

TRANSMISSION & DISTRIBUTION LOCK OUT TAG OUT (LOTO)

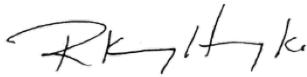
March 23, 2026

This LOTO printed copy is a reference guide. For the most current version, please refer to the SafetyNet or the T&D LOTO Sharepoint page. Revision notification will be provided if there are any major changes.

Date: March 30, 2026



Approved:
Nidal Dabghi,
Director, Safety



Approved:
Kory Hayko
Executive Vice President, Chief Operating Officer



Approved:
Shawn Schmidt
Vice-President, Transmission & Distribution

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. SaskPower went through a lengthy process to revamp the existing lockout process (Standard Protection Code), and I am pleased to introduce the Transmission and Distribution Lock Out / Tag Out (LOTO) as SaskPower's new documented procedure replacing the Standard Protection Code. Generation will also have their own specific lockout procedures that is tailored for their needs.

The 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 LOTO is a collection of 10 Rules that provide structured guidelines for managing the high energy levels/hazards that confront workers operating and maintaining the electric system.

Our work involves working with high energy that is inherently dangerous, therefore we must put direct controls in place to reduce the risk to a workable level and ensure everyone goes home safely everyday. As one of SaskPower's Safety Absolutes, the LOTO 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 LOTO process.
- Management to rigorously enforce and monitor the application and compliance of the LOTO process through work observations and audits.
- All LOTO process infractions be thoroughly documented and investigated to prevent recurrence.

Following the LOTO process, and all SaskPower's Safety Absolutes, ensures everyone goes home safe every night.

Nidal Dabghi
Director, Safety

Table of Contents

RULE 1 - GENERAL INTRODUCTION	1
1.1 TRANSMISSION AND DISTRIBUTION LOCK OUT TAG OUT	1
1.2 EMERGENCY CONDITION SWITCHING	2
RULE 2 – DEFINITIONS.....	3
RULE 3 - OPERATIONAL STATES OF APPARATUS	6
3.1 ALIVE.....	6
3.2 SEPARATED.....	6
3.3 ISOLATED	6
3.4 DISCONNECTED FROM THE SYSTEM	7
RULE 4 - RESPONSIBILITIES.....	8
4.1 DIRECTOR	8
4.2 MANAGER.....	8
4.3 APPLICANT.....	9
4.4 ISSUING AUTHORITY	9
4.5 SWITCH PERSON.....	11
4.6 PERMIT HOLDER	11
4.7 PERSONNEL ENTERING REMOTELY CONTROLLED STATIONS	13
RULE 5 - T&D LOTO PERMIT PROCESS	14
5.1 GENERAL INFORMATION	14
5.2 APPLICATION	15
5.3 PROCESSING	16
5.4 MAKING EFFECTIVE	17
5.5 WHILE PERMIT IS IN EFFECT	17
5.6 SURRENDER	17
5.7 RETURNING APPARATUS TO SERVICE	18
5.8 CARDS	18
5.9 SWITCHING PLAN PROCESSING	20
5.10 PROCEDURE FOR T&D LOTO REVISION/ INTERPRETATION	21
5.11 PROCEDURE FOR T&D LOTO REVISION/INTERPRETATION FLOW CHART	23
RULE 6 - ACCESS PERMIT.....	24
6.1 GENERAL INFORMATION	24
6.2 LINKS TO APPLICABLE PERMIT PROCESS:	24
RULE 7 – OPERATING PERMIT	25
7.1 GENERAL INFORMATION	25
7.2 LINKS TO APPLICABLE PERMIT PROCESS:	26
RULE 8 - GUARANTEE OF ISOLATION (GOI) PERMIT	28
8.1 GENERAL INFORMATION	28
8.2 PROCESSING	29
8.3 MAKING EFFECTIVE	29

Transmission & Distribution LOTO

8.4	WHILE PERMIT IS IN EFFECT	29
8.5	LINKS TO APPLICABLE PERMIT PROCESS:	30
RULE 9 - HOLD OFF PERMIT		32
9.1	GENERAL INFORMATION	32
9.2	WHILE PERMIT IS IN EFFECT	33
9.3	SURRENDER	34
9.4	LINKS TO APPLICABLE PERMIT PROCESS:	35
RULE 10 – SYSTEM RELEASE PERMIT		36
10.1	GENERAL INFORMATION	36
10.2	LINKS TO APPLICABLE PERMIT PROCESS:	37

RULE 1 - GENERAL INTRODUCTION

The Transmission & Distribution Lock Out Tag Out (LOTO) is SaskPower's documented lockout procedure as required by Provincial Occupational Health and Safety Legislation and CSA Z460. The T&D LOTO 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 TRANSMISSION AND DISTRIBUTION LOCK OUT TAG OUT

T&D LOTO applies to all circuits and apparatus associated with the Bulk Electric System, and radial Transmission and Distribution facilities. It is recognized that work must be performed on apparatus which presents safety hazards and/or jeopardizes system security.

1.1.1 T&D LOTO – Permits:

(a) For System Security

- (i) Access Permit (AP)
- (ii) Operating Permit (OP)
- (iii) Hold Off Permit (HO)

(b) Isolating Apparatus for Work

- (i) Guarantee of Isolation Permit (GOI)
- (ii) System Release Permit (SR)

1.1.2 T&D LOTO permits are mandatory for work on all apparatus connected to the Electric System at any voltage 750 Volts (AC/DC) (Phase to Phase; Or Phase to Ground) and above.

1.1.3 For System Security, T&D LOTO Permits are mandatory without respect to voltage levels.

1.1.4 For Privately owned installations, 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

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, T&D LOTO Permits must be used to work on affected apparatus.

RULE 2 – DEFINITIONS

ADDITIONAL POINTS OF PROTECTION:

Permit Holder of a Guarantee of Isolation Permit (GOI) may use Additional Points of Protection to provide a SAFE WORK ZONE free from mechanical and electrical hazards. These additional points are managed and controlled by the Permit Holder(s) and follow the work process for documentation and stored in a shared location.

APPARATUS:

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

APPLICANT:

A person who is applying for a T&D LOTO Permit.

AUTHORIZED PERSONNEL:

Personnel who have successfully completed the T&D LOTO 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. [Authorized Personnel List Dashboard](#)

BULK ELECTRIC SYSTEM:

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.

CENTRALIZED ISSUING AUTHORITY (CIA):

The workgroup that manages permitting and completes remote operations for the Distribution or Transmission system. The CIA for the Distribution system is the Distribution Control Centre (DCC) and the Grid Control Centre (GCC) is the CIA for the transmission system.

CHARGED ENERGY:

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

CHECK SYSTEM STATUS, PROTECTION AND CONTROL:

The first step of any detailed switching plans for both removal from service and return to service will be "Check system status, protection and control." This step is to ensure that the system is operating within normal parameters, and the initiation of planned switching will not have inadvertent effects on system reliability or performance.

