

Company Directive

STANDARD TECHNIQUE : OC3C/2

Relating to the Identification and Proving Dead of Plant and Apparatus

Policy Summary

Switchgear and other apparatus will have identification labels fixed in accordance with OC12. These labels and the schematic mains diagram will form the basis of identification.

Particular hazards exist when:

- (a) street lighting conductors become LIVE subsequent to being proved DEAD
- (b) pole numbers are defaced or confusion over pole numbers exists.

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Approved by



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- 1.1 Switchgear, busbars, transformers, control equipment and all other equipment shall be identified by referring to the substation and individual plant identity labels. Circuit identity shall similarly be identified by the circuit label.
- 1.2 All 132kV and 33kV substations shall contain an up-to-date schematic diagram (covering that substation only) on which the identification of all PLANT and APPARATUS is shown together with the names of each circuit.
- 1.3 When necessary switchgear and busbars shall be proved DEAD using an APPROVED voltage testing device.
- 1.4 11kV Ring Main Units, Extensible Switchgear and some fixed types of circuit breaker (e.g. Long and Crawford WPD2), which do not have facilities to allow for direct testing of the presence of live HV, shall be identified and proved dead by a SENIOR AUTHORISED PERSON in the presence of the intended SAFETY DOCUMENT recipient using the following procedure:
 - a) The SENIOR AUTHORISED PERSON and the SAFETY DOCUMENT recipient shall positively confirm the substation name and number and switch names and numbers. These shall be cross checked with a current HV system schematic diagram.
 - b) Where reasonably practicable, the LV or VT LV supplies associated with the equipment to be worked on shall be proven dead by the SENIOR AUTHORISED PERSON using an approved voltage testing device.
 - c) The SENIOR AUTHORISED PERSON shall, in the presence of the SAFETY DOCUMENT recipient, open all Main or Fuse Switches and close the associated Earth Switches on the equipment to be worked on.
 - d) The SENIOR AUTHORISED PERSON shall then confirm to the CONTROL ENGINEER that the operations in c) have been completed and the CONTROL ENGINEER shall check and confirm back to the SENIOR AUTHORISED PERSON that the HV system has remained stable.
 - e) Following completion, the SENIOR AUTHORISED PERSON shall, with permission from the CONTROL ENGINEER, issue a SAFETY DOCUMENT for the equipment to be worked on.
 - f) The procedure detailed in c), d) and e) shall be carried out as a continuous sequence to comply with the requirements of DSR 5.1.2.
 - g) If, during this process, any HV automatic switchgear operates, the CONTROL ENGINEER shall determine if it relates to this work and if so immediately inform the SENIOR AUTHORISED PERSON. The SENIOR AUTHORISED PERSON shall withdraw all staff to a safe distance from the substation before carrying out further investigations.

Items a) to e) above shall be shown on all relevant switching schedules as “Prove dead in accordance with ST:OC3 and issue PTW”

- 1.5 Transformers shall be proved dead by using an APPROVED voltage testing device. Safe access is normally available to appropriate CONDUCTORS at the isolation point for each winding. In particular circumstances it may be necessary to remove the lid of an HV transformer and prove DEAD at the internal connections. In this case it is vital that the transformer is correctly identified by switchgear label checks and possibly by tracing cable runs.

APPENDIX A

SUPERSEDED DOCUMENTATION

This document supersedes ST:OC3C/1 dated February 1998.

APPENDIX B

IMPACT ON COMPANY POLICY

Company policy is unaltered by this issue. The following changes have taken place within the policy document:

- (a) repetitive references to other policy documents, such as OP7 and OP14, have been removed
- (b) repetition of policy contained in other policy documents, such as OP14, have been removed

APPENDIX C

KEY WORDS

None