

# Wind Turbine Safety Rules - Support Procedure P2

Company 'A' Wind Turbine Safety Rules Procedure  
Approval of Tools, Equipment and Processes

4th Edition



In partnership with



SUPPORT PROCEDURE P2  
Company 'A' Wind Turbine Safety Rules Procedure  
Approval of Tools, Equipment and Processes

4th edition

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

## Support Procedure P2

### Approval of Tools, Equipment and Processes

#### CHANGE LOG

Rev	Modification	Issue Date	Page
1	New document	2015	-
2	Change Log added	May 2019	2
3	Removal of RUK	Dec 2019	All
4	Renaming to WTSR 4th Edition 2021 Reference to UK Legislation removed and general term added to allow global interpretation	June 2021	All

## **PROCEDURE FOR APPROVAL OF TOOLS, EQUIPMENT AND PROCESSES**

### **1 INTRODUCTION**

The purpose of this procedure is to enable Company 'A' to establish a Management Instruction setting out their requirements for the Approval of Tools, Equipment and Processes as required under Company 'A' Wind Turbine Safety Rules; Definition D3(ii).

## 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** '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 GENERAL REQUIREMENTS**

**3.1** Before purchase and Approval of any tools, equipment or process for use in connection with the Wind Turbine Safety Rules, reference should be made to this Support Procedure P2.

**3.2** Company 'A' should maintain an up-to-date register of tools, equipment and processes currently 'Approved' for use on its Wind Farm Location(s). This record should contain details of the circumstances under which such tools, equipment or processes can be used and any requirements for training. A template register is included in Appendix B.

The register should be reviewed at regular intervals, even when no new entries have been necessary, to ensure that the contents remain up to date. It is recommended that the register is 'signed' and produced in a manner which prevents 'non-approved' amendments being added.

**3.3** When purchasing any 'tools or equipment', care must be exercised to ensure that the 'end use' will be fully in accordance with the manufacturer's design intention. Due account should be taken of any relevant Legislation, Standards, and Codes that may be applicable. In general, tools and equipment must carry the 'CE' mark to indicate conformity.

In addition, Company 'A' should take into account guidance issued by other competent authorities in the Country where the work will take place.

**3.4** In the event that tools or equipment are to be bought and utilised for any application other than their intended design use, or are to be modified in any way prior to use, or are to be designed and manufactured specifically for use by Company 'A' in any given application, then Company 'A' should:

- Refer to external technical support when the necessary level of expertise is not available 'in-house' and consider the need for independent assessment or certification
- Draft a full technical specification (including drawings) for each individual item of 'tools or equipment' and retain whilst such items remain available for use
- Ensure that a risk assessment is carried out where appropriate.

**3.5** In the case of tools and equipment, all legal requirements must be complied with.

**3.6** In the case of Personal Protective Equipment, all legal requirements must be complied with.

**3.7** All 'Approved' tools and equipment should be regularly inspected, tested, maintained and serviced in accordance with the manufacturers' / suppliers' recommendations. Records of maintenance should be kept and training should be provided where appropriate.

**3.8** Provision should be made for the safe storage and issue of 'Approved' tools and equipment.

**3.9** Before the approval of a 'process', Company 'A' should ensure that it is subject to a full technical assessment and risk assessment by a competent person.

**3.10** Company 'A' should ensure that all persons required to use any tools and equipment, or who are required to follow any process, approved under this Wind Turbine Safety Rules Support Procedure P2 are trained and competent.

**3.11** Company 'A' should confirm that tools and equipment used by contractors conform to its requirements.



## APPENDIX A

**Examples of Processes, Equipment and Tools that might need to be covered by this WTSR Procedure P2 and which must then be subject to a formal Approval by Company 'A', are:**

### **Personal Protective Equipment (PPE)**

- Breathing Apparatus and Respiratory Protective Equipment
- Personal Protection against Flames and Heat
- Rubber Gloves / Insulating Gloves
- Protection against falls from height

### **Safes**

- Card Safe
- Key Safe

### **Notices**

- Caution Notice
- Danger Notice
- Polychlorinated Biphenyl (PCB) Notice
- SF<sub>6</sub> Point of Access Notice

### **Voltage Testing Devices**

- Phasing Out Device
- Voltage Detection Instrument
- Voltage Indicator
- Voltage Measuring Device
- Voltage Testing Device

### **Cable Detection Instruments**

### **Insulated Hand Tools**

### **Insulating Stands and Mats**

NOTE: The above are examples only and Company 'A' should review its own individual requirements for Approval of Tools, Equipment and Processes under its Wind Turbine Safety Rules.

## APPENDIX B

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

#### Template Register of 'Approved' Tools, Equipment and Processes

This register contains individual sections for each type of 'Approved' item:

Section	Type
A	Processes
B	Equipment
C	Tools
D	Other items

#### APPROVAL

Approved and Issued by Company 'A':

Name: .....

Signature:.....

Date of issue:.....

Document Control/Amendment History:				
Version	Reason for change:	Date of issue	Prepared	Checked

Process	Supporting Procedure/ Document Reference	Location(s)

**i) Personal protective equipment**

Description	Type of equipment	Manufacturer/ Model reference(s)	Use (if appropriate)	Location(s)
Breathing Apparatus and Respiratory Protective Equipment				
Personal Protection against Flames and Heat				
Rubber Gloves/ Insulating Gloves				
Protection against falls from height				

**ii) Safes**

Description	Type of equipment	Manufacturer/ Model reference(s)	Use (if appropriate)	Location(s)
Document Safe				
Key Safe				

**iii) Notices**

Notice	Reference/Description	Location(s)
Caution Notice		
Danger Notice		
Polychlorinated Biphenyl (PCB) Notice		
SF <sub>6</sub> Point of Access Notice		

**iv) Insulated equipment (Note: See 'TOOLS' Section C for insulated tools)**

Description	Type of equipment	Manufacturer/ Model reference(s)	Use (if appropriate)	Location(s)
Insulated mats				
Insulating stands				

**v) Other equipment**

(including equipment bought and utilised for any application other than their intended design use or modified in any way prior to use or designed and manufactured for Company 'A' to be used in a specific application)

Description	Design/ documentation reference(s)	Risk assessment reference(s)	Use (if appropriate)	Location(s)

**i) Voltage testing devices**

Description	Type of equipment	Manufacturer/ Model reference(s)	Use (if appropriate)	Location(s)
Phasing out device				
Voltage detection equipment				
Voltage indicator				
Voltage measuring device				
Voltage testing device				

**ii) Cable detection instruments**

Description	Type of equipment	Manufacturer/ Model reference(s)	Use (if appropriate)	Location(s)
Cable Avoidance Tool				

**iii) Insulated hand tools**

Description	Type of equipment	Manufacturer/ Model reference(s)	Use (if appropriate)	Location(s)

**iv) Other tools**

(including tools bought and utilised for any application other than their intended design use or modified in any way prior to use or designed and manufactured for Company 'A' to be used in a specific application)

Description	Design/ documentation reference(s)	Risk assessment reference(s)	Use (if appropriate)	Location(s)

**OTHER APPROVED ITEMS**

Description	Type of equipment	Manufacturer/ Model reference(s)	Use (if appropriate)	Location(s)



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