

Standard Protection Code

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(Revision 5)


This Standard Protection Code printed copy is a reference guide.
For the most current version, please refer to the SafetyNet.
Revision notification will be provided if there are any major
changes.

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STANDARD PROTECTION CODE

NOTE: THIS DOCUMENT SUPERCEDES THE STANDARD PROTECTION CODE DATED 2020/04/01

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Message from the Director of Safety

SaskPower is committed to the health, safety and well-being of its employees, contractors and everyone exposed to our facilities. The Standard Protection Code is SaskPower's documented lockout procedure as required by Provincial Occupational Health and Safety Legislation and CAN/ULC S801.

The production, transmission and distribution of electricity requires our workers to be exposed to, or work in close proximity to, high levels of electrical and mechanical energy. The Standard Protection Code is a collection of 18 Rules that provide structured guidelines for managing the high energy levels/hazards that confront workers operating and maintaining the electric system.

Our work is inherently dangerous, and we must put mitigations in place to reduce the risk to a workable level and ensure everyone goes home safely every day. As one of SaskPower's Safety Absolutes, the Standard Protection Code is one of our most critical safety documents. For this reason, I require:

- All affected workers to be trained and formally authorized to perform their required duties as assigned by the Standard Protection Code.
- Management to rigorously enforce and monitor the application and compliance of the Standard Protection Code through work observations and audits.
- All Standard Protection Code violations be thoroughly documented and investigated to prevent recurrence.

Following the Standard Protection Code, and all SaskPower's Safety Absolutes, ensures everyone goes home safe every night.



Nidal Dabghi
Director, Safety

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RULE 1 GENERAL INTRODUCTION

The Standard Protection Code is SaskPower's documented lockout procedure as required by Provincial Occupational Health and Safety Legislation and CAN/ULC S801. The Standard Protection Code has been designed to achieve a high level of personnel safety and system security for the operation, maintenance, and commissioning of the Bulk Electric System, radial Transmission and Distribution facilities. The system security provisions also provide evidentiary documentation to prove SaskPower compliance with certain North American Electric Reliability Corporation (NERC) standards and requirements.

1.1 STANDARD PROTECTION CODE:

1.1.1 The Standard Protection Code applies to all circuits and apparatus associated with the Bulk Electric System, radial Transmission and Distribution facilities. It is recognized that work must be performed on apparatus which presents personnel safety hazards and/or jeopardizes system security.

1.1.2 The Standard Protection Code Permits are used for the following:

- (a) For safe work:
 - (i) Equipment Access Permit
 - (ii) Work Permit
 - (iii) Work and Test Permit
 - (iv) Isolation Permit
 - (v) Self Protection Permit
 - (vi) Distribution Access Permit

- (b) For system security:
 - (i) Limited Access Permits
 - (ii) Stand-Off Permit

- (c) For authority transfer:
 - (i) Authority Release Permit

1.1.3 Standard Protection Code permits are mandatory for work on all apparatus connected to the Electric System at a voltage over:

- (a) AC: 250 Volts (rms), to ground.
- (b) AC: 300 Volts (rms), phase to phase.
- (c) DC: 300 Volts.

1.1.4 For system security Standard Protection Code Permits are mandatory without respect to voltage levels.

1.1.5 No Standard Protection Code Permits will be issued to privately owned installations.

Any private installation having an operating voltage more than 250 volts (rms.) AC phase to ground, or 300 volts (rms.) AC phase to phase, which is isolated from SaskPower lines by SaskPower personnel, shall be turned over in an isolated or de-energized state. If locking or blocking is impractical verifying the separation shall be done by visual inspection or by testing for absence of potential.

SaskPower and a representative of the privately owned installation shall come to an agreement as to what state the installation shall be in when turned over to the customer.

1.2 EMERGENCY CONDITION SWITCHING

- 1.2.1 In the case of an emergency, where quick action is necessary to **safeguard life and property**, all employees shall act according to their best judgment. Under such circumstances, all employees may perform any switching operation, which they understand, without a permit. Under no circumstances are they to perform any switching which they do not understand. All actions taken by an employee in an emergency will be promptly reported to their management supervisor and the Issuing Authority. As soon as the emergency is under control Standard Protection Code Permits must be used to work on affected apparatus.

RULE 2 DEFINITIONS

ALIVE – Capable of delivering either charged or dynamic energy.

APPARATUS – All equipment pertaining to the generation, transmission, distribution, and use of electrical energy. Some examples may include, but are not limited to, lines, transformers, breakers, pumps, motors, valve, relays, protection and control systems.

APPLICANT – A person who is applying for a Standard Protection Code Permit.

AUTHORIZED PERSONNEL – Personnel who have successfully completed the Standard Protection Code training and have demonstrated knowledge of equipment/ personal dangers and hazards of the equipment being worked on and are placed on the appropriate authorization list.

BULK ELECTRIC SYSTEM/GRID - as defined by the Regional Reliability Organization, the electrical generating resources, transmission lines, interconnections with neighbouring systems, and associated equipment, generally operated at voltages of 100KV or higher. Radial transmission facilities serving only loads with one transmission source are generally not included in this definition.

CHARGED ENERGY – The energy available when:

(a) In the Electrical Sense:

Apparatus is electrically charged creating a potential difference between apparatus or to ground.

(b) In the Mechanical Sense:

Apparatus containing stored or residual mechanical energy.

COMMISSIONING – The application of a set of techniques and procedures to check, inspect and test every operational component of new or modified apparatus, from the

verification of individual functions and operating quantities to verifying that the apparatus performs its intended functions within the installation.

DE-ENERGIZED – The state that exists when:

- (a) Electrical Apparatus is isolated and grounded from all sources of dynamic energy.
- (b) Mechanical apparatus is isolated and/or:
 - (i) At rest.
 - (ii) Not spring loaded.
 - (iii) Not under a liquid or gaseous pressure different from that of the atmosphere which will be harmful to workers or create a hazardous condition.
 - (iv) Free from poisonous, suffocating, or explosive gases.
 - (v) Free from chemical energy.
 - (vi) Free from extreme temperature.

For more information on the “De-energized” state reference Rule 3.4.

DISCONNECTED FROM THE SYSTEM – The state of apparatus when the apparatus is not connected to any existing dynamic electrical and/or mechanical energy sources.

For more information on the “Disconnected from the System” state reference Rule 3.5.

DISTRIBUTION – It is comprised of both remotely and non-remotely controlled electrical apparatus connecting the grid system to the customer’s equipment.

DISTRIBUTION ISSUING AUTHORITY – A person authorized to issue Standard Protection Code permits in a specified distribution area(s).

DYNAMICALLY ALIVE – The state that exists when the apparatus is connected to a dynamic energy supply. For more information on the “Dynamically Alive” state reference Rule 3.1.

DYNAMIC ENERGY – The energy available when electrical, mechanical, or nuclear apparatus is connected to a substantial source of energy.

ELECTRICALLY DE-ENERGIZED ZONE – A zone created by the electrical de-energizing devices for specified apparatus.

ELECTRICALLY ISOLATED ZONE – A zone created by the electrical isolating devices for the permit.

ELECTRICALLY SAFE ZONE – The zone of the specified apparatus which is isolated, or de-energized and all charged energy hazards have been controlled with the use of approved Bonding and Grounding Procedures.

FIRST CONTINGENCY APPARATUS – Any equipment pertaining to the Bulk Electric System that, if operated, mis-operated, misused, or removed from service at any instant, would affect the ability of the Bulk Electric System to perform as intended.

GRID / BULK ELECTRIC SYSTEM – It is comprised of all the generating stations, Switching Stations, and transmission lines inter-connecting said stations in Saskatchewan, plus the tie-lines to other neighbouring utilities.

GRID ISSUING AUTHORITY – A person at the Grid Control Centre authorized to issue Standard Protection Code permits on the Grid.

GROUNDING – Intentionally connected to earth through a conducting connection or connections of sufficiently low impedance and having sufficient current-carrying capacity to prevent the build-up of voltages that may result in undue hazards to personnel and/or connected equipment.

GUARANTEE OF DE-ENERGIZATION – The specified apparatus is mechanically de-energized from all dynamic and charged sources of energy and electrically de-energized from all dynamic sources of energy.

GUARANTEE OF ISOLATION – A guarantee that ensures the apparatus to be worked on is in the isolated state.

GUARANTEE OF NON-RECLOSE – A guarantee that ensures making the apparatus dynamically alive is not

allowed in the event of the operation of the protective tripping device by ensuring auto-reclose features (if available) are switched off and manual reclose is not allowed.

ISOLATED – The state that exists when apparatus is disconnected or interrupted from all sources of dynamic energy and controls have been put in place to prevent the change of position of the separating device(s). For more information on the “Isolated” state reference Rule 3.3.

ISSUE – Making effective the terms and conditions of the permit.

ISSUING AUTHORITY – A person authorized to issue Standard Protection Code Permits.

LOCAL CONTROL – The operation of a remotely controlled device by a Station Operator on site.

LOCAL ISSUING AUTHORITY – A person authorized to issue Standard Protection Code Permits in a specified work area(s).

LOCAL POLICY AND PROCEDURES – A local interpretation and requirement on Rules and Responsibilities to assist in the application of the Standard Protection Code. This could be a procedure or process to help interpret a rule in the Code without changing its intent. There are situations that arise in the Local Issuing Authority due to the type of equipment, location, and communications etc. that may require clarification.

MECHANICALLY DE-ENERGIZED ZONE – A zone created by the mechanical de-energizing devices for specified apparatus.

MECHANICALLY ISOLATED ZONE – A zone created by the mechanical isolating devices for the permit.

OPERABLE DEVICE – A Work Permit isolating or de-energizing device that will change state while the permit is in effect for the purpose of controlled movements of mechanical apparatus during maintenance or inspection (for Power Production only).

OPERATING AUTHORITY – A person deemed qualified and competent, who is responsible for the operation of specified apparatus.

PERMIT HOLDER – An authorized person to whom Standard Protection Code permits are issued.

PERMIT ZONE – The area inside the points of protection of a permit.

POINTS OF PROTECTION – The isolating or de-energizing devices used to establish the permit zone for a permit.

PROTECTIVE TRIPPING DEVICE – A device that is designed to trip to a prescribed configurable limit is considered a Protective Tripping Device. It is not a requirement for this device to have Auto-reclose capability to be categorized as a Protective Tripping device. Any protection shall be programmed by a qualified technician to protection standards, prior to being commissioned as a Protective tripping device.

RADIAL LINE – A line where there is only one source of dynamic energy.

REMOTELY CONTROLLED – Apparatus that can be operated from the Grid or Distribution Control Centers.

SEPARATED – The state that exists when apparatus is disconnected or interrupted from all sources of dynamic energy and controls have not been put in place either locally or remotely, to prevent the change of position of the separating device(s). For more information on the “Separated” state reference Rule 3.2.

SPECIFIED APPARATUS – Apparatus within the permit zone on which work is authorized.

SURRENDER – The giving up of the permit and the rights and protection afforded by the permit.

SUSPEND – A request from a Permit Holder to release the Stand-Off Permit when work ceases on a temporary basis.

SWITCH PERSON – A person authorized to perform switching operations for permits.

SWITCHING – Process by which the configuration of a system is changed, usually through the operation of devices designed for this action, but may also include the removal

or installation of jumpers and the making or breaking of normally permanent connections.

SYSTEM SECURITY – Ensuring that the apparatus is operated so as not to affect the ability of the Grid/Bulk Electric System or Distribution system to perform as intended.

TRIP GROUNDS – For the purposes of the SPC, grounds that are installed during switching for de-energizing purposes and are documented on the permit. Refer to 3.4.2(a).

WORK AREA – The area is the general portion of the apparatus where a permit applies (e.g., power plant, Switching Station, or substation).

WORK SITE – The actual location of the specified apparatus on which work is being performed or device being switched. The specified apparatus or device must be within sight and under total control of an authorized person.

WORKING GROUNDS – A ground installed once a safe work permit is in effect at the direction of the permit holder as part of safe work practices. Refer to 3.4.2 (b)

RULE 3 STATES OF APPARATUS

The Standard Protection Code outlines the requirements for work on apparatus in the following states:

- (a) Dynamically Alive
- (b) Separated
- (c) Isolated
- (d) De-energized
- (e) Disconnected from the system

When considering the isolating and/or de-energizing requirement for apparatus, the Applicant, Issuing Authority and Permit Holder shall:

- (a) Assess all sources of energy to determine if they present a hazard to workers.
- (b) Determine the isolation and de-energization requirements in the “mechanical sense” as well as the “electrical sense”.

3.1 DYNAMICALLY ALIVE

3.1.1 The state that exists when the apparatus is connected to a dynamic energy supply.

3.1.2 Dynamic Energy – The energy available when electrical, mechanical, or nuclear apparatus is connected to a substantial source of energy.

- (a) In the Electrical Sense: Connected by means of a transmission medium to a substantial source of electrical energy.
- (b) In the Mechanical Sense: Connected to a source of dynamic energy. Some examples are compressed gases, pressurized liquids, steam, prime mover for rotating machinery and chemical.
- (c) In the Nuclear Sense. Apparatus which contains a radioactive nuclear source. An example is a conveyor belt in situ coal measurement system.

3.2 SEPARATED

- 3.2.1** The state that exists when apparatus is disconnected or interrupted from all sources of dynamic energy and controls have not been put in place either locally or remotely, to prevent the change of position of the separating device(s).
- 3.2.2** Visual verification of the state of separating device(s) is not required. Visual verification may be required for system security reasons.
- 3.2.3** Apparatus in the separated state does not provide any personnel protection.
- 3.2.4** All separated apparatus must be considered as containing charged energy and capable of being connected to a dynamic energy supply.
- 3.2.5** Charged Energy – The energy available when:
- (a) In the Electrical Sense: Apparatus is electrically charged creating a potential difference between apparatus or to ground. Some examples are:
 - (i) Induced energy by reason of closeness to other apparatus.
 - (ii) Capacitive charge from system capacitors, underground cables, etc.
 - (b) In the Mechanical Sense: Apparatus containing stored or residual mechanical energy. Some examples are:
 - (i) In motion.
 - (ii) At a dangerous temperature.
 - (iii) Containing poisonous, suffocating, or explosive gases.
 - (iv) A compressed spring (potential energy).
 - (v) Liquid or gaseous pressure different from that of the atmosphere.
 - (vi) Chemical energy.

3.3 ISOLATED

3.3.1 The state that exists when apparatus is disconnected or interrupted from all sources of dynamic energy and controls have been put in place to prevent the change of position of the separating device(s).

3.3.2 All isolated apparatus must be considered as containing charged energy.

3.3.3 Controls for the isolating devices are tagged and:

- (a) Locked, or
- (b) Blocked, or
- (c) Blanked, or
- (d) Removed, or
- (e) Disabled.

The controls will be in accordance with an established isolating procedure, thereby preventing the isolating device from being operated.

3.3.4 When an isolating device is to be used for more than one permit, verification of isolation is not required for the second permit or subsequent permits. This shall be recorded on the switching plan of the second and subsequent permits – i.e.: “isolation confirmed previously as per permit number _____.”

3.3.5 Some isolating procedures are:

- (a) In those cases where there is no undue hazard for the worker, separated and tagged will be considered as isolated. Some examples are:
 - (i) Ash pit window wash lines.
 - (ii) Low pressure domestic water lines.

- (b) When providing electrical isolation, the following shall apply:
- (i) Every effort shall be made to use isolating devices with visible contacts. All phases of such devices shall be inspected to confirm they are open. If electrically-operated or manually-operated switches are used they shall be tagged and locked, or blocked or disabled to prevent accidental closure.
 - (ii) If isolating devices with visible contacts are not available then the isolation of the circuit shall be confirmed by a qualified person with an approved potential test indicator, an approved voltmeter, or an approved equipment specific procedure. If electrically operated or manually operated switches are used, they shall be tagged and locked or blocked or disabled to prevent accidental closure.
 - (iii) Single phase, hot-stick-operated blades may be used as an isolating device when open and tagged, if there is no possibility of the blades closing accidentally (i.e., falling closed due to gravity, etc). Where there is a riser and hot tap available, they will be removed and act as the primary isolation device, if practicable.
 - (iv) Draw-out, horizontal pull-out or vertical crank-down types of circuit breakers may be used as isolating devices:
 - When the breaker is removed and the cell is locked and tagged to prevent reinsertion, or;
 - If separation is confirmed the breaker may be locked and tagged in the cell in the “Test” or “Disconnected” position.
 - (v) Disconnected leads, cables, jumpers, underground elbows, and risers that have been secured and tagged, may be used as isolating

devices provided that an acceptable air gap is created and/or an acceptable insulating medium porcelain /glass/epoxy is used.

