

Procedure

Procedure for locking up electrical installations

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Team: [Elsikkerhet](#)

Responsible: [Jon Halvor Holtet](#)

Document owner: [Arnfinn Granheim](#)

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Keywords: EI-sikkerhet

Based on the Norwegian document SDOK-515-31

1 Governing policy and legislation

Procedure for locking up electrical installations is subject to Statnett's [Funksjonspolicy](#) [elsikkerhet](#) (Functional Policy Electrical Safety) and [Instruction for training/access/safety cards to Statnetts electrical installations](#).

2 Purpose and validity

The purpose of these procedure is to avoid any risk to life and health by only give authorized personnel access permit to high voltage constructions and low voltage constructions which are not secured against contact.

This procedure is applicable for all electrical constructions where Statnett have the Operations Manager HV responsibility or Operations Manager LV and where Statnett have the responsibility for the system of the keys.

3 Intended audience

All with access to high voltage constructions where Statnett has the Operations Manager responsibility. All with independent access to low voltage constructions which are not protected against contact, where Statnett has the Operations Manager responsibility. Personnel with responsibility for administration of system for keys.

4 Definitions

Access card: Physical access card that is used to open and close doors/gates, depending of access that has been given.

High voltage key: Key suitable for unlocking and locking of gates/doors who leads to high voltage constructions.

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 Locking of electrical constructions

5.1 Gates/doors who are operated by access card or high voltage key and leads into high voltage constructions and low voltage constructions which are not protected against contact, shall be locked.

5.1.1 In cases where gates/doors must be kept open, these must be monitored to prevent unwanted access to the facilities.

5.2 Gate must not be left until it has been **visually determined that it is closed**. This applies to both entry and exit to the high voltage area.

5.2.1 In case that the gate is not possible to lock with help of the engine drive, the gate shall be locked by chain/padlock and high voltage key.

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).

7 Enclosures and references

References:

- [Funksjonspolicy elsikkerhet](#) (Functional Policy Electrical Safety – Norwegian document only) (SDOK-515-2)
- [Instruction for training/access/safety cards to Statnetts electrical installations](#) (SDOK-515-60)
- [Instruks for adgangs- nøkkel- og låssystemet i Statnetts stasjoner](#) (Instruction for access-, key- and lock system in Statnetts substations – Norwegian document only) (SDOK-510-16)
- [Prosedyre for utlevering av nøkler og adgangskort til elektriske anlegg](#) (Procedure for distribution of keys and access cards to electrical installations – Norwegian document only) (SDOK-515-38)

8 Version log

Valid as of	Revision classification (New/Updated/Vocabulary/None)	Description of important changes
15.12.2021	Updated	Changed approval and document holder to one Operations Manager HV/LV. 4 and 5.1: Added access card. 5.2: Removed requirement about remote control by unit used to open and close doors/gates wireless and system for opening by use of mobile phone.

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Revision log SDOK-515-65:

Revision	Approved	Approved by	Description
2.0 Show changes	06.01.2022	Arnfinn Granheim	Wrong English title
1.0 Show changes	05.01.2022	Arnfinn Granheim	Migrated from IFS#3478643