

ESR Supporting Procedure 1

Authorisation

SHEQ/HS/TCSESR/SP/001-3.0

DOCUMENT AUTHORISATION SHEET

Version 3.0

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Revised by:

Name: David White

Position: Senior Asset Manager

Date: 22/08/2014

Reviewed by:

Name: Douglas Ogram

Bill Mills

Position: ESR Consultant

HSE Consultant to TCS

Date: 15/02/2014

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Authorised by:

Name: Mike Lee

Position: Head of Asset Management

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1 ADDITIONAL ABBREVIATIONS AND DEFINITIONS

Terms printed in **Bold Type** are as defined in the **TCS** Electrical Safety Rules.

OA	Carry out duties as prescribed by the Operational <i>Authorisation</i> level, notwithstanding the individual's <i>Authorisation</i> level as CP , AP , SAP or Control Person
CP	Carry out duties of a Competent Person as defined in the TCS Electrical Safety Rules and the receipt of oral instructions
AP	Carry out duties of an Authorised Person , appointed to specified Operational <i>Authorisations</i> . These duties <i>shall</i> be carried out under the instructions of a Control Person
SAP	Carry out duties of a Senior Authorised Person for HV Equipment , and is appointed to specified Operational <i>Authorisations</i>
Control Person	Carry out duties of a Control Person for HV Equipment
CV	Curriculum Vitae
DMS	Document Management System
DS	Disconnecter
ES	Earth Switch
ESRs	TCS Electrical Safety Rules
HVSM	High Voltage Systems Manager
SCADA	System Control and Data Acquisition
SRSPs	Safety Rules Supporting Procedures
PTW	Permit to Work
LOA	Limitation of Access
SFT	Sanction for Test
AIS	Air Insulated Switchgear
GIS	Gas Insulated Switchgear
<i>Authorisation</i>	Formal appointment of an individual who has demonstrated an understanding and acceptance of the responsibilities set out in the TCS Electrical Safety Rules and associated Safety Rules Supporting Procedures
<i>Authorisation Panel</i>	A panel comprising Authorisation Officer , TCS Representative and appointed Safety, Health and Environment Advisor
<i>Non Company</i>	An individual who is not employed by TCS and is appointed to specified Operational <i>Authorisations</i> and Safety Rules Supporting Procedures to carry out their duties

2 PURPOSE AND SCOPE

This procedure describes the process for the appointment of both **Company** and *Non Company* personnel under the **TCS** Electricity Safety Rules (**TCS** ESRs), Safety Rules Supporting Procedures (SRSPs) and **TCS** Policies. **TCS** ESRs identify the following *authorisation* levels:-

- **Person**
- **Competent Person**
- **Authorised Person**
- **Senior Authorised Person**
- **Control Person**

3 RESPONSIBILITIES

3.1 Safety, Health and Environment Advisor

- Develop policy
- Identify and advise policy change
- Provides input to learning and development
- Support *Authorisation Panels*

3.2 Authorisation Officer

- Ensure candidates are selected for training
- Ensure candidates have received appropriate instruction, training, experience and practical testing
- Ensure all *authorisations* are reviewed and re-assessed and withdrawn as appropriate
- Comply with any training manuals and procedures specific to *authorisation*
- Monitor refresher training of staff
- Support *Authorisation Panels*

3.3 Asset Management Auditing and Improvement Systems Administrator

- Monitor, review and manage all training materials and assessments associated with ESRs and SRSPs
- Maintain records of *Authorisation* 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
- Monitor refresher training
- Manage and update Systems, Procedures, Policies, ESRs and SRSPs

3.4 Appointed Contractors

- Legal duty to ensure that their employees are adequately trained
- Update **TCS** when employees leave the contractor's employment, their re-authorisation dates and competency refresher dates

3.5 Authorisation Panels

- Authorise candidates to **Authorised Person** and **Senior Authorised Person** level
- Recommend the *authorisation* of successful candidates, or the training requirements or otherwise of unsuccessful candidates
- Support **Senior Authorised Persons** and the HVSM in their duties
- Develop *authorisation* and training plans

The *Authorisation Panel* shall comprise: -

- **Authorisation Officer**
- **TCS Representative** – a direct employee of **TCS** with in-depth knowledge of the **TCS** ESRs who may/or may not be a **Senior Authorised Person**
- **Safety, Health and Environment Advisor** – a **TCS** appointed Advisor with an in depth knowledge of substations

4 GENERAL REQUIREMENTS

- Appointment as a **Senior Authorised Person** shall be based upon a level of competency being achieved and formal assessment by the *Authorisation Panel*.

4.1 Authorisation Renewal Dates

- 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.
- Re-authorisation will be required every **30 months** for all *authorisation* levels due to the infrequency of switching and site attendance likely to be encountered.

4.2 Senior Authorised Person and Authorised Person Suspension / Lapse of Authorisation

- Where an *authorisation* is suspended the Authorisation panel shall determine the additional training required before re-authorisation, the full training and assessment may be required before sitting the *Authorisation Panel*.

4.3 Competent Person Experience

To become a **Competent Person** the candidate *shall* provide evidence of having worked on a National Grid or other Electrical Utilities **HV** Substation site, and be recorded as a member of a **Working Party** on a **Safety Document**. This is to ensure that individuals without site experience in the **HV** Substation do not take charge of a **Working Party**.

