

National Grid UK Electricity Transmission plc

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NATIONAL SAFETY INSTRUCTION and Guidance

NSI 30 APPOINTMENT OF PERSONS

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DOCUMENT HISTORY

Issue	Date	Summary of Changes / Reason	Author(s)	Approved By (Title)
1	April 2014	Renamed as "National Safety Instruction and Guidance" which now replaces NSI 30 Issue 9. Reviewed and amended as per Key Changes.	NSI Review Group	ETAM Operations North Manager Mike Dean
2	Nov 2014	Minor modifications to "9 day Rule" process, NSI 26 matrix & grammatical corrections. Reviewed and amended as per Key Changes.	Paul Matthews	ETAM Operations North Manager Mike Dean
3	April 2016	Annual review; document amended as detailed below and minor text changes as highlighted in yellow.	NSI Review Group	ETAM Operations North Manager Matt Staley

KEY CHANGES

Section	Amendments
5.11	Note 3 added
Appendix F	Requirement for 'issuing' of Safety Documents changed to 'preparing'
Various	NSI 27 Added

APPOINTMENT OF PERSONS

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1 Purpose and Scope

To apply the principles established by the Safety Rules and provide guidance on National Safety Instruction 30, for the appointment of both **Company** and *Non Company* personnel under the National Grid Safety Rules, National Safety Instructions (NSIs) and *Operational Authorities*. The 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 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 NSIs 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 NSIs. 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 NSIs
	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 NSIs
	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 NSIs
	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 NSIs
		<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 NSIs.
		<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 NSIs
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 NSIs	

<p>Appointments to National Grid Safety Rules Cont:</p>	<p>i <i>CP(OS)1 Limited</i></p> <p><i>CP(OS)1 Restricted</i></p> <p>j <i>CP(OS)2</i></p> <p>k <i>CP(OS)3</i></p>	<p>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.</p> <p>Carry out the nominated restricted duties of a Control Person (Operation) (CPO1) and/or a Control Person (Safety) (CPS1) for HV Equipment, and is appointed to specified Operational Authorities and NSI's, under Emergency Resilience or Business Continuity conditions only.</p> <p>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 NSIs</p> <p>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 NSIs</p>
<p><i>SAP Manual</i> <i>AP Manual</i></p>	<p>Identifies selection, training, and appointment process for a Senior Authorised Person and an Authorised Person</p>	
<p><i>Authorisation</i></p>	<p>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</p>	
<p><i>Non-Company</i></p>	<p>An individual who is not employed by National Grid and is appointed to specified <i>Operational Authorities</i> and NSIs to carry out their duties</p>	
<p><i>Control Point Designations</i></p>	<p>Being one of the following:-</p> <p>a <i>Local Control Point</i> A control point at a position on, or adjacent to the switching device itself by electrical / mechanical means</p> <p>b <i>Substation Control Point</i> A control point at the substation control system interface</p> <p>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>Being one of the following:-</p> <p>a OA1 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 OA1 shall be accompanied and checked by an Authorised Person with <i>Operational Authority OA2</i></p> <p>b OA2 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 person2. 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 OA3 Operation of fully or partially interlocked Equipment from the <i>Local Control Point, Substation Control Point, and Remote Control Point</i></p> <p>d OA5 Operation of HV Equipment from the <i>Remote Control Point</i></p> <p>e OA6 Operation of the control functions for protection, intertripping, telecontrol and fire protection systems</p>
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3 Responsibilities

3.1 Safety, Sustainability and Resilience (SSR)

- Develop policy
- Identify and advise policy change
- Provides advice to Academy
- 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 Academy

- Monitor, review and manage all training materials and assessments associated with Safety Rules and supporting NSIs
- 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 NSIs as appropriate
- Ensure that refresher training and re-authorisations are carried out, for their employees, in accordance with this procedure
- For *Non Company Control Person(s)* where the training and appointment process are equivalent to that required by National Grid, 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 the Academy
- Provides advice to stake holders
- Support **Senior Authorised Person** *Authorisation* Panels

3.6 Electricity Transmission Asset Management

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

NSI 30
4.1

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.

NSI 30
4.2 to 4.3

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 TNCC / 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 Transmission Network Control Centre (TNCC) Management Procedure – AMWI NOC8 or ENCC Management Procedure - NOBP1523.

NSI 30
4.4 to 4.5

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, under Safety Documentation conditions, 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 be by submission of a completed "Person Record of nine (9) days' work on (National Grid) site(s)" form (Appendix D).

If a contracting company is new to National Grid and does not have a **Competent Person** they shall either employ a 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 Team Leader to authorise an individual to be a **Competent Person** without applying **Person & BESC/AME** 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**.

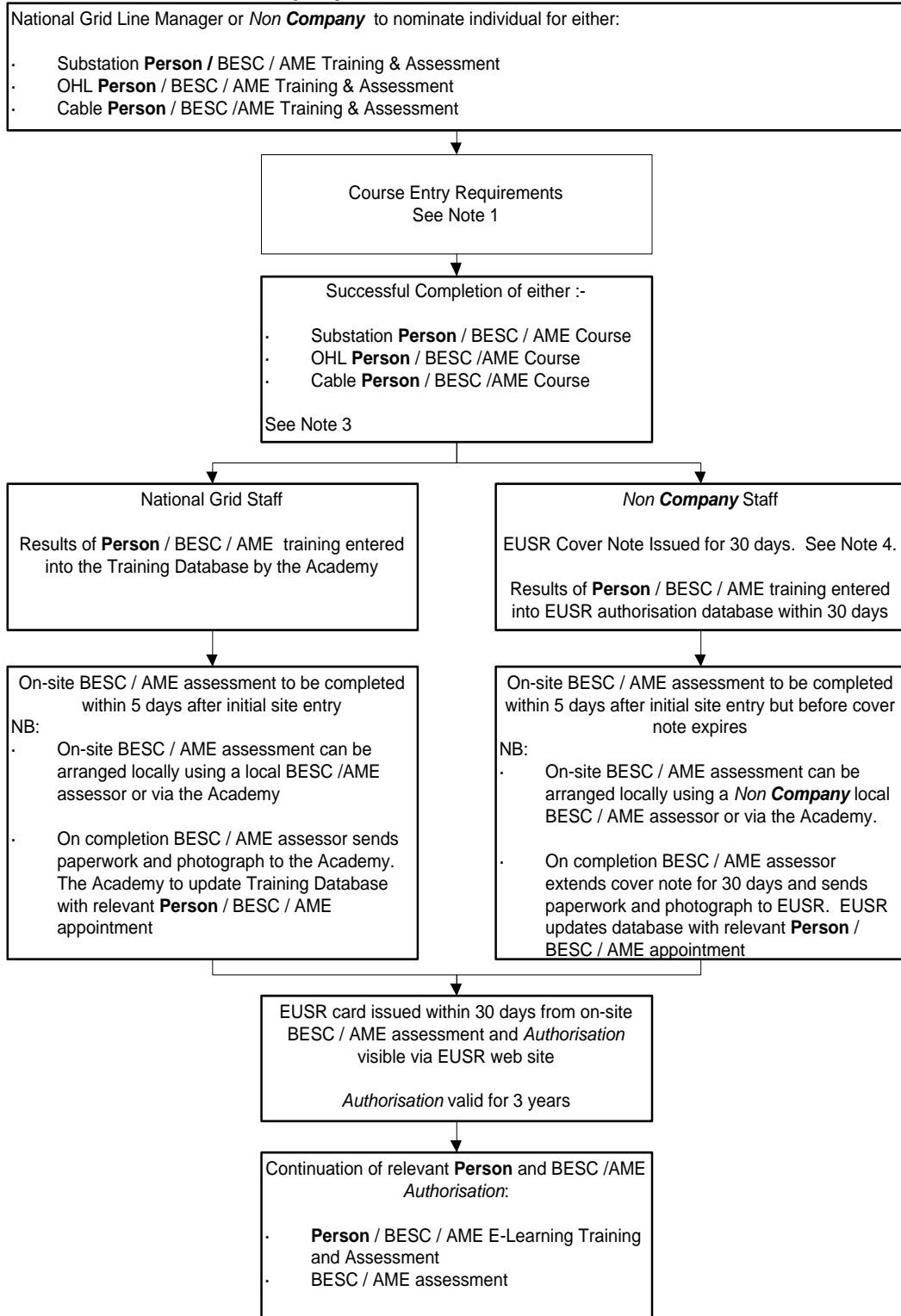
When **Safety Document(s)** or *Switching* instructions are to be prepared, issued, cleared, cancelled, given or received by an individual / **Person** under training; that individual / **Person** shall be under the **Personal Supervision** of the appropriately authorised **Personnel**. The appropriately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

