Document Title: HRP 003 - Low Voltage Works Permit Procedure
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London Luton Airport

Low Voltage Work Permit, Electrical Lock Offs and Electrical Equipment

1. Purpose

The Purpose of this detail is to provide the contractor with the information needed to ensure that London Luton Airport control all Low Voltage works throughout buildings controlled by LLA.

2. Process

All works which require a Low Voltage Permit must be supported with a Work Authorisation request. The procedure to apply for an LV permit is as follows and must be raised in conjunction with LLAOL Safe Isolation & Lock off policy.

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

Where Low Voltage (LV) work is identified within the scope of the proposed activity, an LV Permit will be required. The LV Permit on LLA's permit system provides authorisation for the work to proceed, following review by LLA's Senior Engineering Team of the work scope and supporting health and safety information. Where the works are to be undertaken on LLA-owned or LLA-operated systems, the applicant must contact a TSD competent lock-off person or the Shift Supervisor on 07720 700380 to arrange the transfer of control or issue of a lock-off permit at the point of work. Where the works are not on LLA-owned or LLA-operated systems, the manager or person responsible for those premises is expected to apply an equivalent permit management process to control the works.

If the requirement has been identified before the submission of the works package, then the LV can be requested at the time of the Work Authorisation (WA) submission or throughout the WA duration as detailed below.

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. Electrical Install Works (Low Voltage) (LV)

This section applies to any works that involve the isolation, alteration, extension, modification, commissioning, or installation of Low Voltage electrical systems. This includes, but is not limited to, additional lighting, power sockets, modifications to existing electrical circuits, or the installation of new electrical circuits.

All LV electrical works on LLA owned or controlled systems must be carried out in accordance with LLAOL Technical Services Department 6.1 Electrical Standards. A copy of this standard can be requested from TSD Management.

Any person requiring an LV Permit must hold relevant, current, and appropriate competency for the works being undertaken. As a minimum, this should include a valid JIB ECS card with a JIB grading of electrician, unless otherwise agreed. For specialist electrical systems or

activities outside standard LV installation works, competency must be reviewed by LLA's Senior Engineering Team before the permit is approved.

To support satisfactory completion of the LV Permit process, appropriate electrical test certification must be provided where required. Certification shall be completed using NICEIC documentation and must be completed in accordance with the current edition of BS 7671 Requirements for Electrical Installations and relevant IET Guidance Notes. Where electrical test certification is not required, the reason must be agreed with the permit issuer before works commence.

To validate competency for the inspection, testing, verification, commissioning, or certification of LV electrical works, the applicant must confirm that relevant persons hold City & Guilds 2391, an equivalent recognised inspection and testing qualification, or provide evidence of how their competency has been assessed and validated. Where equivalent training, qualifications, or experience are relied upon, supporting evidence must be submitted with the permit application for review by LLA's Senior Engineering Team or nominated TSD representative before works commence.

To ensure the works will not have adverse effects on electrical infrastructure, the LV permit questions include various questions on electrical design and demand.

5. Assurance

LLA will conduct Continuous Improvement Tours periodically on works being conducted at LLA, with more scrutiny being given to High-Risk activities, such as Low Voltage Electrical works.