Work Control Procedures

Access Permit October **2025**

The Access Permit is a Works Management System used to present out of service equipment in an agreed and defined state for work, using Issuer applied safety measures, where the work does not include the introduction of primary energy sources, test voltages or potentially lethal hazards.

Record of Amendments

Date Issued	Summary of Key Changes
June 2023	**Original Issue**
Oct 2025	**Major review and updates** **Section 1 - Introduction** • Scope & Application - Added defined terms shall, should, may & can **Section 2 Process Selection** • Revised WCP Selection Guide in line with legislation, WorkSafe and SMEI guidance **Section 3 – Roles and Responsibilities** • Expanded competency responsibilities to cover asset owner and Employers (PCBU's) • Updated competency requirements to reflect the StayLive Training and Competency Guideline • Clarification for Issuer boundary marker responsibilities • Change Supervisor (AP) and Supervisor (Work Party) focus from roles to responsibilities. By default, issued to Recipient at permit issue, but may be delegated. • Clarification of Recipient responsibility to physically check IASMs and confirm the corresponding keys are in the lockbox before accepting the AP **Section 4 Safety Measures and Isolation Points** • New statement covering importance of operational locks and safety measures. • Clarification that where possible all IASM's and RASM's shall be locked • Clarification the RASM process is used for both the management of safety measures and also for plant status control • Management of Common RASM isolations **Section 5 Access Permit Hardware & Documentation** • Added reference to EEA Permit Areas Guide • Clarification that a risk assessment is required to understand implicat**ions** of alterations, and guidance where permits may be affected. • Removed detail for Assurances and added reference to StayLive Assurance guidance document **Access Permit Process** • Minor clarifications and guidance improvements • New guidance for limited testing, AP transfer, suspension and states **Process Flow Charts** • Removed duplicated references and items covered in Operating Order/Isolation Instruction and Assurance documents • Updates to mirror changes referenced in sections above **Example Access Permit Forms** • Added example Access Permit forms **Glossary** • Amended/added definitions for Actioner, Allocate, Alteration, Checker, Compiler, Daily Meetings, Delegate, Minimum Approach Distance, Objective, Operational Locks, Plant Status Control, Suspension, Transfer and Test Permit

Contents

Preparation of Work Control Procedures

StayLive Work Control Procedures are prepared by a consensus process involving representatives nominated by major generating companies in NZ. These procedures may be derived from existing industry procedures, from established international procedures and practices or may be developed by the StayLive Work Control Procedures Working Group.

The following companies are represented on the WCP Group:

Contact Energy Ltd

Genesis Energy Ltd

Meridian Energy Ltd

Mercury NZ Limited

Nova Energy Ltd

Pioneer Energy Ltd

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Disclaimer

This document has been prepared by a group of representatives of the electricity industry for the purpose of providing principles on safety and other practices for use by the generation sectors of that industry. It sets out standards considered to be appropriate for the electricity industry; in some instances, further procedures will need to be developed in order to implement those standards. Although this document is recommended by industry representatives, it is not legally binding; as such, the industry representatives involved in its development can accept no liability or responsibility for any injury, loss, damage, or any other claims caused by or resulting from any inaccuracy in or incompleteness of the document.

1. INTRODUCTION

PURPOSE

StayLive adopts the Safety Manual – Electricity Industry (SM–EI) rules as its essential safety requirements for the control of hazards.

This Access Permit (AP) document is one of a suite of generation Work Control Procedures (WCP).

Combined, this suite of documents describes the specifics for the range of WCPs used in the generation industry.

These WCP's set out, where necessary, the specific requirements for applying SM–EI rules to generating plant and facilities to ensure consistent interpretation and practical compliance across the NZ generation sector.

These procedures are designed to enable:

- safe access to plant and equipment for the purposes of undertaking any form of maintenance, inspections and/or testing
- contractors moving between different sites and asset owners experience consistent requirements and methods of equipment isolation
- safe and reliable return to service following completion of any works, and
- ensuring other plant and equipment are not affected during the works

OVERALL PHILOSOPHY

Achieving safe work practices on our worksites is conditional upon three key elements:

1. Personnel shall fully understand their individual roles and responsibilities and also an understanding of the roles and responsibilities of others.
2. Effective planning will drive efficient and safe work execution.
3. Clear, concise, and effective communication between all parties is essential to ensure the correct application of these work control procedures and the safe completion of site activities.

SCOPE AND APPLICATION

These Work Control Procedures are mandatory and apply to all work carried out on generating plant and facilities.

These Work Control Procedures take precedence wherever there is an optional requirement or ambiguity with the SM–EI rules and procedures.

In this document, the following terms apply:

- "shall" indicates a requirement (mandatory),
- "should" indicates a recommendation,
- "may" indicates a permission,
- "can" indicates a capability.

STANDARD OPERATING PROCEDURES

If the implementation of these Work Control Procedures results in sub-optimal or impractical outcomes, then Standard Operating Procedures (SOP) may be developed which provide an equivalent or greater standard of control of the work environment.

THE ACCESS PERMIT

The AP is a Works Management System used to present out of service equipment in an agreed and defined state for work, using Issuer applied safety measures, where the work does not include the introduction of primary energy sources, test voltages or potentially lethal hazards.

APs apply to work on equipment which is located in its service position and do not apply to equipment removed from this position to another location e.g., workshop or test facility.

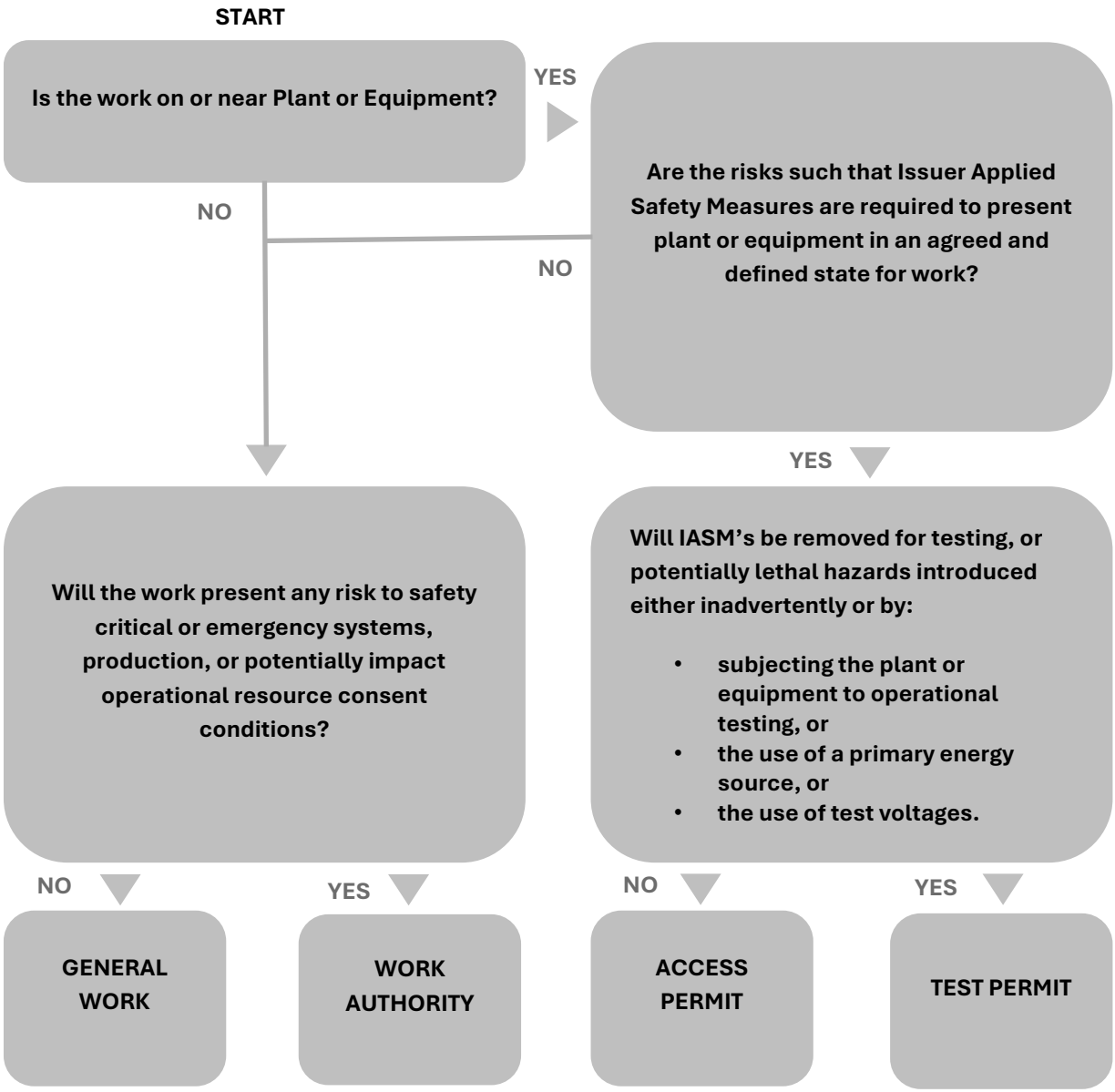
Disconnection of equipment does not constitute removal from the service position.

2. PROCESS SELECTION

This selection guide is intended to support a robust planning process between relevant parties. Assessing the risk of the work or activity is critical to determine the most suitable process to follow. Examples may include:

- Risks that cannot wholly be controlled by a Recipient or Supervisor
- Hazards from energy sources eg electrical, mechanical, gases, water
- Other considerations that warrant the use of IASM's.

WCP Selection Guide



3. ROLES AND RESPONSIBILITIES

ROLES

Primary roles for an Access Permit (AP) are:

- Issuer
- Recipient
- Supervisor (Access Permit)
- Supervisor (Work Party)

For an AP:

- the Issuer and Recipient are preferably different people
- the Recipient is the supervisor (Access Permit) for APs in switchyards
- for non-switchyard work, the Recipient may delegate the supervisor (Access Permit) responsibilities.
- multiple work locations covered under a single AP may require additional supervisors (Access Permit)
- the number of supervisors (Work Party) are determined by the requirements of the work activity

RESPONSIBILITIES

It is the responsibility of each person, including members of the work party and those scoping, scheduling, and implementing work to:

- fully understand their respective role and their associated responsibilities to provide safe access to equipment for the purposes of undertaking work
- have a practical understanding of SM–EI and the StayLive Work Control Procedures (WCP) to ensure they are implemented correctly
- be aware at all times of what other work is occurring that might affect the safety of themselves and others on site
- be conscious of the hazards associated with, or introduced by, their work and have effective mitigations in place for those hazards
- plan and communicate effectively so that intentions are well understood, and risks can be effectively managed

COMPETENCY

Each defined role shall only be performed by persons meeting the competency criteria for that role or by persons undergoing training, or competency assessment, or where they are under the direct supervision of a competent person.

The asset owner and respective employer(s) have shared responsibilities for ensuring the competencies for WCP roles.

Competencies required for an AP Issuer, Recipient and delegated AP supervision are:

- Access Operational Areas (refer: StayLive Training and Competence Guideline)
- WCP specific permit competence
- Safety measure competence (as determined by the asset owner)

Competencies required for delegated work party supervision are:

- Access Operational Areas (refer: StayLive Training and Competence Guideline)
- Specific work activity and safety competence

ASSET OWNER

The asset owner has a duty to ensure that any hazards that work parties may be exposed to are identified and appropriate controls established. Such information shall be available to persons preparing applications for AP's.

ISSUER

It is the responsibility of the Issuer to ensure:

- they and the Recipient hold appropriate and valid competence
- they communicate fully with the Recipient and other parties that may be affected by the work, regarding the scope and application of the work control
- where the Generation Controller is not the Issuer, the Issuer and Recipient will agree on who will contact the Generation Controller to advise that the work is being carried out, and to forewarn any possible alarms, indications or change in plant status
- IASM's are adequate and appropriate for the work requested and are correctly applied in accordance with SM-EI and this document
- boundary markers for permit areas are placed as required
- that all IASM's including those applied under an Assurance are referenced on the AP form
- that all appropriate actions allowing safe access to equipment for work have been taken
- operating order/isolating instructions are used for the isolation/de-isolation of equipment
- that procedures shall be used for the operation and isolation/de-isolation of complex equipment e.g. hydrogen filled generator
- that all additional WCP specific forms and attachments are provided to the Recipient and are identified on the AP form
- they retain a copy of the AP and keep it secure (digital or hard copy)
- they log the details of all APs issued

It is the responsibility of the Issuer to ensure that they and the Recipient discuss, understand, and acknowledge:

- the worksite, the equipment and extent of the work
- the state of the equipment
- the location of adjacent energised, available for, or in service equipment
- agreed changes of permit boundary markers
- all points of isolation necessary for the AP
- location of all IASM's, and that they are correctly applied
- that any known hazards and/or any special precautions to ensure Recipient/work party safety are identified
- that a hazard identification and risk management process is completed by the Recipient as per the asset owner's requirements
- that proposed RASM's are appropriate and agreed with the Recipient
- the location of all isolations to which RASMs are to be applied
- that all plant risks and mitigations are agreed with the Recipient

The Issuer and Recipient should be different people unless there are circumstances where this is not practicable, in which case the asset owner shall be informed as soon as possible.

