

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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1 DEFINITIONS

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

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

APPENDIX 1 – RISSP PROCESS FLOWCHART

