EI 3606-6

Appointment of persons

Wind turbine system safety rules
Support procedure six

Edition: First | Version 1

SafetyOn

G+ Global Offshore Wind
Health & Safety
Organisation

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energy institute

SUPPORT PROCEDURE SIX
[Company A] wind turbine system safety rules procedure
Appointment of persons

First edition

March 2026

Version one

Published by
Energy Institute, London
The Energy Institute is a professional membership body incorporated by Royal Charter 2003
Registered charity number 1097899

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The EI gratefully acknowledges the Operational Safety Rules Group, and financial contributions towards the development of this publication from members of SafetyOn, the Health and Safety Organisation for the Onshore wind sector, and the G+ Global Offshore Health and Safety Organisation:

BayWa r.e	Nordex
BP	Ocean Winds
Corio Generation	Ørsted
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Natural Power	Vestas

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ISBN 9781787255531

Published by the Energy Institute

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FOREWORD

This wind turbine system safety rules (WTSSR) procedure six establishes the requirements for the appointment of **authorised technicians**, **authorising engineers**, **operational controllers**, **selected persons** and **competent technicians**.

[Company A] is responsible for identifying the training and competencies required for personnel to perform their duties under its WTSSR. Consequently, it must ensure these requirements are clearly defined, documented and effectively implemented.

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

SUPPORT PROCEDURE SIX

Procedure for the appointment of persons

CHANGE LOG

Rev	Modification	Issue date	Page
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 WTSSR procedure six must be followed for authorisations or appointments covering the following persons as appropriate:

(i) Level one authorising engineer (plant and LV apparatus);

(ii) Level two authorising engineer (plant and LV/HV apparatus);

(iii) Level one authorised technician (plant and LV apparatus);

(iv) Level two authorised technician (plant and LV/HV apparatus);

(v) Operational controller;

(vi) Selected person, and

(vii) Competent technician.

2 DEFINITIONS AND ABBREVIATIONS

2.1 LIST OF DEFINITIONS AND ABBREVIATIONS

For the purposes of this procedure:

Management instruction means a procedure for use at an individual **wind farm location** or series of **wind farm locations**, that documents additional elements of the **health and safety management** systems of **[Company A]** that are to be applied to meet specified requirements of the wind turbine system safety rules.

'**Responsible manager**' means the manager who will have responsibility for making appointments under the **[Company A]'s** wind turbine system safety rules.

'**Contractor**' means any external organisation or non-[Company A] personnel appointed to work on **plant** and/or **apparatus** to which [Company A]'s wind turbine system safety rules apply.

2.1.1 Abbreviations

AE – authorising engineer

AT – authorised technician

AWP – approved written procedure

HV – high voltage

LV – low voltage

OC – operational controller

WTG – wind turbine generator

WTSSR – wind turbine system safety rules

3 WIND TURBINE SYSTEM SAFETY RULES AUTHORISATION OFFICER

3.1 The **responsible manager** shall formally appoint, in writing, a wind turbine system safety rules **authorisation officer** who shall have the following duties:

3.1.1 Obtaining written confirmation (in the form of a 'confirmation of technical competency' certificate, see annex G) that all candidates are deemed to be technically competent by their employer for the category of appointment being sought under the **[Company A]'s** wind turbine system safety rules. Examples of the criteria that might be used to determine technical competency are provided in annex H.

3.1.2 Ensuring that all relevant **safety rules** and **management instructions** are made available to, and where appropriate, copies issued to each individual candidate.

3.1.3 Ensuring that candidates receive appropriate instruction, training and practical testing and have the experience to enable them to satisfactorily discharge their responsibilities under the [Company A]'s wind turbine system safety rules. Annex D sets out the minimum standards that should be achieved.

3.1.4 When satisfied that candidates have completed their training and can demonstrate that they have attained the required standard by reference to their 'confirmation of technical competency' certificate (see 3.1.1) and their records of training and assessment, then complete and sign the appropriate forms, as follows:

3.1.4.1 For the authorisation of **authorising engineers** and **authorised technicians**, PART A – RECOMMENDATION FOR AUTHORISATION of the **authorisation form** (annex A).

> Note: *For clarity and ease of understanding, only those 'categories of authorisation' for which the candidate is being authorised should be entered onto the authorisation form. Any restrictions or limitations imposed on the authorisation should also be entered onto the authorisation form.*

3.1.4.2 For the nomination of **operational controllers** and **competent technicians** along with the nomination of **selected persons**, PART ONE of the **nomination certificate** (Annex C).

> Note: *Any restrictions or limitations imposed on the nomination should be entered onto the nomination certificate.*

3.1.5 Ensuring that up-to-date records of all appointments and authorisations are maintained and made available to all relevant stakeholders.

3.1.6 Ensuring that a management process is in place for re-appointment.

4 ASSESSMENT AND APPOINTMENT OF AUTHORISING ENGINEERS AND AUTHORISED TECHNICIANS

4.1 Each candidate shall be required to satisfy an **authorisation panel** that he/she has the necessary competence to carry out the duties for which he/she is to be appointed or authorised.

