
Instruction

Distribution of the roles in O&M Wind and Solar - work permit procedure

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0 References

Document number	Title
ZST.10010043604.000	OP – Work permits at RGB

1 Introduction

This instruction is an addendum to the operational procedure “Work permits at RGB”.

This instruction clarifies the distribution of the different roles as described in the procedure, and declares which party takes responsibility for each role.

2 Tasks

2.1 The Operator

This operator is the party who is designated to ensure the daily management of the installations by the owner of the installation. In this case, it is always the Electrabel, Operations & Maintenance Manager Wind & Solar.

2.2 The Installation Manager

The role is recognized by the operating manager at Electrabel O & M Wind & Solar. The installation manager

- is responsible for the operation and maintenance of the installation;
- is always aware of the condition of the installations . He is also aware of the planned and ongoing work.
- can appeal a maintenance company for preventive and corrective maintenance and exceptional work;
- gives permission to the maintenance company to take place preventive and corrective maintenance of the installations, through the maintenance agreement and by placing an order;
- does not necessarily write the work permit himself, but can indicate someone for this. This is done through an official, signed document in which the Installation Manager designates a competent person of the contractor as responsible for the internal work permit system within the company.
- provides the maintenance company with the necessary information regarding the site specific risks such that the maintenance company can take this in account in their own risk analysis;
- verifies the risk assessment of the maintenance company, and is coherence / interference with other activities;
- performs checks to determine whether the employees of the maintenance company have the necessary certificates (ex: BA4/BA5 certificate , forklift driver , Limosa , ...);
- can carry on controls of the activities of the maintenance company. For this purpose, the document observation tour can be used.

2.3 The maintenance company

- Has been appointed by the installation manager to be in charge of the activities as described in the order;
- Gives the installation manager the necessary information regarding the risks inherent to its activities. This is in the form of a risk;
- Ensures that its personnel performing the work has the necessary instructions and the appropriate training to carry out the work.
- Indicates a works manager.

2.4 The permit issuer

The permit issuer is the person who issues the permit, and subscribes. The permit issuer is responsible for the implementation and the verification of this implementation, of the measures to secure the Installation and the environment. The permit issuer has to be present on site, this task can't be executed from a distance.

The permit issuer can be both an Electrabel employee as an employee of a contractor.

2.5 The permit acceptor

The permit acceptor is the person who receives the PTW, and is responsible for the execution of the work itself. He verifies if the taken preventative measures are sufficient to execute the operation safely.

This task can be performed by both an Electrabel employee as an employee of a contractor.

After work, he confirms that the turbine has been abandoned in a safe condition, and delivers the form of work permits back to its provider.

2.6 Tagging executor

This person is responsible for all tagging in the installation. He has been appointed by the Installation Manager (or someone delegated by the Installation Manager). The employer of the tagging executor is responsible for the necessary training. The tagging executor is qualified for the execution of the tagging, and will execute this task following prepared procedures.

