

ESR Supporting Procedure 13

Record of Inter-System Safety Precautions (RISSP)

SHEQ/HS/TCSESR/SP/013-2.0

DOCUMENT AUTHORISATION SHEET

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Contents

| | | |
|---|--|---|
| 1 | Definitions..... | 1 |
| 2 | Record of Inter-System Safety Precautions (RISSP)..... | 2 |
| 3 | Notes | 4 |

Appendices

Appendix 1 – RISSP Process Flowchart

1 DEFINITIONS

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

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| Control Person | The Control Person for the HV System as defined in the Site Responsibility Schedule . Where authorisations allow, this may be done by the <i>Local Control Person</i> . |
| <i>Control Transfer</i> | The documented process of transferring control of a System under a RISSP from one <i>Party</i> (the Implementer) to another <i>Party</i> (the Requester) for the purposes of safely managing a test of a cross boundary System to which a RISSP applies. |
| <i>Implementing Safety Co-ordinator (ISC)</i> | The Control Person Implementing the <i>Safety Precautions</i> on their System , under their Safety Rules, to allow a connected cross-boundary System Party to work or test in a safe manner and achieve Safety from the System |
| <i>Party (Parties)</i> | The administrator of a Safety Management System applied to a System Note: - This may not necessarily be the owner of the System , but an appointed contractor for the owner |
| Plant | Electrical and/or Mechanical items, which are not part of the System and Disconnected from the System . |
| <i>Requesting Safety Co-ordinator (RSC)</i> | The Control Person Requesting the RISSP for undertaking work on their System in a safe manner, which relies upon the application of <i>Safety Precautions</i> of a connected <i>Party's System</i> under their Safety Rules, as well as <i>Safety Precautions</i> applied to his own System under his own Safety Rules to achieve Safety from the System . The Requester may also be the Implementer if both cross-boundary System Parties are undertaking work or testing which requires a RISSP |
| RISSP | Record of Inter-System Safety Precautions |
| RISSP-I | The RISSP form completed by the Implementer |
| RISSP-R | The RISSP form completed by the Requester |
| <i>Safety Precautions</i> | Precautions applied / removed to achieve Safety from the System . Such means include, but are not limited to Safety Locking, Safety Keys, Key Safes, Key Safe Keys, Points of Isolation , Earthing, Earthing Devices , Disconnections and Isolations. |

2 RECORD OF INTER-SYSTEM SAFETY PRECAUTIONS (RISSP)

The **Record of Inter System Safety precautions (RISSP)** system shall be used for the co-ordination, establishment and maintenance of necessary *Safety Precautions* when work and/or testing is to be carried out on **Equipment** where the *Safety Precautions* are required on more than one **System**.

The **Control Person** responsible for the **HV Equipment** on which the work or testing is to be carried out shall ensure that *Safety Precautions* are established and maintained on the other **System(s)** involved by implementing the **RISSP** procedure. The **RISSP** procedure set out in detail in Grid Code OC8 and STCP 9-1 "Safety Co-ordination between Parties" is summarised as follows: -

The **Control Person** requesting *Safety Precautions* is referred to as the "*Requesting Safety Co-ordinator*" and the **Control Person** being requested and implementing the *Safety Precautions* is referred to as the "*Implementing Safety Co-ordinator*".

- 2.1 When a *Party* wishes to carry out work and/or testing of **Equipment** on an interconnected circuit and *Safety Precautions* are required on another **System**, the *Requesting Safety Co-ordinator* will contact the *Implementing Safety Co-ordinator* for the **System** on which the *Safety Precautions* are required, in order to agree the **Location** at which the *Safety Precautions* will be implemented or applied, and the required *Safety Precautions* e.g. Isolation only, or Isolation and Earthing.
- 2.2 The *Implementing Safety Co-ordinator* shall then inform the *Requesting Safety Co-ordinator* the details of the Isolation to be provided and the means of providing it e.g. by a disconnector **Locked** open etc.

If the *Requesting Safety Co-ordinator* also requires Earthing to take place the *Implementing Safety Co-ordinator* and *Requesting Safety Co-ordinator* shall agree the means of providing the Earthing, the **Location(s)** at which Earthing is to be established, and the sequencing.
- 2.3 Following the agreement between the two *Safety Co-ordinators* of the **Point(s) of Isolation** and **Earthing** the respective **Systems** shall be released from service by means of opening circuit breakers and disconnectors as appropriate, in liaison with appropriate **Control Person(s)** of all concerned *Parties*.
- 2.4 The *Implementing Safety Co-ordinator* shall then arrange for the Isolation(s) to take place; the *Requesting Safety Co-ordinator* shall also instruct Isolation(s) to be applied on his **System** at the same time. The *Implementing Safety Co-ordinator* shall confirm to the *Requesting Safety Co-ordinator* upon completion of applying **Isolation(s)** to his **System**.
- 2.5 On confirmation of Isolation applied on each **System** the *Requesting Safety Co-ordinator* and *Implementing Safety Co-ordinator* shall agree, where applicable, for the Earthing to be established on each **System**.
- 2.6 Each *Safety Co-ordinator* will confirm the Earthing established on his **System** when applied. The circuit on which the **RISSP** is to be issued is now Isolated and Earthed at both ends
- 2.7 The issuing of the **RISSP** can now take place as follows: -
 - 2.7.1 The *Implementing Safety Co-ordinator* shall record the *Safety Precautions* carried out on parts 1.1 and 1.2 of his **RISSP-I**. If Earthing was not requested 'N/A' shall be written in part 1.2 (b) of the **RISSP-I**.