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

Some examples of general Health and Safety awareness include:

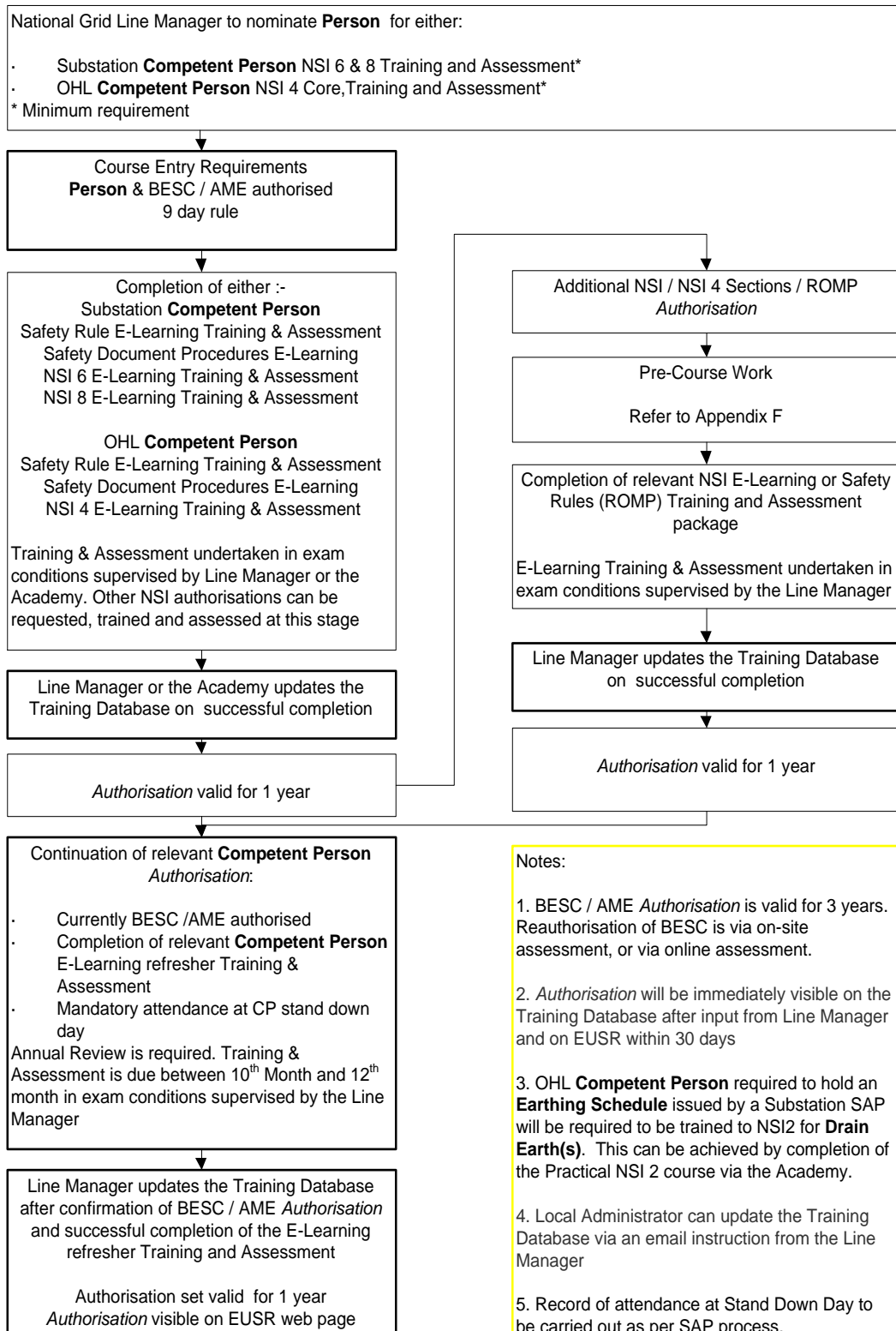
SHEA Level 1 - EUS
EUS level 1 General Health & Safety Module
Working Safely Course
Construction Skills Certificate Scheme – CSCS card
Construction Industry Training Board – CITB card
Institute of Occupational Safety & Health – IOSH card
British Safety Council – BSC card

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.

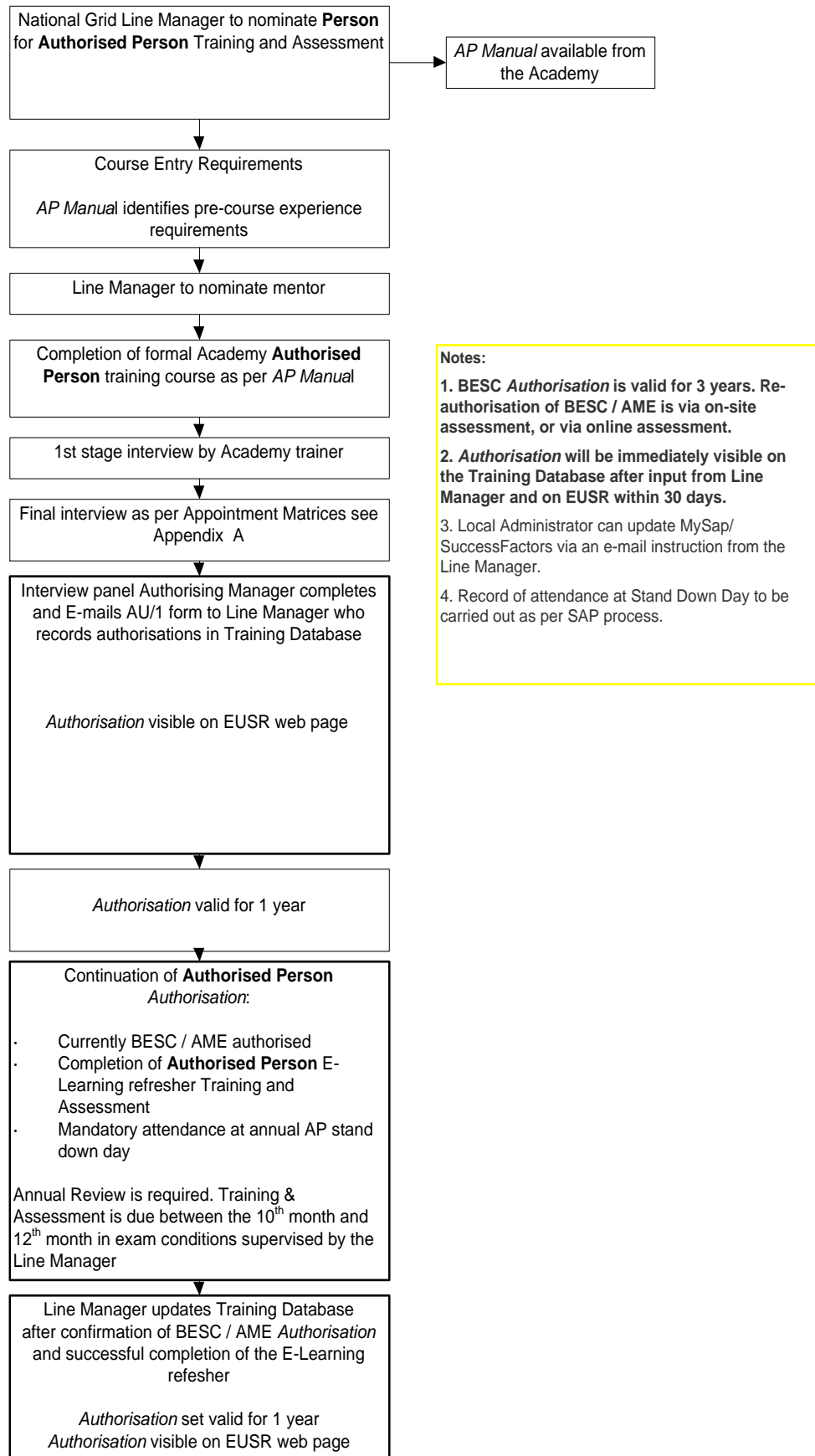
The Academy will check nominated trainee against a database of individuals not to be re-authorised to National Grid Safety Rules.

