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Requirements for electronic safety document systems

Wind turbine system safety rules
Support procedure eight

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SafetyOn

G+ Global Offshore Wind
Health & Safety
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SUPPORT PROCEDURE EIGHT
[Company A] wind turbine system safety rules
Requirements for electronic safety document systems

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FOREWORD

The purpose of this procedure is to detail the minimum requirements that will allow [Company A] to produce a **management instruction** that details the content and approval of **electronic safety document systems** as required to comply with the [Company A] wind turbine system safety rules (WTSSR).

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

SUPPORT PROCEDURE EIGHT

Procedure for requirements for electronic safety document systems

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 **support procedure** is applicable to **safety documents** as defined within the wind turbine system safety rules (WTSSR). It shall allow **electronic safety documents** to be developed so that **safety documents** can be completed as required by **persons appointed** by [Company A] to satisfy the requirements of the WTSSR.

In developing and implementing an **electronic safety document system**, persons appointed by [Company A] shall be familiar with any requirements set out under applicable legislation and health and safety guidance.

This procedure has been written taking account the relevant requirements as they relate to the WTSSR.

For the purpose of this procedure, electronic signatures shall fulfil the following conditions:

– An electronic signature shall be uniquely linked to the signatory.
– An electronic signature shall be capable of identifying the signatory.
– An electronic signature shall be created using means that the signatory can maintain under his/her control.
– An electronic signature shall be linked to the data which it relates in such a manner that any subsequent change of the data is detectable.

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 WTSSR.

'**Responsible manager**' means the **manager**, appointed by [Company A], who shall have responsibility for the **plant/apparatus** whenever the [Company A] wind turbine system safety rules apply to it.

Authorised technician includes either a level one **authorised technician** or level two **authorised technician**, depending on the nature of the **approved written procedure**.

Authorising engineer includes either a level one **authorising engineer** or level two **authorising engineer**, depending on the nature of the **approved written procedure**.

'**Safety documents**' means elements of an high voltage (HV) **approved written procedure** or **routine operating procedure** which may be either a **limitation of access, a permit for work** or **sanction for test**.

Approved written procedure – an approved procedure written in a format indicated in these **safety rules** specifying the **plant/apparatus** on which work can take place, without **danger**, by an appropriately **authorised technician** following the precautions stated to achieve **safety from the system**.

Routine operating procedure – a written procedure, for use with the full knowledge and agreement of [Company A], that defines operational work or testing, which is of a regular or routine nature that may be carried out on **plant** and/or **apparatus** by a suitably trained **competent technician** without an HV **approved written procedure**. It shall define the safety requirements whose application shall be within the capability of the **competent technician** who is to carry out the routine work or testing.

2.1.1 Abbreviations

AE – Authorising engineer

AWP – Approved written procedure

HV – High voltage

WTSSR – Wind turbine system safety rules

3 GENERAL REQUIREMENTS

3.1 A risk assessment shall be completed to assess the risks involved if changing from a paper based **safety document system** to an **electronic safety document system**. Any risks that are identified shall be mitigated before implementing any **electronic safety document system**.

3.2 In the event that [Company A] decides to implement an **electronic safety document system**, it shall be necessary for [Company A] to write and issue a **management instruction** to detail how the use of an **electronic safety document system** shall be implemented and maintained. Key roles and responsibilities shall be allocated to suitably competent persons in order that the **electronic safety document system** adheres to the requirements of this **support procedure**.

3.3 The requirements of **support procedure** two and the relevant [Company A] **management instruction** for the approval of tools, equipment and processes shall be met prior to implementing an **electronic safety document system**.

3.4 [Company A] shall ensure that the **safety document system** is fully supported and updated to prevent it from becoming outdated and/or incompatible with operating systems on electronic devices.

3.5 The **electronic safety document system** shall have a unique identity for each of the **appointed persons** who are intending to use the system.

3.6 **Appointed persons** shall not provide other persons (**appointed** or not) with their login/ identity details.

3.7 The **electronic safety document system** shall not allow any technical or safety content of the **safety document** to be changed once it has been **approved** by the level two **authorising engineer.**

3.8 The electronic device shall have suitable and sufficient security so that the input of the required data on to the **electronic safety document** can only be controlled by the **competent technician** or level two **authorised technician** in charge of the **working party**.

3.9 **Electronic safety documents** shall only be updated/uploaded/managed and **approved** in accordance with the correct procedure for document issue/update as detailed in the [Company A] **management instruction**.

3.10 There shall be a process available to follow by **appointed persons** that in the event that the electronic system fails or is unavailable, **safety from the system** can be maintained and that an **approved** audit trail can be maintained. Where a task is part completed and the electronic system fails, an **approved** procedure shall be subject to the requirements of support procedure one *Procedure for Approval of General Provisions Special Instructions (GP3) and other Procedures*. This facility is not intended to cater for regular scenarios where electronic connectivity is lost, but rather for isolated but significant failure of the device or system and so be treated in the same manner as the loss of a physical (e.g. paper based) safety document.