2.7 Grid operator

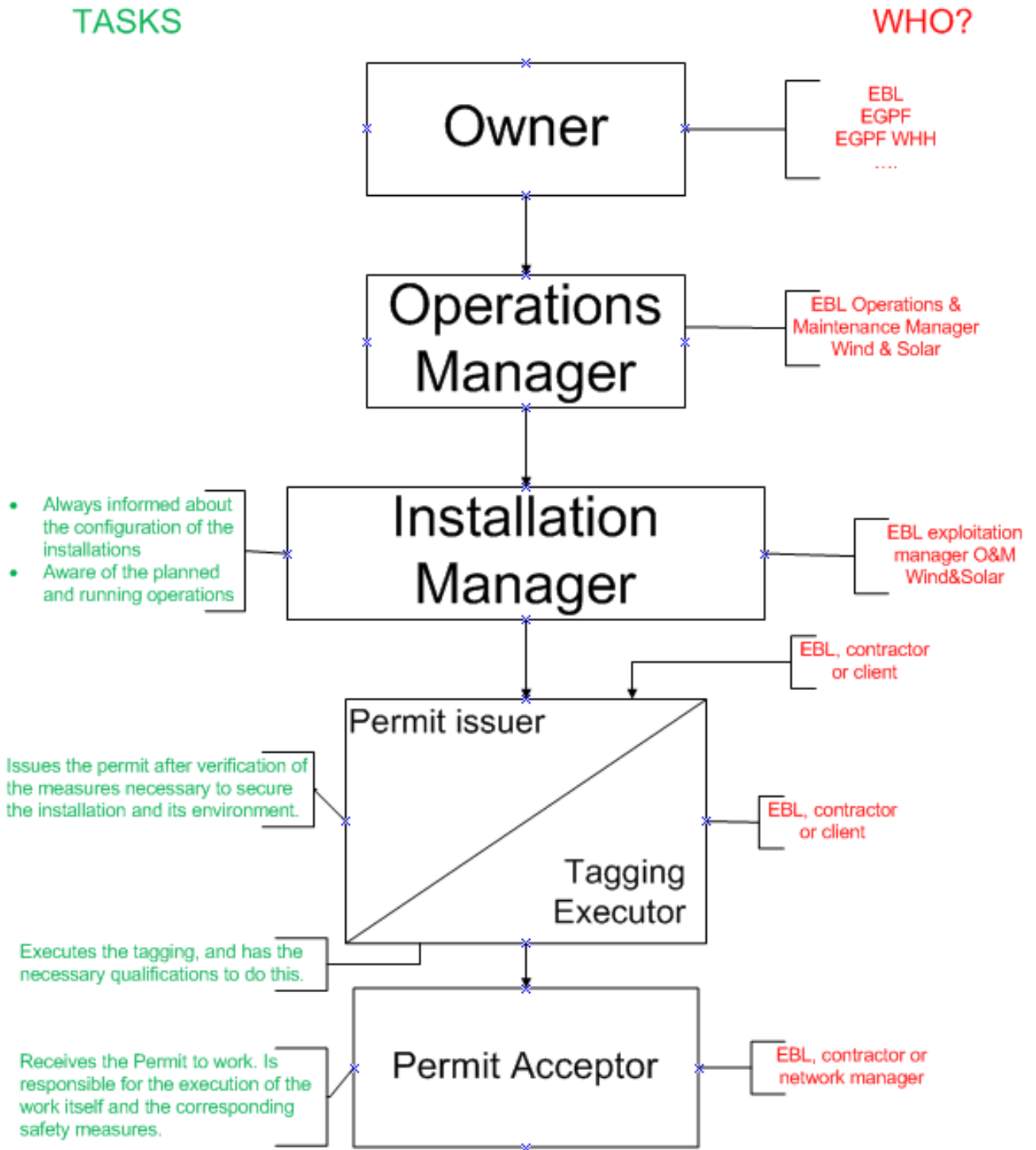
2.7.1 The grid operator initiates the work

If the installation manager has to disconnect on the demand of the grid operator, the installation manager has to deliver a certificate to the grid operator. This is a document prepared by the grid user that it attests to the grid operator that the concerned grid component is removed from the grid of the network user and is at the disposal in accordance with the requirements of the grid operator.

2.7.2 The grid user initiates the work

When the network user requests works for which tagging is required on the facilities of the grid, the grid user asks the grid operator a certificate (format grid operator) in which the grid operator certifies

to the grid user that the involved grid components are removed from the grid and put at the disposal according to the requirements of the grid user.



3 Procedure

3.1 Nature of the operations requiring a Permit to work

The principle is that a work permit is mandatory for all work. Only for activities that are listed in the "list of interventions not subject to the work permit form" issuing a work permit is not required. This list is attached to this instruction.

To perform work with an increased risk, a project folder should be prepared. The method in this regard is described in the instruction - Exceptional work within RGB.

3.2 Electrabel works alone

If there are only Electrabel employees on site, both tasks (Permit issuer and Permit acceptor) will be executed by employees of Electrabel.

3.3 Contractor works alone

If a contractor executes an operation on site, without the presence of an Electrabel employee, both roles (permit issuer and permit acceptor) will be executed by employees of the contractor. The contractor can use the template provided by Electrabel, or his own template if the contents are at least equivalent.

Electrabel stays the Installation Manager, which means that the contractor should communicate his planning timely, and at the time of the intervention, will announce himself before entering the installation.

3.4 Electrabel and a contractor work together

If there is interference between the operations executed by Electrabel and those executed by the contractor, both parties will agree on site how the tasks will be performed (permit issuer and permit acceptor). This can differ depending on the nature of the operations.

4 Supporting documents

Document number	Title
ZNO.10010425426.000	HD - Work permit Template
ZNO.10010425431.000	HD - List with interventions not subjected to the work permit form
ZNO.10010437261.000	HD - Register of installation managers RGB

5 Reason for adaption

Version number	Reason for adaption	Changed pages
00	Translation to english	