4.2 Appointments or authorisations shall be in accordance with the schedule listed in annex B.

4.3 An **authorisation panel** shall conduct an assessment of the candidate and, depending on the appointment(s) required, shall be composed from the following:

4.3.1 The **responsible manager**, or his/her nominee, who will be chair and have the responsibility for organising the panel.

4.3.2 The **[Company A] health and safety manager** (or equivalent), or his/her nominee, who will primarily focus on issues relating to the **safety rules** and their application.

> Note: *This nominee could either be a* **[Company A]** *employee or an external consultant approved by the health and safety manager (or equivalent). The criteria which must be satisfied by any nominee (internal or external) are contained in annex E.*

4.3.3 One or more of the following persons, so that the panel will normally consist of those detailed in the **[Company A]** management instructions:

4.3.3.1 A representative from **[Company A]** with detailed knowledge and understanding of the **wind farm location** who possesses technical expertise (primarily to focus on local issues specific to the application of the wind turbine system safety rules relevant to the **categories of authorisation** or appointment proposed).

4.1.3.2 A co-opted officer to give special assistance to the panel when deemed to be necessary by the **responsible manager**.

4.4 As a pre-requisite for the **authorisation** interview, the candidate must have documented evidence of the training undertaken, confirmation of technical competency and records of internal assessment that meet the **[Company A]** minimum standards. These documents should be available to the panel and must include records for the satisfactory completion of:

4.4.1 A practical test(s) appropriate to the full range of the proposed authorisation, e.g. **mechanical** (**plant**) and **electrical apparatus**.

4.4.2 A certificate of 'confirmation of technical competency' (annex G).

4.5 The **authorisation** interview will contain questions that explore the candidate's knowledge and understanding of **[Company A]'s** wind turbine system safety rules, **supporting procedures** and **management instructions** and any other supporting documentation, and their practical application.

Note: *Authorisation panel members will make an individual assessment of the candidate against predetermined criteria which will be recorded on a pro-forma, signed by each panel member, and retained on file together with the authorisation form. See annex F.*

4.6 On satisfactory completion of the **authorisation** interview, the panel chairman shall enter the names of all panel members and sign PART B – AUTHORISATION PANEL of the **authorisation form** (annex A).

4.7 The 'certificate of authorisation' (PART C – CERTIFICATE OF AUTHORISATION of the **authorisation form**) shall be completed and signed by the **responsible manager**. **Responsible managers** should ensure that all persons being authorised as **authorised technicians** under the **[Company A]** wind turbine system safety rules have been confirmed by their employer as being technically competent and have been previously authorised as a **competent technician**.

4.8 The candidate shall sign a 'receipt of certificate of authorisation' (PART D – RECEIPT OF CERTIFICATE OF AUTHORISATION of the **authorisation form**) agreeing to the terms of the authorisation.

4.9 A copy of the **authorisation form** shall be retained by the **responsible manager**.

4.10 A copy of the certificate of authorisation shall be kept by the candidate. It is preferable for this to be personally retained by the candidate. A copy should also be placed in the candidate's training records.

4.11 When an **authorised technician** or **authorising engineer** is required to undertake responsibilities not covered by his/her existing authorisation, he/she should first satisfy a further **authorisation panel**. The candidate should then be issued with a new **authorisation form** listing the full range of **categories of authorisation** for which the candidate is then authorised (in preference to issuing a supplementary **authorisation form** which merely states the extension to the original authorisation). Copies of the original document(s) should be kept available for reference to provide a complete audit trail back to the original **authorisation panel** interview.

4.12 The **responsible manager** shall maintain an up-to-date record of **authorised technicians** and **authorising engineers** indicating the extent of their authorisation and the **plant/ apparatus** to which their authorisation applies. The records should clearly state any restrictions or limitations imposed on the authorisation.

4.13 Where there is a need to appoint an individual as an **authorised technician** or **authorising engineer** across a range of different geographical **wind farm locations** and/or **wind turbine generator** (WTG) models, the requirement to satisfy the full rigours of an **authorisation panel** for each of those locations/WTG models may be waived at the discretion of the **responsible manager** who will take into account the following criteria:

4.13.1 Whether the individual has received full authorisation training and satisfied an **authorisation panel** for at least one of the most 'significant' **wind farm locations**/WTG models across the range to be covered by the authorisation.

4.13.2 Whether the individual has been provided with practical training on the full range of **plant** or **apparatus** likely to be encountered.

4.13.3 Whether the individual continues to practice across the whole range of **wind farm locations**/ WTG models covered by the authorisation.

4.13.4 Whether the individual's employer has provided an appropriate 'confirmation of technical competency' certificate across the range of **wind farm locations**/WTG models to be covered by the authorisation.

4.13.5 Ensure all **wind farm locations**/WTG models covered by the authorisation are indicated on the **authorisation form** (which should also state any restrictions or limitations imposed).

4.14 In some circumstances it will be appropriate to limit an **authorised technician** authorisation to only carrying out work or testing under certain specific **approved written procedures**. In these circumstances, the restrictions and limitations shall be recorded on the **authorisation form**.