RECIPIENT

Recipients cannot hold concurrent APs at different sites, unless it can be clearly shown, and agreed by the asset owner that the Recipient can perform all their required duties and responsibilities without compromising the safety of the work party and the plant.

Additionally, the Recipient may only hold one AP for the item of equipment identified on the AP at any one time.

It is the responsibility of the Recipient to ensure:

- they and the supervisors hold appropriate and valid competence
- they communicate fully with both the Issuer and supervisors regarding the scope and application of the AP
- the work control is adequate for the work to be carried out, and it remains adequate throughout the work for the purposes of maintaining safe access to the equipment being worked on
- that RASM's as agreed, are identified, applied, removed and recorded as per Section 4 of this document
- that a hazard identification and risk management process is completed in consultation with the work party prior to the commencement of work, at least daily and as necessary during the work
- where practicable, they physically check all IASMs and confirm the corresponding keys are in the lockbox before accepting the AP
- the appropriate level of supervision is provided at all times
- they should be present at the worksite while the work is in progress or be easily contactable and readily available. If not contactable, then the AP should be transferred to a new Recipient
- the safety of the work party, and of others in the vicinity of their workplace
- AP notices are displayed and removed immediately prior to AP return

The Recipient shall ensure they understand and acknowledge:

- the state of the equipment to be worked on
- the extent of the equipment that is to be worked on
- the worksite, and extent of the work
- the location of adjacent energised, available for, or in service equipment
- the existence of known hazards
- potential hazards at the worksite
- all points of isolation necessary for the AP
- locations of all IASM's, and that they are correctly applied
- location of all isolations to which RASM's are to be applied

While the AP is in force the Recipient shall ensure:

- they are always present when limited testing is taking place unless they have delegated this responsibility to the supervisor
- they control and co-ordinate multiple work parties to ensure they can work safely under the AP
- they monitor the state of the isolations and the integrity of the AP
- the supervisor and work party are informed of all changes to the AP
- they request changes and/or transfer of APs
- they retain the Recipient's copy of the AP under safe custody so that it cannot be signed on to or off without the Recipient's or supervisor's knowledge
- that all members of the work party sign on and off the AP as required

- that all alterations to the AP, isolations and activity being done under the AP are clearly communicated to the work party
- the work remains within the boundary of the isolations at all times and is only on the equipment for which the AP has been issued
- they are the only person who arranges for the alteration of IASM's
- the Recipient assumes the role and responsibilities of supervisor if no supervisor has been appointed

The Recipient can be a member of the work party.

For all APs in switchyards or when required by the asset owner, the Recipient is the supervisor and shall be in the work party.

Where the Recipient is not the supervisor, or not in the work party, the Recipient shall ensure:

- that a supervisor (Access Permit) is appointed
- they verify the competency of this supervisor
- they approve any change of supervisor (Access Permit)
- they will always know the identity of the supervisor (Access Permit)
- that the supervisor (Access Permit), enters (Supervisor) after their printed name on the work party form
- they will instruct the supervisor (Access Permit) on the extent of the equipment covered by the AP, and the scope of the work to be done
- they will instruct the supervisor (Access Permit) and work party on remaining hazards identified by the Issuer
- they will monitor the worksite to ensure that the equipment under AP remains safe, and the requirements for APs are being met
- they consult the supervisor (Access Permit) about any intended changes to the AP and immediately advise this supervisor when these changes have been made
- clear, timely and effective communication is maintained between the Recipient and this supervisor to ensure activity status is understood
- the Recipient shall remain responsible for the integrity of and changes to the AP, e.g. transfer, status change, IASM alteration requests, application/removal of RASMs and return

The Recipient may:

- delegate the application/removal of RASM's to the supervisor (Access Permit)
- authorise any limited testing permitted to take place under an AP and in accordance with any requirements identified with this supervisor present at the worksite

Before AP return for cancellation, the Recipient shall ensure that all supervisors have completed return to service checks including:

- that the work is complete
- that the plant is fit for return to service
- that tools are clear
- the worksite is tidy
- all RASM's are restored, and RASM register updated

The Recipient shall also ensure:

- all supervisors and work party members are advised the AP is to be returned and have acknowledged by signing off
- that if a work party member is not present, they are informed that the AP has been returned
- they return the AP and all associated and additional documentation once work is complete

- they advise the Issuer of any modifications made to the equipment, or change in state of the equipment as a result of the work

SUPERVISOR (ACCESS PERMIT) RESPONSIBILITIES

In addition to Recipient responsibilities, every AP includes responsibilities for permit process, safety, and integrity. By default, the Recipient inherits these responsibilities when the AP is issued.

To provide flexibility for appropriate supervision and safety, the Recipient may delegate responsibilities to another competent person. The identity of this supervisor shall be made known to all members of the work party.

Note: For all APs in switchyards the Recipient shall be the supervisor and therefore cannot delegate these responsibilities. The Recipient shall also be in the work party.

Supervisor (AP) responsibilities include:

- liaison with the Recipient regarding the scope and application of the AP
- where not the Recipient, being identifiable by entering (Supervisor) after their printed name on the work party form
- remaining at the worksite whilst the work is being carried out
- in consultation with the Recipient, determining the level of supervision required throughout the work for each work party
- ensuring work remains within the boundary of the isolations at all times and is only on the equipment for which an AP has been issued
- understanding the state of the equipment, risks at the worksite, risks to those in the vicinity of the work and precautions required to manage these risks
- ensuring a hazard identification and risk management process is completed in consultation with the work party prior to the commencement of work, at least daily and as necessary during the work
- the quality and completeness of information recorded on the hazard identification and risk management documentation
- providing clear and effective instruction to the work party and keeping the work party fully informed of any changes
- ensuring equipment is proven de-energised
- ensuring energy is dissipated where this is required

For limited testing, supervisor (AP) responsibilities include:

- ensuring all workers who could be affected by the testing shall be informed and agree that testing may proceed
- being present when such testing is taking place if they have been delegated this responsibility by the Recipient
- ensuring IASM's are not changed or interfered with

For safety measures:

- the Recipient may delegate the application and removal of approved RASM's to the AP Supervisor
- these RASMs shall be recorded on the RASM's register
- an additional RASM lock may be applied to the lockbox as the supervisor deems necessary

Before the AP is returned for cancellation ensure return to service checks are completed including:

- ensuring that the work is complete
- that the plant is fit for return to service
- that tools are clear
- the worksite is tidy

- all RASMs are returned in the agreed state and RASM register updated
- the Recipient is advised of the current status and any modifications made to the equipment as a result of the work

SUPERVISOR (WORK PARTY) RESPONSIBILITIES

In addition to the supervisor (Access Permit), the work activity also requires supervision.

These responsibilities are performed by a competent person at the worksite accountable for the safety, quality, and control of the work activity.

Where competency and work scope allow, the supervisor (Access Permit) and work party supervisor responsibilities may be assumed by one person.

WORK PARTY

It is the responsibility of the members of the work party to ensure:

- they sign on to AP prior to commencing work
- they work under the supervision of the work party supervisor
- they take part in a hazard identification and risk management process before work and during the work as required
- that they shall review and sign on to the hazard identification and risk management documentation at the start of each day or shift before starting work
- they work only on equipment specified in the equipment to be worked on section of the AP
- they obey all signs associated with the AP and instructions from the supervisor/Recipient
- they enter or leave the AP area through entry points where defined
- they inform the supervisor/Recipient and other work party members of any additional hazards created by the work or otherwise identified and ensure these hazards are effectively managed

For work on equipment where the AP is issued for longer than a day, work party members are not required to sign off the AP at the end of each day or shift, unless otherwise instructed by the asset owner.

Under an AP, the work party shall sign off when:

- the intent or the purpose of the AP has changed and shall be cancelled
- the act of making alterations could compromise the safety of any affected work parties
- at the end of each day if required by the asset owner
- the work party is not readily contactable and will be away from the worksite
- when a TP is to be issued
- the work party has completed their work

Before signing off the work party shall ensure they have made their work area safe.

When returning to site, the work party or individual work party member shall follow normal process and contact the Recipient to sign back on to the AP to ensure that they understand the boundaries and isolations of the AP as these may have changed in their absence.

DAILY MEETINGS

Site meetings shall be held at the start of every day or shift and shall include all Recipients and delegated supervisors who are expected to be on site that day.

Meetings shall be consistent and appropriate for the scale, scope and complexity of the work planned or in progress. Additional work party work activity meetings are to be held prior to starting work.

The meetings shall cover off, among other things:

- work on site
- contractors on site
- locations and activities of work parties
- nominated Issuers, Recipients, Supervisors
- work controls in place or required
- planned changes to safety measures
- temporary hazards
- management of production risks
- shared equipment to be used
- testing activities
- commissioning activities
- any work activities that may impact others

Key decisions are to be recorded on the daily site meeting form.

4. SAFETY MEASURES AND ISOLATION POINTS

Generation sites utilise operational locks and safety measures. These are integral to people and plant safety and shall NEVER be interfered with. Interfering with safety measures and other operational locks is a serious violation of work control procedure protocols.

Safety measures are those measures taken to ensure work can be safely undertaken under an AP.

Equipment shall be removed from service, isolated, and placed in an agreed and defined state for work. This is achieved through the application of safety measures and isolations to sources of energy such as electricity, compressed air, hydraulic pressure, water, gasses required to meet the agreed and defined state.

Safety measures may be either Issuer applied, or Recipient applied.

Where safety measures are required on equipment or circuits under the control of another asset owner, the Assurance process shall be used.

IASM's and RASM's incorporate isolations applied to equipment. These are referred to as isolation points.

ISSUER APPLIED SAFETY MEASURES

IASM's are used to ensure equipment and other assets are presented in a defined and predetermined state appropriate for the planned activity.

All IASM's shall be applied or removed using an operating order or isolation instruction.

Where practicable all IASM's shall be locked.

When compiling an Operating Order or Isolation instruction the following steps should be completed sequentially to ensure the safest possible application of IASM's and further safety measures.

1. Equipment is removed from service.
2. Equipment is confirmed in a suitable state for IASM's to be applied.
3. IASM's that isolate sources of primary energy are applied and any stored energy dissipated.
4. Where IASM temporary earthing is required, this is applied between the primary energy source boundary IASM's and the out of service equipment.
5. All other IASM's required to make the equipment safe can then be applied between:
    a. the primary energy source isolation and the equipment or;
    b. IASM earthing and the equipment.

Examples of primary energy source isolations include:

- devices which isolate any live HV source from the equipment being worked on, e.g., disconnectors
- main steam, gas etc isolating valves
- hydro turbine wicket gates, main isolation valve, headgate or stoplogs

Every endeavour shall be made to include all necessary isolations as IASM's, particularly those that are unlikely to change through the course of the works.

Where parts of equipment are removed as an isolation then its field location SHALL be locked or tagged to ensure energisation cannot occur.

These isolations could be electrical or mechanical e.g., isolating fuse carrier or blanking flanges. This is to ensure the field location is treated as the IASM, not the equipment part removed. These isolations also ensure that an alternative or equivalent equipment part cannot be used in this location.

Equipment parts removed as above should be secured in the lock box.

This includes small fuses and links. Equipment parts such as spool pieces or large fuses too big for the lockbox shall be controlled separately in an appropriate facility to ensure correct restoration.

MANAGEMENT OF COMMON ISOLATIONS FOR MULTIPLE PERMITS

Where there are common isolations for multiple permits, then multi-lock principles shall be used. This will ensure the IASMs cannot be altered without consultation and agreement with all affected Recipients while any permit with common isolations remains in force.

