

EI 3606-4

# Addition and removal of safety rules to plant and apparatus

Wind turbine system safety rules  
Support procedure four

Edition: First | Version 1



In partnership with



SUPPORT PROCEDURE FOUR  
[Company A] wind turbine system safety rules procedure  
Addition and removal of safety rules to plant and apparatus

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## FOREWORD

To comply with [Company A]'s wind turbine system safety rules (WTSSR) A.1.2.

***Plant** and **apparatus** shall be added to or removed from the **system** only in accordance with an **approved** procedure which will also determine when these safety rules and/or associated safety rules shall apply.*

This procedure details the process required to apply or remove [Company A]'s wind turbine system safety rules to **plant** and **apparatus**.

# **[COMPANY A] WIND TURBINE SYSTEM SAFETY RULES (FIRST EDITION) 2023**

## **SUPPORT PROCEDURE FOUR**

**Procedure for the addition and removal of safety rules to plant and apparatus**

### **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.

## 1 SCOPE

This procedure should be followed when:

- any **plant/apparatus** is to be added to [Company A]’s wind turbine system safety rules, or
- any **plant/apparatus** is to be permanently removed from [Company A]’s wind turbine system safety rules.

This procedure shall only be applicable to the following:

- permanent additions of **plant/apparatus** for which [Company A] will have a maintenance responsibility, or
- permanent addition or removal of **plant/apparatus** from [Company A]’s existing wind turbine system safety rules, or
- when permanent changes occur to [Company A]’s operational responsibility for the location which results in changes to [Company A]’s wind turbine system safety rules boundaries at the location.

This procedure does not apply to the use of separate safe systems of work for temporary removal and replacement of **plant/apparatus** from the system; see section 6.

## 2 DEFINITIONS AND ABBREVIATIONS

### 2.1 LIST OF DEFINITIONS AND ABBREVIATIONS

For the purposes of this procedure:

The '**responsible manager**' means the person who will have responsibility for the implementation and management of [Company A]'s wind turbine system safety rules at the location.

The '**person responsible for work**' is an employee of [Company A] who is responsible for organising and initiating any works associated with the **plant/apparatus** which is to be added to or removed from the [Company A] wind turbine system safety rules.

The '**contractor**' means any non-[Company A] personnel working on **plant/apparatus** which is to be added to or removed from the [Company A] wind turbine system safety rules.

#### 2.1.1 Abbreviations

SRIC – Safety rules inclusion certificate

WTSSR – Wind turbine system safety rules

### 3 SAFETY RULES INCLUSION CERTIFICATE (SRIC) INTENTION

All **plant/apparatus** which is subject to [Company A]'s wind turbine system safety rules, shall be within a **safety rules** boundary. This boundary shall be clearly defined in a safety rules inclusion certificate (SRIC).

The SRIC shall also be used to formally notify all parties/stakeholders of the application of [Company A]'s wind turbine system safety rules to all items of **plant** and **apparatus** within the defined boundary of the SRIC.

By default, all **plant** and **apparatus** not within the boundary defined by the SRIC shall not be subject to [Company A]'s wind turbine system safety rules.

#### 3.1 PROCEDURE FOR THE USE AND COMPLETION OF A SRIC

**3.1.1** The SRIC shall clearly identify all boundary points where [Company A]'s wind turbine system safety rules shall start and end.

All **plant** and **apparatus** within these boundary points shall be subject to [Company A]'s wind turbine system safety rules.

A SRIC can therefore be used to define which **plant** and **apparatus** is subject to [Company A]'s wind turbine system safety rules.

By inference, **plant** and **apparatus** not listed on the SRIC is deemed not to be subject to [Company A]'s wind turbine system safety rules.

**3.1.2** Each SRIC shall be sequentially numbered from a register controlled and maintained by [Company A] in accordance with its **quality management system**.

**3.1.3** The 'reason for issue' section shall be completed to ensure all parties are aware of the requirement for a new SRIC.

**3.1.4** Each SRIC shall specify the time and date from which the **plant/apparatus** will be subject to the [Company A]'s wind turbine system safety rules.

**3.1.5** To ensure all persons understand the position of wind turbine system safety rules boundary points, all issued SRICs shall be centrally managed such that no ambiguity exists as to what **plant/apparatus** is subject to these wind turbine system safety rules at each location or wind farm.