- (vi) Fuses, links, meters, bus bars or any device that creates an acceptable air gap may be used as isolating devices when removed and tagged.
- (vii) In distribution, when providing isolation at structures with Grasshopper and Barrel type cutouts:
 - Remove the fuse, remove and secure hot line clamp and tag.
 - If unsafe to remove the hot line clamp, the fuse or barrel is to be opened, removed, stapled to the pole, and tagged.
- (c) When providing mechanical isolation, the following shall apply:
 - (i) The mechanical isolating device must be tagged and locked, blocked, blanked, removed, or disabled to prevent a change in position.
 - (ii) If no other isolating device is available a control valve can be used when it is tagged and mechanically blocked.

3.4 DE-ENERGIZED

3.4.1 The state that exists when:

- (a) Electrical Apparatus is isolated and grounded from all sources of dynamic energy.
- (b) Mechanical apparatus is isolated and/or:
 - (i) At rest.
 - (ii) Not spring loaded.
 - (iii) Not under a liquid or gaseous pressure different from that of the atmosphere which will be harmful to personnel or create a hazardous condition.

- (iv) Free from poisonous, suffocating, or explosive gases.
- (v) Free from chemical energy.
- (vi) Free from extreme temperature.

3.4.2 The following shall apply for electrical de-energization:

- (a) Trip ground(s) shall be used to provide electrical de-energization for permits by providing a guarantee of de-energization. Trip ground(s) may not provide an electrically safe zone as the apparatus may contain electrical charged energy. See Working Grounds 3.4.2(b)
 - (i) Electrical Apparatus is isolated and grounded from all sources of dynamic energy.
 - (ii) Trip ground(s) are placed prior to issuing the permit and removed after surrendering the permit.
 - (iii) Trip ground(s) are placed and removed as part of the “switching out remove from service” and “switching in return to service” steps in the switching plan.
 - (iv) The permit zone is defined by the location of the trip ground(s).
 - (v) When provisions are available, de-energizing devices shall be tagged and locked or blocked. Portable grounds need only be tagged.
 - (vi) If grounding is unsafe or impractical, an approved equipment specific procedure and/ or testing for absence of potential shall be used as an alternative on apparatus which is not subject to an induced or static charge.
- (b) Working ground(s) may be used to provide an electrically safe zone.
 - (i) Working ground(s) shall be placed after the permit is issued and removed prior to surrendering the permit.
 - (ii) Working ground(s) shall be placed as per approved bonding and grounding procedures.

- (iii) If grounding is unsafe or impractical, an approved equipment specific procedure and/ or testing for absence of potential shall be used as an alternative on underground apparatus which is not subject to an induced or static charge.

3.4.3 The following shall apply for mechanical de-energization:

- (a) The de-energization devices shall be tagged and locked, or blocked, or disabled to prevent change of position.
- (b) Due to the inherent nature of mechanical apparatus where de-energizing may take a substantially long time as compared to de-energizing electrical apparatus, it is imperative that the Issuing Authority is aware of all conditions and only issues the permit after the apparatus is de-energized. For example, to ground a grid line may only take a few minutes: whereas, to depressurize a boiler, empty a penstock, or bring the temperature down to a safe working level in a turbine may take hours.
- (c) When conditions exist that prevent mechanical apparatus from being completely de-energized (i.e., residual acid in a pipe) it is the responsibility of the Applicant, Issuing Authority, Switch Person, and Permit Holder to ensure that all workers are made aware of the potential hazard. The hazard shall be clearly documented on the permit.

3.4.4 The following shall apply for electrical-mechanical de-energization:

- (a) When electrical-mechanical apparatus is being worked on and the worker is exposed to both electrically and mechanically charged energy, the apparatus shall be:
 - (i) De-energized “in the electrical sense.”
 - (ii) De-energized “in the mechanical sense,”
 - (iii) If the mechanical de-energization cannot be accomplished prior to issuance of the permit,

the Permit Holder will provide mechanical de-energization and return mechanical apparatus to a normal state before surrender.

- (b) When working on electrical mechanical apparatus driven by an electrical source and the worker is not exposed to the mechanical charged energy, the apparatus shall be de-energized electrically and isolated mechanically. Example: Working on an electric motor that drives a boiler feed pump.
- (c) When electrical-mechanical apparatus is being worked on and the worker is only exposed to mechanical charged energy, the apparatus shall be de-energized mechanically and isolated electrically.

3.4.5 The following shall apply for mechanical – electrical de-energization:

- (a) When working on mechanical apparatus driven by an electrical source and the worker is not exposed to the electrical charged energy, the apparatus shall be de-energized mechanically and isolated electrically.

3.5 DISCONNECTED FROM THE SYSTEM

3.5.1 The state of apparatus when the apparatus is not connected to any existing dynamic electrical and/or mechanical energy sources.

- (a) When apparatus is disconnected from the system Standard Protection Code Permits are not required for the disconnected apparatus. Permits may be required on neighbouring alive apparatus for personnel safety and/or system security.
- (b) Standard Protection Code Permits are not necessary for work on apparatus that is not commissioned into service. Permits may be required on neighbouring alive apparatus for personnel safety and/or system security. The commissioning meeting will determine when Standard Protection Code Permits become necessary.
- (c) Connection/Disconnection of existing apparatus from the system, when authorized, shall be done as outlined in Points of Disconnection.

3.5.2 Points of Disconnection:

- (a) For line switch maintenance:
 - (i) The switch shall be disconnected from the system by one of the following methods:
 - Removal of slack spans.
 - Removal of risers.
 - Removal of bus.

Note: Any of the 3 removals above may be achieved under a Stand Off with mutual agreement between Permit holder and Issuing Authority.

Note: Series insulating devices are not acceptable means of disconnection from the system.

- (b) For salvage of lines:
- (i) Lines to be salvaged shall be disconnected from the system when one span is removed from all sources of electrical dynamic energy and at all power line crossings.
- (c) For disconnection of Transformers:
- (i) A transformer shall be disconnected from the system by following the procedure outlined below:
 - The High Voltage, Low Voltage and (if connected) tertiary winding connections shall be removed.
 - All auxiliary wiring shall be disabled and/or disconnected.
- (d) For disconnection of Breakers/Reclosers:
- (i) A breaker/recloser shall be considered disconnected from the system by following the procedure outlined below:
 - The primary connections (risers or bus) on both sides shall be removed.
 - All existing mechanical energy sources shall be disconnected.
 - All auxiliary wiring shall be disabled and/or disconnected.

- (e) For removal of mechanical-electrical apparatus:
- (i) The following would be considered methods of disconnections:
- All electrical sources (including control circuits) disconnected from a motor control center disconnect or breaker and the cable(s) physically removed from the disconnect/breaker cell.
 - Mechanical piping disconnected from the existing energy source and a section of piping removed.
 - An electric motor with all electrical cables removed from the junction boxes and the motor is physically removed from the mounting base.
- (f) For disconnection of Under Ground Facilities:
- (i) Elbows shall be considered disconnected from the system when the:
- Pencil is removed and attached to cable.
 - Ground Connections shall be removed.
 - Apparatus is bagged and tagged with info card and secured in the tub/vault.
- (ii) Terminations shall be disconnected from the systems when the:
- Riser/connection points are physically removed and tagged with info card.
 - Fuse barrels are removed.
 - Risers/connections points/fuse barrels will be fastened to structure to show intent.
 - Terminations will be bonded to ground wire to prevent a capacitive build up.
 - Structures will be tagged with information cards.

RULE 4 RESPONSIBILITIES

It shall be recognized as a basic principle that all persons involved in application, switching, issuing, and receiving permits will convey each to the other, any and all information which might assist the others to carry out intelligently their work, or which might influence their judgment, acts, or decisions.

4.1 DISTRIBUTION/PLANT/GRID CONTROL/ TRANSMISSION DIRECTOR

4.1.1 It is the responsibility of each Distribution/Plant/Grid Control Center (GCC)/Transmission Director or designate to ensure that:

- (a) Personnel know the Standard Protection Code before declaring them authorized.
- (b) A Standard Protection Code orientation for new employees occur.
- (c) Authorized personnel review their knowledge of the Standard Protection Code on an annual basis and attend instructor-led refresher training within three years.
- (d) Revisions and interpretations are communicated to authorized personnel.
- (e) Any agreements outlining local policies or procedures are communicated to authorized personnel.
- (f) Operations, commissioning, and maintenance meetings are held for any major project within their jurisdiction.
- (g) An audit of the Standard Protection Code is required every three years, at a minimum.

4.1.2 The Distribution/Plant/GCC/Transmission Director or designate will be responsible for informing the Issuing Authorities in writing of the names of all those personnel under their jurisdiction who are authorized to issue, hold, or switch for any Standard Protection Code permits. This authorization list must include the following information:

- (a) Name.
- (b) Location(s) where authorized.
- (c) Types of permits authorized to hold or issue.
- (d) Types of switching authorized to perform.

4.1.3 The Distribution/Plant/GCC/Transmission Director or designate will be responsible for informing Issuing Authorities in writing of any revisions to the above-mentioned authorized list, including contractors for specific jobs.

4.1.4 The list of authorized personnel shall be readily available in the offices of each Issuing Authority. An Issuing Authority will refuse to issue a permit to an individual not listed unless the Distribution/Plant/Transmission Director or designate personally accepts responsibility for the individual in the case concerned.

4.1.5 It is the responsibility of the affected Distribution/Plant/GCC/Transmission Director or designate to jointly establish agreements and review on a three-year cycle or as system changes require for the following:

- (a) Issuing Authority boundaries where there is an interface of Issuing Authorities.
- (b) Isolation or separation points between Transmission and Distribution and Power Production Business Units for Work, Work and Test and Authority Transfer Permits.

The agreements will include the following:

- (i) Interface device or point.
- (ii) Responsibilities of Issuing Authority, Permit Holder and Switch Person affected.
- (iii) Unique administration issues.

- 4.1.6** The Distribution/Plant/GCC/Transmission Director or designate shall develop any required local policies and procedures for administration and record retention for the Standard Protection Code within their jurisdiction.

4.2 APPLICANT

- 4.2.1** Insofar as the Applicants' knowledge and location enable them to do so, they will share with the Issuing Authority the responsibility for the complete fulfillment of the Standard Protection Code.
- 4.2.2** The Applicant shall follow the local policies and procedures for administration of the code in the jurisdiction where the work is being performed.
- 4.2.3** Without relieving the Issuing Authority of any of its responsibility for obtaining all the information necessary for the preparation of the permit, by a process of questions or inspections, the Applicant, insofar as their knowledge and location enable them, will:
- (a) Furnish the Issuing Authority with the complete information required with the application.
 - (b) Make the necessary arrangements with the Issuing Authority for providing a means of communication for the processing phase of the application.
 - (c) Whenever possible, make application to provide the Issuing Authority adequate time for arrangements to be made for processing the application.
- 4.2.4** If the Applicant believes that the Issuing Authority has refused to process a Permit, the applicant may appeal to the management supervisor.

4.3 ISSUING AUTHORITY

- 4.3.1** Issuing Authorities are responsible for the observance and enforcement of the Standard Protection Code.
- 4.3.2** The Issuing Authority will share with the Applicant, Switch Person and Permit Holder, the responsibility for the complete fulfillment of the Standard Protection Code.
- 4.3.3** The Issuing Authority shall follow the local policies and procedures for administration of the code in the jurisdiction where the work is being performed.
- 4.3.4** The responsibilities and duties of the Issuing Authorities are as follows:
- (a) Approve the removal of apparatus from service or the placing of apparatus in service, after due consideration has been given to personnel safety and system security.
 - (b) Prepare the switching plans for removing apparatus from service and returning it to service.
 - (c) Carry out the checking procedure of the switching plans for removing apparatus from service and returning it to service.
 - (d) Give final approval of the switching plans for removal from service and return to service.
 - (e) Direct the removal from service and return to service switching (except for the Distribution Access and Self Protection Permits).
 - (f) Issue and accept the surrender of permits in accordance with the Standard Protection Code.
 - (g) As far as possible, will be sure that everyone who acts under their direct instructions or who has taken any part in connection with the preparation, issuance, or surrender of any permit is authorized and has carried out their part conscientiously and correctly.

- 4.3.5** If the Issuing Authority has reason to believe any person has failed to carry out their part satisfactorily, the permit will not be issued until the Issuing Authority is satisfied. When there is any uncertainty as to whether permit should be granted, the Issuing Authority shall consult their management supervisor.
- 4.3.6** The Issuing Authority and Permit Holder will agree on the communication requirements while the permit is in effect.
- 4.3.7** When instructions or information is given by the Issuing Authority by radio or telephone, each person will be satisfied as to the identity and authority of the other person before carrying out instructions. All such instructions or information will be repeated in full by the recipient and verbal confirmation by the Issuing Authority.
- 4.3.8** For non-remotely controlled Distribution apparatus:
- (a) After normal working hours, the first authorized person called out by the Outage Centre becomes the Distribution Issuing Authority. The Issuing Authority's responsibilities can be transferred to another authorized person with mutual consent of the personnel dispatched.
- (b) To dispatch people to deal with an outage, the Outage Centre/Region Dispatch will call the Distribution Issuing Authority from the affected area. If a Distribution Issuing Authority from the affected area is not available, the management person on call is to be contacted and will become the Distribution Issuing Authority. Other staff can be assigned to trouble calls, to secure the system and to maintain a safe environment, however they cannot operate any apparatus without contacting the Issuing Authority. The Issuing Authority's responsibilities can be transferred to another authorized person with mutual consent of the personnel dispatched.
- (c) All transfers of Issuing Authority must be recorded and transferred into the Master District Permit Logbook.

(d) When the Distribution Issuing Authority is out of the office and issues a permit, the Master District Permit Logbook must be updated as soon as practical (next working day).

4.4 SWITCH PERSON

4.4.1 Insofar as the Switch Person's knowledge and location enable them to do so, they will share with the Issuing Authority and Permit Holder, the responsibility for the complete fulfillment of the Standard Protection Code.

4.4.2 The Switch Person shall follow the local policies and procedures for administration of the code in the jurisdiction where the work is being performed.

4.4.3 The Switch Person is responsible for carrying out instructions received from the Issuing Authority and will:

(a) Check switching plans and be satisfied that the switching sequences are correct.

(b) Carefully consider the instructions received from the Issuing Authority. If a disagreement should occur and it cannot be resolved, the switching must not proceed. The disagreement will then be referred to a management supervisor for consideration.

(c) Advise the Issuing Authority of any aspect of the permit which did not appear to have been considered and suggest any procedure which may appear to be desirable under the circumstances.

4.4.4 The Switch Person will ensure that the isolating and de-energizing devices have been switched correctly according to the directions given by the Issuing Authority.

4.4.5 When instructions or information is given by radio or telephone, each person will be satisfied as to the identity and authority of the other person before carrying out instructions. All such instructions or information will be

repeated in full by the recipient and verbal confirmation by the Switch Person.

4.5 PERMIT HOLDER

- 4.5.1** Insofar as the Permit Holder's knowledge and location enable them to do so, they will share with the Issuing Authority, the responsibility for the complete fulfillment of the Standard Protection Code.
- 4.5.2** The Permit Holder shall follow the local policies and procedures for administration of the code in the jurisdiction where the work is being performed.
- 4.5.3** The Permit Holder must check all switching plans and be satisfied that isolating and/or de-energizing devices are correct for the specified apparatus to be worked on.
- 4.5.4** When instructions or information are given by the Permit Holder by radio or telephone, each person will be satisfied as to the identity and authority of the other person before carrying out instructions. All such instructions or information will be repeated in full by the recipient and verbal confirmation by the Permit Holder.
- 4.5.5** The issuance of a permit will be subject to the Permit Holder's acceptance of the terms and conditions of issuance. If a disagreement should occur and it cannot be resolved, the permit must not be issued. The disagreement will then be referred to a management supervisor for consideration.
- 4.5.6** The Permit Holder must maintain a means of communication with the Issuing Authority while the work is in progress unless other arrangements have been agreed upon between the Issuing Authority and the Permit Holder.
- 4.5.7** The Permit Holder will be responsible for the safety of all persons working under the protection of the permit. In addition to carefully observing the Standard Protection Code, the Permit Holder will:

- (a) Take out no more permits than can be safely supervised.
- (b) Have no more crews working under a permit than can be safely supervised.
- (c) Direct the removal from service and return to service switching for the Distribution Access and Self Protection Permit.
- (d) Determine location of working grounds and confirm they are installed and removed using approved bonding and grounding procedures. The installation and removal of working grounds will be documented by the Permit Holder (e.g., Switching Plan, job plan, HARA).
- (e) Place and remove any guards/barriers in addition to those placed for the Permit Holder to indicate as clearly as possible the safe working space.
- (f) Remain in Work Area while work is ongoing except for the Standoff permit where the Permit Holder shall not leave the WORK SITE (refer to Rules 17.5.1,17.5.2)

4.5.8 Under no circumstances shall any Permit be deemed to protect anyone who is not authorized by the Permit Holder to work under the protection of the permit.

4.5.9 The Permit Holder will instruct the workers regarding:

- (a) The specified apparatus on which work is authorized.
- (b) The isolating and/or de-energizing devices including working grounds used to create an electrically safe zone for the specified apparatus to be worked on.
- (c) The neighbouring apparatus which is alive and dangerous.
- (d) The safeguards provided against neighbouring apparatus which is alive and the precautions necessary

when working near apparatus which is alive.