5 WITHDRAWAL OF A CERTIFICATE OF AUTHORISATION

5.1 When an **authorised technician** or **authorising engineer** leaves a **wind farm location** permanently, or when the authorisation is no longer required, the **responsible manager** should withdraw the **certificate of authorisation** and, where appropriate, notify other managers of the withdrawal.

5.2 If the person is to be subsequently re-authorised, as an **authorising engineer** or **authorised technician** then he/she shall undertake further training and satisfy the requirements of **[Company A]** management instructions.

6 APPOINTMENT OF OPERATIONAL CONTROLLERS

6.1 **Operational controllers** should be authorised from suitably qualified and experienced individuals. Appropriate training shall be given which will include the duties and responsibilities of the **operational controller** under the **[Company A]** wind turbine system safety rules, followed by a formal assessment; the assessment requirements will be decided by the **responsible manager.**

6.2 As a pre-requisite of the formal assessment, the individual must have documented evidence of the training undertaken and records of any internal assessment that meet the minimum standards stated in annex D. These documents should be available to the wind turbine system safety rules **authorisation officer** and/or the **responsible manager**.

6.3 The assessment as to whether a person is technically competent should be made against the criteria given as examples in annex H. A 'confirmation of technical competency' certificate should be provided to the **responsible manager** by the person's employer.

6.4 Authorisation of **operational controllers** shall be initiated by completing a **nomination certificate** (annex C). PART ONE of the form shall be signed by the wind turbine system safety rules **authorisation officer**. PART TWO shall be signed by the **responsible manager**. The **control boundaries** covered by the authorisation and any restrictions or limitations imposed must be clearly recorded on the **nomination certificate**.

6.5 The **responsible manager** shall maintain an up-to-date record of **operational controllers** indicating their sphere of operation. The records should clearly state any restrictions or limitations imposed on the authorisation.

7 APPOINTMENT OF SELECTED PERSONS

7.1 Persons who are to be appointed as **selected persons** have received formal training which includes:

– the appropriate technical specialism (wherever possible this should be supported by a recognised accreditation of technical competency), and

– an appropriate level of appreciation of **[Company A]'s** wind turbine system safety rules and relevant **management instructions**.

There should be a formal assessment of competence in a manner to be decided by the **responsible manager**. Prior to formal appointment the candidate must have documented evidence of the training undertaken and records of internal assessment that meet the minimum standards stated in annex D. These documents should be made available to the wind turbine system safety rules **authorisation officer** and/or the **responsible manager**.

7.2 The assessment as to whether a person is technically competent should be made against the criteria given as examples in annex H. A 'confirmation of technical competency' certificate should be provided to the **responsible manager** by the person's employer.

7.3 Formal appointment of **selected persons** shall be by completing a **nomination certificate** (annex C). PART ONE of the form shall be signed by the wind turbine system safety rules **authorisation officer**. PART TWO shall be signed by the **responsible manager.**

The **nomination certificate** must clearly indicate the nature and extent of the duties covered by the appointment and list any restrictions or limitations imposed.

7.4 The **responsible manager** shall maintain an up-to-date record of **selected persons** which identifies the specified hazards applicable to their expertise which may be practised at the **wind farm location**. The records should clearly state any restrictions or limitations imposed on the appointment.

8 AUTHORISATION OF COMPETENT TECHNICIANS

8.1 A **competent technician** is authorised on the basis that they are deemed to be technically competent to perform routine operation and maintenance work or testing on **wind turbine generator plant/LV apparatus** by following appropriate agreed routine operating procedures and using suitable tools/work equipment.

8.2 The assessment as to whether a person is technically competent should be made against the criteria given as examples in annex H. A 'confirmation of technical competency' certificate (annex G) should be provided to the **responsible manager** by the person's employer.

Prior to formal authorisation, the candidate must have documented evidence of the training undertaken and records of internal assessment that meet the minimum standards stated in annex D. These documents should be made available to the wind turbine system safety rules **authorisation officer** and/or the **responsible manager.**

8.3 Formal authorisation of **competent technicians** shall be initiated by completing a **nomination certificate** (annex C). PART ONE of the form shall be signed by the wind turbine system safety rules **authorisation officer.** PART TWO shall be signed by the **responsible manager**.

The **nomination certificate** must clearly indicate the nature and extent of the duties covered by the authorisation and list any restrictions or limitations imposed.

8.4 **Responsible managers** should ensure that all persons being authorised as **authorised technicians** have first been authorised as **competent technicians**.

9 CONTINUING ASSESSMENT OF COMPETENCE

9.1 The **responsible manager** shall ensure that all persons appointed or authorised under this WTSSR procedure six are assessed for continuing competence on a regular basis and that the results are formally recorded. **Authorised technicians** and **authorising engineers** should be re-assessed annually. The assessment process must be auditable and provide documented evidence that continued competency has been confirmed.

10 REFRESHER TRAINING

10.1 The **responsible manager** shall ensure that all **authorised technicians, authorising engineers** and **operational controllers** receive appropriate refresher training. This will be by attendance at a refresher training session as deemed necessary following annual re-assessment, normally at intervals not exceeding three years.

10.2 For persons with a higher level of competence and with several years of practicing experience, refresher training can be extended to a period of five years, at the discretion of the **responsible manager**.

