

# Procedure for appointing Safety Supervisor HV for work on disconnected installations or in the vicinity of high-voltage installations, and appointing Safety Supervisor LV for work on or in the vicinity of low-voltage installations

Approved by: Arnfinn Granheim

Document holder: Operations Manager

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Norwegian language dialogue is described in document number 1631060 rev. 7

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## 1 Governing policy and legislation

The Procedure for appointing Safety Supervisor HV for work on disconnected installations or in the vicinity of high-voltage installations, and appointing Safety Supervisor LV for work on or in the vicinity of low-voltage installations are subordinate to Statnett's Funksjonspolicy for elsikkerhet (Functional Policy for Electrical Safety), Instructions for the Safety Supervisor HV and Instructions for the Safety Supervisor LV.

## 2 Purpose and Validity

The purpose of this procedure is to ensure a high level of safety during work on or in the vicinity of Statnett electrical installations and during their operation, by issuing requirements governing the appointment of both Safety Supervisors HV for work on disconnected installations or in the vicinity of high-voltage installations, and appointing Safety Supervisor LV for work on or in the vicinity of low-voltage installations.

This procedure describes administrative relations governing the process of appointment. They **do not** cover any spoken or written contact that may occur between the Appointer and the Appointee prior to a Safety Supervisor appointment. Nor do these procedure deal with a safe job analysis or other necessary procedures.

This procedure applies to all electrical installations where Statnett has operational responsibility. Further this procedure applies to internal personnel in Statnett when working on installations during construction or dismantling.

This procedure describes the *English* language dialogue implemented in the SMS system. It is also possible to use *Norwegian* language dialogue (SMS-codewords). This is described in the document "Prosedyre for utpeking av LfS på frakoblet eller nær ved høyspenningsanlegg, samt utpeking av AfA på eller nær ved lavspenningsanlegg" (Doc. No. 1631060 in IFS). The one who appoints decides which set of SMS-codewords (Norwegian or English) to be used. The SMS-codewords in clauses 5.1 and 5.2 and their subclauses corresponds to the SMS-codewords in the clauses with the same numbers in the Norwegian language document.

## 3 Intended audience

All authorised Safety Supervisors, both high voltage and low voltage, and all those with Safety Supervisor appointment authority, on electrical installations where Statnett has operational responsibility.

## 4 Definitions

**Safety Supervisor HV (high-voltage):** Person appointed to have responsibility for the electrical safety at the worksite.

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**Safety Supervisor LV (low-voltage):** Person appointed to have responsibility for the electrical safety at the worksite.

**Operations Manager HV (high-voltage):** Person appointed by the owner/manager to carry out and be responsible for the ongoing management and maintenance of electrical installations.

**Operations Manager LV (low-voltage):** Person appointed by the owner/manager to carry out and be responsible for the ongoing management and maintenance of electrical installations.

## 5 Appointment routines

Notification of entry and exit from a high voltage installation must follow normal procedures as stipulated in the Procedure for use of SMS notification by personnel in high voltage installations, **in addition to** procedures that govern the appointment of Safety Supervisor HV (as described in this document).

There are no connections between database for appointing SSHV and SSLV (Sveve) and the safety card database. Therefore, the person that is going to be appointed must be controlled manually in relation to authorisation.

### 5.1 Routine governing the appointment of a Safety Supervisor HV for work in the vicinity of an energised high-voltage installation<sup>1</sup>.

5.1.1 The Appointer sends an SMS to no. 1963: SSHV <mobile telephone number of Appointee> <description of the installation> (max. 50 chars. Including spaces)

*For example: «SSHV 91346063 ALT field KVÆ 1 and KVÆ 2 132 kV»*

5.1.2 The Appointer receives the following SMS from no. 1963: «SSHV appointed Name: <Name of Appointee> Installation: <description of installation> No. <number>». <number> is a sequential number generated from Sveve for all appointments.

*For example: «SSHV appointed. Name: John Smith Installation: Alta field KVÆ 1 and KVÆ 2 132 kV No. 10021»*

5.1.3 The Appointee receives an SMS from no. 1963: «You are appointed as Safety Supervisor High Voltage in the vicinity of Installation: <description of installation> No. <number> *Confirm by sending: "SSHV OK <number>" to 1963.*

*For example: «You are appointed as Safety Supervisor High Voltage in the vicinity of Installation: Alta field KVÆ 1 and KVÆ 2 132 kV Nr. 10021 Confirm by sending: "SSHV OK 10021" to 1963»*

5.1.4 The Appointee confirms the appointment by sending an SMS to no. 1963: SSHV OK <number> (optional if one only has one appointment)

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<sup>1</sup> In case of non-mobile services, the appointing must be documented in another way.

