FOREWORD

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

1. SCOPE

This Procedure shall be followed when Plant and LV Apparatus is to be:

(i) Permanently removed from the System, or.
(ii) Temporarily removed from the System for the purpose of work or testing.

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 ‘Contractor’ means any external organisation (or non-Company ‘A’ personnel) appointed to work on Plant and/or LV Apparatus to which Company ‘A’ Wind Turbine Safety Rules apply.

2.3 ‘Management Instruction’ (MI) means a procedure for use at an individual Wind Farm Location or series of Wind Farm Locations, that documents the Health and Safety Management Systems of Company ‘A’ that are to be applied to meet specified requirements.

3. SAFETY RULES EXCLUSION CERTIFICATE (SREC) - (APPENDIX A)

All Plant and LV Apparatus which is to be permanently removed from the System shall be precisely identified in a Safety Rules Exclusion Certificate (SREC). This shall also give clear details of any residual Dangers and indicate disconnection details with the reason for disconnection. The SREC shall be accompanied by a line diagram, as appropriate, on which the disconnected Plant and LV Apparatus is clearly identified. Each SREC should be sequentially numbered from a register maintained by Company ‘A’.
4. PROCEDURE FOR THE REMOVAL OF PLANT AND LV APPARATUS FROM THE SYSTEM

The following principles shall be applied before any Plant and LV Apparatus is removed from the System, either on a permanent or a temporary basis.

4.1 Disconnection of Plant and LV Apparatus from the System shall, where required by the Company ‘A’ Wind Turbine Safety Rules, be carried out under an appropriate Approved Written Procedure, (the application of Approved HV Safety Rules might also be required). The disconnection shall be achieved by the physical removal of sections of pipework, electrical conductors, driveshafts, etc., as appropriate to make the Plant/LV Apparatus safe.

4.2 Residual hazards shall, where reasonably practicable, be removed. If it is not reasonably practicable to do so, the person who will assume responsibility for the Plant and LV Apparatus after its removal from the System shall be informed in writing of all residual hazards remaining. Particular attention shall be paid to the Danger of induced voltages.

4.3 Formal notification of the removal of Plant and LV Apparatus from the System shall be given to relevant Contractors and/or Company ‘A’ internal departments and/or any other interested parties/stakeholders.

5. PERMANENT REMOVAL OF PLANT AND LV APPARATUS FROM THE SYSTEM

5.1 The Responsible Manager shall:

(a) Consult and reach agreement with all interested parties before Plant and LV Apparatus is permanently removed from the System.

(b) Ensure that Plant and LV Apparatus is not permanently removed from the requirements of the Company ‘A’ Wind Turbine Safety Rules until it has been disconnected and made safe from the System.

(c) Ensure that where Plant and LV Apparatus is to be removed from the System, but is to remain in situ, it is suitably identified and, where necessary, distinguished by means of suitable barriers or fencing.

(d) When Plant and LV Apparatus has been disconnected and made safe from the System, prepare a Safety Rules Exclusion Certificate, (Appendix A of this Procedure).

5.2 A copy of the Safety Rules Exclusion Certificate, in duplicate, shall be issued, by the Responsible Manager to all interested parties. Each recipient shall sign one copy in the acknowledgement section and return it before the operative date.
5.3 Plant and LV Apparatus shall be considered as removed from the System and no longer subject to the Company ‘A’ Wind Turbine Safety Rules from the time and date specified on the Safety Rules Exclusion Certificate.

6. TEMPORARY REMOVAL OF PLANT AND LV APPARATUS FROM THE SYSTEM

Items of Plant and LV Apparatus temporarily removed from the System, e.g. for workshop repair, return to manufacturers etc., shall be considered to be excluded from the provisions of the Company ‘A’ Wind Turbine Safety Rules from the time of removal from the normal position until the time of return or replacement. The formal process in this Support Procedure P5, for the issue of an SREC, need not be applied during the temporary removal of Plant/LV Apparatus. Company ‘A’ should define, in a suitable Management Instruction, the procedures to be followed at its Wind Farm Locations, including the identification of and/or the removal of inherent Dangers from the Plant and LV Apparatus, while it is temporarily removed. In such cases, the temporary removal and replacement shall be conducted entirely under the terms of an Approved Written Procedure, (the application of Approved HV Safety Rules might also be required).
SAFETY RULES EXCLUSION CERTIFICATE

........................................................................... (Wind Farm Location)    SREC No: ............

To: ...........................................................................................................(name) of ...........................................................

(Contractor/Department/Organisation)

PART 1 - NOTICE

I HEREBY GIVE NOTICE that the Plant and LV Apparatus scheduled below, which is located at .................................................................. Wind Farm, has been DISCONNECTED from the System and made safe, except as specifically detailed in Part 2 below, and that from ...................... hours (time) on .......................... (date) will no longer be considered as part of the System and will therefore, after this time and date, cease to be subject to the Company 'A' Wind Turbine Safety Rules. All work involved in disconnection has been carried out. All Approved Written Procedures have been cancelled.

WIND FARM LOCATION AND DESCRIPTION OF PLANT and LV APPARATUS:
.........................................................................................................................................
..........................................................................................................................................
..........................................................................................................................................

Drawing Reference (if appropriate):
..........................................................................................................................................
..........................................................................................................................................

RESIDUAL DANGERS:
..........................................................................................................................................
..........................................................................................................................................

DISCONNECTIONS:
..........................................................................................................................................
..........................................................................................................................................

     (i) DISCONNECTION DETAILS:
..........................................................................................................................................
..........................................................................................................................................

     (ii) REASON FOR DISCONNECTION:
..........................................................................................................................................
..........................................................................................................................................

For Company 'A'

Signed: .................................................................................. Date: ................................................

(Responsible Manager)
PART 2 – 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: ........................................ of ..............................................................

(Contractor/Department/Organisation)

Time: ................. hours     Date: .........................................

Distribution: