



MICA CREEK PROCEDURE FOR  
**SANCTION TO TEST PROCEDURES**  
**MCPS-HS&E-0009**

Responsible Officer: PERMITS AND ISOLATIONS ENGINEER (PIE)  
SHIFT CHARGE ENGINEERS (SCE)  
SHIFT ENGINEERS (SE)  
TECHNICAL SERVICES OFFICERS (TSO)

Approved : Title

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    - 3.1.3 The holder of the PTW is then to fill out and sign the fourth section of the form to surrender the PTW. At this point the hard copy of the PTW must be handed in.
    - 3.1.4 The responsible officer (PIE, SCE, SE or TSO) will then record the changes to isolation points which are required for the STT. As each isolation point is changed, the person carrying out each change must initial the corresponding change to the isolation point in the "REMOVE" column.
    - 3.1.5 If any isolation changes involve high voltage switching, these changes must be carried out by a person with a level 4 switching authority and the form signed by that person when the switching has been completed.
    - 3.1.6 When all isolation point changes have been completed, the responsible officer (PIE, SCE, SE or TSO) will sign the form to signify that the STT is ready to issue.
    - 3.1.7 The person who will be in charge of the test, will then sign the STT form to signify receipt of it and to assume responsibility for the test.
    - 3.1.8 The responsible officer will then place both copies (flimsy and hard) of the PTW, the green (original) copy of the STT and all safety locks and tags which were removed for the STT, into a plastic bag.
  - 3.2 On Completion of the Test
    - 3.2.1 The hard copy of the STT is to be handed to the responsible officer by the person in charge of the test.
    - 3.2.2 The responsible officer will staple the hard copy to the original green copy of the STT and have the person in charge of the test sign the form to signify completion of the test.
    - 3.2.3 If the PTW is no longer required, the person who held the permit prior to the issue of the STT, will sign the PTW to cancel it.

3.2.4 When all isolation changes required for the STT have been restored, the responsible officer and, if necessary the level 4 switching person, will sign the STT form to signify restoration of the isolations ready for the reissue of the PTW.

3.2.5 The final step in the process is for the PTW holder to be reissued with the PTW after he/she signs the last section of the STT form.

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## **1. Purpose**

To ensure that isolations are altered in a manner to ensure the safety of personnel and plant when tested under the Permit to Work system.

## **2. Scope**

This procedure applies to all plant at Mica Creek Power Station that is to be tested prior to return to service.

## **3. Actions**

### **3.1 When a Request for a STT Has Been Made**

- 3.1.1 Complete the details in the top section of the STT form (Isa Mine 847G) stating the relevant PTW number on the left and the name of the PTW holder on the right.
- 3.1.2 Complete the third section by entering the name of the item of plant and a description of the test to be carried out.
- 3.1.3 The holder of the PTW is then to fill out and sign the fourth section of the form to surrender the PTW. At this point the hard copy of the PTW must be handed in.
- 3.1.4 The responsible officer (PIE, SCE, SE or TSO) will then record the changes to isolation points which are required for the STT. As each isolation point is changed, the person carrying out each change must initial the corresponding change to the isolation point in the "REMOVE" column.
- 3.1.5 If any isolation changes involve high voltage switching, these changes must be carried out by a person with a level 4 switching authority and the form signed by that person when the switching has been completed.

- 3.1.6 When all isolation point changes have been completed, the responsible officer (PIE, SCE, SE or TSO) will sign the form to signify that the STT is ready to issue.
- 3.1.7 The person who will be in charge of the test, will then sign the STT form to signify receipt of it and to assume responsibility for the test.
- 3.1.8 The responsible officer will then place both copies (flimsy and hard) of the PTW, the green (original) copy of the STT and all safety locks and tags which were removed for the STT, into a plastic bag.

## **3.2 On Completion of the Test**

- 3.2.1 The hard copy of the STT is to be handed to the responsible officer by the person in charge of the test.
- 3.2.2 The responsible officer will staple the hard copy to the original green copy of the STT and have the person in charge of the test sign the form to signify completion of the test.
- 3.2.3 If the PTW is no longer required, the person who held the permit prior to the issue of the STT, will sign the PTW to cancel it.

If the PTW is still required, the isolation points changed for the STT will be restored and the the person who restored each point will initial the AFFIX column adjacent to the isolation point change.

- 3.2.4 When all isolation changes required for the STT have been restored, the responsible officer and, if necessary the level 4 switching person, will sign the STT form to signify restoration of the isolations ready for the reissue of the PTW.
- 3.2.5 The final step in the process is for the PTW holder to be reissued with the PTW after he/she signs the last section of the STT form.

## **4. Definitions**

None.

## **5. Reference Documentation**

None.

## **6. Attachments**

None.

## 7. Document History

Issue Date	Nature of Changes
	Original Issue