

EI 3606-5

# Temporary addition of alternative safe systems of work

Wind turbine system safety rules  
Support procedure five

Edition: First | Version 1



In partnership with



SUPPORT PROCEDURE FIVE  
[Company A] wind turbine system safety rules procedure  
Temporary addition of alternative safe systems of work

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## CONTENTS

	Page
Foreword .....	4
1 Scope .....	6
2 Definitions and acronyms .....	7
3 Temporary application of alternative safe system of work (TAAS) intention .....	8
4 Safety from the system .....	10
Annex A TAAS form .....	11

## FOREWORD

It is recognised that due to organisational structures, workforce and economic reasons it may be necessary to 'contract' in persons or other companies to carry out works on the wind turbine high voltage system. If the 'contractor' is not, or cannot be, authorised under [Company A]'s wind turbine system safety rules then, using this document, they can carry out the works under an agreed alternative safe system of work.

This procedure details the process to temporarily apply a 'contractor' alternative safe system of work to existing **plant/apparatus** that is already under [Company A]'s wind turbine system safety rules.

A typical example of this type of scenario is a large-scale component change such as a wind turbine transformer replacement where a contract is placed to carry out the work due to the owner/operator not having the means to carry out the work themselves.

The contractor will lead the wind turbine transformer exchange and shall provide a complete solution including all workforce for the task. The contractor, usually working to country specific construction, design and management regulations, will carry out the work using an alternative safe system of work. This could be the contractors own wind turbine system safety rules, or other such safety rules or any other safe operating process which must be fully discussed, documented and agreed as acceptable between the contractor and the owner/operator.

The responsibility to accept the contractor alternative safe system of work lies with person or company who are contracting them in. This document does not describe the process for acceptance of a contractor alternative safe system of work.

Under country specific construction, design and management regulations the contractor may assume a principal contractor role and therefore will be accountable for the safety process to carry out the relevant work package.

# **[COMPANY A] WIND TURBINE SYSTEM SAFETY RULES (FIRST EDITION) 2026**

## **SUPPORT PROCEDURE FIVE**

**The temporary addition of alternative safe systems of work**

### **CHANGE LOG**

<b>Rev</b>	<b>Modification</b>	<b>Issue date</b>	<b>Page</b>
0	New document	2026	

Note: Where [Company A] is written, please delete and replace with relevant company name. Delete this sentence after completion of [Company A] insertion.

## 1 SCOPE

This procedure should be followed when:

- Any **plant/apparatus** is to be repaired, replaced or tested by persons who are not authorised under [Company A]'s wind turbine system safety rules
- The **plant/apparatus** shall remain under [Company A] wind turbine system safety rules but a temporary alternative safe system of work will be applied to allow the work or testing to be completed.

This procedure does not apply to the permanent removal of **plant/apparatus** from the system, nor will it apply to a permanent contract change for responsibility at the location.

## 2 DEFINITIONS AND ACRONYMS

### 2.1 List of definitions and acronyms

#### 2.1.1 For the purposes of this procedure:

The '**responsible manager**' means the person who will have responsibility for the implementation and management of [Company A]'s wind turbine system safety rules at the location.

The '**person responsible for work**' is an employee of [Company A] who is responsible for organising and initiating the works on the **plant/apparatus**.

'Lead contractor/company' means non-[Company A] personnel responsible for carrying out the works on **plant/apparatus** when it is under an alternative safe system of work. This phrase applies to the company and the individuals who will represent the company to complete the task.

Safe system of work, or SSOW, means a formal procedure which results from risk assessment of a task to identify all hazards. A SSOW will define safe methods to ensure hazards or risks are eliminated or minimised for all persons.

#### 2.1.2 Acronyms

TAAS – Temporary application of alternative safe system of work

SSOW – Safe system of work

SRIC - Safety rules inclusion certificate

WTG – Wind turbine generator

### 3 TEMPORARY APPLICATION OF ALTERNATIVE SAFE SYSTEM OF WORK (TAAS) INTENTION

All **plant/apparatus** shall already be subject to [Company A]'s wind turbine system safety rules, this shall be clearly defined in a safety rules inclusion certificate (SRIC) for the location.

A temporary application of alternative SSOW (TAAS) form shall be used to formally notify all parties/stakeholders of the temporary application of alternative SSOW to items of **plant and apparatus** at the location.

By default, all **plant and apparatus** under the TAAS form shall not be subject to [Company A]'s wind turbine system safety rules for the duration specified on the TAAS form.

