



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 1 of 60

Approved by:  
Managing Director

## ADDC SYSTEM SAFETY RULES (Fifth Edition)

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Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 2 of 60

Approved by:  
Managing Director

### TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	<b>5</b>
<b>System Safety Rules Structure</b> .....	<b>5</b>
<b>Specific Interpretations</b> .....	<b>6</b>
<b>STATEMENT OF POLICY, PHILOSOPHY AND PRINCIPLES</b> .....	<b>7</b>
<b>1. POLICY</b> .....	<b>7</b>
<b>2. PHILOSOPHY</b> .....	<b>7</b>
<b>3. ESSENTIAL PRINCIPLES</b> .....	<b>9</b>
<b>DEFINITIONS</b> .....	<b>10</b>
<b>ABBREVIATIONS</b> .....	<b>16</b>
<b>GENERAL PROVISIONS</b> .....	<b>18</b>
<b>G1. GENERAL SAFETY</b> .....	<b>18</b>
<b>G2. SYSTEM SAFETY RULES, INSTRUCTIONS AND PROCEDURES</b> .....	<b>19</b>
<b>G3. SPECIAL INSTRUCTIONS</b> .....	<b>19</b>
<b>G4. OBJECTIONS FOR SAFETY REASONS</b> .....	<b>20</b>
<b>THE BASIC SYSTEM SAFETY RULES</b> .....	<b>20</b>
<b>R1 APPLICATION OF RULES</b> .....	<b>20</b>
<b>R2 APPROACHING EXPOSED LIVE ELECTRICAL CONDUCTORS AND INSULATORS</b> .....	<b>21</b>
<b>R3 SAFETY PRECAUTIONS FOR WORK ON OR NEAR TO HIGH VOLTAGE EQUIPMENT</b> .....	<b>23</b>
<b>R4 SAFETY PRECAUTIONS FOR WORK ON OR NEAR TO LOW VOLTAGE EQUIPMENT</b> .....	<b>28</b>
<b>R5 SAFETY PRECAUTIONS FOR WORK ON OR NEAR TO POTABLE WATER EQUIPMENT</b> .....	<b>30</b>
<b>R6 SAFETY PRECAUTIONS FOR WORK ON OR NEAR TO RECYCLED WATER EQUIPMENT</b> .....	<b>31</b>
<b>R7 BOUNDARY IDENTIFICATION OF SAFE WORKING AREA</b> .....	<b>33</b>
<b>R8 IDENTIFICATION AND DEMARCATION OF EQUIPMENT</b> .....	<b>34</b>
<b>R9 OPERATION OF EQUIPMENT</b> .....	<b>36</b>
<b>SAFETY DOCUMENT PROCEDURES</b> .....	<b>37</b>
<b>P1. GENERAL</b> .....	<b>37</b>
<b>P2. APPLICATION</b> .....	<b>37</b>
<b>P3. SAFETY PRECAUTIONS - PERMIT TO WORK (HIGH VOLTAGE)</b> .....	<b>38</b>

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شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 3 of 60

Approved by:  
Managing Director

P4.	SAFETY PRECAUTIONS - PERMIT TO WORK (Mechanical) .....	40
P5.	SAFETY PRECAUTIONS - PERMIT TO WORK (LOW VOLTAGE).....	41
P6.	SAFETY PRECAUTIONS – SANCTION FOR TEST .....	42
P7.	SAFETY PRECAUTIONS – LIMITED ACCESS PERMIT .....	44
P8.	PREPARATION, ISSUE AND RECEIPT OF SAFETY DOCUMENTS .....	45
P9.	SUSPENSION SAFETY DOCUMENTS .....	48
P10.	CLEARANCE OF SAFETY DOCUMENTS .....	49
P11.	TRANSFER OF SAFETY DOCUMENTS .....	51
P12.	CANCELLATION OF SAFETY DOCUMENTS .....	52
P13.	RETURN TO OPERATIONAL SERVICE .....	52
P14.	RECORD OF INTER-SYSTEM SAFETY PRECAUTIONS (RISSP).....	53
P15.	SAFETY CLEARANCE / DE-CLEARANCE CERTIFICATE.....	55
P16.	PERSONAL CATEGORIZATION AND COMPETENCY.....	55
ANNEXURES:.....		59
1.	ANNEX 1 DISTRIBUTION SAFETY INSTRUCTIONS (DSIs) .....	59
2.	ANNEX 2 CERTIFICATES/CARDS TEMPLATES.....	60
3.	ANNEX 3 SAFETY DOCUMENTS TEMPLATE .....	60
4.	ANNEX 4 OTHER TEMPLATES.....	60



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 4 of 60

Approved by:  
Managing Director

### AMENDMENTS SHEET

Issue / REV. #	PAGE NUMBER	DESCRIPTION OF CHANGE	APPROVED BY	EFFECTIVE DATE
2/0	All	New Issue – after full changes to integrate with Other companies (TRANSCO & AADC)	MD	06/12/2009
3/0	New issue	After changes in Authorization categories and add Senior Authorized Person	MD	01/02/2012
04/00	New Issue	To include NFPA70E/2015 standard changes, re-structure of System Safety Rules, integration of AD EHSMS RF 2.2, periodical review, engagements of staff and improvements inputs	MD	01/03/2015
05/00	ALL	Updated based on the followings: 1. Requirements of OSHAD SF VER 3.1 2. Requirements of ISO9001/2015 3. Requirements of ISO14001/2015 4. Requirements of ISO4500/2018 5. Add the Requirements of EnMS ISO50001/2011 6. Lessons learned from implementation of SSR Issue 04 (Fourth Edition) 7. Lessons learned from incident's investigation outcome, 8. Outcome from Internal, External and regulatory Audits 9. HSEQ strategic Plan 2018-2022 10. New Scope added to ADDC for Operation and Maintenance of recycled water distribution network	MD	01/06/2018

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شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 5 of 60

Approved by:  
Managing Director

## INTRODUCTION

The **Company** System Safety Rules and DSIs are mandatory. The System Safety Rules are provided to ensure that both **Company** employees and others can undertake work, on or near Electrical equipment, Potable Water equipment and Recycled Water equipment safely.

Every person who may be concerned with work on or near to the system has a duty to make themselves thoroughly conversant with the relevant System Safety Rules, Distribution Safety Instruction and any related supporting documents. It is important to appreciate that ignorance of these System Safety Rules and associated documents cannot be accepted as a reason for the neglect of duty. In addition, all persons have a broad general duty to be familiar with and to follow sound safety and working practices for any activity with which they have an involvement.

All words shown in **bold** type are defined in the Definitions section of these System Safety Rules.

Each employee also has a personal responsibility, to take reasonable care for the health and safety of themselves and any other person who may be affected by their activities at work.

Any person having any doubt about the nature of their duties must seek additional information, advice and guidance from their supervisor, before proceeding with work.

The statement of Policy, Philosophy and Principles is included to provide general information only and does not form part of the Company System Safety Rules.

## System Safety Rules Structure

ADDC System Safety Rules has been structured to be as following:

1. System Safety Rules (SSR) (This Document) – **Mandatory Requirements**
2. Distribution Safety Instructions (DSI) – **Mandatory Requirements**
3. System Safety Rules Guidance (SSRG) – **Implementation Guidance only**



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 6 of 60

Approved by:  
Managing Director

### Specific Interpretations

#### Must, Shall

When 'Must' or 'shall' is used in these Rules and DSIs, this indicates a mandatory requirement. No discretion is permitted and no judgment can be made.

#### Shall, where practicable

When 'shall, where practicable' is used to qualify a requirement, a slightly less strict standard is imposed. It means that where it is possible to achieve, in the light of current knowledge and invention, then the requirement shall be met. To avoid the requirement on the grounds of difficulty, inconvenience or cost is not allowed.

#### Shall, where reasonably practicable

When 'shall, where reasonably practicable' is used to qualify a requirement, then a judgment shall be made as to what is reasonable. This shall take into account assessment of the magnitude of the risk on the one hand and the cost, time and trouble, and effort necessary for averting the risk on the other hand.



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 7 of 60

Approved by:  
Managing Director

### STATEMENT OF POLICY, PHILOSOPHY AND PRINCIPLES

#### 1. POLICY

1.1. ADDC (The **Company**) Developed and implemented an Integrated Management System Policy IMS Policy PL.GN.01 and an Occupational Safety and Health OSH Policy PL.GN.14 such policies fulfilled and comply with International standards ISO9001, 14001, 45001, OSHAD SF, Energy Sector HSE Requirements and others applicable laws and regulations.

#### 1.2. Specific to System Safety Rules:

1.2.1 The **Company** accepts and recognizes its legal and moral responsibilities for ensuring the safe design, installation, operation and maintenance of equipment and for the provision of safe methods of work and healthy working conditions for all employees, visitors, consultants and contractors having access or work to its premises. These responsibilities are important and rank equally with all other main aims and objectives of the **Company**.

1.2.2 The successful execution of this policy relies on compliance of all employees, contractors and or others with these rules, DSIs and other safety requirements relevant to their responsibilities and discharging their personal duties in a conscientious manner.

#### 2. PHILOSOPHY

2.1 The **Company's** Electrical equipment, Potable Water equipment and Recycled Water equipment are inter-connected to form electromechanical systems. These systems contain some inherent dangers, but are designed based on ADDC standard specifications and international standards. When such systems are normally operated, they are safe and related risks are controlled.

2.2 When work is required to be carried out on or near to these interconnected systems, **System Safety Rules** and DSIs specify the requirements to achieve safety from the inherent system dangers.

2.3 The System Safety Rules and DSIs are based on a philosophy that persons will be protected from the inherent system dangers, which is achieved by making those persons "safe from the system".



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 8 of 60

Approved by:  
Managing Director

- 2.4 The Rules and DSIs define procedures and responsibilities for achieving personal safety from the inherent system dangers. They may be briefly summarized as follows:
- 2.4.1 The work shall be planned where reasonably practicable and applicable job safety plan shall be prepared. The Job Safety Plan shall cover all related **System Safety** and **General Safety** precautions.
  - 2.4.2 In Emergency work and when planning is not possible, pre-work risk assessment shall be made to ensure **System Safety** as well as **General Safety** are identified and applicable safety precautions implemented and associated risks are controlled.
  - 2.4.3 The equipment shall be Positively identify and released from operational service,
  - 2.4.4 Establishing safe and controlled conditions for the work. This may be achieved by either limiting the scope of the work, or providing isolation from the system. Approved specialized procedures must be adopted when work has to be done on equipment that shall remain live.
  - 2.4.5 Formal authorization shall be provided to start the work for both planned and / or emergency work.
  - 2.4.6 Receiving the formal authority to start work, undertaking the work, supervising safety throughout the work
  - 2.4.7 Formally clearing the authority when the work is either completed or terminated.
  - 2.4.8 Formally canceling the authority on completion of the work.
  - 2.4.9 Restoring the system to normal operational service.
- 2.5 Further dangers can arise from the work environment in which persons undertake work. The way in which these dangers are managed is specified in risk control measures and defined in Distribution Safety Instructions (DSI's).
- 2.6 The Rules are supported by Distribution Safety Instructions (DSI's) and System Safety Rules Guidance (SSRG).



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 9 of 60

Approved by:  
Managing Director

### 3. ESSENTIAL PRINCIPLES

3.1. The following principles have been adopted in formulating the System Safety Rules:

3.1.1. The System Safety Rules are directly concerned with achieving safety for persons

3.1.2. When work is to be carried out on equipment, the primary means of achieving safety is always by securing isolation. The isolating devices shall be tagged and where practicable immobilized and locked in the isolated position. In the case of high voltage equipment, earthing must always follow and the earthing devices shall be tagged and where practicable locked. In the case of mechanical equipment; draining, venting, purging and the release of stored energy, where appropriate, must follow the isolation.

3.1.3. Approved specialized procedures are required for work where isolation is not reasonably practicable, or where normal isolation procedures cannot be applied

3.1.4. Persons are formally appointed as Competent, Authorized, Senior Authorized and Control Persons to carry out defined duties

3.1.5. Rigorous application of the System Safety Rules ensures that safety is maintained across all internal and external boundaries including interfaces with other network

3.1.6. The achievement of "safety from the system" will involve planning the work including preparing the safety plan, isolation, performing the work and restoration of equipment to operation. These functions cover different responsibilities, which are treated separately in the System Safety Rules.