(e) The danger of sectionalizing electrical apparatus in the permit zone thereby removing the protection of the de-energizing devices.

4.5.10 When the duration of a permit will extend beyond one workday the Permit Holder will do the following:

(a) At the end of the Permit Holder's workday the Permit Holder will contact the Issuing Authority and provide the following:

- (i) Status of the apparatus,
- (ii) Contact information, if required.

(b) Report to the Issuing Authority before resuming work the next day.

The above is not necessary by mutual agreement between the Issuing Authority and Permit Holder.

4.6 PERSONNEL ENTERING REMOTELY CONTROLLED STATIONS

4.6.1 Immediately on entering a remotely controlled station, one member of the group will notify the Issuing Authority of their presence and business.

RULE 5 STANDARD PROTECTION CODE PERMIT PROCEDURE

The following rules are intended to provide general information for all applicable permits.

5.1 GENERAL INFORMATION

- 5.1.1** All Permits shall be self-sustaining; that is, affording their own protection and not depending on the apparent protection of some other permit.

Note: Where it is found to be impractical to have one self-sustaining permit provide isolation or de-energization, it will be acceptable to incorporate Isolation Permit(s) to eliminate hazards from neighbouring alive apparatus. All permits associated with this work area, under this exception will be held by one permit holder for the duration of the work.

- 5.1.2** All permits issued will have their own unique number except for the Distribution Access Permit.
- 5.1.3** Under no circumstances shall any permit be deemed to protect anyone who is not authorized by the Permit Holder to work under the protection of the permit.
- 5.1.4** Permits shall become effective at the moment of issuance (except for the Self Protection Permit) and shall cease to be effective at the moment of surrender.
- 5.1.5** The Issuing Authority will ensure the issuance, cancellation, suspension, transfer and surrender of permits is recorded in their permit log.

5.2 APPLICATION

- 5.2.1** Permit applications may be verbal or written.
- 5.2.2** Applications for a Permit:
- (a) On remotely controlled apparatus will be made directly to the Grid or Distribution Control Center.
 - (b) On non-remotely controlled Distribution apparatus

will be made directly to the Distribution Issuing Authority in the District the work is being performed.

(c) On First Contingency Apparatus will be made directly to the Grid Control Center.

(d) On all other apparatus will be made directly to the Local Issuing Authority in the specific area the work is being performed.

5.2.3 Whenever possible, all permit applications shall be made directly to the Issuing Authority with notification times as indicated below to allow for processing.

Power Production and Distribution require the following notification times for processing permit applications:

- Limited Access A & D, Equipment Access, Self Protection, Distribution Access, Stand Off – When possible 24 hours notice
- Limited Access B, Isolation Permit, Work Permit, Work and Test Permit - 48 hours notice

Transmission requires the following notification times to comply with NERC regulations and the Grid Control Center requires this additional time for processing permit applications:

Stand off – 48 hours notice

Stand off on Tie Lines – 15 days notice

Limited Access A – When possible 24 hour notice

Limited Access B & C, Isolation Permit, Work Permit, Work and Test Permit – 7 days notice

Limited Access B & C, Isolation Permit, Work Permit, Work and Test Permits affecting Tie Lines with Alberta and SPP – 15 days notice

Limited Access B & C, Isolation Permit, Work Permit, Work and Test Permits affecting Tie Lines with Manitoba Hydro – 70 days notice

Authority Release A & B Permits – 7 days notice

5.3 PROCESSING

5.3.1 The Issuing Authority in processing applications for permits will consider:

- (a) That there is sufficient information on the application to proceed with the processing of the permit.
- (b) If applicable, the effect on system security and continuity of supply to customers.
- (c) Any other permits or applications that could impact this application.

5.3.2 The Issuing Authority may refuse to process a permit application for the following reasons:

- (a) The application fails to conform to the Standard Protection Code.
- (b) Undesirable operating conditions which would result from the apparatus outages.
- (c) Insufficient information.
- (d) Any other reason that the Issuing Authority believes to be sufficient.

5.3.3 If the permit requires a switching plan, the Issuing Authority will prepare two switching plans – one for the removal of the apparatus from service; and the second, for returning the apparatus to service.

For more information on switching plan processing, refer to Rule 5.10.

5.3.4 It is permissible to have a common isolating device between permits. The common isolating device between permits will not be operated while any other permit that shares the common isolating device is in effect.

5.3.5 For processing permits on grid inter utility tie-lines, the following apply:

- (a) The use of a Standard Protection Code Permit to guarantee SaskPower's end of the lines for work by the neighbouring utility is permitted.
- (b) All the requirements and guarantees of a Standard Protection Code Permit are applicable but cover only SaskPower's end of the lines. The Grid Issuing Authority shall obtain the necessary guarantees from the

neighbouring utility prior to issuing a Standard Protection Code Permit for work on the tie lines in Saskatchewan.

5.4 MAKING EFFECTIVE

5.4.1 The Issuing Authority will re-evaluate the permit prior to issuing and may refuse to issue the permit for the following reasons:

- (a) Any aspects of the permit fail to conform to the Standard Protection Code.
- (b) New undesirable operating conditions which would result from the apparatus outages.
- (c) Any other reason that the Issuing Authority believes to be sufficient.

5.4.2 Ensure 3-way communications responsibilities are followed.

5.5 WHILE PERMIT IS IN EFFECT

5.5.1 The Permit Holder will be at the work area while work is ongoing. If the Permit Holder must leave the work area and the specified work is going to continue, subject to approval from the Issuing Authority, the Permit Holder will:

- (a) Transfer the permit to an authorized person to whom the Permit Holder has fully explained and documented all the details regarding the status of the specified apparatus, grounds, the permit zone, and protection of the permit. The permit is then transferred to the new Permit Holder and the new Permit Holder becomes the person authorized to surrender the permit when the work is completed.
- (b) While a Safe Work Permit is in effect to facilitate customer access near distribution apparatus, the permit holder is not required to remain at the work area. Local policy and procedures shall be followed.

5.5.2 A permit zone may be expanded or collapsed by the

change of location, addition or surrender of isolating and/or de-energizing devices.

(a) There must be agreement between the Permit Holder(s), the Issuing Authority and if necessary, the appropriate Distribution Operators before the changes can be made.

(b) Before the switching changes begin, the Issuing Authority will direct the Permit Holder(s) to have all workers clear of the apparatus and treat it as alive.

(c) Once the changes are complete the Issuing Authority shall inform the Permit Holder(s) that the changes have been completed and work can resume after the workers have been notified of the changes.

(d) The permit zone for a self-protection permit can not be expanded or collapsed.

5.5.3 Work Scope Change

If the scope of the work needs to change, there must be mutual agreement between the Issuing Authority and the permit holder to ensure the existing permitting provides required protection and/or security. The scope of work change shall be documented on the permit.

5.6 SURRENDER

5.6.1 The Permit Holder must surrender permits as soon as the work is complete, and the apparatus is in a safe condition for surrender to the Issuing Authority from which they were issued.

5.6.2 The Issuing Authority may request the immediate surrender of permits in effect. Before immediate surrender of any permit, it must be ensured that the apparatus is in a safe condition to surrender.

5.6.3 If surrender of the permit is required and the Permit Holder is not available, the permit may be surrendered

by the locally designated management person. The locally designated management person must confirm that all workers are clear of the permit zone and all apparatus is in the proper state for return to service. The Permit Holder will be contacted by the locally designated management person at the earliest opportunity to be informed that the permit has been surrendered and that work cannot continue.

- 5.6.4** Ensure 3-way communications responsibilities are followed.

5.7 RETURNING APPARATUS TO SERVICE

- 5.7.1** When applicable, the first step in returning apparatus to service will be “check status of protection and control”. The Issuing Authority and Switch Person will confirm the secondary devices such as protective relays and breaker auxiliary contacts have been returned to service after the permit is surrendered and/or the return switching is completed.

5.8 CARDS

- 5.8.1** General Rules for Permit Cards:

- (a) All cards must be placed by authorized personnel.
- (b) Cards must be filled out with all applicable information.
- (c) The placement of all cards must be documented.
- (d) All cards will be placed and removed according to the permit requirements.
- (e) All cards must be placed in a conspicuous location.
- (f) If an isolating or de-energizing device is used for more than one permit, the appropriate card must be placed for each permit.
- (g) Cards must be placed on all control devices or indicators of devices at all locations where such control devices and indicators exist.

5.8.2 The placing of control inhibits on system displays using computer control consoles, is considered to be equivalent to the placing of cards.

5.8.3 When placing Distribution Permit Cards on distribution apparatus, the following rules will apply:

(a) The maintenance interface point (normally the Switching Station fence) between the Grid and Distribution will be used to determine which permit cards are placed for permits.

(b) Permit cards placed on the Grid side of the maintenance interface point will be the specific-coloured permit cards.

(c) Permit cards placed on the Distribution side of the maintenance interface point will be the Distribution Permit Card.

5.8.4 Placement of Distribution Cards and Equipment Access Cards will be optional if the authorized personnel remain at the work site of the switching device.

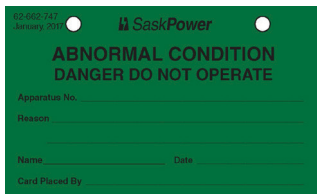
5.9 CARDS NOT ASSOCIATED WITH STANDARD PROTECTION CODE PERMITS

5.9.1 Abnormal Condition Card.

Green with black letters

Stock # 62-662-747 Large Cards

Stock # 62-310-005 Small Cards



(a) Abnormal Condition Cards must be placed on devices to prohibit the operation of the device due to an abnormal condition. The apparatus must be left in a safe condition.

(b) The name of the person placing the card, apparatus description, date, and reason for the abnormal condition must be recorded on the card and communicated to the Issuing Authority.

(c) It is the responsibility of the person correcting the abnormal condition to inform the Issuing Authority when the card can be removed.

5.9.2 Information Card.

Blue with black letters

Stock # 62-662-770 Large Card



The image shows a form for a SaskPower Information Card. The top section is a blue header with the text "10-990-770 January, 2017" in small font, the SaskPower logo, and the title "SaskPower INFORMATION CARD" in large, bold, black letters. Below the header is a white area with seven horizontal lines for writing. At the bottom of the form, there are two small boxes labeled "Date" and "Name" for recording the date and the person's name.

(a) The Information Card is placed on devices or apparatus to communicate special operating instructions or conditions which need be only logged on the card.

(b) The placement of the information cards does not prohibit the operation of the device or apparatus.

(c) The Information Card will be removed when the information is no longer valid.

5.9.3 Distribution Abnormal Condition Card and Information Card

White with orange top and black letters.

Information Card identified in blue

Abnormal Condition Card, Do Not Operate identified in Green

This card is the backside of the Distribution Permit Card
Stock # 62-662-752 Large Card

SaskPower DISTRIBUTION PERMIT CARD	
DEVICE BEING TAGGED	
<input type="checkbox"/> Dynamically Alive Device (DA, SO)	
<input type="checkbox"/> Separating Device (DA, LB)	
<input type="checkbox"/> Isolating Device (DA,AR, WT, WP, IP, SP)	
<input type="checkbox"/> De-energizing Device (WT, WP)	
Permit Type _____	
Permit No. _____	
Issuing Authority _____	Contact Number _____
Permit Holder _____	Contact Number _____
Apparatus No., Name, Location _____	
Date _____	62-662-752/January,2017

SaskPower	
<input type="checkbox"/>	INFORMATION CARD
<input type="checkbox"/>	ABNORMAL CONDITION CARD DO NOT OPERATE

Apparatus _____	
Date _____	Card Place By _____

- Abnormal Condition Card must be placed on devices to prohibit the operation of the device due to an abnormal condition.
- The apparatus must be left in a safe condition.
- The name of the person placing the card, apparatus description, date, and reason for the abnormal condition must be recorded on the card and communicated to the Issuing Authority.
- It is the responsibility of the person correcting the abnormal condition to inform the Issuing Authority when the card can be removed.
- The Information Card is placed on devices or apparatus to communicate special operating instructions or conditions which need be only logged on the card.
- The apparatus must be left in a safe condition.
- The placement of the Information Cards does not prohibit the operation of the device or apparatus.

(h) The Information Card will be removed when the information is no longer valid.

5.9.4 Construction Hold Card (Transmission only)
White with black letters and red striped border
Stock # 62-662-830

XX-XXX-XXX
October, 2017

SaskPower

CONSTRUCTION HOLD
DANGER DO NOT OPERATE

Date: _____
Construction Hold #: _____
Disconnection Point #: _____
Card Placed By: _____
Phone #: _____

XX-XXX-XXX
INFORMATION:

- (a) Construction Hold Card must be placed on devices to prohibit the connection of the device to the Transmission System.
- (b) Construction Hold Cards can only be released if the connection can be made to a portion of the system that is covered by an appropriate Standard Protection Code permit.
- (c) The name of the person placing the card, apparatus description, date, and project must be recorded on the card.
- (d) It is the responsibility of the person connecting the apparatus to inform the Issuing Authority when the card can be removed.

5.10 SWITCHING PLAN PROCESSING

- 5.10.1** Switching Plans are used with Standard Protection Code permits to ensure personnel safety, equipment safety and system security.
- 5.10.2** All Switching Plans will include two step by step plans; one for the removal from service, and one for the return to service.
- 5.10.3** If any undesirable alarms and/or tripping of other devices outside the permit zone may occur while the permit is being switched or is in effect, the first step of any detailed switching plan for the removal from service and the return to service will be “check status of protection and control”. The statement “check status of protection and control” is to ensure that secondary devices such as protective relays and breaker auxiliary contacts are isolated as required.
- 5.10.4** For Transmission and Distribution, the following will apply:
- (a) Each Plan will be divided into three “Change of State” sections which are:
- (i) Remove from Service Switching Plan:
 - Dynamically Alive to Separated State.
 - Separated to Isolated State.
 - Isolated to De-energized State.
 - (ii) Return to Service Switching Plan:
 - De-energized to Isolated State.
 - Isolated to Separated State.
 - Separated to Dynamically Alive State.
- (b) Switching plans shall be prepared such that there is an obvious division on the switching plan before and after every “Change of State” section.

(c) The switching steps in a “Change of State” section shall be switched in the sequence identified on the switching plan unless otherwise directed by the Issuing Authority.

(d) When the sequence of switching steps in a “Change of State” section must be completed in a specified order, those defined sequence steps must be clearly identified on the switching plan.

(e) When the separation of a device is required, all switching steps for separation will be included in the “Dynamically Alive to Separated state” and “Separated to Dynamically Alive state” sections.

(f) If the isolating device is not required to be in a separated state prior to operating the isolating device, or if the isolating device is already in the separated state, the switching will be included in the “Separated to Isolated state” and “Isolated to Separated state” sections.

(g) All steps in a “Change of State” section must be completed and confirmed to the Issuing Authority before the next “Change of State” section can begin unless otherwise directed by the Issuing Authority.

(h) Any switching in the “Isolated to De-energized state” section will not be performed until switching has been completed in the “Separated to Isolated state” section.

(i) For multiple independent circuits or apparatus, the three “Change of State” sections may be repeated for each circuit.

5.10.5 For manual step-by-step switching operations on Transmission remotely controlled apparatus:

(a) Auto-reclose blocking and tagging of breakers is required if a switching error or equipment failure could cause a fault on the Bulk Electric System. The blocking and tagging steps shall be:

(i) Directed and performed by the Issuing Authority

- (ii) Documented on the removal from service and return to service switching plans.
- (b) Auto-reclose blocking and tagging of breakers is not required where lockout protection (86 relay) is provided.

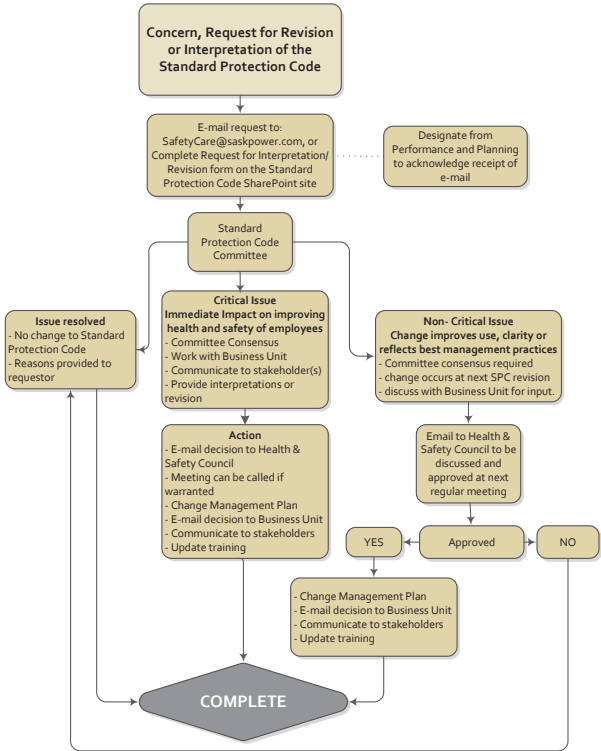
5.11 OPERATIONS, COMMISSIONING, AND MAINTENANCE MEETINGS

- 5.11.1** The Distribution/Plant/GCC/Transmission Director or designate shall be responsible for initiating the operations, commissioning, and maintenance meetings. The meeting will include representatives from all affected work groups.
- 5.11.2** The operations, commissioning, and maintenance meetings for all major projects shall be held to establish:
 - (a) The Standard Protection Code impact on the project by reviewing:
 - (i) When Standard Protection Code Permits will be required.
 - (ii) Total work to be completed.
 - (iii) Overall schedule.
 - (iv) Procedure(s) and responsibilities.
 - (v) System consequences.
 - (b) Permit requirements including:
 - (i) Permit Applications.
 - (ii) Time schedule for permits.
 - (iii) Preliminary switching plan.
- 5.11.3** Properly scaled discussion between Permit Holder and Issuing Authority shall be completed to ensure safety and system security.