Multi-locking means that the IASM locks for each isolation required are added or removed from the common isolation point using a multi-locking device, lockbox, or similar facility.

A multi-lock is:

- a device applied at the point of isolation or earthing which has provision for a number of locks to be attached, each of which when in place will inhibit the operation of that isolation point, or
- a lockbox or facility for multiple locks

Where common isolation points are likely, the multi-locking device should be applied at the first opportunity to ensure that this facility is available for subsequent IASM locks.

There are multiple ways of achieving multi-locking provided the objective described above is met.

ELECTRICAL ISOLATION

All electrical equipment used as isolation points for sources of energy or, for preventing movement or operation of equipment, shall be locked, and tagged.

All disconnectors that form isolation points shall be opened, locked, and tagged.

All equipment used as an electrical isolation point shall have the operating mechanism energy source removed or otherwise disabled according to the manufacturer's instructions.

Unless used for earthing, indoor circuit breakers of removeable or rackable design used for isolation, shall be racked and locked out and/or spout shutters locked closed where possible.

Circuit breakers, fuse switches and distribution or ring main units specifically designed for integral 'no visible break' electrical isolation and or earthing, shall be operated according to the manufacturer's instructions, with locks and tags fitted as required.

Any electrical equipment that is designed to be an isolation point and does not have a visible break then the abbreviation 'NVB' no visible break, is to be noted as part of the description of that safety measure in the safety measure section of the AP.

Unforeseen energisation of equipment may occur through livening from other sources. These could include power transformers, instrument transformer secondary windings, capacitors, induced voltages, testing or standby generators.

All possible sources of electrical energisation including back feeds shall be identified and isolated.

Where APs are to be issued and electrical supplies shall be left energised, or electrical equipment remains operational, details shall be given in the BUT NOTE THAT section of the AP form.

EARTHING

Sufficient IASM earths shall be applied to safeguard employees against any inadvertent source of electrical energy.

These include:

- inadvertent connection to supply
- interconnection with other parts of the power system or any other power system, e.g., via transformer secondary circuits, especially in distribution and local service networks
- stored charge in capacitors, power cables and bushings
- induction from adjacent circuits, atmospheric conditions, or direct lightning strike
- back feed from secondary circuits, e.g. embedded generation

This earthing should be applied as close as practicable at the isolation point, to establish a safe working zone that ensures effective earthing of the equipment under the AP.

All issuer applied earthing shall be recorded as a safety measure on the AP.

A disconnector or CB used to provide earthing continuity shall be electrically and or mechanically disabled in the closed position, locked, and tagged.

Earth Switches including those on metal clad switchgear shall be electrically and or mechanically disabled in the closed position, locked, and tagged.

CONTROL & PROTECTION SYSTEMS ISOLATION

If remote operation of equipment under an AP is possible and where provision exists, control circuits shall be switched/ isolated, locked and tagged as appropriate.

Where such provision does not exist and where equipment status can be changed through remote access, operation, or alteration of a controlling device or controlling device software, the Issuer shall remove and tag control or communication cables or agree with the Recipient what isolations they will manage.

Where alteration of equipment controlling device software is part of any work programme under an AP, the Issuer and Recipient shall agree on the safety measures required.

Any work that could cause inadvertent operation of a protection system shall require the protection system and/or the equipment to be isolated to ensure that the equipment does not operate.

The isolation of other controls and power supplies to equipment under an AP is managed by the RASM process to ensure the application and removal is recorded.

MECHANICAL ISOLATION

All mechanical mechanisms used as isolation points for sources of energy or, for preventing movement or operation of equipment, shall be locked, and tagged.

This could include gates, valves, blanking plates, or other mechanical devices which inhibit operation of equipment.

This also applies to gates, valves and other facilities used as an IASM controlling the diversion, dispersion or release of solids, liquids, and gasses.

All necessary gates, valves, doors, etc. on mechanical, hydraulic and gas filled equipment shall be opened or closed (as required), locked and tagged. The equipment is, where necessary, de-watered, disconnected, drained, purged, vented, or otherwise made safe for work.

The workplace safety in an area protected by a gas release system, shall be determined by the asset owner and measures implemented to manage the associated risks. (e.g. early warning systems, segregation, PPE).

Where this cannot be done and work is required in any area in which gas may be automatically released, the gas release mechanism shall be isolated locked and tagged.

Where equipment which retains stored energy such as air receivers, gas filled vessels, mechanical or hydraulic mechanisms or turning gear on horizontal generators remains operational, awareness of these risks shall be communicated to all affected parties and details shall be recorded in the BUT NOTE THAT section of the AP form.

WORK ON POINTS OF ISOLATION

Work on equipment that is a point of isolation for a safety measure may be undertaken provided the integrity of the isolation remains unaffected by the work.

Risk controls shall be in place to ensure that the works are being undertaken on the non-energised side of the isolation only and that the isolation is firmly locked in position to prevent the inadvertent release of energy.

An example is the removal of pipework attached to the flange of a valve that is being used as an isolation point.

Work on disconnectors used as a point of isolation is not permissible.

MANAGEMENT OF ISOLATIONS IN TRANSPOWER SWITCHYARDS

Isolations applied in Transpower switchyards shall be managed in accordance with Transpower's isolation procedures.

This process applies only where the Issuer has operational control of the Transpower equipment, otherwise an Assurance applies.

The key elements of the Transpower lockout procedure are as follows:

- Once all safety measures have been locked, all switchgear keys and fuses that form issuer-applied safety measures shall be secured in a switchyard lockout box.
- A Transpower Issuer lock (identified with a yellow bead) shall be used to lock the lockout box and the key to the Issuer lock shall be returned to the key safe.
- The Issuer shall then apply the Transpower Recipient lock (identified with a blue bead) to the lockout box.
- The Transpower Recipient lock key shall be placed in the generation plant permit lockout box.

Transpower lockout box showing yellow Issuer lock and blue Recipient locks.

Picture 1:Example Transpower lock box

RECIPIENT APPLIED SAFETY MEASURES

The RASM process is used for both the management of safety measures and also for plant status control. These are applied by or on behalf of the Recipient.

RASM's are safety measures additional to IASM's applied to isolation points to make equipment or systems safe to work on.

RASM's may also be used for tracking when the work requires a change of plant status e.g., manual/auto select switch, using valves to prevent loss of hydraulic oil, disconnecting a section of pipework or installing/removing blanking flanges.

Unless Plant Status Controls are managed by a specific procedure or process, they shall be controlled under the RASM process to ensure that the plant is returned in the correct state.

Where practicable all RASM's shall be locked.

RASM's shall not be applied to major boundary isolations.

RASM's shall be recorded on a RASM register.

The purpose of the RASM register is to ensure that:

- the work party is aware of what isolations are in place
- the work party is aware of the current status of equipment, and
- the equipment isolations are correctly restored at the conclusion of the works

The RASM register shall be kept with the work control document at all times.

If a new or amended permit is necessary, all RASMs required to remain in place are transferred to the new permit RASM register.

The Issuer and Recipient shall discuss and agree on any RASM's to be applied.

RASM's include;

- additional earths
- bonding connections

- isolation of low-risk supplies needed to enable specific work to take place, e.g. instrument air, low pressure water, LV power supplies etc
- removal of equipment communications connections
- disconnection of control cables or wires

Where RASM's will be applied and removed multiple times during the course of the intended works the RASM register is to be updated:

- as required to effectively ensure the safety of the work party
- at the end of the working day
- prior to daily return if applicable
- When RASMS are removed and reapplied to enable limited testing this shall be recorded.

When the work control document is being returned for cancelation and no other work control is required, the Recipient shall check and sign off that all RASM's have been removed

MANAGEMENT OF COMMON RASM ISOLATIONS

Where there are common isolations for multiple work parties, then multi-lock principles shall be used.

This will ensure the RASM's cannot be altered without consultation and agreement with all affected parties while any work control with common isolations remains in force.

A multi-lock is a device applied at the point of isolation or earthing which has provision for a number of locks to be attached, each of which when in place will inhibit the operation of that isolation point.

Where common isolation points are likely, the multi-locking device should be applied at the first opportunity to ensure that this facility is available for subsequent RASM locks

5. ACCESS PERMIT HARDWARE & DOCUMENTATION

LOCKS AND TAGS

Issuer-applied safety measure (IASM) and recipient-applied safety measure (RASM) locks and tags shall:

- be applied and removed only by authorised and competent persons
- not be used for any purpose other than to lock and tag out isolation points, earthing, lockboxes, and plant status control
- be able to be tracked back through to the work control document to which they relate.

No spare keys shall be held for any IASM or RASM lock.

FORCED REMOVAL OF LOCKS

Forced removal of locks is permissible in the following circumstances only:

- if the key to that lock is missing
- if the key fails to open the lock due to damage
- if it can be confirmed that the key holder has left site and it is not practical to expect them to return, e.g. time factors, distance, production, plant integrity, personal safety
- in the case of a missing key, every endeavour should be made to locate the missing key.

If a lock needs to be removed or replaced complete the following steps:

1. All work shall stop, and the safety of plant and people is confirmed.
2. Issuer and Recipient shall correctly identify the lock that is to be forcibly removed.
3. At the conclusion of the above steps, if the lock is safe to remove, the following steps shall be taken:
    a. Asset owner approval obtained.
    b. The lock can now be forcibly removed.
    c. If required, apply the correct replacement lock, and update any work control procedure lock reference detail.
    d. Return the destroyed lock and update records as required.

IASM LOCKS AND TAGS

IASM's will be used for any isolations and earthing that are required to be applied by the Issuer, or on behalf of the Issuer, under an AP.

IASMs include all main boundary and major isolations and issuer-applied earths.

IASMs may include other isolations as identified at the time of preparing the AP.

IASMs shall be locked with an IASM lock.

Where it is not practicable to use an IASM lock, a tag shall be used and shall be uniquely identifiable to the AP.

Where tags cannot be applied, e.g., fuse holders, then yellow DO NOT OPERATE or DO NOT REMOVE tape shall be used.

The IASM locks shall be yellow with a unique identifier to track the safety measure to the permit(s) to which it relates.

The IASM locks should be labelled with DO NOT OPERATE or DO NOT REMOVE in black text.

If the lock is labelled DO NOT OPERATE or DO NOT REMOVE, then no accompanying tag is required.

All IASM locks shall be uniquely keyed and identifiable to the correct key.

Where utilised, the IASM tags shall be a yellow tag with DO NOT OPERATE or DO NOT REMOVE in black text.

Issuer-applied earths should be locked where practicable, if not practicable, the earths shall have an IASM tag applied AT THE TAIL.

Where it is not practicable to physically lock a main boundary or major isolation then an agreed and approved control shall be documented and implemented to ensure equivalent or better protection.

Any systems that are required to remain operational in order to provide a safety measure shall be managed and controlled.

Picture 2: Example IASM lock, tag, and tape

RASM LOCKS AND TAGS

RASMs shall comprise a lock and or tag. Where it is not practical to use a lock, a tag or tape shall be used and shall be uniquely identifiable.

RASM locks, keys and tags are issued to the Recipient by the Issuer.

In general, all RASM locks shall be uniquely keyed and identifiable to the correct key. However, a small number of RASM locks may be commonly keyed provided they are issued to only a single Recipient and only one key exists for these locks.

- no spare keys shall be held for any RASM lock
- all RASM locks shall be red
- if the lock is labelled DO NOT REMOVE and is uniquely identifiable, then no accompanying tag is required unless specified by the asset owner
- RASM tags shall be red and white with DO NOT REMOVE in black text
- where tags cannot be applied then red and black RASM tape shall be used

RASM locks and tags shall:

- be applied and removed only by authorised and competent persons
- not be used for any purpose other than to lock and tag out isolation points, earthing or Plant Status Control
- be able to be tracked back through to the work control to which they pertain

No work shall be conducted on an isolation point, where that work may compromise the integrity of any isolation.

Picture 3: Example RASM lock, tag, and tape

THE LOCKBOX

The keys to all issuer-applied safety measures shall be secured in a lockbox or lockboxes.

Issuer and Recipient shall apply their respective IASM and RASM locks to each lockbox. This ensures access to the IASM keys is only possible by agreement with both the Issuer and Recipient.

If agreed with the Recipient, the supervisors and members of the work party may apply a RASM lock to the AP lockbox.

The lockbox shall be secured at a location agreed by the Issuer and Recipient.

The Issuer's IASM lockbox key shall be kept secure by the Issuer.

