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Memorandum

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NR/BS/LI/011 – Issue 6: Letter of Instruction

This is a Letter of Instruction. In accordance with Section 16, of Network Rail Business Process Document, NR/SP/STP/090 – *Managing Change to Network Rail Standards*, I give notice that the following changes shall be made with effect of **17 October 2006**:

Substation Entry Restrictions for Locations Containing ASEA Minimum Oil 25 kV Switchgear

Urgent Instruction

ENTRY to all ALIVE substation buildings containing ASEA minimum oil 25kV circuit breakers type HKSJ, including their internal non-operational rooms, but with the exception of Thorpe-le-Soken SSP, is **NOT PERMITTED** for any staff or contractors unless:

1. **ALL** the circuit breakers are first opened by the ECR Operator;
2. **ALL** track feeder isolators have been put into **OPEN** position with authority from ECR Operator; **OR** the building has been isolated from **ALL** sources of traction supplies by isolating **ALL** overhead lines from neutral section to neutral section on either side of the building to be accessed as per emergency isolation and,
3. The DNO grid circuit breakers have been **OPENED** to isolate the building from **ALL** sources of traction supplies.

For intermediate TSC's, normal by-passing procedures shall apply but access will only be granted once the by-pass switches have been operated and all the circuit breakers and track feeder isolators have been **OPENED** to isolate the building from all sources of traction supplies.

Until total isolation of the building is complete or when in the vicinity of an **ALIVE** building, all person(s) on site must keep away from the doors, windows and vents.

Unrestricted access is only permitted to the SSP part of building at Thorpe-le-Soken SSP but ECR Operator must be contacted before entering the SSP and no person shall remain in the SSP during switching.

The reason for its issue

This Letter of Instruction is in response to the failure of the switchboard at Barking Feeder Station and initial investigations into the cause of the failure.

This modified restriction shall be implemented at once to control the risks.

This restriction does not currently apply to any other type of oil filled switchgear.

Who it affects

Anyone who needs to gain access to the following sites under **ANY** circumstances:

Barking FS	Colchester TSC
Upminster TSC	Witham TSC
Pitsea TSC	Chelmsford TSC
LeighTSC	Alresford TSC
Purfleet TSC	Clacton TSC
Tilbury TSC	Thorpe TSC
Golden Lane TSC	Rye House FS
Hill House TSC	Cheshunt TSC
Hertford East TSC	Harlow TSC

Standards affected

None