

Wind Turbine Safety Rules - Support Procedure P6

Company 'A' Wind Turbine Safety Rules Procedure
Appointment of Persons

4th Edition



In partnership with



SUPPORT PROCEDURE P6
Company 'A' Wind Turbine Safety Rules Procedure
Appointment of Persons

4th edition

June 2021

Version 1

Published by
Energy Institute, London

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Registered charity number 1097899

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The EI gratefully acknowledges the Operational Safety Rules Group, and financial contributions towards the development of this publication from members of SafetyOn, the Health and Safety Organisation for the Onshore wind sector, and the G+ Global Offshore Health and Safety Organisation:

Banks Renewables	Ørsted
Deutsche Windtechnik	Renewable Energy Systems
EDF Renewables	RWE
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ISBN 978 1 78725 256 1

Published by the Energy Institute

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FOREWORD

This Wind Turbine Safety Rules (WTSR) Procedure P-6 establishes the requirements for the appointment of Authorised Technicians, Authorising Engineers, Operational Controllers, Selected Persons and Competent Technicians.

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

Support Procedure P6

Appointment of Persons

CHANGE LOG

Rev	Modification	Issue Date	Page
1	New document	2015	–
2	Change Log added Section 10.6 added Assessment Checklist Appendix H updated	May 2019	2 10 20
3	Removal of RUK	Dec 2019	All
4	Renaming to WTSR 4 th Edition 2021 and added criteria required for refresher training	June 2021	All

1 SCOPE

1.1 This WTSR Procedure P-6 must be followed for appointments covering the following persons as appropriate:

- (i) Authorising Engineer
- (ii) Authorised Technician
- (iii) Operational Controller
- (iv) Selected Person
- (v) Competent Technician

2 DEFINITIONS

- 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 who will have responsibility for making appointments under the Company 'A' Wind Turbine Safety Rules.
- 2.3** 'Contractor' means any external organisation (or non-Company 'A' personnel) appointed to work on Plant and/or LV Apparatus to which Company 'A' Wind Turbine Safety Rules apply.

3 WIND TURBINE SAFETY RULES AUTHORISATION OFFICER

3.1 The Responsible Manager shall formally appoint, in writing, a Wind Turbine Safety Rules Authorisation Officer who shall have the following duties:

3.1.1 Obtaining written confirmation, (in the form of a 'Confirmation of Technical Competency' certificate, see Appendix G), that all candidates are deemed to be technically competent by their employer for the category of appointment being sought under the Company 'A' Wind Turbine Safety Rules. Examples of the criteria that might be used to determine technical competency are provided in Appendix H.

3.1.2 Ensuring that all relevant Safety Rules and Management Instructions are made available to, and where appropriate, copies issued to each individual candidate.

3.1.3 Ensuring that candidates receive appropriate instruction, training, and practical testing and have the experience to enable them to satisfactorily discharge their responsibilities under the Company 'A' Wind Turbine Safety Rules. Appendix D sets out the minimum standards that should be achieved.

3.1.4 When satisfied that candidates have completed their training and can demonstrate that they have attained the required standard by reference to their 'Confirmation of Technical Competency' certificate, (see 3.1.1 above), and their records of training and assessment, then complete and sign the appropriate forms, as follows:

3.1.4.1 For the appointment of Authorising Engineers and Authorised Technicians, Part A of the Authorisation Form (Appendix A).

Note: For clarity and ease of understanding, only those Categories of Authorisation for which the candidate is being appointed should be entered onto the Authorisation Form. Any restrictions or limitations imposed on the appointment should also be entered onto the Authorisation Form.

3.1.4.2 For the appointment of Operational Controllers, Selected Persons and Competent Technicians, Part 1 of the Nomination Certificate (Appendix C).

Note: Any restrictions or limitations imposed on the appointment should be entered onto the Nomination Certificate.

3.1.5 Ensuring that up-to-date records of all appointments are maintained and made available to all relevant stakeholders.

3.1.6 Ensuring that a management process is in place for re-appointment.

4 ASSESSMENT AND APPOINTMENT OF AUTHORISING ENGINEERS AND AUTHORISED TECHNICIANS

- 4.1 Each candidate shall be required to satisfy an Authorisation Panel that he/she has the necessary competence to carry out the duties for which he/she is to be appointed.
- 4.2 Appointments shall be in accordance with the schedule listed in Appendix B.
- 4.3 An Authorisation Panel shall conduct an assessment of the candidate and, depending on the appointment(s) required, shall be composed from the following:
 - 4.3.1 The Responsible Manager, or his/her nominee, who will be Chairman and have the responsibility for organising the panel.
 - 4.3.2 The Company 'A' Health and Safety Manager (or equivalent), or his/her nominee, who will primarily focus on issues relating to the Safety Rules and their application.