The Recipient's RASM lockbox key shall be kept secure by the Recipient.

GUIDANCE FOR DEFINING ACCESS PERMIT AREAS

Refer also to EEA Permit Area Guide

SWITCHYARDS

All AP areas within a switchyard shall have boundary marking.

Only continuous permit area, nonconductive yellow and green boundary marker, shall be used e.g. rope, tape or plastic chain.

Switchyard permit area boundary marker shall be formed to provide defined points of entry.

More than one point of entry may be provided when necessary.

Members of a work party shall enter and leave only through points of entry. The Recipient shall strictly enforce the correct use of the point of entry.

An AP identification notice shall be displayed at each entrance to indicate the Recipient's name, AP number, and the work being done.

The permit area boundary marker should be positioned to allow sufficient working space around equipment covered under the AP.

The boundary marker shall be sufficiently taut and supported by posts or fixed support members so it cannot be blown into live equipment.

The boundary marker shall not be fastened to switch handles and/ or equipment covered by the AP.

Where equipment is enclosed by or partially enclosed by a fence, that fence may replace the use of the continuous permit area boundary marker.

Where the fenced section includes a personnel gate, it may be used to gain entry to work on the equipment provided that:

- the personnel gate is kept secure against unauthorised access at all times and kept locked immediately work ceases under an AP
- an AP identification notice is placed at the personnel gate.
- where possible, other gates are made available for access to the switchyard

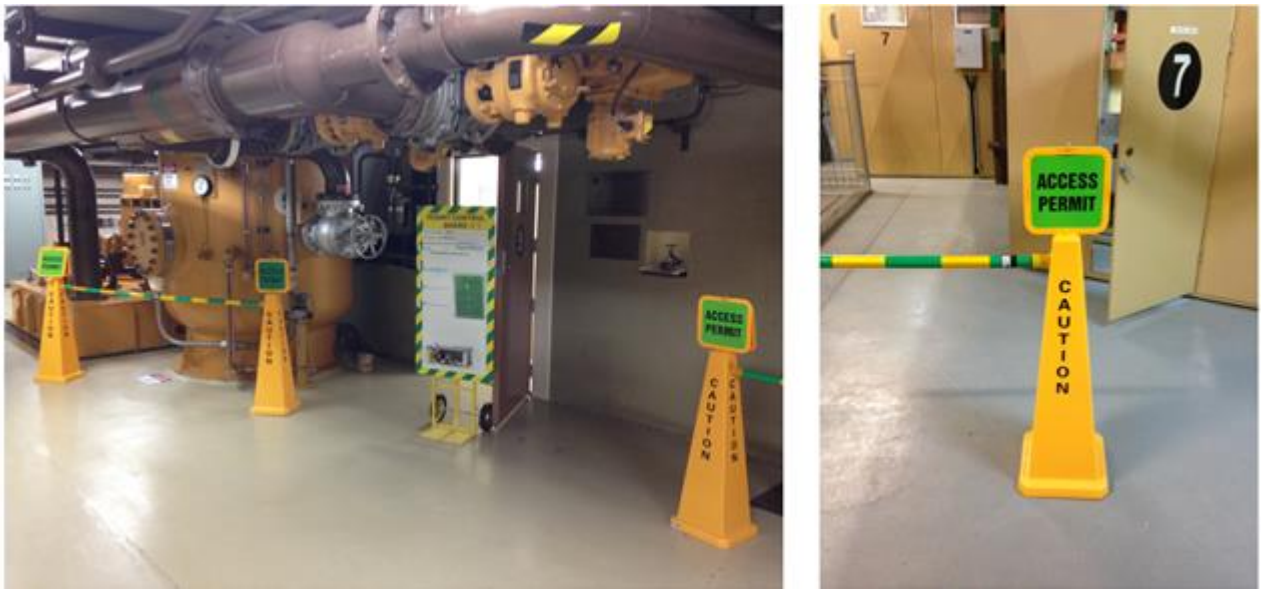
The AP area shall be easily identifiable from any direction that the area could normally be approached from.

GENERATION FACILITIES

Where practical the switchyard practices as above should be followed.

At generation facilities where this is not practicable, the AP area will be identified by the appropriate permit signage indicating it is an AP area, complemented with additional signage, cones, yellow and green barriers.

Yellow and green striped identification shall be used on metal-clad switchgear and panels under permit.



Picture 4:Examples of barrier equipment in place

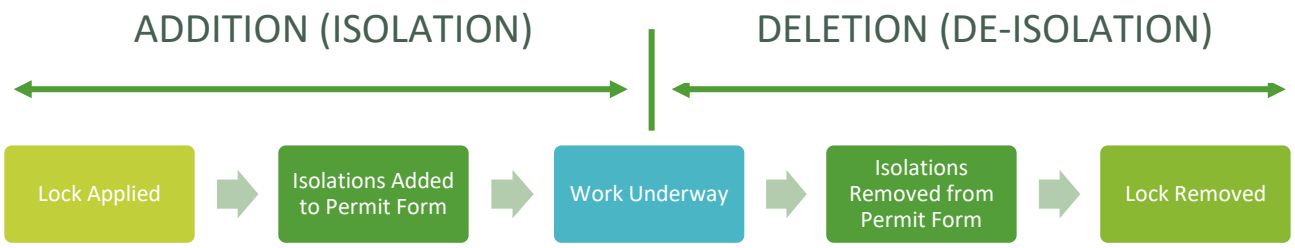
ACCESS PERMIT FORMS

An AP shall be documented on a standard form using a process approved by the asset owner.

- an AP form (either paper or digital) shall be used for issuing an AP
- all fields on the form should be filled in. If an entry is not required, then that section should be crossed out, or in the case of digital formats the word ‘N/A’ shall be added to identify fields which are not applicable
- it shall be possible at any time to determine the status of an AP
- AP forms shall be retained as part of the operating log

SAFE MANAGEMENT OF ADDITION AND DELETIONS OF SAFETY MEASURES

These guidance notes apply to additions and deletions of issuer applied safety measures.
The forms and permits shall state the safest state of the equipment; to achieve this, the process is.



ISOLATING EQUIPMENT

The process for the application of any isolation requires the physical isolation to precede the updating of any forms or permits.

DE- ISOLATING EQUIPMENT

The physical isolation can only be removed once the permits and safety measure registers have been updated to show the isolation has been removed.

Following this process and order of activity will ensure that the physical state of the plant is always in a safer state than that indicated on the permit.

ALTERATIONS TO ISSUER APPLIED SAFETY MEASURES

If alterations of IASM's are required during the course of the works, a risk assessment shall be completed by the Issuer and affected Recipient(s), and any changes communicated to the work party(s) by the Recipient(s).

IASM's may be altered provided the purpose and intent of all affected permits remain the same. If the original purpose and intent cannot be maintained, the AP shall be returned for cancellation and a new permit issued.

IASM's shall not be altered without the agreement of the Issuer and all affected Recipients.

Where the risk assessment determines that the act of making the proposed alterations do **not** compromise the safety of any affected work party, they may be actioned with the AP in force, i.e. work party can remain signed on.

Where the risk assessment determines that the act of making the proposed alterations may compromise the safety of any affected work party, the work party shall sign off and the AP is returned and suspended while the alterations are made.

Where the alteration of IASM's is required, the following sequence and procedures shall be used for each permit that is affected:

- During the risk assessment each permit Issuer and Recipient(s) shall agree that the proposed amendment(s) will not reduce safety
- Recipient(s) advises work party(s) of intended alterations
- operating orders and/or isolation instructions shall be compiled and checked
- new safety measures are added on the equipment as agreed and recorded in the safety measures section of the permit
- if any safety measures are removed, the relevant line in the safety measures section is ruled through while ensuring the underlying text is still legible

- each permit Issuer and Recipient shall initial the appropriate additions/ deletions line in the safety measures section on of the respective permit form(s)
- Recipient(s) advise work party(s) of completed alterations

If alterations of safety measures require a modification to the AP boundary marking, the work party(s), and any Recipients of permits with common safety measures shall be informed in advance.

Any modification to the defined AP area boundary marking shall be made under the direction of the Recipient, but will be done by the Issuer, unless the Issuer and Recipient agree otherwise.

ASSURANCES

Refer Staylive Assurance WCP for guidance.

6. THE ACCESS PERMIT PROCESSS

PLANNING FOR AN ACCESS PERMIT

Pre-work planning shall be completed for any intended work.

Pre work planning is essential to ensure that all aspects of the work and any related work are considered and identified.

This ensures adequate consideration is taken for the isolation of plant, and the safety of people working on equipment.

Where the scope and nature of the work requires, planning for management and compliance with regulatory and other safe work requirements shall be completed. For example;

- notifiable work
- civil works/excavations
- mobile crane usage
- confined space

Pre-work planning shall be held ahead of the intended work with sufficient lead time to ensure all planning, communication and logistical aspects required for the safe and efficient implementation of the tasks is completed.

This shall be a scalable process relative to the complexity and risk of the intended work.

Typically, breakdown pre-work planning will be completed within a compressed timeframe.

Documentation required will be specified by the asset owner but at minimum the following information shall be captured;

- intended work scope and expected timeframe
- work control selection
- isolations/safety measures required
- identify issuers, Recipients, supervisors
- identification of what, if any, other work will be affected and confirmation that the supervisors of these works attend this meeting
- identification of what hazards are introduced by the work and how these hazards will be controlled
- identification of whether any Assurances are required from third parties

The pre-work planning meeting is to be attended by the;

- Issuer
- Recipient
- the Recipients of other affect permits
- all work party supervisors and affected parties

Additional attendees as required depending on the scope may include;

- asset owner
- technicians
- engineers
- project managers
- trades staff
- planning function
- other SME as needed (Safety/Environmental)

The record of the pre-work meeting or equivalent including key decisions should be kept and made available.

GUIDANCE FOR THE MANAGEMENT OF MULTIPLE PERMITS

There may be times when multiple permits are required on equipment. This should be identified during pre-work planning.

When issuing multiple permits on equipment, the Issuer shall meet with each Recipient to ensure the collective works can be carried out safely.

It is the Recipient's responsibility to:

- understand the scope and hazards of other work for permits that are held on the same equipment
- how that work impacts their permit
- effectively communicate this to the work party

PRELIMINARY REQUIREMENTS FOR AN ACCESS PERMIT

The following steps shall be completed before issuing an AP;

- plan/schedule plant outages, including any notifications required
- complete the pre-work planning process, and discuss the requirements with all key stakeholders
- compile and check operating orders/isolation instructions are adequate for the planned work
- confirm that it is appropriate to issue an AP for the intended work. Refer to the work control selection guide.
- confirm that the intended work will not adversely affect any other work occurring on site over the period
- identify what actions are required to manage any risks

COMPILING THE ACCESS PERMIT

The Issuer shall ensure the AP is compiled in full, ready for issue.

- the AP section 'Equipment to be Worked On,' shall clearly identify the equipment that the AP allows access to
- the AP section 'Work to be done,' shall clearly identify the work activity
- the AP section 'But Note That, shall clearly identify any equipment that may remain energised.
- The IASMs are appropriate for the work
- RASMs are as agreed between Issuer and Recipient
- Equipment identification points are easily understood and legible

ACCESS PERMIT ISSUE

Before issuing the AP, the Issuer shall ensure the Recipient holds Recipient competency and that they both understand their respective responsibilities.

Before accepting the AP, the Recipient shall ensure that:

- the equipment to be worked on and the work to be done stated on the AP is as requested
- they are satisfied with the IASM's stated on the permit
- the IASM's as stated are correctly applied and confirm the corresponding keys are in the lockbox
- they are satisfied with the agreed RASM's to be applied

Once the Recipient has confirmed the details are correct for the work, they sign the acceptance section of the AP form or digital equivalent.

ACCESS PERMITS NOT ISSUED IN PERSON

When an AP cannot be issued in person, several methods can be used to ensure relevant and correct information is included, acknowledged, and confirmed. For example;

- an Issuer completed copy can be sent to the Recipient remotely. The Recipient would then confirm the details with the Issuer and sign the acceptance section using a direct verbal communication process
- a blank AP form can be used to populate each field by Issuer and Recipient using a direct verbal communication process

ACCESS PERMITS & TESTING

Limited testing is permissible under an AP but only after a risk assessment has been completed to ensure such testing has insufficient capacity to cause harm. For example:

- Insulation resistance testing up to 1000V DC
- Instrumentation calibration
- Low voltage motor phase rotation testing

TPs are required in the following circumstances;

- If removal of IASM's is required for testing to take place
- any testing on isolated equipment which introduces potentially lethal hazards that could cause harm to employees
- any work involving the use of a primary energy source for the work and where hazards shall be controlled.