In exceptional circumstances and when agreed in writing with **TCS**, it will be acceptable for the HVSM to authorise an individual to be a **Competent Person** without applying the experienced person rule e.g. when a one off site visit by an external technical expert may be required.

4.4 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)** are to be prepared, issued, cleared or cancelled, or Switching instructions 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.

4.5 Authorisation Records

The recording of *authorisation* information and data is contained and updated within the **TCS** Authorisation Database.

5 TRAINING

Prior to appointment under the **TCS** Electrical Safety Rules, all individuals *shall* have practical and theoretical training as applicable to the role.

5.1 Practical Training

Individuals *shall* be required to have completed practical training as determined by their scope of work, as follows: -

Equipment/Location	Person	CP	AP	SAP	Control Person
Onshore or Offshore Substation	Yes	Yes	Yes	Yes	Yes
400/132kV Equipment (Operation)			Yes	Yes	
33/13.9kV Equipment (Operation)			Yes	Yes	

Persons and **Competent Persons** *shall*, as a minimum, visit the intended normal work **Location**, which can be the onshore or offshore substation, for familiarisation.

Senior Authorised Persons or **Authorised Persons** *shall* visit the intended normal work **Location** for familiarisation in the operation of the **Equipment**, under the control of a **Senior Authorised Person** familiar with the **Equipment**

Practical training for operation of the **Equipment** *shall* include the following:-

- Correct application of Isolations and Earthing
- Facilities for local/remote Isolations (including **LV** and motor supplies)
- Preparation, issue, receipt, clearance and cancellation of **Safety Documents** that ensure **Safety from the System**
- Reading of SCADA, control panels, protection and other instrumentation,
- Normal/routine use of **Equipment** (switching)
- Precautions for Gas Insulated Switchgear (GIS).

The date of practical training *shall* be recorded on the Certificate of Level of Authorisation (Appendix 2 or 3).

5.1 Theoretical Training

Individuals *shall* be required to have completed theoretical training as determined by their scope of work, as follows:

Training Topic	Person	CP	AP	SAP	Control Person
Roles and Responsibilities	Yes	Yes	Yes	Yes	Yes
General Safety	Yes	Yes	Yes	Yes	Yes
Safety from the System (avoidance of Danger)	Yes	Yes	Yes	Yes	Yes
Electrical Safety Rules		Yes	Yes	Yes	Yes
Form of Safety Documents		Yes	Yes	Yes	Yes
Document and Key Management		Yes	Yes	Yes	Yes
Approved Procedures			Yes	Yes	Yes
Single Line Diagrams (Onshore Substation and Offshore Substation)			Yes	Yes	Yes
Form of Safety Documents (Issue and Cancel)				Yes	Yes
Control Person Training (Permit Authority, HV Log book, HV System Diagram)					Yes

A written test *shall* be undertaken by **Persons** and **Competent Persons**, and results reviewed by the **Authorisation Officer** or **Senior Authorised Person**, to ensure suitability of individual to carry out their duties in accordance with the Electrical Safety Rules .

The date of theoretical training *shall* be recorded on the Certificate of Level of Authorisation (Appendix 2A).

6 APPOINTMENT

Practical and theoretical training *shall* precede any appointment and *authorisation*. This procedure does not preclude *Non Company* individuals from being appointed under the **TCS** Electrical Safety Rules. Training of *Non Company* individuals *shall* be to the same standards.

Restrictions may apply to the **Locations** permissible for access, **Equipment** permitted to be operated or duties carried out. These restrictions *shall* be clearly stated on the individuals Certificate of Level of Authorisation. The **Authorisation Officer** *shall* maintain a register of *authorisation* of individuals.

6.1 Appointment of Persons and Competent Persons

Appointment to **Competent Person** or **Person** *shall* be performed by the **Authorisation Officer** or **Senior Authorised Person**. Formal assessment (interview) is not required for **Persons** or **Competent Persons**.

Competent Persons *shall* be given a copy of the **TCS** Electrical Safety Rules.

For **Competent Person**, or **Persons**, the following information *shall* be kept by **TCS** electronically:-

- Records of written test.
- Certificate of Level of Authorisation (Appendix 3)
- Record of any Withdrawals of Authorisation (Appendix 4)

6.2 Appointment of Control Person, Senior Authorised Person, Authorised Person

Appointment to **Control Person**, **Senior Authorised Person**, or **Authorised Person** *shall* be recommended by the **Authorisation Officer** and issued by the **Company**, subject to candidates demonstrating the required level of knowledge, training, experience and competency.

Copies of an individual's relevant history, qualifications or CV, and previous appointments *shall where reasonably practicable* be reviewed by the *Authorisation Panel* prior to interview and kept with the Certificate of Level of Authorisation.

A request for interview / appointment *shall* be made to the **Authorisation Officer** at least two weeks in advance of the required date. Formal assessment *shall* be by an approved independent third party and/or interview by the *Authorisation Panel*.

Copies of the Certificate of Level of Authorisation *shall* be provided to the relevant **Control Person**, **Senior Authorised Person** or **Authorised Person** and uploaded onto the **TCS** Document Management System (DMS).

Control Person, Senior Authorised Persons and Authorised Persons shall be given a copy of the **TCS** Electrical Safety Rules.