10.3 The **responsible manager** shall ensure that all **selected persons** receive appropriate refresher training. This will be by attendance at an appropriate refresher training session, which should be aimed at ensuring technical expertise is maintained. The intervals for such refresher training will be determined by the **responsible manager.**

10.4 The **responsible manager** shall ensure that all **competent technicians** receive appropriate refresher training. This will be by attendance at an appropriate refresher training session, which should be aimed at ensuring that a sufficient level of understanding of **[Company A]'s** wind turbine system safety rules and **management instructions** is maintained. The intervals for such refresher training will be determined by the **responsible manager**.

10.5 Details of all refresher training must be formally recorded.

10.6 **As illustrated in figure one,** an appropriate refresher training session can be either:

(i) re-sit of the core WTSSR training course, presented by a certified core WTSSR trainer with delegates required to pass a core WTSSR test paper, or

(ii) a company specific refresher training session with the content based on the core WTSSR course presented by a certified core WTSSR trainer with delegates required to pass a core WTSSR test paper.

The option/s chosen by **[Company A]** shall be detailed in a **management instruction** or appended to this procedure.

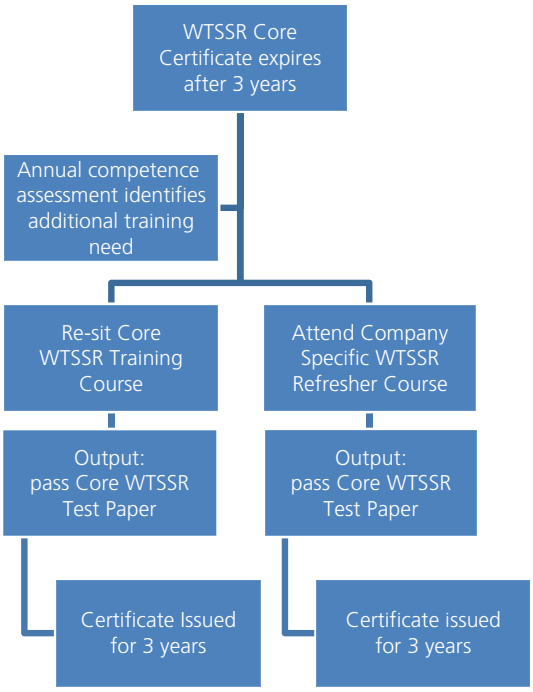

Figure one: WTSSR core course refresher training and renewal process

11 APPOINTMENTS OR AUTHORISATIONS UNDER WIND TURBINE SYSTEM SAFETY RULES OPERATED BY OTHER COMPANIES

11.1 The **responsible manager** must ensure that any appointed or authorised person must be trained and authorised or appointed under the sites, WTSSR, as stated above to allow work to take place.

ANNEX A
[COMPANY A] WIND TURBINE SYSTEM SAFETY RULES AUTHORISATION FORM

PART A – RECOMMENDATION FOR AUTHORISATION

I confirm that Name: ……..… Designation: ……...……

has been given instruction on the **[Company A]** wind turbine system safety rules and relevant management instructions and has received appropriate practical training. I am satisfied that the person has the necessary technical knowledge and experience and, in my opinion, understands the responsibilities of the appointment(s) detailed below. An appropriate 'confirmation of technical competency' certificate has been provided.

Group A: AUTHORISING ENGINEER level one/level two* for the following wind farm locations/ wind turbine models*:

……

……

……

……

……

Group B: AUTHORISED TECHNICIAN level one/level two* for the following wind farm locations/wind turbine models*:

……

……

……

……

……

Signed: ……..... Date: ……..……..

(Wind turbine system safety rules authorisation officer)

PART B – AUTHORISATION PANEL

An authorisation panel consisting of:

…… (Chairman) …… (Other panel member)

…… (H&S Manager) …… (Other panel member)

has examined the above-named person and is satisfied that he/she has the necessary knowledge and experience to be appointed as an **authorising engineer/authorised technician** as defined in Part A above.

Signed: ……..…… Date: ……..

(Panel chairman)

PART C – CERTIFICATE OF AUTHORISATION

The individual named in Part A above is appointed as specified in Part A and may carry out the relevant duties as defined in the **[Company A]** wind turbine system safety rules and relevant management instructions.

Signed: ……..…… Date: ……..

(Responsible manager)

PART D – RECEIPT OF CERTIFICATE OF AUTHORISATION

I acknowledge receipt of the certificate of authorisation and hereby declare that I have read and I understand the **[Company A]** wind turbine system safety rules and relevant local management instructions, and I agree to act in the capacity defined in Part A.

Signed: ……..…… Date: ……..

* Enter relevant details or 'N/A' and strike through unused space

ANNEX B
REVERSE SIDE OF AUTHORISATION FORM [COMPANY A] WIND TURBINE SYSTEM SAFETY RULES

SCHEDULE OF AUTHORISING ENGINEER/AUTHORISED TECHNICIAN APPOINTMENTS

<table>
<tr><th>GROUP</th><th colspan="2">APPOINTED AT SPECIFIED LOCATIONS/ON SPECIFIED WIND TURBINE MODELS</th></tr>
<tr><td>A</td><td colspan="2">Level one authorising engineer
Carrying out duties allocated to authorising engineers as specified in the wind turbine system safety rules, including:
– The formal approval of approved written procedures (Rule C.4.2).
– Agreement that operational work or testing can be carried out under a routine operating procedure (Rule C.4.4).

