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Memorandum

To: ECOs:
Selhurst
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Lewisham

From: Cliff Elsey

Title: SE Territory Engineer,
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cc: Arif Arabaji
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Date: 7 January 2008

NR/BS/LI/025 - Issue 3: Letter of Instruction

This is a Letter of Instruction. In accordance with Section 9, of Network Rail Level 2 Document, NR/L2/STP/001 – *Network Rail Standards Management – Process requirements*, I give notice that the following changes shall be made with effect of **7 January 2008**:

Paralleling of EDEF Supply Points New Cross – Croydon, Wimbledon: Restrictions

Instruction

1. Upon obtaining paralleling permission from EDF before the normally open gap is closed between the EDFE sites to be paralleled, if persons are present in any of the above substations between the EDFE supply points concerned these persons are to be required to leave the substation building.
2. Only when the ECO(s) has an assurance that all persons have vacated the affected buildings shall the paralleling of supply points proceed.
3. The ECO shall maintain contact with the EDF control engineer until the paralleling operation has been completed.

4. Upon completion of the paralleling operation the ECO shall give permission for staff to return to the substation.
5. **By exception** if testing is being undertaken and it is necessary for staff to be present whilst the EDFE supply points are in parallel (e.g. protection stability checks), then after item 3. above, the minimum number of staff required may re-enter the building for the testing to be undertaken. Such exposure shall not exceed 20 minutes per occasion.

The reason for the issue

Since Issue 2 of this Letter of Instruction dated 25 August 2005 was published, switchgear renewals have been completed at Queens Road A & B Substation. Therefore this instruction shall now apply only to the following substations: **Brockley, and Wimbledon A.**

Who it affects

EDF Energy Control Engineers; ECOs at Selhurst, Raynes Park and Lewisham; Maintenance staff; MP&I staff and their contractors.

Standards affected

None

Expiry date

This Letter of Instruction dated 7 January 2008 will expire in 12 months' time.

This instruction does not change any requirements for compliance with legislation, other standards or health and safety requirements.

Further advice and guidance on the application of these changes may be sought by contacting **Cliff Elsey** on **Internal 00-23273, External 020 7902 3273.**

Author:

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Endorsed by:

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