**3.1.6** All current SRICs in force, shall be available at the location or wind farm for all persons to see.

**3.1.7** The **responsible manager** shall manage the storage and archiving of all past and expired SRICs.

**3.1.8** When the **person responsible for work** requires **plant/apparatus** to be added to/or removed from the [Company A]'s wind turbine system safety rules, they shall initiate a SRIC by:

- (i) completing PART ONE – NOTICE of the SRIC, and then
- (ii) obtaining the **responsible manager's** acceptance in PART TWO – ACCEPTANCE of the SRIC.

**3.1.9** When PART TWO – ACCEPTANCE is complete, the **person responsible for work** shall issue the SRIC to all parties associated with the planned work on the **plant** and **apparatus** who have been identified in PART ONE – NOTICE.

This may include:

- contractors, and/or
- [Company A] departments, and/or
- any other organisation/stakeholder.

The principal reason for this action is to ensure the safety of personnel, by formally recording intention and acknowledgement, rather than to comply with any commercial, administration or contractual procedure.

**3.1.10** The **person responsible for work** shall request signatures of acknowledgement from all parties associated as defined in PART THREE – ACKNOWLEDGEMENT of the SRIC.

**3.1.11** When the **person responsible for work** is satisfied that all acknowledgements have been received they shall complete PART FOUR – CONFIRMATION TO PROCEED of the SRIC and send a copy to the **responsible manager**.

**3.1.12** Upon receipt of the completed SRIC, the **responsible manager** shall make suitable arrangements to ensure that the **plant** and **apparatus** becomes part of [Company A]'s wind turbine system safety rules at the specified time and shall ensure the SRIC is displayed on site.

**3.1.13** The **person responsible for work** shall send a copy of the completed SRIC with all signatures present to all parties who have acknowledged the SRIC in PART THREE – ACKNOWLEDGEMENT.

**3.1.14** The procedure outlined in 3.1.2 to 3.1.13 shall be repeated and a new SRIC completed and issued when:

- (i) any revisions are made to the [Company A]'s wind turbine system safety rules supporting documentation that materially affects the implementation of the rules boundaries;
- (ii) permanent additions of **plant/apparatus** which change the existing boundary points for which [Company A] will have a maintenance responsibility;
- (iii) permanent removal of **plant/apparatus** which change the existing boundary points, or
- (iv) permanent changes occur to a contract at the location which results in the application of a different set of wind turbine system safety rules to be in force at the location.

## 4 SAFETY FROM THE SYSTEM

- 4.1** There may be instances where **plant/apparatus** is being constructed in close proximity to existing operational **plant/apparatus**. In this situation, if **danger** is present in the existing system, then the dangers must be managed where reasonably practicable by use of an **approved written procedure**.

The use of other applicable **safety rules** might also be required to manage system dangers, e.g. wind farm high voltage rules covering the radial network and substation.

Management of the boundary between different **safety rule** sets shall ensure that adequate safety precautions are established and maintained prior to the connection work being initiated.

Boundary agreements for the ongoing operation beyond connection shall be documented and shall reference the appropriate safety rules on either side of the boundary.

- 4.2** At a suitable time prior to the actual connection of any new **plant/apparatus** to the existing **system**, a SRIC shall be used to extend [Company A]’s wind turbine system safety rules to the new **plant/apparatus**.

This will ensure a safe system of work is in place to control any hazards when connecting the new **plant/apparatus**. New connections can then be made by use of an **approved written procedure**.

- 4.3** When items of **plant/apparatus** have been permanently removed from the system and are no longer within the defined boundary of the SRIC but system hazards remain within the **plant/apparatus**, e.g. UPS systems (where batteries are not fully discharged), the hazards shall be dealt with by the application of a separate safe system of work.

- 4.4** If existing **plant/apparatus** within the boundaries of the current SRIC is to be replaced, a new SRIC shall not be produced. Any component replacements shall be conducted entirely under the terms of an **approved written procedure**. See section 6.