Level two authorising engineer
Carrying out duties allocated to authorising engineers as specified in the wind turbine system safety rules, including:
– The formal approval of HV approved written procedures (Rule C.5.2).</td></tr>
<tr><td>B</td><td>Level one authorised technician
Carrying out duties allocated to authorised technicians as specified in the wind turbine system safety rules, including:
– Carrying out the ‘transfer of control’ process in collaboration with the operational controller (Rule C.2.5).
– Before working or testing, or setting persons to work or test, under an approved written procedure, establishing general safety and ensuring that it is maintained throughout (Rule C.2.9).
– Implementing the requirements of approved written procedures and, where applicable, any selected person’s report (Rule C.2.4; C.2.6 and C.2.10).
– Where applicable, instructing other authorised technicians to apply safety precautions and confirming that each has been carried out (Rule C.2.6 (iii)).</td><td>Level two authorised technician
Carrying out duties allocated to authorised technicians as specified in the wind turbine system safety rules, including:
– Carrying out the ‘transfer of control’ process in collaboration with the operational controller (Rule C.3.5).
– Before working or testing, or setting persons to work or test, under an HV approved written procedure, establishing general safety and ensuring that it is maintained throughout (Rule C.3.9).
– Implementing the requirements of HV approved written procedures and, where applicable, any selected person’s report (Rule C.3.4; C.3.6 and C.3.10).
– Deciding and providing immediate supervision or personal supervision as appropriate (Rule C.3.7 (ii); C.2.10 (vi) and C.3.13 (iii)).</td></tr>
</table>

GROUP	APPOINTED AT SPECIFIED LOCATIONS/ON SPECIFIED WIND TURBINE MODELS	
	– Deciding and providing **immediate supervision** or **personal supervision** as appropriate (Rule C.2.7 (ii); C.2.10 (v) and C.2.11 (ii)). – Retaining in safe custody **approved written procedures** and any associated keys and other items (Rule C.2.7 (i) and C.2.10 (iv)). – Enacting, as appropriate, the transfer, clearance and cancellation of **approved written procedures** (Rule C.2.8; C.2.12 and C.2.13). – Carrying out duties as the recipient of an **approved written procedure** for work or testing which allows for the restoration of motive power supplies (Rule C.2.11).	– Retaining in safe custody HV **approved written procedures** and any associated keys and other items (Rule C.3.7 (i) and C.3.10 (v)). – Enacting, as appropriate, the transfer, clearance and cancellation of HV **approved written procedures** (Rule C.3.8; C.3.13 and C.3.14). – Carrying out duties as the recipient of an HV **approved written procedure** for work or testing which allows for the restoration of motive power supplies (Rule C.3.11). – Carrying out duties as the recipient of an HV **approved written procedure** with **sanction for test** which allows testing (Rule C.3.12).

NOTE: A COPY OF THIS SCHEDULE OF AUTHORISATION GROUPS (Annex B) SHOULD BE ISSUED WITH EACH AUTHORISATION FORM (Annex A).

ANY LIMITATIONS OR RESTRICTIONS IMPOSED ON THE APPOINTMENT SHOULD BE RECORDED ON THE AUTHORISATION FORM (Annex A).

A COPY OF THE AUTHORISATION FORM MUST BE RETAINED BY THE PERSON BEING APPOINTED.

ANNEX C
[COMPANY A] WIND TURBINE SYSTEM SAFETY RULES NOMINATION CERTIFICATE

To: ……..…… (responsible manager) **Location:** ……

PART ONE

Name: ……..... **Team/Contractor**: ……..…….....……..…..

The above-named person has received appropriate training and I am satisfied that they have demonstrated their competence to carry out the responsibilities of:

Operational controller for the following activities*[1]:

……

……

Selected person for the following activities*[2]:

……

……

Competent technician for the following activities*[3]

……

……

They have received instruction on the [Company A] wind turbine system safety rules and management Instructions relevant to this nomination.

An appropriate 'confirmation of technical competency' certificate has been provided.

Signed: ……..…… Date: ……..

(*Wind turbine system safety rules authorisation officer*)

1.0 The control boundaries covered by the nomination must be clearly recorded.

2.0 The nature and extent of the duties covered by this nomination must be clearly recorded.

3.0 The nature and extent of the duties covered by this nomination must be clearly recorded.

PART TWO

The above person is hereby nominated in accordance with the terms of this certificate.

Signed: ……..…… Date: ……..

(*Responsible manager*)

PART THREE

I accept the above nomination.

Signed: ……..…… Date: ……..

* Delete as applicable.

ANNEX D
MINIMUM STANDARDS FOR TRAINING OF PERSONS AUTHORISED OR APPOINTED UNDER THE [COMPANY A] WIND TURBINE SYSTEM SAFETY RULES

Detailed below are the minimum standards that must be achieved in the training of **authorising engineers, authorised technicians, operational controllers, selected persons** and **competent technicians**. **[Company A]** must establish a formal, auditable training programme, which provides documented evidence of training and an assessment of the individual's knowledge and practical competence in the areas listed below.