2. Where an individual has the requirement to work in a combination of Substation, Cable and OHL environments they will be **Person** & BESC / AME assessed against their main working environment.
3. *Non-Company* employers may choose to train their own staff to **Person** & BESC / AME or utilise the Academy course. Assessment of candidates will be undertaken by the Academy.
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 / AME 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 / AME course.

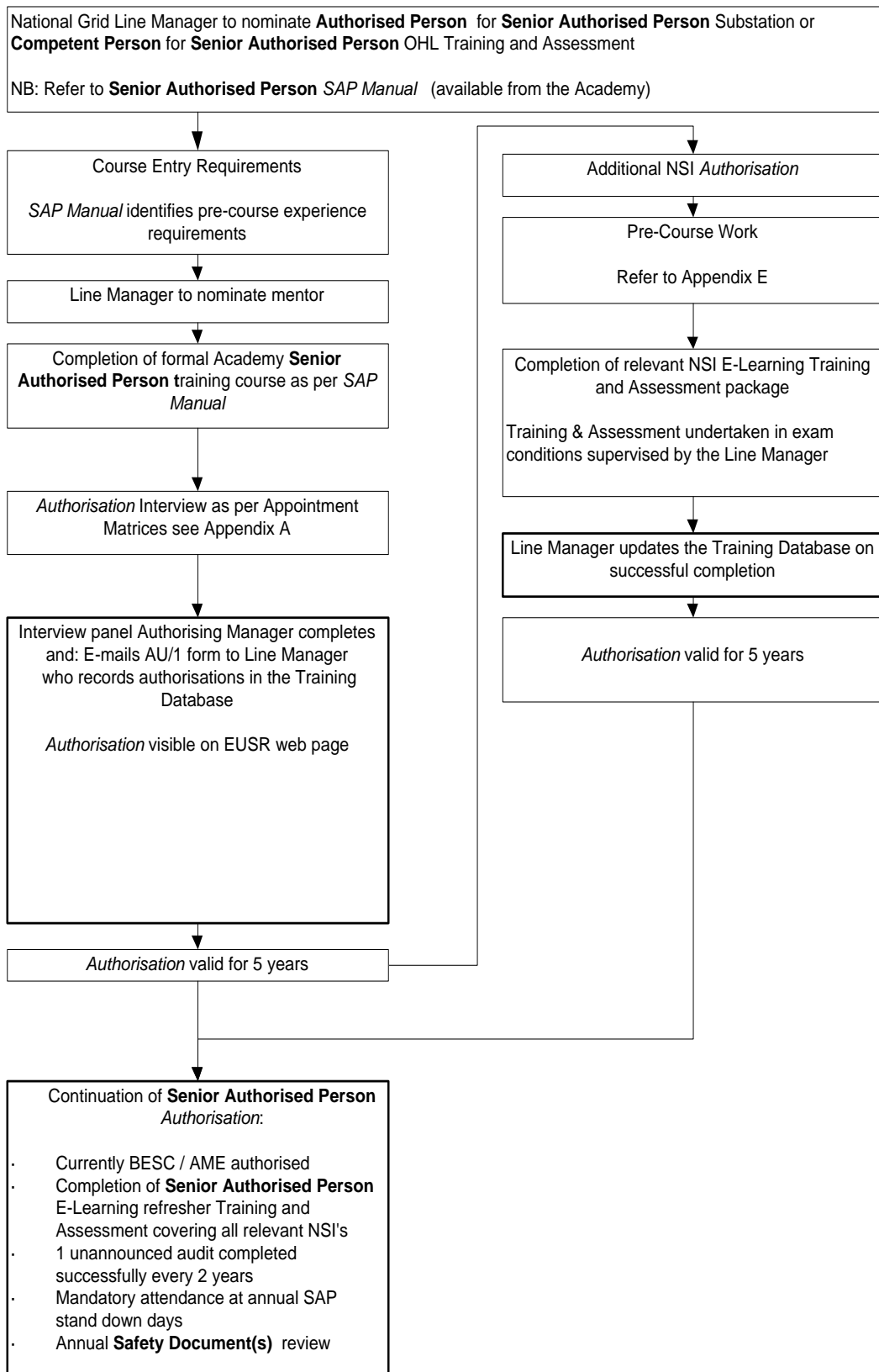
5.2 National Grid **Competent Person**



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 Manger shall update the annual review qualification in the Training Database after checking the Training Database for:-
 - Currently authorised as a **Senior Authorised Person**
 - Currently BESC / AME authorised
 - **Senior Authorised Person** audit in date
 - **Senior Authorised Person** stand down days attended
- Line Manager updates the Training Database.
- 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 the Training Database.
- The Academy will store evaluation information in course code for that year of attendance.
- Local Administrator informs appropriate Delivery Manager 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 the Training Database when this is completed.