5.12 PROCEDURE FOR STANDARD PROTECTION CODE REVISION/ INTERPRETATION

- 5.12.1** All requests for interpretations should follow normal lines of authority. If agreement cannot be reached an interpretation request will be forwarded to SafetyCare@saskpower.com.
- 5.12.2** All requests for revision/interpretation are to be submitted to SafetyCare@saskpower.com. All requests shall include the following information:
- (a) Name of requester.
 - (b) Location of requester.
 - (c) Request for revision.
 - (d) Rule number.
 - (e) Problem.
 - (f) Proposed solution.
- 5.12.3** Health and Safety will acknowledge receipt of each request for revision/ interpretation to the sender and forward the request to the Standard Protection Code Committee.
- 5.12.4** The Standard Protection Code Committee will deal with all requests for revisions/interpretations.

5.12.5 Procedure for Standard Protection Code Revision/ Interpretation Flow Chart



RULE 6 LIMITED ACCESS PERMIT, TYPE "A"

The permit ensures that the Issuing Authority has assessed the security of the system for the specified work to be done. The work to be done requires no operation of Transmission and Distribution breakers/reclosers.

6.1 LIMITED ACCESS PERMIT TYPE "A": GENERAL INFORMATION

6.1.1 A Limited Access Permit Type "A" is not intended as a form of personnel protection.

6.1.2 It applies to all apparatus when:

(a) The apparatus may affect system security without respect to voltage levels.

(b) The operation or loss of first contingency apparatus in Power Production and Transmission can occur.

(c) No operation of Transmission and Distribution breakers/reclosers is required to do the work, however, an inadvertent operation or loss can affect system security.

6.2 LIMITED ACCESS PERMIT TYPE "A": APPLICATION

6.2.1 Whenever possible, all Limited Access Permit Type "A" applications shall be made directly to the appropriate Issuing Authority to allow time to evaluate system security and make arrangements for the most feasible time for the work to be performed.

6.2.2 The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:

- (a) Name of Permit Holder.
- (b) Specifying the apparatus.
- (c) Work to be done.
- (d) Estimated duration for permit.
- (e) Known effect on system security.

6.3 LIMITED ACCESS PERMIT TYPE "A": PROCESSING

6.3.1 The Issuing Authority will assess system security considering Stand-Off Permits in effect, the actual work to be done, estimated length of time to do the work, and the period in the day when the work should be done.

6.4 LIMITED ACCESS PERMIT TYPE "A": MAKING EFFECTIVE

6.4.1 The Issuing Authority will issue the Limited Access Permit Type "A" to the Permit Holder. When a communication device is used, the permit will be issued with the words:

"Your Limited Access Type Permit "A" No. _____ on
(name specified apparatus) is in effect at _____ (time).
Report when finished."

6.5 LIMITED ACCESS PERMIT TYPE "A": WHILE PERMIT IS IN EFFECT

- 6.5.1** For first contingency apparatus in Power Production and Transmission, the Permit Holder (Local Issuing Authority) will issue an appropriate permit to have the work completed.
- 6.5.2** The Permit Holder will complete work to be done.
- 6.5.3** The Permit Holder will contact the Issuing Authority if the work has not been completed in the time estimated and either extend the time or surrender the permit.

(i) The Limited Access Permit Type "A" must be surrendered on completion of work.

(ii) The Limited Access Permit Type "A" must be surrendered at the end of the workday.

(iii) The Limited Access Permit Type "A" will be surrendered by the Issuing Authority at the end of the workday if the Permit Holder is unavailable.

6.6 LIMITED ACCESS PERMIT TYPE "A": SURRENDER

- 6.6.1** The Permit Holder will confirm with the Issuing Authority the status of the apparatus prior to surrender.
- 6.6.2** The Permit Holder will surrender the Limited Access Permit Type "A" to the Issuing Authority. When a communication device is used, the permit will be surrendered with the words:

"All personnel and equipment are clear, all work is complete. I am surrendering Limited Access "A" Permit No. _____ on (naming specified apparatus)."

RULE 7 LIMITED ACCESS PERMIT TYPE “B”

The permit ensures that the Issuing Authority has assessed the security of the system for the specified work to be done. The work to be done requires operation of Transmission and Distribution breakers/switches/reclosers.

7.1 LIMITED ACCESS PERMIT TYPE “B”: GENERAL INFORMATION

7.1.1 A Limited Access Permit Type “B” is not intended as a form of personnel protection.

7.1.2 It applies to all apparatus when:

(a) The apparatus may affect system security without respect to voltage levels.

(b) Operation of Transmission and Distribution breakers/switches/reclosers is required to do the work.

7.2 LIMITED ACCESS PERMIT TYPE “B”: APPLICATION

7.2.1 The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:

(a) Name of Permit Holder.

(b) Specifying the apparatus requiring operation.

(c) Devices used for separation and location of these devices if applicable.

(d) Work to be done.

(e) Estimated duration for permit.

(f) Known effect on system security.

(g) Interruptions to customers if applicable.

(h) Method of communication if applicable.

7.3 LIMITED ACCESS PERMIT TYPE “B”: PROCESSING

7.3.1 If the Issuing Authority, on receipt of the application, is satisfied that the application is in order, the following will be carried out:

(a) The Issuing Authority will prepare two switching plans – one for the removal of the apparatus from service and the second, for returning the apparatus to service. The switching plans will include the following applicable information:

- (i) All separating devices used to separate the specified apparatus.
- (ii) The specified devices that can be operated and any special instructions.

(b) A copy of the two switching plans shall be given to the Permit Holder and the Switch Person 24 hours in advance, whenever possible. If it is not practical to provide actual copies of the two switching plans before the permit is issued, the Issuing Authority will verbally confirm the switching plan, step by step with the Permit Holder and the Switch Person.

(c) The Issuing Authority and the Switch Person will check the information, paying attention to the separating devices and the switching plans for removing the apparatus from service and returning it to service.

(d) The Issuing Authority will contact the intended Permit Holder to verify the separating devices are correct for the work to be done.

(e) Notice of proposed interruption to service must be given to the appropriate Distribution Issuing Authority by the Distribution/Grid Issuing Authority at least five days in advance.

(f) The Issuing Authority will arrange for the necessary Switch Person to carry out the switching plan for removing the apparatus from service.

7.4 LIMITED ACCESS PERMIT TYPE “B”: MAKING EFFECTIVE

7.4.1 The Issuing Authority will:

- (a) Consider Stand-Off Permits in effect.
- (b) Confirm that all Switch Persons are in the correct location.
- (c) Direct the removal from service switching in accordance with the switching plan.
- (d) Confirm that all separating devices are tagged including all control devices or indicators.

7.4.2 The Issuing Authority will issue the Limited Access Permit Type “B” to the Permit Holder. When a communication device is used, the permit will be issued with the words:

“Your Limited Access Permit Type “B” No. _____ on
(name specified apparatus) is in effect at _____ (time).
Report when finished.”

7.5 LIMITED ACCESS PERMIT TYPE “B”: WHILE PERMIT IS IN EFFECT

- 7.5.1 For work on Transmission breakers by Electrical Technicians, the Permit Holder (Local Issuing Authority) will issue an Equipment Access Permit, if required, to have the work completed.
- 7.5.2 The Permit Holder will complete work. The Permit Holder must follow any specific instructions included in the Switching Plan.
- 7.5.3 The Permit Holder will contact the Issuing Authority if the work has not been completed in the time estimated and either extend the time or surrender the permit.

7.6 LIMITED ACCESS PERMIT TYPE “B”: SURRENDER

- 7.6.1 The Permit Holder will confirm with the Issuing Authority the status of the apparatus prior to surrender.
- 7.6.2 Surrender the Limited Access Permit Type “B” to the Issuing Authority. When a communication device is used, the permit will be surrendered with the words:

“All personnel and equipment are clear, all work is complete. I am surrendering Limited Access “B” Permit No. _____ on (naming specified apparatus)”.

7.7 LIMITED ACCESS PERMIT TYPE “B”: RETURNING APPARATUS TO SERVICE AFTER SURRENDER OF PERMIT

- 7.7.1 Once a Limited Access Permit Type “B” is surrendered, the Issuing Authority will:
 - (a) Direct the return switching in accordance with the switching plan if applicable.
 - (b) Confirm that all cards that were placed for the Limited Access Permit Type “B” are removed.

7.8 LIMITED ACCESS PERMIT TYPE “B”: CARDS

7.8.1 All Limited Access Permit Cards will be placed before issuance and removed after surrender of the Limited Access Type “B” Permit.

7.8.2 Limited Access Permit Card

Purple with black letters

Stock # 62-662-748 Large Card

Stock # 62-310-001 Small Card




(a) The following devices must be tagged with Limited Access Cards:

- (i) All separating devices.
- (ii) All control devices or indicators of separating devices at all locations where such control devices and indicators exist.

7.8.3 Distribution Permit Card

White with orange top and black letters.

Stock # 62-662-752 Large Card


DISTRIBUTION PERMIT CARD

DEVICE BEING TAGGED

Dynamically Alive Device (DA, SO)

Separating Device (DA, LB)

Isolating Device (DA,AR, WT, WP, IP, SP)

De-energizing Device (WT, WP)

Permit Type _____


Permit No. _____

Issuing Authority _____ Contact Number _____

Permit Holder _____ Contact Number _____

Apparatus No., Name, Location _____

Date _____ 82-662-752/January,2017



INFORMATION CARD

**ABNORMAL CONDITION CARD
DO NOT OPERATE**

Apparatus _____

Date _____ Card Place By _____

(a) The following devices must be tagged with Distribution Permit Cards:

- (i) All separating devices.
- (ii) All control devices or indicators of separating devices at all locations where such control devices and indicators exist.

RULE 8 LIMITED ACCESS PERMIT TYPE “C”

The permit ensures that the Issuing Authority has assessed the security of the system for the specified work to be done. The Security Planning Section, of the Grid Control Centre, will perform a security analysis.

8.1 LIMITED ACCESS PERMIT TYPE “C”: GENERAL INFORMATION

- 8.1.1** A Limited Access Permit Type “C” is not intended as a form of personnel protection.
- 8.1.2** A Limited Access Permit Type “C” will apply on apparatus for the following conditions without respect to voltage levels:
- (a) When all high-speed protection circuits are removed from service by blocking operation of any of the following:
 - (i) Protective relay inputs.
 - (ii) Protective relays.
 - (iii) Protection inter-trip channels.
 - (iv) Relay output logic.
 - (v) Fault interrupting devices.
 - (vi) Auto isolation devices.
 - (b) When it is required to work on apparatus at a time when loss of the apparatus would result in a multi-contingency disturbance.
- 8.1.3** If all line protection must be removed from service on a 72KV radial and a ground relay such as the 51N or 51T on the 138/72 KV transformers exists, a Type “C” will not be required if the total load on the 138/72 KV transformers is 100MW or less during the time the permit is in effect. The Grid Issuing Authority, after assessing system security, may decide a Type “C” is needed.

8.1.4 When locating DC Ground Faults for Transmission & Distribution the following rules apply:

(a) DC circuits may be shut off momentarily (up to 15 seconds) under a Type “A”.

(b) If DC circuits must be turned off for longer than 15 seconds a Type “A” is not acceptable if the loss of the DC circuits results in the loss of the ability to clear a fault from the system. (i.e., disable a breaker trip circuit) In a case such as this the work should be done under a Type “B” and the breaker opened before the DC supply is removed from the circuit.

(c) If (a) or (b) cannot be done a Type “C” is needed or a planned outage is required.

8.1.5 When working on Power Line Carrier and Protection Channels the following rules apply:

(a) A Type “C” shall be used for work on power line carrier and protection channels when the protection channel has a direct trip feature.

(b) A Type “A” shall be used for work on carrier and protection channels affecting only permissive carrier signals for line protection and/or direct transfer trips from breaker fail protection.

8.2 LIMITED ACCESS PERMIT TYPE “C”: APPLICATION

8.2.1 The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:

- (a) Name of Permit Holder.
- (b) Specifying the apparatus.
- (c) Work to be done.
- (d) Estimated duration for permit.
- (e) Known effect on system security.

8.3 LIMITED ACCESS PERMIT TYPE “C”: PROCESSING

- 8.3.1** Prior to a permit being issued on grid apparatus, the Security Planning Section, of the Grid Control Centre, will perform a security analysis.

8.4 LIMITED ACCESS PERMIT TYPE “C”: MAKING EFFECTIVE

- 8.4.1** The Issuing Authority will issue the Limited Access Permit Type “C” to the Permit Holder. When a communication device is used, the permit will be issued with the words:

“Your Limited Access Permit Type “C” Permit No. _____
on (name specified apparatus) is in effect at _____
(time). Report when finished.”

8.5 LIMITED ACCESS PERMIT TYPE “C”: WHILE PERMIT IS IN EFFECT

- 8.5.1** For first contingency apparatus in Power Production, the Permit Holder (Local Issuing Authority) will issue an appropriate Permit to have the work completed.
- 8.5.2** The Permit Holder will complete the work.
- 8.5.3** The Permit Holder will contact the Grid Issuing Authority if the work has not been completed in the time estimated and either extend the time or surrender the permit.

8.6 LIMITED ACCESS PERMIT TYPE “C”: SURRENDER

8.6.1 The Permit Holder will confirm with the Issuing Authority the status of the apparatus prior to surrender.

8.6.2 The Permit Holder will surrender the Limited Access Permit Type “C” to the Issuing Authority. When a communication device is used, the permit will be surrendered with the words:

“All personnel and equipment are clear, all work is complete. I am surrendering Limited Access “C” Permit No. _____ on (naming specified apparatus)”.

RULE 9 LIMITED ACCESS PERMIT TYPE "D"

The permit ensures that the Distribution Issuing Authority has assessed the security of the system for the scope of work at the work area. All work that involves Distribution apparatus between 750 volts & 35,000 volts requires communication with the Distribution Issuing Authority. A Limited Access Permit Type "D" is issued by the Distribution Issuing Authority to an authorized Permit Holder to ensure that the Distribution Issuing Authority is made aware of the work being completed when a Safe work permit or Stand-off Is not required. The Issuing Authority is not required to issue a Limited Access Type 'D' if they are working alone.

9.1 LIMITED ACCESS PERMIT TYPE "D" GENERAL INFORMATION

- 9.1.1** The Limited Access Permit Type "D" does not provide any form of personnel protection.
- 9.1.2** It applies to all apparatus when:
- (a) The apparatus may affect system security with respect to voltage levels between 750 volts & 35,000 volts.
 - (b) The work to be done involves dynamically alive or separated apparatus on the Distribution system.
- 9.1.3** The Distribution Issuing Authority needs to ensure that the scope of work does not affect System Security, or any Standard Protection Code permits in effect. It is mandatory for the Permit Holder to communicate with the Distribution Issuing Authority before any work proceeds.

9.2 LIMITED ACCESS PERMIT TYPE "D": APPLICATION

- 9.2.1** Whenever possible, all Limited Access Permit Type "D" applications shall be made directly to the Distribution Issuing Authority to allow time to evaluate system security.

9.2.2 The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:

- (a) Name of Permit Holder & contact number.
- (b) Specifying the apparatus requiring operation if applicable.
- (c) Devices used and location of these devices if applicable.
- (d) Work to be done.
- (e) Estimated duration for permit.
- (f) Known effect on system security.
- (g) Interruptions to customers if applicable.
- (h) Method of communication if applicable.

9.3 LIMITED ACCESS PERMIT TYPE "D": PROCESSING

9.3.1 If the Distribution Issuing Authority, on receipt of the application, is satisfied that the application is in order, the following will be carried out:

- (a) Confirm that the Limited Access Permit Type "D" is correct for the scope of the work to be performed and the work area.
 - (i) The devices that can be operated and any special instructions.
 - (ii) The Issuing Authority will assess system security considering Stand-Off Permits in effect, the actual work to be done, estimated length of time to do the work, and the period in the day when the work should be done.