CONFIRM ALL ADDITIONAL POINTS OF PROTECTION HAVE BEEN RETURNED AND GROUNDS REMOVED:

The second step of any detailed return switching plan will be "Confirm all Additional Points of Protection have been restored and Grounds have been removed". Any devices operated under the "Additional Points of Protection" shall be returned to the original state, unless otherwise agreed upon with the Issuing Authority.

Transmission & Distribution LOTO

DISTRIBUTION:

It is comprised of both remotely and non-remotely controlled electrical apparatus connecting the Distribution Electrical System to the customer's equipment.

DYNAMIC ENERGY:

The energy available when electrical apparatus is connected to a substantial source of energy 750V and above.

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.

GUARANTEE OF NON-RECLOSE:

A guarantee that ensures making the apparatus 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.

ISOLATING DEVICES:

Any devices that provide an acceptable air gap and/or an acceptable insulating medium porcelain / glass / vacuum / epoxy / oil can be used. (For more information see 3.3.4)

ISSUE:

Making effective the terms and conditions of the permit.

ISSUING AUTHORITY:

A person authorized to issue T&D LOTO Permits.

LOCAL CONTROL:

The operation of a remotely controlled device by a Switch Person on site.

LOCAL POLICY AND PROCEDURES:

A local interpretation and requirement on Rules and Responsibilities to assist in the application of the T&D LOTO. This could be a procedure or process to help interpret a rule in the T&D LOTO without changing its intent. Follow the formalized documentation process in a shared location.

PERMIT HOLDER:

An authorized person or position to whom T&D LOTO permits are issued. Exemptions may apply, refer to individual permits for applicable exemptions to this requirement.

PERMIT ZONE:

A designated area, defined by isolating devices, that has been isolated from electrical energy to establish a controlled zone.

PROTECTIVE TRIPPING DEVICE:

Transmission & Distribution LOTO

A device that is designed to trip at a prescribed configurable limit. It is not a requirement for this device to have auto-reclose capability. Fuses are not considered 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 off-site, typically a control room.

SINGLE SOURCE:

The feed to a radial line or individual apparatus.

SPECIFIED APPARATUS:

Apparatus within the permit zone on which work is authorized.

SURRENDER:

Relinquish the permit and the rights and protection provided by the permit.

SUSPEND:

A request to release the 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.

SYSTEM SECURITY:

Ensuring the Bulk Electric System/Grid or Distribution system is operating as intended for reliable and efficient performance.

TESTING:

Refers to conducting various assessments and evaluations including the introduction of controlled energy into a permit zone. It involves checking the performance, efficiency, and reliability of the electrical components and identifying any potential issues or faults that may arise. Manual operation of a switch within a permit zone is not considered testing.

WORK AREA:

The area is the general portion of the apparatus where a permit applies.

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 Permit Holder.

RULE 3 - OPERATIONAL STATES OF APPARATUS

The T&D LOTO outlines the requirements for work on apparatus in the following states:

- (a) Alive
- (b) Separated
- (c) Isolated
- (d) Disconnected from the system.

3.1 ALIVE

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

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.

3.3 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. This energy may be mitigated through safe work practices.
- 3.3.3 Controls for the isolating devices are tagged and:
 - (a) Locked, or
 - (b) Removed, or
 - (c) Disabled, or

Transmission & Distribution LOTO

- (d) Held open by Gravity.

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

3.3.4 When providing electrical isolation, at minimum, one of the following shall apply:

- (a) For Isolating devices with visible contacts. All phases of such devices shall be inspected to confirm they are open.
- (b) If isolating devices where 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 SOP.
- (c) If electrically operated or manually operated switches are used, they shall be tagged and locked or disabled to prevent closure.
- (d) Disconnected leads, cables, jumpers, underground elbows, transformer switches, and risers must be verified, controlled, and tagged.
- (e) Draw-out, horizontal pull-out or vertical crank-down types of circuit breakers may be used as isolating devices:
 - (i) When the breaker is removed and the cell is locked and tagged to prevent reinsertion, or.
 - (ii) If separation is confirmed the breaker may be locked and tagged in the cell in the "Test" or "Disconnected" position.

3.4 **DISCONNECTED FROM THE SYSTEM**

- 3.4.1 The state that exists when apparatus has all primary connections permanently removed for the intention of salvaging. T&D LOTO permits may be required to achieve this state.

RULE 4 - RESPONSIBILITIES

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

4.1 DIRECTOR

It is the Director's responsibility to set expectations for Managers and ensure they are following their responsibilities as per T&D LOTO.

4.2 MANAGER

4.2.1 It is the responsibility of each Manager or designate to ensure that:

- (a) Authorized personnel can be issued T&D LOTO Permits if the Issuing Authority is not available.
- (b) Personnel have successfully completed T&D LOTO training before declaring them authorized.
- (c) A T&D LOTO orientation for new employees occur.
- (d) Authorized personnel review their knowledge of the T&D LOTO on an as-needed basis and attend instructor-led refresher training following the three-year audit cycle.
- (e) Revisions and interpretations are communicated to authorized personnel.
- (f) Any agreements outlining local policies or procedures are communicated to authorized personnel.
- (g) An audit of the T&D LOTO is required every three years, at a minimum.
- (h) Operations, commissioning, and maintenance meetings are held for any project within their jurisdiction.

4.2.2 The Manager or designate will be responsible for informing the Issuing Authorities, through the Authorized Personnel List (APL), of personnel under their jurisdiction who are authorized to issue, hold, or switch for any T&D LOTO permits.

4.2.3 The Authorized Personnel List shall be available to each Issuing Authority. An Issuing Authority will refuse to issue a permit to an individual not listed unless the Manager or designate personally accepts responsibility for the individual in the case concerned.

4.2.4 It is the responsibility of the affected Manager or designate to jointly establish agreements and review, on a three-year cycle or as system changes require, for the following:

Transmission & Distribution LOTO

(a) Issuing Authority boundaries where there is an interface of Issuing Authorities.

(b) Interface points between Issuing Authority's and customer operated facilities.

4.2.5 The Manager or designate shall develop any required local policies and procedures or directives for administration. Record retention will be in a shared location.

4.3 **APPLICANT**

4.3.1 As far as the Applicant's knowledge and location enable them to do so, they will share with the Issuing Authority the responsibility for the complete fulfillment of the T&D LOTO.

4.3.2 The Applicant shall follow the local policies and procedures or directives for administration of the T&D LOTO in the Issuing Authorities jurisdiction.

4.3.3 The Applicant shall supply the Issuing Authority with the complete information required to process the application.

4.3.4 If the Issuing Authority has refused to process a Permit, the applicant may appeal to the applicants Manager.

4.4 **ISSUING AUTHORITY**

4.4.1 Issuing Authorities are responsible for the execution and enforcement of the T&D LOTO and verification that the Permit Holder is authorized in the APL to hold applicable permit(s). (Note that some permits allow holders to not be on the authorized list.)