[Company A]'s wind turbine system safety rules shall remain in place with no changes due to the TAAS procedure being a temporary measure. When the date/time of temporary SSOW application has expired the SRIC will be the default document.

Due to the increased complexities of managing a location with multiple SSOW in force it is recommended that only one TAAS form is in force at any location at any one time.

Any deviation from this shall be risk assessed by [Company A] and a general provision three process followed to allow the use of two or more TAAS forms.

No TAAS form shall exceed the expected duration of the given work, as such, shall be kept to the shortest duration possible, this process is for a temporary application of SSOW and shall not be used for long ongoing contracts.

#### 3.1 PROCEDURE FOR THE USE AND COMPLETION OF A TAAS

**3.1.1** PART ONE – NOTICE of the TAAS shall be completed by the '**person responsible for work**'.

**3.1.2** Each TAAS shall be sequentially numbered from a register maintained by [Company A]. The location and the contractor/company shall be clearly identified.

**3.1.3** The 'reason for alternative SSOW' section shall be completed to ensure all parties are aware of the requirement for a TAAS.

Each TAAS shall specify the start time/date from which the **plant/apparatus** will be subject to the alternative SSOW and also a target end time/date at which return to the host SSOW is expected. This shall be agreed with the contractor/company.

**3.1.4** The target end time is a notional time/date and is in no way a firm time that any automatic transfer of control or removal of safety precautions can occur. Transfer of control shall only happen upon the completion of PART FIVE – COMPLETION OF WORKS of the TAAS as detailed in 3.1.12 below.

**3.1.5** The '**person responsible for work**' shall provide an exact description of the **plant/apparatus** to which the TAAS applies including boundary points. Drawing numbers shall be added where applicable to aid in identification and ease of understanding.

All **plant** and **apparatus** within these boundary points shall be subject to the alternative SSOW stated on the TAAS.

By default, all **plant** and **apparatus** not subject to the TAAS shall remain under [Company A] wind turbine system safety rules under the current SRIC.

*Note: for example, if a major component is being replaced within a WTG then the entire WTG should be included in the TAAS. This way the contractor has control of the WTG to manage isolations and the works package.*

- 3.1.6** The '**person responsible for work**' shall sign and date the checkbox at the end of PART ONE – NOTICE.
- 3.1.7** The '**person responsible for work**' shall ensure that all relevant persons involved in operations at the location shall be made aware. PART TWO – ACKNOWLEDGEMENT AND ACCEPTANCE shall be completed as acceptance of notification.
- 3.1.8** The '**responsible manager**' shall complete the signature check box at the end of PART TWO – ACKNOWLEDGEMENT AND ACCEPTANCE when all other signatures are present.
- 3.1.9** PART THREE – CONFIRMATION TO PROCEED shall be completed by both the '**person responsible for work**' and the 'lead contractor/company' representative.
- 3.1.10** The '**person responsible for work**' shall send a copy of the completed TAAS with all signatures present to all parties who have acknowledged the TAAS in PART TWO – ACKNOWLEDGEMENT AND ACCEPTANCE.
- 3.1.11** PART FOUR – NOTIFICATION OF EXTENSION (IF REQUIRED) shall be completed if required, see 4.3.
- 3.1.12** Upon completion of works PART FIVE – COMPLETION OF WORKS shall be completed in line with 4.6 and 4.7.

### **3.2 ADDITIONAL REQUIREMENTS**

- 3.2.1** To minimise any potential confusion, and prior to the start date and time on the TAAS, the '**responsible manager**' has a responsibility to inform all relevant persons of the temporary changes at the location. All **operational controllers** shall be made aware of every TAAS, its dates and times of commencement and expiry.
- 3.2.2** The TAAS, when in force, shall be available at the location for all persons to see.
- 3.2.3** The '**responsible manager**' shall manage the storage and archiving of all past and expired TAAS forms.