When an AP is to be returned and suspended for the issue of a TP all permit Recipients with permits that share any common IASM's that need to be removed for the test shall be advised and their permits returned.

Additionally, any other APs that may be affected by the testing will also require return. These permits are also considered to be in a suspended state once returned.

ACCESS PERMIT TRANSFER TO A NEW RECIPIENT

When a Recipient cannot complete their responsibilities for the duration of the work, that AP shall be transferred to a new competent Recipient for work to continue. This includes:

- A planned transfer e.g. shift change
- An unplanned absence e.g. Illness or injury

The transfer with both Recipients present is intended to allow work to continue uninterrupted and the work party may remain signed on to the permit.

Where the departing Recipient is not available the work party signs off until the Recipient responsibilities have been transferred.

ACCESS PERMIT SUSPENSION

An AP is considered suspended when it is in the returned status but not cancelled. Examples are:

- When the work stops for a length of time
- When an AP is returned to issue a TP, the returned AP is considered to be in a suspended state
- Alteration of IASM's where safety may be compromised, and the work party signs off

Before an AP is returned for suspension the Issuer and Recipient shall understand and agree on the status of the equipment, modifications made or in progress and the status of RASM's applied.

Work parties shall sign off the AP(s) prior to return and suspension.

ACCESS PERMIT RETURN FOR CANCELLATION

This means the work is completed or stopped and the AP is to be returned for cancellation with no further work required or possible at this time.

At the completion of work under the AP, the Recipient shall:

- Ensure return to service activities and checks have been completed
- Ensure all supervisors and work party members have been advised the AP is to be returned and have acknowledged by signing off the AP.
- Return the AP and associated documentation to the Issuer for cancellation and advise the Issuer of any modifications and whether the equipment is ready to return to service or not.

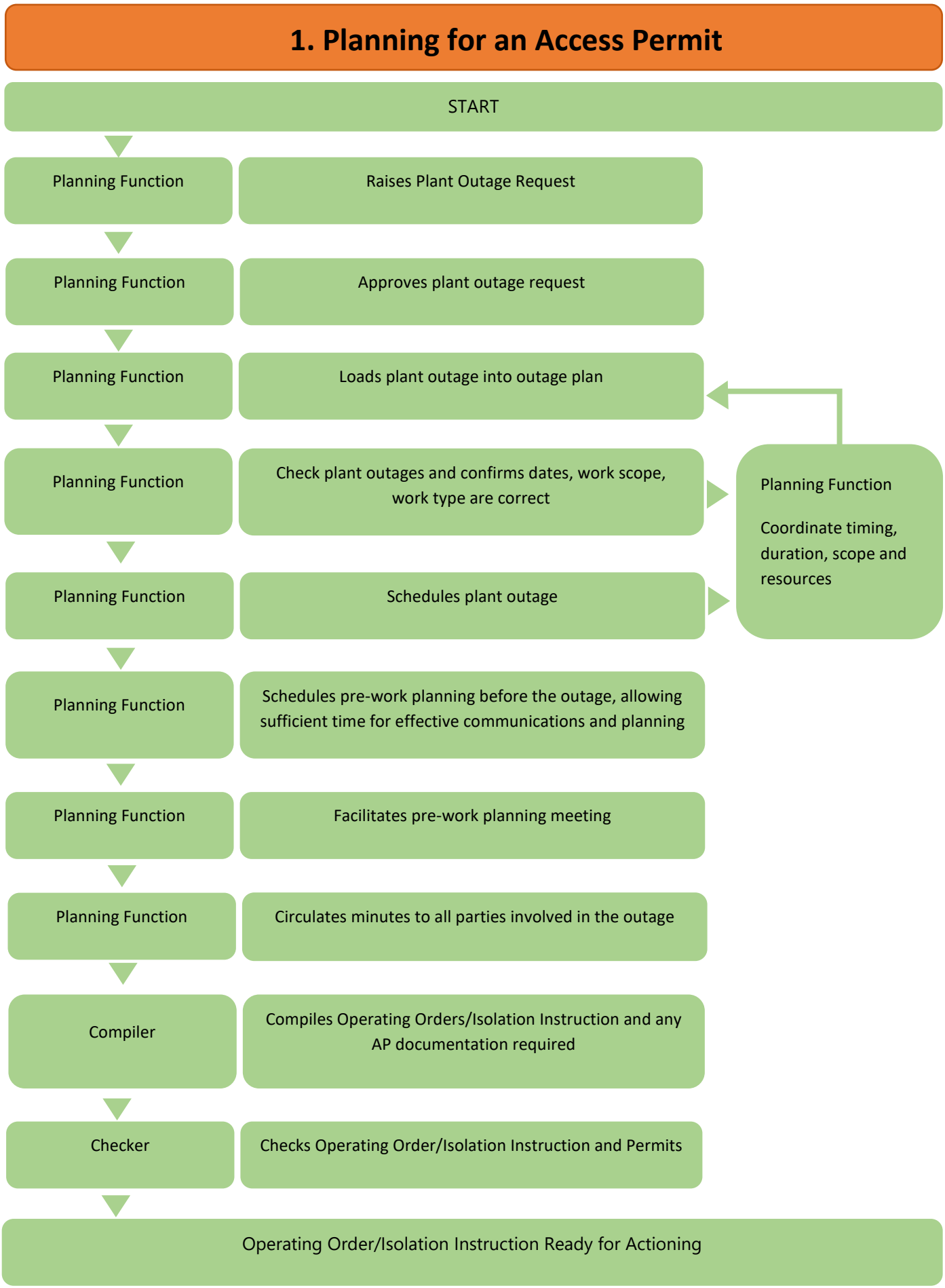
The Issuer accepts and cancels the permit.

ACCESS PERMIT STATES

APs can exist in the following states only:

- Draft
- Final for issue
- Issued / re-issued
- Returned for:
    - Suspension
    - Transfer
    - Cancellation
- Cancelled

7. PROCESS FLOW CHARTS



2. Issue an Access Permit. 1 of 2

Continue from Planning for an AP (Chart 1)

Actioner	Ensures equipment is available in the state agreed in the outage plan. If an Assurance is required, then ensures that it has been received
Issuer	Actions Operating Order/Isolation Instruction. Applies and records Issuer Applied Safety Measures (IASM)
Issuer	Places Permit Board (if used) at worksite and defines the permit area using permit boundary markers, signage or barriers as required in agreement with the recipient (see recipient responsibilities)
Issuer	Places IASM keys, any fuses, and any Assurance etc. in the lock box and locks the lock box with an IASM lock
Issuer & Recipient	Meet to discuss detail of the AP, confirm Recipient Applied Safety Measures (RASM) required and Issuer issues RASM locks and keys
Recipient	[Preferably with Issuer] physically checks and acknowledges that all IASMs are correctly applied and identifies equipment to be worked on
Issuer	Issues the AP to the Recipient. Updates the log and retains an available copy (paper or digital) of the AP
Recipient	Applies RASM lock on the lock box, if not already applied, and accepts the AP
Issuer/Recipient	Updates the Work in Progress (WIP) board (or equivalent). Ensures permit notice is displayed at the worksite