9.4 LIMITED ACCESS PERMIT TYPE "D": MAKING EFFECTIVE

9.4.1 The Distribution Issuing Authority will:

(a) Confirm that Limited Access "D" tags for the agreed to apparatus are placed on all indicators on system displays using computer control consoles at DCC.

(b) Issue the Limited Access Permit Type "D" to the Permit Holder. When a communication device is used, the permit will be issued with the words:

"Your Limited Access Permit Type "D" No. _____ on (name specified apparatus) is in effect at _____ (time). Report when finished."

9.5 LIMITED ACCESS PERMIT TYPE "D": WHILE PERMIT IS IN EFFECT

9.5.1 The Permit Holder will complete the work.

9.5.2 The Permit Holder will contact the Distribution Issuing Authority if the work has not been completed in the time estimated and either extend the time or surrender the permit.

(i) The Limited Access Permit Type "D" must be surrendered on completion of work.

(ii) The Limited Access Permit Type "D" must be surrendered at the end of the workday.

9.6 LIMITED ACCESS PERMIT TYPE "D": SURRENDER

9.6.1 The Permit Holder will confirm with the Distribution Issuing Authority as to the status of the apparatus prior to surrender.

- 9.6.2** Surrender the Limited Access Permit Type “D” to the Distribution Issuing Authority. When a communication device is used, the permit will be surrendered with the words:

“All personnel and equipment are clear; all work is complete. I am surrendering Limited Access Permit Type “D” No. _____ on (naming specified apparatus).”

**9.7 LIMITED ACCESS PERMIT TYPE “D”:
RETURNING APPARATUS TO SERVICE AFTER
SURRENDER OF PERMIT**

- 9.7.1** Once a Limited Access Permit Type “D” is surrendered, the Distribution Issuing Authority will:

(a) Confirm that all tags that were placed for the Limited Access Permit Type “D” are removed.

(b) System display (PSE) is updated as required.

9.8 LIMITED ACCESS PERMIT TYPE “D”: CARDS

(a) All Limited Access “D” Cards will be placed before issuance and removed after surrender of the Limited Access “D” permit.

RULE 10 WORK PERMIT

A Work Permit is a guarantee of de-energization issued by an Issuing Authority to an authorized person under which specified work is to be done on specified apparatus.

The Work Permit may not guarantee an Electrically Safe Zone until electrically charged energy has been controlled.

Conditions may exist that prevent specified mechanical apparatus from being completely de-energized from charged energy.

Certain apparatus cannot be de-energized from dynamic energy. Examples are battery systems and nuclear devices. For these situations use a GUARANTEE OF ISOLATION with an approved equipment specific procedure.

10.1 WORK PERMIT: GENERAL INFORMATION

10.1.1 The specified apparatus shall be de-energized before the Work Permit is issued. The Work Permit may not guarantee an Electrically Safe Zone until electrically charged energy has been controlled.

10.1.2 The specified apparatus shall be isolated from every source of dynamic energy which may cause hazards for the specified work to be done. Also, the specified apparatus shall be de-energized from all sources of energy which may cause hazards for the work to be done.

10.1.3 The guarantee of de-energization for the specified apparatus shall remain in effect until the Work Permit has been surrendered.

10.1.4 For Power Production only:

It is permissible to operate or make dynamically alive specified apparatus for the purpose of controlled movements (linear or rotation) for maintenance or inspection within the permit zone provided the Permit Holders and Issuing Authority agree this action cannot jeopardize the guarantee of de-energization provided to any other Permit Holder.

This controlled move must be done in accordance with a written procedure reviewed by the Issuing Authority and Permit Holder.

Specified isolating devices and/or de-energizing devices (operable devices) that may need to be operated for the purpose of this action shall be tagged with a Hold/Operate Card.

An Authorized Lock will be placed on the operable devices by every Permit Holder who will be affected by the operation of the specified apparatus. The affected Permit Holders will remove their locks when protection of the operable devices is no longer required.

10.1.5 It is permissible to issue more than one Work Permit on specified apparatus.

10.1.6 No Work Permit will be issued in a permit zone covered by a Work and Test or Self Protection Permit.

10.1.7 For Power Production only, Work Permits may be administered in such a way as to allow a Work Permit to be issued to multiple holders.

10.2 WORK PERMIT: APPLICATION

10.2.1 The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:

- (a) Name of Applicant.
- (b) Description and location of the specified apparatus on which specified work is to be done.
- (c) Devices to be used for isolation and location of these devices.
- (d) Devices to be used for de-energizing and location of these devices.
- (e) Operable devices required for controlled movements of apparatus for maintenance or inspection (For Power Production Only).
- (f) The specified work to be done.
- (g) The time and date at which it is desired to commence work and the duration.
- (h) The name of the intended Permit Holder.
- (i) Additional information if applicable.
 - (i) Interruptions to customers.
 - (ii) Method of communication.
- (j) Hazards from neighbouring alive apparatus that may require additional separating, isolating or de-energizing.
- (k) Hazards from neighbouring alive apparatus which cannot be eliminated by separating, isolating or de-energizing, which requires additional guards/barriers and if applicable a Stand-Off Permit.

10.3 WORK PERMIT: PROCESSING

10.3.1 If the Issuing Authority, on receipt of the application, is satisfied that the application is in order, the following will be carried out:

(a) The Issuing Authority will prepare two switching plans – one for the removal of the apparatus from service; and one for returning the apparatus to service. The switching plans will include the following:

- (i) All isolating and de-energizing devices used to de-energize the specified apparatus.
- (ii) Any operable devices shall be clearly identified on the Switching Plan. (For Power Production Only)
- (iii) Any required switching to eliminate hazards from neighbouring alive apparatus by separating, isolating or de-energizing.

(b) A copy of the two switching plans shall be given to the Permit Holder and the Switch Person 24 hours in advance, whenever possible. If it is not practical to provide actual copies of the two switching plans before the permit is issued, the Issuing Authority will verbally confirm the switching plan, step by step with the Permit Holder and the Switch Person.

(c) The Issuing Authority and the Switch Person will check the information, paying attention to the isolating devices, de-energizing devices, and the switching plans for removing the apparatus from service and returning it to service.

(d) The Issuing Authority will contact the intended Permit Holder to:

- (i) Verify the isolating and de-energizing devices are correct for the work to be done.
- (ii) Inform the Permit Holder about hazards from neighbouring alive apparatus which cannot be

eliminated by isolating, separating or de-energizing and which are known to the Issuing Authority must be communicated to the Permit Holder.

(e) Notice of proposed interruption to service must be given to the appropriate Distribution Issuing Authority by the Distribution/Grid Issuing Authority at least five days in advance.

(f) The Issuing Authority will arrange for the necessary Switch Person to carry out the switching plan for removing the apparatus from service.

10.4 WORK PERMIT: MAKING EFFECTIVE

10.4.1 The Issuing Authority will:

(a) Confirm that all Switch Persons are in the correct location.

(b) Direct the removal from service switching in accordance with the switching plan.

(c) Confirm that all isolating devices and de-energizing devices are tagged including all control devices or indicators.

10.4.2 Hazards from neighbouring alive apparatus which cannot be eliminated by isolating, separating or de-energizing and which are known to the Issuing Authority must be communicated to the Permit Holder.

10.4.3 When conditions exist that prevents specified mechanical apparatus from being completely de-energized (i.e., residual acid in a pipe) the Issuing Authority must communicate the known potential hazard to the Permit Holder to ensure that all workers are made aware of the potential hazard. The hazard shall be clearly documented on the permit.

10.4.4 The Issuing Authority will issue the Work Permit to the Permit Holder. When a communication device is used, the permit will be issued with the words:

“Your Work Permit No. _____ on (name specified apparatus) is in effect at _____ (time). Report when finished.”

10.5 WORK PERMIT: WHILE PERMIT IS IN EFFECT

10.5.1 The Permit Holder will:

- (a) Instruct every worker that the permit is in effect and review the points of protection for the permit.
- (b) When trip grounds do not provide an electrically safe zone, determine proper location of working grounds, and confirm that they are installed.
- (c) Identify uncontrolled hazards from the neighbouring alive apparatus and install appropriate guards/barriers.
- (d) Instruct every worker that work can commence.
- (e) Complete work.

10.5.2 For Power Production only:

If a new source of dynamic energy is required for a controlled move, the Permit Holder must inform the Issuing Authority who will make the appropriate changes to the Work Permit. Before the position of the specified operable devices is changed the Permit Holder shall inform all affected personnel.

Any operable device switching must be done by a Switch Person under the direction of the Issuing Authority and Permit Holder.

10.6 WORK PERMIT: SURRENDER

10.6.1 Before surrendering a Work Permit, the Permit Holder shall inspect the apparatus covered by the permit. All the workers under the Permit Holder's protection will be informed that:

- (a) The Work Permit is going to be surrendered.
- (b) Every worker must get clear and stay clear of the apparatus.
- (c) Their protection for work is ended and the apparatus covered by the permit is to be treated as alive.
- (d) All working grounds that were placed on the apparatus are going to be removed (Not including the trip grounds as specified in the switching plan).
- (e) Guards/barriers are to be removed.

10.6.2 The Permit Holder will direct the removal of working grounds and guards/barriers.

10.6.3 The Permit Holder will confirm all the apparatus covered by the Work Permit in the permit zone (control, selector and protective relay switches, alarms, valves, circuit breaker positions, on-load tap changer positions and primary switches) is placed in the same position as found when the Work Permit was issued, unless otherwise directed by the Issuing Authority.

10.6.4 The Permit Holder will surrender the Work Permit to the Issuing Authority. When a communication device is used, the permit will be surrendered with the words:

"All personnel and equipment are clear, all work is complete. I am surrendering Work Permit No. _____ on (naming specified apparatus)".

10.7 WORK PERMIT: RETURNING APPARATUS TO SERVICE AFTER SURRENDER OF PERMIT

10.7.1 Once a Work Permit is surrendered, the Issuing Authority will:

- (a) Direct the return switching in accordance with the switching plan.
- (b) Confirm that all cards that were placed for the Work Permit are removed.

10.8 WORK PERMIT: CARDS

10.8.1 All Work Permit Cards will be placed before issuance and removed after surrender of the Work Permit.

10.8.2 Work Permit Hold Cards -

Red with black letters.

Stock # 62-662-750 Large Card

Stock # 62-310-003 Small Card



(a) The following devices must be tagged with Work Permit Hold Cards:

- (i) All isolating and mechanical de-energizing devices which have a guaranteed position.
- (ii) All control devices or indicators of isolating devices at all locations where such control devices and indicators exist.

10.8.3 Work Permit Hold/Operate Cards

Green over red with black letters.

Stock # 62-662-762 Large Card

Stock # 62-662-763 Small Card



(a) The following devices must be tagged with Work Permit Hold/Operate Cards:


- (i) All isolating or mechanical de-energizing devices that need to be operated.
- (ii) All control devices or indicators of isolating or mechanical de-energizing devices that need to be operated at all locations where such control devices and indicators exist.
- (iii) When the device is being operated the card shall remain in place.

10.8.4 Work Permit Ground Cards

White with black letters.

Stock # 62-662-754 Large Card

Stock # 62-310-004 Small Card

62-662-754 January, 2017	 WORK PERMIT GROUNDED
Permit No. _____	
Apparatus No. _____	
Card Placed By: _____	

(a) The following devices must be tagged with Work Permit Ground Cards:

- (i) All electrical de-energizing devices [trip grounds]
- (ii) On control devices or indicators of isolating devices at all locations where such control devices and indicators exist. If these locations are not available, the cards should be placed in another appropriate conspicuous location to indicate the apparatus covered is grounded. i.e., If a ground is placed behind a closed door, a card shall be placed on the outside of the door, or if the grounds are in a separate/remote location, cards shall be placed at the isolation device(s).

RULE 11 WORK AND TEST PERMIT

A Work and Test Permit is a guarantee of de-energization when the permit is issued. The Work and Test Permit is issued by an Issuing Authority to an authorized person under which specified work and tests are to be done on specified apparatus.

Under a Work and Test Permit, it is permissible to change the status of isolating and/or de-energizing devices to make the apparatus alive for testing purposes. This requires a written procedure prepared to make sure the testing is safe and the system secure. When the testing is complete the specified apparatus shall be returned to the de-energized state if further work is to be performed. If all work and test activities are complete the Work and Test Permit may be surrendered in the agreed-to state.

The Work and Test Permit may not guarantee an Electrically Safe Zone until electrically charged energy has been controlled.

Conditions may exist that prevent specified mechanical apparatus from being completely de-energized from charged energy.

Certain apparatus cannot be de-energized from dynamic energy. Examples are battery systems and nuclear devices. For these situations use a GUARANTEE OF ISOLATION with an approved equipment specific procedure.

11.1 WORK AND TEST PERMIT: GENERAL INFORMATION

- 11.1.1** The specified apparatus shall be de-energized before the Work and Test Permit is issued. The Work and Test Permit may not guarantee an Electrically Safe Zone until electrically charged energy has been controlled.

- 11.1.2 The specified apparatus shall be isolated from every source of dynamic energy which may cause hazards for the specified work to be done. Also, the specified apparatus shall be de-energized from all sources of energy which may cause hazards for the work to be done.
- 11.1.3 Only one Work and Test Permit may be issued within a permit zone.
- 11.1.4 No other permit will be issued on specified apparatus within a permit zone covered by a Work and Test Permit.

11.2 WORK AND TEST PERMIT: APPLICATION

- 11.2.1 The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:
 - (a) Name of Applicant.
 - (b) Description and location of the specified apparatus on which specified work and/or testing is to be done.
 - (c) Devices to be used for isolation and the location of these devices.
 - (d) Devices to be used for de-energizing and the location of these devices.
 - (e) The specified work and/or testing to be done.
 - (f) The isolating and de-energizing devices to be operated for the Work and Test Procedure.
 - (g) The time and date at which it is desired to commence work and the duration.
 - (h) The name of the intended Permit Holder.
 - (i) Additional information if applicable.
 - (i) Interruptions to customers.
 - (ii) Method of communication.

(j) Hazards from neighbouring alive apparatus that may require additional separating, isolating or de-energizing.

(k) Hazards from neighbouring alive apparatus which cannot be eliminated by separating, isolating or de-energizing, which requires additional guards/barriers and if applicable a Stand-Off Permit.

11.3 WORK AND TEST PERMIT: PROCESSING

11.3.1 If the Issuing Authority, on receipt of the application, is satisfied that the application is in order, the following will be carried out:

(a) The Issuing Authority will prepare two switching plans – one for the removal of the apparatus from service; and one for returning the apparatus to service. The switching plans will include the following:

(i) All isolating and de-energizing devices used to de-energize the specified apparatus.

(ii) The isolating and de-energizing devices to be operated for the Work and Test Procedure.

(iii) Any required switching to eliminate hazards from neighbouring alive apparatus by separating, isolating or de-energizing.

(b) A copy of the two switching plans shall be given to the Permit Holder and the Switch Person 24 hours in advance, whenever possible. If it is not practical to provide actual copies of the two switching plans before the permit is issued, the Issuing Authority will verbally confirm the switching plan, step by step with the Permit Holder and the Switch Person.

(c) The Issuing Authority and the Switch Person will check the information, paying attention to the isolating devices, de-energizing devices, and the switching plans for removing the apparatus from service and returning it to service.

(d) The Issuing Authority will contact the intended Permit Holder to:

(i) Verify the isolating and de-energizing devices are correct for the work and/or tests to be done.

(ii) Inform the Permit Holder about hazards from neighbouring alive apparatus which cannot be eliminated by isolating, separating or de-energizing and which are known to the Issuing Authority must be communicated to the Permit Holder.

(e) Notice of proposed interruption to service must be given to the appropriate Distribution Issuing Authority by the Distribution/Grid Issuing Authority at least five days in advance.

(f) The Issuing Authority will arrange for the necessary Switch Person to carry out the switching plan for removing the apparatus from service.

11.4 WORK AND TEST PERMIT: MAKING EFFECTIVE

11.4.1 The Issuing Authority will:

- (a) Confirm that all Switch Persons are in the correct location.
- (b) Direct the removal from service switching in accordance with the switching plan.
- (c) Confirm that all isolating devices and de-energizing devices are tagged including all control devices or indicators for the work and/or testing to be completed.

11.4.2 Hazards from neighbouring alive apparatus which cannot be eliminated by isolating, separating or de-energizing and which are known to the Issuing Authority must be communicated to the Permit Holder.

11.4.3 When conditions exist that prevents specified mechanical apparatus from being completely de-energized (i.e., residual acid in a pipe) the Issuing Authority must communicate the known potential hazard to the Permit Holder to ensure that all workers are made aware of the potential hazard. The hazard shall be clearly documented on the permit.

11.4.4 The Issuing Authority will issue the Work and Test Permit to the Permit Holder. When a communication device is used, the permit will be issued with the words:

“Your Work and Test Permit No. _____ on (name specified apparatus) is in effect at _____ (time). Report when finished.”

