

Prosedyre

Procedure for communication between the Safety Supervisor HV and the Switching Supervisor

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Konfidensialitet: K0 Statnett åpen informasjon, som kan deles med alle

Denne kopien ble lastet ned 30.12.2021 av [Jon Halvor Holtet](#).

Originaldokumentet kan ha blitt publisert i ny revisjon eller trukket tilbake etter at denne kopien ble lastet ned.

Gjeldende revisjon av dette dokumentet kan lastes ned her:

<https://samhandling.statnett.no/styrendedok/Dok.aspx?id=SDOK-515-64>

Arbeidsgruppe: [Elsikkerhet](#)

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Dokumenteier: [Arnfinn Granheim](#)

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Based on the Norwegian document SDOK-515-29

1 Governing policy and legislation

This procedure for communication between the Safety Supervisor HV and the Switching Supervisor is superseded by Statnett's [Funksjonspolicy elsikkerhet](#) (Functional Policy Electrical Safety), [Instructions for the Safety Supervisor HV](#) and [Instructions for the Switching Supervisor](#).

2 Purpose and Scope

The purpose of this procedure is to avoid risk to life, health, or property. It is designed to ensure there is a clear, cohesive dialogue between the Safety Supervisor HV and the Switching Supervisor, so that necessary precautions are initiated by the Switching Supervisor, and to ensure that necessary information is exchanged between the Switching Supervisor and the Safety Supervisor HV before work starts on or in the vicinity of Statnett's electrical installations.

3 Intended audience

All Statnett and external employees who are authorised Safety Supervisors HV or Switching Supervisors, and personnel conducting tasks ordered by the Switching Supervisor on electrical installations where Statnett has operational responsibility.

4 Definitions

Switching Supervisor: Person appointed to have responsibility for ensuring that all necessary switching operations in high voltage installations are conducted safely.

Safety Supervisor HV (high voltage): Person appointed to have responsibility for 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 high voltage electrical installations.

5 Practice

5.1 Switching Supervisor to substation personnel (internal and external) / other party's Switching Supervisor:

5.1.1 I request that the following disconnectors <breaker's identification tag> are labelled, prevented against reconnection, and inspected in position OUT (or bay(s) is/are secured against energizing): (Voltage level must always be given).

5.1.1.1 See the attached excerpt from Instructions for the Switching Supervisor for instructions on how this should be done¹.

¹ 5.3.3 The Switching Supervisor is responsible for providing tagging of all disconnectors, circuit breakers, and/or disconnecting circuit breakers (DCBs), and earthing switches affected by switching orders. Tagging must be performed at regional control centres and all places in the substation control room

- 5.1.2 I request that the following earthing switches <breaker's identification tag> are labelled, secured and inspected in position IN (or bay(s) is/are terminal earthed): (Voltage level must always be given).
- 5.1.2.1 See the attached excerpt from Instructions for the Switching Supervisor for instructions on how this should be done¹.
- 5.2 Substation personnel (internal and external) / external Switching Supervisor to Switching Supervisor**
- 5.2.1 I hereby confirm that the following disconnectors <breaker's identification tag> are labelled, secured, and inspected in position OUT (or bay(s) is/are secured against energising): (Voltage level must always be given).
- 5.2.2 I hereby confirm that following earthing switches <breaker's identification tag> are labelled, secured, and inspected in position IN (or bay(s) is/are terminal earthed): (Voltage level must always be given).
- 5.3 Switching Supervisor in dialogue with the person to be appointed as Safety Supervisor HV (Substation personnel and transmission line personnel)**
- 5.3.1 I hereby confirm that <name of component(s)>, is/are secured against energising at the following locations: (Voltage level must always be given) (At work on high voltage powerlines it shall be confirmed that the powerline is secured).
- 5.3.2 I hereby confirm that <name of component(s)>, for which you must have a work permit, has/have secured terminal earth at the following locations (and/or pointed out missing terminal earth): (Voltage level must always be given) (At work on high voltage powerlines it shall minimum be confirmed that the powerline is terminal earthed).
- 5.4 Switching Supervisor in dialogue with the person to be appointed as Safety Supervisor HV (station personnel and transmission line personnel)**
- 5.4.1 I <name of Switching Supervisor> appoint you as Safety Supervisor HV, and record <substation / transmission line> Safety Supervisor HV <name of Safety Supervisor HV > for work on <component (s) / transmission line>. The time of the appointment is <time>, and the Safety Supervisor number² for the appointment is <safety number>.

from where switching operations may be carried out (on screen, control/selector switches etc.). In addition, motor fuses that are disconnected as protection against reconnection/disconnection (cf. section 5.3.4) must be tagged. Persons who perform labelling shall have authorization "GP" for the substation.