Next Page

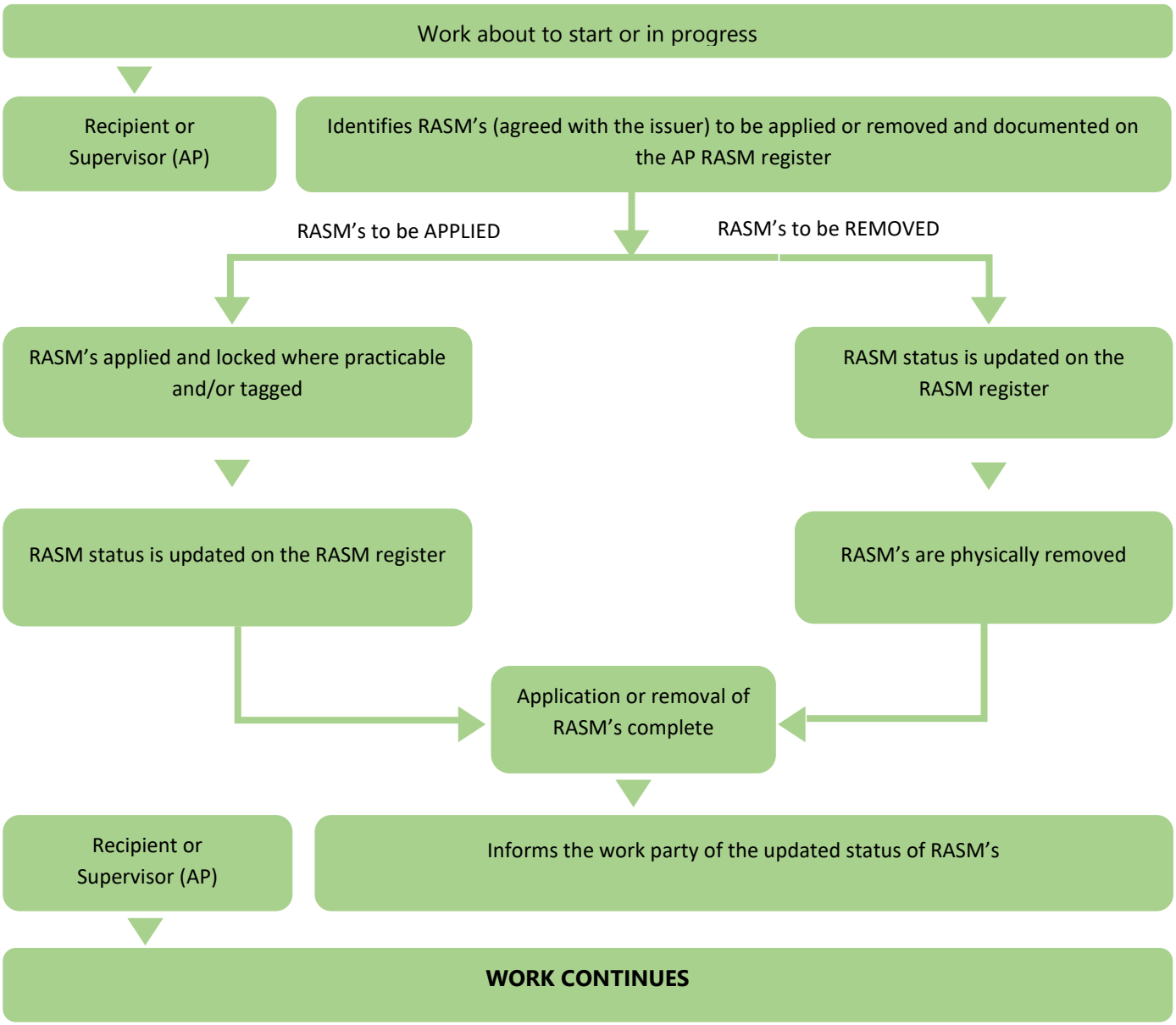
2. Issue an Access Permit. 2 of 2

Continue

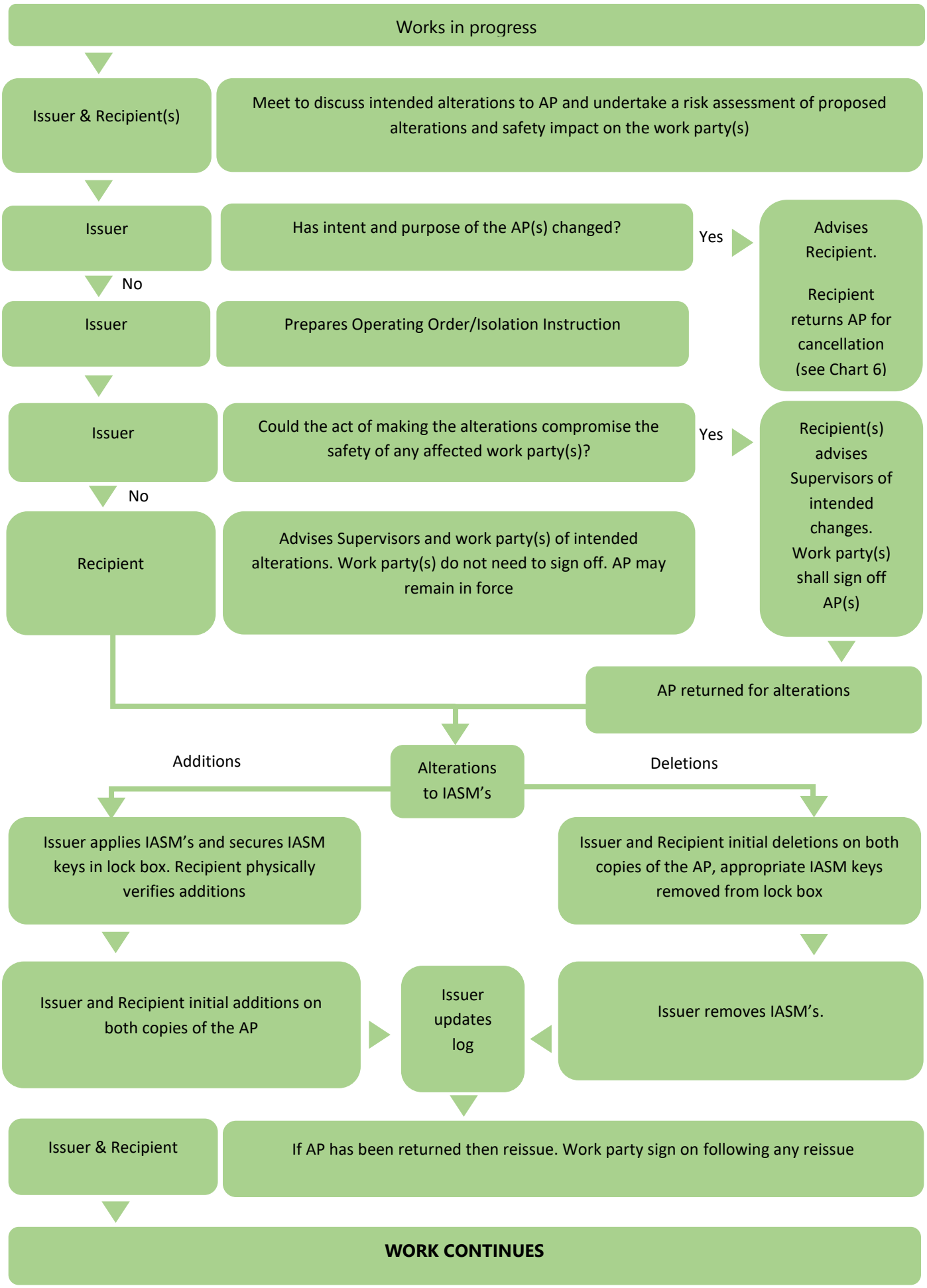
Recipient	Meets with all members of the work party(s) and steps through the complete detail of the AP. Ensures work party signs on to the AP
Supervisor (AP)	Ensure work parties complete their respective hazard identification and risk management.

WORK PROCEEDS

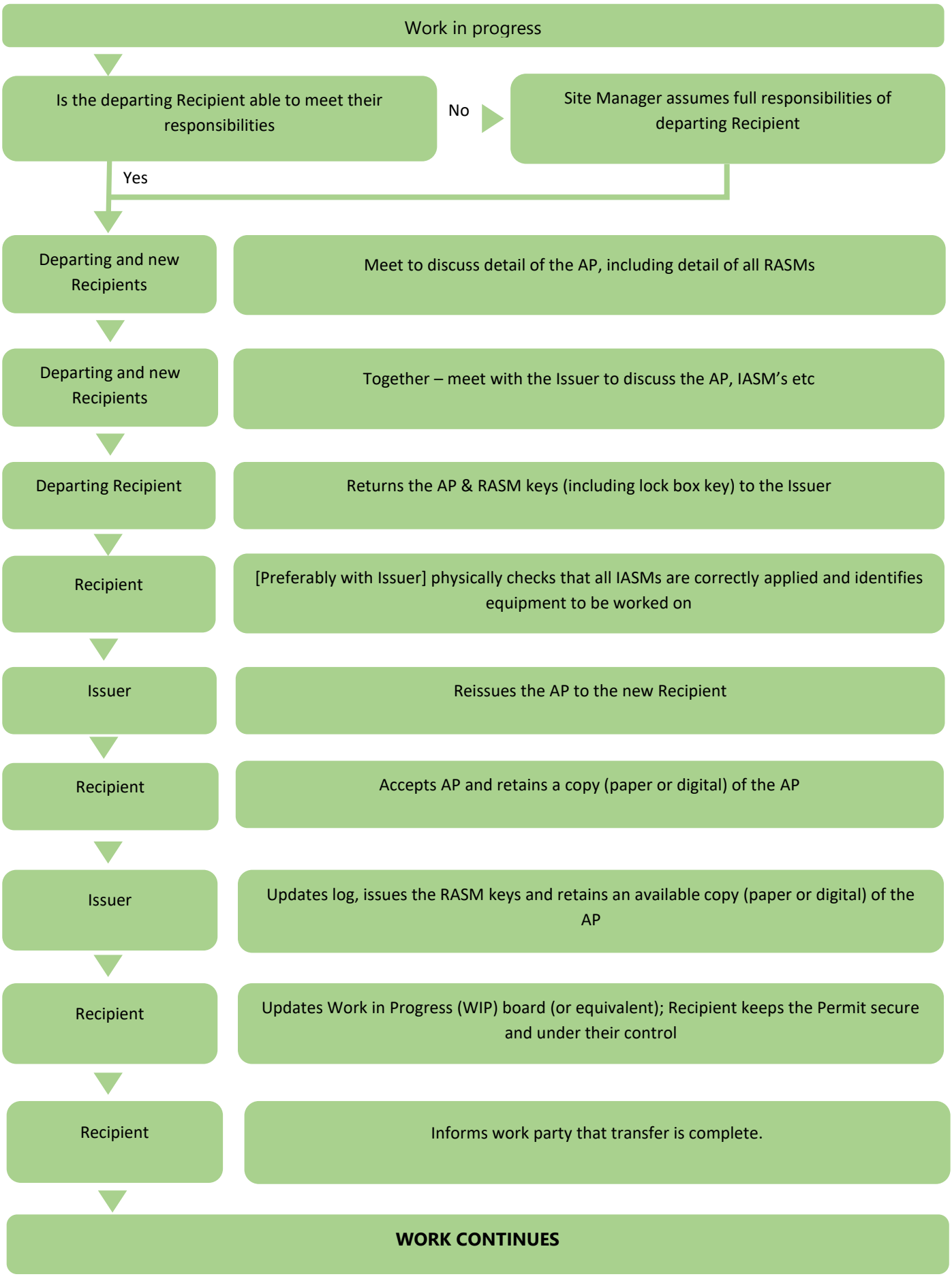
3. Management of Recipient Applied Safety Measures (AP)



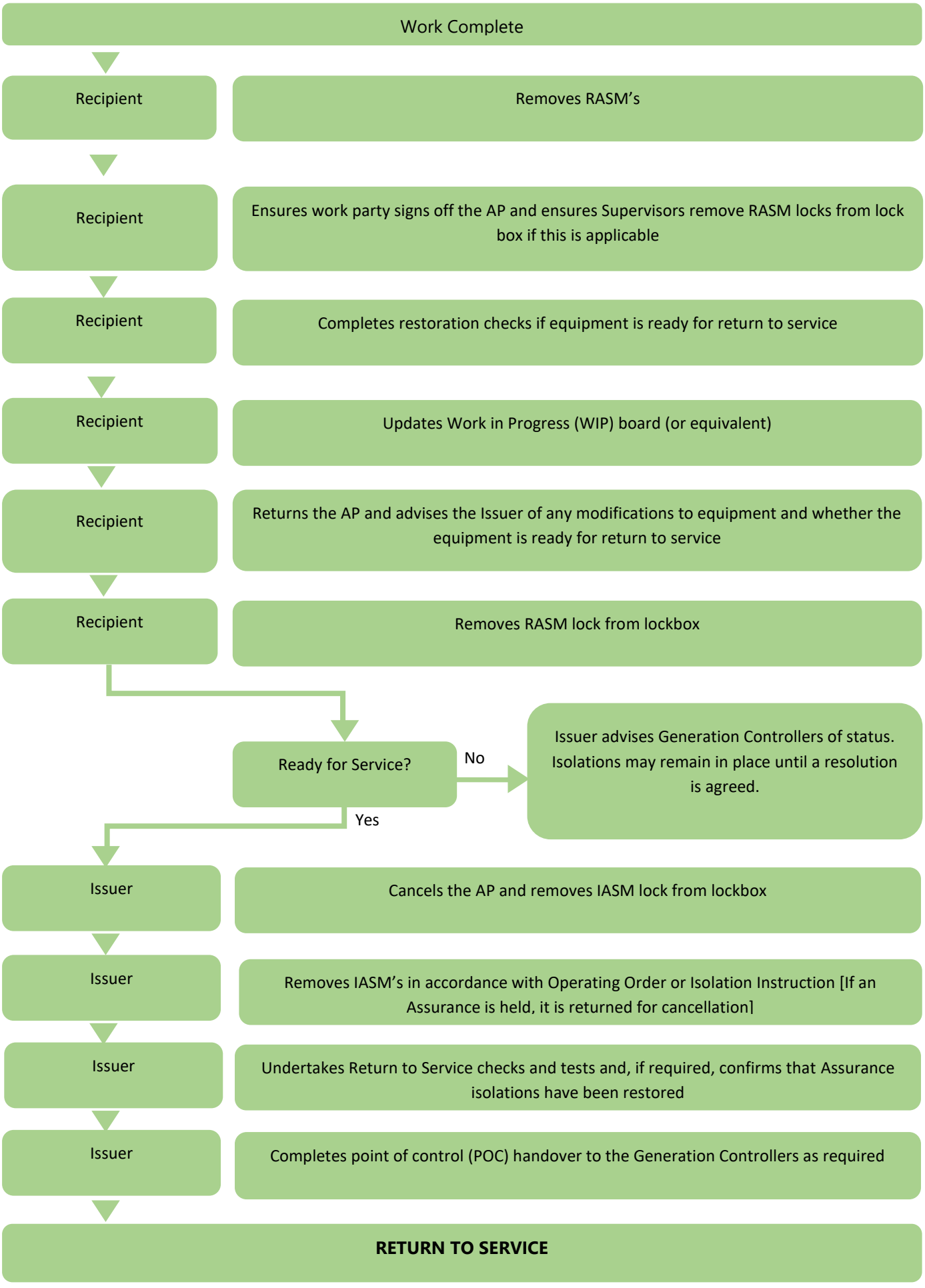
4. Alterations to an Access Permit IASM's



5. Transfer an Access Permit to a New Recipient



6. Returning an Access Permit for Cancellation



7. Returning an Access Permit for Suspension

Work stopped for permit return

Recipient	Removes RASM's where required
Recipient	Ensures work party signs off the AP and ensures Supervisors remove RASM locks from lock box if this is applicable
Recipient	Determines status of the equipment and any modifications
Recipient	Updates Work in Progress (WIP) board (or equivalent)
Recipient	Returns the AP and advises the Issuer of the status of the equipment and any modifications
Recipient	Removes RASM lock from lockbox
Issuer	Accepts return of the AP
Issuer	Issuer advises Planning Personnel of equipment status. Isolations may remain in place. Issuer manages security of the suspended AP.