For **Control Person, Senior Authorised Persons** or **Authorised Persons**, the following information shall be kept on the **TCS** DMS:-

- Candidates relevant history, qualifications or CV,
- Records of written test.
- Records of formal assessment (interview – Appendix 1),
- Certificate of Level of Authorisation (Appendix 2b).
- Record of any Withdrawals of Authorisation (Appendix 4).

6.3 Authorisation Panel and Interview

The *Authorisation Panel* will comprise of the following:-

- **Authorisation Officer**
- **TCS** Representative
- Appointed Safety, Health and Environment Advisor

Technical assessment of individuals may either be carried out by an independent third party or by an *Authorisation Panel* member whose experience and *authorisations* exceed those of the **Person** being interviewed.

7 RENEWAL DATES

Unless stated within this document, where refresher training and formal assessment (interview) and appointment is undertaken within 2 months prior to the expiry date, as stated on the Certificate of Level of Authorisation, appointment will be valid from the end date of the existing appointment.

If refresher training is not undertaken prior to the expiry date then the appointment is not valid until refresher training is completed.

Role	Expiry	Remarks
Authorisation Officer	n/a	Refresher training within 2 months prior to expiry date
Control Person	30 months	
Senior Authorised Person	30 months	
Authorised Person	30 months	

Competent Person	30 months	
Person	30 months	

8 WITHDRAWAL OF AUTHORISATION

Non-compliance with the **TCS** Electrical Safety Rules *shall* result in disciplinary measures being taken which may include expulsion from **TCS** managed sites or summary dismissal. The **Control Person** or **Senior Authorised Person** *shall* coordinate with the **Authorisation Officer** in order to restrict duties or withdraw the Certificate of Level of Authorisation as required.

Upon withdrawal of *authorisation* the **TCS** Electricity Safety Rules, **Keys** and associated documentation *shall* be returned to **TCS** and all records and register of *authorisations* updated to record the withdrawal.

9 AUTHORISATION DUTIES

The duties and responsibilities are covered in the **TCS** Electrical Safety Rules for each *authorisation* level. The table below provides details of the duties that apply to each *authorisation* level.

Person	CP	AP	SAP2	SAP1	Control Person	Authorisation Levels, Duties and Responsibilities
X	X	X	X	X		Work as a member of a Working Party
X*	X	X	X	X	X	Be unaccompanied in a substation
	X	X	X	X		Receive a Safety Document
	X	X	X	X		Supervise a Working Party
		X	X	X		Applying Safety Locks and Notices (LV)
		X	X	X		Applying Safety Locks and Notices (HV)
		X	X	X		Local Operational Switching
				X	X	Remote Operational Switching (SCADA)
		X	X	X		Earthing using fixed Earthing Devices
				X		Earthing using fixed or portable Earthing Devices
	X	X	X	X		Applying Drain Earths
			X			Issue an LV PTW
			X	X		Issue an HV PTW or other Safety Document
			X	X	X	Defeating of Interlocks (with additional OA)
				X	X	Create / Approve a Switching Schedule
					X	Update and maintain the Operational Diagram
					X	Sanction the release of Operational Equipment from Service
					X	Preparation of HVSCC
					X	Request / Receive a RISSP

*Restricted to substation buildings and access ways to these.

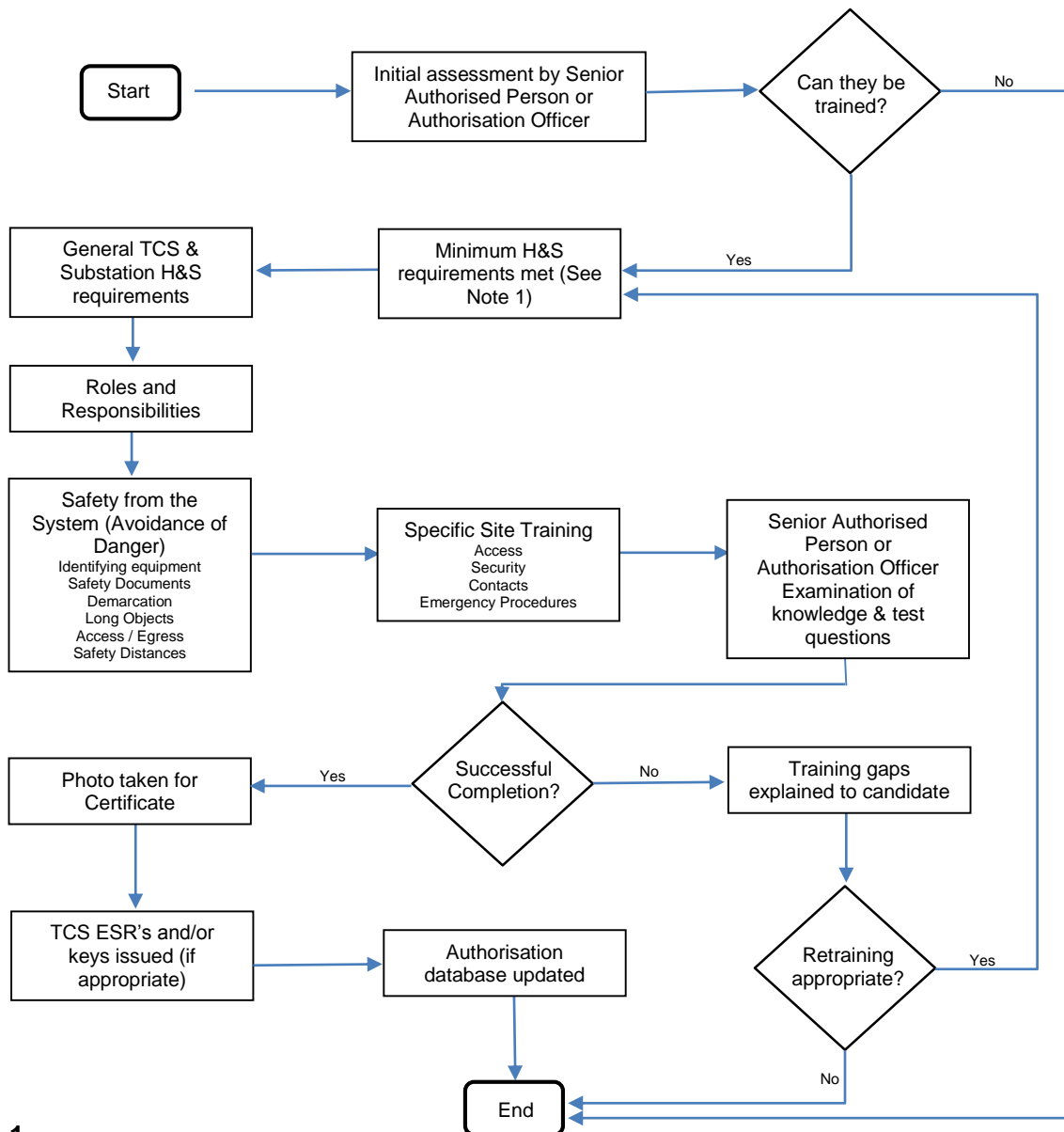
A **Senior Authorised Person** can be *authorised* as an SAP1 and/or SAP2 depending on knowledge, experience and training.

