



MINISTRY OF DEFENCE

Defence
Infrastructure
Organisation

POLICY INSTRUCTION

Subject: **CHANGES TO JSP 375 VOLUME 3 CHAPTER 3 (ELECTRICITY), 5 (PETROLEUM), 6 (CONFINED SPACES) AND 7 (WORKING AT HEIGHT)**

Number: PI 09/11

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Who Should Read this: All MOD staff and contractors who are involved with the implementation of JSP 375 Volume 3 Management of Significant Risk Activities on the MOD Estate

When it takes effect: Immediately

When it is due to expire: July 2013

Health and Safety

Equality And Diversity Impact Assessment

This policy has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against:

Part 1 Assessment Only (no diversity impact found)

Introduction

1. This Policy Instruction (PI) announces the publication of the latest versions of JSP 375 Volume 3 Chapter 5 & 7, effective from 15 July 2011 and 01 April 2011 respectively.

2. This PI also announces changes to Chapters 3 and 6 which are effective from 01 July 2011 and details the changes, together with the reasons for change. The stated changes for Chapters 3 and 6 will be formalised in the next published revision of each chapter.

Reasons for Change

2. JSP 375 Volume 3 Chapters 3, 5, 6 and 7 are subject to varying levels of change resultant from ongoing review of Volume 3 and the interactions between the various chapters. Chapters 5 and 7 have been republished in their entirety and Chapters 3 and 6 are amended by the content of this PI.

Summary of Key Changes to Chapters 5 and 7

3. Chapter 5 - Rewrite of whole document.

4. Chapter 7

- a. Explanation about work at height on roof-top sites.
- b. Application of Chapter 7 to Relocatable Masts.
- c. Clearer policy and wording on fire escapes.
- d. Requirements for management plans have been revised.
- e. Clearer policy on designation of a Restricted High Place. A process diagram has been added.
- f. Clearer policy on design, appraisal, inspection and maintenance of Restricted High Places.
- g. Permit to Climb process, the process diagram and Form H6 has been revised.
- h. Document arrangements have been revised.
- i. Guidance for selection of Authorised Climbers has been revised.
- j. The category of 'Advanced Climber' has been removed. The table on authorised climber competencies has been revised.
- k. Self certification by individual climbers and Form H9 has been removed, replacing with the requirement by Person in Charge to comment on fitness of climbers in the climbing team.
- l. Forms H4 and H5 have been removed.
- m. All remainder H forms have been had minor to major revisions.
- n. The sample letter to a medical practitioner has been removed.
- o. Sample climber logbooks (front covers only) have been added.
- p. List of references and associated publications has been updated.

Amendments to Chapters 3 and 6

5. Chapter 3.

- a. Clause 21.29. Retain
- b. Amend Clause 21.30 to read:

21.30. Authorised Person (Electrical) is to co-operate and co-ordinate with the Authorised Person (Petroleum) and to enable the primary decision on the nature of the control method for the proposed electrical task. One of the following control measures is to be adopted:

21.30.1. Class III Installation. HAZ 3 is to be used when the following conditions exist.

21.30.1.1. Where there is clear and certain identification of the points of isolation of the Equipment to be worked on or tested (where clear and certain identification of the points of isolation of the Equipment to be worked on or tested cannot be established then the AP Electrical is to issue a PTW or a STT in accordance with HAZ1 or HAZ2), or

21.30.1.2. Where the AP Petroleum's Review confirms there is no foreseeable potential of either :

a) exposure of the product, atomisation of the product, vapour drift (from a higher classification product) or

b) elevated temperatures (either surface or ambient), and a source of an incendive spark

21.30.2. Class I & II Installations. Where there is clear and certain identification of the points of isolation of the Equipment to be worked on and / or tested and the AP Petroleum's Review confirms the only foreseeable risk is the potential presence of product vapour the following control measures are to be implemented.

21.30.2.1. The AP Petroleum is to issue a PTW (Pet) to the SKP and undertake initial gas monitoring.

21.30.2.2. The SKP Electrical is to follow HAZ 3 and will be responsible for the continuous gas monitoring in accordance with clause 21.30.5

21.30.3. Class 1 & II Installations. Where clear and certain identification of the points of isolation of the Equipment to be worked on or tested cannot be established or where the residual risk is such that there is a foreseeable risk of ignition of product vapour the following control measures are to be implemented:

21.30.3.1. The AP Electrical is to issue either a PTW or a STT in accordance with HAZ1 or HAZ2, and

21.30.3.2. The AP Petroleum is to issue a PTW(Pet) and undertake the initial gas monitoring checks. The SKP Electrical will be responsible for the continuous gas monitoring in accordance with clause 21.30.5

21.30.4. Where electrical works and tests are conducted in a petroleum facility but are wholly outside the DSEAR Hazardous Zone they do not require the AP Petroleum to issue a Standing Instruction or a PTW (Pet) and are to be managed in accordance with these safety rules and procedures. The OA's permission will be required for access and this will be co-ordinated by the AP Petroleum.

Note. There are many examples of Petroleum Installations at which the security fence encloses both areas classified as hazardous, and also a wider non-hazardous area that may contain such installations as control rooms and standby generator rooms. Works on such installations are usually in close proximity to the petroleum installation, and as they are within the security fence, are controlled by the formal petroleum access procedures agreed for the establishment.

21.30.5. Where required, the Skilled Person (Electrical) is to undertake the gas monitoring in accordance with the contents of Annex C of Chapter 5.

d. Delete Model Certificate No. 2 within Annex D.

e. Throughout the chapter replace "Skilled Person's Certificate of Appointment" with "Skilled Persons Register". The appointment of a Skilled Person is to be recorded in the Skilled Persons Register contained within the Electrical Safety Document Register.

6. Chapter 6.

a. Reference to Coordinating Authorised Person removed from document.

b. The removal of Section 2.3 Coordinating Authorised Person with the duty, previously at, 2.3.2.d. now being placed on the Authorised Person.

c. Section 6 - the word "course" is replaced with "training" throughout the section.

d. The asterisk at the end of Paragraph 6.3.2 is deleted.

e. Paragraph 6.3.3 is reworded to read "In the case of refresher training this shall be suitable and sufficient for the relevant AP/AE.

f. Paragraphs 6.3.5 through to 6.3.12 (under the heading "Assessment"), together with Table 6.1, are deleted.

g. Within the first sentence in paragraph 7.3.1 "either" and "or escape breathing apparatus" are deleted.

Implementation

7. Chapter 3 - Implementation of the revised Chapter 3 elements is required to align with the implementation of Chapter 5.
8. Chapter 5 - A Transition Workshop is being held on 01 September 2011, this is to be followed by complete implementation of the revised Chapter 5 by 01 January 2012.
9. Chapter 6 - Implementation of the revised Chapter 6 elements is required September 2011.
10. Chapter 7 - Implementation of the revised Chapter 7 is required with immediate effect.
11. Where there are areas that are unable to implement any specific elements within these timescales, the delivery areas concerned are to provide (to the relevant SAA) details of the mitigation strategy together with a plan for implementation.