3.11 [Company A] shall ensure that any wireless networks crucial to the successful operation of the **electronic safety document system** are proven to be robust enough to allow reliable use of the system. Where an electronic system is proving to be unreliable, the use of a paper based system shall be re-introduced until such time that the electronic system is proven to be operating correctly again.

3.12 **Electronic safety documents** shall be safely archived for a period of time as defined in the [Company A] **management instruction**.

3.13 **Electronic safety documents** shall be archived in such a way that they can be readily audited by the relevant managers, safety professionals and independent parties.

3.14 The device that is used to interact with an **electronic safety document** shall be physically robust enough and managed in such a way that it can cope with the rigours of the working environment so that any potential failure of the device as a result of the working environment and other factors is as low as reasonably practicable. [Company A] shall determine through a process of risk assessment if a chosen device meets the demands of the working environment.

3.15 The device that is used when using an **electronic safety document** shall be configured in such a way that the time and date cannot be changed by the **appointed persons**.

3.16 Hyperlinks can be contained within an **electronic safety document** to enable easy cross reference against method statements, risk assessments and other associated supporting safety documentation.

3.17 **Electronic safety documents** shall meet the same minimum standards of content as described within the WTSSR as that of paper based **safety documents**.

4 REQUIREMENTS FOR APPROVED WRITTEN PROCEDURES

4.1 An electronic **approved written procedure** shall be capable of accepting a counter signature by another **authorised technician** after a period of **surrender** against **signature checkpoints** and points of isolations.

4.2 The **authorised technician** shall have the facility to allow a secondary signature on the **electronic approved written procedur**e. This shall allow an additional **authorised technician** to counter sign against **signature checkpoints** for points of isolation during the workflow if an **authorised technician** instructs another **authorised technician** to apply a safety precaution.

4.3 The **authorised technician** shall have the facility to allow a secondary signature on the electronic **approved written procedure** of a person appointed under the relevant **high voltage safety rules** when cross-boundary safety precautions are required.

4.4 Only one **authorised technician** shall be able to access and use an active **approved written procedure** at any one time.

4.5 The electronic **approved written procedure** shall be capable of being put into a 'virtual' safe custody for the purposes of **surrender** so that only an **authorised technician** with the relevant authorisation can gain access to the **approved written procedure** when work is to be resumed.

4.6 [Company A] shall ensure that a process for the safe custody of **safety keys** and other issued items is available for use whilst the **electronic safety document** is held in **surrender.**

4.7 An electronic **approved written procedure** shall allow for the **authorised technician** to add free text beside relevant **signature checkpoints** in the event that work has to temporarily stop.

4.8 It should be possible for the **authorising engineer** to add key additional document numbers to the **electronic safety document** such as a **selected person** report, **maintenance work order,** etc.

4.9 It should be possible for **authorised technicians** to add work order numbers as required to the **approved working procedure**.

5 SPECIFIC REQUIREMENTS FOR ROUTINE OPERATING PROCEDURES

5.1 An **electronic safety document system** shall allow for the recording of the agreement of [Company A] and the **authorising engineer** that a **routine operating procedure** is valid in accordance with the [Company A] **management instruction**.

5.2 An electronic **routine operating procedure** shall be capable of accepting pre-defined entries by the **competent technician** in charge of the **working party**.

6 GENERAL REQUIREMENTS FOR ELECTRONIC DOCUMENTS

6.1 Before introducing an **electronic safety document system** operators shall be sure that:

6.2 A suitable system (e.g. password-protected electronic signatures) is in place to prevent unauthorised issue or acceptance.

Guide: To be included within [Company A] **management instruction**.

6.3 Normally, a site visit should be undertaken to prove the adequacy of the **approved written procedure** in achieving **safety from the system**.

Guide: An authoring engineer (AE) will normally undertake a site visit to prove the adequacy of the **approved written procedure** in achieving **safety from the system**. The verification of the **approved written procedure** will normally include input from an **authorised technician**. The exact process for approving **approved written procedures** shall be included within a [Company A] **management instruction**. Once this has been completed the **authorising engineer** would formally approve the **approved written procedur**e which can then be used by the **authorised technician** without the need for the **authorising engineer** to be in attendance.

[Note: This requirement is not mandatory as referenced by the use of the term 'normally'. However, each company shall have a **management instruction** on how approved written procedures (AWPs) are **approved**.]

6.4 Systems shall be in place to prevent documents already issued from being altered without the alterations being communicated to all concerned.

Guide: To be included within [Company A] **management instruction**.

6.5 The facility shall exist for paper documents to be produced for display at the job site.

Guide: To be included within [Company A] **management instruction**.

6.6 Training is required to be provided to ensure that operators assess the specific job and do not rely on 'cutting and pasting' existing sections from other documents.

Guide: To be included within [Company A] **management instruction**.

6.7 Suitable back-up systems are required to be available in the event of a software failure or power outage.

Guide: To be included within [Company A] **management instruction**.

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