In addition, the following levels of Operational *Authorisation* (OA) permit additional duties to be carried out in accordance with the *authorisation* level of the individual.

OA 1	Written authority to render interlocks inoperative and to operate non-interlocked Bus Section Disconnectors from the local position. Operation of non-interlocked Equipment from the local position. (Accompanied by OA 2)
OA 2	Written authority 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 person. To operate non-interlocked Busbar Section Disconnectors from the remote position. Accompany and check the operation of non-interlocked Equipment from the local position. (With OA 1)
OA 3	Use and handling of SF6 in accordance with company training requirements and legislation

10 AUTHORISATION PROCESS

10.1 Person Authorisation Flow Chart



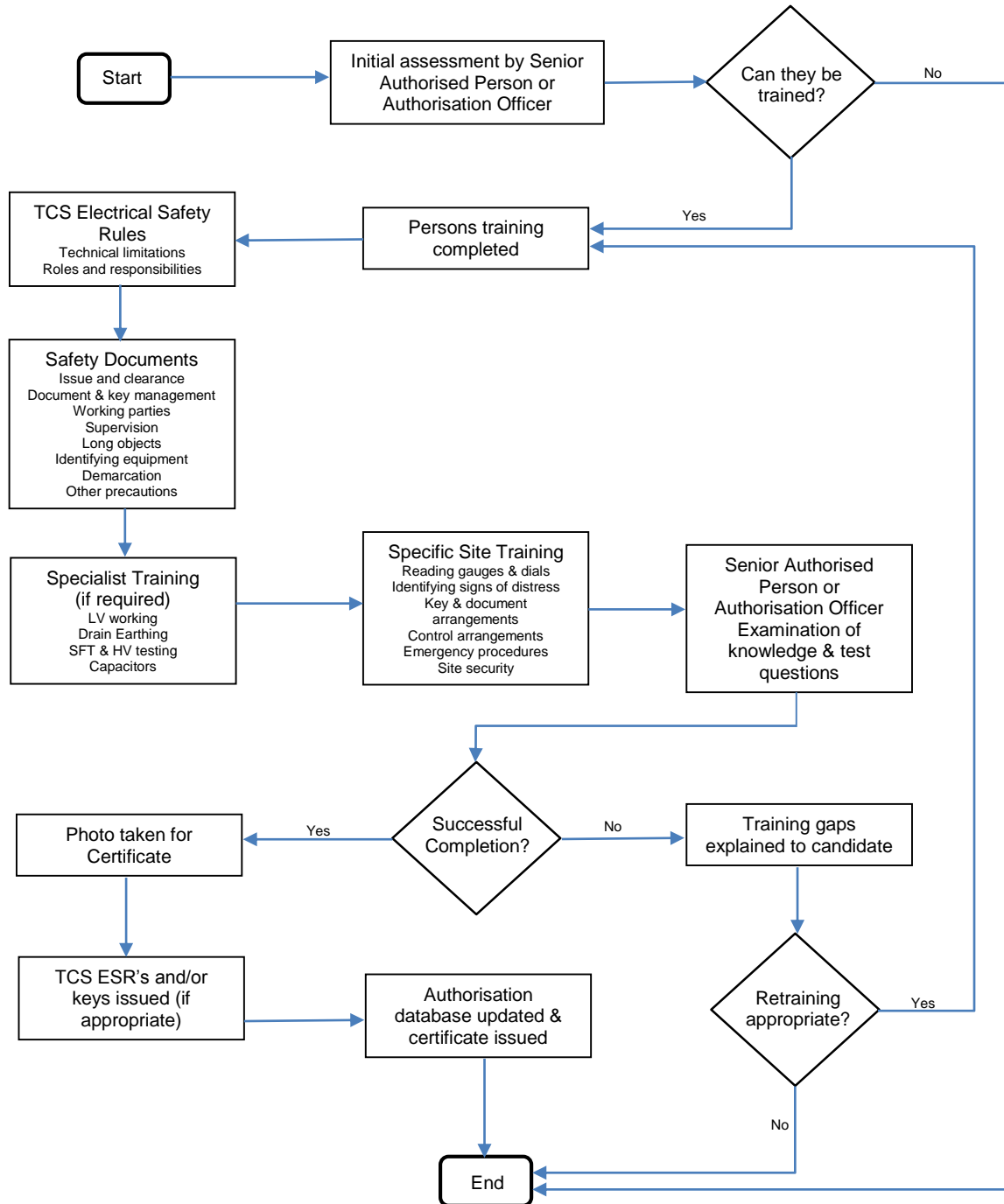
Note 1

All **TCS** staff and *Non Company* staff shall confirm general Health and Safety awareness training has been successfully undertaken prior to course attendance. For **TCS** staff this shall be a 4 days IOSH Course or equivalent updated on the **TCS** Staff Skills Matrix document. For *Non Company* staff alternative accepted courses include: -

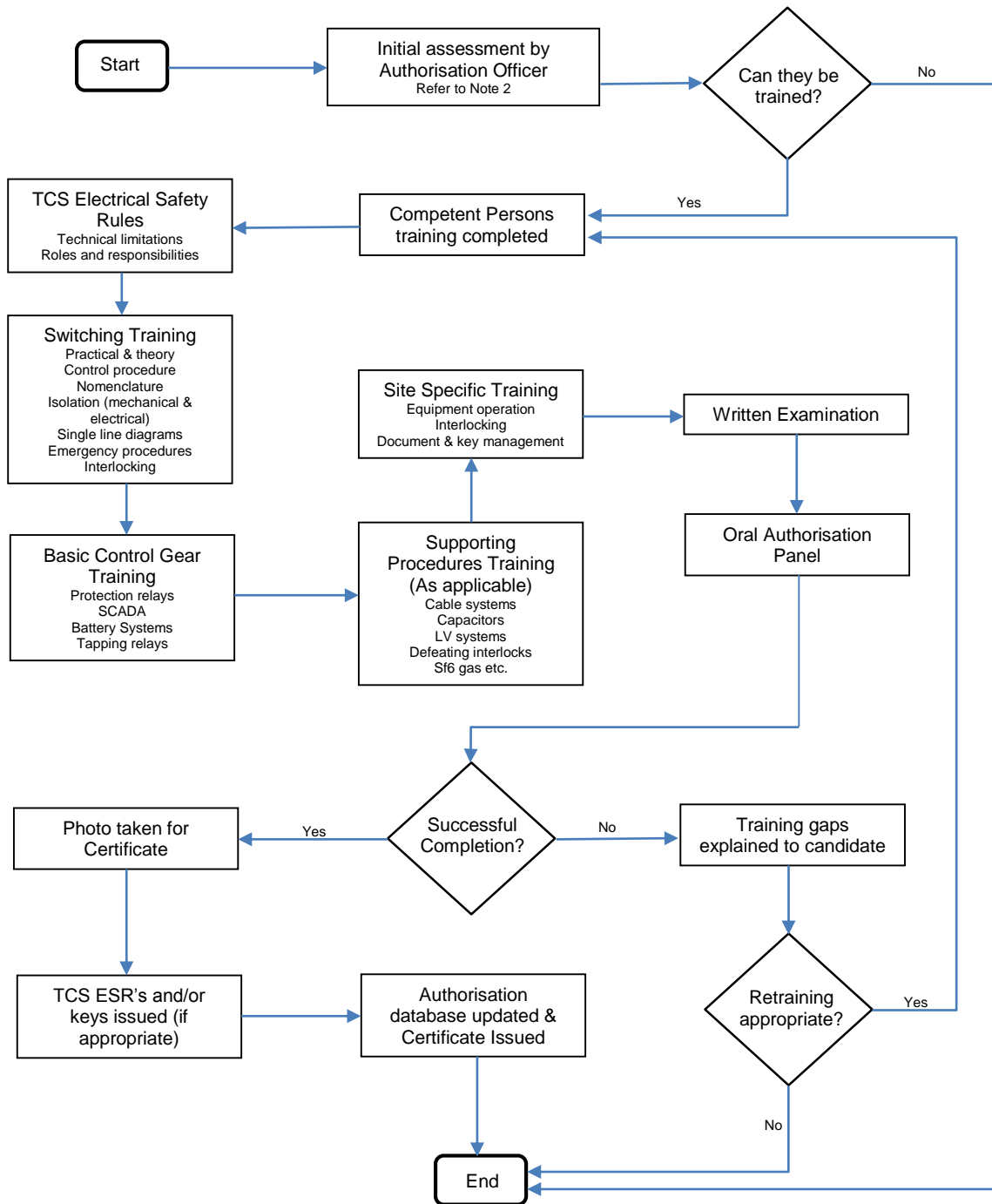
- Working Safely Course – IOSH Course (preferred)
- Construction Skills Certificate Scheme – CSCS card
- Construction Industry Training Board – CITB card
- British Safety Council – BSC card

If the initial 5 days or 30 days Cover Note period expires, the individual will not be able to work as a Person on site until reassessed by the HVSM or Authorisation Officer.