1 AUTHORISING ENGINEERS

To achieve the authorisation of level one **authorising engineer** the candidate must be able to demonstrate knowledge and practical competence in the following areas:

1.1 Theoretical understanding of the **[Company A]** wind turbine system safety rules, **management instructions** and support documentation.

1.2 The practical application of the [Company A]wind turbine system safety rules, **management instructions** and support documentation either by the preparation of practice **approved written procedures** or by simulation exercises.

1.3 Physical details of the **plant** and LV **apparatus** at the **wind farm location**(s), sufficient to cover the area of **authorisation**.

1.4 The means of achieving isolation, including the use of any specialised **isolating devices** and variations across the range of equipment concerned.

1.5 The **[Company A]** work control procedure for dealing with work planning.

1.6 The training must include:

(i) a practical test to a suitable standard covering all aspects appropriate to the **categories of authorisation** on the **plant** and LV **apparatus**, and

(ii) a 'mock' interview (where this is deemed to be appropriate by the **responsible manager**).

1.7 Confirmation of technical competence, see annex G and annex H.

In addition to those detailed above, to achieve the authorisation of level two **authorising engineer** the candidate must be able to demonstrate knowledge and practical competence in the following areas:

1.8 Theoretical understanding of the additional dangers associated with HV works.

1.9 Possess a working knowledge of how to operate safely inside and outside of nominal safety distances.

1.10 Have a working knowledge of HV apparatus installed at a **wind farm location** and how to safely isolate and earth such apparatus.

1.11 In possession of experience regarding the use of safety documents with the context of an AWP.

1.12 Have a working knowledge of how to deal with hazards involved in back feed and stored energy.

1.13 Understanding the requirement for testing for dead after isolation but prior to earthing operations.

1.14 Able to put together an AWP with all additional sections required to carry out HV isolation and earthing processes along with all additional precautions required.

2 AUTHORISED TECHNICIANS

To achieve the authorisation of level one the candidate must be able to demonstrate knowledge and practical competence in the following areas:

2.1 Identification of general safety requirements across a range of jobs and establishment of general safety before setting working parties to work.

2.2 Theoretical understanding of the **[Company A]** wind turbine system safety rules, **management instructions** and support documentation.

2.3 The practical application of the **[Company A]** wind turbine system safety rules, **management instructions** and support documentation by simulation exercises in the application of **approved written procedures**.

2.4 Be able to apply the requirements of the WTSSR, **supporting procedures** and **management instructions** when carrying out work or testing on the **plant** and LV **apparatus**.

2.5 Understand the situations when supervision may be required when technicians are carrying out work or testing on the **plant** and LV **apparatus**.

2.6 Physical details of the **plant** and LV **apparatus** sufficient to cover the area of authorisation.

2.7 The means of achieving isolation, including the use of any specialised **isolating devices** and variations across the range of equipment concerned.

2.8 The **approved written procedure** including the 'transfer of control', 'safe custody' and 'surrender' processes.

2.9 The [Company A] work control procedure for dealing with work planning.

2.10 The training must include:

(i) a practical test of the use of **approved written procedures** to a suitable standard covering all aspects appropriate to the **categories of authorisation** across the whole range of **plant** and LV **apparatus** to be covered by the appointment, and

(ii) a 'mock' interview (where this is deemed to be appropriate by the **responsible manager**).

2.11 Confirmation of technical competence, see annex G and annex H. This should include any specialist competence such as might be required for an **authorised technician** authorised under the WTSSR.

In addition to those detailed above, to achieve the authorisation of level two **authorised technician** the candidate must be able to demonstrate knowledge and practical competence in the following areas:

2.12 Be capable of carrying out pre use checks on all apparatus prior to any interaction with HV apparatus.

2.13 Possess competence to be able to operate safely on and in the vicinity of HV apparatus.

2.14 Be familiar with the contents of an AWP with HV elements, be able to follow each step confidently and coherently.

2.15 Have an in-depth understanding of switching operations, ensuring each action is clear and all generate the expected actions.

2.16 Having a thorough understanding of actions to be taken if apparatus in distress is encountered.

3 OPERATIONAL CONTROLLERS

Operational controllers must be suitably trained persons with experience in operational control of the **wind farm**. They must be able to demonstrate knowledge and practical competence in the following areas:

3.1 Duties and responsibilities of the **operational controller** as defined within **[Company A]'s** wind turbine system safety rules, **management instructions** and associated documentation.

3.2 Implementation of the **operational controller** function both within the **wind farm location** control boundary and, where appropriate, across interface boundaries with external parties.

3.3 The recording of 'transfer of control' and the management and communication of exceptions on a **wind turbine**.

3.4 Confirmation of technical competence, see annex G and annex H

4 SELECTED PERSONS

Selected persons must be able to demonstrate knowledge and practical competence in the following areas:

4.1 Duties and responsibilities of the **selected person** defined within the **[Company A]** wind turbine system safety rules, **management instructions** and associated documentation.

