

CONTROL OF ACCESS TO TRANSMISSION OPERATIONAL SITES

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PURPOSE AND SCOPE

This document defines the procedure for National Grid staff and other parties for access at National Grid operational Transmission sites managed by **Electricity Transmission** Asset Management (**ETAM**).

As part of the safety management and operational control system smart cards, fobs and keys are used to control access to sites and equipment. The use of keys will vary according to authorisation levels as defined in National Grid Safety Rules.

This procedure covers the management of access to equipment and buildings within sites to facilitate operational and safety requirements and also defines the requirements necessary to achieve specified security standards.

The management of keys **and** electronic fobs issued to staff and other parties must be controlled as detailed in this procedure.

PART 1 – PROCEDURAL

1 INTRODUCTION

In order to prevent exposure to dangers, inherent on National Grid sites, access will be controlled with regard to appropriate knowledge and experience. Levels of access will be related to National Grid, Generating Company, Distribution Network Operator or other Third Party safety rules authorisation.

Due to the nature of the business the majority of National Grid sites are security sensitive. There is a prioritisation of security level for sites based on ranking of the Critical National Infrastructure. The Operational Site Access admin team at Warwick are fundamental in managing the security system, employed to administer the highest level of security available to sites. This facility administers the process for the issue and return of keys and fobs for all locations. Fobs are held centrally while keys will be held locally.

Issue of keys and electronic fobs are determined by competency and need, it is important to have a procedure for managing the issue and return of keys and fobs as well a process for dealing with lost keys and fobs. This procedure sets out the principles of how access at sites will be managed.

2 RESPONSIBILITIES

National Grid has an obligation under the Health & Safety at Work Act 1974 and more specifically for substations and overhead line towers, the Electricity Safety, Quality and Continuity Regulations 2002, to ensure that its assets are protected from third party interference, and that members of the public are not injured as a result of our operations. The company has a responsibility to ensure the Health, Safety and Welfare of employees working at sites, also other parties affected by or involved in that work i.e. third parties, contractors etc. Ensuring appropriate levels of security are a key element in achieving this, the procedure UKBP/SE/406 details appropriate security measures which must be implemented at National Grid locations.

The Health and Safety At Work Act 1974 places responsibilities on both employer and employee for the health and safety of those who carry out work. In addition to this, the Management of Health and Safety at Work Regulations 1999 places a duty on employers to assess the risks associated with work activities, and the additional risks of working alone must be addressed. Procedure UKBP/SE/403 describes the process for Lone Working in accordance with AMBP-AS009.

It is important for all National Grid employees and third parties to safeguard any means of site access supplied to them and to help manage control e.g. return issued items when no longer required or authorised.

3 MANAGING ACCESS

It is the responsibility of all staff involved in the issue of keys to contractors to comply with this procedure.

National Grid may delegate responsibility to others to ensure that site gates are kept secure at all times but it is unable to delegate its legal responsibility for ensuring the security and the integrity of the site perimeter fence. This applies for the Principle Contractor to control access to their CDM areas.

3.1 At electricity locations:

Reference should be made to procedures UKBP/TP137 CDM regulations and UKBP/TP163 site installation.

First person on an electricity site should ring the TNCC Response desk to say they are there and the last person to leave an electricity site should contact the TNCC Response desk to say the substation is now unmanned.

3.2 At gas locations:-

- a) If others are working when you arrive, and not connected with your attendance, ensure their works and yours can proceed safely without conflict.
- b) Vehicle access should be as Work Instruction GEN-SEC-012.

Particular care is required for access at sites transporting Unodorised natural gas and procedures followed as T/PR/SSW/8.

4 REQUESTING KEYS AND FOBS

The Operational Site Access (OSA) form can be accessed from the OSA **Sharepoint** site which is located on the **Electricity Transmission** Asset Management (**ETAM**) home page. For DNOs, GENCO and 3rd parties who do not have access **Sharepoint** the attached forms in appendix 1 can be completed and sent to the OSA admin team via the OSA mailbox, .Box.OSA.mailbox

For DNOs, GENCO and contractors who are working directly for DNOs and GENCO, prior approval must be gained from the nominated DNO or GENCO approver **PRIOR** to submitting the request to the OSA mailbox. A National Grid approver will only approve a request from a DNO, GENCO or contractor who is working directly on behalf of a DNO or GENCO if the DNO or GENCO nominated approver has confirmed to National Grid that the requester has the necessary safety competency to be issued a key or fob for access to National Grid operational sites. The process for DNO, GENCO and 3rd parties to request keys and fobs is detailed in Appendix 5.