10.2 Competent Person Authorisation Flow Chart



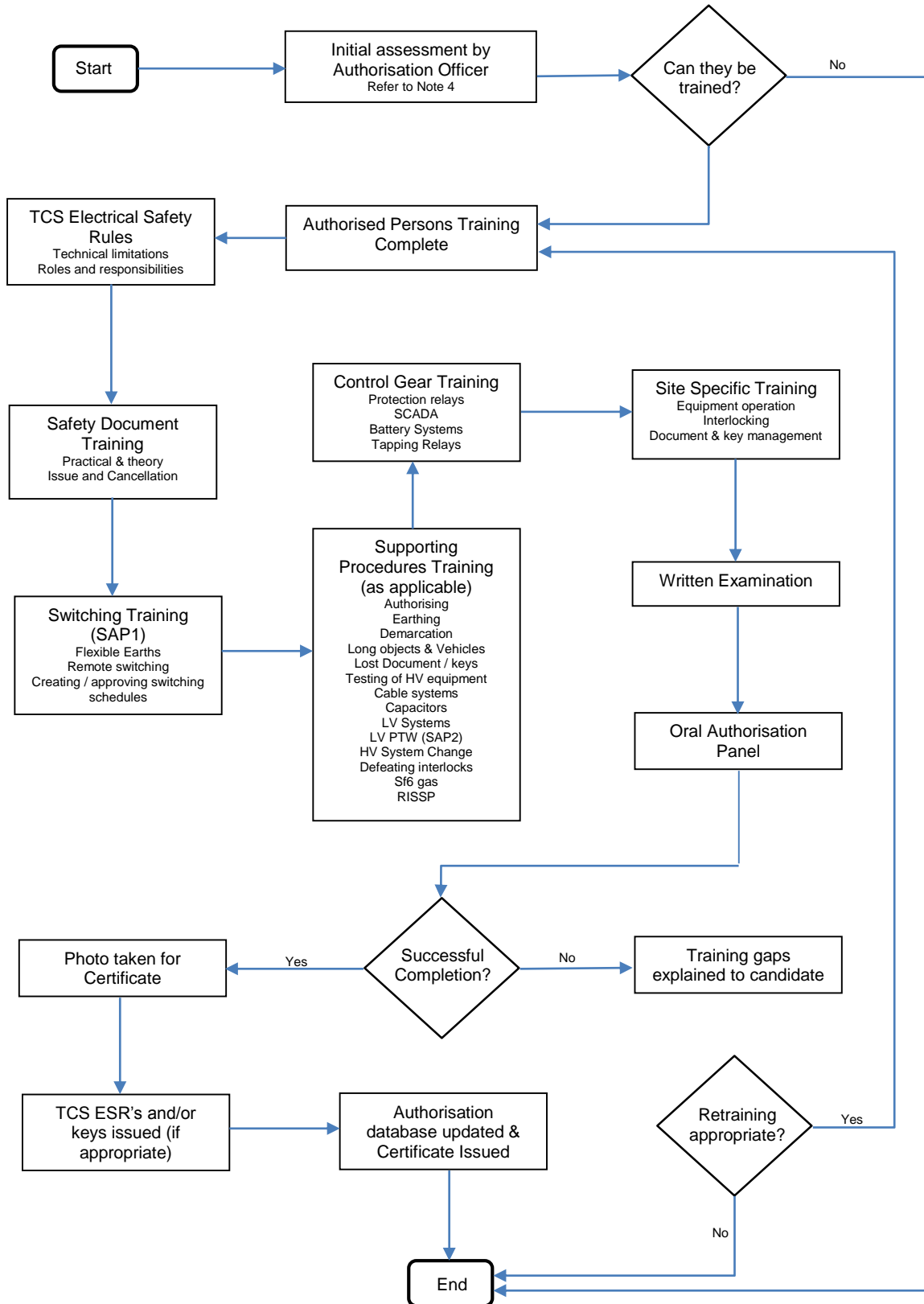
10.3 Authorised Person Authorisation Flow Chart



Note 2

The candidate must be able to demonstrate they have held a previous *authorisation* (TCS or another Utility) at **Competent Person, Authorised Person or Senior Authorised Person** for a minimum of 1 year.

10.4 Senior Authorised Person 1 and 2 Authorisation Flow Chart



Note 3

The candidate must be able to demonstrate they have held a previous *authorisation* (**TCS** or another Utility) at **Authorised Person** or **Senior Authorised Person** for a minimum of 1 year. Additionally, an SF6 Handling Course must be completed for working with offshore 132 kV GIS switchgear. The preferred course is run by EA Technology but others may be acceptable.

The candidate must also be able to demonstrate the switching of similar **Equipment**, either under **Personal Supervision** or as an **Authorised Person** under another company's Safety Rules.

