

## Procedure

# Procedure for use of SMS notification by personnel in high voltage installations

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## 1 Governing policy and legislation

The procedure for use of SMS notification by personnel in high voltage installations is superseded by [Funksjonspolicy elsikkerhet](#) (Functional Policy Electrical Safety), [Instructions for the Safety Supervisor HV](#), [Instructions for the Safety Supervisor HV and clearing teams when clearing wooded areas near high voltage lines](#) and [Instructions for the Switching Supervisor](#).

## 2 Purpose and Validity

The purpose of this procedure is to avoid manual switching operations from Statnett's Regional Control Centres when there are workers in the vicinity of high voltage components. This to reduce the danger of injuries caused by component breakdown during switching operations.

Another purpose for the procedure is to avoid manual reconnections of Statnett's high voltage transmission lines and cables after automatic disconnections in cases where the disconnections may have been caused by work near high voltage transmission lines.

Everyone working in the vicinity of high voltage installations is responsible for notifying this by use of SMS. No activities can be initiated before having received a text message receipt.

If sending a SMS is not possible, the Regional Control Centre shall be contacted by telephone for in and out registration.

This procedure applies to all electrical installations where Statnett has operational responsibility.

## 3 Intended audience

All Statnett and external employees with access to Statnett's high voltage installations.

## 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.

**SJA:** Safety Job Analysis

## 5 Practice

### **SMS for Entry Registration (only mobile phone registered in Norway shall be used):**

When personnel are going to reside in the vicinity of high voltage components remote controlled by the Regional Control Centre, at least one person in the group has to register when entering<sup>1</sup>.

In addition to this all appointed Safety Supervisors (Lfs) at our substations have to register their entries when work is in progress.

For our high voltage transmission lines only designated Safety Supervisors need to register by SMS for work in the vicinity of operational installations.

Registration for substation installation by sending SMS:

INN **space** <name of installation> **space** <voltage level<sup>2</sup>> to 1963

*Example 1: INN NEDRE RØSSÅGA 300 to 1963*

(Make use of space between the words when the station name consists of two words. The use of capital letters is optional)

<name of installation> can also be written by a 3-letter abbreviation as used by IFS

*Example 2: INN NRØ 300 to 1963*

*The following receipt message will be received by using both examples):  
Du er registrert inn i høyspenningsanlegg. STASJON: NEDRE RØSSÅGA  
Spenningsnivå: 300 kV  
Tid: 10:45 16.06.2016:*

*(You have hereby registered entry to a high voltage installation. SUBSTATION:  
NEDRE RØSSÅGA Voltage level: 300 kV Time: 10:45 16.06.2016)*

Registration for high voltage transmission lines by text message:

INN **space** <voltage level><name of high voltage transmission line > to 1963

*Example 3: INN 300 BLÅFALLI-HUSNES 1*

(Use of space between the voltage level and the high voltage transmission line name is optional. However, a space between the high voltage transmission line name and high voltage transmission line number must be included.)

**The voltage level of the high voltage transmission line has to be included at all times.**

<name of high voltage transmission line > can also be written by the high voltage transmission line number as used by IFS.

*Example 4: INN 300L0383*

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<sup>1</sup> This person will be responsible that everyone has exited the installation before an exit text message is being sent

<sup>2</sup> This will be filled out to notify the whereabouts of the staff and may be omitted

(The use of space between the voltage level and the high voltage transmission line number is optional.)

**The voltage level of the high voltage transmission line has to be included at all times.**

*The following receipt message will be received by using both examples:  
Du er registrert inn i høyspenningsanlegg. LEDNING: BLÅFALLI-HUSNES 1  
Spenningsnivå: 300 kV Tid: 10:47 16.06.2016  
(You have hereby registered entry to a high voltage installation. TRANSMISSION  
LINE: BLÅFALLI-HUSNES 1  
Voltage level: 300 kV Time: 10:47 16.06.2016)*

Personnel must never enter a high voltage installation nor initiate work in vicinity of a high voltage installation/transmission line before receiving a receipt message.

If you **do not** receive a receipt message, please try to register one more time. If you are still unable, please call the affected Regional Control Centre for registration.

**SMS for Exit Registration (only mobile phone registered in Norway shall be used):**

The following text message is being sent by enter registered personnel who wants to exit an installation:

UT to 1963

*Example: UT*

*The following receipt message will be received:  
Du er registrert ut av høyspenningsanlegget.  
(You have hereby registered exit from a high voltage installation.)*

If you **do not** receive a receipt message, please try to register your exit one more time. If you are still unable, please call the affected Regional Control Centre to exit register.

**Regarding work in or at high voltage installations:**

When performing work in/at high voltage installations: Consider, when conducting SJA, further measures in addition to the SMS warning to the Regional Control Centre. For instance by turning off the remote control for the whole substation or turning off the automatic switching operations of reactive components. In substations with generators, both manual and automatic switching operations must be considered, when switching operations of the generators will not be warned.

Further measurements at own installations or installations owned by others need to be clarified with the switching supervisor at the affected control centre.

## **6 Confirmation of compliance**

The 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 – Norwegian document only).

## 7 Enclosures and references

References:

- [Funksjonspolicy elsikkerhet](#) (Functional Policy Electrical Safety – Norwegian document only) (SDOK-515-2)
- [Instructions for the Safety Supervisor HV](#) (SDOK-515-55)
- [Instructions for the Safety Supervisor HV and clearing teams when clearing wooded areas near high voltage lines](#) (SDOK-515-57)
- [Instructions for the Switching Supervisor](#) (SDOK-515-54)

## 8 Version log

Valid as of	Revision classification (New/Updated/Vocabulary/None)	Description of important changes
01.01.2022	Updated	5: Added that only mobile phone registered in Norway shall be used.

## Procedure

Procedure for use of SMS notification by personnel in high voltage installations

### Revision log SDOK-515-63:

Revision	Approved	Approved by	Description
1.0 <a href="#">Show changes</a>	29.12.2021	<a href="#">Amfinn Granheim</a>	Migrated from IFS#1492241