3.1.7. The System Safety Rules do not preclude one person from performing more than one function, but not at the same time.

3.1.8. Company HSE procedures, guidelines and Safety Instructions shall be understood and implemented by all staff working under the System Safety Rules.

3.1.9. Regular training shall be performed to all staff categories to ensure understanding application of System Safety Rules; the Training shall be followed by examination and competency assessment in line with Applicable DSI requirements at regular time intervals.



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Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 10 of 60

Approved by:  
Managing Director

### DEFINITIONS

- D1 Authorization Officer (HSEQ Dept. Manager):** A senior member of staff nominated by ADDC Executive Management "this roles has been assigned to ADDC HSEQ Department Manager" to be an Authorization Officer, who will then be responsible to ensure compliance to these rules, monitor implementation and authorizing the appointed personnel after ensure they meet the competency level defined in applicable DSI.
- D2 Approved:** Sanctioned for use in writing by an appropriate officer/Manager of the Company.
- D3 Arc Flash Boundary:** An approach limit at a distance from a prospective arc source within which a person could receive a second degree burn if an electrical arc flash were to occur.
- D4 Caution Notice:** A notice of an **Approved** type (refer to lockout and Tagout DSI), conveying a warning against interference with **isolated equipment**. These notices are attached at all **Points of Isolation and point of earthing**.
- D5 Circuit Identification:** Colors or symbols or number or any other means used to identify electrical circuits.
- D6 Combustible:** Substance capable of igniting and burning readily.
- D7 Company:** ADDC – whenever mentioned in this rules it means Abu Dhabi Distribution Company.
- D8 Confined Space:** A space that has limited or restricted means of entry and/or exit and is large enough and so configured that an employee can enter and perform assigned task, but is not designed for continuous employee occupancy
- D9 Connection and Interface Agreement:** A documented agreement between ADDC and another company or customer in line with connection procedure and requirements describing and specifying the point of interface where connections are made between Equipment of the companies at a Location as well as the application of the System Safety Rules at the Location.
- D10 Consent:** The Final confirmation by the **Control Person**, before issuing **Safety Document**. This will be done after assuring that all **safety precautions** have been carried out on the correct **Equipment** at all **Locations** and that the control procedures are in place until the **Safety Document** is cancelled.
- D11 Danger:** A risk to health, Personal injury and / or damage.

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# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 11 of 60

Approved by:  
Managing Director

- D12 **Danger Notice:** A notice of an **Approved** type (refer to lockout and Tagout DSI), conveying a warning of the risk of **Danger** of approach to either electrical or general hazards. These notices are also displayed at the limits of safe working areas, calling attention to the adjacent Dangers.
- D13 **Dead:** That electrical equipment at zero potential (voltage), means equipment disconnected from any live system, isolated and earthed.
- D14 **Earthed:** Connected to the general mass of earth by means of an Earthing Device in such a manner that will ensure an immediate and safe discharge of electrical energy at all times.
- D15 **Earthing Device:** A means of providing a connection between an **Isolated** electrical conductor and earth, being one of the following
- A. **Primary Earth:** A type tested fixed or portable **Earthing Device** applied to an **isolated** electrical conductor to protect against inadvertent energization. Portable **Primary Earths** must be **Approved**
  - B. **Additional Earth:** A type tested portable **Earthing Device** applied at or near the point of work providing protection against induced voltages. Portable **Additional Earths** must be **Approved**
  - C. **Portable Earth:** A type tested **Earthing Device**, flexible conductor fitted with suitable clamps for connecting together an electrical conductor and Earth, Portable Earths must be **approved**.
- D16 **Earthing Schedule:** A schedule indicating all types of the Earth requirements for each stage of the work.
- D17 **Equipment:** All electrical apparatus, Potable Water equipment and Recycled Water equipment and other plant forming part of the operational **Company** assets to which the System Safety Rules apply.
- D18 **Excavation:** Excavation means a hole in the earth, or a face of earth, formed after rock, sand, soil, or other material is removed.
- Examples: a trench, ditch, shaft, well, tunnel, pier hole, cutting, caisson or cofferdam; or a hole drilled in the earth.*
- D19 **General Safety:** The provision and maintenance of safe access to and from the place of work, a safe place of work, a safe working environment, safe methods of work and the correct use of effective personal protective equipment., General Safety means all safety



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 12 of 60

Approved by:  
Managing Director

requirements need to control general risks in workplace except the risk arise from the system which controlled by System Safety

- D20 **High Voltage (HV):** A voltage exceeding 1000 volts.
- D21 **Hot Work:** Any work activity where a source of ignition is present including grinding, cutting and welding, which may produce heat, sparks or flames or where non-intrinsically safe equipment is being used and there is a risk of explosion.
- D22 **Isolated:** Total disconnection from associated **Equipment** or a **System** by an **Isolating Device** in the isolating position, or by adequate physical separation.
- D23 **Isolating Device:** A device used for rendering Equipment Isolated.
- D24 **Key(s),** being one of the following (refer to lockout and Tagout DSI)
- A. **Safety Key:** A unique key for safety lock applied at **Isolating Device, Earthing Device, vent** or drain
  - B. **Control Key:** A key for operating the control lock of a **Key Safe** or **Multi-clasp**, and issued to **Authorized Persons / Senior Authorized Person** only
  - C. **Key Safe Key:** A unique key locking the **Key Safe** or **Multi-Clasp**, other than the **control Key**, Key Safe Key Issued to **Competent Person / Senior Authorized Person** receiving **Safety Document**.
- D25 **Key Safe:** An **Approved** box/device (refer to lockout and Tagout DSI) for the secure retention of **Safety Key(s)**, links and fuses, KEY SAFE may be fixed or portable.
- D26 **Limited Approach Boundary:** An approach limit at a distance from an exposed energized electrical conductor or circuit part within which a shock hazard exists
- D27 **Live:** Live means connected to the power system and/or electrically charged.
- D28 **Location:** Any place at which work under the **Company's** System Safety Rules is carried out.
- D29 **Locked:** A condition of **Equipment** that cannot be altered without the release of a safety or lock or fastening device.
- D30 **Log Book:** A written record (soft or hard copies), used at all control points and workplaces, to create a comprehensive detailed record of operational and safety switching and associated safety procedures.

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# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 13 of 60

Approved by:  
Managing Director

- D31 **Low Voltage (LV):** A voltage up to and including 1000 volts.
- D32 **Multi-clasp:** An **Approved** security clasp (refer to lockout and Tagout DSI) providing dual control for **Authorized Persons, Senior Authorized Persons and Competent Persons** and used at selected single **Points of Isolation** as an alternative to a **Key Safe**.
- D33 **Operational Service:** Equipment under the operational control of **company** System Safety rules including **equipment** interfaced with company and under control of **Company** Control Person
- D34 **Persons**, being one of the following
- A. **Senior Authorized Person (SAP):** A person who has sufficient technical knowledge and experience to recognize and avoid **Danger** and been appointed in writing by an **Authorization Officer** of the Company to carry out defined duties. These may include the operation and maintenance of **Equipment** and the Issue, receipt, clearance, transfer and cancelation of specified **Safety Documents**, in accordance with his Authorization Certificate/CARD
  - B. **Competent Person (CP):** A person who has sufficient technical knowledge and experience to recognize and avoid **Danger** and been appointed in writing by an **Authorization Officer** of the **Company** to carry out defined duties. These may include the maintenance of **Equipment** and the receipt, transfer and clearance of specified **Safety Documents**, in accordance with a Competency Certificate/CARD
  - C. **Authorized Person (AP):** A person who has sufficient technical knowledge and experience to recognize and avoid **Danger** and has been appointed in writing by an **Authorization Officer** of the **Company** to carry out defined duties. These may include the operation of **Equipment** and the preparation, issue, transfer and cancellation of specified **Safety Documents**, in accordance with an Authorization Certificate/CARD
  - D. **Control Person (CN):** A person who has sufficient technical knowledge and experience to recognize and avoid **Danger** and been appointed in writing by an **Authorization Officer** of the **Company** to be responsible for the operational control and co-ordination of the **System** and the control and co-ordination of safety activities necessary to achieve **Safety from the System**, within and across defined boundaries in accordance with an Authorization Certificate/CARD
- D35 **Point(s) of Isolation:** The points at which **Equipment** has been **Isolated** to provide a physical separation and where reasonably practicable, the **Isolating Device** immobilized and Locked and the Keys controlled in a **Key Safe** or controlled by a **Multi-clasp**. **Caution Notices** must be attached at all **Points of Isolation**.

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# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 14 of 60

Approved by:

Managing Director

- D36 **Pressurized:** A condition of Equipment containing a gas or fluid above atmospheric pressure.
- D37 **Purged:** A condition of Equipment from which any dangerous contents have been removed.
- D38 **Record for Inter-System Safety Precautions (RISSP):** A form of declaration which specifies the **Equipment** and the actions to achieve **Safety** from the **System** across an interface boundary.
- D39 **Restricted Area:** An approach limit at a distance from an exposed energized electrical conductor or circuit part within which there is an increased likelihood of shock, due to electrical arc-over combined with inadvertent movement, for personnel working in close proximity to the energized electrical conductor or circuit part
- D40 **Safety Clearance:** The distance which shall be maintained by **Competent staff** from the nearest exposed Live conductor not Earthed, or from an insulator supporting an exposed **High Voltage** conductor, which must be maintained at all times to avoid **Danger** to persons. Such distance measured from the nearest exposed conductor in all directions
- D41 **Safety Distance:** The distance which shall be maintained by public work near **Company** assets, measured from the nearest exposed conductor, or from an insulator supporting a conductor, which shall be maintained to avoid **Danger** (refer to ADDC Procedure for work in vicinity of ADDC assets).
- D42 **Safety Clearance Certificate:** A Document that specifies the **Equipment** that will become part of the **System** as well as the date at which the **Equipment** becomes part of the **System** and **Company** System Safety Rules application to the Equipment.
- D43 **Safety De-Clearance Certificate:** A Document that specifies the **Equipment** that permanently will no longer be part of the **System** as well as the date at which the **Equipment** not be part of the **System** anymore and **Company** System Safety Rules cease to apply to the **Equipment**.
- D44 **Safety Documents**, being one of the following
- A. **Permit to Work (PTW):** A **Safety Document** being a form of declaration which specifies the **Equipment**, the work to be carried out, the **Points of Isolation** including discharging of energy, other safety precautions and actions taken to achieve **Safety from the System** as well as **general safety**, **Equipment** status under **Permit to work** must be **dead** from the time of issue until **Suspended** and / or **canceled** and it is one of the followings:



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 15 of 60

Approved by:  
Managing Director

**A1. Permit to Work PTW (Electrical HV):** A **Safety Document** being a form of declaration which specifies the **HV Equipment**, the work to be carried out, the **Points of Isolation** and the position of the **Primary Earths** and **additional Earth** and actions taken to achieve **Safety from the System** as well as **General Safety**

**A2. Permit to Work PTW (Electrical LV):** A **Safety Document** being a form of declaration which specifies the **LV Equipment**, the work to be carried out, the **Points of Isolation** and the position of the **Primary Earths / Additional Earths** and actions taken to achieve **Safety from the System** as well as **General Safety**.

**A3. Permit to Work PTW (Mechanical):** A **Safety Document** being a form of declaration which specifies the **Equipment**, the **Mechanical work** (Potable and / Or Recycled Water) to be carried out, **Points of isolation**, points of venting / draining and actions taken to achieve **Safety from the System-** as well as **General Safety**.

**B. Sanction for Test (SFT):** A **Safety Document** being a form of declaration which specifies the **Equipment**, the **Points of Isolation**, the position of the **Primary Earths**, such safety document specific for tests (ONLY) to be carried out on the equipment which requires the removal of **Primary Earths** and the actions taken to achieve **Safety from the System** as well as **General Safety**

**C. Limited Access Permit (LAP):** A **Safety Document** being a form of declaration which defines the limits within which work may be carried out on or near the live system and specifies the necessary safety precautions to achieve **Safety from the System** as well as **General Safety**

**D45 Safety from the System:** That condition which safeguards persons working on or near to **Equipment / System** from the **Dangers** which are inherent in a **System**.