4.4.2 The Issuing Authority will share with the Applicant, Switch Person(s) and Permit Holder(s), the responsibility for the complete fulfillment of the T&D LOTO.

4.4.3 The Issuing Authority shall follow the local policies and procedures for administration of the T&D LOTO in their jurisdiction.

4.4.4 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 consideration has been given to personnel safety and system security.

(b) Prepare or approve the switching plans for removing apparatus from service and returning it to service.

(c) Share switching plan with permit holder and switch person(s).

(d) Direct the removal from service and return to service switching.

Transmission & Distribution LOTO

- (e) Issue and accept the surrender of permits in accordance with the T&D LOTO.
 - (f) Manage multiple permit holders when required within a GOI Permit.
 - (g) For GOI test authorization to be given, there can be only ONE permit holder in the GOI permit zone.
 - (h) To the fullest extent possible, ensure that all participants uphold a high level of accountability and diligently execute their responsibilities to guarantee the permitting process is conducted correctly.
- 4.4.5 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 a permit should be granted, the Issuing Authority shall consult their Manager or designate.
- 4.4.6 The Issuing Authority and Permit Holder(s) will agree on the communication requirements while the permit is in effect.
- 4.4.7 When instructions or information is given by the Issuing Authority, three-way communication shall be used.
- 4.4.8 The Issuing Authority may manage a permit that has been surrendered by all Permit Holders, resulting in a state where it can be re-issued to another Permit Holder at a later time. In the absence of any active Permit Holders, the permit shall be managed by the Issuing Authority. Permit Holders are required to communicate with the Issuing Authority regarding any additional work necessary and mutually agree on the status of the permit zone. Should all Permit Holders relinquish their permit, the Issuing Authority will assume responsibility for its management until it can be re-issued. Permit Holders must discuss any supplementary tasks with the Issuing Authority and reach a consensus on the condition of the permit zone. Additional Points of Protection can be left in any state if properly communicated and mutually agreed upon.
- 4.4.9 For Distribution apparatus that are NOT within a Centralized Issuing Authority:
- (a) After normal working hours, the first authorized person called out by the Distribution Control 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) When personnel are dispatched to an outage, the Distribution Control Office (DCO)/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 until 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.

Transmission & Distribution LOTO

(d) The Master District Permit Logbook must be updated as soon as practical.

4.5 SWITCH PERSON

4.5.1 As far 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 T&D LOTO.

4.5.2 The Switch Person shall follow the local policies and procedures for administration of the T&D LOTO in the issuing authority jurisdiction.

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

(a) Review and approve 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 the switch persons and/or Issuing Authority's manager 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.

4.5.4 The Switch Person will ensure that the isolating devices have been switched correctly according to the directions given by the Issuing Authority.

4.5.5 When instructions or information is given by the Switch Person(s), three-way communication shall be used.

4.6 PERMIT HOLDER

4.6.1 As far 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 T&D LOTO.

4.6.2 The Permit Holder shall follow the local policies and procedures for administration of the T&D LOTO in the Issuing Authority's jurisdiction.

4.6.3 The Permit Holder must be satisfied that the isolating devices are correct for the specified apparatus to be worked on, review and approve the permit.

4.6.4 When instructions or information is given by the Permit Holder(s), three-way communication shall be used.

4.6.5 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

Transmission & Distribution LOTO

must not be issued. The disagreement will then be referred to a permit holder and/or Issuing Authority's manager for resolution.

- 4.6.6 The Permit Holder must maintain an agreed upon means and frequency of communication with the Issuing Authority while the work is in progress.
- 4.6.7 In addition to carefully observing the T&D LOTO, the Permit Holder will:
 - (a) Ensure all personnel have been orientated to the permit zone.
 - (b) Take out no more permits than can be safely managed.
 - (c) Follow all safe work practices.
 - (d) Remain within the work area while work is ongoing. (For specific responsibilities, see permit details.)
 - (e) Record and document all Additional Points of Protection that were used or taken out within the permitted area in the appropriate location.
- 4.6.8 Under no circumstances shall any permit imply protection for anyone who is not authorized by the Permit Holder to work under the protection of the permit.
- 4.6.9 The Permit Holder shall ensure that all personnel working within the Permit Holders workgroup are informed of the permit zone and instructed on the following:
 - (a) The specified apparatus and isolating devices on which work is authorized.
 - (b) The Additional Points of Protection within the permit zone, and the hazards they are controlling.
 - (c) Inform everyone under the protection of the GOI Permit when testing is to occur and ensure they have received authorization to test from the Issuing Authority.
 - (d) The neighbouring apparatus that is alive.
- 4.6.10 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, or as agreed upon, 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.

4.7 PERSONNEL ENTERING REMOTELY CONTROLLED STATIONS

- 4.7.1 Immediately upon entering or exiting a remotely controlled station, one member of the group will notify the Issuing Authority of their presence and business.

RULE 5 - T&D LOTO PERMIT PROCESS

The following rules are intended to provide information for all permits from application to surrender.

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 another permit. Scope of work will determine if multiple permits are needed to eliminate all hazards from neighbouring alive apparatus.

5.1.2 All permits will have their own unique number.

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

5.1.4 The Issuing Authority will ensure the issuance, cancellation, suspension, transfer, and surrender of permits is recorded in their Master Permit Log.

5.1.5 Commissioning Process

The application of a set of techniques and procedures to check, inspect and test operational component(s) of new or modified apparatus, for the verification of individual functions and operating quantities to verifying that the apparatus performs its intended functions within the installation.

5.1.6 Commissioning & Energizing Meeting:

(a) The Operation / Construction Manager's or designate shall be responsible for initiating the Commissioning and Energizing Meeting. The meeting will include representatives from all affected work groups and Issuing Authority(s).

(b) The commissioning and energizing meetings for all projects shall be held to establish:

(i) The T&D LOTO impact on the project by reviewing:

- When T&D LOTO Permits will be required.
- Total work to be completed and its sequence.
- Overall schedule.
- Procedure(s) and responsibilities.
- System Security impact.

(ii) Permit requirements including:

- Permit Applications.

Transmission & Distribution LOTO

- Time schedule for permits.
 - Preliminary switching plan.
- (c) Properly scaled discussion between Permit Holder and Issuing Authority or designate shall be completed to ensure safety and system security.

5.2 APPLICATION

5.2.1 Permit applications will be written but may be verbal if mutually agreed upon with the Issuing Authority.

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

(a) Transmission requires the following notification times for processing permit applications:

(i) Access Permit – 24 hours' notice

(ii) Operating Permit – 7 days' notice

(iii) Hold Off Permit – 2 Business days' notice for GCC, 15 Days' notice for grid inter utility tie-lines,

(iv) Guarantee of Isolation Permit:

- 7 days' notice.
- 15 days' notice for Alberta Electric System Operator/Southwest Power Pool tie lines.
- 70 days' notice for Manitoba Hydro Electric Board tie lines.

