

Instructions

Instructions for the high-voltage Work Controller in case of Live Work

Document ID: [SDOK-515-59](#), revision: 4.0

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Verified: 02.01.2024 by [Jon Halvor Holtet](#)

Approved: 02.01.2024 by [Arnfinn Granheim](#)

Planned review by: 02.01.2027

Keywords: EI-sikkerhet

Based on the Norwegian document SDOK-515-16

1 Governing policy and legislation

These Instructions for the high-voltage Work Controller in case of Live Work are subordinate to [policy sikkerhet](#) (Safety Policy). They are a supplement to, and superceded by [FSE 2006](#) (Safety regulations related to the maintenance and operation of electrical installations) which is pursuant to the "[Lov om tilsyn med elektriske anlegg og elektrisk utstyr](#)" (Act relating to the Inspection of Electrical Installations and Electrical Equipment).

2 Purpose and validity

The purpose of these Instructions is to ensure a high level of electrical safety during work on or in the vicinity of Statnett electrical installations and during their operation, by requiring adequate planning of all activities and the implementation of necessary safety measures to avoid any threat to life, health, or property.

This set of Instructions applies to all high-voltage installations where Statnett has operational responsibility.

3 Intended audience

All Statnett and external employees who are authorised Work Controller on electrical installations where Statnett has operational responsibility.

4 Definitions

Operation Controller: Person appointed to have responsibility for ensuring that all necessary switching operations in high-voltage installations are conducted safely.

Work Controller: Person appointed to have responsibility for the electrical safety at the worksite.

Installation Manager: Person appointed by the owner/manager to carry out and be responsible for the ongoing management and maintenance of the electrical installations.

5 Work Controller for live working

5.1 This set of instructions applies to the function of Work Controller for live working on 132, 300 and 420 kV installations where Statnett has operational responsibility.

5.1.1 Live working is only permitted if detailed work procedures describing the planned operations have been prepared in advance. These work procedures must be approved by the Installation Manager. The Work Controller and all team members must have received necessary training.

5.2 Safety in connection with live working is the responsibility of the person appointed to Work Controller.
The Work Controller must always lead the work and ensure that the work is conducted in a safe manner.

5.2.1 Before work may commence, the Work Controller shall:

- Participate in the planning meeting for the job.
- Acquire a detailed understanding of the work order, work procedure and planned safety procedures for the job.
- Ensure that all members of the work team have received detailed instruction, have the necessary theoretical and practical training to carry out the planned work tasks, and that they understand what equipment is to be used.
- Check that work conditions at the work site are satisfactory and without faults that could affect safety in any way. Clarify any uncertainties and, if necessary, initiate further safety precautions, in addition to those that were planned.
- Accept the role of Work Controller by spoken appointment from the Operation Controller.

5.2.2 The Work Controller shall ensure that work does not start:

- if weather conditions are unsuitable for the equipment being used, or if such conditions are likely.
- when weather conditions significantly reduce the possibility of conducting the work safely (rain, fog, wind or cold).

5.2.3 The Work Controller must ensure that work is not conducted if there is lightning or thunder.

5.3 During work, the Work Controller shall:

- Be present while work is being carried out, lead and oversee the work both in terms of safety and as team foreman.
- Conduct the work in accordance with the applicable instructions.
- Ensure safety is maintained throughout the job.
- Stop the work if any situation arises that could affect safety in any way.
- Notify the Operation Controller if work is stopped and clarify the reason.
- Not restart work before permission has been given by the Operation Controller.

5.4 At the end of the day, the Work Controller shall:

- check that all equipment has been cleared away from the installation and that all personnel are on the ground. If equipment is left on the installation, the relevant pylon must be marked with warning tape before the site is left.
- dismantle all temporary safety measures at the work site.
- unless otherwise instructed, a sparkgap may be left overnight.
- notify the Operation Controller that work has been stopped for the day.

5.5 When work has stopped, the Work Controller shall:

- dismantle all safety measures.
- notify the Operation Controller that live working has stopped.

6 Abstinence from intoxicants

The person appointed as Work Controller must agree to refrain from consuming alcohol or other intoxicants during the 8 hours prior to starting work.

7 Confirmation of compliance

The responsibility for checking compliance with instructions lies with the document holder and approving body.

The position of Installation Manager includes authority to draw up and approve work procedures, guidelines and instructions in areas covered by electrical safety in accordance with [policy sikkerhet](#) (Safety Policy – Norwegian document only).

8 Enclosures and references

References:

- [Policy sikkerhet](#) (Safety Policy – Norwegian document only) (SDOK-856-6)
- [Instructions for the high-voltage Work Controller](#) (SDOK-515-55)
- [Instructions for the Operation Controller](#) (SDOK-515-54)
- [Instruks for planlegging av arbeid i elektriske anlegg](#) (Instructions for planning of work in electrical installations – Norwegian document only) (SDOK-515-36)
- [Electrical safety procedural works](#) (SDOK-515-73)
- [Safety regulations related to the maintenance and operation of electrical installations](#) (FSE 2006) (www.dsb.no)
- [Lov om tilsyn med elektriske anlegg og elektrisk utstyr](#) (Act relating to the Inspection of Electrical Installations and Electrical Equipment – only in Norwegian) (www.lovdatab.no)

9 Version log

Valid as of	Revision classification (New/Updated/Vocabulary/None)	Description of important changes
01.01.2023	Updated	Changed name of roles: Switching Supervisor – Operation Controller Safety Supervisor – Work Controller Operations Manager – Installation Manager

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Revision log SDOK-515-59:

Revision		Approved	Approved by	Description
4.0	Show changes	02.01.2024	Arnfinn Granheim	See the version log
3.0	Show changes	30.12.2022	Arnfinn Granheim	See the version log
2.0	Show changes	30.12.2021	Arnfinn Granheim	Migrated from IFS#1199564
1.0	Show changes	30.12.2021	Arnfinn Granheim	Migrated from IFS#1199564