**D46 Self-contained breathing apparatus (SCBA):** A device worn to provide breathable air in a hostile environment. The breathing set is not dependent on a remote supply (e.g., through a long hose). An SCBA typically has three main components: a high-pressure tank, a pressure regulator, and an inhalation connection, connected together and mounted to a carrying frame.

**D47 Supervision:** The control and direction exercised by a **Competent Person / Senior Authorized Person** during maintenance activities or an **Authorized Person / Senior Authorized Person** during operational activities, and are present at the point of work at all times during the progress of the work, **Supervision** classified as followings:



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 16 of 60

Approved by:  
Managing Director

- A. Area Supervision:** A level of supervision for low risk activities whereby the nominated Person is available at working area where the work is being carried out and able to attend the point of work as necessary
- B. Direct Supervision:** A level of supervision for high risk activities whereby the nominated Person is continuously observing and in the presence of the individual(s) with the ability to directly intervene
- D48 **Suspension:** Temporary suspend / stop the work defined under **Permit To Work** due to the requirements of changes in **Safety Precautions**, such requirements to perform test of the equipments
- D49 **System:** Items of Equipment that are used separately or in combination for distribution of electricity, potable water and / or recycled water.
- D50 **Vented:** Having a permanent outlet to the atmosphere so that internal pressure has equalized to atmospheric pressure.
- D51 **Working Party:** Individuals working under the **direct Supervision** of a **Competent Person / Senior Authorized Person** during maintenance activities or an **Authorized Person/Senior Authorized Person** during operational activities.

### ABBREVIATIONS

**ADDC:** Abu Dhabi Distribution Company

**AP:** Authorized Person

**DoE:** Department of Energy

**CP:** Competent Person

**CN:** Control Person

**HSEQ:** Health, Safety, Environment and Quality

**HSE:** Health, Safety and Environment

**HV:** High Voltage



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 17 of 60

Approved by:  
Managing Director

**JHA:** Job Hazard Analysis

**LAP:** Limited Access Permit

**LOTO:** Lockout and Tagout

**LV:** Low Voltage

**NFPA:** National Fire Protection Association

**OA:** Operation Authority

**OSH:** Occupational Safety and Health

**PW:** Potable Water

**PTW:** Permit to Work

**RISSP:** Record for Inter-System Safety Precautions

**RW:** Recycled Water

**SAP:** Senior Authorized Person

**SFT:** Sanction for Test

**SRA:** Sector Regularity Authority

**SSR:** System Safety Rules

**CoP:** Code of Practice



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 18 of 60

Approved by:  
Managing Director

### GENERAL PROVISIONS

## Safety Rules G1. General Provision

### G1. GENERAL SAFETY

- G1.1 In addition to the requirements for establishing **Safety from the System** specified in these System Safety Rules, **General Safety** shall be established and maintained at all times.
- G1.2 **General Safety** shall be established before any work starts. The **Senior Authorized Person / Authorized Person** issuing the safety document shall ensure pre-work risk assessment, Job Hazard Analysis (JHA) or safe start checklist made by The **Senior Authorized Person / Competent Person** receiving **Safety Document** and such covers all work related risks and prescribing **General Safety** at the workplace. The **Senior Authorized Person / Competent Person** receiving **Safety Document** shall implement recommended risk controls and maintain General Safety.
- G1.3 During the progress of the work the **Senior Authorized Person / Competent Person** in charge of the **Working Party** shall conduct and document toolbox talk to all members of **working party** and ensure maintaining adequate standards of **General Safety**. In addition, he shall ensure that other work areas are not adversely affected by their activities. The **Senior Authorized Person / Competent Person** shall be available all the time at the workplace. In case he has to leave for any reason, work shall be stopped, withdraw the **Working Party** and secure workplace until returns and ensures that **General Safety** and **System Safety** are still maintained in all working areas. If the work cannot be stopped for special reasons, the **Safety Document** shall be transferred to another **Senior Authorized Person / Competent Person** having the same level of authority, by following the "Transfer of Safety Document" procedure



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 19 of 60

Approved by:  
Managing Director

## Safety Rules G2. General Provision

### G2. SYSTEM SAFETY RULES, INSTRUCTIONS AND PROCEDURES

- G2.1 These **System Safety Rules**, DSIs and the requirements of any supporting documents are mandatory. In addition, System Safety Rules issued by other recognized authorities, where there is interaction, must also be considered as mandatory.
- G2.2 At **Locations** where an interconnection between ADDC and another company or authority exist special attention shall be made to the application of different **System Safety Rules**. The relevant connection use of System and Interface Agreement shall identify the boundaries and must specifically state the applicability of the different **System Safety Rules**. In all cases where cross boundary safety precautions are necessary to achieve safety from the system and **General Safety** in accordance with the applicable **System Safety Rules**, the specified Record of Inter-System Safety Precautions (RISSP) procedure must be followed.
- G2.3 In all cases where cross boundary safety precautions are necessary to achieve safe working in accordance with the applicable **System Safety Rules**, the specified **Record of Inter-System Safety Precautions (RISSP)** procedure must be followed.
- G2.4 The applicable **Company HSE**, Operational procedure and / or **Distribution Safety Instructions** shall be understood followed and implemented.

## Safety Rules G3. General Provision

### G3. SPECIAL INSTRUCTIONS

- G3.1 Whenever work on or near the **System** required and these System Safety Rules cannot be applied, or for special reasons should not be applied, such must be considered in advance, communicated to HSEQ Department along with an **Approved** written procedure. such **Approved** procedure intended to replace the **System Safety Rules** with an alternative safe arrangement, which will ensure that all risks are effectively controlled to a standard comparable with the **System Safety Rules**.



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 20 of 60

Approved by:  
Managing Director

### Safety Rules G4. General Provision

#### G4. OBJECTIONS FOR SAFETY REASONS

- G4.1 Any person who has objections on a safety basis related to the application of the **System Safety Rules** shall explain their reasons to the supervisor / line Manager giving the instructions. These objections must always be resolved satisfactorily before any work can proceed.
- G4.2 Any recommendations for changes, update and / or clarification shall be addressed to HSEQ Department official email [hseq@addc.ae](mailto:hseq@addc.ae)

#### THE BASIC SYSTEM SAFETY RULES

### Safety Rules R1. Basic Rules

#### R1 APPLICATION OF RULES

- R1.1 The **System Safety Rules** shall always be applied when working on or near to items of **Equipment** which are part of a **System**.
- R1.2 **Equipment** shall be added to and removed from a **System** only in accordance with an **Approved** procedure. Such procedure shall also specify when these **System Safety Rules** begin to apply or cease to apply.
- R1.3 Generally Application of **System Safety Rules** starts from the date/time of add the **equipment** to the **system** until the equipment permanently disconnected and decommissioned from the **system**
- R1.4 **System Safety Rules** apply to all types of the **equipment** part of the **system** regardless the voltage level and/or type including the equipment in the interface boundaries
- R1.5 **System Safety Rules** is subjective apply to commissioning stage of the **equipment** prior to add the **equipment** to the **system**



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 21 of 60

Approved by:  
Managing Director

## Safety Rules R2. Basic Rules

### R2 APPROACHING EXPOSED LIVE ELECTRICAL CONDUCTORS AND INSULATORS

R2.1 Individuals must not allow any part of their body or objects to approach within the specified **Safety Clearances** to exposed conductors which are **Live**.

The only exception is:-

- A. Live work carried out on electrical equipment in accordance with an Approved procedure
- B. Application of Safety Rule R2.2 or R2.3 or R2.4 or 2.5

R2.2 When **Points of Isolation** have been established and exposed conductors could be subject to any voltage, the only objects permitted to approach within the **Safety Clearances** shall be **Approved** voltage measuring devices. In special circumstances, and always subject to prior assessment by an **Authorized Person / Senior Authorized Person**, persons may approach within the **Safety Clearances** for the application of the above Approved devices.

R2.3 When **Points of Isolation** have been established, exposed conductors could still be **charged at High Voltage**, The only objects permitted to approach within the specified **Safety Clearance(s)**, within the zone established by **Point(s) of Isolation**, in this condition, and shall be type registered:

- A. Voltage measuring devices
- B. Earthing Device(s) and their associated application devices
- C. HV Phasing Check device

R2.4 Opening, closing or replacing fuses on overhead lines using an **Approved** Insulated stick entering into the **Safety Clearance**, Shall only done by an Approved Person (**Authorized Person, Senior Authorized Person or Competent Person**) in according to an approved procedure.

R2.5 Opening, closing or replacing fuses/links on Low Voltage Equipment shall be done by **Authorized Person / Senior Authorized Person** using an approved fuse holder with an approved procedure

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 22 of 60

Approved by:  
Managing Director

R2.6 **Approved Person** approaching **live Equipment** with in the **safety clearance** shall perform such work with in approved Procedure and equipped with an **approved Personal Protective Equipment** specifically designed / selected to protect them from arc flash and other specific risk they may expose to in such zone

### R2.7 Safety Clearance

The Safety Approach Boundaries as indicated in the following table 01 below, such distances for any Live Exposed fixed circuit for AC part as per NFPA 70E Table 130.4(D)(a).

Table 01

Rated System Voltage (kV)	Safety Clearance (Limited Approach Boundary) (cm)	Restricted Approach Boundary (cm)
Up to 0.750	100	30
From 0.751 to 15	150	70
From 15.1 to 36	180	80

A distance of 50 cm shall also be maintained from that part of the insulators supporting exposed **High Voltage** conductors, which is outside the appropriate **Safety Clearance** (Fig 01).

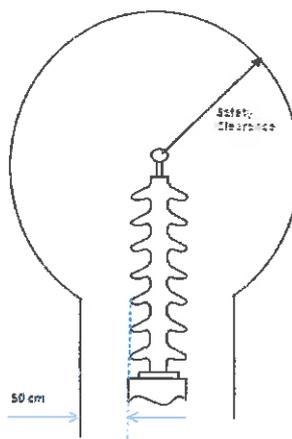


Fig 01

The **Authorized Person / Senior Authorized Person** have to take the above case in consideration before issuing the **Safety Document**.

### Safety Clearance and Approach Boundaries (Fig 02)

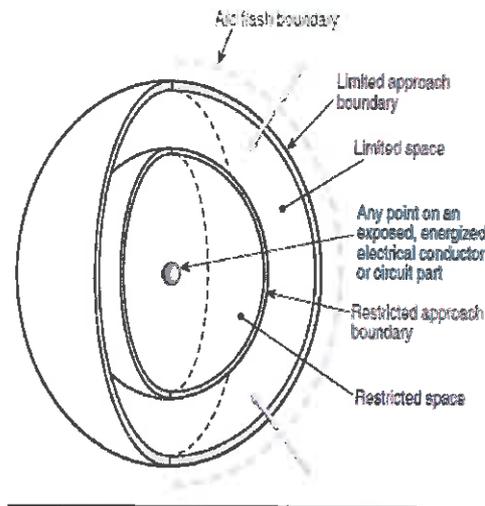


Fig 02

## Safety Rules

### R3. Basic Rules

#### **R3 SAFETY PRECAUTIONS FOR WORK ON OR NEAR TO HIGH VOLTAGE EQUIPMENT**

**R3.1** When work is to be carried out on or near to **HV Equipment**, an **Authorized Person / Senior Authorized Person** shall assess the means of achieving **Safety from the System** as well as **General Safety**. When **Safety from the System** as well as **General Safety** can be achieved by limiting scope of work and / or working area and work can be performed without isolation, instructions to achieve **Safety from the System** as well as **General Safety** clearly defining the limitation shall be given. The **Authorized Person / Senior Authorized Person** shall then issue a **Limited Access Permit**.