- 5.3.4 The Switching Supervisor is responsible for preventing reconnection by blocking all disconnectors and DCBs that could become energized, either by removing motor fuses (these must be tagged, cf. section 5.3.3), or shutting off the supply of compressed air, or locking service devices, or blocking the operating mechanism. Earthing switches must be blocked against disconnection in a similar manner. Persons who perform preventing reconnection shall have authorization "GP" for the substation.
- 5.3.5 The Switching Supervisor is responsible for providing a visual inspection of terminal earthing and disconnectors, and for obtaining feedback on conducted inspection. At SF6 installations, earthing switches must be locked in a connected position. When providing for inspection of DCBs, the Switching Supervisor must order the person conducting the inspection to check for normal SF6-pressure at all three breaker poles. If the pressure is too low in one or more of the breaker poles, the breaker is not to be considered disconnected (ref.5.3.2 (*in Instructions for the Switching Supervisor*)). Persons who perform inspection shall have authorization "GP" for the substation.

5.5 The person to be appointed as Safety Supervisor HV in dialogue with the Switching Supervisor (substation personnel and overhead line personnel)

5.5.1 I <name of Safety Supervisor> are planning to use following number of portable earthing devices <number>.

5.5.2 I have now been appointed as Safety Supervisor HV by <name of Switching Supervisor> on <sub station / transmission line> for work on <component (s) / transmission line>. The time of the appointment is <time> and the Safety Supervisor number² for the appointment is <Safety Supervisor number>.

5.6 Safety Supervisor HV in dialogue with the Switching Supervisor when work has been completed (substation personnel and transmission line personnel):

5.6.1 I <name of Safety Supervisor> have removed following number of portable earthing devices <number>.

5.6.2 I request to terminate work on <component (s) / transmission line>. The time for the appointment was <time> and the Safety Supervisor number² for the appointment was <Safety Supervisor number>.

5.7 Switching Supervisor in dialogue with the Safety Supervisor HV when work has been completed (substation personnel and transmission line personnel)

5.7.1 I have understood that you will terminate the work, and I record <substation/transmission line> Safety Supervisor <name of Safety Supervisor> terminates the work on <Component / transmission line>. You were appointed for this work at <time / date> with Safety Supervisor number² <Safety Supervisor number>. The time of your work termination is <time>. The Switching Supervisor is <name of Switching Supervisor>.

5.8 Switching Supervisor to substation personnel (internal and external) / external Switching Supervisor after all concerned parties have reported the work as terminated:

5.8.1 I request that securing of the following terminal earthing switches be removed: <breaker's identification tag> (Voltage level should always be given).

5.8.2 I order that securing of the following installations (or disconnectors <breaker's identification tag>) be removed: (Voltage level must always be given).

5.9 Substation personnel (internal and external) / external Switching Supervisor to Switching Supervisor after reversal of established safety measures

5.9.1 I confirm that securing of the following terminal earthing devices has been removed: <breaker's identification tag> (Voltage level must always be given).

5.9.2 I confirm that securing of the following installations (or disconnectors <breaker's identification tag>) has been removed: (Voltage level must always be given).

² Safety Supervisor number is a unique number generated in OIS (Operational Information System) at the specified Regional Control Centre.

6 Confirmation of compliance

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

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

7 Enclosures and references

References:

- [Funksjonspolicy elsikkerhet](#) (Functional Policy Electrical Safety – only in Norwegian) (SDOK-515-2)
- [Instructions for the Safety Supervisor HV](#) (SDOK-515-55)
- [Instructions for the Switching Supervisor](#) (SDOK-515-54)
- [Lov om tilsyn med elektriske anlegg og elektrisk utstyr](#) (Act relating to the Inspection of Electrical Installations and Electrical Equipment – only in Norwegian) (www.lovdatab.no)

8 Version log

Valid as of	Revision classification (New/Updated/Vocabulary/None)	Description of important changes
11.01.2021	Updated	5.1.1 Updated part of the text; [...]are labelled, prevented against reconnection and inspected in position OUT[...]

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