(v) System Release Permit - 7 days' notice.

(b) Distribution requires the following minimum notification times for processing permit applications:

(i) Access Permit – 24hrs notice

(ii) Operating Permit – 48hrs notice

(iii) Hold Off Permit – 48hrs notice

(iv) Guarantee of Isolation Permit – 48hrs notice

Transmission & Distribution LOTO

(v) System Release Permit – 48hrs notice

5.3 PROCESSING

5.3.1 The Issuing Authority will consider:

- (a) That there is sufficient information on the application to proceed with the processing of the permit.
- (b) 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 T&D LOTO.
- (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 or designate will prepare two Switching Plans; one for the removal of the apparatus from service and one for returning the apparatus to service. Whenever possible, a copy of the two switching plans shall be given to the Permit Holder and the Switch Persons at least 24 hours in advance. For more information on switching plan processing. (See specific permits for more information.) (Refer to rule 5.9.)

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 T&D LOTO 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 T&D LOTO 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 T&D LOTO Permit for work on the tie lines in Saskatchewan.
- (c) Grounds may need to be installed to satisfy another Utility's Lock Out Tag Out requirements.

Transmission & Distribution LOTO

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 T&D LOTO.
- (b) New undesirable operating conditions which would result from the apparatus outages.
- (c) Any other reason that the Issuing Authority believes to be sufficient.

5.5 WHILE PERMIT IS IN EFFECT

5.5.1 Permit Holder must remain in the work area, but if required to leave, transferring a permit is permissible to an authorized person to whom the Permit Holder has fully explained and documented all the details regarding the status of the specified apparatus. This includes all Additional Points of Protection. 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. The permit transfer shall be communicated and agreed to by the Issuing Authority. **(See specific permits for more information.)**

5.5.2 Once authorized by the Issuing Authority, testing is allowed in a GOI Permit under a single Permit Holder.

5.5.3 A permit zone may be expanded or collapsed by the change of location, addition or surrender of isolating devices.

- (a) There must be an agreement between the Permit Holder(s), the Issuing Authority and if necessary, the appropriate Distribution Operators before the changes can be made. This discussion/agreement will include discussing the Additional Points of Protection and how to handle them if they affect the expansion or collapse of the zone.
- (b) Before the switching changes begin, the Issuing Authority will direct the Permit Holder(s) to have all workers clear of the apparatus.
- (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.

5.5.4 For a change in work scope, 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 change in work scope 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 or in an agreed upon state.

Transmission & Distribution LOTO

- 5.6.2 The Issuing Authority may request the immediate surrender of permits in effect. Before immediate surrender of any permit, the apparatus shall be in a safe condition before surrender.
- 5.6.3 If the Issuing Authority requires the permit be surrendered 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 The Permit Holder must notify the Issuing Authority regarding the status of the surrender in case the permit requires further managing. The information that the Issuing Authority will require is:
 - (a) able to be re-issued with Additional Points of Protection not returned to normal
 - (b) surrender of testing authorization only

5.7 RETURNING APPARATUS TO SERVICE

- 5.7.1 Follow approved return switching plan to return apparatus to service.

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) If an isolating device is used as a common isolation point for more than one permit, the appropriate card must be placed on the isolating device for each permit.
 - (f) Cards must be placed on all control devices and indicators of devices at all locations where such control devices and indicators exist.
- 5.8.2 When the Central Issuing Authority is operating remote apparatus, they shall place a control inhibit tag on the system mimic display. This inhibit tag is considered equivalent to placing a card unless otherwise directed by the Central Issuing Authority.
- 5.8.3 For Distribution, the placement of permit cards will be optional if the authorized personnel remain at the location of the switching device.
- 5.8.4 Abnormal Condition Card

Transmission & Distribution LOTO

- (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 and documented in a shared location.
- (c) It is the responsibility of the person correcting the abnormal condition to inform the Issuing Authority when the card can be removed.

5.8.5 Information Card

- (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 name of the person placing the card, apparatus description, date, and reason for the Information Card must be recorded on the card and communicated to the Issuing Authority.
- (d) The Information Card will be removed when the information is no longer valid, and Issuing Authority shall be notified.

5.8.6 Additional Points of Protection Card

- (a) Additional Points of Protection Cards shall be hung on all additional points and documented in a shared location.

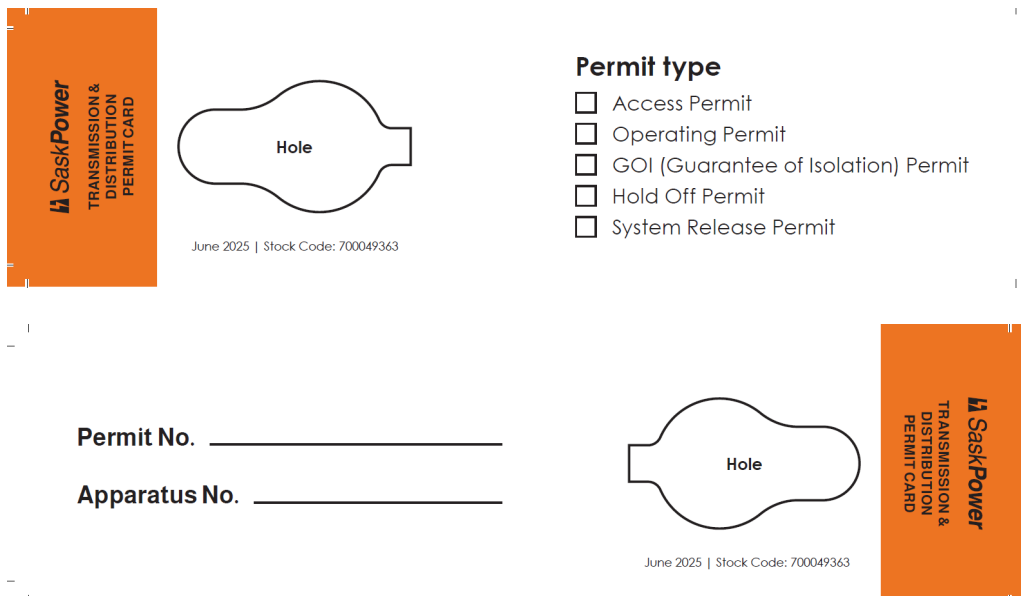
LOTO Large Permit Card Stock Code Number: 700049364

The left side of the LOTO Large Permit Card form features an orange header with the SaskPower logo and the title "TRANSMISSION & DISTRIBUTION PERMIT CARD". Below the header, the "Permit type" section includes five checkboxes: Access Permit, Operating Permit, GOI (Guarantee of Isolation) Permit, Hold Off Permit, and System Release Permit. The form then contains several horizontal lines for text entry, labeled "Permit No.", "Issuing Authority", "Apparatus", "Placed By", and "Contact #/Date:". At the bottom, there are two more empty lines and a small stock code number.

