ordinator in relation to his work.

OC8A.8.3.4 The Requesting Safety Co-ordinator is then free to authorise work in accordance with the requirements of the relevant internal safety procedures which apply to the Requesting Safety Co-ordinator’s Site. This is likely to involve the issue of safety documents or other relevant internal authorisations.

OC8A.8.4 Permit For Work For Proximity Work Cancellation Procedure

OC8A.8.4.1 When the Requesting Safety Co-ordinator decides that Safety Precautions are no longer required, he will contact the relevant Implementing Safety Co-ordinator to effect cancellation of the associated Permit for Work for proximity work.

OC8A.8.4.2 The Requesting Safety Co-ordinator will inform the relevant Implementing Safety Co-ordinator of the Permit for Work for proximity work identifying number, and agree that the Permit for Work for proximity work can be cancelled. The cancellation is then effected by the appropriately authorised site representative of the Requesting Safety Co-ordinator returning the Permit for Work for proximity work to the appropriately authorised site representative of the Implementing Safety Co-ordinator.

OC8A.8.4.3 The Implementing Safety Co-ordinator is then free to arrange the removal of the Safety Precautions, the procedure to achieve that being entirely an internal matter for the party the Implementing Safety Co-ordinator is representing.

OC8A.9 LOSS OF INTEGRITY OF SAFETY PRECAUTIONS

OC8A.9.1 In any instance when any Safety Precautions may be ineffective for any reason the relevant Safety Co-ordinator shall inform the other Safety Co-ordinator(s) without delay of that being the case and, if requested, of the reasons why.

OC8A.10 SAFETY LOG

OC8A.10.1 The Relevant E&W Transmission Licensee and E&W Users shall maintain Safety Logs which shall be a chronological record of all messages relating to safety co-ordination under OC8A sent and received by the Safety Co-ordinator(s). The Safety Logs must be retained for a period of not less than one year.
APPENDIX A - RISSP-R

[the Relevant E&W Transmission Licensee] [________________________ CONTROL CENTRE/SITE]

RECORD OF INTER-SYSTEM SAFETY PRECAUTIONS (RISSP-R)
(Requesting Safety Co-ordinator’s Record)

RISSP NUMBER

PART 1

1.1 HV APPARATUS IDENTIFICATION

Safety Precautions have been established by the Implementing Safety Co-ordinator (or by another User on that User’s System connected to the Implementing Safety Co-ordinator’s System) to achieve (in so far as it is possible from that side of the Connection Point/Transmission Interface Point) Safety From The System on the following HV Apparatus on the Requesting Safety Co-ordinator’s System: [State identity - name(s) and, where applicable, identification of the HV circuit(s) up to the Connection Point/Transmission Interface Point]:

______________________________________________________________________________________________
______________________________________________________________________________________________

Further Safety precautions required on the Requesting Safety Co-ordinator’s System as notified by the Implementing Safety Co-ordinator.

______________________________________________________________________________________________

1.2 SAFETY PRECAUTIONS ESTABLISHED

(a) ISOLATION

[State the Location(s) at which Isolation has been established (whether on the Implementing Safety Co-ordinator’s System or on the System of another User connected to the Implementing Safety Co-ordinator’s System). For each Location, identify each point of Isolation. For each point of Isolation, state the means by which the Isolation has been achieved, and whether, immobilised and Locked, Caution Notice affixed, other safety procedures applied, as appropriate.]

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

(b) EARTHING

[State the Location(s) at which Earthing has been established (whether on the Implementing Safety Co-ordinator’s System or on the System of another User connected to the Implementing Safety Co-ordinator’s System). For each Location, identify each point of Earthing. For each point of Earthing, state the means by which Earthing has been achieved, and whether, immobilised and Locked, other safety procedures applied, as appropriate].

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

1.3 ISSUE

I have received confirmation from ________________________________ (name of Implementing Safety Co-ordinator) at ________________________________ (location) that the Safety Precautions identified in paragraph 1.2 have been established and that instructions will not be issued at his location for their removal until this RISSP is cancelled.

Signed __________________________ (Requesting Safety Co-ordinator)

at __________________________(time) on __________________________ (Date)
2.1  CANCELLATION

I have confirmed to _______________________________ (name of the Implementing Safety Co-ordinator) at _______________ (location) that the Safety Precautions set out in paragraph 1.2 are no longer required and accordingly the RISSP is cancelled.

Signed ........................................ (Requesting Safety Co-ordinator)

at ......................................(time) on .............................................. (Date)
APPENDIX B - RISSP-I

[the Relevant E&W Transmission Licensee] [_________________ CONTROL CENTRE/SITE]

RECORD OF INTER-SYSTEM SAFETY PRECAUTIONS (RISSP-I) (Implementing Safety Co-ordinator’s Record)

PART 1

1.1 HV APPARATUS IDENTIFICATION

Safety Precautions have been established by the Implementing Safety Co-ordinator (or by another User on that User’s System connected to the Implementing Safety Co-ordinator’s System) to achieve (in so far as it is possible from that side of the Connection Point/Transmission Interface Point) Safety From The System on the following HV Apparatus on the Requesting Safety Co-ordinator’s System: [State identity - name(s) and, where applicable, identification of the HV circuit(s) up to the Connection Point/Transmission Interface Point]:

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Recording of notification given to the Requesting Safety Co-ordinator concerning further Safety Precautions required on the Requesting Safety Co-ordinator’s System.