Note: This nominee could either be a Company 'A' employee or an external consultant approved by the Health and Safety Manager (or equivalent). The criteria which must be satisfied by any nominee, (internal or external), are contained in Appendix E.

- 4.3.3 One or more of the following persons, so that the panel will normally consist of at least three members.
 - 4.3.3.1 A representative from Company 'A' with detailed knowledge and understanding of the Wind Farm Location who possesses technical expertise, (primarily to focus on local issues specific to the application of the Wind Turbine Safety Rules relevant to the Categories of Authorisation proposed).
 - 4.3.3.2 A co-opted officer to give special assistance to the Panel when deemed to be necessary by the Responsible Manager.
- 4.4 As a pre-requisite for the Authorisation Interview, the candidate must have documented evidence of the training undertaken, confirmation of technical competency and records of internal assessment that meet the Company 'A' minimum standards. These documents should be available to the Panel and must include records for the satisfactory completion of:
 - 4.4.1 A practical test(s) appropriate to the full range of the proposed appointment, e.g. Mechanical (Plant) and LV Apparatus;
 - 4.4.2 A certificate of 'Confirmation of Technical Competency' (Appendix G).
- 4.5 The Authorisation Interview will contain questions that explore the candidate's knowledge and understanding of the Company 'A' Wind Turbine Safety Rules, Supporting Procedures and Management Instructions and any other supporting documentation, and their practical application.

Note: Authorisation Panel members will make an individual assessment of the candidate against predetermined criteria which will be recorded on a pro-forma, signed by each panel member, and retained on file together with the Authorisation Form. See Appendix F.

- 4.6 On satisfactory completion of the Authorisation Interview, the Panel Chairman shall enter the names of all panel members and sign Part B of the Authorisation Form.

- 4.7** The 'Certificate of Authorisation' (Part C of the Authorisation Form) shall be completed and signed by the Responsible Manager. Responsible Managers should ensure that all Persons being appointed as Authorised Technicians under the Company 'A' Wind Turbine Safety Rules have been confirmed by their employer as being technically competent and have been nominated as Competent Technicians.
- 4.8** The candidate shall sign a 'Receipt of Certificate of Authorisation' (Part D of the Authorisation Form) agreeing to the terms of the appointment.
- 4.9** A copy of the Authorisation Form shall be retained by the Responsible Manager.
- 4.10** The Certificate of Authorisation shall be kept by the candidate. It is preferable for this to be personally retained by the candidate. A copy should also be placed in the candidate's training records.
- 4.11** When an Authorised Technician or Authorising Engineer is required to undertake responsibilities not covered by his/her existing appointment, he/she should first satisfy a further Authorisation Panel. The candidate should then be issued with a new Authorisation Form listing the full range of Categories of Authorisation for which the candidate is then appointed, (in preference to issuing a supplementary Authorisation Form which merely states the extension to the original appointment). Copies of the original document(s) should be kept available for reference to provide a complete audit trail back to the original Authorisation Panel interview.
- 4.12** The Responsible Manager shall maintain an up-to-date record of Authorised Technicians and Authorising Engineers indicating the extent of their appointment and the Plant/Apparatus to which their appointment applies. The records should clearly state any restrictions or limitations imposed on the appointment.
- 4.13** Where there is a need to appoint an individual as an Authorised Technician or Authorising Engineer across a range of different geographical Wind Farm Locations and/or Wind Turbine Generator (WTG) models, the requirement to satisfy the full rigors of an Authorisation Panel for each of those Locations/WTG models may be waived at the discretion of the Responsible Manager who will take into account the following criteria:
- 4.13.1** Whether the individual has received full authorisation training and satisfied an Authorisation Panel for at least one of the most 'significant' Wind Farm Locations/WTG models across the range to be covered by the appointment
- 4.13.2** Whether the individual has been provided with practical training on the full range of Plant/LV Apparatus likely to be encountered
- 4.13.3** Whether the individual continues to practice across the whole range of Wind Farm Locations/WTG models covered by the appointment
- 4.13.4** Whether the individual's employer has provided an appropriate 'Confirmation of Technical Competency' certificate across the range of Wind Farm Locations/WTG models to be covered by the appointment.
- 4.13.5** Ensure all Wind Farm Locations/WTG models covered by the appointment are indicated on the Authorisation Form, (which should also state any restrictions or limitations imposed).
- 4.14** In some circumstances it will be appropriate to limit an Authorised Technician appointment to only carrying out work or testing under certain specific Approved Written Procedures. In these circumstances, the restrictions and limitations shall be recorded on the Authorisation Form.
-

5 WITHDRAWAL OF A CERTIFICATE OF AUTHORISATION

- 5.1** When an Authorised Technician or Authorising Engineer leaves a Wind Farm Location permanently, or when the appointment is no longer required, the Responsible Manager should withdraw the Certificate of Authorisation and, where appropriate, notify other managers of the withdrawal.
- 5.2** If the Person is to be subsequently re-appointed, as an Authorising Engineer or Authorised Technician then he/she shall undertake further training and satisfy an Authorisation Panel in accordance with Section 4 of this WTSR Procedure P-6.