Once a request has been raised it must be approved by a competent approver, usually a **TL**, PE, MDE, DM or ATM. The approver must be satisfied that the request contains enough information to allow the request to be processed. The approver must also be satisfied that the requester has the correct level of competency to allow the key, or fob to be issued. If the approver is not confident that the requester has the correct level of competency or that the requester has not provided enough information the request should be rejected stating the reasons for the rejection.

Once the request has been approved it is automatically passed to the OSA admin team for processing. Process maps showing how keys and fobs are issued, returned and how lost items are dealt with are detailed in the attached Appendices B, C and D.

Access to CNI sites via Smart Cards is dealt with by the ARC via their email account **box.ARC@nationalgrid.com**

5 GENERAL OPERATIONAL LOCATIONS GAS TRANSMISSION

Gas Transmission site keys will only be issued to contractors in exceptional circumstances. The primary reason for this policy is:-

National Grid may delegate responsibility to others to ensure that site gates are kept secure at all times but it is unable to delegate its legal responsibility for ensuring the security and the integrity of the site perimeter fence. This equally applies to the Principal Contractor to control access to their CDM areas.

When it is deemed necessary that contractors can be issued with site keys the following is the preferred priority in the issue of these keys:-

- a) A separate unique padlock will be used on a chain in series with a site padlock. The contractor will use this during the day. National Grid staff will lock the site with the National Grid padlock after hours. Use suited locks so that a single lock can still be used but limits where contractors have key access.

- b) Where there is a need for contractors to work beyond the normal working day, then the relevant National Grid Authorising Engineer must make special arrangements which will ensure contractors safety and site security depending if electrified fences are left switched off or on.
- c) A key giving access to the particular site only can be issued. This key should preferably be issued each morning and returned each evening to National Grid personnel for safe keeping overnight.
- d) As a last resort a Transmission master site key may be issued to a contractor. The Transmission Area Manager must personally satisfy himself that the issue of a sub-master site key to a contractor can be justified and must agree to that issue. Prior to issue of a key and provision of access to sites, all contractors shall be required to have completed the relevant site induction process including watching any relevant video materials.

6 GENERAL OPERATIONAL LOCATIONS ELECTRICITY TRANSMISSION

Following access, **For Every Location** it is important to record your presence using in/out board (e.g. T card system) or log book and advise appropriate control room. Update control room and remove record/sign out, on leaving.

When working at remote sites reference should be made to lone working procedures and the relevant logging on/off site procedures.

When it is deemed necessary that contractors can be issued with substation keys the following is the preferred priority in the issue of these keys:-

- a) A separate unique padlock will be used on a chain in series with a substation padlock. The contractor will use this during the day. National Grid staff will lock the site with the National Grid padlock after hours.
- b) Use suited locks so that a single lock can still be used but limits where contractors have key access.
- c) Where there is a need for contractors to work beyond the normal working day, then the relevant National Grid Project Leader must make special arrangements which will ensure contractors safety and site security depending if electrified fences are left switched off or on.
- d) A key giving access to the particular site only can be issued. This key should preferably be issued each morning and returned each evening to National Grid personnel for safe keeping overnight.
- e) A sub-master substation key may be issued to a contractor. The Delivery Manager must personally satisfy himself that the issue of a sub-master substation key to a contractor can be justified and must agree to that issue.

7 ISSUE OF KEYS TO THIRD PARTIES WHO OWN PART OF THE SITE – SUCH AS 132KV COMPOUND

Where a third party needs access through National Grid property to access their equipment in compounds/buildings of their ownership. The relevant key or fob shall be issued to an individual providing they can demonstrate local site requirements for security and emergency procedures.

Where a third party needs access to their equipment in a National Grid compound the third party shall provide proof of BESC or equivalent qualification.

Where there are over-sailing conductors the third party shall either comply with NS18 or have safety rules equivalent to that voltage of the over-sailing hazard to enable them to manage the safety hazard

If National Grid HV equipment is separated from the third party compound by a secure palisade fence then the third party can nominate contractors to receive keys providing the above criteria is met.