**R3.2** When limiting the work or the work area is insufficient to achieve **Safety from the System** as well as **General Safety** for **HV Equipment**, the following safety precautions shall be applied



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 24 of 60

Approved by:  
Managing Director

- R3.2.1 The **HV Equipment** shall be positively identified and establish **Points of Isolation** by either the Planning Process or by the **Control Person** who shall prepare to release the **equipment from Operational Service**
- R3.2.2 The **Authorized Person / Senior Authorized Person** shall verify the **Points of Isolation** and perform the **Equipment Isolation** and Point of Isolation **Locked and Tagged**.
- R3.2.3 The **Authorized Person / Senior Authorized Person** shall assess the situation, check and confirm no volts using an **Approved** voltage testing device and then discharge the **Equipment**. The voltage testing device must be tested immediately before and after use.
- R3.2.4 For work on **HV Equipment**, **Primary Earths** shall be applied within the zone established by the **Points of Isolation**. Where reasonably practicable the **Primary Earths** shall be **locked and tagged** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14
- R3.2.5 The **Authorized Person / Senior Authorized Person** shall confirm ZERO status (Dead Condition) using an **Approved** testing device. The voltage testing device must be tested immediately before and after use.
- R3.2.6 The contents of the **HV Equipment** shall be adjusted to a level which avoids all **Danger**. Where drain valves are used they shall, where practicable, be **Locked** in the appropriate position in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14
- R3.2.7 Where **Danger** could arise from pressurization, the **HV Equipment** shall be **Vented**. The emissions shall be dissipated so as to avoid **Danger**. Where reasonably practicable drain vents shall be **Locked** open in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14
- R3.2.8 Where internal access is required, and the residue of contents could cause **Danger**, the **HV Equipment** shall be **Purged**. The emissions shall be dissipated so as to avoid **Danger**. The **Equipment** shall be restored to atmospheric pressure when purging is complete
- R3.2.9 Where **Danger** could arise from the release of stored energy, action shall be taken to contain or dissipate this energy safely
- R3.2.10 When work on the **HV Equipment** does not require the removal of **Primary Earths** a **Permit to Work** shall be issued.



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 25 of 60

Approved by:  
Managing Director

R3.3 When work is to be carried out on **HV Equipment**, and where it is necessary to restore the means of supplying power for certain **Approved** work or changes in the scope of work need to be performed on the equipment which required changes in Safety precautions implemented / or changes in the points of isolation, during the period that the **Permit to Work** is in force, the following additional precautions shall be applied

R3.3.1 No other **Safety Document** shall be in force on the same items of **HV Equipment**

R3.3.2 **Permit to Work** in force shall be canceled and new **Permit to Work** shall be issued limiting the scope of work to the new safety precautions implemented to ensuring the energized parts are excluded from the permit scope.

R3.4 When dead works are in progress on **HV Equipment** under **Permit to Work**, and where removal of **Primary Earths** is required to perform an approved tests, the following procedure shall be followed:

R3.4.1 No other **Safety Document** shall be in force on the same items of **HV Equipment**

R3.4.2 All the members of the **working parties** shall be withdrawn and informed the work on the equipment not more safe and instructed not to perform any work on or near such equipment and then **Permit to Work** on the **HV Equipment** shall be **Suspended**.

R3.4.3 The **Authorized Person / Senior Authorized Person** shall assess the tests need to be performed and additional safety precautions needed to achieve safety from the system as well as general safety including Open the **Primary Earth** and accordingly Approve **Suspension** of the **Permit to Work** for tests that allows **Senior Authorized Person / Competent Person** to Perform the tests of the **HV Equipment**. **Approval** of suspension shall be done under consent of **Control Person**.

R3.4.4 Testing shall be carried out in accordance with an Approved Testing procedure.

R3.4.5 when test is completed and required to resume the dead works, where **Primary Earth** need to be closed, The **Senior Authorized Person/ Competent Person** shall request **Cancel Suspension** of the **Permit to Work**,

R3.4.6 The **Authorized Person / Senior Authorized Person** shall verify the **system** and closed **Primary Earth** and **Cancel Suspension** of the **Permit to Work**, where resume dead work can be started, **cancelation** of **suspension** shall be done under consent of **Control Person**



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 26 of 60

Approved by:  
Managing Director

R3.5 When testing the HV Equipment is required and the equipment not under **Permit to Work** the following Procedure shall be followed:

R3.5.1 No **Safety Documents** shall be in force on the same item of **HV Equipment** or any other item of **HV Equipment** which could be affected by the testing work

R3.5.2 The **Authorized Person / Senior Authorized Person** shall assess the tests required to be performed and the safety precautions needed to achieve **safety from the system** as well as **general safety** and accordingly implement such precautions under consent of **Control Person**

R3.5.3 On completion of implementation of safety precautions and equipment verified **Dead**, The **Authorized Person / Senior Authorized Person** shall open **Primary Earth**

R3.5.4 The **Authorized Person / Senior Authorized Person** shall issue **Sanction for Test**

R3.5.5 Testing shall be carried out in accordance with an **Approved** written procedure.

R3.6 When work need to be done on or near **HV Equipment** by more than one **Working Party** at the same time, the following shall apply:

R3.6.1 The **ONLY** allowed work on HV Equipment to be done by More than one **working parties** is **DEAD** work under **Permits To Work**

R3.6.2 The **Point of Isolation** and Point of Earth shall be same and enough to ensure **safety from the system** for all works need to be performed by more than working party

R3.6.3 Only one **Authorized Person** or **Senior Authorized Person** shall assess and implement the safety precautions to achieve **safety from the system** as well as **General Safety** for all works to be performed and issue **Permits to Work** to every **Senior Authorized Person/Competent Person** responsible for supervising the work performed by the respective **Working Party**

3.6.4 The **Authorized Person** or **Senior Authorized Person** issued **Permits to Work** shall ensure each **Senior Authorized Person/Competent Person** receiving the Permit to Work understand his limitation and coordination with other **Permit to Work** holders

3.6.5 Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14 is mandatory when more than working party working on same equipment to ensure secure the point of isolation(s).

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 27 of 60

Approved by:  
Managing Director

R3.7 When work need to be performed in interface between **HV Equipment** and **LV Equipment** by one or both parties at the same time, the following shall apply:

R3.7.1 The isolation program shall cover all safety precautions required to make the all equipments safe, such shall include HV and LV equipments

R3.7.2 Implementation of Safety Precautions shall be done by both **HV and LV Authorized Persons** as defined in Authorization limitation, the **HV Authorized Person** is the final accountable for ensuring all Safety Precautions implemented (**Both LV and HV**) are acceptable and assuring system safety, Safety Documents shall be issued **ONLY** after consent from Control Person.

R3.7.3 All HV and LV Point of Isolation and Point of Earthing shall be locked, Tagged and keys controlled in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14

R3.7.4 The **HV Authorized Person** shall assess and implement the safety precautions to achieve **safety from the system** as well as **General Safety** for all works to be performed and issue **HV Permit to Work** for HV work

R3.7.5 The **LV Authorized Person** shall assess and implement the safety precautions to achieve **safety from the system** as well as **General Safety** for all works to be performed and issue **LV Permit to Work** for LV work

R3.7.6 Both HV and LV Safety Documents issued shall be linked to each other and both Recovers (Competent Persons) shall clearly understand the limitation and interface work

R3.7.7 Whenever work need to be performed in LV Equipment which required to be isolated from HV Equipment, the **HV Authorized Person** shall implement all **HV safety precautions** (Isolation, Earthing and Lockout and Tagout), LV Authorized Person shall complete the Isolations required from LV side and be accountable to verify safe condition before issue LV Permit for LV Equipment, Safety Document shall be issued after consent from Control Person

R3.7.8 Whenever work need to be performed in HV Equipment which required to be isolated from LV Equipment (Fuse type equipment), the **HV Authorized Person** shall implement all **HV safety precautions** (Isolation and Earthing), The **LV Authorized Person** shall implement LV Isolations, **HV Authorized Parson** shall be accountable to verify safe condition and issue **HV Permit** for HV Equipment, Safety Document shall be issued after consent from Control Person



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 28 of 60

Approved by:  
Managing Director

R3.7.9 Whenever work need to be performed in interface between ADDC and other third party network (LV and / or HV), the rules P14 RECORD OF INTER-SYSTEM SAFETY PRECAUTIONS (RISSP) shall Apply

R.3.8 When Danger from induced voltages could arise during the course of work, Additional Earths shall be applied. Any Additional Earths shall be issued with the **Permit to Work** or **Sanction for Test**, together with an Earthing Schedule if necessary, which shall specify the Additional Earth requirements for each stage of the work.

### Safety Rules

#### R4. Basic Rules

#### R4 SAFETY PRECAUTIONS FOR WORK ON OR NEAR TO LOW VOLTAGE EQUIPMENT

R4.1 When work is to be carried out on or near to live LV Equipment, an **Authorized Person/Senior Authorized Person** shall assess the means of achieving **Safety from the System** as well as **General Safety**. can be achieved by limiting scope of work and / or working area and work can be performed without isolation, instructions to achieve **Safety from the System** as well as **General Safety** clearly defining the limitation shall be given. The **Authorized Person / Senior Authorized Person** shall then issue a **Limited Access Permit**.

R4.2 When limiting the work is insufficient to achieve **Safety from the System** as well as **General Safety** for LV Equipment,. The following safety precautions shall be applied:

R4.2.1 The LV Equipment shall be positively identified and the **Authorized Person/Senior Authorized Person** shall establish **Points of Isolation** and prepare it for release from **Operational Service**

R4.2.2 The **Authorized Person/Senior Authorized Person** shall ensure that the LV Equipment is **Isolated** and that **Points of Isolation** are established for the work

R4.2.3 The **Authorized Person / Senior Authorized Person** shall confirm ZERO status (Dead Condition) using an Approved testing device. The voltage indicator must be tested immediately before and after use.

R.4.2.4 Point of Isolation where practicable shall be Locked and Tagged in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14

R4.2.5 When work on the LV Equipment does not require the removal of Earths a **Permit to Work** shall be issued



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 29 of 60

Approved by:  
Managing Director

R4.3 When work is to be carried out on **LV Equipment**, and where it is necessary to restore a means of supplying for certain part of system for additional **Approved** work or changes in the scope of work need to be performed on the equipment which required changes in **Safety precautions** implemented / or changes in the **points of isolation**, during the period that the **Permit to Work** is in force, the following shall be applied:

R4.3.1 No other **Safety documents** shall be in force on the same items of **LV Equipment**.

R4.3.2 **Permit to Work** in force shall be canceled and new **Permit to Work** shall be issued limiting the scope of work to the new safety precautions implemented to ensuring the energized parts are excluded from the permit scope.

R4.4 When work is to be carried out on **Low Voltage Equipment** under **Permit to Work**, and where it is necessary to perform an **Approved** certain tests, during the period that the **Permit to Work** is in force and the removal of **Earths** is required, the following procedure shall be followed:

R4.4.1 All members of the **working parties** shall be withdrawn and informed the work on the equipment not more safe and instructed not to perform any work on or near such equipment, all others **Safety Documents** for work on the same **Low Voltage Equipment** shall be cleared.

R4.4.2 The **Authorized Person/Senior Authorized Person** shall assess the tests need to be performed, make the required safety precautions and direct Supervise the tests on **Low Voltage Equipment**.

R4.4.3 Testing shall be carried out in accordance with an Approved Testing procedure.

R4.5 When it is unreasonable for the **Low Voltage Equipment** to be made **Dead**, suitable precautions shall be taken to avoid **Danger**. An **Authorized Person/Senior Authorized Person** shall assess the work required on or near to the **Live LV Equipment** and decide whether it shall be carried out under:

R4.5.1 Precautions to achieve **safety from the system** as well as **General Safety** shall be specified in an **Approved** written procedure,

R.4.6 for work in interface with HV Equipment refer to section R3.7 above



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 30 of 60

Approved by:  
Managing Director

### Safety Rules R5. Basic Rules

#### R5 SAFETY PRECAUTIONS FOR WORK ON OR NEAR TO POTABLE WATER EQUIPMENT

R5.1 When work is to be carried out on or near to Potable Water Equipment, an **Authorized Person** shall assess the means of achieving **Safety from the System** as well as **General Safety**. When **Safety from the System** as well as **General Safety** can be achieved by limiting scope of work and / or working area and work can be performed without isolation, instructions to achieve **Safety from the System** as well as **General Safety** clearly defining the limitation shall be given. The **Authorized Person** shall then issue a **Limited Access Permit**.