6 APPOINTMENT OF OPERATIONAL CONTROLLERS

- 6.1** Operational Controllers should be appointed from suitably qualified and experienced individuals. Appropriate training shall be given which will include the duties and responsibilities of the Operational Controller under the Company 'A' Wind Turbine Safety Rules, followed by a formal assessment, the assessment requirements will be decided by the Responsible Manager.
- 6.2** As a pre-requisite of the formal assessment, the individual must have documented evidence of the training undertaken and records of any internal assessment that meet the minimum standards stated in Appendix D. These documents should be available to the Wind Turbine Safety Rules Authorisation Officer and/or the Responsible Manager.
- 6.3** The assessment as to whether a Person is technically competent should be made against the criteria given as examples in Appendix H. A 'Confirmation of Technical Competency' certificate should be provided to the Responsible Manager by the person's employer.
- 6.4** Formal appointment of Operational Controllers shall be by completing a Nomination Certificate (Appendix C). Part 1 of the Form shall be signed by the Wind Turbine Safety Rules Authorisation Officer. Part 2 shall be signed by the Responsible Manager. The Control Boundaries covered by the appointment and any restrictions or limitations imposed must be clearly recorded on the Nomination Certificate.
- 6.5** The Responsible Manager shall maintain an up-to-date record of Operational Controllers indicating their sphere of operation. The records should clearly state any restrictions or limitations imposed on the appointment.

7 APPOINTMENT OF SELECTED PERSONS

7.1 Persons who are to be appointed as Selected Persons should be given formal training which includes:

- The appropriate technical specialism (wherever possible this should be supported by a recognised accreditation of technical competency);
- An appropriate level of appreciation of the Company 'A' Wind Turbine Safety Rules and relevant Management Instructions.

On completion of the training there should be a formal assessment of competence in a manner to be decided by the Responsible Manager. Prior to formal appointment the candidate must have documented evidence of the training undertaken and records of internal assessment that meet the minimum standards stated in Appendix D. These documents should be made available to the Wind Turbine Safety Rules Authorisation Officer and/or the Responsible Manager.

7.2 The assessment as to whether a Person is technically competent should be made against the criteria given as examples in Appendix H. 'Confirmation of Technical Competency' certificate should be provided to the Responsible Manager by the person's employer.

7.3 Formal appointment of Selected Persons shall be by completing a Nomination Certificate (Appendix C). Part 1 of the Form shall be signed by the Wind Turbine Safety Rules Authorisation Officer. Part 2 shall be signed by the Responsible Manager.

The Nomination Certificate must clearly indicate the nature and extent of the duties covered by the appointment and list any restrictions or limitations imposed.

7.4 The Responsible Manager shall maintain an up-to-date record of Selected Persons which identifies the specified hazards applicable to their expertise which may be practised at the Wind Farm Location. The records should clearly state any restrictions or limitations imposed on the appointment.

8 APPOINTMENT OF COMPETENT TECHNICIANS

8.1 A Competent Technician is appointed on the basis that they are deemed to be technically competent to perform routine operation and maintenance work or testing on Wind Turbine Generator Plant/LV Apparatus by following appropriate agreed routine operating procedures and using suitable tools/work equipment.

8.2 The assessment as to whether a Person is technically competent should be made against the criteria given as examples in Appendix H. A 'Confirmation of Technical Competency' certificate, (Appendix G), should be provided to the Responsible Manager by the person's employer.

Prior to formal appointment, the candidate must have documented evidence of the training undertaken and records of internal assessment that meet the minimum standards stated in Appendix D. These documents should be made available to the Wind Turbine Safety Rules Authorisation Officer and/or the Responsible Manager.

8.3 Formal appointment of Competent Technicians shall be by completing a Nomination Certificate (Appendix C). Part 1 of the Form shall be signed by the Wind Turbine Safety Rules Authorisation Officer. Part 2 shall be signed by the Responsible Manager.

The Nomination Certificate must clearly indicate the nature and extent of the duties covered by the appointment and list any restrictions or limitations imposed.

8.4 Responsible Managers should ensure that all Persons being appointed as Authorised Technicians have first been nominated as Competent Technicians.

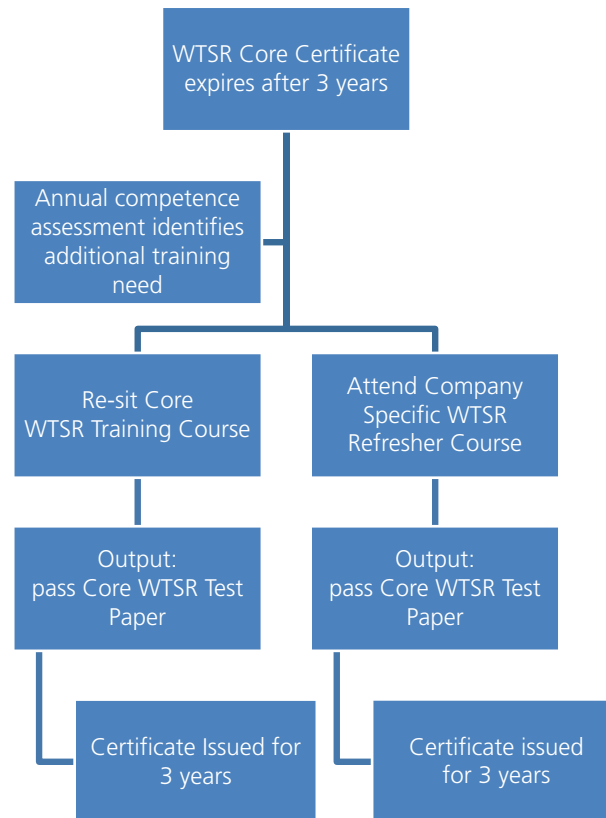
9 CONTINUING ASSESSMENT OF COMPETENCE

- 9.1** The Responsible Manager shall ensure that all Persons appointed under this WTSR Procedure P-6 are assessed for continuing competence on a regular basis and that the results are formally recorded. Authorised Technicians and Authorising Engineers should be re-assessed annually. The assessment process must be auditable and provide documented evidence that continued competency has been confirmed.

10 REFRESHER TRAINING

- 10.1** The Responsible Manager shall ensure that all Authorised Technicians, Authorising Engineers and Operational Controllers receive appropriate refresher training. This will be by attendance at a refresher training session as deemed necessary following annual re-assessment, normally at intervals not exceeding three years.
- 10.2** For Persons with a higher level of competence and with several years of practicing experience, refresher training can be extended to a period of five years, at the discretion of the Responsible Manager.
- 10.3** The Responsible Manager shall ensure that all Selected Persons receive appropriate refresher training. This will be by attendance at an appropriate refresher training session, which should be aimed at ensuring technical expertise is maintained. The intervals for such refresher training will be determined by the Responsible Manager.
- 10.4** The Responsible Manager shall ensure that all Competent Technicians receive appropriate refresher training. This will be by attendance at an appropriate refresher training session, which should be aimed at ensuring that a sufficient level of understanding of the Company 'A' Wind Turbine Safety Rules and Management Instructions is maintained. The intervals for such refresher training will be determined by the Responsible Manager.
- 10.5** Details of all refresher training must be formally recorded.
- 10.6** An appropriate refresher training session can be either:
- a. Re-sit of the Core WTSR Training Course, presented by a certified Core WTSR trainer with delegates required to pass a Core WTSR Test paper, or
 - b. A Company specific refresher training session with the content based on the Core WTSR course presented by a certified Core WTSR trainer with delegates required to pass a Core WTSR Test paper.

The option/s chosen by Company 'A' shall be detailed in a Management Instruction or appended to this Procedure.



11 APPOINTMENTS UNDER WIND TURBINE SAFETY RULES OPERATED BY OTHER COMPANIES

- 11.1** The Responsible Manager must ensure that any appointed person must be trained, authorised, and appointed under the sites WTSR, as stated above to allow work to take place.

APPENDIX A

COMPANY 'A' WIND TURBINE SAFETY RULES

AUTHORISATION FORM

PART A – RECOMMENDATION FOR AUTHORISATION

I confirm that: Name: Designation:

has been given instruction on the Company 'A' Wind Turbine Safety Rules and relevant Management Instructions and has received appropriate practical training. I am satisfied that the person has the necessary technical knowledge and experience and, in my opinion, understands the responsibilities of the appointment(s) detailed below. An appropriate 'Confirmation of Technical Competency' certificate has been provided.

Group A: AUTHORISING ENGINEER for the following Wind Farm Locations/Wind Turbine models*:

.....

Group B: AUTHORISED TECHNICIAN for the following Wind Farm Locations/Wind Turbine models*:

.....

Signed: Date:
 (Wind Turbine Safety Rules Authorisation Officer)

PART B – AUTHORISATION PANEL

An Authorisation Panel consisting of:

..... (Chairman) (Other Panel Member)
 (H&S Manager) (Other Panel Member)

has examined the above-named person and is satisfied that he/she has the necessary knowledge and experience to be appointed as an **Authorising Engineer/Authorised Technician** as defined in Part A above.

Signed: Date:
 (Panel Chairman)

PART C – CERTIFICATE OF AUTHORISATION

The individual named in Part A above is appointed as specified in Part A and may carry out the relevant duties as defined in the Company 'A' Wind Turbine Safety Rules and relevant Management Instructions.

Signed: Date:
(Responsible Manager)

PART D – RECEIPT OF CERTIFICATE OF AUTHORISATION

I acknowledge receipt of the Certificate of Authorisation and hereby declare that I have read and I understand the Company 'A' Wind Turbine Safety Rules and relevant Local Management Instructions, and I agree to act in the capacity defined in Part A.

Signed: Date:

* Enter relevant details or 'N/A' and strike through unused space

APPENDIX B

REVERSE SIDE OF AUTHORISATION FORM

COMPANY 'A' WIND TURBINE SAFETY RULES

SCHEDULE OF AUTHORISING ENGINEER/AUTHORISED TECHNICIAN APPOINTMENTS

GROUP	APPOINTED AT SPECIFIED LOCATIONS/ON SPECIFIED WIND TURBINE MODELS
A	<p>Carrying out duties allocated to Authorising Engineers as specified in the Wind Turbine Safety Rules, including:</p> <ul style="list-style-type: none"> – The formal approval of Approved Written Procedures (Rule C3.1.1) – Agreement that operational work or testing can be carried out under a Routine Operating Procedure (Rule C3.2)
B	<p>Carrying out duties allocated to Authorised Technicians as specified in the Wind Turbine Safety Rules, including:</p> <ul style="list-style-type: none"> – Carrying out the 'Transfer of Control' process in collaboration with the Operational Controller (Rule C2.2) – Before working or testing, or setting persons to work or test, under an Approved Written Procedure, establishing General Safety and ensuring that it is maintained throughout (Rule C2.6) – Implementing the requirements of Approved Written Procedures and, where applicable, any Selected Person's Report (Rule C2.1.3; C2.3 and C2.7) – Where applicable, instructing other Authorised Technicians to apply safety precautions and confirming that each has been carried out (Rule C2.3 (iii)) – Deciding and providing Immediate Supervision or Personal Supervision as appropriate (Rule C2.4 (ii); 2.7 (v) and 2.8 (ii)) – Retaining in safe custody Approved Written Procedures and any associated Keys and other items (Rule C2.4 (i) and 2.7 (iv)) – Enacting, as appropriate, the transfer, clearance, and cancellation of Approved Written Procedures (Rule C2.5; C2.9 and C2.10) – Carrying out duties as the recipient of an Approved Written Procedure for work or testing which allows for the restoration of motive power supplies (Rule C2.8)

NOTE: A COPY OF THIS SCHEDULE OF AUTHORISATION GROUPS, (APPENDIX B), SHOULD BE ISSUED WITH EACH AUTHORISATION FORM, (APPENDIX A).

ANY LIMITATIONS OR RESTRICTIONS IMPOSED ON THE APPOINTMENT SHOULD BE RECORDED ON THE AUTHORISATION FORM, (APPENDIX A).

A COPY OF THE AUTHORISATION FORM MUST BE RETAINED BY THE PERSON BEING APPOINTED.

APPENDIX C

COMPANY 'A' WIND TURBINE SAFETY RULES

NOMINATION CERTIFICATE

To: (Responsible Manager) Location:

PART 1

Name: Team/Contractor:

The above-named Person has received appropriate training and I am satisfied that they have demonstrated their competence to carry out the responsibilities of:

Operational Controller for the following activities*¹:

.....
.....

Selected Person for the following activities*²:

.....
.....

Competent Technician for the following activities*³

.....
.....

They have received instruction on the Company 'A' Wind Turbine Safety Rules and Management Instructions relevant to this nomination.

An appropriate 'Confirmation of Technical Competency' certificate has been provided.

Signed: Date:

(Wind Turbine Safety Rules Authorisation Officer)

1 The Control Boundaries covered by the nomination must be clearly recorded.

2 The nature and extent of the duties covered by this nomination must be clearly recorded.

3 The nature and extent of the duties covered by this nomination must be clearly recorded.

PART 2

The above Person is hereby nominated in accordance with the terms of this Certificate.

Signed: Date:

(Responsible Manager)

PART 3

I accept the above nomination.

Signed: Date:

* Delete as applicable.

APPENDIX D

MINIMUM STANDARDS FOR TRAINING OF PERSONS APPOINTED UNDER THE COMPANY 'A' WIND TURBINE SAFETY RULES

Detailed below are the minimum standards that must be achieved in the training of Authorising Engineers, Authorised Technicians, Operational Controllers, Selected Persons and Competent Technicians. Company 'A' must establish a formal, auditable training programme, which provides documented evidence of training and an assessment of the individual's knowledge and practical competence in the areas listed below.

1 AUTHORISING ENGINEERS

The candidate must be able to demonstrate knowledge and practical competence in the following areas:

- 1.1** Theoretical understanding of the Company 'A' Wind Turbine Safety Rules, Management Instructions, and support documentation.
- 1.2** The practical application of the Company 'A' Wind Turbine Safety Rules, Management Instructions, and support documentation either by the preparation of practice Approved Written Procedures or by simulation exercises.
- 1.3** Physical details of the Plant and LV Apparatus at the Wind Farm Location(s), sufficient to cover the area of Authorisation.
- 1.4** The means of achieving isolation, including the use of any specialised Isolating Devices and variations across the range of equipment concerned.
- 1.5** The Company 'A' work control procedure for dealing with work planning.
- 1.6** The training must include:
 - (i) a practical test to a suitable standard covering all aspects appropriate to the Categories of Authorisation on the Plant and LV Apparatus, and
 - (ii) a 'mock' interview (where this is deemed to be appropriate by the Responsible Manager).
- 1.7** Confirmation of technical competence, see Appendix G and H.

2 AUTHORISED TECHNICIANS

The candidate must be able to demonstrate knowledge and practical competence in the following areas:

- 2.1** Identification of General Safety requirements across a range of jobs and establishment of General Safety before setting Working Parties to work.

- 2.2 Theoretical understanding of the Company 'A' Wind Turbine Safety Rules, Management Instructions, and support documentation.
- 2.3 The practical application of the Company 'A' Wind Turbine Safety Rules, Management Instructions, and support documentation by simulation exercises in the application of Approved Written Procedures.
- 2.4 Be able to apply the requirements of the WTSR, Supporting Procedures and Management Instructions when carrying out work or testing on the Plant and LV Apparatus.
- 2.5 Understand the situations when supervision may be required when technicians are carrying out work or testing on the Plant and LV Apparatus.
- 2.6 Physical details of the Plant and LV Apparatus sufficient to cover the area of Authorisation.
- 2.7 The means of achieving isolation, including the use of any specialised Isolating Devices and variations across the range of equipment concerned.
- 2.8 The Approved Written Procedure including the 'Transfer of Control', 'Safe Custody' and 'Surrender' processes.
- 2.9 The Company 'A' work control procedure for dealing with work planning.
- 2.10 The training must include:
 - (i) a practical test of the use of Approved Written Procedures to a suitable standard covering all aspects appropriate to the Categories of Authorisation across the whole range of Plant and LV Apparatus to be covered by the appointment, and
 - (ii) a 'mock' interview (where this is deemed to be appropriate by the Responsible Manager).
- 2.11 Confirmation of technical competence, see Appendix G and H. This should include any specialist competence such as might be required for an Authorised Technician Appointed under WTSR A3.12(viii); A3.13(i) and/or A7.6.

3 OPERATIONAL CONTROLLERS

Operational Controllers must be suitably trained persons with experience in operational control of the Wind Farm. They must be able to demonstrate knowledge and practical competence in the following areas:

- 3.1 Duties and responsibilities of the Operational Controller as defined within the Company 'A' Wind Turbine Safety Rules, Management Instructions, and associated documentation.
 - 3.2 Implementation of the Operational Controller function both within the Wind Farm Location control boundary and, where appropriate, across interface boundaries with external parties.
 - 3.3 The recording of 'Transfer of Control' and the management and communication of Exceptions on a Wind Turbine.
 - 3.4 Confirmation of technical competence, see Appendix G and H.
-

4 SELECTED PERSONS

Selected Persons must be able to demonstrate knowledge and practical competence in the following areas:

- 4.1** Duties and responsibilities of the Selected Person defined within the Company 'A' Wind Turbine Safety Rules, Management Instructions, and associated documentation.
- 4.2** The use of the Selected Person's Report as detailed within the Company 'A' Wind Turbine Safety Rules.
- 4.3** Technical knowledge and understanding of the System derived hazards on which advice is to be given and of their possible effects on persons.
- 4.4** Use of equipment to analyse or detect the presence of harmful substances and/or situations that could give rise to danger, relevant to 4.3 above, and be technically competent to interpret the information and readings obtained.
- 4.5** Technical competence to advise on control measures, including the use of Personal Protective Equipment, which can be employed to protect persons from the identified hazards. Confirmation of technical competence must be provided, see Appendix G and H
- 4.6** Production of written advice in the form of a Selected Person's Report.

The training should include a practical test to a suitable standard with assessment by an appropriate member of the Company 'A' senior technical staff.

5 COMPETENT TECHNICIANS

Competent Technicians must be able to demonstrate knowledge and practical competence in the following areas:

- 5.1** Identification of General Safety requirements across a range of jobs and establishment of General Safety before setting Working Parties to work.
- 5.2** Theoretical understanding of the Company 'A' Wind Turbine Safety Rules, Management Instructions, and support documentation.
- 5.3** The practical application of the Company 'A' Wind Turbine Safety Rules and Management Instructions relevant to work or testing under Routine Operating Procedures.
- 5.4** Physical details of the Plant and LV Apparatus sufficient to cover the appointment.
- 5.5** The means of applying any safety precautions specified in the Routine Operating Procedure.
- 5.6** The process for obtaining 'Transfer of Control' from the Operational Controller to carry out work or testing under Routine Operating Procedures.
- 5.7** The Company 'A' work control procedure for dealing with work planning.
- 5.8** Confirmation of technical competence, see Appendix G and H.

APPENDIX E

Criteria for the accreditation of a Nominee of the Company 'A' Health and Safety Manager to perform duties as a member of an Authorisation Panel under the Wind Turbine Safety Rules

- 1 An in-depth working knowledge of the Company 'A' Wind Turbine Safety Rules, and all associated Support Procedures and Management Instructions.
- 2 A sound knowledge of how the Company 'A' Wind Turbine Safety Rules are applied to practical situations.
- 3 A clear understanding of the categories of appointment for Authorising Engineers/ Authorised Technicians and an ability to advise on such.
- 4 An understanding of the Company 'A' 'standards' required for the appointment of Authorising Engineers and Authorised Technicians.
- 5 Relevant previous 'operational' experience.
- 6 Pragmatism.
- 7 Ability to remain focussed on the application of the Company 'A' Wind Turbine Safety Rules and not to drift into other unrelated areas.
- 8 Ability to communicate effectively.
- 9 Capability to develop lines of questioning based upon the response of the candidate.
- 10 Ability to set candidates at ease.
- 11 Able to re-phrase questions or offer prompts without providing candidates with the answer.
- 12 Ability to ask open questions.
- 13 Ability to sum up a candidate's performance, to offer a frank unbiased opinion to the chairman but not be afraid to stand ones ground.
- 14 Ability to take charge of, direct or lead the interview if requested.
- 15 Ability to produce suitably detailed notes outlining the areas covered during the interview.
- 16 Cover sufficient breadth and depth of a subject area to enable a proper assessment of the candidate's capabilities.
- 17 Ability to gauge whether a candidate actually has an in depth understanding or just a shallow knowledge of a topic.
- 18 Ability to put an appropriate level of pressure on the candidate.
- 19 The ability to support other panel members.
- 20 Offer compromise in situations where candidates might not meet the full requirements but have nonetheless satisfied some requirements to a standard such that they might achieve a more limited level of authorisation.

APPENDIX F

COMPANY 'A' WIND TURBINE SAFETY RULES AUTHORISATION INTERVIEW

ASSESSMENT AND APPOINTMENT OF AUTHORISING ENGINEERS AND AUTHORISED TECHNICIANS

CANDIDATE:

APPOINTMENT AS: AUTHORISING ENGINEER/AUTHORISED TECHNICIAN*

Criteria for assessment	Assessment Rating			Comments
	High	Medium	Low	
Understanding of the intended categories of appointment relevant to the interview				
Standard of portfolio of training and competency evidence Does the portfolio meet the turbine type, required risk control and contribute to the application of General Safety Can the candidate explain why the training and competency levels are required in carrying the role of AE or AT				
Practical and theoretical knowledge and understanding of the Company 'A' Wind Turbine Safety Rules and relevant Management Instructions. How they are applied in the WTG, how and why they allow 'Safety from the System', and why misuse or non-use of the WTSR will lead to increased risk to the working party				
Ability to be concise and to convey accurate and logical thought processes to a given situation. Strong communication skills that pass on accurate information to the working party and the OC				
Technical/local plant knowledge and expertise relevant to the intended categories of appointment. Especially in dealing with Hazardous Energy by the correct and timely application of isolations laid down in the AWP. How isolation are locked and tagged and when it is safe to remove the isolations				
Willingness of the candidate to discharge the relevant responsibilities. IS the candidate confident he/she can lead a working party and ensure they are safe at all times				
Ability to withstand 'pressure' situations especially Time v Risk pressures and how they can be applied by themselves or out with the working party				

Overall assessment

Signature

Name: (Panel Member)

Date:

*Delete as applicable

APPENDIX G

COMPANY 'A' WIND TURBINE SAFETY RULES

CONFIRMATION OF TECHNICAL COMPETENCY

To: (Company 'A' Responsible Manager)

PART 1

Name: Company:

I am satisfied that the above-named Person has demonstrated their technical competence on the following Wind Turbine Model(s) and/or Type(s)

.....

The technical competence of this Person has been assessed on the basis of:

.....

(Record details such as: training; qualifications; skills; knowledge and experience; relevant specialisms; membership of professional bodies/organisations/trade registrations; practical testing etc.)

This person is considered to be technically competent to perform:

Work or testing under Routine Operating Procedures as a Competent Technician – Y/N*

Work or testing under Approved Written Procedures as an Authorised Technician – Y/N*

Duties as an Authorising Engineer – Y/N*

Duties as an Operational Controller – Y/N*

Duties as a Selected Person – Y/N*

Limitations or restrictions (please specify):

Signed: Date:

(Line Manager/Team Leader/Supervisor*)

PART 2

The above Person is hereby deemed to be technically competent in accordance with the terms of this Certificate.

Signed: Date:

(Management Representative)

*Delete as applicable

APPENDIX H

CRITERIA THAT CAN BE USED IN AN ASSESSMENT OF TECHNICAL COMPETENCY

- 1** The assessment of technical competence can be made based on criteria such as:
 - Training
 - Qualifications
 - Skills
 - Previous knowledge and experience
 - Previous appointments under compatible 'safety rules'
 - Relevant specialisms
 - Membership of professional bodies/organisations/trade registrations
 - Practical testing.
- 2** Limitations on technical competence might include criteria such as:
 - Mechanical background with no experience of electrical systems
 - Electrical background with no experience of mechanical systems
 - Control and Instrumentation background
 - No previous experience of work/testing on or near to live electrical systems, (WTSR Rule A3.12(viii) and Rule A3.13)
 - No previous experience in making adjustments to the controlling features of Wind Turbine Plant or Apparatus whilst it is in the operating mode, (WTSR Rule A7.6).

NOTE: The criteria in 1 and 2 above are offered as examples only and should not be considered as definitive or exhaustive.

Wind Turbine Safety Rules Authorised Technician Assessment Checklist:

Candidate Name.....

Company..... Date.....

The candidate should be able to explain an understanding of the following:

WTSR Issue to question:	Content required for answer:	Understanding
5 steps of working with the WTSR:	<i>Release, Establish Safe Conditions (isolation), Carry out work, Clearance on completion of work, Restoration and return WTG to operation</i>	
Systems on a WTG:	<i>Plant and LV Apparatus (WTSR) and HV Apparatus</i>	
System Boundary:	<i>ABB Main Breaker</i>	
Inherent Dangers:	<i>Rotating Plant, Electricity, Pressure, Substances, Stored Energy</i>	
The WTSR provide:	<i>Safety from the System</i>	
An AWP provides:	<i>A Safe System of Work</i>	
Explain AWP signature points:	<i>At the time of the isolation</i>	
AWP kept during the work:	<i>AWP kept on person</i>	
Transfer of AWP	<i>Ideally face to face to another AT, but other wise to OC or using a transfer envelope</i>	
Dealing with emerging risk (AWP)	<i>Stop Work and report to OC, AE</i>	
Lost AWP or absent AT	<i>Raise a new AWP and check isolations in place to restart work etc.</i>	
General Safety	<i>Remote to Local, PPE, Housekeeping, Lifting, etc</i>	
Leading a Work Party	<i>Establish and Maintain General Safety, sign AWP to confirm isolation in place, set working party to work,</i>	
Other safety documents	<i>Risk Assessments, Method Statements, Work Instructions, Service Manual, etc.</i>	
Weather/ice on blades	<i>Request WTG is stopped remotely</i>	
What tools can be used?	<i>Only tools approved on the tools register. Tools, checked and certified</i>	
Test for Dead procedure	<i>Test on proving unit, test at point of work, test on proving unit. Prove, Test, Prove</i>	
Supervision	<i>Immediate Supervision, Personal Supervision</i>	

Transfer of Control Procedure at Site	<i>Gather documentation for the task (complete AWP part 1), Contact OC to request Transfer of Control of WTG (Complete AWP part 2)- Carry out work (Complete AWP part 3 and 4), Contact OC to request Transfer of Control (complete AWP part 5)</i>	
Technical Understanding of WTG	<i>Ask for information regarding the WTG type etc</i>	
Scenario's	<i>Set a scenario and ask candidate to talk through the process relevant to the WTSR</i>	

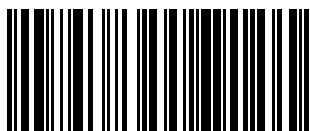
Signed (Panel Member)

Name.....



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This publication has been produced as a result of work carried out within the Technical Team of the Energy Institute (EI), funded by the EI's Technical Partners and other stakeholders. The EI's Technical Work Programme provides industry with cost effective, value adding knowledge on key current and future issues affecting those operating in the energy industry.



9781787252561

ISBN 978 1 78725 256 1
Registered Charity Number: 1097899