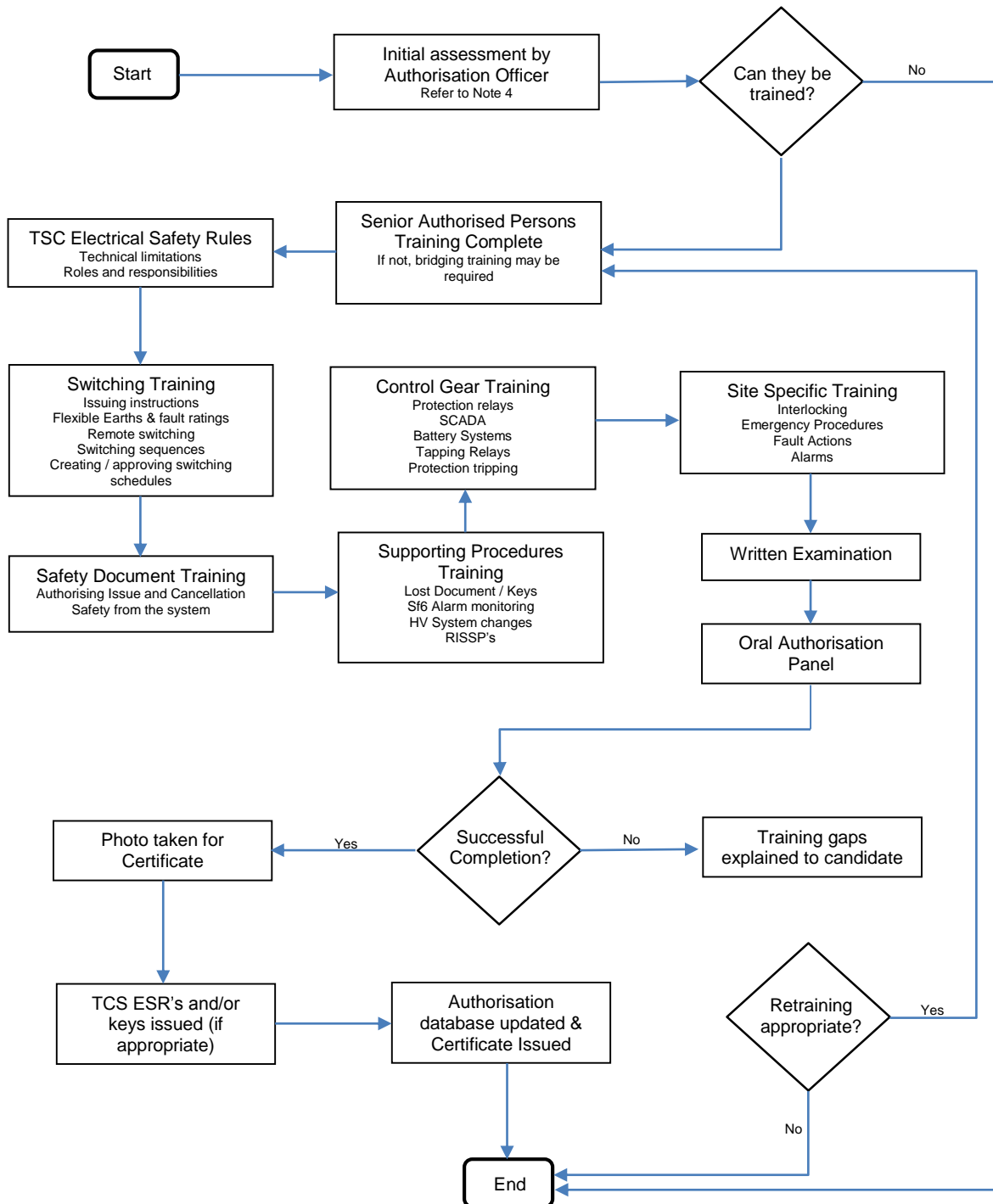
The **SAP** must keep a record of all issued **Safety Documents** and Switching logs for two years. Copies of these documents will also be kept by **TCS** for five years.

Continual annual audits of issued Safety Documentation and switching logs will be required to maintain **SAP** *authorisation* status. If no documents are available an assessment and example selection of documents issued and switched under different Safety Rules may be acceptable according to the **HVSM** or **Authorisation Officer**. The Authorisation Database *shall* be updated with the outcome accordingly.

Note 4

The candidate must be able to demonstrate they have held a previous *authorisation* (**TCS** or another Utility) at **Senior Authorised Person** for a minimum of 1 year.

10.5 Control Person



Notes 4

The candidate must be able to demonstrate they have held a previous *authorisation* (TCS or another Utility) as an **Authorised Person** or **Senior Authorised Person** for a minimum of 1 year.

APPENDIX 1 – INTERVIEW ASSESSMENT RECORD

Candidate Details

Name	
Company	

Authorisation Panel (members in attendance)

	Signature	Initials	Date
Authorisation Officer			
SHE Representative			
Technical Representative			
HVSM			

Record of Candidates response to Questions

Questions shall be pre-determined and agreed by the *Authorisation Panel* prior to interview.

