

# Wind Turbine Safety Rules - Support Procedure P1

Company 'A' Wind Turbine Safety Rules Procedure  
Approval of General Provisions Special Instructions (GP3),  
and other Procedures

4th Edition



In partnership with



SUPPORT PROCEDURE P1  
Company 'A' Wind Turbine Safety Rules Procedure  
Approval of General Provisions Special Instructions (GP3) and other Procedures

4th edition

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## FOREWORD

There are many instances in the Company 'A' Wind Turbine Safety Rules (WTSR) where the word 'Approved' is used.

All support procedures and Management Instructions should be Approved and this may be incorporated into Company 'A' Quality Management System. This should be reflected in the Company 'A' Support procedure P1.

Specific requirements for Approval are also stated in other Wind Turbine Safety Rules Support Procedures, as follows:

### Procedure

Procedure for the Approval of Tools, Equipment and Processes	P2
General Provision 4 Objections on Safety Grounds	P3
Procedure for the Addition of Plant and Apparatus to the System	P4
Procedure for the Temporary Addition of Alternative Safe Systems of Work	P5
Procedure for the Appointment of Persons	P6
Procedure for the Control of Cross Boundary Safety Precautions	P7
Procedure for Approval of Electronic Safety Document Systems	P8

### Wind Turbine Safety Rules Management Instructions

The Authorising Engineer is responsible for the approval of Approved Written Procedures (see WTSR C3). The detailed procedure for those approvals should be defined in a Management Instruction.

This Support Procedure P1 should be followed when Company 'A' wishes to formally sanction for use an Approved Procedure such as those indicated in Section 1, below.

## **Company 'A' Wind Turbine Safety Rules 4th Edition 2021**

### **Support Procedure P1**

#### **Procedure for Approval of General Provisions Special Instructions (Gp3) and Other Procedures**

#### **CHANGE LOG**

<b>Rev</b>	<b>Modification</b>	<b>Issue Date</b>	<b>Page</b>
1	New document	2015	
2	Change Log added Reference to P8	May 2019	2 and 3
3	Removal of RUK	Dec 2019	All
4	Renaming to WTSR 4th Edition 2021	June 2021	All

## 1 SCOPE

The Procedures which must be Approved in accordance with this document are as follows:

Procedure	WTSR Reference
General Provision 3 – Special Instructions	GP3

## **2 DEFINITIONS**

For the purposes of this Procedure:

- 2.1** 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 WTSR.
- 2.2** The 'Responsible Manager' means the Manager, appointed by Company 'A', who will have responsibility for the Plant and LV Apparatus whenever the Company 'A' Wind Turbine Safety Rules apply to it.

### **3 APPROVAL PROCEDURE**

- 3.1** Approved Procedures may be headed in the manner detailed in Appendix A, Section 1.
- 3.2** Section 1 of an Approval of Procedure Form (Appendix A) should be submitted, together with a copy of the procedure requiring approval, to the Company 'A' Health and Safety Manager (or equivalent), or his / her nominee, for independent assessment.
- 3.3** The Health and Safety Manager (or equivalent), or his/her nominee, should ensure that an independent assessment of the integrity of the procedure is undertaken by an appropriate person. The appropriate person will be known as the Independent Assessor and should be someone who is understood to be competent to carry out such an assessment. A list of Independent Assessors, capable of carrying out the independent assessment, should be held by the Health and Safety Manager (or equivalent).
- 3.4** The Independent Assessor should consult directly with the Responsible Manager on any points of clarification required to assess the procedure as satisfactory.
- 3.5** When the procedure has been assessed as satisfactory the Independent Assessor should complete Section 2 of the Approval of Procedure Form (Appendix A) and return the form to the Health and Safety Manager (or equivalent), or his/her nominee.
- 3.6** When satisfied that the independent assessment is adequate the Health and Safety Manager (or equivalent), or his/her nominee, should then sign Section 2 of the Approval of Procedure Form (Appendix A) before returning it to the Responsible Manager, together with a copy of the associated procedure.
- 3.7** The Responsible Manager will sign Section 3 of the Approval of Procedure Form (Appendix A) thereby giving the associated procedure a formal approval.
- 3.8** The Responsible Manager will then issue the procedure as an Approved Procedure for use at the appropriate Wind Farm Location(s) on the appropriate Wind Turbine Generator (WTG) model(s).

## **APPENDIX A**

### **COMPANY 'A' WIND TURBINE SAFETY RULES (4TH EDITION)**

#### **APPROVAL OF PROCEDURE FORM**

**1. DETAILS OF PROCEDURE**

PROCEDURE No: \_\_\_\_\_

FOR USE ON/@\*: \_\_\_\_\_ (WTG Model/Wind Farm Location\*)

Plant/LV Apparatus: \_\_\_\_\_

\_\_\_\_\_

Type of Procedure (GP3 etc): \_\_\_\_\_

Title of Procedure (where appropriate): \_\_\_\_\_

\_\_\_\_\_

\*New Procedure/\*Supersedes Procedure: \_\_\_\_\_

**2. ASSESSMENT**

I have ensured that an assessment of the named procedure has been undertaken and consider it satisfactory for certification as 'Approved'.

Remarks (if any) \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_ (Independent Assessor)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ (H&S Manager, or equivalent)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

3. APPROVAL AND ISSUE

Approved and Issued by:

Print Name: \_\_\_\_\_ (Responsible Manager)

Signature: \_\_\_\_\_

Date of issue: \_\_\_\_\_

\* Delete as applicable.



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