R5.2 When limiting the work or the work area is insufficient to achieve **Safety from the System** as well as **General Safety** the following safety precautions shall be applied:

R5.2.1 The Potable Water Equipment shall be identified and establish **Points of Isolation** by either the Planning Process or by the **Authorized Person** who shall prepare to release the equipment from **Operational Service**

R5.2.2 The **Authorized Person** shall ensure that the Potable Water Equipment is **Isolated** and that **Points of Isolation** are established for the work, **point of isolation** shall be **tagged** and where practicable be **Locked** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14

R5.2.3 The contents of the Potable Water Equipment shall be adjusted to a level which avoids **Danger**. Where drain valves are used they shall be **tagged** and where practicable be **Locked** in the appropriate position in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14

R5.2.4 Where **Danger** could arise from pressurization, the Potable Water Equipment shall be **Vented**. The emissions shall be dissipated so as to avoid **Danger**. The vents shall be **tagged** and where reasonably practicable be **Locked** open in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14

R5.2.5 Where internal access is essential, and the residue of contents could cause **Danger**, the Potable Water Equipment shall be **Purged**. The emissions shall be dissipated so as to avoid **Danger**. The Equipment shall be restored to atmospheric pressure when purging is complete, **Confined Space Procedure** shall be followed



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 31 of 60

Approved by:  
Managing Director

R5.2.6 Where **Danger** could arise from the release of stored energy, action shall be taken to contain or dissipate this energy safely

R5.2.7 Where **Danger** from Electrical system could arise during working on or Near Potable Water **Equipment**, safety from electrical system shall be evaluated and controlled in line with applicable electrical Safety Rules

R5.2.8 Before work commences a **Permit to Work (Mechanical)** shall be issued.

R5.3 When work is to be carried out on Potable Water **Equipment**, and it is necessary to restore the means of Electrical or mechanical supplying for certain works, during the period that the **Permit to Work** is in force, the following additional precautions shall be applied:

R5.3.1 No other **Permit to Work** shall be in force on the same items of Potable Water **Equipment**.

R5.3.2 **Permit to Work** in force shall be canceled and new **Permit to Work** shall be issued limiting the scope of work to the new safety precautions made ensuring the pressurized / live parts are excluded from the permit scope

## Safety Rules

### R6. Basic Rules

## R6 SAFETY PRECAUTIONS FOR WORK ON OR NEAR TO RECYCLED WATER EQUIPMENT

R6.1 When work is to be carried out on or near to Recycle Water (RW) **Equipment**, an **Authorized Person** shall assess the means of achieving **Safety from the System** as well as **General Safety**. When **Safety from the System** as well as **General Safety** can be achieved by limiting scope of work and / or working area and work can be performed without isolation, instructions to achieve **Safety from the System** as well as **General Safety** clearly defining the limitation shall be given and **Authorized Person** shall then issue a **Limited Access Permit**.

R6.2 When limiting the work or the work area is insufficient to achieve **Safety from the System** as well as **General Safety** the following safety precautions shall be applied:



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 32 of 60

Approved by:  
Managing Director

R6.2.1 The Recycled Water **Equipment** shall be identified and establish **Points of Isolation** by either the Planning Process or by the **Authorized Person** who shall prepare to release the **equipment** from **Operational Service**

R6.2.2 The **Authorized Person** shall ensure that the Recycled Water **Equipment** is **Isolated** and that **Points of Isolation** are established for the work, **point of isolation** shall be **tagged** and where practicable be **Locked** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14

R6.2.3 The contents of the Recycled Water **Equipment** shall be adjusted to a level which avoids **Danger**. Where drain and or vent valves are used they shall be **tagged** and where practicable be **Locked** in the appropriate position in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14

R6.2.4 Where **Danger** could arise from pressure or harmful gases, the Recycled Water **Equipment** shall be safely **Vented**. The emissions shall be dissipated so as to avoid **Danger**. The vents shall **tagged** and where reasonably practicable be **Locked** open in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14

R6.2.5 Where internal access is essential, and the residue of contents could cause **Danger**, the Recycled Water **Equipment** shall be **Purged**. The emissions shall be dissipated so as to avoid **Danger**. The **Equipment** shall be restored to atmospheric pressure when purging is complete,

R6.2.6 Where internal access is required to Recycled Water **Equipment**, the risk shall be evaluated in line with **Confined Space** Procedure and applicable confined space Permit shall be issued

R6.2.7 Where **Danger** could arise from the release of stored energy, action shall be taken to contain or dissipate such energy safely

R6.2.8 Where **Danger** from Electrical system could arise during the work on or near Recycled Water **Equipment**, safety from electrical system shall be evaluated and controlled in line with applicable electrical Safety Rules

R6.2.9 Before work commences a **Permit to Work (Mechanical)** shall be issued.

R6.3 When work is to be carried out tests on Recycled Water **Equipment**, and it is necessary to restore the means of Electrical or mechanical supplying for certain works, during the period that the **Permit to Work** is in force, the following additional precautions shall be applied:

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# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 33 of 60

Approved by:  
Managing Director

R6.3.1 No other **Permit to Work** shall be in force on the same items of Recycled Water Equipment.

R6.3.2 **Permit to Work** in force shall be canceled and new **Permit to Work** shall be issued limiting the scope of work to the new safety precautions made ensuring the pressurized / live parts are excluded from the permit scope

## Safety Rules

### R7. Basic Rules

#### R7 BOUNDARY IDENTIFICATION OF SAFE WORKING AREA

R7.1 **Authorized Person/Senior Authorized Person Issuing Safety Document** shall clearly defined the boundary of the safe working area using red and white tape or red and white chain. **Danger Notices** shall be displayed at regular intervals at the limit of the safe working area and facing towards the safe area. Where necessary it shall be protected physically to prevent **Danger** to individuals in the area from **System** hazards near to the work area.

R7.2 **Competent Person/Senior Authorized Person** receiving **Safety Document** shall understand limitation of safe working area and ensure Access Control by determining the extent of the area of work and demarcate it with barricade tape or use another reliable means to restrict entry into the area. Other components of demarcation include demarcation foots, support posts, chains and D Links. These areas must:

- Under the control of a **Competent Person**;
- Be in an area set apart by barriers to prevent entry;
- Having suitable warnings provided at the entrance;
- Accessible during testing only to **Competent Person** and people working under his **direct supervision**;
- Having suitable warning lights indicating that testing is in progress and other warning lights to indicate when it is safe to enter the area;
- Display safety posters, e.g. Electric shock: first-aid procedures, at prominent locations, showing emergency arrangements, especially telephone numbers;
- Have good housekeeping arrangements, including adequate clear working space.

R7.3 When Danger may arising from adjust systems, **Authorized Person/Senior Authorized Person** issuing **Safety Document** shall be clearly define the limitations using **Danger Notice**

R7.4 Fig 03 below shows the setup example of safety working area



Fig 03

## Safety Rules R8. Basic Rules

### R8 IDENTIFICATION AND DEMARCATION OF EQUIPMENT

R8.1 Work shall only be permitted to start on **Equipment** that is clearly identified. Where necessary, an **Approved** means of temporary identification shall be attached which shall remain effective throughout the progress of the work and removed only on completion of the work. The following safety precautions shall be applied

R8.1.1 **Authorized Person/Senior Authorized Person** performing operation of **equipment** shall positively identify the **equipment/circuits** prior to perform operation

R8.1.2 **Authorized Person/Senior Authorized Person** shall issuing **Safety Document** shall ensure demarking the isolated equipment from all directions and where access/work will be required to perform work

R8.1.3 **Safety Document** shall be issued onsite ensure handing over clearly defined the equipment work need to be performed

R8.1.4 Demarcation Safety instruction shall be followed

R8.1.5 Fig 04 below shows the setup example for demarcation of building Substation



Fig 04

R8.1.6 Fig 05 below shows the setup example for demarcation of outdoor fenced equipment

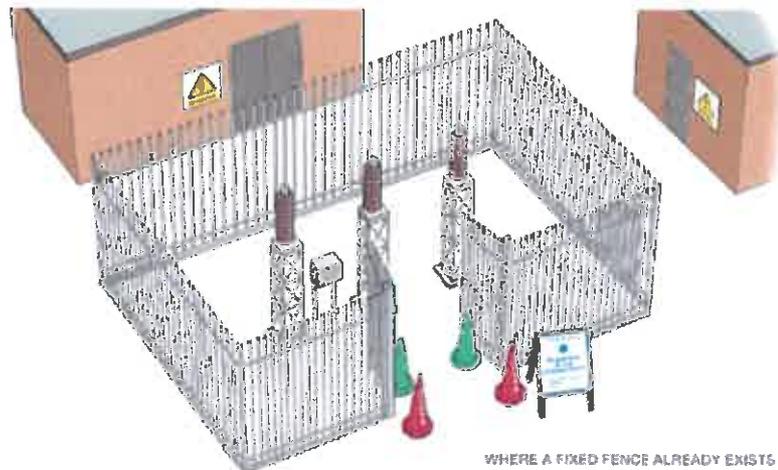


Fig 05

R8.1.7 Fig 06 below shows the setup example for demarcation of panel



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 36 of 60

Approved by:  
Managing Director

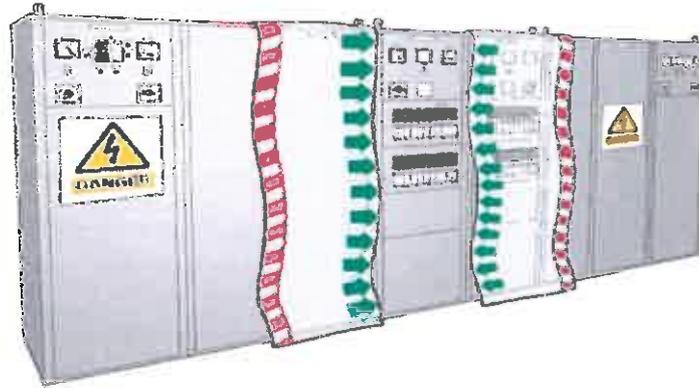


Fig 06

## Safety Rules R9. Basic Rules

### R9 OPERATION OF EQUIPMENT

R9.1 The operation of **Equipment** to achieve **Safety from the System** by either pre-arranged signals or the use of agreed time intervals is strictly forbidden.

R9.2 Operation of **Equipment** shall be done only by an **Authorized Person or Senior Authorized Person** as defined in the Authorization Certificate; Other Approved Person may be performing operation of the equipments in the following conditions:

1. During Emergency including blackout emergency as defined the emergency procedure

R9.3 Operation of the equipment shall be done only under Control Person instruction



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 37 of 60

Approved by:  
Managing Director

## SAFETY DOCUMENT PROCEDURES

### Safety Rules

#### P1. Safety Document Procedure

##### P1. GENERAL

- P1.1 This part of the System Safety Rules provides outline procedures for the preparation, issue, clearance and cancellation of **Safety Documents**.
- P1.2 Whenever the outline requirements mentioned in this procedures cannot be applied at a specific **Location** or **Equipment** the manner in which **Safety Document** procedures are to be applied at a **Location** shall be specified in an **Approved** procedure.
- P1.3 When the **Authorized Person / Senior Authorized Person** assesses a **Location** to achieve **Safety from the System** as well as **General Safety** for works or tests to be performed, he must consider the need to obtain Special Permits to achieve **General Safety** i.e. **Confined Space Permit**, **Hot work Permit**, and or **Excavation Permit** as applicable before the **Safety Document** for the work can be issued.
- P1.4 All Personnel involved in these procedures shall be trained in their roles and responsibilities, safe working practice, DSIs and System Safety Rules at least once every three years.
- P1.5 All cancelled copies of Safety Document(s) and supplementary documentation shall be retained for 5 years.

### Safety Rules

#### P2. Safety Document Procedure

##### P2. APPLICATION

- P2.1 This Procedure apply to all works on or near a company Location or Equipment where company System Safety Rules Applied
- P2.2 The **Safety Document** shall be issued to and personally retained by the **Competent Person / Senior Authorized Person** in charge of the work and shall keep the **Safety Document** and **Key Safe Key** in safe custody.



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 38 of 60

Approved by:  
Managing Director

P2.3 The **Competent Person / Senior Authorized Person** in charge of the work has a duty to instruct and fully explain the safety precautions which achieve **Safety from the System** as well as the **General Safety** to all members of his **Working Party**, such shall be recorded in the **Safety Document**. He also has a further duty to explain how **General Safety** has been established and shall be maintained throughout the work.

P2.4 The maximum number of Safety Document(s) that may be held by a **Competent Person/ Senior Authorized Person** at any time is ONE.

