SWANBANK PROCEDURE FOR

PERMISSION TO INTERACT WITH LIVE PLANT & EQUIPMENT NOT REQUIRING A PTW SW-QP-9/PTW/12

Responsible Officer: Swanbank Practices Committee Approved: Site Manager Swanbank

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1. Purpose

To advise all personnel of the procedure to be followed to gain permission to interact with live plant or equipment which does not require a formal isolation or access as stated in the Permit to Work system.

2. Scope

This procedure applies to all personnel employed by CS Energy at Swanbank Power Station.

This procedure is to be used for fault finding, greasing (except sootblowers), condition monitoring, general cleaning (including coal spills and precipitator hopper unblocking) and minor lagging work and work of a live nature.

This procedure only applies to voltage levels below 1000V AC and 400V DC systems.

3. Actions

3.1 Introduction

Due to the complex and inter-related nature of the process control equipment within the Power Station, access to equipment for fault finding and maintenance cannot always be obtained within the normal guidelines under the PTW system.

In general, the reasons for this are:

a. The process of fault finding, repair or maintenance on a complex system may require that the system be powered up and operable which inherently prevents isolation.

b. To allow work to be performed that does not pose a risk or danger to plant or personnel, yet requires a communication network to be established between the work party and the plant control room.

3.2 Responsibilities

The Site Manager shall ensure this procedure is reviewed every two years. Any suggested amendments shall be forwarded to the PTW Administration Committee for appraisal.

3.3 General

The Senior Operator has the ultimate responsibility to either grant permission or dismiss the application pending the results of the appropriate risk assessment.

The OIC shall sign the Permission to Interact with Live Plant and Equipment Logbook before commencing interaction and sign off at the completion.

Permission shall be recorded in the Permission to Interact with Live Plant and Equipment Logbook located at each station PCR.

3.4 Application for Permission

Application for Permission to Interact under this procedure shall be verbal to the Senior Operator nominating the plant to be interacted with and names of the workparty (maximum of three).

3.5 Evaluation of Application

The Senior Operator (and if unit specific, the Unit Controller) and the applicant shall then, giving consideration to the tasks to be performed:

- Discuss the Permission to Interact required.
- Perform an appropriate risk assessment and note the outcomes under “Special Precautions” in the logbook.
- In the event the Senior Operator requires additional information he shall consult with further competent people.

3.6 Approval of Permission

Following the approval of the application, the Senior Operator shall:

- Inform the relevant Unit Controller of the tasks to be undertaken.
- Complete the Permission to Interact with Live Plant and Equipment Logbook noting the OIC's name and any additional members of the workparty.
- Pass on any special precautions to the OIC.

3.7 Completion of the Task

Upon completion of the task, the OIC shall:

1. Ensure the work area is in a satisfactory condition.
2. Notify the Senior Operator that interaction with the plant is completed and sign off in the logbook.

4. Definitions

OIC - As defined in the PTW Manual

Senior Operator - The Senior Operator at either Swanbank A or B Plant Control Room

Shift Facilitator - The Senior PTW Officer

Competent Person - A person who is suitably trained and authorised.

Permission to Interact with Live Plant and Equipment Logbook - A logbook located in each Control Room dedicated to logging applicants working under this procedure.

5. Reference Documentation

None

6. Attachments

Attachment 1 - Permission to Interact with Live Plant & Equipment Logbook form

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Permission to Interact with Live Plant & Equipment Log Book

Number	Date ____/____/____	Time _____:_____
Area of Plant:		
Task to be undertaken:		
Special Precautions as discussed with Applicant:		
OIC Work ..... Print ..... Signature	Senior Operator ..... Print ..... Signature	
Workparty Members	Time of Completion _____:_____ ..... OIC Signature	

Number	Date ____/____/____	Time _____:_____
Area of Plant:		
Task to be undertaken:		
Special Precautions as discussed with Applicant:		
OIC Work ..... Print ..... Signature	Senior Operator ..... Print ..... Signature	
Workparty Members	Time of Completion _____:_____ ..... OIC Signature	

7. Document History

Issue Date	Nature of Changes
11/4/01	Original Issue