11.5 WORK AND TEST PERMIT: WHILE PERMIT IS IN EFFECT

11.5.1 The Permit Holder will:

- (a) Instruct every worker that the permit is in effect and review the points of protection for the permit.
- (b) When trip grounds do not provide an electrically safe zone, determine proper location of working grounds, and confirm that they are installed.
- (c) Identify uncontrolled hazards from the neighbouring alive apparatus and install appropriate guards/barriers.
- (d) Instruct every worker that work can commence.
- (e) Inform all affected personnel before the position of any isolating or de-energizing device is changed.
- (f) Any change to an operable point(s) must be done by a Switch Person.
- (g) Complete work and/or testing.

11.6 WORK AND TEST PERMIT: SURRENDER

11.6.1 Before surrendering a Work and Test Permit, the Permit Holder shall inspect the apparatus covered by the permit. All the workers under the Permit Holder's protection will be informed that:

- (a) The Work and Test Permit is going to be surrendered.
- (b) Every worker must get clear and stay clear of the apparatus.
- (c) Their protection for work is ended and the apparatus covered by the permit is to be treated as alive.
- (d) All working grounds that were placed on the apparatus are going to be removed. (Not including the trip grounds as specified in the switching plan).
- (e) Guards/barriers are to be removed.

- 11.6.2** The Permit Holder will direct the removal of working grounds and guards/barriers.
- 11.6.3** The Permit Holder will confirm all the apparatus covered by the Work and Test Permit in the permit zone (control, selector and protective relay switches, alarms, valves, circuit breaker positions, on-load tap changer positions and primary switches) is placed in the same position as found when the Work and Test Permit was issued, unless otherwise directed by the Issuing Authority.
- 11.6.4** The Work and Test Permit must be surrendered in the de-energized state unless otherwise agreed to by the Permit Holder and Issuing Authority. If agreed to it may be surrendered in the isolated, separated or dynamically alive state. The status of devices changed since issuance shall be documented on the permit prior to surrendering.
- 11.6.5** The Permit Holder will surrender the Work and Test Permit to the Issuing Authority. When a communication device is used, the permit will be surrendered with the words:

“All personnel and equipment are clear, all work is complete. I am surrendering Work and Test Permit No. _____ on (naming specified apparatus)”.

11.7 WORK AND TEST PERMIT: RETURNING APPARATUS TO SERVICE AFTER SURRENDER OF PERMIT

- 11.7.1** Once a Work and Test Permit is surrendered the Issuing Authority will:
- (a) Review and confirm the status of the devices that have changed since issuance with the Switch Person before return switching commences.
 - (b) Direct the return switching in accordance with the switching plan.
 - (c) Confirm that all cards that were placed for the Work and Test Permit are removed.

11.8 WORK AND TEST PERMIT: CARDS

- 11.8.1 All Work and Test Permit Cards will be placed before issuance and removed after surrender of the Work and Test Permit.

When the device is being operated for work or testing the card shall remain in place.

11.8.2 Work and Test Permit Hold Cards

Yellow over red with black letters.

Stock # 62-662-760 Large Card

Stock # 62-310-013 Small Card



- (a) The following devices must be tagged with Work and Test Permit Hold Cards:
- (i) All isolating and mechanical de-energizing devices which may be operated for work or tests.
 - (ii) All control devices or indicators of isolating devices at all locations where such control devices and indicators exist.

11.8.3 Work and Test Permit Ground Cards

Yellow over white with black letters.

Stock # 62-662-764 Large Card

Stock # 62-310-014 Small Card



(a) The following devices must be tagged with Work and Test Permit Ground Cards:

- (i) All electrical de-energizing devices [Trip grounds]
- (ii) On control devices or indicators of isolating devices at all locations where such control devices and indicators exist. If these locations are not available, the cards should be placed in another appropriate conspicuous place to indicate the apparatus covered is grounded.

11.8.4 Distribution Permit Card

White with orange top and black letters.

Stock # 62-662-752 Large Card

SaskPower DISTRIBUTION PERMIT CARD	
DEVICE BEING TAGGED	
<input type="checkbox"/> Dynamically Alive Device (DA, SO)	
<input type="checkbox"/> Separating Device (DA, LB)	
<input type="checkbox"/> Isolating Device (DA,AR, WT, WP, IP, SP)	
<input type="checkbox"/> De-energizing Device (WT, WP)	

Permit Type	

Permit No.	

Issuing Authority	Contact Number
_____	_____
Permit Holder	Contact Number
_____	_____

Apparatus No., Name, Location	

Date	62-662-752/January,2017

SaskPower	
<input type="checkbox"/>	INFORMATION CARD
<input type="checkbox"/>	ABNORMAL CONDITION CARD DO NOT OPERATE

Apparatus	

Date	Card Place By

(a) The following devices must be tagged with Distribution Permit Cards:

- (i) All isolating and mechanical de-energizing devices which may be operated for work or tests.
- (ii) All control devices or indicators of isolating devices at all locations where such control devices and indicators exist.

(b) The following devices must be tagged with Distribution Permit Cards:

- (i) All electrical de-energizing devices.
- (ii) On control devices or indicators of isolating devices at all locations where such control devices and indicators exist. If these locations are not available, the cards should be placed in another appropriate conspicuous place to indicate the apparatus covered is grounded.

(c) On distribution apparatus when the isolating and de-energizing devices are at the same location, one Distribution Permit card may be used with the approval of the Issuing Authority.

RULE 12 EQUIPMENT ACCESS PERMIT

An Equipment Access Permit is issued by a Local Issuing Authority to an authorized Permit Holder allowing specified work to be done on specified apparatus or access to a specified area.

This permit is for Power Production and Transmission Electrical Technicians.

12.1 EQUIPMENT ACCESS PERMIT: GENERAL INFORMATION

12.1.1 Personnel protection is the responsibility of the Permit Holder.

12.1.2 The Equipment Access Permit:

- (a) Ensures that the Local Issuing Authority is made aware of the work being completed in the work area.
- (b) Allows work on apparatus that is dynamically alive, separated or isolated.
- (c) Allows authorized switching before and/or after issuance of the permit.
- (d) The Equipment Access Permit is used by the Local Issuing Authority for work that satisfies the following conditions:
 - (i) The work is not performed on first contingency apparatus unless a Limited Access Permit has first been obtained from the Grid Issuing Authority.
 - (ii) Operation of breakers, valves, etc., may be required to do the work.
 - (iii) The use of test equipment for troubleshooting may be required to do the work.

12.1.3 If work is required to be done while the apparatus is in the dynamically alive state:

(a) Before commencing work a written Equipment Access Permit Safe Work procedure that includes the following shall be in place:

- (i) Identify potential hazards.
- (ii) Minimize those potential hazards.
- (iii) Define the personal protective equipment required.
- (iv) Identify the line of communication if working alone.

(b) Every effort should be made during the development of the Equipment Access Permit safe work procedures to investigate alternatives to working on dynamically alive apparatus.

12.1.4 For generator tripping tests a switching plan is required.

12.2 EQUIPMENT ACCESS PERMIT: APPLICATION

12.2.1 The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:

- (a) The intended Permit Holder's name.
- (b) The description and location(s) of the apparatus on which work is to be done.
- (c) Devices to be used for separation and/or isolation and the location of these devices.
- (d) The work to be done and the state of the specified apparatus when the work is to be performed.
- (e) The time and date at which it is desired to commence work and the duration.

12.3 EQUIPMENT ACCESS PERMIT: PROCESSING

12.3.1 If the Local Issuing Authority, on receipt of the application, is satisfied that the application is in order, the following will be carried out:

- (a) Confirm that the Equipment Access Permit is correct for the work requested considering the requested state of the specified apparatus when the work is to be performed.
- (b) Evaluate the work to be done to determine if the apparatus is first contingency apparatus. If determined to be first contingency apparatus the Local Issuing Authority must obtain a Limited Access Permit before proceeding with the Equipment Access Permit.

12.3.2 If the Local Issuing Authority, on receipt of an application for generator trip tests, is satisfied that the application is in order, the following will be carried out:

- (a) The Issuing Authority will prepare two switching plans – one for the removal of the apparatus from service; and the second, for returning the apparatus to service. The switching plans will include:
 - (i) All separating or isolating devices used to separate or isolate the specified apparatus.
 - (ii) The breaker isolators which separate the generator from the system.
 - (iii) The placement of cards.
- (b) A copy of the two switching plans shall be given to the Permit Holder and the Switch Person 24 hours in advance, whenever possible. If it is not practical to provide actual copies of the two switching plans before the permit is issued, the Issuing Authority will verbally confirm the switching plan, step by step with the Permit Holder and the Switch Person.
- (c) The Issuing Authority and the Switch Person will

check the information, paying attention to the separating and isolating devices, and the switching plans for removing the apparatus from service and returning it to service.

(d) The Issuing Authority will contact the intended Permit Holder to verify the separating and isolating devices are correct for the work to be done.

12.4 EQUIPMENT ACCESS PERMIT: MAKING EFFECTIVE

12.4.1 The Local Issuing Authority and Permit Holder must agree on a plan covering:

- (a) The separation or isolation devices.
- (b) Placement of cards.
- (c) Placement of locks.
- (d) When the switching will be completed.
- (e) Identify the Switch Person.

12.4.2 The Local Issuing Authority will:

- (a) Direct any switching required before the permit is issued according to the agreed upon plan.
- (b) Confirm that all separating and isolating devices are tagged including all control devices or indicators.
- (c) If applicable, review the Equipment Access Safe Work Procedure with the Permit Holder to ensure it is correct for the work to be performed.
- (d) Issue the Equipment Access Permit to the Permit Holder.

12.4.3 The Local Issuing Authority will enter the details of the Equipment Access Permit in their Permit Log. These details will include:

- (a) The Permit Holder's name.
- (b) The description and location of the apparatus on which work is to be done.
- (c) The plan covering the separation or isolation of breakers, valves, etc.
- (d) The work to be done.
- (e) The time and date the permit is issued.
- (f) The Equipment Access Permit safe work procedure.

12.5 EQUIPMENT ACCESS PERMIT: WHILE PERMIT IS IN EFFECT

12.5.1 The Permit Holder will:

- (a) Review with every worker:
 - (i) That the permit is in effect.
 - (ii) The completed switching.
 - (iii) The state of the specified apparatus.
 - (iv) If applicable, the Equipment Access Safe Work Procedure for work on dynamically alive apparatus.
 - (v) The agreed upon plan with the Issuing Authority for any additional switching.
- (b) Instruct every worker that work can commence.
- (c) Complete work to be done.

12.6 EQUIPMENT ACCESS PERMIT: SURRENDER

- 12.6.1** The Equipment Access Permit must be surrendered on completion of work or at the end of the workday.
- 12.6.2** Before surrendering an Equipment Access Permit, the Permit Holder shall inspect the apparatus covered by the permit. All the workers under the Permit Holder's protection will be informed that:
- (a) The Equipment Access Permit is going to be surrendered.
 - (b) Every worker must get clear and stay clear of the apparatus.
 - (c) Their protection for work is ended and the apparatus covered by the permit is to be treated as alive.
- 12.6.3** The Equipment Access Permit must be surrendered in the same state as when it was issued unless agreed to by the Permit Holder and Issuing Authority.
- 12.6.4** If at the end of the Permit Holder's workday, the work is not complete, the Permit Holder must surrender their permit and make arrangements with the Local Issuing Authority to ensure the equipment is tagged with an Abnormal Condition Card to identify the abnormal condition.
- 12.6.5** The Permit Holder will surrender the Equipment Access Permit to the Issuing Authority.

12.7 EQUIPMENT ACCESS PERMIT: AFTER SURRENDER OF THE PERMIT

- 12.7.1 (a) Review and confirm the status of the devices that have changed since issuance with the Switch Person before return switching commences.
- (b) Direct the return switching in accordance with the switching plan.
- (c) Confirm that all cards that were placed for the Equipment Access Permit are removed.
- 12.7.2 If applicable, the Issuing Authority will ensure any apparatus on which work was not completed is tagged with an Abnormal Condition Card.

12.8 EQUIPMENT ACCESS PERMIT: CARDS

12.8.1 Equipment Access Permit Cards will be placed and removed according to the agreed to plan prior to issuance of the permit.

12.8.2 Equipment Access Permit Card

Green over yellow.

Stock # 62-662-820 Large Card

Stock # 62-662-824 Small Card



The image shows a template for an Equipment Access Permit Card. The card is divided diagonally from the bottom-left to the top-right. The upper-left portion is green and contains the text '62-662-820 January, 2017' and the SaskPower logo. The lower-right portion is yellow. The title 'EQUIPMENT ACCESS PERMIT' is printed in bold black letters across the middle. Below the title, there are five horizontal lines for text entry, each preceded by a label: 'Permit No.', 'Date:', 'Apparatus:', 'Permit Holder:', 'Comments:', and 'Card Placed By:'.

- (a) All separating, and isolating devices must be tagged with Equipment Access Permit Cards.

RULE 13 ISOLATION PERMIT

An Isolation Permit is a guarantee of isolation issued by an Issuing Authority to an authorized person under which specified work is to be done on specified apparatus.

This permit is for Transmission and Distribution electrical apparatus only.

13.1 ISOLATION PERMIT: GENERAL INFORMATION

13.1.1 The specified apparatus to be covered by an Isolation Permit must be isolated before the Issuing Authority will issue the Isolation Permit.

13.1.2 The specified apparatus shall be isolated from every source of dynamic energy which may cause hazards for the work to be done.

13.1.3 The guarantee of isolation for the specified apparatus shall remain in effect until the Isolation Permit has been surrendered.

13.1.4 It is permissible to issue more than one Isolation Permit on specified apparatus.

13.1.5 No Isolation Permit will be issued on specified apparatus covered by a Work and Test or Self Protection Permit.

13.2 ISOLATION PERMIT: APPLICATION

13.2.1 The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:

(a) Name of Applicant.

(b) Description and location of the specified apparatus on which work is to be done.

- (c) Devices to be used for isolation and location of these devices.
- (d) The work to be done.
- (e) The time and date at which it is desired to commence work and the duration.
- (f) The name of the intended Permit Holder.
- (g) Additional information if applicable:
 - (i) Interruptions to customers.
 - (ii) Method of communication.
 - (iii) Hazards from neighbouring alive apparatus that may require additional separating or isolating.
 - (iv) Hazards from neighbouring alive apparatus which cannot be eliminated by isolating or separating, which requires additional guards/barriers and if applicable a Stand-Off Permit.

13.3 ISOLATION PERMIT: PROCESSING

13.3.1 If the Issuing Authority, on receipt of the application, is satisfied that the application is in order, the following will be carried out:

- (a) The Issuing Authority will prepare two switching plans – one for the removal of the apparatus from service; and one for returning the apparatus to service. The switching plans will include the following:
 - (i) All isolating devices used to isolate the specified apparatus.
 - (ii) Any required switching to eliminate hazards from neighbouring alive apparatus by separating or isolating.
- (b) A copy of the two switching plans shall be given

to the Permit Holder and the Switch Person 24 hours in advance, whenever possible. If it is not practical to provide actual copies of the two switching plans before the permit is issued, the Issuing Authority will verbally confirm the switching plan, step by step with the Permit Holder and the Switch Person.

(c) The Issuing Authority and the Switch Person will check the information, paying attention to the isolating devices and the switching plans for removing the apparatus from service and returning it to service.

(d) The Issuing Authority will contact the intended Permit Holder to:

(i) Verify the isolating devices are correct for the work to be done.

(ii) Inform the Permit Holder about hazards from neighbouring alive apparatus which cannot be eliminated by isolating or separating and which are known to the Issuing Authority must be communicated to the Permit Holder.

(e) Notice of proposed interruption to service must be given to the appropriate Distribution Issuing Authority by the Distribution/Grid Issuing Authority at least five days in advance.

(f) The Issuing Authority will arrange for the necessary Switch Person to carry out the switching plan for removing the apparatus from service.

13.4 ISOLATION PERMIT: MAKING EFFECTIVE

13.4.1 The Issuing Authority will:

- (a) Confirm that all Switch Persons are in the correct location.
- (b) Direct the removal from service switching in accordance with the switching plan.
- (c) Confirm that all isolating devices are tagged including all control devices or indicators.

13.4.2 Hazards from neighbouring alive apparatus which cannot be eliminated by isolating or separating and which are known to the Issuing Authority must be communicated to the Permit Holder.

13.4.3 The Issuing Authority will issue the Isolation Permit to the Permit Holder. When a communication device is used, the permit will be issued with the words:

“Your Isolation Permit No. _____ on (name specified apparatus) is in effect at _____ (time). Report when finished.”

13.5 ISOLATION PERMIT: WHILE PERMIT IS IN EFFECT

13.5.1 The Permit Holder will:

- (a) Instruct every worker that the permit is in effect and review the points of protection for the permit.
- (b) Determine location of working grounds and confirm they are installed or work using live line work procedures.
- (c) Identify uncontrolled hazards from the neighbouring alive apparatus and install appropriate guards/barriers.
- (d) Instruct every worker that work can commence.
- (e) Complete work.

