

EI 3606-2

## Approval of tools, equipment and processes

Wind turbine system safety rules  
Support procedure two

Edition: First | Version 1



In partnership with



## SUPPORT PROCEDURE TWO

[Company A] wind turbine system safety rules procedure

Approval of tools, equipment and processes

First edition

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Version one

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

## **SUPPORT PROCEDURE TWO**

**Procedure for approval of tools, equipment and processes**

### **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.

## PROCEDURE FOR APPROVAL OF TOOLS, EQUIPMENT AND PROCESSES

### 1 SCOPE

The purpose of this procedure is to enable [Company A] to establish a **management instruction** setting out its requirements for the approval of tools, equipment and processes as required under the [Company A] wind turbine system safety rules.

## 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**, appointed by [Company A], who will have responsibility for the **plant** and **apparatus** whenever the [Company A] wind turbine system safety rules apply to it.

#### 2.1.2 Abbreviations

PPE – Personal protective equipment

PCB – Polychlorinated biphenyl

### 3 APPROVAL OF TOOLS AND EQUIPMENT

3.1 Before purchase and **approval** of any tools or equipment for use in connection with the wind turbine system safety rules, reference should be made to this support procedure two.

3.2 [Company A] shall maintain an up-to-date register of tools or equipment currently '**approved**' for use on its **wind farm location(s)**. This record shall contain details of which tools or equipment can be used and any requirements for training prior to the use of the tools or equipment. In addition, the register shall contain any special information regarding the tools or equipment, for example any calibration date or manufacturer checks required. A template register is included in annex B.

The register shall be reviewed at regular intervals set by [Company A] even when no new entries have been made. This is to ensure the contents remain relevant to the location and are up to date. It is recommended that the register is produced and controlled in a manner which prevents 'non-approved' amendments being added.

3.3 When purchasing any tools or equipment, care must be taken to ensure that use will be in accordance with the manufacturer's design intention. Additional consideration shall be given to any relevant legislation, standards, and process that may be a requirement of the country in which the tools or equipment are to be used. In general, all tools and equipment should carry the appropriate goods conformity mark, i.e. 'CE' mark or a similar standard 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 internally and consider the need for independent assessment or certification.
- Draft a technical specification (including drawings) for each individual tool or item of equipment which shall be retained for the duration of the tool or equipment use.
- Ensure a risk assessment is carried out relating to the modification and the use of the tool or equipment.

3.5 With reference to tools and equipment, all legal requirements of the country shall be complied with.

3.6 In the case of **personal protective equipment**, all legal requirements of the country shall be complied with.

3.7 All **approved** tools and equipment should be regularly inspected, tested, maintained and serviced in accordance with the manufacturers' recommendations. Records of maintenance shall be kept and training shall be provided when required.

3.8 [Company A] shall ensure the safe storage and issue of **approved** tools and equipment.

- 3.9** [Company A] shall ensure that all persons required to use any tools and equipment, approved under this wind turbine system safety rules support procedure two are trained and competent.
  
- 3.10** [Company A] shall get confirmation that tools and equipment used by its contractors conform to these requirements.

## **ANNEX A**

### **EXAMPLE OF EQUIPMENT, TOOLS AND PROCESSES**

Examples of **equipment, tools** and **processes** that shall be covered by this wind turbine system safety rules support procedure two and shall be subject to a formal **approval** by [Company A], are:

#### **Personal protective equipment (PPE):**

- breathing apparatus and respiratory protective equipment;
- personal protection against arc flash, flames and heat;
- rubber gloves/insulating gloves, and
- protection against falls from heights.

#### **Safes:**

- card safe, and
- key safe.

#### **Notices:**

- caution notice;
- danger notice;
- polychlorinated biphenyl (PCB) notice;
- SF<sub>6</sub> point of access notice, and
- demarcation access notice.

#### **Voltage devices and test equipment:**

- phasing out device
- voltage detection instrument
- voltage indicator
- voltage measuring device

#### **Earthing devices:**

- portable earth leads
- discharge sticks
- capacitor earthing devices

#### **Cable detection and cable avoidance devices**

#### **Insulated live working hand tools**

#### **Insulating stands and mats**

NOTE: The above are examples only and [Company A] should review its own individual requirements for **approval** of **equipment, tools** and **processes** under its wind turbine system safety rules.

## ANNEX B EXAMPLE APPROVAL FORM

Example register of 'approved' equipment, tools and processes

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

Section	Type
A	Processes
B	Equipment
C	Tools
D	Other approved items

### **APPROVAL**

Approved and issued by [Company A]:

Name: .....

Signature: ..... Date of issue: .....

Position/Department .....

### **Section A**

Document control/amendment history:				
Version	Reason for change:	Date of issue	Prepared	Checked
Process	Supporting procedure/document reference		Location(s)	

### **Section B**

#### **i) Personal protective equipment**

Description	Type of equipment	Manufacturer/ model number	Additional information	Location(s)
Breathing apparatus and respiratory protective equipment				
Personal protection against arc flash, flames and heat				

Description	Type of equipment	Manufacturer/ model number	Additional information	Location(s)
Rubber gloves/ Insulating gloves				
Protection against falls from heights				

**ii) Safes**

Description	Type of equipment	Manufacturer/ model number	Additional information	Location(s)
Card 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		
Demarcation access notice		

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

Description	Type of equipment	Manufacturer/ model number	Additional information	Location(s)
Insulated mats				
Insulating stands				

**v) Other equipment** (including equipment used for any application other than intended design use by [Company A] used in a specific application)

Description	Design/ documentation reference(s)	Risk assessment reference(s)	Additional information	Location(s)

**vi) Voltage devices and test equipment**

Description	Type of equipment	Manufacturer/ model number	Additional information	Location(s)
Phasing out device				
Voltage detection equipment				
Voltage indicator				

Description	Type of equipment	Manufacturer/ model number	Additional information	Location(s)
Voltage measuring device				
Other test equipment				

**vi) Cable detection/cable avoidance devices**

Description	Type of equipment	Manufacturer/ model number	Additional information	Location(s)
Cable avoidance tool				

**Section C**

**i) Insulated hand tools**

Description	Type of equipment	Manufacturer/ model number	Additional information	Location(s)

**ii) Other tools** (including tools used for any application other than intended design use by [Company A])

Description	Design/ documentation reference(s)	Risk assessment reference(s)	Additional information	Location(s)

**Section D**

**Other approved items**

Description	Type of equipment	Manufacturer/ model number	Additional information	Location(s)







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