4.2 The use of the **selected person's report** as detailed within the **[Company A]** wind turbine system safety rules.

4.3 Technical knowledge and understanding of the system derived hazards on which advice is to be given and of their possible effects on persons.

4.4 Use of equipment to analyse or detect the presence of harmful substances and/or situations that could give rise to danger, relevant to 4.3 above, and be technically competent to interpret the information and readings obtained.

4.5 Technical competence to advise on control measures, including the use of **personal protective equipment**, which can be employed to protect persons from the identified hazards. Confirmation of technical competence must be provided; see Appendices G and H.

4.6 Production of written advice in the form of a **selected person's report**.

The training should include a practical test to a suitable standard with assessment by an appropriate member of the **[Company A]** senior technical staff.

5 COMPETENT TECHNICIANS

Competent technicians must be able to demonstrate knowledge and practical competence in the following areas:

5.1 Identification of **general safety** requirements across a range of jobs and establishment of **general safety** before setting **working parties** to work.

5.2 Theoretical understanding of the **[Company A]** wind turbine system safety rules, **management instructions** and support documentation.

5.3 The practical application of the **[Company A]** wind turbine system safety rules and **management instructions** relevant to work or testing under **routine operating procedures.**

5.4 Physical details of the **plant** and LV **apparatus** sufficient to cover the appointment.

5.5 The means of applying any safety precautions specified in the **routine operating procedure.**

5.6 The process for obtaining 'transfer of control' from the **operational controller** to carry out work or testing under **routine operating procedures**.

5.7 The **[Company A]** work control procedure for dealing with work planning.

5.8 Confirmation of technical competence, see annex G and annex H.

ANNEX E CRITERIA FOR THE ACCREDITATION OF A NOMINEE

Criteria for the accreditation of a nominee of the [Company A] health and safety manager to perform duties as a member of an authorisation panel under the wind turbine system safety rules

1. An in-depth working knowledge of the **[Company A]** wind turbine system safety rules, and all associated **support procedures** and **management instructions**.
2. A sound knowledge of how the **[Company A]** wind turbine system safety rules are applied to practical situations.
3. A clear understanding of the categories of appointment for **authorising engineers/ authorised technicians** and an ability to advise on such.
4. An understanding of the [Company A] 'standards' required for the authorisation of **authorising engineers** and **authorised technicians**.
5. Relevant previous 'operational' experience.
6. Pragmatism.
7. Ability to remain focussed on the application of the **[Company A]** wind turbine system safety rules and not to drift into other unrelated areas.
8. Ability to communicate effectively.
9. Capability to develop lines of questioning based upon the response of the candidate.
10. Ability to set candidates at ease.
11. Able to re-phrase questions or offer prompts without providing candidates with the answer.
12. Ability to ask open questions.
13. Ability to sum up a candidate's performance, to offer a frank unbiased opinion to the chairman but not be afraid to stand one's ground.
14. Ability to take charge of, direct or lead the interview if requested.
15. Ability to produce suitably detailed notes outlining the areas covered during the interview.
16. Cover sufficient breadth and depth of a subject area to enable a proper assessment of the candidate's capabilities.
17. Ability to gauge whether a candidate actually has an in-depth understanding or just a shallow knowledge of a topic.
18. Ability to put an appropriate level of pressure on the candidate.
19. The ability to support other panel members.
20. Offer compromise in situations where candidates might not meet the full requirements but have nonetheless satisfied some requirements to a standard such that they might achieve a more limited level of authorisation.

ANNEX F
[COMPANY A] WIND TURBINE SYSTEM SAFETY RULES AUTHORISATION INTERVIEW

ASSESSMENT AND AUTHORISATION OF AUTHORISING ENGINEERS AND AUTHORISED TECHNICIANS

CANDIDATE: ……

AUTHORISATION AS: AUTHORISING ENGINEER/AUTHORISED TECHNICIAN*

Criteria for assessment	Assessment rating			Comments
	High	Medium	Low	
Understanding of the intended categories of appointment relevant to the interview.				
Standard of portfolio of training and competency evidence. Does the portfolio meet the turbine type, required risk control and contribute to the application of general safety. Can the candidate explain why the training and competency levels are required in carrying the role of AE or AT.				
Practical and theoretical knowledge and understanding of **[Company A]'s** wind turbine system safety rules and relevant management instructions. How they are applied in the WTG, how and why they allow 'safety from the system', and why misuse or non-use of the WTSSR will lead to increased risk to the working party.				
Ability to be concise and to convey accurate and logical thought processes to a given situation. Strong communication skills that pass on accurate information to the working party and the OC.				
Technical/local plant knowledge and expertise relevant to the intended categories of appointment. Especially in dealing with hazardous energy by the correct and timely application of isolations laid down in the AWP. How isolations are locked and tagged and when it is safe to remove the isolations.				

Criteria for assessment	Assessment rating			Comments
	High	Medium	Low	
Willingness of the candidate to discharge the relevant responsibilities. Is the candidate confident he/she can lead a working party and ensure they are safe at all times?				
Ability to withstand 'pressure' situations especially Time versus risk pressures and how they can be applied by themselves or out with the working party.				