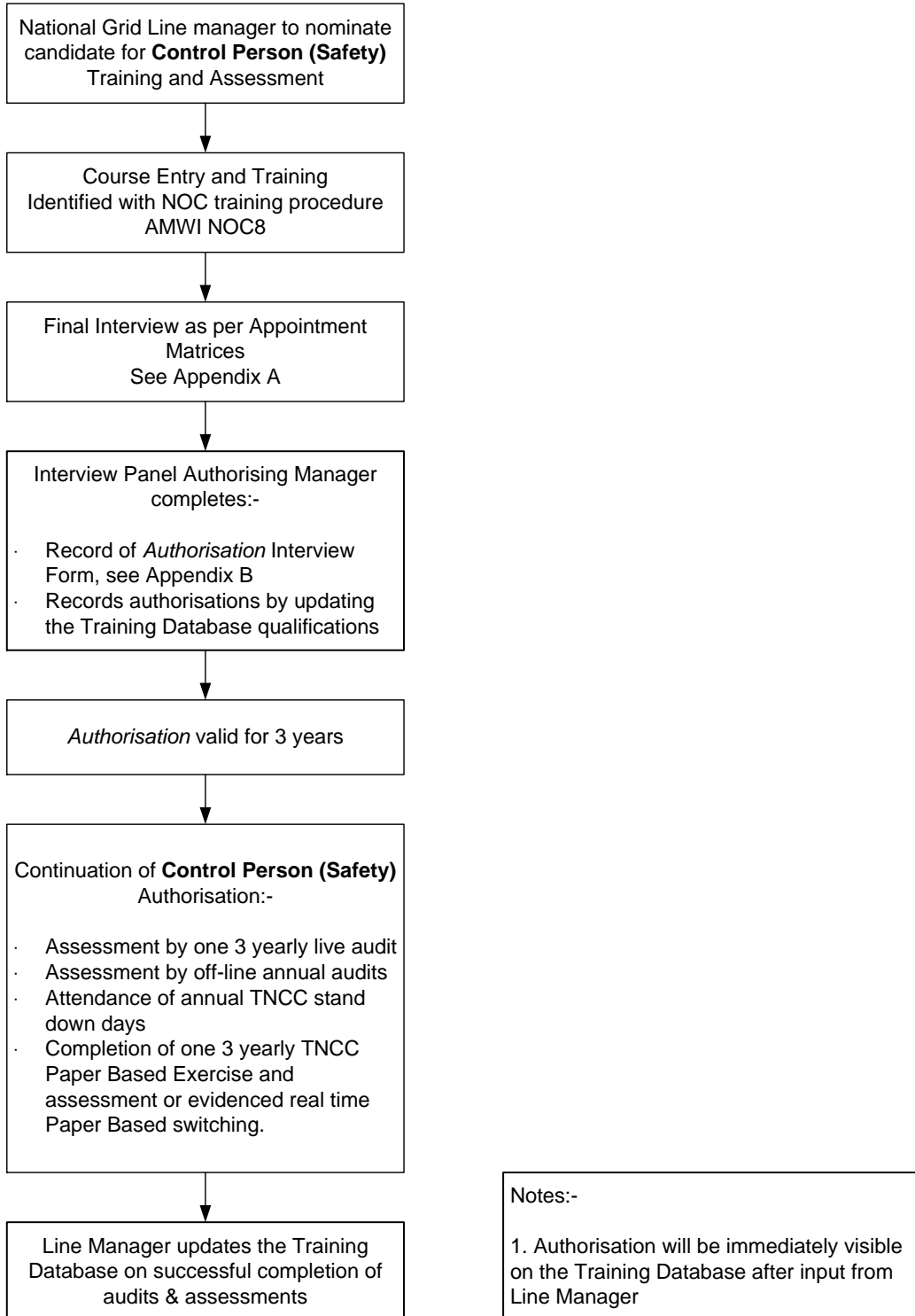
1.3 Senior Authorised Person Audit

- Safety Rule Assurance Team informs Line Manager of audit completion with any outcome and recommendations.
- The Senior Authorised Person Audit shall only be classed as completed when the audit outcome is successful.
- Line Manager ensures recommendations are actioned and informs local Administrator when audit is completed.
- On successful completion the Local Administrator/Safety Rules Assurance Team updates qualification in the Training Database.
- Safety Rule Assurance Team maintain a record of **Senior Authorised Person** audits

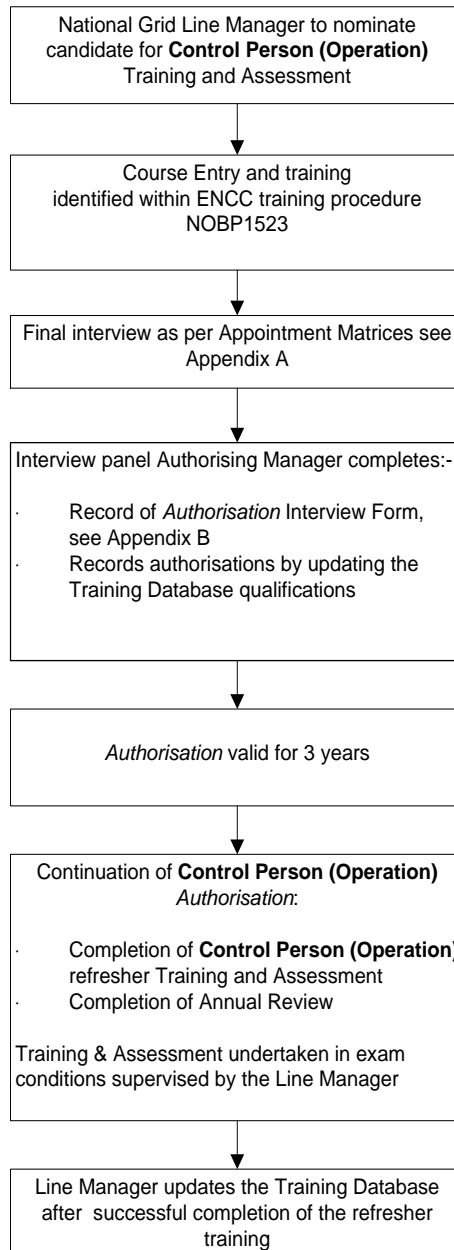
1.4 Senior Authorised Person 5 year Refresher E-Learning assessment and training

- E-Learning assessment and training shall be undertaken in exam conditions monitored by the Line Manager
 - Line Manager updates **Senior Authorised Person** authorisation in the Training Database set to date of passing the assessment.
2. BESC/AME *Authorisation* is valid for 3 years. Re-authorisation of BESC / AME is via on-site assessment, **or via online 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 the Training Database after input from Authorising Manager and on EUSR within 30 days
 6. Local Administrator can update the Training Database via an e-mail instruction from the Line Manager

5.5 National Grid TNCC Control Person (Safety)



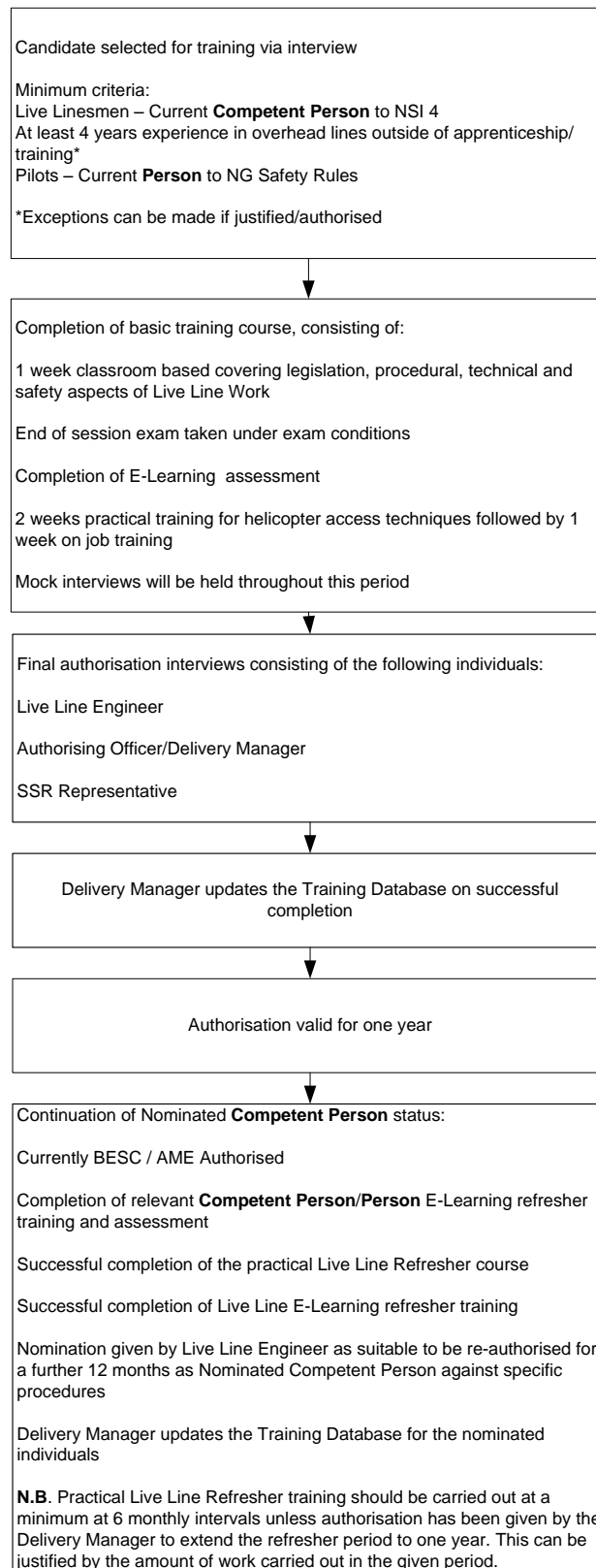
5.6 National Grid ENCC Control Person (Operation)