The right side of the LOTO Large Permit Card form features an orange header with the SaskPower logo and the title "TRANSMISSION & DISTRIBUTION PERMIT CARD". Below the header, there are three colored boxes with checkboxes: a blue box for "INFORMATION CARD", a green box for "ABNORMAL CONDITION CARD DO NOT OPERATE", and a red box for "ADDITIONAL POINTS (APOP)". Below these boxes are several horizontal lines for text entry, labeled "Apparatus", "Date", and "Card placed by". At the bottom, there is a small stock code number.

Transmission & Distribution LOTO

LOTO Small Permit Card Stock Code Number: 700049363



The image shows two views of a LOTO Small Permit Card. The top view is the front of the card, which is orange with the SaskPower logo and the text "TRANSMISSION & DISTRIBUTION PERMIT CARD". It features a central "Hole" shape and the text "June 2025 | Stock Code: 700049363". To the right of the card is a list of permit types with checkboxes: Access Permit, Operating Permit, GOI (Guarantee of Isolation) Permit, Hold Off Permit, and System Release Permit. The bottom view is the back of the card, which is white with the same "Hole" shape and text. It includes fields for "Permit No." and "Apparatus No." and the same date and stock code information.

Permit type

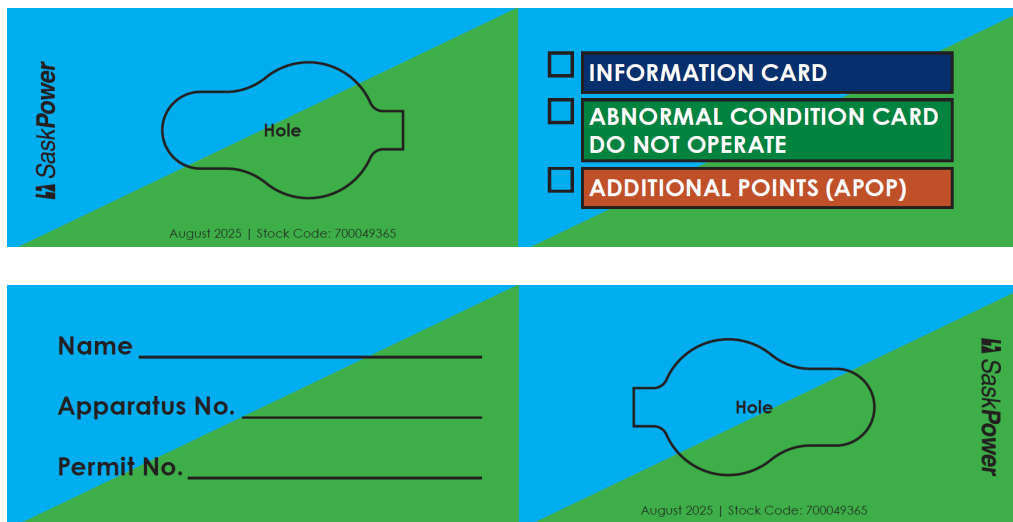
- ☐ Access Permit
- ☐ Operating Permit
- ☐ GOI (Guarantee of Isolation) Permit
- ☐ Hold Off Permit
- ☐ System Release Permit

Permit No. _____

Apparatus No. _____

June 2025 | Stock Code: 700049363

LOTO Small Information/Abnormal/APOP Card Stock Code Number: 700049365



The image shows two views of a LOTO Small Information/Abnormal/APOP Card. The top view is the front of the card, which has a blue and green diagonal background. It features a central "Hole" shape and the text "August 2025 | Stock Code: 700049365". To the right of the card is a list of card types with checkboxes: INFORMATION CARD, ABNORMAL CONDITION CARD DO NOT OPERATE, and ADDITIONAL POINTS (APOP). The bottom view is the back of the card, which has the same blue and green diagonal background. It includes fields for "Name", "Apparatus No.", and "Permit No." and the same date and stock code information.

INFORMATION CARD

ABNORMAL CONDITION CARD DO NOT OPERATE

ADDITIONAL POINTS (APOP)

Name _____

Apparatus No. _____

Permit No. _____

August 2025 | Stock Code: 700049365

5.9 SWITCHING PLAN PROCESSING

- 5.9.1 Switching Plans are used with T&D LOTO permits to ensure equipment safety and system security.
- 5.9.2 All Switching Plans will include two step by step plans; one for the removal from service, and one for the return to service.

Transmission & Distribution LOTO

5.9.3 The first step of each Removal/Return switching plans will have the following statement “Check system status, protection and control. The second step of any GOI return switching plan will be "Confirm all Additional Points of Protection have been restored and Grounds removed.”

5.9.4 For Transmission and Distribution, the following will apply:

(a) Each Plan will be divided into two “Change of State” sections which are:

(i) Remove from Service Switching Plan:

- Alive to Separated State.
- Separated to Isolated State.

(ii) Return to Service Switching Plan:

- Isolated to Separated State.
- Separated to Alive State.

(b) 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.

(c) 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.

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

(a) Directed and performed by the Issuing Authority.

(b) Documented on the removal from service and return to service switching plans.

(c) Auto-reclose blocking and tagging of breakers is not required where lockout protection (86 relay) is provided.

5.10 PROCEDURE FOR T&D LOTO REVISION/ INTERPRETATION

5.10.1 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.

5.10.2 All requests for revision/interpretation are to be submitted to SafetyCare@saskpower.com. All requests shall include the following information:

(a) Name of requester.

Transmission & Distribution LOTO

(b) Location of requester.

(c) Request for revision.

(d) Rule number.