### Safety Rules

### P3. Safety Document Procedure

#### P3. SAFETY PRECAUTIONS - PERMIT TO WORK (HIGH VOLTAGE)

P3.1 The **Safety precautions** for **Permit to Work** shall ensure **HV equipment** or **system** where work need to be performed shall be **DEAD** all time until the **Permit to work** is Cleared or suspended

P3.2 **Safety precautions** to achieve **Safety from the System** as well as job Safety Plan shall be prepared by Planning **Authorized Person** as part of the planning process, and the outcome from planning Process (Maneuvering Program) shall be reviewed and **Approved** by **Control Person**.

P3.3 For unplanned work/ emergency, the **Safety precautions** to achieve **Safety from the System** as well as **General Safety** shall be identified by **Competent Person / Senior Authorized Person** and shall be recorded

P3.4 **Safety precautions** to achieve **Safety from the System** shall be implemented by an **Authorized Person/ Senior Authorized Person**. For **High Voltage Equipment**, the safety precautions shall be applied under the instructions of a **Control Person**.

P3.5 whenever the work is an emergency work and no planning process implemented, the **Control Person** shall establish the **Safety precautions** to achieve **Safety from the System** and communicate such precautions to **Authorized Person/ Senior Authorized Person** for implementation, such communication shall be in line with Operation Communication protocol and shall be recorded calls

P3.6 The **Authorized Person / Senior Authorized Person** shall Tagout all **safety precautions** (Point of Isolations and Point of Earthing) using the **Caution Notice** and when



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 39 of 60

Approved by:  
Managing Director

applicable all **safety precautions** shall be **Locked**, place the **Safety Keys** securing the safety precautions in a **Key Safe**, which shall be **Locked** by a **Key Safe Key**. The **Key Safe Key** shall be handed over to **Senior Authorized Person / Competent Person** receiving the **Safety Document** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14.

**P3.7** The **Authorized Person / Senior Authorized Person** shall further secure the **Key Safe** using the **Control Key** which shall be kept in personal custody.

**P3.8** The **Caution Notice** at each point of isolation and point of earthing shall when applicable have information that the equipment under work/maintenance and safety document number mentioned in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14

**P3.9** When a **Multi-clasp** is used to secure selected single **Points of Isolation**, then a control padlock shall be attached by the **Authorized Person / Senior Authorized Person** issuing Permit to Work and an additional safety padlock attached by each **Competent Person / Senior Authorized Person** receiving **Permit to work** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14.

**P3.10** When the **Authorized Person / Senior Authorized Person** considers that there are unusual circumstances, or specific risks he shall obtain a advice from an appropriately qualified HSE specialist on any additional safety precautions necessary to be established and maintained for **General Safety** during the work before issue Permit to Work.

**P3.11** The **Authorized Person / Senior Authorized Person** shall prepare and complete all fields in the **Permit to Work**, he shall obtain the **Control Person final consent** of the safety precautions implemented, such consent shall be in line with communication protocol and call shall be recorded



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 40 of 60

Approved by:  
Managing Director

### Safety Rules

#### P4. Safety Document Procedure

##### P4. SAFETY PRECAUTIONS - PERMIT TO WORK (Mechanical)

- P4.1 The **Safety precautions** for **Permit to Work** shall ensure **Mechanical equipment or system** where work need to be performed shall be **Isolated and free from pressure** all time until the **Permit to work** is Cleared
- P4.2 The **Safety precautions** to achieve **Safety from the System** as well as **General Safety** shall be identified by **Competent Person** in planning stage of the work and shall be recorded in the work order Maximo job safety plan
- P4.3 **Safety precautions** to achieve **Safety from the System** shall be prepared and Approved as part of Planning Process by **Control Person**,
- P4.4 **Safety precautions** to achieve **Safety from the System** shall be implemented by an **Authorized Person**.
- P4.5 whenever the work is an emergency work and no planning process implemented, the **Authorized Person** shall establish and Implement the **Safety precautions** to achieve **Safety from the System**
- P4.6 The **Authorized Person** shall Tagout all **safety precautions** (Point of Isolations) using the **Caution Notice** and when applicable all **safety precautions** (Point of Isolations) shall be **Locked**, place the **Safety Keys** securing the **safety precautions** in a **Key Safe**, which shall be locked by a **Key Safe Key**. The Key Safe Key shall be handed over to the **Competent Person** receiving the **Permit to Work** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14.
- P4.7 The **Authorized Person** shall further secure the **Key Safe** by locking using the **Control Key** which shall be kept in safe custody in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14.
- P4.8 The **Caution Notice** at each point of isolation shall when applicable have information that the equipment under work/maintenance and safety document number mentioned in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 41 of 60

Approved by:  
Managing Director

P4.9 When a **Multi-clasp** is used to secure selected single **Points of Isolation**, then a control padlock will be attached by the **Authorized Person** issuing Permit to Work and an additional safety padlock attached by each **Competent Person** receiving **Permit to work** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14.

P4.10 When the **Authorized Person** considers that there are unusual circumstances, he shall obtain advice from an appropriately qualified HSE specialist on any additional safety precautions necessary to establish and maintain **General Safety** during the work before issue Permit to Work.

P4.11 The **Authorized Person** shall prepare and complete all fields in the **Permit to Work (Mechanical)**

## Safety Rules

### P5. Safety Document Procedure

#### P5. SAFETY PRECAUTIONS - PERMIT TO WORK (LOW VOLTAGE)

P5.1 The **Safety precautions** for **Permit to Work** shall ensure **LV equipment** or **system** where work need to be performed shall be **DEAD** all time until the **Permit to work** is **Canceled**

P5.2 The **Safety precautions** to achieve **Safety from the System** as well as **General Safety** shall be identified by **Competent Person / Senior Authorized Person** in planning stage of the work and shall be recorded in the work order Maximo job safety plan

P5.3 **Safety precautions** to achieve **Safety from the System** as well as job Safety Plan shall be prepared by **Authorized Person** as part of the planning process, and the outcome (Isolation Program) shall be reviewed and **Approved** by **Senior Authorized Person**

P5.4 **Safety Precautions** to achieve **Safety from the System** shall be implemented by an **Authorized Person / Senior Authorized Person**. For Low Voltage Equipment, the safety precautions shall be applied under the instructions of a LV network shift engineer\ Supervisor (**Senior Authorized Person**).

P5.5 The **Authorized Person / Senior Authorized Person** shall Tagout all **safety precautions** (Point of Isolations and Point of Earthing) using the **Caution Notice** and when /where applicable all **safety precautions** shall be **Locked**, the **Safety Keys** securing the **safety precautions** placed in a **Key Safe**, which shall be Locked by a **Key Safe Key**. The **Key**



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 42 of 60

Approved by:  
Managing Director

**Safe Key** shall be handed over to the **Competent Person / Senior Authorized Person** receiving the **safety document** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14.

P5.6 The **Authorized Person / Senior Authorized Person** shall further secure the **Key Safe** by locking using the **Control Key** which shall be kept in safe custody in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14.

P5.7 When a **Multi-clasp** is used to secure selected single **Points of Isolation**, then a control padlock will be attached by the **Authorized Person / Senior Authorized Person** issuing Permit to Work and an additional safety padlock attached by each **Competent Person / Senior Authorized Person** receiving **Permit to work** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14.

P5.8 When the **Authorized Person / Senior Authorized Person** considers that there are unusual circumstances, or specific risks he shall obtain advice from an appropriately qualified HSE specialist on any additional safety precautions necessary to establish and maintain General Safety during the work before issue Permit to Work.

P5.9 The **Authorized Person / Senior Authorized Person** shall prepare Low Voltage Permit To Work

## Safety Rules

### P6. Safety Document Procedure

#### P6. SAFETY PRECAUTIONS – SANCTION FOR TEST

P6.1 The **Safety precautions** for **Sanction for Test** shall ensure **equipment** or **system** where tests need to be performed shall be initially made **DEAD** (Isolated and Earthed) and then **Primary Earth** has been opened to perform the required tests, opening Primary Earth change the status of the equipment from DEAD condition to Isolated Condition

P6.2 The Safety precautions to achieve **Safety from the System** as well as **General Safety** shall be identified by **Competent Person / Senior Authorized Person** in planning stage of the work and shall be recorded in the Maximo work order job safety plan

P6.3 **Safety precautions** to achieve **Safety from the System** as well as job Safety Plan shall be prepared by Planning **Authorized Person** as part of the planning process, and the



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 43 of 60

Approved by:  
Managing Director

outcome from planning Process (Maneuvering Program) shall be reviewed and **Approved by Control Person**

P6.4 **Safety Precautions** to achieve **Safety from the System** shall be implemented by an **Authorized Person / Senior Authorized Person**. For HV Equipment, the **Safety Precautions** shall be applied under the instructions of a **Control Person**.

P6.5 whenever the work is an emergency work and no planning process implemented, the **Control Person** shall establish the **Safety precautions** to achieve **Safety from the System** and communicate such precautions to **Authorized Person/ Senior Authorized Person** for implementation, such communication shall be in line with Operation Communication protocol and shall be recorded calls

P6.6 **The Authorized Person / Senior Authorized Person** shall Tagout all **safety precautions** (Point of Isolations) using the **Caution Notice** and when applicable all **safety precautions** shall be **Locked**, place the **Safety Keys** securing the Safety Precautions (**Points of Isolation**) in a **Key Safe**, which shall be locked by a **Key Safe Key**. The Key Safe Key shall be shall be handed over to **Senior Authorized Person / Competent Person** receiving the **Safety Document** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14.

P6.7 **The Authorized Person / Senior Authorized Person** shall further secure the **Key Safe** by locking using the **Control Key** which shall be kept in safe custody in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14.

P6.8 **The Caution Notice** at each point of isolation shall when applicable have information that the **equipment** under test and **safety document** number mentioned in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14

P6.9 When a **Multi-clasp** is used to secure selected single **Points of Isolation**, then a control padlock shall be attached by the **Authorized Person / Senior Authorized Person** issuing **Sanction for Test** and an additional safety padlock attached by each **Competent Person / Senior Authorized Person** receiving **Sanction for Test** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14.

P6.10 When the **Authorized Person / Senior Authorized Person** considers that there are unusual circumstances, he shall obtain advice from an appropriately qualified HSE specialist on any additional safety precautions necessary to establish and maintain **General Safety** during the work before issue **Sanction for Test**.



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 44 of 60

Approved by:  
Managing Director

P6.11 The **Authorized Person / Senior Authorized Person** shall prepare and complete all fields in the **Sanction for Test**, He shall obtain from the **Control Person** final consent of the Safety Precautions implemented, such consent shall be in line with communication protocol and call shall be recorded.

P6.12 The **Authorized Person / Senior Authorized Person** issuing **Sanction for Test** shall hand over the Safety keys, securing the Safety Precautions (**Primary Earths**) which required to be open and closed during the tests, to the **Senior Authorized Person** receiving the **Sanction for Test**.

P6.13 The **Senior Authorized Person** receiving the **Sanction for Test** shall change the **Safety Precautions (Primary Earths)** which required to be open and / or closed during the tests under consent of **Control Person**

## Safety Rules

### P7. Safety Document Procedure

#### P7. SAFETY PRECAUTIONS – LIMITED ACCESS PERMIT

P7.1 The **Safety precautions** for **Limited Access Permit** shall ensure **equipment** or **system** where work need to be performed on or near shall remain **LIVE**, working on the equipment which remain line shall be done only with **Approved Procedure** to ensure safety from the system as well as **General Safety** are controlled

P7.2 The **Safety precautions** to achieve **Safety from the System** as well as **General Safety** shall be identified by **Competent Person / Senior Authorized Person** in planning stage of the work and shall be recorded in the **Maximo work order job safety plan**

P7.3 **Safety Precautions** to achieve **Safety from the System** as well as **General Safety** shall be identified by an **Authorized Person / Senior Authorized Person**. For **HV Equipment**, the **Safety Precautions** shall be agreed with **Control Person**.

P7.4 The **Authorized Person / Senior Authorized Person** shall assess the work and decide what **Safety Precautions** shall be taken to ensure **Safety from the System** by limiting scope of work and /or access or approach to **Live Equipment**.

P7.5 The **Authorized Person / Senior Authorized Person** shall further ensure that **General Safety** is Identified and informed to the **Competent Person**.