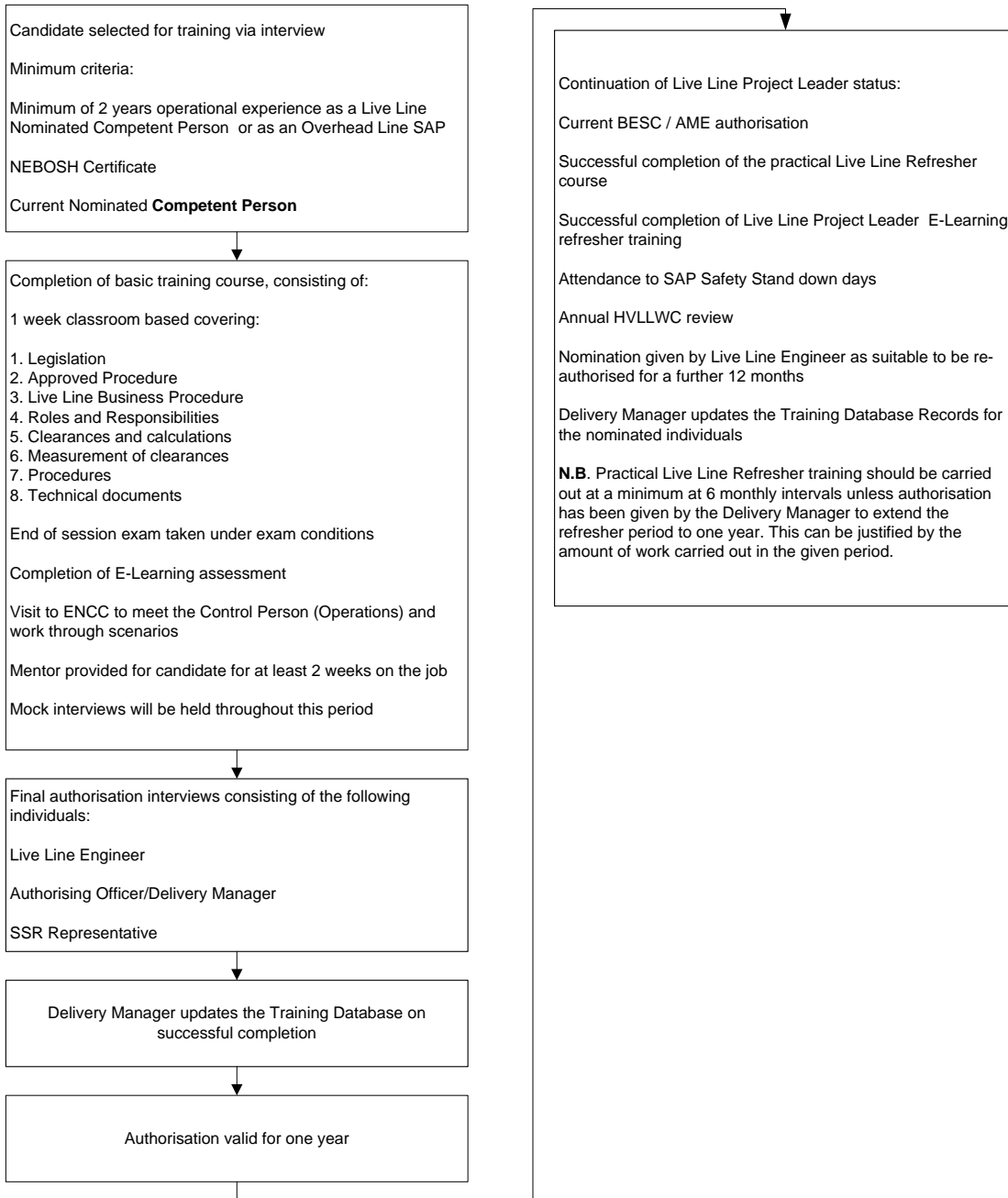
Notes:

1. *Authorisation* will be immediately visible on the Training Database after input from Line Manager

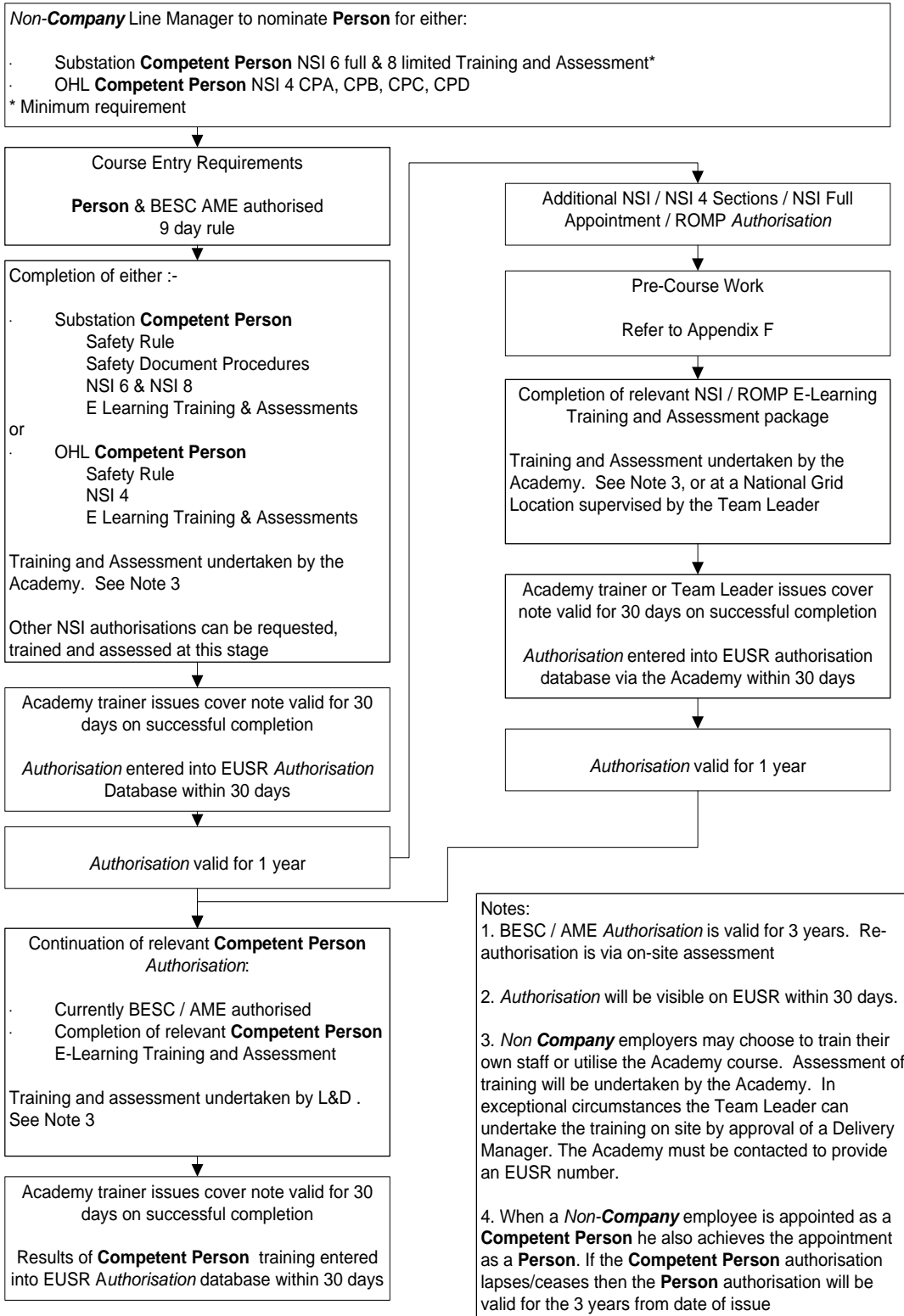
5.7 Live Line Nominated Competent Person