Overall assessment

Signature ……

Name: …… (Panel member)

Date: ……

*****Delete as applicable

ANNEX G
[COMPANY A] WIND TURBINE SYSTEM SAFETY RULES

CONFIRMATION OF TECHNICAL COMPETENCY

To: …… ([Company A] responsible manager)

PART ONE

Name: …… **Company**: ……

I am satisfied that the above-named person has demonstrated their technical competence on the following wind turbine model(s) and/or type(s)

……

The technical competence of this person has been assessed on the basis of:

……

(Record details such as: training; qualifications; skills; knowledge and experience; relevant specialisms; membership of professional bodies/organisations/trade registrations; practical testing, etc.)

This person is considered to be technically competent to perform:

Work or testing under routine operating procedures as a competent technician – Y/N*

Work or testing under approved written procedures as a level one authorised technician – Y/N*

Work or testing under HV approved written procedures as a level two authorised technician – Y/N*

Duties as a level one authorising engineer – Y/N*

Duties as a level two authorising engineer – Y/N*

Duties as an operational controller – Y/N*

Duties as a selected person – Y/N*

Limitations or restrictions (please specify): ……

Signed: …… Date: ……

(Line manager/team leader/supervisor*)

PART TWO

The above person is hereby deemed to be technically competent in accordance with the terms of this certificate.

Signed: …… Date: ……

(Management representative)

*****Delete as applicable

ANNEX H
CRITERIA THAT CAN BE USED IN AN ASSESSMENT OF TECHNICAL COMPETENCY

1 The assessment of technical competence can be made based on criteria such as:

- training;
- qualifications;
- skills;
- previous knowledge and experience;
- previous authorisations under compatible 'safety rules';
- relevant specialisms;
- membership of professional bodies/organisations/trade registrations, and
- practical testing.

2 Limitations on technical competence might include criteria such as:

- mechanical background with no experience of electrical systems;
- electrical background with no experience of mechanical systems;
- control and instrumentation background;
- no previous experience of work/testing on or near to live electrical systems (WTSSR A.3.13 (viii) and A.3.14), and
- no previous experience in making adjustments to the controlling features of wind turbine plant or apparatus whilst it is in the operating mode (WTSSR A.4.23).

NOTE: The criteria in one and two above are offered as examples only and should not be considered as definitive or exhaustive.

Wind turbine system safety rules authorised technician assessment checklist:

Candidate name ……

Company …… Date ……..

The candidate should be able to explain an understanding of the following:

WTSSR issue to question:	***Content required for answer:***	**Understanding**
Five steps of working with the WTSSR:	*Release, establish safe conditions (isolation, grounding or earthing), carry out work, clearance on completion of work, restoration and return WTG to operation*	
Systems on a WTG:	*Plant, LV and HV apparatus (WTSSR)*	

WTSSR issue to question:	***Content required for answer:***	**Understanding**
System boundary:	*Main breaker*	
Inherent dangers:	*Rotating plant, electricity, pressure, substances, stored energy*	
The WTSSR provide:	*Safety from the system*	
An AWP provides:	*A safe system of work*	
Explain AWP signature points:	*At the time of the isolation*	
AWP kept during the work:	*AWP kept on person*	
Transfer of AWP	*Ideally face to face to another appropriate AT, but other wise to OC or using a transfer envelope*	
Dealing with emerging risk (AWP)	*Stop work and report to OC, appropriate AE*	
Lost AWP or absent AT	*Raise a new appropriate AWP and check isolations in place to restart work etc.*	
General safety	*Remote to local, PPE, housekeeping, lifting, etc*	
Leading a work party	*Establish and maintain general safety, sign the appropriate AWP to confirm isolation in place, set working party to work,*	
Other safety documents	*Risk assessments, method statements, work instructions, service manual, etc.*	
Weather/ice on blades	*Request WTG is stopped remotely*	
What tools can be used?	*Only tools approved on the tools register.* *Tools, checked and certified*	
Test for dead procedure	*Test on proving unit, test at point of work, test on proving unit.* *Prove, test, prove*	
Supervision	*Immediate supervision, personal supervision*	

WTSSR issue to question:	***Content required for answer:***	**Understanding**
Transfer of control procedure at site	*Gather documentation for the task (complete appropriate AWP part 1), contact OC to request transfer of control of WTG (complete AWP part 2) - carry out work (complete appropriate AWP part 3 and 4), contact OC to request transfer of control (complete appropriate AWP part 5)*	
Technical understanding of WTG	*Ask for information regarding the WTG type, etc.*	
Scenarios	*Set a scenario and ask candidate to talk through the process relevant to the WTSSR*	

Signed (panel member) ……..…

Name ……

This publication has been produced as a result of work carried out within the Technical Team of the Energy Institute (EI), funded by the EI's Technical Partners and other stakeholders. The EI's Technical Work Programme provides industry with cost effective, value adding knowledge on key current and future issues affecting those operating in the energy industry.

Energy Institute
61 New Cavendish Street
London W1G 7AR, UK

t: +44 (0) 20 7467 7100
e: pubs@energyinst.org
www.energyinst.org

ISBN 9781787255531
Registered Charity Number: 1097899