



NORWOOD UK

Procedure for Live
Testing

Procedures for Live Testing

Definition of “live working”.

Live working shall be defined as the practice of working on parts of the electrical system while the part in question is still live. This may or may not include the removal of covers or protective devices without isolating the means of supply during such an operation.

Live working may not be undertaken unless the following applies (as prescribed by “The Electricity at Work Regulations” regulation 14).

- a) it is unreasonable in all circumstances for it to be dead; and
- b) it is reasonable in all circumstances for him to be at work on or near it while it is live; and
- c) Suitable precautions (including where necessary the provision of suitable protective equipment) are taken to prevent injury.
- d) the use of all insulated tools and matting and protective equipment in use.

Situations where working “live” is acceptable.

Due regard shall be taken of “The Electricity at Work Regulations”, particularly the following regulations:

Regulation 14; Work on or near live conductors.

Regulation 16; Which covers the subject “Persons to be competent to prevent danger and injury.

Live working may be undertaken only when adequate precautions are taken to prevent danger or injury to all persons, i.e.

- a) Persons carrying out work on live equipment shall be competent to do so safely.
- b) Live exposed parts shall not be left unattended at any time.
- c) Live work will only be carried out where there exists no risk of water ingress to live exposed parts.
- d) Live work may only be carried out where it is impracticable to isolate the supply.
- e) Signs shall be fitted in all cases on circuits under test stating “Warning, circuit under test “Do Not Operate””.

Situations where working “live” is unacceptable.

The following situations are not appropriate to be worked on live:

- a) Motor terminal covers must not be removed live.
- b) Panel covers must not be removed if adequate knowledge of that panel is not known.
- c) Covers shall not be removed in wet environments.
- d) Live work must not be undertaken where by “risk assessment” danger or injury may occur to the engineer or others.
- h) Signs shall be fitted in all cases on circuits under test stating “Warning, circuit under test “Do Not Operate””.

Risk Assessment.

Where unknown situations exist, a “Risk Assessment” must be undertaken and acted upon before proceeding with live testing.

Procedures to be implemented when working “live”.

All suitable precautions shall be taken to prevent “danger” arising.

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- a) All personnel not directly involved with the task in hand will be kept clear of the area at all times.
- b) Suitable barriers and warning signs shall be erected as and when appropriate.
- c) If any doubts regarding safety arise then work must be halted and the circuit made dead prior to any further progress being made.
- d) Precautions shall be taken to ensure that no nearby dead circuits become unexpectedly live.
- e) The appointed site representative shall be kept fully informed of areas where live work is being undertaken.
- f) Signs shall be fitted in all cases on circuits under test stating “Warning, circuit under test “Do Not Operate””.

Radio operations involving “live” testing.

Hand held radios may be used to communicate between panel isolator positions and remote devices. Where radio communications are involved then the following precautions must be observed:

- a) Instructions and information provided by the transmitting engineer shall be repeated by the receiving engineer in order to confirm that the information transmitted has been fully and properly understood.
- b) Radio communication must not be relied upon where extraneous noise pollution could give rise to misunderstood information being acted upon.
- c) During radio communication, the two engineers involved must stay at their positions until all disconnected terminations and covers have been replaced securely.
- d) Signs shall be fitted in all cases on circuits under test stating “Warning, circuit under test “Do Not Operate””.

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“Lock off” facilities.

Where “lock off” facilities are present, they must be used to prevent danger of inadvertent reenergisation.

In any event, precautions shall be taken to ensure that any circuit being worked on “dead” cannot be inadvertently reenergised

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood', written in a cursive style.

Jo Shuttlewood – HR Director