

	WORK INSTRUCTION:	Working safely on plant and equipment	Rev. 01
	HSEQ Procedure:	Normal business operations	Date: 27.02.13

Electrical installation and repair activities

<i>Making equipment safe before starting work</i>		
Step	Party	Activities
1	Technical Department/third parties, production	Drawing up the TRA and using the company work instruction. Holding work start-up meeting (toolbox meeting).
2	Technical Department/third parties, production	Applying for work permit, registering activities. Entering required information on work permit.
3	Production	Separating/isolating, shutting down plant (component).
4a	Production	Lock to prevent switching back on by unauthorised parties (LoTo).
4b	Technical Department/third parties	Lock to prevent switching back on by unauthorised parties (LoTo).
5	Technical Department/third parties	Check that power supply is off (test instrument for correct operation, measure, test instrument for correct operation).
6	Technical Department/third parties	Earthing and connection of jumpers/by-pass circuits (prevent persons from coming into contact with unexpected high-voltage/high current electrical supplies).
7	Technical Department/third parties	Protect surrounding area, cordon off (fencing, screen, ribbon, sign etc.).
8	Technical Department/third parties, production	Check safety measures.
9	Technical Department/third parties, production	Authorise work permit.
10	Technical Department/third parties	Start work.

<i>Commissioning, reversing procedure for making equipment safe</i>		
Step	Party	Activities
1	Technical Department, third parties	Finish work.
2	Technical Department, third parties	Remove earthing and jumpers/by-pass circuits.
3	Technical Department, third parties	Remove protection for surrounding area, barriers.
4	Technical Department, third parties	Remove lock preventing switching back on by unauthorised parties (LoTo).
5	Technical Department, third parties	Tidy up and clean the work area.
6	Technical Department, third parties, production	Check and inspect work area.
7	Production	Reverse measures taken to separate/isolate, shut down plant (component).
8	Technical Department, third parties, production	Check correct function of plant/equipment.
9	Production	Report completion of the work, terminate work permit.
10	Production	Put equipment/plant into operation.

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