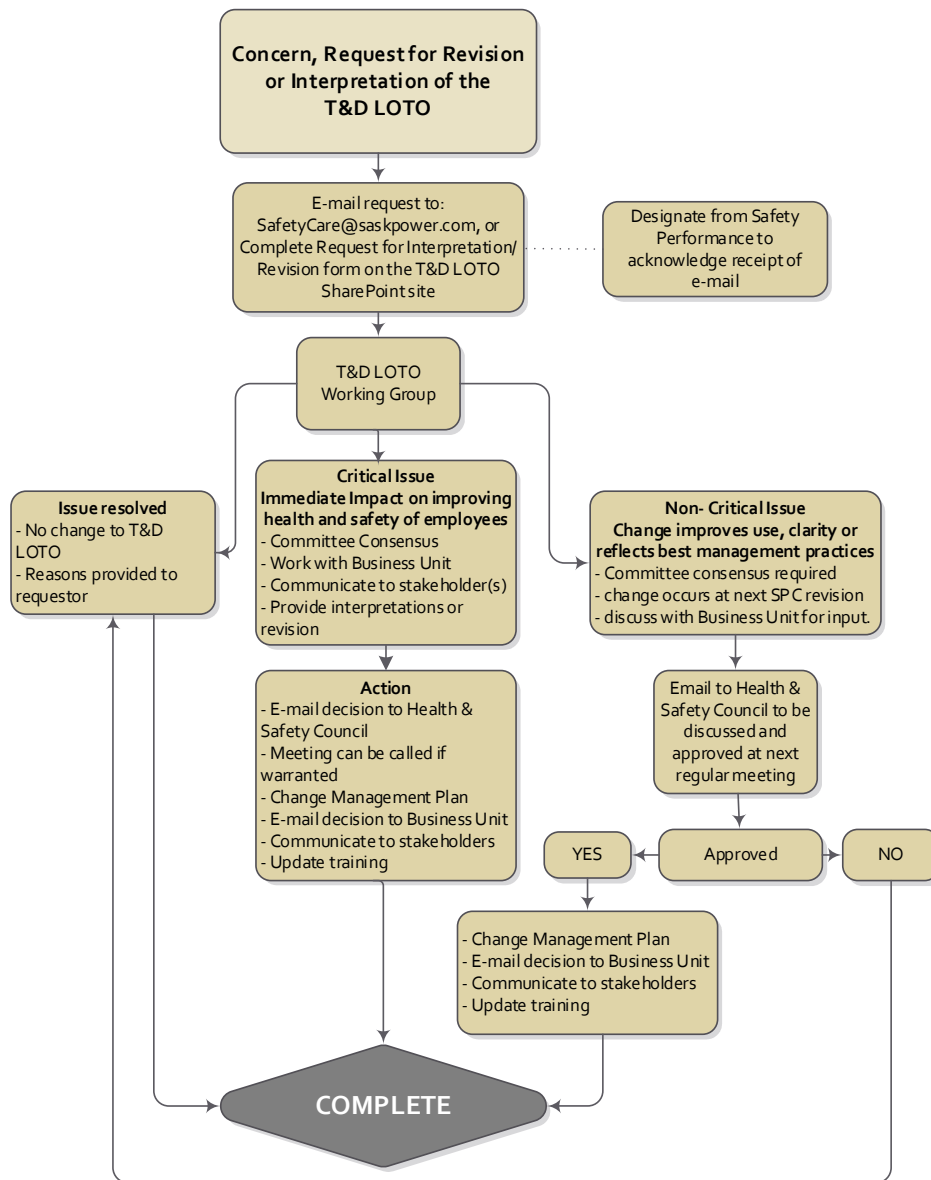
(e) Problem.

(f) Proposed solution.

5.10.3 Health and Safety will acknowledge receipt of each request for revision/ interpretation to the sender and forward the request to the T&D LOTO Committee.

5.10.4 The T&D LOTO Committee will deal with all requests for revisions/interpretations.

5.11 PROCEDURE FOR T&D LOTO REVISION/INTERPRETATION FLOW CHART



RULE 6 - ACCESS PERMIT

This permit will be issued by the Issuing Authority after ensuring that the system has been assessed for the scope of the work. The work to be done requires no operation of Transmission, Distribution or Power Producer's apparatus.

6.1 GENERAL INFORMATION

6.1.1 Distribution, Transmission or Power Producers will be issued an Access Permit when there is a possibility of affecting the system security of the grid. Independent Power Producers will not be required to be on the Authorized Personnel List.

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 Distribution, Transmission or Power Producer's 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.

6.1.3 For Power Producers the Access permit can be multi-day permits.

6.2 LINKS TO APPLICABLE PERMIT PROCESS:

[APPLICATION – 5.2](#)

[PROCESSING – 5.3](#)

[MAKING EFFECTIVE – 5.4](#)

[WHILE PERMIT IS IN EFFECT – 5.5](#)

[SURRENDER – 5.6](#)

[RETURN APPARATUS TO SERVICE – 5.7](#)

[CARDS – 5.8](#)

RULE 7 – OPERATING PERMIT

The permit is for operating T&D apparatus above 750V or the removal of all high-speed protection and ensures the Issuing Authority has assessed the security of the system for the scope of the work.

7.1 GENERAL INFORMATION

7.1.1 The local Distribution Issuing Authority (Non-CIA) is not required to issue an Operating Permit if they are working alone.

7.1.2 Exemptions for Distribution Operating Permit. No permits are required for these operations:

(a) Troubleshooting:

- (i) Prior to energizing or operating a device a communication **MUST** be made with the Issuing Authority or Distribution Control Office.
- (ii) After each attempt or location change another communication **MUST** be made to the Issuing Authority or Distribution Control Office unless mutually agreed upon.

(b) Energizing New Apparatus:

- (i) Prior to energizing or operating a device, three-way communication **MUST** be made with the Issuing Authority. Once energized or device operation(s) are complete, three-way communication **MUST** be made to the Issuing Authority to confirm state unless mutually agreed upon.

(c) Work on Apparatus 750 V and Under:

- (i) Primary switching devices may be used to provide separation for work to be performed on apparatus under 750 V.
- (ii) Prior to operating the device, communication **MUST** be made with the Issuing Authority and Distribution Control Office.
- (iii) all switching steps shall be documented by the switch person
- (iv) If the person performing the switching leaves the worksite or the separating device is no longer under their direct control, the separating point shall be controlled by a tag.

7.1.3 For Transmission this permit requires a System Security analysis and applies to all apparatus when:

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

(b) Operation of Transmission apparatus is required.

7.1.4 When all high-speed protection circuits are removed from service by blocking operation of any of the following:

(a) Protective relay inputs.

(b) Protective Relays.

Transmission & Distribution LOTO

- (c) Protection inter-trip channels.
- (d) Relay output logic.
- (e) Fault interrupting devices.
- (f) Auto isolation devices.
- (g) Remedial action schemes.
- (h) Anti islanding schemes

7.1.5 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, an Operating Permit 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 an Operating Permit is needed.

7.1.6 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 an Access Permit.
- (b) If DC circuits must be turned off for longer than 15 seconds an Access Permit 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 an Operating Permit and the breaker opened before the DC supply is removed from the circuit.
- (c) If (a) or (b) cannot be done, an Operating Permit is needed, or a planned outage is required.

7.1.7 When working on high speed teleprotection circuits the following rules apply:

- (a) An operating permit shall be used for work causing an interruption of a protection channel if it has a direct trip feature.
- (b) An Access Permit shall be used for work on protection channels affecting only permissive carrier signals for line protection and/or direct transfer trips from breaker fail protection.