## 4 SAFETY FROM THE SYSTEM

- 4.1 From the start time to the end time stated on the TAAS form the 'lead contractor/company' shall be responsible for safety from the system at all times. The process for transfer of control from [Company A] **operational controllers** to the 'lead contractor/company' shall be clearly defined in the 'lead contractor/company' work documentation. The process of transfer of control shall be clearly understood and accepted by all parties before the TAAS is in force.
- 4.2 There may be times when prior to the issue of a TAAS the **plant/apparatus** is not in its normal running arrangement due to failure or fault finding works. Therefore, the status of the system, including any normal or additional dangers, shall be fully explained to the 'lead contractor/company' by the '**person responsible for work**' prior to the completion of a TAAS form.
- 4.3 If complications arise and the work package will extend past the target end date/time identified in the TAAS form all work must temporarily stop. A review of work package may be required by the 'lead contractor/company'. If the target end date/time is likely to be exceeded, then PART FOUR – NOTIFICATION OF EXTENSION (IF REQUIRED) 'notification of change' shall be completed by the '**person responsible for work**' and agreed by the 'lead contractor/company'. Following completion of PART FOUR – NOTIFICATION OF EXTENSION (IF REQUIRED) the TAAS shall be sent to all persons identified in PART TWO – ACKNOWLEDGEMENT AND ACCEPTANCE by the '**person responsible for work**'. At this point the work can resume if safe to do so and in line with 'lead contractor/company' SSOW.
- 4.4 If the work scope is finished early, then PART FOUR – NOTIFICATION OF EXTENSION (IF REQUIRED) and PART FIVE – COMPLETION OF WORKS can be completed to reduce the duration that the TAAS is in force.
- 4.5 When the works are complete and if a period of monitoring is required this can be carried out by one of the following options:
- The 'lead contractor/company' monitors for alarms whilst the **plant/apparatus** remains under the terms of the TAAS form. Safety from the system shall be fully detailed and understood, this remains the responsibility of the 'lead contractor/company'.
  - OR
  - The TAAS form end date is passed and [Company A] **operational controller** takes back control of the **plant/apparatus** and monitors alarms in line with [Company A] wind turbine system safety rules under the current SRIC.
- 4.6 When the work is complete the 'lead contractor/company' representative shall inform the **person responsible** for work in writing regarding the status of the work package and the system. This shall include any deviations from normal running arrangement and any exceptions that have occurred during the work package that may affect the safe operation of the **plant/apparatus**.
- 4.7 When the **person responsible for work** is satisfied that work is complete, and has received written confirmation from the contractor. PART FIVE – COMPLETION OF WORKS of the TAAS form shall be completed. The TAAS form will then be archived.
-

## ANNEX A TAAS FORM

### Temporary application of alternative SSOW (TAAS)

#### PART ONE – NOTICE

<b>TAAS number</b>	
<b>Wind farm location</b>	
<b>Lead contractor/company</b>	
Reason for alternative SSOW	

Start date/time	End date/time
Exact description of <b>PLANT/APPARATUS</b> to which this form applies including boundary points	
State any deviation from “normal running/operating arrangement” of above <b>PLANT/ APPARATUS</b>	
Drawing reference numbers (if applicable)	

We GIVE NOTICE that the **plant/apparatus** identified above is being temporally placed under an alternative SSOW other than that defined in the current SRIC for the location.

As from the start date time defined above until the end date time defined above the **plant/ apparatus** identified will no longer be subject to **[Company A] wind turbine system safety rules**.

No further work or testing shall be carried out on the **plant/apparatus** during this time and date unless the work or testing is being carried out in accordance with the 'lead contractor/company' alternative SSOW.

By default, all **plant/apparatus** that is not identified on this TAAS shall remain under the current SRIC for the location.

The status of the system including residual dangers or abnormal running arrangements for which the 'lead contractor/company' will have responsibility for has been fully explained by the '**person responsible for work**' and is understood.

For and on behalf of [Company A] wind turbine system safety rules.

Person responsible for work	Date of approval	Signature

**PART TWO – ACKNOWLEDGEMENT AND ACCEPTANCE**

All persons relevant to operations and works at the location shall be notified as below.

We have reviewed and accepted the 'lead contractor/company' alternative **safe system of work** and agree it shall be applied to the identified the **plant/apparatus** and boundaries for the duration specified above.

(Name)	of	(Company/Department)	Role
	of		
	of		
	of		

For and on behalf of [Company A]'s wind turbine system safety rules.

Responsible manager	Date of approval:	Signature:

**PART THREE – CONFIRMATION TO PROCEED**

We confirm that all persons in Part Two have acknowledged receipt and that it is agreed by all to proceed with this TAAS.

Person responsible for work	Date of approval:	Signature

Lead contractor/company	Date of approval	Signature

**PART FOUR – NOTIFICATION OF EXTENSION (IF REQUIRED)**

The end date/time of this TAAS has changed due to the following reason(s)		
<b>NEW END DATE/TIME</b>		
Person responsible for work	Date of approval	Signature
Lead contractor/company	Date of approval	Signature
Responsible manager	Date of approval	Signature

**PART FIVE – COMPLETION OF WORKS**

Lead contractor/company	Completion of works date	Signature
Responsible manager	Agreed completion of works date	Signature





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