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*For example: «SSHV OK 10021»*

- 5.1.5 The Appointee receives the following SMS from no. 1963: «Confirmation registered. Remember to sign out by sending "SSHV OUT <number>" to 1963».

*For example: «Confirmation registered. Remember to sign out by sending "SSHV OUT 10021" to 1963»*

- 5.1.6 The Appointer receives the following SMS from no. 1963: «SSHV confirmed. No. <number> Installation: Alta field KVÆ 1 and KVÆ 2 132 kV»

*For example: «SSHV confirmed. No. 10021 Installation: Alta field KVÆ 1 and KVÆ 2 132 kV»*

- 5.1.7 When the work has been completed, the appointed Safety Supervisor HV sends the following SMS to no. 1963: SSHV OUT <number> (optional if one only has one appointment)

*For example: «SSHV OUT 10021»*

- 5.1.8 The Safety Supervisor HV receives an SMS confirming that the Safety Supervisor HV appointment has ended: "Your Safety Supervisor High Voltage appointment has ended. No. <number> Installation: <description of installation> Name: <Name> (<telephone no.>)"

*For example: «Your Safety Supervisor High Voltage appointment has ended. No. 10021 Installation: Alta field KVÆ 1 and KVÆ 2 132 kV Name: John Smith (91346063)»*

- 5.1.9 The Appointer receives confirmation that the appointment has ended: "SSHV appointment ended. No. <number> Installation: <description of installation> Name: <Name> (<telephone no.>)"

*For example: «SSHV appointment ended. No. 10021 Installation: Alta field KVÆ 1 and KVÆ 2 132 kV Name: John Smith (91346063)»*

- 5.1.10 To check the status of the SSHV appointments, it is possible to send the following SMS to no. 1963: MY SSHV. A SMS with the status of the senders active and pending SSHV status(es) will be received from 1963.

## **5.2 Routine governing the appointment of a Safety Supervisor LV for work on or in the vicinity of a low-voltage installation<sup>2</sup>.**

- 5.2.1 The Appointer sends an SMS to no. 1963: SSLV <mobile telephone number of Appointee> <description of the installation> (max. 50 chars. Including spaces)

*For example: «SSLV 91346063 ALT Main switchboard 43.00»*

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<sup>2</sup> In case of non-mobile services, the appointing must be documented in another way.

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- 5.2.2 The Appointer receives the following SMS from no. 1963: «SSLV appointed. Name: <Name of Appointee> Installation: <description of installation> No. <number>».
- For example: «SSLV appointed: John Smith Installation: Alta Main switchboard 43. No. 10099»*
- 5.2.3 The Appointee receives an SMS from no. 1963: «You are appointed as Safety Supervisor Low Voltage: <description of installation> No. <number> Confirm by sending: "SSLV OK <number>" to 1963».
- For example: «You are appointed as Safety Supervisor Low Voltage Installation: Alta Main switchboard 43. No. 10099 Confirm by sending: "SSLV OK 10099" to 1963»*
- 5.2.4 The Appointee confirms the appointment by sending an SMS to no. 1963: SSLV OK <number> (optional if one only has one appointment)
- For example: «SSLV OK 10099»*
- 5.2.5 The Appointee receives the following SMS from no. 1963: «Confirmation registered. Remember to sign out by sending: "SSLV OUT <number>" to 1963»
- For example: «Confirmation registered. Remember to sign out by sending: "SSLV OUT 10099" to 1963»*
- 5.2.6 The Appointer receives the following SMS from no. 1963: «SSLV confirmed. No. <number> Installation: <description of installation>»
- For example: «SSLV confirmed. No. 10099 Installation: Alta Main switchboard 43.»*
- 5.2.7 When the work has been completed, the appointed Safety Supervisor LV sends the following SMS to no. 1963: SSLV OUT <number> (optional if one only has one appointment)
- For example: «SSLV OUT 10099»*
- 5.2.8 The Safety Supervisor LV receives an SMS confirming that the Safety Supervisor LV appointment has ended. "Your Safety Supervisor Low Voltage appointment has ended. No. <number> Installation: <description of installation>. Name: <Name> (<telephone no.>)"
- For example: «You Safety Supervisor Low Voltage appointment has ended. No. 10099 Installation: Alta Main switchboard 43. Name: John Smith (91346063)»*
- 5.2.9 The Appointer receives confirmation that the appointment has ended. "SSHV appointment ended. No. <number>. Installation: <description of installation>. Name: <Name> (<telephone no.>)"
- For example: «SSLV appointment ended. No. 10099 Installation: Alta Main switchboard 43. Name: John Smith (91346063)»*
- 5.2.10 To check the status of your SSLV appointments, it is possible to send the following SMS to no. 1963: MY SSLV. A SMS with the status of the senders active and pending SSLV status(es) will be received from 1963.