8 KEY ISSUE

Keys will only be issued to named individuals following training and assessment as a competent person plus extra training regarding their responsibilities in the event of HSE inspector visit or fire situation. The questionnaire to be used is assessment paper for key authorisation AMBP 040.01. This will include the signing of declaration UKBP/TP214.03 acknowledging their responsibilities (one exception to this policy is the issue of substation keys to GENCO control rooms). DNOs will also follow this procedure. When access for working on their equipment under their safety rules a copy of their authorisation will be submitted for shared sites.

Keys or fobs will not be issued to contractors company for general use. They are only for use by the person to whom they have been issued. The process for requesting keys and fobs is detailed in section 6.

9 MANAGEMENT OF SUBSTATION ACCESS FOR CONTRACTORS WHERE RISK MANAGEMENT HAZARD ZONES ARE IN FORCE

It may be necessary to control substation access in situations where risk management hazard zones have been applied due to temporary potential overstressing of switchgear or other potential switchgear problems.

If a Risk Management Hazard Zone exists as detailed in National Grid UKBP/SE/NSI 6 then the National Grid Project Leader will arrange with the Contractor the local procedures and precautions to follow on site.

If CDM applies to the project/work then information in relation to working in or near a Risk Management Hazard Zone must be included in the appropriate Health and Safety Plans.

10 FORMS AND RECORDS

UKBP/TP214.01	Request For Access Keys, Fobs & Smart Cards For Personnel Working On Dno/Third Party Equipment And Systems Contained Within National Grid Owned/Managed Boundaries
UKBP/TP214.03	Assessment Paper for Key Authorisation
UKBP/TP214.04	Declaration for the Issue of Substation Keys

PART 2 - DEFINITIONS AND DOCUMENT HISTORY

11 DEFINITIONS AND ABBREVIATIONS

OSA	Operational Site Access admin, at Warwick
CNI	Critical National Infrastructure
TL	Team Leader
DM	Delivery Manager
ATM	Area Transmission Manager
PE	Pipeline Engineer

MDE Maintenance Delivery Engineer
DNO Distribution Network Operator
ERP Enterprise Resource Planning
TNCC Transmission Network Control Centre
GNCC Gas National Control Centre

12 AMENDMENTS RECORD

Issue	Date	Summary of Changes / Reasons	Author(s)	Approved By (Inc. Job Title)
1	December 2010	New document	Isabelle Haigh Asset Management	EEPIG
2	February 2016	Various Changes to document and process maps	Benjamin Richardson	Zac Richardson Operational Support Manager

13 IMPLEMENTATION

13.1 Audience Awareness

Audience	Purpose Compliance (C) / Awareness (A)	Notification Method Memo / letter / fax / email / team brief / other (specify)
Electricity Transmission Asset Management (ETAM)	C	Team Talk/Email
Capital Delivery	C	Team Talk/Email

13.2 Training Requirements

Training Needs N/A / Informal / Workshop / Formal Course	Training Target Date	Implementation Manager
N/A	N/A	N/A

13.3 Compliance

Corporate audit.

13.4 Procedure Review Date

3 years from publication date.

PART 3 - GUIDANCE NOTES AND APPENDICES

APPENDIX A – REQUEST FOR ACCESS KEYS AND FOBS

Operational Site Access (OSA) Access Request Request for Access Keys, Fobs & Cards for

Instructions:

1. Please complete the fields below if requesting either a fob or key and email to osa.mailbox@nationalgrid.com

If requesting a card for a CNI site, please phone Rochelle Robinson on 7474 3775 or 01926 653775.

PLEASE NOTE: The option to select “All sites” is not applicable for CNI cards. For CNI sites you need to provide the name of the site you require access to

2. Fields marked with a red asterisk are mandatory, failure to complete all mandatory fields will result in your request being rejected.

If you have any queries please contact OSA on the above email or on 01926 653890

User Information

Surname: *	
Forename(s): *	
Company Name: *	
Email Address: *	
Telephone Number: *	
EUSR / BESC Number: *	
Name of 3rd Party Authoriser: *	
National Insurance No. / Employee No. *	
Competency *	

Request Information

Reason for Request *	
Delivery address for Fob	