13.6 ISOLATION PERMIT: SURRENDER

13.6.1 Before surrendering an Isolation Permit, the Permit Holder shall inspect the apparatus covered by the permit. All the workers under the Permit Holder's protection will be informed that:

- (a) The Isolation Permit is going to be surrendered.
- (b) Every worker must get clear and stay clear of the apparatus.
- (c) Their protection for work is ended and the apparatus covered by the permit is to be treated as alive.
- (d) All working grounds that were placed on the apparatus are going to be removed.
- (e) Guards/barriers are to be removed.

13.6.2 The Permit Holder will direct the removal of working grounds and guards/barriers.

13.6.3 The Permit Holder will confirm all the apparatus covered by the Isolation Permit in the permit zone (control, selector and protective relay switches, alarms, valves, circuit breaker positions, on-load tap changer positions and primary switches) is placed in the same position as found when the Isolation Permit was issued, unless otherwise directed by the Issuing Authority.

13.6.4 The Permit Holder will surrender the Isolation Permit to the Issuing Authority. When a communication device is used, the permit will be surrendered with the words:

“All personnel and equipment are clear, all work is complete. I am surrendering Isolation Permit No. _____ on (naming specified apparatus)”.

13.7 ISOLATION PERMIT: RETURNING APPARATUS TO SERVICE AFTER SURRENDER OF PERMIT

13.7.1 Once an Isolation Permit is surrendered, the Issuing Authority will:

- (a) Direct the return switching in accordance with the switching plan.
- (b) Confirm that all cards that were placed for the Isolation Permit are removed.

13.8 ISOLATION PERMIT: CARDS

13.8.1 All Isolation Permit Cards will be placed before issuance and removed after surrender of the Isolation Permit.

13.8.2 Isolation Permit Cards

Orange with black letters.

Stock # 62-662-800 Large Card

Stock # 62-662-804 Small Card



(a) The following devices must be tagged with Isolation Cards:

- (i) All isolating devices which have a guaranteed position.
- (ii) All control devices or indicators of isolating devices at all locations where such control devices and indicators exist.

13.8.3 Distribution Permit Card

White with orange top and black letters.
Stock # 62-662-752 Large Card

SaskPower DISTRIBUTION PERMIT CARD	
DEVICE BEING TAGGED	
<input type="checkbox"/> Dynamically Alive Device (DA, SO)	
<input type="checkbox"/> Separating Device (DA, LB)	
<input type="checkbox"/> Isolating Device (DA,AR, WT, WP, IP, SP)	
<input type="checkbox"/> De-energizing Device (WT, WP)	

Permit Type	

Permit No.	

Issuing Authority	Contact Number
_____	_____
Permit Holder	Contact Number
_____	_____

Apparatus No., Name, Location	

Date	62-662-752/January,2017

SaskPower	
<input type="checkbox"/>	INFORMATION CARD
<input type="checkbox"/>	ABNORMAL CONDITION CARD DO NOT OPERATE

Apparatus	

Date	Card Place By

(a) The following devices must be tagged with Distribution Permit Cards:

- (i) All isolating devices which have a guaranteed position.
- (ii) All control devices or indicators of isolating devices at all locations where such control devices and indicators exist.

RULE 14 SELF PROTECTION PERMIT

A Self Protection Permit is for specified work on specified overhead and underground radial Distribution apparatus.

A Self Protection Permit number is issued by a Distribution Issuing Authority to an authorized Permit Holder. The Permit Holder will perform the necessary switching to provide a guarantee of isolation for the specified apparatus.

14.1 SELF PROTECTION PERMIT: GENERAL INFORMATION

14.1.1 A Self Protection Permit is a guarantee of isolation provided by the Permit Holder under which specified work is to be done on specified apparatus.

(a) A Self Protection Permit number is issued by a Distribution Issuing Authority to the Permit Holder after they have agreed on the device to be used for isolating and the location of this device.

(b) The Permit Holder directs the removal from service switching.

(c) The Permit Holder makes the Permit effective after the switching is completed.

(d) The Permit Holder provides a guarantee of isolation for the specified work to be done on the specified isolated apparatus.

14.1.2 Where danger from neighbouring alive apparatus exists and further isolating devices are required, a Self-Protection Permit shall not be used.

14.1.3 The specified apparatus to be covered by a Self-Protection Permit must be isolated before the Permit Holder will make the Self Protection Permit effective.

- 14.1.4** The specified apparatus shall be isolated from the source of dynamic energy which may cause hazards for the work to be done.
- 14.1.5** The guarantee of isolation for the specified apparatus shall remain in effect until the return to service switching is carried out.
- 14.1.6** An isolating device used for a Self-Protection Permit cannot be utilized for any other permit while the Self Protection Permit is in effect.
- 14.1.7** No Self Protection Permit will be issued on specified apparatus covered by any other permit except for a Stand-Off Permit.

14.2 SELF PROTECTION PERMIT: APPLICATION

- 14.2.1** Whenever possible, all Self Protection Permit applications shall be made directly to the appropriate Distribution Issuing Authority a minimum of 24 hours before the permits are required to allow time for processing before the permit is required.
- 14.2.2** The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:
- (a) Name of Applicant.
 - (b) Description and location of the specified apparatus on which work is to be done.
 - (c) Device to be used for isolation and location of these devices.
 - (d) The work to be done.
 - (e) The time and date at which it is desired to commence work and the duration.
 - (f) The name of the intended Permit Holder.

- (g) The method of communication, if applicable.
- (h) Hazards from neighbouring alive apparatus which require additional guards/barriers and, if applicable, a Stand-Off Permit.

14.3 SELF PROTECTION PERMIT: PROCESSING

14.3.1 If the Distribution Issuing Authority, on receipt of the application, is satisfied that the application is in order, the following will be carried out:

- (a) Document the information submitted with the application in the District Permit Logbook.
- (b) The Issuing Authority will contact the intended Permit Holder to verify the isolating device is correct for the work to be done.
- (c) Notice of proposed interruption to service must be given to any neighbouring appropriate Distribution Operators that may be affected.

14.4 SELF PROTECTION PERMIT: MAKING EFFECTIVE

14.4.1 Hazards from neighbouring alive apparatus which cannot be eliminated by isolating or separating and which are known to the Issuing Authority must be communicated to the Permit Holder.

14.4.2 The Distribution Issuing Authority will issue the Self Protection Permit Number to the Permit Holder with the words:

“Your Self Protection Permit No. _____ on (name specified apparatus) is issued at _____ (time).”

14.4.3 The Permit Holder will document the permit number, specified apparatus, isolating device and location of the isolating device.

14.4.4 After the Self Protection Permit number has been issued the Permit Holder will:

- (a) Confirm the Switch Person is in the correct location.
- (b) Direct the switching for removal from service.
- (c) Confirm the isolating device is tagged.

14.4.5 The Permit Holder will instruct every worker that the Self Protection Permit guarantee of isolation is in effect with the words:

“Self-Protection Permit No. _____ on (name specified apparatus) is now in effect.”

14.5 SELF PROTECTION PERMIT: WHILE PERMIT IS IN EFFECT

14.5.1 The Permit Holder will:

- (a) Review the points of protection for the permit with every worker.
- (b) Determine location of working grounds and confirm they are installed or work using live line work procedures.
- (c) Identify uncontrolled hazards from the neighbouring alive apparatus and install appropriate guards/barriers.
- (d) Instruct every worker that work can commence.
- (e) Complete work.

14.6 SELF PROTECTION PERMIT: SURRENDER

14.6.1 Before starting the return to service switching for a Self-Protection Permit, the Permit Holder shall inspect the apparatus covered by the permit. All the workers under the Permit Holder's protection will be informed that:

- (a) The Self Protection Permit is going to be surrendered.
- (b) Every worker must get clear and stay clear of the apparatus.
- (c) Their protection for work is ended and the apparatus covered by the permit is to be treated as alive.
- (d) All working grounds that were placed on the apparatus are going to be removed.
- (e) Guards/barriers are to be removed.

14.6.2 The Permit Holder will confirm all the apparatus covered by the Self Protection Permit in the permit zone (control, selector and protective relay switches, alarms, valves, circuit breaker positions, on-load tap changer positions and primary switches) is placed in the same position as found when the Self Protection Permit was issued, unless otherwise directed by the Issuing Authority.

14.6.3 Prior to surrendering the Self Protection Permit the Permit Holder will:

- (a) Direct the return to service switching procedure.
- (b) Confirm that the card that was placed for the Self Protection Permit is removed.
- (c) The Permit Holder will surrender the Self Protection Permit to the Issuing Authority. When a communication device is used, the permit will be surrendered with the words: "All personnel and equipment are clear, all work is complete. I am surrendering Self Protection Permit No. _____ on (naming specified apparatus)".

14.7 SELF PROTECTION PERMIT: AFTER SURRENDER OF PERMIT

14.7.1 The Issuing Authority will notify any affected neighbouring appropriate Distribution Operators confirming that service has been restored.

14.8 SELF PROTECTION PERMIT: CARDS

14.8.1 All Self Protection Permit Cards will be placed after issuance and before making the permit effective and removed before surrender of the Self Protection Permit.

14.8.2 Distribution Permit Card

White with orange top and black letters.
Stock # 62-662-752 Large Card

SaskPower DISTRIBUTION PERMIT CARD	
DEVICE BEING TAGGED <input type="checkbox"/> Dynamically Alive Device (DA, SO) <input type="checkbox"/> Separating Device (DA, LB) <input type="checkbox"/> Isolating Device (DA, AR, WT, WP, IP, SP) <input type="checkbox"/> De-energizing Device (WT, WP)	
Permit Type _____	
Permit No. _____	
Issuing Authority _____	Contact Number _____
Permit Holder _____	Contact Number _____

Apparatus No., Name, Location _____	
Date _____	62-662-752/January, 2017

SaskPower	
<input type="checkbox"/>	INFORMATION CARD
<input type="checkbox"/>	ABNORMAL CONDITION CARD DO NOT OPERATE

Apparatus _____	
Date _____	Card Place By _____

(a) All isolating devices which have a guaranteed position must be tagged with a Distribution Permit Card.

RULE 15 DISTRIBUTION ACCESS PERMIT

A Distribution Access Permit is for Distribution apparatus operating below 750 volts (rms), phase to phase AC.

A Distribution Access Permit is for Authorized personnel who are competent and qualified for the work being performed.

For a Distribution Access Permit the Authorized personnel will be classified as an Issuing Authority and Permit Holder

15.1 DISTRIBUTION ACCESS PERMIT: GENERAL INFORMATION

- 15.1.1** Personnel protection is the responsibility of the Permit Holder.
- 15.1.2** Devices used for Isolation or Separation may not exceed 750 volts (rms), phase to phase AC.
- 15.1.3** The specified apparatus to be worked on must not have any potential electrical hazard that may exceed 750 volts.
- 15.1.4** The Distribution Access Permit:
- (a) Ensures that the Distribution District Operators or designate are made aware of the work being completed in the district.
 - (b) Allows work at multiple locations.
 - (c) Allows work on apparatus that is dynamically alive, separated, isolated or de-energized (working grounds only).
 - (d) Allows authorized switching on apparatus up to 750 V after issuance of the permit.

15.2 DISTRIBUTION ACCESS PERMIT: APPLICATION

15.2.1 Whenever possible, all Distribution Access Permit communications shall be made directly to the appropriate Distribution District Operators or designate before the permit is required.

15.2.2 The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:

- (a) The Permit Holder's name and contact number.
- (b) The description and location(s) of the apparatus on which work is to be done.
- (c) The work to be done and the state of the specified apparatus when the work is to be performed.
- (d) The time and date at which it is desired to commence work and the duration.

15.3 DISTRIBUTION ACCESS PERMIT: PROCESSING

15.3.1 Authorized personnel when arriving at the work location will consider the following:

- (a) Confirm that the Distribution Access Permit is correct for the work requested considering the requested state of the specified apparatus when the work is to be performed.
- (b) Assess continuity of supply to customers considering:
 - (i) The actual work to be done.
 - (ii) Duration.
 - (iii) The time the work is to commence.

15.4 DISTRIBUTION ACCESS PERMIT: MAKING EFFECTIVE

15.4.1 The completion of the documentation in the Hazard and Risk Assessment will be considered as issuance of the Distribution Access Permit and the permit is now in effect. The Distribution Access Permit does not require a permit number.

15.5 DISTRIBUTION ACCESS PERMIT: WHILE PERMIT IS IN EFFECT

15.5.1 Prior to commencing work at each location, the Permit Holder shall record the switching operation(s) and the state of

the apparatus during the work process.

15.5.2 The Permit Holder will:

- (a) Direct the switching below 750V if required to remove the specified apparatus from service.
- (b) Confirm that all switching devices are tagged.
- (c) Instruct every worker that the permit is in effect and review the completed switching and the state of the specified apparatus.
- (d) Instruct every worker that work can commence.
- (e) Complete work.

15.6 DISTRIBUTION ACCESS PERMIT: SURRENDER

15.6.1 The Distribution Access Permit must be surrendered on completion of work.

15.6.2 Before surrendering a Distribution Access Permit, the Permit Holder shall inspect the apparatus covered by the permit. All the workers under the Permit Holder's protection will be informed that:

- (a) The Distribution Access Permit is going to be surrendered.
- (b) Every worker must get clear and stay clear of the apparatus.
- (c) Their protection for work is ended and the apparatus covered by the permit is to be treated as alive.

15.6.3 The Permit Holder will confirm all the apparatus covered by the Distribution Access Permit in the permit zone is placed in the same position as found when the Distribution Access Permit was issued, unless otherwise agreed to with the Distribution District Authority for the district.

15.6.4 The Distribution Access Permit must be surrendered in the same state as when it was issued unless agreed to by the Permit Holder and Distribution District Authority.

15.7 DISTRIBUTION ACCESS PERMIT CARDS

15.7.1 All Distribution Access Permit Cards will be placed after issuance and removed before surrender of the Permit.

15.7.2 Distribution Access Permit Card
White with orange top and black letters.
Stock # 62-662-752 Large Card

SaskPower DISTRIBUTION PERMIT CARD	
DEVICE BEING TAGGED <input type="checkbox"/> Dynamically Alive Device (DA, SO) <input type="checkbox"/> Separating Device (DA, LB) <input type="checkbox"/> Isolating Device (DA,AR, WT, WP, IP, SP) <input type="checkbox"/> De-energizing Device (WT, WP)	
Permit Type _____	
Permit No. _____	
Issuing Authority _____	Contact Number _____
Permit Holder _____	Contact Number _____
Apparatus No., Name, Location _____	
Date _____	62-662-752/January,2017

SaskPower	
<input type="checkbox"/>	INFORMATION CARD
<input type="checkbox"/>	ABNORMAL CONDITION CARD DO NOT OPERATE

Apparatus _____	
Date _____	Card Place By _____

(a) All protective tripping, separating, and isolating devices which the Permit Holder used for the permit protection must be tagged with Distribution Access Permit Cards.

RULE 16 FOR FUTURE USE

RULE 17 STAND-OFF PERMIT

A Stand-Off Permit is a guarantee of non-reclose issued by an Issuing Authority to an authorized person under which specified work is to be done on specified apparatus when working on or near apparatus which must be treated as dynamically alive.

“On” for Transmission is defined as where the worker is using insulated tools or Live Line Procedures to make direct contact with apparatus that is treated as dynamically alive.

“On” for Distribution is defined as 25 kV rubber glove work, live line stick work and Line Lifts on apparatus that is treated as dynamically alive.

“Near” being defined as where an inadvertent movement can cause accidental encroachment of an uninsulated object, tool, equipment and or body part of a qualified worker on the valid Minimum Approach Distances.

17.1 STAND-OFF PERMIT: GENERAL INFORMATION

17.1.1 The Stand-Off Permit provides system security and must be utilized when system security is a concern.

17.1.2 A Stand-Off Permit provides no personnel protection in the case of direct contact with dynamically alive apparatus.

17.1.3 The Stand-Off Permit ensures making the apparatus dynamically alive is not allowed in the event of the operation of the protective tripping device by ensuring:

- (a) Relay protection on the protective tripping device(s) is in service. If redundant relays are utilized at least one must be in service.
- (b) Auto-reclose features are switched off if available.
- (c) Manual reclose is not allowed.

- 17.1.4** For Stand-Off Permits on non-remotely controlled distribution apparatus, the guarantee of non-reclose will be provided at the nearest protective tripping device that has auto-reclose, whether or not it has non-reclose capability.
- 17.1.5** On distribution apparatus a Stand-Off Permit is not mandatory for switching operations. Communication between the Switch person and the Issuing Authority must still take place before any switching takes place. Additional permit(s) may be necessary.
- 17.1.6** Standoff Permits may be issued on apparatus in states other than dynamically alive. This apparatus must be treated as dynamically alive.
- 17.1.7** A Stand-Off Permit gives authorization for work on specified apparatus. It is permissible to use the same protective tripping device for more than one Stand-Off Permit on the same apparatus.
- 17.1.8** While a Stand-Off Permit is in effect, permits may be issued or in effect for work on the line relays if there is a redundant line relay in service. All other features or devices associated with the apparatus protection must be in service for the Stand-Off Permit.
- 17.1.9** A Stand-Off Permit requires a satisfactory line of communication between the Issuing Authority and the Permit Holder while the permit is in effect for system security and customer service continuity.
- 17.1.10** A Stand-Off Permit requires that the Permit Holder and Issuing Authority communicate with each other at regular frequencies; this is known as a communication check. The normal communication check will be completed every hour unless other arrangements have been made. This will verify that the agreed upon method of communication remains functional.