AP is suspended and may be reissued or cancelled as required

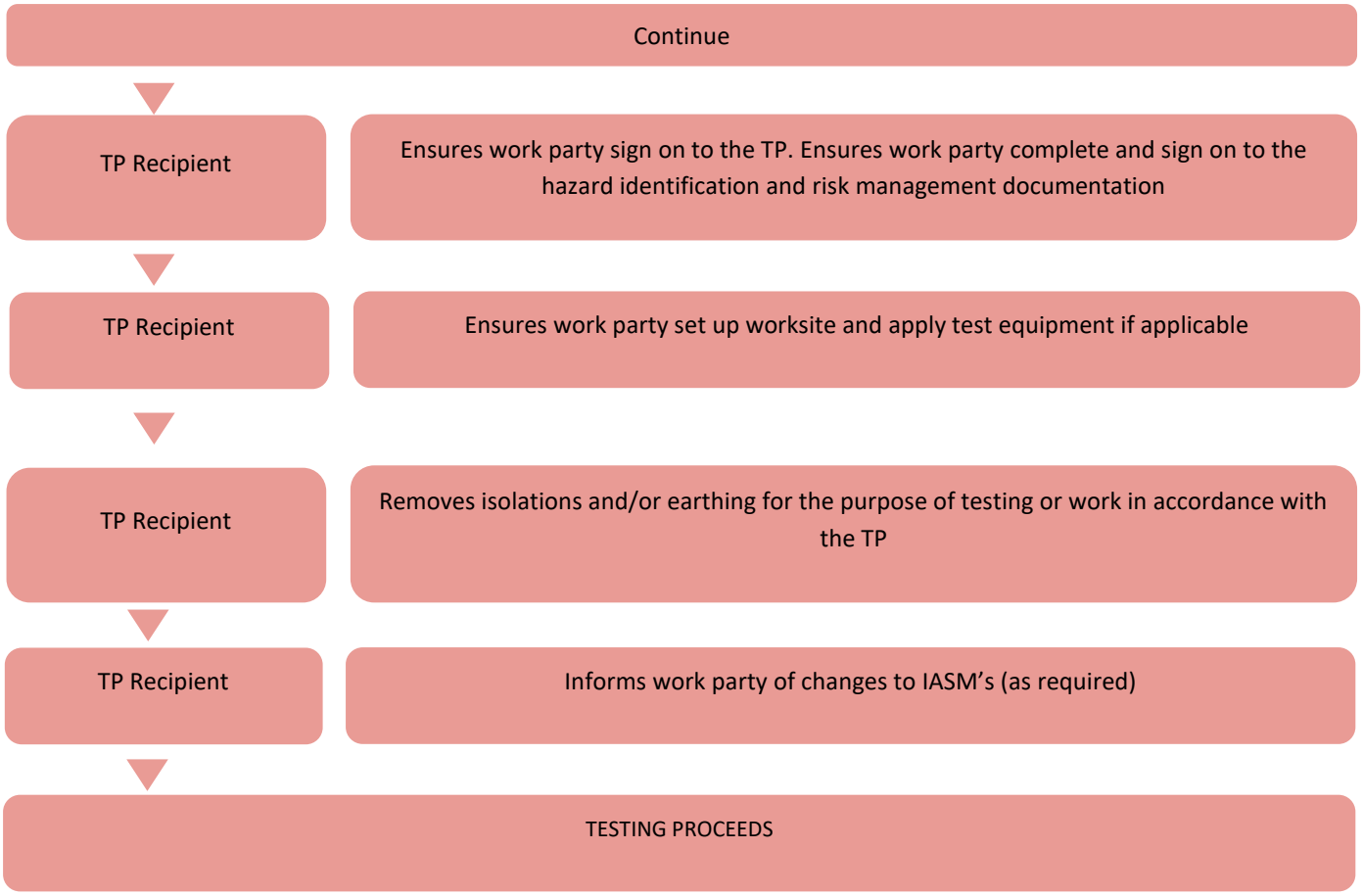
8. Change from Access Permit (AP) to Test Permit (TP) 1 of 2

Works in progress

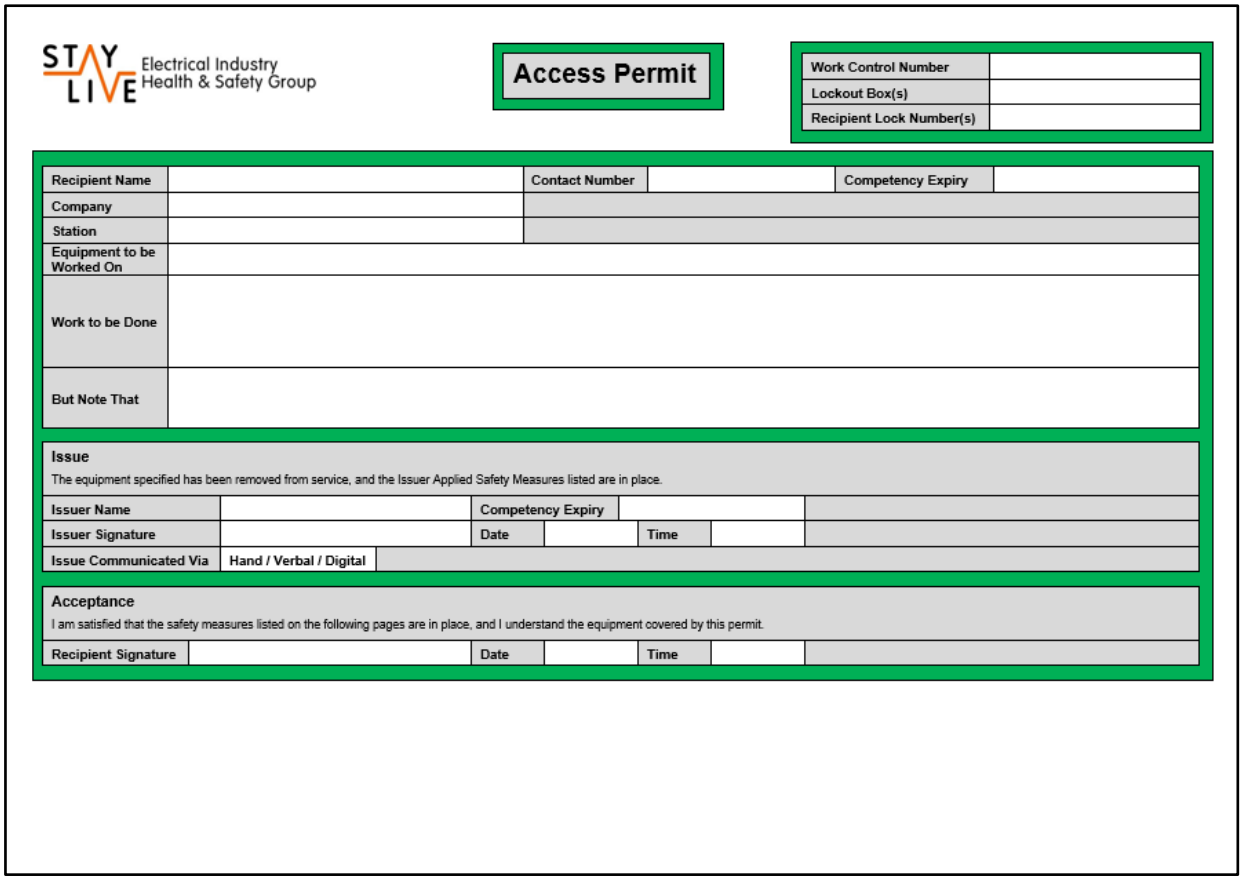
Issuer, AP & TP Recipients	Undertake pre-test meeting ensuring all affected AP's and safety measures to be removed for testing are identified
AP Recipient	Requests work party sign off the AP and requests Supervisors remove RASM locks from lock box if applicable
Issuer, AP & TP Recipients	Agree on which RASMs remain in place for the duration of the TP. When RASMs remain in place, the RASM register must form part of the TP
AP Recipient	Returns the AP for suspension. Removes the RASM lock on the AP lockbox
Issuer & TP Recipient	Issuer requires any other AP that could be affected to be returned. TP Recipient explains intent of TP to other AP Recipients. [Preferably with Issuer] physically checks that all IASMs are correctly applied and identifies equipment to be worked on
Issuer	Opens AP lockbox and removes necessary keys/fuses for any IASM changes required to facilitate testing as stated on TP and hands over to TP Recipient
Issuer	Applies IASM lock to the (previous AP) lockbox and issues the TP. The lockbox is now the TP Lockbox. Updates log and retains an available copy (paper or digital) of the TP
TP Recipient	Places RASM lock on the lockbox and accepts the TP. Retains an available copy (paper or digital) of the TP
TP Recipient	Checks the TP area is established correctly and ensures TP notice in place. Updates the Work in Progress (WIP) board (or equivalent)

Next Page

8. Change from Access Permit (AP) to Test Permit (TP) 2 of 2



8. ACCESS PERMIT FORMS



STAY LIVE Electrical Industry Health & Safety Group

Access Permit

Work Control Number	
Lockout Box(s)	
Recipient Lock Number(s)	

Recipient Name		Contact Number		Competency Expiry	
Company					
Station					
Equipment to be Worked On					
Work to be Done					
But Note That					

Issue

The equipment specified has been removed from service, and the Issuer Applied Safety Measures listed are in place.

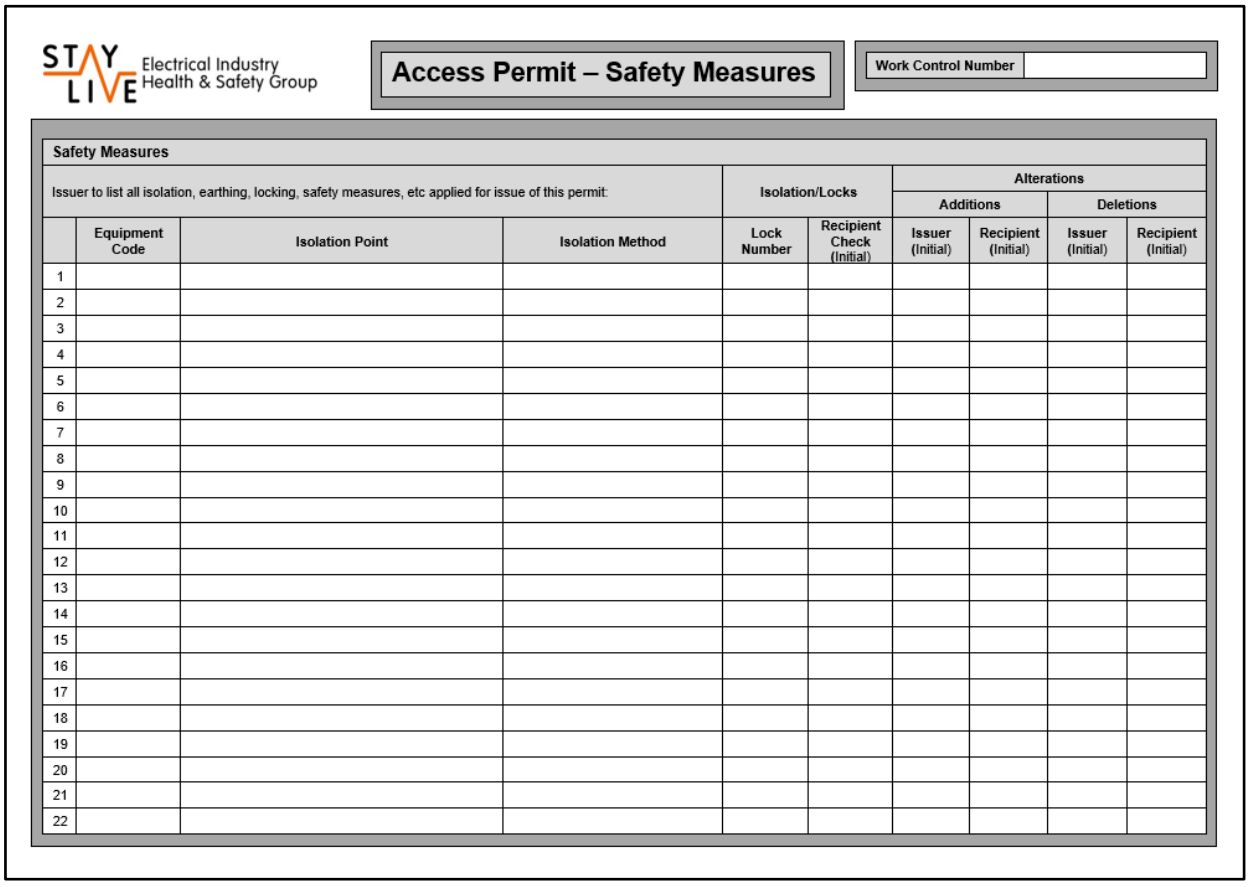
Issuer Name		Competency Expiry				
Issuer Signature		Date		Time		
Issue Communicated Via	Hand / Verbal / Digital					

Acceptance

I am satisfied that the safety measures listed on the following pages are in place, and I understand the equipment covered by this permit.