- 2.7.2 The *Implementing Safety Co-ordinator* shall then contact the *Requesting Safety Co-ordinator* and read out the details entered on his **RISSP-I**. The *Requesting Safety Co-ordinator* will complete parts 1.1 and 1.2 of his **RISSP-R** with the precise details received from the *Implementing Safety Co-ordinator* and read these written entries back to the *Implementing Safety Co-ordinator* to confirm it is correct.
- 2.7.3 The *Requesting Safety Co-ordinator* will then issue the **RISSP** identifying number to the *Implementing Safety Co-ordinator* who shall ensure that the number is correctly entered on the **RISSP-I**.
- 2.7.4 Each *Safety Co-ordinator* shall then sign part 1.3 of their respective **RISSPs** and enter the date and time; this time, date, action and names shall also be recorded on the **Control Person's** log. No further alterations are then permitted without cancelling the **RISSP**.
- 2.7.5 The *Requesting Safety Co-ordinator* is then free to consent to the issue of any number of **Permits to Work** under this **RISSP**. Where cross-boundary tests are to be carried out, the procedure below shall be followed:
- 2.7.6 Where the *Requesting Safety Co-ordinator* wishes to authorise the carrying out of a test he shall not do so, and the test shall not take place, unless the following procedure is followed:
- Confirmation must be obtained from the *Implementing Safety Co-ordinator* that no **Person** is working on, or testing, or have been authorised to work on, or test, any **Equipment** within the **Points of isolation** agreed for the proposed test, and will not 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 and thereby the cancellation of the requirements.
 - All current **RISSPs**, except for the **RISSP** relating to the proposed test, must be cancelled. (i.e. there will only be one **RISSP** document requested by the **Control Person** issuing the **Sanction for Test**)
 - The *Implementing Safety Co-ordinator* shall 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*
 - A **Sanction for Test** is issued under the *RISSP*.
 - If prior to testing the removal of Earthing is necessary and this Earthing is not subsequently reapplied, the original **RISSP** must be cancelled immediately on completion of the test. Any removal or re-application of Earthing must be recorded in the **Control Person's** log.
 - The *Requesting Safety Co-ordinator* shall 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 **Control Person's Log**

2.8 When all work or testing under the **RISSP** is completed the following procedure will be followed to cancel the **RISSP** as follows: -

- 2.8.1 The *Requesting Safety Co-ordinator* shall contact the *Implementing Safety Co-ordinator* and confirm that the *Safety Precautions* associated with a particular **RISSP** identification number are no longer required. They shall agree that the details entered on parts 1.1 and 1.2 are identical and then each shall sign part 2 of their respective **RISSPs**, enter

the time and date, and record in both **Control Person** logs.

2.8.2 The *Implementing Safety Co-ordinator* is then free to remove the *Safety Precautions* in the following sequence: -

1. *Requesting Safety Co-ordinator* removes Earths from his **System**.
2. *Implementing Safety Co-ordinator* removes Earths from his **System**.
3. *Requesting and Implementing Safety Co-ordinators* confirm and log Earths removed from their respective **Systems**
4. *Requesting and Implementing Safety Co-ordinators* instruct the removal of **RISSP** associated **Points of Isolation** on their respective **Systems**, then confirm and log when completed

NOTES:

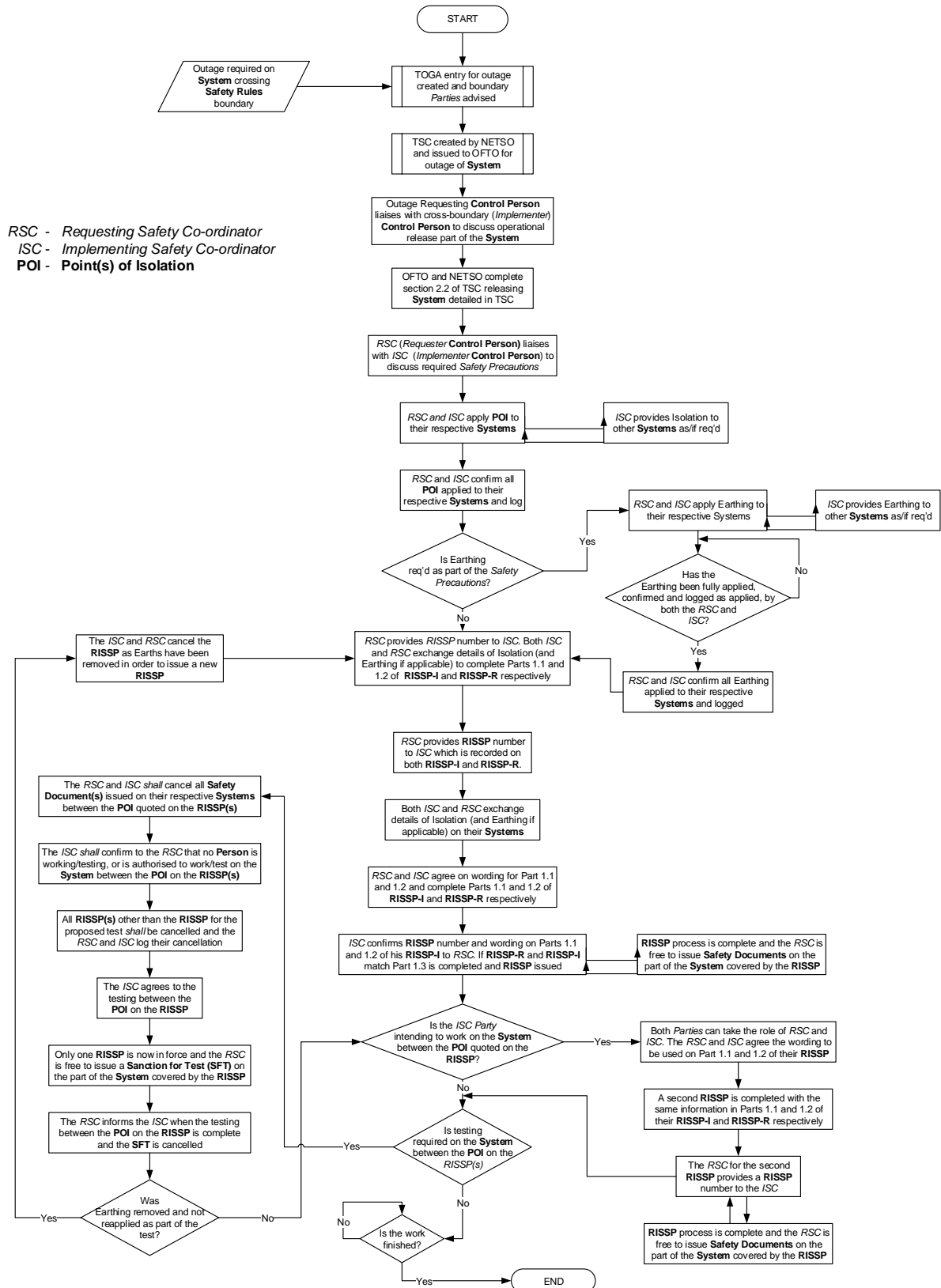
- a) Each **Control Person** can act as both *Requesting and Implementing Safety Co-ordinator* where 'bi-directional' **RISSPs** for work (**not testing**) are being issued, i.e. isolations are being provided by each *Party* for use by the other for work on their respective **Systems**.
- b) Where safety precautions are required to be established on more than two **Systems** (for example involving a generator and DNO) then the party connected to adjacent system shall request safety precautions to be established on that adjacent system by the **RISSP-R** document and cascade them to the other connected party via a **RISSP-I** document. **RISSP** documents shall only be exchanged between **Control Persons** on immediately adjacent systems, even if no work is taking place on the interconnecting system.
- c) Should any precaution become ineffective for whatever reason, the *Implementing Safety Co-ordinator shall* inform the *Requesting Safety Co-ordinator* without delay giving the reason why. The *Requesting Safety Co-ordinator shall* immediately inform the **Senior Authorised Person** and/or **Safety Document** recipient to suspend work.
- d) Details of the safety precautions established on another user's **System** via a **RISSP-R** and quoted on a **Permit to Work** or **Sanction for Test** issued by a *Requesting Safety Co-ordinator* shall be written down verbatim in section 2(i) of the respective **Safety Document** in the same manner as those safety precautions established directly by the *Requesting Safety Co-ordinator* on the *Requesting Safety Co-ordinator's System*. A **RISSP** document shall **not** be quoted as section 2(iii) Further Precautions.
- e) Each *Safety Co-ordinator shall* maintain a Log, which *shall* be a chronological record of all messages relating to safety co-ordination, which are issued and received by the *Safety Co-ordinator(s)*. This Log will be retained for at least two years.
- f) The numbering of the **RISSP shall** be unique to each issued **RISSP**

3 NOTES

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APPENDIX 1 – RISSP PROCESS FLOWCHART



RSC - Requesting Safety Co-ordinator
 ISC - Implementing Safety Co-ordinator
 POI - Point(s) of Isolation