## 5 PERMANENT REMOVAL OF PLANT/APPARATUS

- 5.1** Permanent removal of **plant** and **apparatus** from the system is defined as:
- any **plant/apparatus** that is removed from the system but will not be repaired, refurbished or replaced by any other item of **plant** or **apparatus**.
- 5.2** Permanent removal shall be carried out using an **approved written procedure**. All residual hazards shall, where practicable, be removed prior to permanent removal. If residual hazards remain then the **approved written procedure** shall clearly state how safety is to be maintained.
- Following removal when the **plant/apparatus** is outside of the boundary points defined in the SRIC, the **plant/apparatus** shall no longer be subject to the wind turbine system safety rules.
- 5.3** A new SRIC is only required if the permanent removal of **plant/apparatus** from the system changes any boundary points, operating procedures or safety process.
- The permanently removed **plant/apparatus** will not be included in the new SRIC, so by default the [Company A] wind turbine system safety rules will not apply.
- 5.4** **Plant** and **apparatus** shall be considered permanently removed from [Company A] wind turbine system safety rules from the time and date specified on the new SRIC.

## 6 TEMPORARY REMOVAL OF PLANT/APPARATUS

**6.1** Temporary removal of **plant/apparatus** is defined as:

- any **plant/apparatus** that is removed from the system but will be repaired, refurbished or replaced by any other item of **plant/apparatus**.

The SRIC process will not be required for any temporary removal, as the intention is to return the system to its former operational state.

**6.2** When **plant/apparatus** is temporarily removed and then returned or replaced by new **plant/apparatus** the wind turbine system safety rules shall not apply to the **plant/apparatus** when it is outside the boundary defined in the SRIC.

**6.3** Where it is necessary to apply a separate safe system of work to complete a temporary removal and replacement, then the process defined in wind turbine system safety rules support procedure five shall be applied.

# ANNEX A

## [COMPANY A] WIND TURBINE SYSTEM SAFETY RULES

### (FIRST EDITION)

#### Safety rules inclusion certificate (SRIC)

#### PART ONE – NOTICE

|                    |  |
|--------------------|--|
| SRIC number        |  |
| Wind farm location |  |

|                  |  |
|------------------|--|
| Reason for issue |  |
|------------------|--|

| To: (Name) | of | (Company/Department) |
|------------|----|----------------------|
|            | of |                      |
|            | of |                      |
|            | of |                      |
|            | of |                      |

WE GIVE NOTICE that the **plant/apparatus** identified below is being PUT INTO SERVICE/MADE LIVE or, by reason of its proximity or connection to other **plant/apparatus** must be regarded as being in SERVICE/LIVE.

As from ..... hours, on ..... the **plant/apparatus** identified below will come under the terms of:

#### [Company A]'s WIND TURBINE SYSTEM SAFETY RULES\*

No further work or testing shall be carried out, on or near the **plant/apparatus** after this time and date unless the work or testing is being carried out in accordance with [Company A] wind turbine system safety rules.

By default, all **plant/apparatus** that is not identified and is not in the boundaries below shall not be subject to [Company A] wind turbine system safety rules.

DESCRIPTION AND LOCATION OF **PLANT** and/or **APPARATUS**

Drawing reference numbers (if applicable)

BOUNDARIES OF [Company A]'s WIND TURBINE SYSTEM SAFETY RULES

For and on behalf of [Company A]'s wind turbine system safety rules.

| Person responsible for work | Date of approval: | Signature |
|-----------------------------|-------------------|-----------|
|                             |                   |           |

**PART TWO – ACCEPTANCE**

I accept this SRIC for the **plant/apparatus** and boundaries identified and am aware that it will become subject to:

**[Company A]'s WIND TURBINE SYSTEM SAFETY RULES**

from the date and the time specified in Part One.

| Responsible manager | Date of approval: | Signature: |
|---------------------|-------------------|------------|
|                     |                   |            |

**PART THREE – ACKNOWLEDGEMENT**

To be returned by (time) ..... hours, on: ..... (date)

We acknowledge receipt of Part One and Part Two and confirm that all persons in our charge have been duly warned of the changes.

| Acknowledged by (name) | Signature | Time and date | of (Company/Department) |
|------------------------|-----------|---------------|-------------------------|
|                        |           |               |                         |
|                        |           |               |                         |
|                        |           |               |                         |
|                        |           |               |                         |

**PART FOUR – CONFIRMATION TO PROCEED**

I confirm that all persons in Part Three have acknowledged receipt and that it is agreed by all to proceed with this SRIC.

| Person responsible for work | Date of approval: | Signature |
|-----------------------------|-------------------|-----------|
|                             |                   |           |

**END OF SRIC**





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