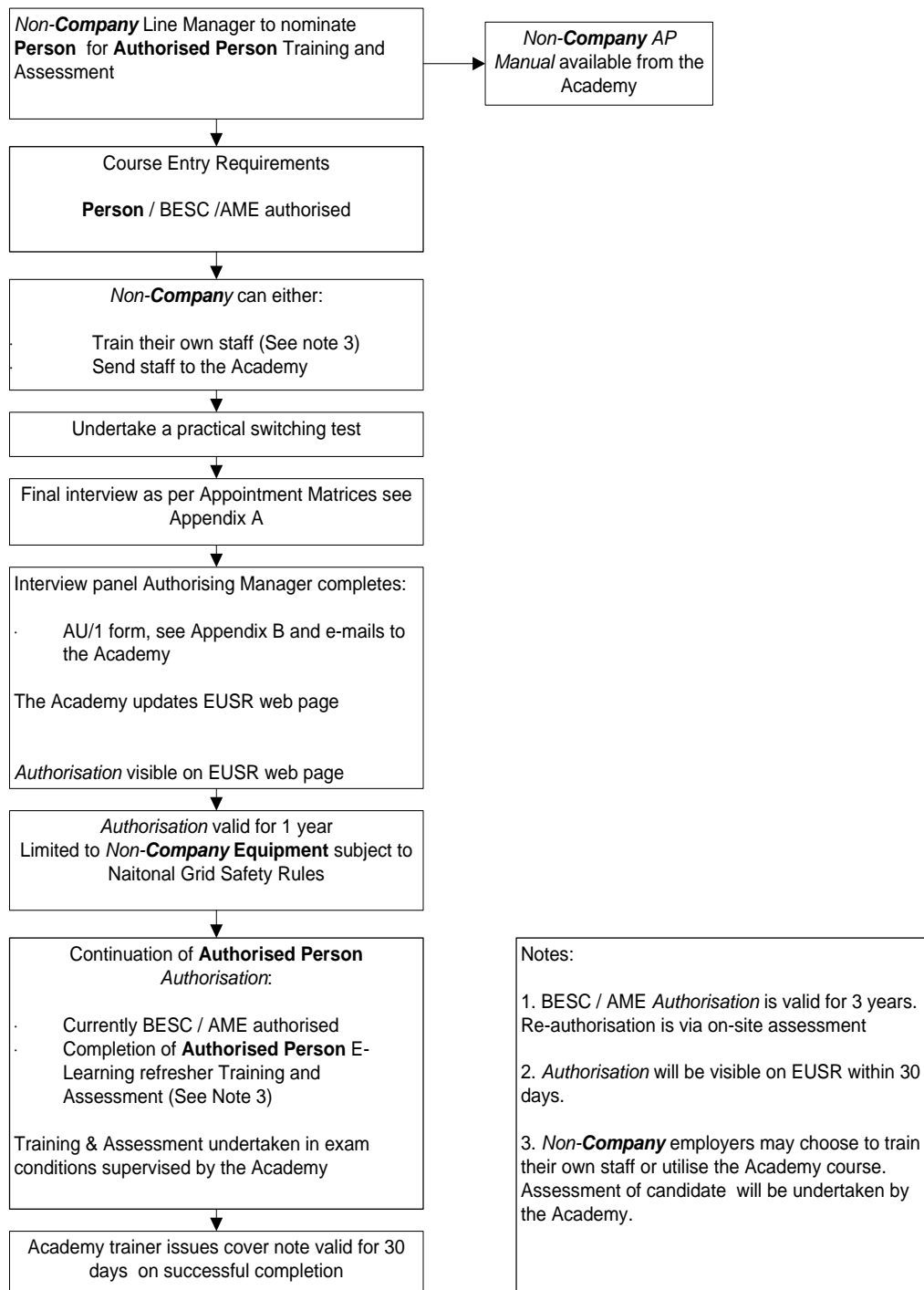
5.8 Live Line Project Leader (LLPL)



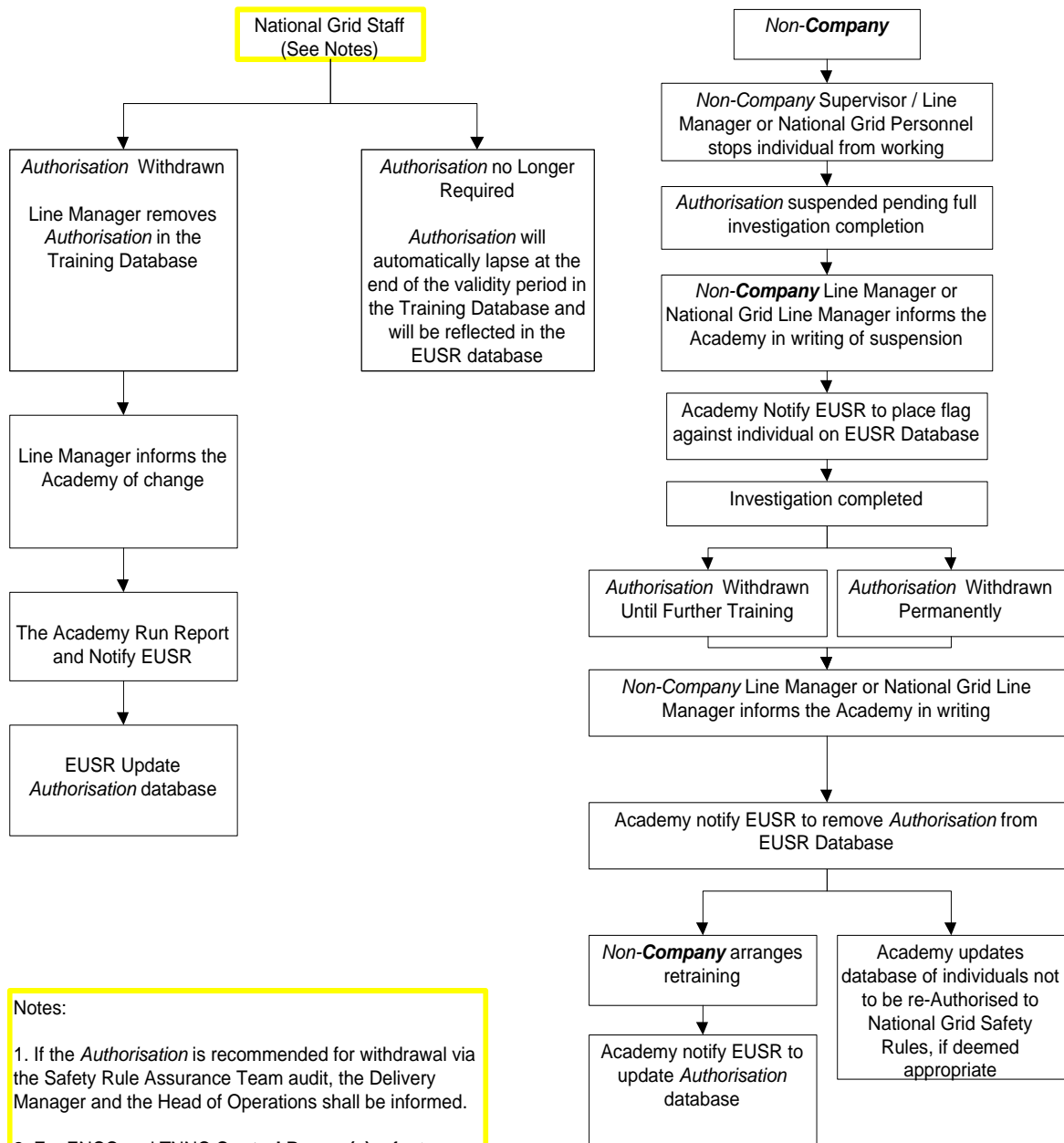
5.9 Non-Company Competent Person



5.10 **Non-Company Authorised Person**



5.11 Removal of *Authorisation*



Notes:

1. If the *Authorisation* is recommended for withdrawal via the Safety Rule Assurance Team audit, the Delivery Manager and the Head of Operations shall be informed.
2. For ENCC and TNNC **Control Person(s)** refer to Management Procedure NOBP1523 and AMWI NOC 8
3. If an individual has their *Authorisation* withdrawn or suspended, they can only enact those duties under the personal supervision of fully *Authorised* personnel until the *Authorisation* is reinstated.

Appendix A - Appointment Matrices

Person & Competent Person

X = Recommended Option O = Alternative Option A = National Grid B = Non Company		Training			Assessment by		Review	Remark
		National Grid Location	Academy Training Centre	Non-Company	National Grid Line Manager	National Grid Academy 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 Team Leader can authorise on site. Team Leader sends copy of Cover Note to Academy to allow <i>Authorisation</i> to be updated on EUSR.								

Authorised Person & Senior Authorised Person

X = Recommended Option O = Alternative Option A = National Grid B = Non-Company C = NSI 27		Training			Visits			Constitution of <i>Authorisation</i> Panel					Practical Tests	Form	Annual Review	Refresher/ Reassessment period	Remark
		National Grid Location	Academy Training Centre	Non-Company	Planning	TNCC	ENCC	SRAT	Delivery Manager (Authorising Manager)	SSR	Non-Company Observer	Team Leader	Site + TNCC				
Authorised Person	A***		X			O	X		X			X		AU/1		1 yr	Refresher via E-Learning, managed by Line Manager or Academy for Non-Company
	B		X	O					X*	X	X	X		AU/1		1 yr	Non-Company – Practical test on site with National Grid Authorised Person and can be via Non-Company Control Centre.
	C	X							X			X	X****	AU/1		1 yr	Refresher by Line Manager review.
Senior Authorised Person 1 Prepare, issue, transfer and cancel PFW, LAC, SFW, for HV Equipment as appropriate			X		X	X		X	X**	X		X		AU/1	X	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	
<p>Notes:</p> <p>* For AP Non-Company Authorisation Panel, Delivery Manager may be substituted by Team Leader.</p> <p>** For SAP panels, if required, an experienced SAP/technical representative may attend to provide technical guidance. Delivery Manager shall where possible be independent.</p> <p>*** Constitution of National Grid Authorised Person Authorisation Panel - candidates Delivery Manager and independent Team Leader within their zone</p> <p>**** Practical Test at site only</p>																	

Control Person (Operation) & Control Person (Safety)

X = Recommended Option O = Alternative Option A = National Grid B = Non <i>Company</i>	Training			Visits		Constitution of <i>Authorisation</i> Panel				Practical Tests	Form	Annual Review	Refresher/ Reassessment period	Remark
	National Grid Location	Academy Training Centre	Non-Company	Site	TNCC	SRAT	DM or TNCC or Electricity Operations Manager***	SSR	Non-Company Observer	Site + TNCC				
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					X	5 yr	CPOS1 Authorisation to be site specific
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	
<p>Notes:</p> <p>* Site visit are not required where the trainee has previously working on site or at TNCC / ENCC</p> <p>** Captured as part of the Senior Authorised Person Practical</p> <p>*** Authorising Manager</p>														

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	Academy Training Centre	Non-Company	ENCC	SSR	Delivery Manager *	Overhead Line Specialist Techniques Engineer	Site + TNCC 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/TNCC/ 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"/>
SSR 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	Control Person (Safety) 1	<input type="checkbox"/>
Control Person (Operation) 1	<input type="checkbox"/>	Control Person CP(OS)2				Control Person CP(OS)3	<input type="checkbox"/>
Control Person CP(OS)1 Limited	<input type="checkbox"/>	Live Line Project Leader				Live Line Nominated Competent Person	<input type="checkbox"/>
PFW	<input type="checkbox"/>	SFW	<input type="checkbox"/>	LAC	<input type="checkbox"/>	CLLVW	<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	Work on or near High Voltage Overhead Lines (Core)	NSI 4	Work on or near High Voltage Overhead Lines (Section 5)	NSI 4	Work on or near High Voltage Overhead Lines (Section 6)
NSI 4	Work on or near High Voltage Overhead Lines (Section 7)	NSI 5	Cable Systems	NSI 6	Demarcation in Substations
NSI 6	Demarcation in Substations (Limited)	NSI 8	Mobile Elevated Work Platforms, Lorry Loaders, 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 13	Washing High Voltage Insulators Using Portable Washing Equipment	NSI 14	Automatically or Remotely Controlled Equipment	NSI 17	Pressure Systems
NSI 24	Modification or Repair of Earth Conductors on Main Earth Systems	NSI 26	Railway connection Circuits	NSI 27	Work on or near to High Voltage Direct Current (HVDC) Equipment

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

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Appendix C – Person and Competent Person Cover Note



Person

Cover Note

Title <i>Mr, Mrs, Ms, Miss or Other</i>			
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
	Person - Cables
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/AME' 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	810	National Safety Instruction 4 – Core
	804	Permit for Work ROMP	811	National Safety Instruction 4 – Section 5
	805	Sanction for Work	812	National Safety Instruction 4 – Section 6
	825	National Safety Instruction 2 - Limited	813	National Safety Instruction 4 – Section 7
	806	National Safety Instruction 4 – CP A	818	National Safety Instruction 6
	807	National Safety Instruction 4 – CP B	820	National Safety Instruction 8 – Full
	808	National Safety Instruction 4 – CP C	821	National Safety Instruction 8 – Limited
	809	National Safety Instruction 4 – CP D	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) site(s)

Competent Person must have been previously authorised as a **Person** and to have worked on a National Grid or other Electrical utility site, under Safety Documentation conditions, 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/AME Number:

Employer:

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

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

Appendix E – Full Listing of NSI 30 Authorisations

Person	Authorised Person	Senior Authorised Person
BESC/AME - Substations	BESC/AME - Substations	BESC/AME - Substations
BESC/AME - Cables	BESC/AME - Cables	BESC/AME - Cables
BESC/AME – Overhead Lines	BESC/AME – Overhead Lines	BESC/AME – Overhead Lines
Person - Substations	OA 2	OA 1
Person - Cables	OA 3	
Person – Overhead Lines	OA 6	CP(OS)1 Limited – HV CP(OS)2 – LV CP(OS)3 – Mech.
Competent Person	AP – NSI 1	CP(OS)3 – Mech.
BESC/AME - Substations	AP – NSI 2	
BESC/AME - Cables	AP – NSI 27	SAP - PFW
BESC/AME – Overhead Lines		SAP - LAC
CP - PFW	*Annual Review	SAP - SFW
CP – PFW ROMP	*AP Stand Down Day	SAP - CLLVW
CP - LAC		
CP - SFW	Control Person Operation	SAP1 – HV System
CP - CLLVW	OA – 5	SAP2 – LV System
	OA – 6	SAP3 – Mechanical System
CP – NSI 2		
CP – NSI 2 Limited	CPO 1 - HV	SAP – NSI 1
CP – NSI 3	CPO – NSI 1	SAP – NSI 2
CP – NSI 4 – Core		SAP – NSI 3
CP – NSI 4 – Sec. 5	CP(O)1- Limited Stage 1	SAP – NSI 4 – Core
CP – NSI 4 – Sec. 6	CP(O)1- Limited Stage 2	SAP – NSI 4 – Sec. 5
CP – NSI 4 – Sec. 7		SAP – NSI 4 – Sec. 6
CP – NSI 4 – CP A	*Annual Review	SAP – NSI 4 – Sec. 7
CP – NSI 4 – CP B		SAP – NSI 5
CP – NSI 4 – CP C	Control Person Safety	SAP – NSI 6
CP – NSI 4 – CP D	CPS 1 - HV	SAP – NSI 6 Limited
CP – NSI 5		SAP – NSI 8
CP – NSI 6	CPS – NSI 1	SAP – NSI 9
CP – NSI 8	CPS – NSI 2	SAP – NSI 10
CP – NSI 8 Limited	CPS – NSI 3	SAP – NSI 11
CP – NSI 9	CPS – NSI 4	SAP – NSI 12
CP – NSI 10	CPS – NSI 5	SAP – NSI 13
CP – NSI 11	CPS – NSI 9	SAP – NSI 14
CP – NSI 12	CPS – NSI 10	SAP – NSI 17
CP – NSI 13	CPS – NSI 11	SAP – NSI 24
CP – NSI 17	CPS – NSI 26	SAP – NSI 26
CP – NSI 24	CPS – NSI 27	SAP – NSI 27
CP – NSI 27	CPS - NSI 33	
		*Annual Review
	*Annual Review	*SAP Stand Down Day(s)
	*CPS Stand Down Day	*SAP – Biennial Audit
*Annual Review	*Annual Off-Line Audit	
*CP Stand Down Day	*3 Yearly Audit and Assessment	Live Line Project Leader
		Live Line - Nominated Competent Person

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 the Training Database 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 – Operational & Safety Switching	N/A	As per <i>AP Manual</i> Or <i>Non-Company AP Manual</i>	As per <i>SAP Manual</i>	N/A
NSI 2 – Earthing High Voltage Equipment	Authorised as a CP NSI 6 & 8 Read NSI 2 Rules & Guidance Evidence of two occasions in the application and removal of Drain Earth(s) under Personal Supervision of an NSI 2 authorised CP within last 12 months. Evidence of two occasions of giving physical assistance in applying portable Primary Earth(s) under Personal Supervision of an <i>SAP1</i> within last 12 months	As per <i>AP Manual</i> Or <i>Non-Company 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 the Academy
NSI 3 - High Voltage Metalclad Switchgear with Spouts	Authorised as a CP NSI 6 & 8 Read NSI 3 Rules & Guidance Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 3 authorised CP within last 12 months	Authorised as an AP	Authorised as <i>SAP 1</i> Read NSI 3 Rules & Guidance Two occasions of preparing Safety Document(s) on metal clad switchgear under Personal Supervision of a <i>SAP1</i> authorised to NSI 3 within last 12 months	N/A

Authorisation Pre-course Requirements				
Authorisation	Competent Person	Authorised Person (Company / Non-Company)	Senior Authorised Person	Non-Company Competent Person
NSI 4 Work on or Near High Voltage Overhead Lines	<p>Authorised as a Person / BESC/AME 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/AME OHL</p> <p>9 days on-site experience</p> <p>CPA and CPB Read relevant sections of NSI 4</p> <p>CPC Read relevant sections of NSI 4</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 the Academy</p>
NSI 4 OHL Additional <i>Authorisation(s)</i>	<p>Authorised as Competent Person OHL to NSI4 section 1 core.</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 Pre-course Requirements				
Authorisation	Competent Person	Authorised Person (Company / Non-Company)	Senior Authorised Person	Non-Company Competent Person
NSI 5 – Cable Systems	<p>Authorised as a <i>CP</i> NSI 6 & 8</p> <p>Read NSI 5 Rules & Guidance</p> <p>Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 5 authorised <i>CP</i> within last 12 months</p>	N/A	<p>Authorised as a <i>SAP 1</i></p> <p>Read NSI 5 Rules & Guidance</p> <p>Complete approved Cable appreciation course and CBT assessment.</p> <p>Two occasions of preparing Safety Document(s) under Personal Supervision of an NSI 5 authorised <i>SAP1</i> within last 12 months</p>	N/A
NSI 6 - Demarcation in Substations	<p>Authorised as Person / BESC/AME</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/AME</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 – Mobile Elevated Work Platforms, Lorry Loaders, Vehicles, Cranes and Objects in Substations	<p>Authorised as Person / BESC/AME</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></p> <p>Authorised as Person / BESC/AME</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></p> <p>Currently authorised as <i>CP</i> NSI 8 Limited</p> <p>Read NSI 8 and NSI 8 Guidance</p>
NSI 9 – Testing High Voltage Equipment	<p>Authorised as a <i>CP</i> 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 <i>CP</i> within last 12 months</p>	N/A	As per <i>SAP Manual</i>	<p>Authorised as a <i>CP</i> NSI 6 full, 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 <i>CP</i> within last 12 months</p>

Authorisation Pre-course Requirements				
Authorisation	Competent Person	Authorised Person (Company / Non-Company)	Senior Authorised Person	Non-Company Competent Person
NSI 10 – Equipment Containing Sulphur Hexafluoride (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 – High Voltage Capacitor 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 preparing 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 - Low Voltage Equipment	<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 Pre-course Requirements				
Authorisation	Competent Person	Authorised Person (Company / Non-Company)	Senior Authorised Person	Non-Company Competent Person
NSI 13 – Washing High Voltage Insulators Using Portable Washing Equipment	<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 preparing 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 14– Automatically or Remotely Controlled Equipment	N/A	N/A	As per SAP Manual	N/A
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 – Modification or Repair of Earth Conductors on Main 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 preparing Safety Document(s) under Personal Supervision of a SAP1 authorised to NSI 24 within last 12 months.</p>	N/A
NSI 26 – Railway Connection Circuits	<p>N/A</p> <p><i>*Note – although NSI 26 mentions Competent Person – there are no responsibilities attached to this role – thus a separate authorisation is not required.</i></p>	N/A	<p>Authorised to SAP 1</p> <p>Read NSI 26 Rules & Guidance</p> <p>Complete approved appreciation course and CBT assessment. (CBT only for experienced Engineers).</p> <p>Two occasions of preparing Safety Document(s) under Personal Supervision of a SAP1 authorised to NSI 26 within last 12 months.</p>	N/A

<p>NSI 27 – Work on or near to High Voltage Direct Current (HVDC) Equipment</p>	<p>Authorised as a CP NSI 5, 6 & 8</p> <p>Read NSI 27 Rules & Guidance</p> <p>Two occasions of holding Safety Document(s) under Personal Supervision of an NSI 27 authorised CP within last 12 months</p> <p>Site specific authorisation.</p>	<p>Authorised as an AP</p> <p>Read NSI 27 Rules & Guidance</p> <p>Two occasions of carrying out switching to NSI 27 under Personal Supervision of an NSI 27 authorised AP within last 12 months</p>	<p>Authorised to SAP 1 NSI 5</p> <p>Read NSI 27 Rules & Guidance</p> <p>Two occasions of preparing Safety Document(s) under Personal Supervision of a SAP1 authorised to NSI 27 within last 12 months.</p>	<p>N/A</p>
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