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 45 of 60

Approved by:  
Managing Director

P7.6 When the **Authorized Person / Senior Authorized Person** considers that there are unusual circumstances, he shall obtain advice from an appropriately qualified HSE specialist on any additional safety precautions necessary to establish and maintain **General Safety** during the work before issue **Limited Access Permit**.

P7.7 The **Authorized Person / Senior Authorized Person** shall prepare and complete all fields in the **Limited Access Permit**, He shall obtain from the **Control Person** final consent of the **Safety Precautions** implemented, such consent shall be in line with communication protocol and call shall be recorded

P7.8 The **Authorized Person / Senior Authorized Person** shall prepare the **Limited Access Permit**.

## Safety Rules

### P8. Safety Document Procedure

#### P8. PREPARATION, ISSUE AND RECEIPT OF SAFETY DOCUMENTS

P8.1 The **Authorized Person/Senior Authorized Person** preparing a **Safety Document** shall enter the following details as appropriate:

P8.1.1 The **Safety Document Validity (Date and Time)** such validity depending on the followings:

- A. Planned Working Time defined on the outage plan
- B. Expected time to be taken to complete the work
- C. Customer interruption time and backup supply availability
- D. Other factors, such validity with extensions shall not exceed 30 calendar days, if the work required more than 30 calendar days **Safety Document** can be extended using the extension part in **Safety Document** template, Extension can be made up to maximum 4 times, if further work needed, then re-issue of new **Safety Document** shall be made after verification of **Safety Precautions**

P8.1.2 The **Location** where the works and / or tests need to be carried out including the positive identification of the **Equipment / System** as well as the nature of the work to be carried out



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 46 of 60

Approved by:  
Managing Director

Whenever nature of work and / or working area are wider where **Competent Person / Senior Authorized Person** may not able to control the work and / or working party and where **Direct Supervision** required, then the **Authorized Person / Senior Authorized Person** issue **Safety Document** shall limit the Work and / or Working area to the size enable **Safety Document Holder** to Supervise the work safely

When Direct Supervision required, the Safety Document Holder Shall ensure working party under his eye supervision

P8.1.3 Define the work limitations, Safe working area and demarcations requirements

P8.1.4 Review the **Safety Precautions** that have been made and **Approved** to achieve safety from the **system** that includes the followings:

- A. The **Points of Isolation**.
- B. The **Primary Earths**.
- C. The requirements of **additional earths**
- D. The actions taken to avoid **Danger** by draining, purging, venting, containment or dissipation of stored energy
- E. Any additional precautions to be taken during the course of the work to avoid **System** derived hazards

P8.1.5 Review and identify additional **Safety Precautions** required to achieve **General Safety** for Safe **System** of Work

P8.1.6 **Safety Precautions** that may be varied by the **Competent Person / Senior Authorized Person** during Testing of Equipment

P8.1.7 All other information in issue section of the **Safety Document**

P8.2 The **Authorized Person/ Senior Authorized Person** issuing a **Safety Document** shall complete the Issue Section, recording the followings as appropriate:

- A. The **Key Safe** number
- B. The Earthing Schedule number, if appropriate
- C. The number of **Portable Additional Earths** provided/Issued
- D. Whether an additional attachments to the Safety Document are provided



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 47 of 60

Approved by:  
Managing Director

P8.3 The **Authorized Person/ Senior Authorized Person** issuing a **Safety Document** shall provide the **Competent Person / Senior Authorized Person** receiving the **safety document** with the items listed in the Issue Section.

P8.4 The **Authorized Person/ Senior Authorized Person** issuing a **Safety Document** shall obtain final Consent from **Control Person** for the **safety precautions** implemented to ensure **safety from the system** as well as **General Safety** before issue **Safety Document**, the name of **control Person** give the **Consent** shall be written in the **safety Document**

P8.5 The **Authorized Person/ Senior Authorized Person** issuing a **Safety Document** shall ensure that the **Competent Person / Senior Authorized Person** receiving the **safety document**:

P8.5.1 Reads and understands the **Safety Document** and the limits of the work

P8.5.2 Positively identify the **Equipment** to be worked on, **Points of Isolation** and points of earthing

P8.5.3 Test and verify safe condition of the equipment / system where work and / or test will be performed

P8.5.4 Understands any additional safety precautions (**General Safety**) that need to be taken.

P8.5.5 **KEY SAFE KEY** after locking the **Key Safe**

P8.6 The **Authorized Person/ Senior Authorized Person** shall sign the Issue in the Issue Section and enter Name, Certificate Number, Contact Number, Time and date.

P8.7 The **Competent Person/ Senior Authorized Person** shall sign the Receipt in the Receipt Section and enter Name, Certificate Number, Contact Number, time and date.

P8.8 There are two copies to each **Safety Document**. Copies are provided to the **Authorized Person** and **Competent Person / Senior Authorized Person** at the start of the work.

P8.9 The **Safety Document** Number shall be reported to **Control Person** and recorded



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 48 of 60

Approved by:  
Managing Director

## Safety Rules

### P9. Safety Document Procedure

#### P9. SUSPENSION SAFETY DOCUMENTS

P9.1 When it is necessary to perform tests on Equipment which under Permit to work and required to change the safety precautions implanted i.e. removal of Primary Earth to perform such test in the Equipment, the following shall be followed:

P9.1.1 Senior Authorized Person/Competent Person receiver of the Permit to Work shall request suspension of Permit to Work at certain stage of the work performed under Permit to Work to perform Tests which require changes in Safety Precaution implemented. The suspension request shall be made in written using the suspension part in the Permit To Work form.

P9.1.2 Senior Authorized Person/Competent Person receiver of the Permit to Work shall stop all the work under the Permit to Work and withdraw all member of working party

P9.1.3 Authorized Person / Senior Authorized Person shall ensure no other Safety Document issued under the same Equipment

P9.1.4 Authorized Person / Senior Authorized Person shall identify the new safety Precautions required to Achieve Safety from the System as well as General Safety to perform the tests and Implement the new Safety Precautions under consent from Control Person

P9.1.5 Authorized Person / Senior Authorized Person shall Approve the Suspension of Permit to Work.

P9.1.6 Senior Authorized Person/Competent Person shall verify the Safety Precaution implemented before perform the tests.

P9.1.7 When Permit To Work is suspended, Senior Authorized Person/Competent Person allowed ONLY to perform the tests mentioned in suspension section.

P9.1.8 When Permit To Work is suspended, Senior Authorized Person/Competent Person shall perform the test work mentioned in suspension section by himself or



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 49 of 60

Approved by:  
Managing Director

direct supervise the test work done by member of working party after make them aware of Safety Precautions implemented

P9.1.9 On Completion of the Test mentioned in Sustention Section, **Authorized Person/ Senior Authorized Person** shall cancel the suspension and reinstatement of the original **Safety Precautions** for Permit To Work, **Senior Authorized Person/Competent Person** shall verify and ensure original **Safety Precautions** in place accordingly the work under **Permit To Work** can be started.

P9.1.10 **Suspension** of work for tests can be made more than one time (based on the work requirements) in line with above procedure, each suspension required Approval

## Safety Rules

### P10. Safety Document Procedure

#### P10. CLEARANCE OF SAFETY DOCUMENTS

P10.1 Before signing the Clearance Section of a personally retained **Safety Document** the **Competent Person / Senior Authorized Person Safety Document** holder shall ensure that the followings:

P10.1.1 All members of his **Working Party** have been withdrawn from the work area and instructed not to continue to work on the Equipment concerned

P10.1.2 All gear, tools, **Additional Earths**, demarcation material and other materials used for performing work on equipment have been removed and guards and access doors returned in the original place

P10.1.3 the Equipment ready to be returned to Operation, if the equipment not ready to be returned to operation obtain special clearance as defined in 10.3 below

P10.2 A procedure for obtaining special clearance is required when a **Safety Document** is lost or the **Safety Document** holder becomes permanently indisposed. The method of clearing the **Safety Document** shall be as follows:

P10.2.1 Every endeavor must be made to retrieve the original document duly cleared



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 50 of 60

Approved by:  
Managing Director

P10.2.2 For a lost **Safety Document**, a Special Clearance Statement must be signed by the original **Safety Document** holder, formally declaring the document lost and the statement shall be **Approved** by Company **Authorization Officer**

P10.2.3 Where it is impossible or impracticable to contact the original **Safety Document** holder then a responsible representative of his employer (Line Manager) must sign a Special Clearance Statement which must then be formally **Approved** within the Company **Authorization Officer** prior to subsequent cancellation of the **Safety Document**.

P10.3 When **Competent Person / Senior Authorized Person** is required due to any circumstances to clear the **Safety Document** for **Equipment** which is not ready for Operation, the following steps shall be followed:

P10.3.1 **Competent Person / Senior Authorized Person Safety Document** holder shall justify why the equipment cannot return to operation, the justifications shall be written in clearance section of the **Safety Document** and in Operation and Control Log Book

The following conditions shall be ensured for the equipment left without energization:

- A. Equipment shall be remained isolated and all safety precaution shall be remain as it is including Lockout and Tagout.
- B. Equipment shall be remained in the safe condition (not expose risk to public, employees or any other Person).
- C. Authorize Person / Senior Authorize Person shall apply a Sign/Notice that the equipment is not ready for operation with justifications.

P10.3.2 **Authorized Person/ Senior Authorized Person** Shall not cancel the **Safety Document** until the work completed and equipment is ready for operation

P10.3.3 **Competent person/ Senior Authorized Person** who made this special clearance is eligible to receive another **safety document** based on the work requirements.



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 51 of 60

Approved by:  
Managing Director

### Safety Rules

#### P11. Safety Document Procedure

##### P11. TRANSFER OF SAFETY DOCUMENTS

P11.1 Transfer of **Safety Documents** shall only be limited to certain emergency situations or shift change. The following procedure should be followed:

P11.1.1 The outgoing **Competent Person / Senior Authorized Person** Shall Initiate Transfer by filling applicable section in the **Safety Document**.

P11.1.2 The Incoming **Competent Person / Senior Authorized Person** Shall Accept Transfer by filling applicable section in the **Safety Document**.

P11.1.3 Transfer Shall be **Approved by Authorized Person / Senior Authorized Person**

P11.2 **Authorized Person/ Senior Authorized Person** Approving transfer of **Safety Document** shall inform the **Control Person** and that shall be recorded.

P11.3 The Outgoing and Incoming **Competent Person/ Senior Authorized Person** shall make the required handing over on site where all **safety precautions** verified and understood by incoming **Competent Person/ Senior Authorized Person**, the **working party** shall made aware of the changes

P11.4 The Incoming **Competent Person/Senior Authorized Person** receiving the **safety document** (transferred) shall have the same competency level of the **Outgoing Competent person/Senior Authorized Person**.



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 52 of 60

Approved by:  
Managing Director

### Safety Rules

#### P12. Safety Document Procedure

##### P12. CANCELLATION OF SAFETY DOCUMENTS

P12.1 **Authorized Person/Senior Authorized Person** shall cancel the **Safety Document** on completion of the work after ensure **equipment** are ready for operation and worksite has been made safe and all work related items are cleared from the site. He shall ensure that the **Control Person** has been informed of the cancellation and any exceptions or restrictions affecting the return to **Operational Service** of the equipment.

P12.2 Cancellation shall be made on site.

### Safety Rules

#### P13. Safety Document Procedure

##### P13. RETURN TO OPERATIONAL SERVICE

P13.1 Following the cancellation of all relevant **Safety Documents** the **Control Person** and the **Authorized Person/Senior Authorized Person** shall arrange for the return of the **Equipment** to **Operational Service**.



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 53 of 60

Approved by:  
Managing Director

## Safety Rules

### P14. Safety Document Procedure

#### P14. RECORD OF INTER-SYSTEM SAFETY PRECAUTIONS (RISSP)

##### P14.1 Definitions

###### P14.1.1 Requesting Safety Coordinator:

The Requesting Safety Coordinator is an **Authorized Person/Senior Authorized Person** responsible for achieving **Safety from the System** for work to be done and is requesting a **Safety Precautions (Point of Isolation)** to be established on the other side of the Interface Boundary.

###### P14.1.1 Implementing Safety Coordinator:

The Implementing Safety Coordinator is an **Authorized Person/Senior Authorized Person** responsible for establishing the **safety Precautions (Point of Isolation)** In his area of responsibility so that **Safety from the System** can be achieved for work on the other side of the Interface Boundary.