Recipient Signature		Date		Time		

Figure 1 - Example AP Issue & Acceptance Form



STAY LIVE Electrical Industry Health & Safety Group

Access Permit – Safety Measures

Work Control Number	

Safety Measures

Issuer to list all isolation, earthing, locking, safety measures, etc applied for issue of this permit:				Isolation/Locks		Alterations			
						Additions		Deletions	
	Equipment Code	Isolation Point	Isolation Method	Lock Number	Recipient Check (Initial)	Issuer (Initial)	Recipient (Initial)	Issuer (Initial)	Recipient (Initial)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

Figure 2 - Example AP Safety Measures Form

STAY LIVE Electrical Industry Health & Safety Group

Recipient Applied Safety Measures

Work Control Number	

Record all the Issuer Agreed, Recipient Applied Safety Measures and Plant Status Control Measures, in accordance with the StayLive Work Control Procedures.

	Isolation Point	Isolation Method	Issuer Agreed (Initial)	Lock No.	Applied (Initial)	Removed (Initial)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Recipient: I have checked and I am satisfied that all safety measures applied by my work party have been removed.	Recipient Name					
	Recipient Signature		Date		Time	

Figure 3 - Example Supplementary RASM Register

STAY LIVE Electrical Industry Health & Safety Group

Access Permit – Return & Cancel

Work Control Number	

Return by Recipient
This permit is returned. My work party has been informed in accordance with the StayLive Work Control Procedures.

Return Reason	Recipient Signature	Date	Time

Re-issue

	Name (Print)	Signature	Competency Expiry	Date	Time
Issuer The equipment specified has been removed from service, and the Issuer Applied Safety Measures listed are in place.					
Recipient I am satisfied that the safety measures listed are in place, and I understand the equipment covered by this permit.					

Equipment Modifications

Cancellation
This permit is cancelled.

Issuer Name		Issuer Signature		Date		Time	

Return to Service (if "No", list reason why not and any restrictions) **Yes / No** (Circle)

Figure 4 - Example AP Return & Cancel Form

STAY LIVE Electrical Industry Health & Safety Group

Work Party

Work Control Number	

Work party supervisor should be indicated by an (S) after the Supervisors name (where appropriate)

I understand the equipment as detailed is available to work on.	Date (dd/mm)	Name (Print)	Sign On	I understand the equipment is no longer available to work on.	Sign Off
		a			a
		b			b
		c			c
		d			d
		e			e
		f			f
		g			g
		h			h
		i			i
		j			j
		k			k
		l			l
		m			m
		n			n
		o			o
		p			p
		q			q
		r			r
		s			s
		t			t
		u			u
		v			v
		w			w
		x			x
		y			y
		z			z

Figure 5 - Example AP Work Party Sign On / Off Form

STAY LIVE Electrical Industry Health & Safety Group

ACCESS PERMIT

REPORT TO:

NAME OF ACCESS PERMIT RECIPIENT:

Contact Phone Number:

WORK CONTROL NUMBER:

EQUIPMENT BEING WORKED ON:

WORK BEING DONE:

TP

Figure 6 - Example AP Entry Point Signage

9. WCP GLOSSARY

Terms	Definition
Access Permit [AP]	A Works Management System used to present out of service equipment in an agreed and defined state for work, using issuer applied safety measures, where the work does not include the introduction of primary energy sources, test voltages or potentially lethal hazards
Actioner	The competent person physically carrying out actions defined in the operating order or isolation instruction.
Allocate	To pass from one operating employee to another the instructions for carrying out defined operating actions.
Alteration	An agreed addition or deletion of an issuer applied safety measure on an issued Access Permit. Not allowed on a Test Permit.
Approved	Having an asset owner's or employer's endorsement for a specified function or purpose.
Asset Owner [AO]	A participant in the electricity supply industry who owns plant or equipment used for generating or conveying electricity ultimately responsible for safety at site.
Assurance	The Assurance is an administrative system between different asset owners used to confirm the agreed and defined state, of equipment not under the control of the Issuer, necessary for Access or Test Permits.
But Note That:	Field on a permit where the Issuer indicates any remaining hazards.
Checker	The second competent person that verifies the draft operating order or isolation instruction sequence and content achieves the objective.
Competent	Has the necessary ability, knowledge, and skill to carry out work safely and to the quality and standard required.
Compiler	The competent person developing a draft operating order or isolation instruction.
Conductor	Material used for the conveyance of electricity.
Daily Meetings	A meeting to communicate the key aspects for the intended work, specifically for all work party supervisors to meet with the asset owner to discuss and document the nature and location of each party's work and the hazards that may be created through their work.
De-energised	Not connected to or containing a source of energy, e.g., electrical, steam, compressed air, hydraulic.
Delegate	To assign a task or responsibility to another competent person. E.g. a Permit Recipient may delegate the application and removal of approved RASM's to an AP Supervisor
Departing Recipient	The Recipient of a Permit that is to be transferred to a New Recipient
Earthed	Effectively connected to the general mass of earth.
Earthing Device	An approved device to effectively connect equipment to the general mass of earth.
Earth switch	A switch that when closed provides an electrical connection between equipment and the general mass of earth.
Energised	Connected to or containing a source of energy, e.g., electrical, steam, compressed air, hydraulic.
Equipment	Electrical and mechanical apparatus and civil infrastructure, which is typically fixed in location, and used for generation, transmission, or distribution of electricity.
Extra Low Voltage [ELV]	Any voltage normally not exceeding 50 volts AC or 120 volts ripple-free DC

Gate	Spillway, sluice, headgate, control gate or valves performing the same (or similar) function
General Work	A Minor Works Management System, applied to manage work that presents no risk to equipment operation, or resource consent compliance.
Generation Controller (Function)	An employee at a Generation Control Centre with Point of Control for plant operation within their area of responsibility.
Hazard	Anything that can cause harm, including a person's behaviour, that has the potential to cause death, injury, or illness to a person.
High Voltage [HV]	Any voltage exceeding 1000 V ac. or 1500 V dc.
In Service	The state of equipment that is not isolated: and is in a state to perform its designated function.
Isolated	Deliberately disconnected from external sources of harm, e.g., energy (electrical or mechanical) or asphyxiating, toxic or flammable gas, and rendered incapable of being reconnected without deliberate action.
Isolation (De-isolation) Instruction	A list of operating instructions (not sequenced) compiled in an approved format required to isolate or de-isolate a defined asset or equipment.
Isolation Point	A location designed as a facility to safely disconnect, separate, or provide a barrier between an energy source and intended work area for any work management system
Issuer	A competent worker that administers WA/AP/TP and Assurance documentation as prescribed within Issuer responsibilities.
Issuer Applied Safety Measures [IASM]	Safety measures under a Work Management System applied by, or on behalf of the Issuer for work or testing on equipment presented in a defined state, removed from and unavailable for service
Hazard ID and Risk Management Process	Summary of work scope, associated hazards and their controls and work party acknowledgement, understanding and compliance with these controls. Includes Job Safety Analysis and Worksite Safety Plans
Limited Testing	Limited testing is permitted under an AP, but only after a risk assessment has been completed to ensure such testing has insufficient capacity to cause harm.
Live	Connected to a source of electrical supply or subject to hazardous induced or capacitive voltage.
Live Work	Work performed inside the minimum approach distance of equipment that is live.
Lock Box	A lockable facility for securing keys, fuses etc. associated with safety measures controlled under a Works Management System.
Low Voltage [LV]	Any voltage exceeding 50 V ac. or 120 V ripple free dc. but not exceeding 1000 V ac. or 1500 V dc.
Main Boundary Isolation	IASM's on energy sources that form the main perimeter of isolations for a permit. These are of a nature that if altered, would introduce a safety risk to a work party.
Major Isolations	IASM's that isolate a primary or significant energy source or are of a nature that if altered would introduce a safety risk to a work party. Can be a main boundary isolation or within the perimeter.
Minimum Approach Distance [MAD]	The MAD is the minimum safe distance that workers, vehicles, and mobile plant shall be separated from live conductors to prevent the risk of accidental contact and electric shock.
Minor Works Management System [MWMS]	A system used to manage work where an Access Permit, or Test Permit is not required, and the supervisor manages the control measures. General work or a work authority is used in this context.
New Recipient	A Recipient accepting a Permit via the Recipient transfer process.
Objective	The purpose or outcome required for an operating order or isolation (de-isolation) instruction.

Operating Action	An action that changes the status of equipment. Achieved automatically, manually, remotely, or actioned though an operating order or isolation instruction.
Operational Control	The assigned authority and ability to change the status of equipment.
Operational Locks	Locks used to maintain the operational status of plant and equipment, or control access to operational areas.
Operating Order [OO]	A planned sequence of operating actions (or a single action) that has been compiled in an approved format
Outage	The release of equipment or plant via a formal request and approval process.
Permit Area	The defined work area for an Access Permit or Test Permit
Permit Competency	An employer recognition of training and experience stating a person is competent to be an AP/TP Recipient, Issuer, or both.
Planning Function	Roles that support planning and coordination of work and work safety.
Plant	Additional to equipment, infrastructure at or associated with a generation facility.
Plant Outage Request [POR]	Formal request for an outage on generation equipment.
Plant Status Control	Measures required for managing changes to the status of plant rather than personal safety during a Work Control Procedure. Managed under RASM protocols.
Point of Control [POC]	The responsibility from which operational control of equipment is held within an organisation.
Portable Earth	An approved portable earthing device for temporarily earthing isolated equipment.
Pre-Work Planning	The process of developing a work plan prior to work commencing.
Primary Energy Source	The main source(s) of energy used to energise equipment e.g., live high voltage, high pressure steam, penstock pressure water
Production	Continuity of planned generation
Receiver	The person receiving an Assurance that safety measures have been applied as requested to assets under the control of the sender.
Recipient	A competent worker that receives and manages Work Authorities, Access, or Test permits.
Recipient Applied Safety Measures [RASM]	Safety measures applied by or on behalf of the work site Supervisor for General Work, or Recipient for Work Authorities, Access, and Test Permits.
Recipient Applied Safety Measures Register	Formal record of all recipient-applied measures to ensure safe management of isolation points or plant status.
Remote Access	Access to plant and equipment systems (e.g., control, protection, communication) via a network when physically located elsewhere.
Risk	Potential exposure to situations that may affect people's health and safety, plant and equipment operation or the environment.
Safety Manual - Electricity Industry [SM-EI]	Guidance on safety practices published by the electricity supply industry.
Safety Measures	Actions taken to present equipment in an agreed state.
Safety Measure Competence	Competence to apply safety measures as specified in the applicable WCP
Sender	The person sending an Assurance that safety measures have been applied as requested to assets under the control of the sender.
Standard Operating Procedures [SOP]	A documented and approved procedure or instructions for an established routine or specific operational activity.
State of Equipment	A description of the current status of the equipment.

Stored Energy	Any form of energy that remains in a system after it has been isolated, and which could unexpectedly release and cause harm if not properly controlled.
Supervisor (Access Permit)	A role performed by the Recipient, or competent person(s) agreed with the Recipient, with specific responsibilities for the Access Permit process, safety and integrity.
Supervisor (Test Permit)	A role performed by the Recipient with specific responsibilities for the Test Permit process, safety, and integrity.
Supervisor (Test Permit Work Position)	An additional role appointed by the Test Permit Recipient with specific responsibilities for work position process, safety, and integrity for every working position that the Recipient of a Test Permit cannot supervise directly.
Supervisor (Work Party)	A role performed by a competent person at the worksite responsible for the safety, quality, and control of the work activity.
Suspension	Status of an Access Permit when it is returned by the Recipient to the Issuer but not reissued or cancelled. A Test Permit shall not be returned for suspension.
Switchyard	A restricted area, enclosed by a security fence or other secure boundary, containing normally energised conductors and equipment.
Tag	A label used to visually identify a safety measure or isolation point.
Test Permit [TP]	A Works Management System used to present equipment in an agreed and defined state for testing, using Issuer applied safety measures, where testing includes the introduction of primary energy sources, test voltages or potentially lethal hazards. The process allows for the agreed removal of IASM's to facilitate testing.
The Log	A complete record of all operating actions and events, time stamped as they occur.
Transfer (Permit)	The process of transferring a Permit from one Recipient to another.
Work Authority [WA]	A Minor Works Management System, for work on or near in service or available for service equipment where that work may present a risk to equipment operation or affect resource consent compliance.
Work Authority Competence [WAC]	An employer recognition of training and experience stating a person is competent to be a work authority Recipient, Issuer, or both.
Work Management System	A documented system to control risks for work on or near equipment which is presented in an agreed and defined state. An Access Permit, Test Permit or Assurance is used in this context.
Work Position	The location(s) where work activity is taking place.