7.2 **LINKS TO APPLICABLE PERMIT PROCESS:**

[APPLICATION – 5.2](#)

[PROCESSING – 5.3](#)

[MAKING EFFECTIVE – 5.4](#)

Transmission & Distribution LOTO

[WHILE PERMIT IS IN EFFECT – 5.5](#)

[SURRENDER – 5.6](#)

[RETURN APPARATUS TO SERVICE – 5.7](#)

[CARDS – 5.8](#)

RULE 8 - GUARANTEE OF ISOLATION (GOI) PERMIT

A GOI is a guarantee of isolation on existing apparatus issued by an Issuing Authority to an authorized Permit Holder under which specified work is to be done on specified apparatus. This permit is for Transmission and Distribution electrical apparatus voltages 750V and above. GOI Permit can have multiple Permit Holders authorized to work under a single permit.

Testing is permissible within a GOI. For testing authorization to be granted by the Issuing Authority there must be only one Permit Holder. Once testing has been released, additional Permit Holders can then be authorized in the permit zone.

Under a test portion of the GOI Permit, it is permissible to change the status of isolating devices to make the apparatus alive for testing purposes. This requires a written procedure to make sure the testing is safe and the system secure. When the testing is complete, the specified apparatus shall be returned to the isolated state if further work is to be performed. Upon completion of testing activities, the GOI Permit may be surrendered in the agreed to state.

8.1 GENERAL INFORMATION

8.1.1 The specified apparatus to be covered by a GOI must be isolated before the Issuing Authority will issue the GOI Permit.

8.1.2 GOI permits cannot overlap and each permit must be self-sustaining.

8.1.3 Isolation will be required from sources 750v and above.

8.1.4 Further isolation may be needed. The Additional Points of Protection for isolation, grounds and additional information will be documented in association with the permit in a shared location and managed by the Permit Holder(s).

8.1.5 For Distribution Only

8.1.5.1 For Distribution Apparatus, when the isolation point is the Work Site, the Issuing Authority may issue a GOI with testing ability prior to isolation with mutual agreement between Permit Holder and Issuing Authority.

- a) Permit Holder and Issuing Authority agree on a single Isolation point.
- b) Issuing Authority will not issue a switching plan for this permit as there is only one step.
- c) Permit Holder directs and documents all switching steps.
- d) Permit Holder makes the permit effective after the switching is completed.
- e) Permit will be surrendered in the same state as it was issued unless otherwise agreed to between the Issuing Authority and Permit Holder.
- f) Permit holder cannot release testing authorization of this permit.

Transmission & Distribution LOTO

8.1.5.2 For Distribution Underground cable, it is permissible to isolate using the transformer switch. It is not permissible to work on the cable in this state.

8.1.5.3 Concurrent permits on Distribution radials which are self sustaining is permitted and not considered as overlapping.

8.2 PROCESSING

8.2.1 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 all isolating devices used to isolate the specified apparatus from voltages 750V and greater.
- (b) A copy of the two switching plans shall be given to the Permit Holder and the Switch Person at least 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, confirming the isolating devices and the switching plans for removing the apparatus from service and returning it to service are correct.
- (d) The Issuing/Operating Authority will arrange for the necessary Switch Person to carry out the switching plan for removing the apparatus from service.

8.3 MAKING EFFECTIVE

8.3.1 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. (For Distribution refer to 5.8.3.)

8.4 WHILE PERMIT IS IN EFFECT

8.4.1 The Issuing Authority will:

- (a) Allow multiple permit holders on ONE permit if no testing is occurring.
- (b) Allow only one permit holder when testing is to be performed.

Transmission & Distribution LOTO

- (c) Notify and have existing permit holders surrender or suspend the permit prior to testing being authorized. Any suspended permits will require a discussion on how the Additional Points of Protection will be handled and if they affect the testing that is to be performed.
- (d) Confirm all other Permit Holders have surrendered or suspended and issue clearance for testing to the single permit holder.
- (e) Use a tagging or documenting process that testing is in progress.
- (f) Once notification has been received that testing is complete, remove the tagging or documentation that testing has been completed.
- (i) Once testing has been completed, multiple permit holders can be issued the permit.

8.4.2 The Permit Holder will:

- (a) Instruct every worker that the permit is in effect and review the points of isolation for the permit.
- (b) Will remain in the work area while work is ongoing.
- (c) Once GOI is issued by the Issuing Authority, Permit Holder is then approved to further isolate within their permit zone. All Additional Points of Protection will be tagged and documented in a shared location.
- (d) Notify Issuing Authority that they require to test and supply time and date when testing will occur. If it is a multi-holder GOI, the testing permit holder will have a discussion with other permit holders about suspension or surrender of permit and how the Additional Points of Protection will be handled and if they affect the testing that is to be performed.
- (e) Under Test Authorization, it is permissible to change the status of isolating 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 original state if further work is performed. If all test activities are complete the Test Authorization may be surrendered in the agreed-to state.
- (f) Once testing is complete, Permit Holder must communicate to Issuing Authority testing has been completed.

8.5 LINKS TO APPLICABLE PERMIT PROCESS:

[APPLICATION – 5.2](#)

[PROCESSING – 5.3](#)

[MAKING EFFECTIVE – 5.4](#)

Transmission & Distribution LOTO

[WHILE PERMIT IS IN EFFECT – 5.5](#)

[SURRENDER – 5.6](#)

[RETURN APPARATUS TO SERVICE – 5.7](#)

[CARDS – 5.8](#)

RULE 9 - HOLD OFF PERMIT

A Hold Off Permit is a guarantee of non-reclose issued by an Issuing Authority to an authorized Permit Holder under which specified work is to be done on specified apparatus. This permit is intended for personnel working ON and/or where reclose is of concern. Auto-Reclose features will be disabled at nearest upstream protective tripping device. When working on lines without non reclose capability's, the recloser will be tagged with a permit card. For live-line working procedures refer to SaskPower live-line working rules.

"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 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 alive.

On distribution apparatus a Hold 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. The following hot stick work does not require a permit:

- a) Applying insulated telescoping measuring, phasing or amp sticks
- b) Installing and removing Hard Cover
- c) Use of Potential Meter
- d) Installing and removing Fault Indicators
- e) Installing and removing Bird Guarding
- f) Installing and removing Bail Clamps

9.1 GENERAL INFORMATION

9.1.1 The Hold Off Permit provides system security and must be utilized when system security is a concern.

9.1.2 The Hold Off Permit ensures the apparatus is not made alive in the event of a trip 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 at nearest protective tripping device if available, however still tagged if non reclose is not available.
- (c) Manual reclose is not allowed.

9.1.3 Hold Off Permits may be issued on apparatus in states other than alive. This apparatus must be treated as alive.

9.1.4 A Hold Off Permit gives authorization for work on specified apparatus. It is permissible to use the same protective tripping device for more than one Hold Off Permit on the same apparatus.