P14.2 All **Safety Precautions** required to ensure **safety from the system** shall be planned and Planning **Authorized Person** shall review the requested **safety precautions** and release the outage program to **Control Person** for **Approval**

P14.3 The Requesting Safety Coordinator (**Authorized Person/ Senior Authorized Person**) shall consult with the **Control Person** and agrees on implementations of the **Safety Precautions** defined, these include the followings:

P14.3.1 Verify the **Safety Precautions**.

P14.3.2 Assigns a unique number to the RISSP form.

P14.3.3 Completes the Request Section of the RISSP form with the Agreed upon Required **Safety Precautions**.

P14.3.4 Enters the name of the **Control Person** on the document.

P14.3.5 Delivers the RISSP form to the Implementing Safety Coordinator.



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 54 of 60

Approved by:  
Managing Director

**P14.4** On receipt of the RISSP, **The Implementing Safety Coordinator** shall implement the **Safety Precautions** to achieve safety from the system in accordance with Applicable System Safety Rules, accordingly **The Implementing Safety Coordinator shall:**

P14.4.1 Completes the Implementation Section of the RISSP form.

P14.4.2 Enters the name of the **Control Person** on the document.

P14.4.3 Delivers the RISSP form to the requesting Safety Coordinator.

**P14.5** Upon implementing of **Safety Precautions**, **The Requesting Safety Coordinator** shall verify the implemented **Safety Precautions** and applies his safety lock as part of the **Safety Precautions** on the Implementing side or receive the **key safe key** securing safety locks applied by **Implementing Safety Coordinator** in accordance to Lockout and Tagout Distribution Safety Instruction (DSI-14) - Annex 1.14, **The Requesting Safety Coordinator shall.**

P14.5.1 Completes the intended work in accordance with System Safety rules/Practices.

P14.5.2 On completion of the work, Completes the Clearance Section of the RISSP form.

P14.5.3 Removes his lock from the safety precautions on the Implementing side or return the **Key Safe Key** to **Implementing Safety Coordinator**.

P14.5.4 Delivers the RISSP form to the Implementing Safety Coordinator.

**P14.6** Upon receiving the clearance of RISSP, **The Implementing safety Coordinator** shall ensure it is safe to remove the **Safety Precautions** implemented in accordance with System Safety Rules and he shall:

P14.6.1 Completes the Clearance Confirmation Section of the RISSP form.

P14.6.2 Delivers the RISSP form to the Requesting Safety Coordinator.



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 55 of 60

Approved by:

Managing Director

### Safety Rules

#### P15. Safety Document Procedure

##### P15. SAFETY CLEARANCE / DE-CLEARANCE CERTIFICATE

P15.1 To Ensure Application of System Safety Rules on Equipment, **Safety Clearance Certificate** shall be issued immediately after connecting the equipment to the **System** either electrically or mechanically, Energizing process shall be in line with the **System Safety Rules**, then a Safety Clearance Certificate shall be issued by Operation Division using the defined template.

P15.2 Similarly, after complete isolation and disconnection of an Equipment from the System as a permanent removal, then a **Safety De-Clearance Certificate** shall be issued using the defined template.

P15.3 Safety Clearance and De-Clearance Certificates shall be circulated to All concerned ADDC employees, Contractors and others may require access and/or work on or near equipment

### Safety Rules

#### P16. Safety Document Procedure

##### P16. PERSONAL CATEGORIZATION AND COMPETENCY

P16.1 Working on or near **equipment** under **Company System Safety Rules** shall be done under supervision of an **Approved Person**

P16.2 The personal shall be approved by the company Authorization Officer

P16.3 The Personal Competency Categorized as per the **System Safety Rules** to the following main categories:

- A. **Senior Authorized Person (SAP)**
- B. **Authorized Person (AP)**
- C. **Control Person (CN)**
- D. **Competent Person (CP)**



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 56 of 60

Approved by:

Managing Director

P16.4 A person may be appointed by his Line Manager for employee or his Company representative for contractors to the company **Authorization Officer** defining the category(s) within the **specified** scope of Competency;

P16.5 All Competency and Authorization Certificates/CARDS shall clearly define the details of the Person, category of Competency or Authorization, the scope of work and any limitations

P16.6 The main four categories of competency having sub-categories of appointment based on the nature of work, roles and responsibilities of the person as followings:

P16.6.1 **Senior Authorized Person (Level 1) SAP1** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out duties of a **Senior Authorized Person** that includes operation and maintenance of **High Voltage** Equipment in Primary Level (up to 33Kv)

P16.6.2 **Senior Authorized Person (Level 2) SAP2** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out duties of a **Senior Authorized Person** that includes operation and maintenance of **High Voltage** Equipment in Distribution Level (11KV and 22 KV)

P16.6.3 **Senior Authorized Person (Level 3) SAP3** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out duties of a **Senior Authorized Person** that includes operation and maintenance of **Low Voltage** Equipment (1000 V and Below)

P16.6.4 **Competent Person (Level 1) CP1** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of a **Competent Person** that includes Maintenance of **Equipment** and the receipt and clearance of specified **Safety Documents** for High Voltage Equipment (33KV, 22KV and 11 KV).

P16.6.5 **Competent Person (Level 2) CP2** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of **Competent Person** that includes Maintenance of Equipment and the receipt and clearance of specified **Safety Documents** for Low Voltage Equipment (1000 V and Below).

P16.6.6 **Competent Person (Level 3) CP3** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of **Competent Person** that includes Maintenance of Equipment and the



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 57 of 60

Approved by:

Managing Director

receipt and clearance of specified **Safety Documents** for both Potable Water **Equipment** and Recycled water or only Potable Water **Equipment**.

**P16.6.7 Competent Person (Level 4) CP4** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of **Competent Person** that includes Maintenance of Equipment and the receipt and clearance of specified **Safety Documents** for Recycled Water **Equipment** only.

**P16.6.8 Competent Person (Level 5) CP5** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of **Competent Person** that Limited to receipt and clearance of **Limited Access Permit** to **ONLY** work **NEAR Equipment/System**

**P16.6.9 Authorized Person (Level 1) AP1** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of an **Authorized Person** that includes switching operation, prepare, issue and cancel specified **Safety Documents** for High Voltage Equipment (33KV, 22KV and 11KV).

**P16.6.10 Authorized Person (Level 1a) AP1a** an individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** to carries out limited duties of an **Authorized Person** that includes switching operation for High Voltage Equipment (33KV, 22KV and 11KV) under consent of **Control Person** or under supervision of **Authorized Person (AP1)**

**P16.6.11 Authorized Person (Level 1b) AP1b** An individual (mainly contractor's employee) who has sufficient technical knowledge and experience to recognize and avoid **Danger** to carries out limited duties of an **Authorized Person** that includes switching operation for High Voltage Equipment (33KV, 22KV and 11KV) for private substation/equipment connected with ADDC network or at interface boundaries under consent of **Control Person**

**P16.6.12 Authorized Person (Level 2) AP2** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of an **Authorized Person** including switching operation, prepare, issue and cancel specified **Safety Documents** for Low Voltage Equipment 1000 V and below).

**P16.6.13 Authorized Person (Level 2b) AP2b** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** to carries out limited



# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 58 of 60

Approved by:

Managing Director

duties of an **Authorized Person** that includes switching operation for private Low Voltage equipment connected with ADDC network for **Low Voltage Equipment (1000 V and Below)**

**P16.6.14 Authorized Person (Level 3) AP3** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of an **Authorized Person** that includes Isolation, operation, prepare, issue and cancel specified **Safety Documents** for Potable Water Equipment and Recycled water or only Potable Water Equipment.

**P16.6.15 Authorized Person (Level 4) AP4** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of an **Authorized Person** that includes Isolation, operation, prepare, issue and cancel specified **Safety Documents** for Recycled Water Equipment only.

**P16.6.16 Control Person (Level 1) CN1** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of **Control Person** for High Voltage Equipment (33KV, 22KV and 11KV) including assuring of low voltage side and safe work on interface boundaries.

**P16.6.17 Control Person (Level 2) CN2** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of **Control Person** for Low Voltage Equipment (1000 V and Below).

**P16.6.18 Control Person (Level 3) CN3** An individual who has sufficient technical knowledge and experience to recognize and avoid **Danger** and carries out the duties of **Control Person** for Potable and Recycled Water Equipment.

**P16.7 OPERATIONAL AUTHORITY** "Operational and Safety Switching" requires selected **Senior Authorized Person** to have appropriate written authority specifically to render interlocks inoperative. It includes the following categories:

**P16.7.1 OPERATIONAL AUTHORITY (Level 1) OA1** Written authority to render interlocks inoperative and to operate non-interlocked **Equipment** under the instructions of a **Control Person**. (When accompanied by OA2)

**P16.7.2 OPERATIONAL AUTHORITY (Level 1) OA2** Written authority to accompany and check that the instructions for rendering interlocks inoperative are implemented on the correct **Equipment** and carried out in the proper sequence by the instructed person.(Accompany and check operations performed by OA1)



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 59 of 60

Approved by:

Managing Director

### ANNEXURES:

#### 1. ANNEX 1 DISTRIBUTION SAFETY INSTRUCTIONS (DSIs)

Annex #	Document ID	Document Name/Title
Annex 1.1	DSI-01	EARTHING ELECTRICAL DISTRIBUTION EQUIPMENT
Annex 1.2	DSI-02	OPERATIONAL AND SAFETY SWITCHING
Annex 1.3	DSI-03	SULPHUR HEXAFLUORIDE (SF6) SWITCHGEAR
Annex 1.4	DSI-04	METALCLAD SWITCHGEAR
Annex 1.5	DSI-05	OVERHEAD LINE (OHL) LIVE WASHING
Annex 1.6	DSI-06	OVER HEAD LINE (OHL) WORKS
Annex 1.7	DSI-07	UNDERGROUND CABLES WORK
Annex 1.8	DSI-08	MECHANICAL EQUIPMENT WORKS
Annex 1.9	DSI-09	PROVISIONS FOR PHYSICAL AND CHEMICAL ENVIRONMENTS
Annex 1.10	DSI-10	OPERATIONAL AREAS – ACCESS & WORKING ARRANGEMENTS
Annex1.11	DSI-11	HSE COMPETENCIES CATEGORIES AND APPROVALS
Annex 1.12	DSI-12	SUBSTATION BATTERIES
Annex 1.13	DSI-13	WORK IN LOW VOLTAGE EQUIPMENTS
Annex 1.14	DSI-14	LOCKOUT AND TAGOUT
Annex 1.15	DSI-15	STANDBY GENERATORS PROCEDURE
Annex 1.16	DSI-16	OPERATION OF AUTOMATICALLY AND REMOTELY CONTROLLED EQUIPMENT
Annex 1.17	DSI-17	ADD/REMOVE EQUIPMENT FROM THE SYSTEM
Annex 1.18	DSI-18	WORK IN VICINITY OF ADDC ASSETS
Annex 1.19	DSI-19	EXCAVATION WORK
Annex 1.20	DSI-20	MOBILE ELEVATED WORK PLATFORMS (MEWP) AND LADDERS

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شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

# ADDC SYSTEM SAFETY RULES

## IR.GN.01

Effective Date : 01/06/2018

Procedure #: IR.GN.01

Issue: 05

Revision: 00

Page 60 of 60

Approved by:  
Managing Director

### 2. ANNEX 2 CERTIFICATES/CARDS TEMPLATES

- a. Authorization Certificate/CARD "Authorized Person"
- b. Authorization Certificate/CARD "Control Person"
- c. Authorized Certificate/CARD "Senior Authorized Person"
- d. Competent Certificate/CARD "Competent Person"
- e. Competent Certificate/CARD (Contractor)
- f. HSE Staff Certificate /CARD (Contractor)

### 3. ANNEX 3 SAFETY DOCUMENTS TEMPLATE

- a. Permit To Work (HV)
- b. Permit to Work (LV)
- c. Permit to Work "Mechanical"
- d. Limited Access Permit
- e. Sanction for Test
- f. Hot work Permit
- g. Confined Space Permit
- h. Excavation Permit

### 4. ANNEX 4 OTHER TEMPLATES

- a. Record Of Inter-System Safety Precautions (RISSP) Form
- b. Clearance Certificate/De-Clearance Certificate