# Procedure for appointing Safety Supervisor HV for work on disconnected installations or in the vicinity of high-voltage installations, and appointing Safety Supervisor LV for work on or in the vicinity of low-voltage installations

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## **5.3 Routinee governing the appointment of internal personnel as Safety Supervisor HV for work on disconnected installations during construction or dismantling<sup>3</sup>.**

5.3.1 The Appointer sends an SMS to no. 1963: LFSF <mobile telephone number of Appointee> <description of the installation> (max. 50 chars. Including spaces)

*For example: «LFSF 91346063 Fra mast 10-15 på 420kV ledningen Aurland1-Sogndal»*

5.3.2 The Appointer receives the following SMS from no. 1963: «LfS på frakoblet utpekt. Navn: <Name of Appointee> Anlegg: <description of the installation> Nr: <number>». <number> is a sequential number generated from Sveve for all appointments.

*For example: «LfS på frakoblet utpekt. Navn: Ola Nordmann Anlegg: Fra mast 10-15 på 420kV ledningen Aurland1-Sogndal Nr: 10004»*

5.3.3 The Appointee receives an SMS from no. 1963: «Du er utpekt som LfS på frakoblet Anlegg: <description of the installation> Nr: <number> Bekreft ved å sende: "LfSf OK <number>" til 1963».

*For example: «Du er utpekt som LfS på frakoblet Anlegg: Fra mast 10-15 på 420kV ledningen Aurland1-Sogndal Nr: 10004 Bekreft ved å sende: "LfSf OK 10004" til 1963»*

5.3.4 The Appointee confirms the appointment by sending an SMS to no. 1963: LFSF OK <number> (optional if one only has one appointment)

*For example: «LFSF OK 10004»*

5.3.5 The Appointee receives the following SMS from no. 1963: «Bekreftelse registrert. Husk å melde ut ved å sende "LfSf UT <number>" til 1963».

*For example: «Bekreftelse registrert. Husk å melde ut ved å sende: "LfSf UT 10004" til 1963»*

5.3.6 The Appointer receives the following SMS from no. 1963: « LfS på frakoblet bekreftet. Nr: <number> Anlegg: <description of the installation> Navn: <Name> (<telephone no.>)»

*For example: «LfS på frakoblet bekreftet. Nr: 10004 Anlegg: Fra mast 10-15 på 420kV ledningen Aurland1-Sogndal Navn: Ola Nordmann (91346063)»*

5.3.7 When the work has been completed, the appointed Safety Supervisor HV sends the following SMS to no. 1963: LFSF UT <number> (optional if one only has one appointment)

*For example: «LfSf UT 10004»*

5.3.8 The Safety Supervisor HV receives an SMS confirming that the Safety Supervisor HV appointment has ended: "Utmeldt LfSf <nummer>"

<sup>3</sup> In case of non-mobile services, the appointing must be documented in another way.

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*For example: «Utmeldt LfSf 10004»*

5.3.9 The Appointer receives confirmation that the appointment has ended: "LfSf utmeldt. Nr. <number> anlegg: <description of installation> Navn: <Name> (<telephone no.>)"

*For example: «LfSf utmeldt. Nr: 10004 Anlegg: Fra mast 10-15 på 420kV ledningen Aurland1-Sogndal Navn: Ola Nordmann (91346063)»*

5.3.10 To check the status of the LFSF appointments, it is possible to send the following SMS to no. 1963: Mine LFSF. A SMS with the status of the senders active and pending LFSF status(es) will be received from 1963.

## 6 Confirmation of compliance

Responsibility for checking compliance with instructions lies with the document holder and approving body.

The position of Operations Manager includes authority to draw up and approve work procedures, guidelines and instructions in areas covered by Funksjonspolicy for elsikkerhet (Functional Policy for Electrical Safety – Norwegian document only).

## 7 Enclosures and references

References:

- Funksjonspolicy for elsikkerhet (Functional Policy for Electrical Safety – Norwegian document only) (SDOK-515-2)
- Instructions for the Safety Supervisor HV (doc.no. 1198675 in IFS)
- Instructions for the Safety Supervisor LV (doc.no. 1406406 in IFS)
- Procedure for use of SMS notification by personnel in high voltage installations (doc.no. 1492241 in IFS)

## 8 Version log

Valid as of	Revision classification (New/Updated/Vocabulary/None)	Description of important changes
01.01.2021	Updated	5.3: New item that describe routines for appointment of <u>internal personnel</u> as Safety Supervisor HV for work on disconnected installations during construction or dismantling.