Transmission & Distribution LOTO

- 9.1.5 While a Hold 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 Hold Off Permit.
- 9.1.6 A Hold 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.
- 9.1.7 A Hold Off Permit requires that the Permit Holder and Issuing Authority communicate with each other at regular intervals; 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.
- 9.1.8 Exemptions:
- (a) High Load Move exemption:
 - (i) One Permit Holder is adequate to hold multiple Hold-Off's while managing a high load move provided there is a dedicated observer at each crossing while the object is moving under, who maintains communication with the permit holder. This allows the Permit Holder to not be at the work site.
 - (ii) When escorting, any single-phase protective tripping device does not need to be disabled or tagged but hold-off permit will still be issued.
 - (iii) For lifting a single-phase line during a High Load Move when the nearest protective tripping device does not have non-reclose capability a Hold Off Permit is mandatory but the protective tripping device does not have to be tagged with a permit card.
 - (b) Switch/Pole Mounted Protective Tripping Devices:
 - (i) Hold-off permit can be used to remove/install riser for switch/pole mounted protective tripping device maintenance or replacement. Permit holder must remain on site.
 - (c) Tension Stringing exemption:
 - (i) One Permit Holder is adequate to hold multiple Hold-Off's while tension stringing provided there is a dedicated observer at each crossing who maintains communication with the permit holder. This exemption allows one Permit Holder to cover the entire tension stringing worksite.
 - (d) Customers with Standard Operating Practice or appropriate switching plans are able to be permit holder of the Hold Off permit without being on the Authorized Personnel List.

9.2 WHILE PERMIT IS IN EFFECT

Transmission & Distribution LOTO

- 9.2.1 While the permit is in effect and the work is continuing, the Permit Holder must be at the work site of the specified apparatus.
- 9.2.2 If permit holder must leave the work site, they must do one of the following:
- (a) Contact the Issuing Authority to transfer the permit to another authorized permit holder.
 - (b) Ensure all work has stopped while they are absent.
 - (c) Will contact the Issuing Authority for a suspension of the Hold Off Permit. The purpose of the Hold Off Permit suspension is to allow the Issuing Authority the authority to make the apparatus alive without contacting the Permit Holder. This will only be allowed by mutual agreement between the Issuing Authority and Permit Holder. If the apparatus trips during the suspension of the Hold Off Permit, it may be made alive immediately and if required the auto-reclose may be put back into operation to make the apparatus alive, without contacting the Permit Holder. Before returning to work, the Permit Holder must contact the Issuing Authority to have the Hold Off Permit re-instated. This will confirm the auto-reclose has been disabled.
- 9.2.3 For non-remotely controlled Distribution apparatus a Hold Off Permit may be suspended overnight if mutually agreed upon.
- 9.2.4 If apparatus covered by a Hold 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 alive, the Issuing Authority will notify other authorities, if required, and then make the apparatus alive.
 - (b) If it is reported that the apparatus should not be made alive and why, the Issuing Authority will leave the apparatus separated and notify other Authorities, if required.
- 9.2.5 If the Permit Holder suspects a loss of potential on the apparatus covered by the Hold Off Permit, the Permit Holder must report as quickly as possible to the Issuing Authority. This applies whether anything has occurred at the work site which might cause an interruption of the apparatus.
- 9.2.6 Prior to performing any switching of a device which will affect the apparatus covered by the Hold Off Permit, the Permit Holder must be contacted and permit suspended/surrendered until switching is complete.
- 9.3 **SURRENDER**
- 9.3.1 For remotely controlled apparatus a Hold Off Permit must be surrendered on completion of the work or at the end of the workday.
- 9.3.2 For non-remotely controlled apparatus a Hold Off Permit must be surrendered on completion of the work or at the end of the workday unless the Permit has been suspended overnight.

9.3.3 Before surrendering a Hold 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 Hold Off Permit is going to be surrendered.
- (b) Every worker must get clear and stay clear of the apparatus.

9.4 **LINKS TO APPLICABLE PERMIT PROCESS:**

[APPLICATION – 5.2](#)

[PROCESSING – 5.3](#)

[MAKING EFFECTIVE – 5.4](#)

[WHILE PERMIT IS IN EFFECT – 5.5](#)

[SURRENDER – 5.6](#)

[RETURN APPARATUS TO SERVICE – 5.7](#)

[CARDS – 5.8](#)

RULE 10 – SYSTEM RELEASE PERMIT

A System Release Permit is a transfer of specified apparatus from the Issuing Authority to a Permit Holder. A System Release Permit will isolate a facility or section using primary devices 750V and above. The Permit Holder can then follow their Lock Out Tag Out procedure or work practices providing a safe work zone. This permit is for new construction, power producers, and customer owned apparatus.

10.1 GENERAL INFORMATION

10.1.1 The permit transfers the authority to follow their lock-out-tag-out procedure or work practices to the Permit Holder of the System Release Permit.

- (a) For equipment external to SaskPower, the Permit Holder does not have to be on the SaskPower Authorized Personnel list and is not required to have T&D LOTO training.
- (b) SaskPower Generation and construction of new Transmission and Distribution apparatus will require an authorized Permit Holder.
- (c) The System Release Permit will be surrendered by the Permit Holder.

10.1.2 A copy of the two switching plans shall be given to the Permit Holder and the Switch Person at least 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.

10.1.3 The System Release Permit will be used to isolate the following types of facilities or equipment from voltages 750V and above from the SaskPower system using a primary disconnect, riser, LM, switch, or agreed to isolation point.

- (a) SaskPower Generation
- (b) Independent Power Producers (IPP's)
- (c) Customer Sites
- (d) Construction of new Transmission and Distribution Apparatus.

10.1.4 Only one System Release Permit may be issued within a System Release Permit zone. The System Release will not overlap with any other permit.

10.1.5 Connections are permissible to apparatus controlled by a system release. Other permits may be required to complete energization.

10.1.6 Permit Holder may leave the work area when the System Release permit is in effect.

10.2 **LINKS TO APPLICABLE PERMIT PROCESS:**

[APPLICATION – 5.2](#)

[PROCESSING – 5.3](#)

[MAKING EFFECTIVE – 5.4](#)

[WHILE PERMIT IS IN EFFECT – 5.5](#)

[SURRENDER – 5.6](#)

[RETURN APPARATUS TO SERVICE – 5.7](#)

[CARDS – 5.8](#)

Code Change Log

1. October 15, 2025: Rule 8.1.5.3 was added. Date on title page of code changed to October 15 2025. This 'Code Change Log' was added for tracking purposes.
2. March 23, 2026: Rule 7.1.2 (c) was added.
 - (c) Work on Apparatus 750 V and Under:
 - (i) Primary switching devices may be used to provide separation for work to be performed on apparatus under 750 V.
 - (ii) Prior to operating the device, communication MUST be made with the Issuing Authority and Distribution Control Office.
 - (iii) all switching steps shall be documented by the switch person
 - (iv) If the person performing the switching leaves the worksite or the separating device is no longer under their direct control, the separating point shall be controlled by a tag.