17.2 STAND-OFF PERMIT: APPLICATION

17.2.1 A Stand-Off Permit requires a satisfactory line of communication between the Issuing Authority and the Permit Holder. The following are accepted methods:

- (a) A continuous line of communication, or
- (b) If a continuous line of communication is not available, the Permit Holder will move to a remote location to establish communication.

17.2.3 The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:

- (a) Name of Applicant.
- (b) Description and location of the specified apparatus on which work is to be done.
- (c) The protective tripping device(s) that will have the auto and/or manual reclose disabled.
- (d) The work to be done.
- (e) The time and date at which it is desired to commence work and when the work is expected to be finished.
- (f) The name of the intended Permit Holder.
- (g) Method of communication.

17.3 STAND-OFF PERMIT: PROCESSING

17.3.1 If the Issuing Authority, on receipt of the application, is satisfied that the application is in order, the following will be carried out:

- (a) Consider the effect on security and the continuity and quality of supply to customers (if applicable) if an outage of apparatus should occur while the Stand-Off Permit is in effect.
- (b) Arrange for the necessary Switch Person to carry out the switching.

17.4 STAND-OFF PERMIT: MAKING EFFECTIVE

17.4.1 The Issuing Authority will:

- (a) Confirm the apparatus concerned has adequate protective features and devices in service.
- (b) Confirm that all Switch Persons are in the correct location, if applicable.
- (c) Direct the Switch Person to ensure the auto-reclosing features, if available, are switched off.
- (d) Confirm appropriate cards have been placed.
- (e) Confirm with the Permit Holder the means of communication and frequency of the communication checks that will be utilized for the duration of the permit.

17.4.2 Issue the Stand-Off Permit to the Permit Holder. When a communication device is used, the permit will be issued with the words:

“Your Stand-Off Permit No. ____ on (name specified apparatus) is in effect at ____ (time). Report when finished.”

17.5 STAND-OFF PERMIT: WHILE PERMIT IS IN EFFECT

- 17.5.1** While the permit is in effect and the work is continuing, the Permit Holder must be at the work site of the specified apparatus.
- 17.5.2** 17.5.2 If the Permit Holder must leave the work site of the specified apparatus the Stand-off Permit must be transferred. (Refer to Rule 5.5.1).
- 17.5.3** If the Permit Holder must leave the work site of the specified apparatus (i.e., communication check), the specified work will stop during the Permit Holder's absence.
- 17.5.4** Before auto-reclose features are enabled or the apparatus is to be made dynamically alive all Stand-Off Permit(s) must be suspended or surrendered.
- 17.5.5** If the Permit Holder leaves the work site of the specified apparatus and the specified work will stop, the Permit Holder will contact the Issuing Authority for a suspension of the Stand-Off Permit. The purpose of the Stand-Off Permit suspension is to allow the Issuing Authority the right to make the apparatus dynamically alive without contacting the Permit Holder.

For non-remotely controlled Distribution apparatus a Stand-Off Permit may be suspended overnight. This will only be allowed by mutual agreement between the Issuing Authority and Permit Holder.

If the apparatus trips during the suspension of the Stand-Off Permit, it may be made dynamically alive immediately and if required the auto-reclose may be put back into operation to make the apparatus dynamically alive, without contacting the Permit Holder.

Before returning to work the Permit Holder must contact the Issuing Authority to have the Stand-Off Permit re-instated. This will confirm the auto-reclose has been disabled.

- 17.5.6** If apparatus which is covered by a Stand-Off Permit trips the Issuing Authority must contact the Permit Holder and advise the Permit Holder that (naming apparatus) has tripped. The apparatus will be returned to service using one of the following options:
- (a) If the Permit Holder reports it is all right to make the apparatus dynamically alive, the Issuing Authority will notify other Authorities, if required, and then make the apparatus dynamically alive.
 - (b) If it is reported that the apparatus should not be made dynamically alive and why, the Issuing Authority will leave the apparatus separated and notify other Authorities, if required.
- 17.5.7** If the Permit Holder suspects a loss of potential on the apparatus covered by the Stand-Off Permit, the Permit Holder must report as quickly as possible to the Issuing Authority. This applies whether or not anything has occurred at the work site which might cause an interruption of the apparatus.
- 17.5.8** Prior to performing any switching of a device which will affect the apparatus covered by the Stand-Off Permit, the Permit Holder must be contacted. If the switching is going to affect the Permit Holder's permit zone, the permit will be suspended until the permit zone is restored.
- 17.5.9** If a Stand-Off Permit is in effect and an entry alarm comes in from the station with no confirming communication between the Issuing Authority and the station, the Permit Holder is to be notified. The permit is immediately suspended until someone checks out the unconfirmed entry.
- 17.5.10** A Stand-Off Permit must be surrendered on request of the Distribution or Grid Issuing Authority, whether or not work is completed.

17.6 STAND-OFF PERMIT: SURRENDER

- 17.6.1** For remotely controlled apparatus a Stand-Off Permit must be surrendered on completion of the work or at the end of the workday.
- 17.6.2** For non-remotely controlled apparatus a Stand-Off Permit must be surrendered on completion of the work or at the end of the workday unless the Permit has been suspended overnight.
- 17.6.3** Before surrendering a Stand-Off Permit, the Permit Holder shall inspect the apparatus covered by the permit. All the workers under the Permit Holder's protection will be informed that:
- (a) The Stand-Off Permit is going to be surrendered.
 - (b) Every worker must get clear and stay clear of the apparatus.
- 17.6.4** The Permit Holder will surrender the Stand-Off Permit to the Issuing Authority. When a communication device is used, the permit will be surrendered with the words:
- “All personnel and equipment are clear, all work is complete. I am surrendering Stand-Off Permit No. _____ on (naming specified apparatus)”.

17.7 STAND-OFF PERMIT: RETURNING APPARATUS TO NORMAL OPERATING CONDITION AFTER SURRENDER OF PERMIT

- 17.7.1** Once a Stand-Off Permit is surrendered, the Issuing Authority will:
- (a) Confirm all cards pertaining to the Stand-Off Permit have been removed.
 - (b) Direct the return to service of any re-closing relays.

17.8 STAND-OFF PERMIT: CARDS

17.8.1 All Stand-Off Permit Cards will be placed before issuance and removed after surrender of the Stand-Off Permit.

17.8.2 Stand-Off Permit Caution Card
Yellow with black letters.
Stock # 62-662-758 Large Card
Stock # 62-310-002 Small Card



(a) The following devices must be tagged with Stand-Off Permit Caution Cards:

(i) The Grid Control Center will apply a control inhibit to the remote-control switch of the circuit breaker where remote control facilities are provided.

(ii) In remotely controlled stations, when planned local switching is to be performed, cards shall be placed on the local control panel in the Switching Station when a Stand-Off Permit is in effect at that station.

(iii) The Grid Control Center will apply a control inhibit to the remote-control switch for the automatic reclose devices where remote-control facilities are provided. Where a remote-controlled switch for the automatic reclose devices is not available, cards will be applied on the local device in the Switching Station.

17.8.3 Distribution Permit Card

White with orange top and black letters.

Stock # 62-662-752 Large Card

SaskPower DISTRIBUTION PERMIT CARD	
DEVICE BEING TAGGED	
<input type="checkbox"/> Dynamically Alive Device (DA, SO)	
<input type="checkbox"/> Separating Device (DA, LB)	
<input type="checkbox"/> Isolating Device (DA,AR, WT, WP, IP, SP)	
<input type="checkbox"/> De-energizing Device (WT, WP)	

Permit Type	

Permit No.	

Issuing Authority	Contact Number
_____	_____
Permit Holder	Contact Number
_____	_____

Apparatus No., Name, Location	

Date	62-662-752/January,2017

SaskPower	
<input type="checkbox"/>	INFORMATION CARD
<input type="checkbox"/>	ABNORMAL CONDITION CARD DO NOT OPERATE

Apparatus	_____
Date	Card Place By

a) The following devices must be tagged with Distribution Cards:

- (i) For non-remotely controlled distribution apparatus the card will be placed at the nearest protective tripping device that has auto-reclose. The cards must be placed regardless of whether or not non-reclose features are available.
- (ii) The Grid or Distribution Control Center will apply a control inhibit to the remote-control switch of the circuit breaker where remote control facilities are provided.
- (iii) In remotely controlled stations, when planned local switching is to be performed, cards shall be placed on the local control panel in the Switching Station when a Stand-Off Permit is in effect at that station.
- (iv) The Grid or Distribution Control Center will apply a control inhibit to the remote-control switch for the automatic reclose devices where remote-control facilities are provided. Where a remote-controlled switch for the automatic reclose devices is not available, cards will be applied on the local device in the Switching Station.

(b) For lifting a single-phase line during a High Load Move when the nearest protective tripping device does not have non-reclose capability a Stand-Off Permit is mandatory but the protective tripping device does not have to be tagged with the Distribution Card.

RULE 18 AUTHORITY RELEASE PERMITS

An Authority Release Permit is a transfer of specified apparatus from the Issuing Authority to a Local Issuing Authority.

Authority Release Permit Type “A” – “Isolated State”

An Authority Release Permit Type “A” requires an Electrically Isolated Zone: the specified apparatus will be transferred from the Issuing Authority to the Local Issuing Authority in the “Isolated State” [Isolated from the Bulk Electric System].

Authority Release Permit Type “B” – “Separated State”

For Power Production, an Authority Release Permit Type “B” does not require an Electrically Isolated Zone; the specified apparatus will be transferred from the Issuing Authority to the Local Issuing Authority in the “Separated State” [separated from the Bulk Electric System].

18.1 AUTHORITY RELEASE PERMITS: GENERAL INFORMATION

- 18.1.1** The permit transfers the responsibility for issuing Standard Protection Code Permits to the Permit Holder of the Authority Release Permit.
- 18.1.2** Only one Authority Release Permit may be issued within an Authority Release Permit zone.
- 18.1.3** An Authority Release Permit is not intended as a form of personnel protection.
- 18.1.4** An Authority Release Permit does not allow work to proceed until a Permit is issued on the specified apparatus by the holder of the Authority Release Permit.

18.1.5 Where an Authority Release Permit is issued for:

- (a) Generator
- (b) Transformer with low side breaker/disconnect located inside of plant (e.g., station service transformer)

The primary disconnects or the primary circuit breakers used to connect the generator to the system will be used as the isolating or separating device(s).

18.1.6 The Permit Holder for Authority Release Permits will be the Local Issuing Authority position of the specified apparatus.

18.1.7 The Authority Release Permit will be surrendered by the Local Issuing Authority position.

18.2 AUTHORITY RELEASE PERMITS: APPLICATION

18.2.1 The Applicant, insofar as their knowledge and location enable them to do so, will supply complete information regarding the following:

- (a) Name of Applicant.
- (b) Description and location of the specified apparatus to be transferred.
- (c) Devices to be used for isolation or separation and location of these devices.
- (d) The time and date at which it is desired to transfer authority and estimated duration of the permit.
- (e) The Local Issuing Authority Position intended to become the Permit Holder.
- (f) Additional information if applicable.
 - (i) Interruptions to customers.
 - (ii) Method of communication.

18.3 AUTHORITY RELEASE PERMITS: PROCESSING

18.3.1 If the Issuing Authority, on receipt of the application, is satisfied that the application is in order, the following will be carried out:

- (a) The Issuing Authority will prepare two switching plans – one for the removal of the apparatus from service; and the second, for returning the apparatus to service. The switching plans will include all isolating or separating devices used for the permit.
- (b) A copy of the two switching plans shall be given to the Permit Holder and the Switch Person 24 hours in advance, whenever possible. If it is not practical to provide actual copies of the two switching plans before the permit is issued, the Issuing Authority will verbally confirm the switching plan, step by step with the Permit Holder and the Switch Person.
- (c) The Issuing Authority and the Switch Person will check the information, paying attention to the isolating or separating devices and the switching plans for removing the apparatus from service and returning it to service.
- (d) The Issuing Authority will contact the intended Permit Holder to verify the isolating or separating devices.
- (e) If applicable, notice of proposed interruption to service must be given to the appropriate Distribution Issuing Authority by the Grid Issuing Authority at least five days in advance.
- (f) The Issuing Authority will arrange for the necessary Switch Person to carry out the switching plan for removing the apparatus from service.

18.4 AUTHORITY RELEASE PERMITS: MAKING EFFECTIVE

18.4.1 The Issuing Authority will:

- (a) Confirm that all Switch Persons are in the correct location.
- (b) Direct the removal from service switching in accordance with the switching plan.
- (c) Confirm that all isolating devices are tagged including all control devices or indicators.
- (d) Confirm that all manually operated separating devices and control devices or indicators for the separating devices are tagged.
- (e) Issue the Authority Release Permit to the Permit Holder. When a communication device is used, the permit will be issued with the words:

“Your Authority Release Permit No. _____ on (name specified apparatus) is in effect at _____ (time). Report when finished.”

18.5 AUTHORITY RELEASE PERMITS: WHILE PERMIT IS IN EFFECT

- 18.5.1** The Permit Holder will become the Local Issuing Authority for the specified apparatus and will administer the Standard Protection Code Permits for the specified apparatus.
- 18.5.2** The Permit Holder may leave the work area while the Authority Release Permit is in effect.
- 18.5.3** The Local Issuing Authority for that position will be classified as the Permit Holder.

18.6 AUTHORITY RELEASE PERMITS: SURRENDER

- 18.6.1** Before surrendering an Authority Release Permit, the Permit Holder (Local Issuing Authority) must ensure all permits that were issued on the specified apparatus are surrendered.
- 18.6.2** The Permit Holder will confirm all the apparatus covered by the Authority Release Permit in the permit zone (control, selector and protective relay switches, alarms, valves, circuit breaker positions, on-load tap changer positions and primary switches) is placed in the same position as found when the Authority Release Permit was issued, unless otherwise directed by the Issuing Authority.
- 18.6.3** The Permit Holder will surrender the Authority Release Permit to the Issuing Authority. When a communication device is used, the permit will be surrendered with the words:

“All personnel and equipment are clear, all work is complete. I am surrendering Authority Release Permit No. _____ on (naming specified apparatus)”.

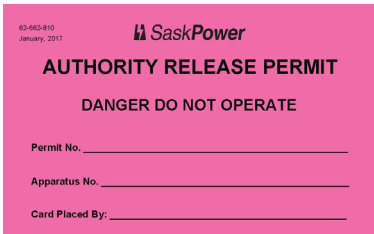
18.7 AUTHORITY RELEASE PERMITS: RETURNING APPARATUS TO SERVICE AFTER SURRENDER OF PERMIT

- 18.7.1** Once an Authority Release Permit is surrendered, the Issuing Authority will:
- (a) Direct the return switching in accordance with the switching plan.
 - (b) Confirm that all cards that were placed for the Authority Release Permit are removed.

18.8 AUTHORITY RELEASE PERMITS: CARDS

18.8.1 All Authority Release Permit Cards will be placed before issuance and removed after surrender of the Authority Release Permit.

18.8.2 Authority Release Permit Cards
Pink with black letters.
Stock # 62-662-810 Large Card
Stock # 62-662-814 Small Card



(a) The following devices must be tagged with Authority Release Cards:

- (i) All isolating devices which have a guaranteed position.
- (ii) All control devices or indicators of isolating devices at all locations where such control devices and indicators exist.
- (iii) All manually operated separating devices.
- (iv) All control devices or indicators of separating devices at all locations where such control devices and indicators exist.

18.8.3 Distribution Permit Card

White with orange top and black letters.
Stock # 62-662-752 Large Card

SaskPower DISTRIBUTION PERMIT CARD	
DEVICE BEING TAGGED	
<input type="checkbox"/> Dynamically Alive Device (DA, SO)	
<input type="checkbox"/> Separating Device (DA, LB)	
<input type="checkbox"/> Isolating Device (DA, AR, WT, WP, IP, SP)	
<input type="checkbox"/> De-energizing Device (WT, WP)	

Permit Type	

Permit No.	

Issuing Authority	Contact Number
_____	_____
Permit Holder	Contact Number
_____	_____

Apparatus No., Name, Location	

Date	62-662-752/January,2017

SaskPower	
<input type="checkbox"/>	INFORMATION CARD
<input type="checkbox"/>	ABNORMAL CONDITION CARD DO NOT OPERATE

Apparatus	

Date	Card Place By

(a) The following devices must be tagged with Distribution Permit Cards:

- (i) All isolating devices which have a guaranteed position.
- (ii) All control devices or indicators of isolating devices at all locations where such control devices and indicators exist.