1.2 SAFETY PRECAUTIONS ESTABLISHED

(a) ISOLATION

[State the Location(s) at which Isolation has been established (whether on the Implementing Safety Co-ordinator’s System or on the System of another User connected to the Implementing Safety Co-ordinator’s System). For each Location, identify each point of Isolation. For each point of Isolation, state the means by which the Isolation has been achieved, and whether, immobilised and Locked, Caution Notice affixed, other safety procedures applied, as appropriate.]

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

(b) EARTHING

[State the Location(s) at which Earthing has been established (whether on the Implementing Safety Co-ordinator’s System or on the System of another User connected to the Implementing Safety Co-ordinator’s System). For each Location, identify each point of Earthing. For each point of Earthing, state the means by which Earthing has been achieved, and whether, immobilised and Locked, other safety procedures applied, as appropriate].

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

1.3 ISSUE

I have confirmed to _______________________________ _________ (name of Requesting Safety Co-ordinator) at __________________________________ (location) that the Safety Precautions identified in paragraph 1.2 have been established and that instructions will not be issued at my location for their removal until this RISSP is cancelled.

Signed ............................................................... (Implementing Safety Co-ordinator)
at ...............................................................(time) on ...................................................... (Date)
PART 2

2.1 CANCELLATION

I have received confirmation from ____________________________ (name of the Requesting Safety Co-ordinator) at ____________________________ (location) that the Safety Precautions set out in paragraph 1.2 are no longer required and accordingly the RISSP is cancelled.

Signed ............................................ (Implementing Safety Co-ordinator)

at .................................................... (time) on .................................................... (Date)

(Note: This form to be of a different colour from RISSP-R)
APPENDIX C2 - TESTING PROCESS

Where testing affects another Safety Co-ordinator's System

Continue from OC8A, Appendix C1

Testing will not take place by RSC until:

OC8A.8.1

RSC confirms that no person is working or testing or authorised to, on his System or another System, within the points of isolation on the RISSP

Log

OC8A.6.1(a)(i)

No person will be so authorized until proposed test is completed (or cancelled) by the RSC

OC8A.6.1(a)(ii)

Any RISSP other than for the proposed test shall be cancelled

OC8A.5.1(b)

The ISC agrees to the testing between the points of isolation on the RISSP and the RSC System

OC8A.8.1(c)

Test can now take place

When test is complete or cancelled, RSC informs ISC

Log

OC8A.6.2(a)

If testing required the removal of earthing the RISSP process is as set out in:

OC8A.6.2(b)

Earthing reapplied

OC8A.6.2(b)

RISSP can stay in force, if required

Earthing not reapplied

OC8A.6.2(b)

RISSP cancellation process. See OC8A Appendix C3

Requesting Safety Co-ordinator (RSC)

Person requiring Safety Precaution from another User

Implementing Safety Co-ordinator (ISC)

Person who co-ordinates provision of Safety Precautions
APPENDIX C4 - PROCESS FOR WORKING NEAR TO SYSTEM EQUIPMENT

**Requesting Safety Coordinator (RSC)**
Person requiring Safety Precaution from another User

**Implementing Safety Coordinator (ISC)**
Person who coordinates provision of Safety Precautions

**Proximity**
Nearness or Closeness to HV Equipment

---

Work required on equipment near to HV Apparatus

RSC contacts ISC & each confirms authority to act

RSC and ISC agree location of Safety Precautions

Log
OGBA.8.1.1

If unable to agree Safety Precautions follow:
OGBA.8.1.3

ISC confirms Isolation (and Earthing) is established to RSC

Log
OGBA.8.2.2

ISC consents to the Permit for Work for proximity work
OGBA.8.3.2

ISC informs ISC of the Permit for Work for proximity work identifying number
OGBA.8.3.2

Site representative of ISC issues Permit for Work for proximity work to site representative of RSC
OGBA.8.3.3

RSC can now authorise the work
OGBA.8.3.4

On completion of work RSC contacts ISC to agree Permit for Work for proximity work can be cancelled
OGBA.8.4.1

Site representative of ISC cancels Permit for Work for proximity work
OGBA.8.4.2

ISC may remove Safety Precautions
OGBA.8.4.3

OC3A process complete
Pursuant to the objectives of The Grid Code, Operating Code 8A1 - Safety Co-ordination, this circular will be used in relation to all cross boundary safety management issues with the Relevant E&W Transmission Licensee customers. Of particular note will be the agreed prefixes for the Record of Inter System Safety Precautions (RISSP) documents.
### APPENDIX E - FORM OF NGET PERMIT TO WORK

[Form of the Relevant E&W Transmission Licensee Permit for Work]

#### PERMIT FOR WORK

| 1. Location……………………………………………………………………………………………………………………… |
| Work to be done…………………………………………………………………………………………………………………… |
| 2. Precautions taken to achieve Safety from the System |
| Points of Isolation…………………………………………………………………………………………………………………… |
| Primary Earths…………………………………………………………………………………………………………………………… |
| Actions taken to avoid Danger by draining, venting, purging and containment or dissipation of stored energy* |
| Further precautions to be taken during the course of the work to avoid System derived hazards* |
| 3. Precautions that may be varied*……………………………………………………………………………………………… |
| 4. Preparation Control Person(s) (Safety) giving Consent………………………………………………………………… |
| Signed…………………………………………………………………………………………………………………………………… |
| Senior Authorised Person………………………………………………………………………………………………………… |

No. 

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Generated by 06/10/2014

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**Senior Authorised Person**

Received (Signed) 

**Competent Person**

Name (Block letters) 

Company

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

February 1995

< END OF OPERATING CODE NO. 8 APPENDIX 1>