Score answers in marks out of 10

Question	Candidate Response / Remarks	Score / Satisfactory
1. Philosophy and Principles		
2. Basic Safety Rules		
3 Energisation of Equipment / Switching		
4. Approved Procedures		
5. HSE		
6. Communications		
7. Technical		
	Score	

Recommendation

Candidate has demonstrated sufficient theoretical and practical knowledge during this interview to be recommended for appointment under the TSC Electrical Safety Rules to the following role:-

Control Person or Senior Authorised Person or Authorised Person.	PASSED / FAILED
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APPENDIX 2A – CERTIFICATE OF LEVEL OF AUTHORISATION – 132KV CONTROL PERSON/SAP/AP

Part 1 – Training Record

Candidate Details

Name	
Company	

Records of Visits and Practical Training

Location visited	Onshore Substation	Date	Signed
	Offshore Substation		
AIS Equipment	400/132kV CB		
	400/132kV DS & ES		
	400/132kV/33kV oil filled transformers		
	400/132kV CT/VT/HAM		
	400/132kV Surge Arrestors		
	33/13.9kV DS & ES		
	33/13.9kV CB		
	33/13.9kV CT/VT/Discharge VT		
GIS Equipment	400/132kV CB		
	400/132kV 3-pos DS & ES		
	400/132kV/33kV oil filled transformers		
	400/132kV CT/VT/HAM		
	400/132kV Surge Arrestors		
	33/13.9kV 3-pos DS & ES		
	33/13.9kV CB		
33/13.9kV Surge Arrestors			
Remarks			

Theoretical Training

General Requirements		Date	Signed
	Roles and Responsibilities (SAP/AP/CP)		
General Safety			
Safety from the System (avoidance of Danger)			
Electrical Safety Rules			
Form of Safety Documents			
Document and Key Management			
Approved Procedures			
Form of Safety Documents			
Control Person Training (Permit Authority, HV Log book, HV System Diagram)			
Single Line Diagrams	Onshore Substation		
	Offshore Substation		
Remarks			

APPENDIX 2B – CERTIFICATE OF LEVEL OF AUTHORISATION - CONTROL PERSON/SAP/AP

Part 2 – Authorisation

Candidate Details

Name	
Company	

Authorisation and Permissible Operational Duties

		Yes	No
Candidate Appointed To	Senior Authorised Person		
	Authorised Person		
	Control Person		

Permissible Locations / Equipment

		Yes	No
Permissible Locations / Equipment	Onshore Substation s (Ormonde*/Lincs*/ **)		
	Offshore Substation s (Ormonde*/Lincs*/ **)		
Other			

Permissible Forms / Documents (Yes/No)

		Write	Issue / Perform	Receive	Cancel
Documentation Permitted by Candidate	Switching Plans				
	Permit to Work				
	Sanction for Test				
	Limitation of Access				

The **Authorisation Officer** recommends that the candidate be appointed for the duties and responsibilities outlined above.

	Signed	Initials	Date
Recommendation by (Authorisation Officer)			
Remarks			

The **Company** appoints individuals to the following duties.

	Signed	Initials	Date
Appointment by (on behalf of Company)			
Appointment Expiry Date			

*Delete as appropriate

**Define

APPENDIX 3 – CERTIFICATE OF LEVEL OF AUTHORISATION COMPETENT PERSON / PERSON

Part 1 – Training

Candidate Details

Name	
Company	

Records of Visits and Practical Tests

		Yes	No
Locations visited	Onshore Substation s (Ormonde*/Lincs*/ **)		
	Offshore Substation s (Ormonde*/Lincs*/ **)		
Other			
Trainer (Name / position)			
Date			
Remarks			

Theoretical Training

General Requirements	Roles and Responsibilities (CP/P)	
	General Safety	
	Safety from the System (avoidance of Danger)	
	Electrical Safety Rules (CP)	
	Form of Safety Documents (CP Receipt and Clearance)	
	Document and Key Management (CP)	
Trainer (Name / position)		
Date		
Remarks		

Part 2 – Authorisation

Authorisation and Permissible Operational Duties

		Yes	No
Candidate Nominated To	Person (avoidance of Danger)		
	Competent Person (includes receipt of PTW or LOA)		
	Competent Person (SRSP 5 – Movement of Vehicles and Long Objects) (includes receipt of PTW or LOA)		
	Competent Person (SRSP 7 – HV Testing) (includes receipt of SFT including application of earths)		
	Competent Person (SRSP 8 – Equipment Containing SF6)		
	Competent Person (SRSP 9 – Cable Systems)		

Permissible Locations

		Yes	No
Locations	Onshore Substation		
	Ormonde Offshore Substation Platform		
	Ormonde Wind Turbine Generators		

The **Control Person** or **Senior Authorised Person** recommends that the candidate be appointed for the duties and responsibilities outlined above.

	Signed	Initials	Date
Appointment by			
Remarks			
Appointment Expiry Date			

APPENDIX 4 – WITHDRAWAL OF CERTIFICATE OF LEVEL OF AUTHORISATION / RESTRICTION OF DUTIES

Candidate Details

Name	
Company	

Withdrawal/Restriction Details

Type	Withdrawal	
	Restriction	
Reasons		
Restricted duties (as applicable)		
Date		

Returned Items

The following items are returned with this withdrawal.

	Yes / No / Remarks	Designation
Certificate of Level of Authorisation		
Safety Rules Handbook		
Keys		
Other		

The **Control Person** or **Authorisation Officer** to confirm withdrawal or restriction of duties as follows:-

	Signed	Initials	Date
Withdrawn by			
Remarks			

The **Control Person** or **Authorisation Officer** to confirm that all registers have been updated and that relevant employers and individuals have been informed of the withdrawal, or restriction of duties.

	Signed	Initials	Date
Notice received by Authorisation Officer			