FOREWORD

The Company ‘A’ Wind Turbine Safety Rules (WTSR) require that Plant and LV Apparatus shall only be added to the System in accordance with an Approved procedure, (see WTSR A1.2), which will also determine when the Rules shall apply to that Plant and LV Apparatus. This procedure establishes that Approved procedure.

1. SCOPE

This Procedure should be followed when any new Plant and Apparatus is to be added to the System and will determine when the Company ‘A’ Wind Turbine Safety Rules will apply to that Plant and LV Apparatus.

2. DEFINITIONS

For the purposes of this Procedure:

2.1 The 'Responsible Manager' means the Manager, appointed by Company ‘A’, who will have responsibility for the Plant and LV Apparatus whenever Wind Turbine Safety Rules apply to it.

2.2 The ‘Officer Responsible for the Work’ is an employee of Company ‘A’ who is appointed, by an appropriate officer of Company ‘A’, to be responsible for the control of construction and/or installation of the Plant and LV Apparatus which is to be added to the Company ‘A’ Wind Turbine Safety Rules System.

2.3 The ‘Contractor’ means any external organisation (or non-Company ‘A’ personnel) appointed to work on Plant and/or LV Apparatus which is to be added to the Company ‘A’ Wind Turbine Safety Rules System.

3. SAFETY RULES INCLUSION CERTIFICATE (SRIC) - (APPENDIX A)

All Plant and LV Apparatus which is to be added to the System, and which will be subject to the Company ‘A’ Wind Turbine Safety Rules, shall be formally notified to Contractors and/or Company ‘A’ internal departments and/or any other interested parties/stakeholders by means of a Safety Rules Inclusion Certificate, (SRIC) – see Appendix A of this procedure. Each SRIC should be sequentially numbered from a register maintained by Company ‘A’. This SRIC will specify the time and date from which the Plant and Apparatus must be regarded as being ‘Live’ or ‘in service’ and will then be subject to the Company ‘A’ Wind Turbine Safety Rules.
3.1 Procedure for the Addition of Plant and LV Apparatus to the System

3.1.1 When the Officer Responsible for the Work requires Plant and LV Apparatus to be added to the System such that it will become subject to the Company ‘A’ Wind Turbine Safety Rules, he/she shall initiate a Safety Rules Inclusion Certificate by:

(a) Completing Part 1 of the SRIC;

and

(b) Obtaining the Responsible Manager’s acceptance in Part 2 of the SRIC.

3.1.2 The Officer Responsible for the Work shall issue the SRIC to Contractors and/or Company ‘A’ internal departments and/or any other organisation/stakeholder associated with the work on the Plant and LV Apparatus, prior to its addition to the System.

The principle reason for this notification is to ensure the safety of personnel, rather than to comply with any commercial, administration or contractual procedure. It is essential, therefore, that the whole process is undertaken with the utmost diligence to ensure that all parties connected to the work are fully aware that the Company ‘A’ Wind Turbine Safety Rules are to be applied.

3.1.3 Before the Plant and LV Apparatus comes under the Company ‘A’ Wind Turbine Safety Rules, the Officer Responsible for the Work shall obtain signatures of acknowledgement from all addressees on the master copy of the SRIC. The addressee shall retain a duplicate copy of the SRIC and any associated drawings.

3.1.4 When the Officer Responsible for the Work is satisfied that all acknowledgements have been received he/she shall complete Part 4 of the SRIC and send a copy to the Responsible Manager.

3.1.5 Upon receipt of the completed SRIC, the Responsible Manager shall make suitable arrangements to ensure that the Plant and LV Apparatus becomes part of the System and subject to the Company ‘A’ Wind Turbine Safety Rules at the specified time and shall ensure the SRIC is displayed on site.

3.1.6 The procedure outlined in 3.1.1 to 3.1.5 shall be repeated and a revised SRIC issued when:

(a) Any revisions are made to the Company ‘A’ Wind Turbine Safety Rules and/or supporting documentation that materially affects the implementation of the Rules;

(b) Any changes occur to the Company ‘A’ arrangements for contract management at any particular Wind Farm Location that materially affect the implementation of the Rules, (e.g. where Company ‘A’ implements changes to contract management arrangements, that will include the application of the Wind Turbine Safety Rules, following the appointment of a new contract company).
3.2 Safety from the System

3.2.1 There may be instances where new Plant and LV Apparatus is being constructed in close proximity to existing operational Plant and Apparatus. Where Danger exists in this instance, Safety From The System must be achieved and an Approved Written Procedure may need to be issued. The application of Approved HV Safety Rules might also be required.

3.2.2 Prior to the connection of any new Plant/LV Apparatus to the existing System, the SRIC Procedure must be implemented. Any such connections shall be made under the terms of an Approved Written Procedure. The application of Approved HV Safety Rules might also be required.

3.2.3 Existing Plant/LV Apparatus, already encompassed within the terms of the Company ‘A’ Wind Turbine Safety Rules, should not be subject to a new SRIC if the replacement of any component parts is required. Any such replacements shall be conducted entirely under the terms of an Approved Written Procedure. The application of Approved HV Safety Rules might also be required.

3.2.4 To ensure there is no conflict between safety rules, only one active SRIC can be in place on any one time. If another set of safety rules is to be used then that Plant and LV Apparatus is to be subject to an SREC (P5) and a new SRIC is to be issued in accordance with this procedure.
PART 1 - NOTICE

I HEREBY GIVE NOTICE that the Plant and LV Apparatus scheduled below is being PUT INTO SERVICE / MADE LIVE or by reason of its proximity or relation to other Plant and Apparatus, must be regarded as being IN SERVICE/LIVE and as from ................ hours, on ................ will come under the terms of the Company 'A' Wind Turbine Safety Rules. No further work may be done on or near the Plant and LV Apparatus after this time and date unless the work is being undertaken in accordance with the Company 'A' Wind Turbine Safety Rules and is authorised by an Authorising Engineer.

Please sign and return the master certificate and retain a duplicate copy along with any attached drawings.

DESCRIPTION AND LOCATION OF PLANT and LV APPARATUS

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Drawing References (if appropriate):

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For Company 'A'

Signature: ..............................................  Officer Responsible for the Work
Date: .................................................
PART 2 – ACCEPTANCE

I agree with the issue of a Safety Rules Inclusion Certificate for this Plant and LV Apparatus and that it will become subject to the Company ‘A’ Wind Turbine Safety Rules from the date and the time specified above.

Signature: ............................................ Responsible Manager
Date: ....................................................

PART 3 – ACKNOWLEDGEMENT

To be returned by ....................... hours, on ..................... (date)

I acknowledge receipt of the above notice and confirm that all persons in my charge have been duly warned of the above.

Signed Contractor/Department/Organisation Time Date

PART 4 – CONFIRMATION OF ACKNOWLEDGEMENT

I confirm that all Contractors and/or Company ‘A’ departments and/or any other relevant organisations in receipt of this SRIC have acknowledged its receipt.

Signature: ............................................ Officer Responsible for the Work
Date: ....................................................

Distribution of Confirmation has been sent to:

Responsible Manager
Etc.