Document Title: HRP 009 - High Voltage Work Permit Procedure
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London Luton Airport

High Voltage Work Permit Procedure

1. Purpose

The Purpose of this detail is to provide the Contractor with the information needed to ensure that LLAOL control all High Voltage (HV) works throughout buildings and areas controlled by LLAOL.

2. Scope

LLAOL issued high voltage work permits can be issued for the **duration of works** with the below control measures in place.

Once High Voltage (HV) works have been identified within the scope of the planned activities, an HV Permit will be required. The HV Permit on LLAs permit system provides authorisation to work only, following LLAs senior engineering teams review of the works content and H&S details. Before works commence, LLA will issue a formal transfer of control to the contractor's Senior Authorised Person (SAP), who will then be responsible for issuing all relevant permits at the point of work.

Where the requirement for HV works is known before the works package is submitted, the HV Permit can be requested as part of the Work Authorisation (WA) submission.

3. Responsibilities

3.1. Contractor

- Apply for permits in accordance with the scope of works, this permit is raised for the full duration of works and controlled by the electrical team. (Maximum 3 months)
- Provide sufficient supporting documentation. Including but not limited to:
- Risk assessments
- Method statements
- Emergency/rescue plans
- Evidence of competency
- Equipment documentation/certification

Ensure all employees are competent for undertaking the works required.

3.2. Control of Contractors Office (COCO)

- Undertake an initial review of the contractor's permit submission to ensure times, dates and locations are correct and existence of all required supporting documentation.

3.3. Technical Approvers (Field Experts)

- Review the high-risk permit, including but not limited to:
  - Method statement/safe system of work
  - Risk assessment(s)
  - Emergency/rescue plans
  - Competency evidence
  - Equipment documentation/certification

The Technical approver will give a desktop authorisation of the high-risk permit.

3.4. LLA Point of Work Issuers

- Issue permits at the point of works, undertaking a set of questions that is set on the orchestrate application or concerto webpage.
- Sign off and complete permits upon successful completion of works and the work site is clean and tidy.

3.5. Compliance and H&S

Manage the systems that support these works and audit periodically against works being conducted

4. High Voltage Work (HV)

LLAOL operates an 11 kV private distribution network. All activities on this system shall be classified as High Voltage (HV).

All personnel required to undertake work on High Voltage (HV) equipment or cables shall be in receipt of a valid High Voltage Work Authorisation or Permit to Work prior to any such activities being carried out.

Personnel must also hold relevant, current, and recognised qualifications appropriate to the work being undertaken. This includes, but is not limited to, High Voltage Appointed Person (AP) status, achieved in accordance with their company's governance, procedures, and legislative requirements.

The authority to issue High Voltage Permits shall be limited to Authorised Persons (APs), who are formally designated and approved by TSD.

Within areas or locations that are normally under the control of an Authorised Person for electrical safety purposes, a Limitation of Access (LoA) may be issued by an Authorised Person. A Limitation of Access shall only be used for specific tasks where a High Voltage Work Authorisation or Permit to Work is not required, and where the risks are considered adequately controlled without full permit conditions.

5. Assurance

TSD will conduct periodic audits against this process, looking for deviations. This will be shared with all stake holders on a minimum of a monthly basis. This will also be reported in both Local Safety Forums and Risk Management Group meetings.

All findings will be held and reported from the Continuous Improvement Dashboard.