



NSI 30
Safety Training
Guidance

Contents

1. Introduction and Background.
2. Training and Assessment methods - E-Learning Products.
3. Person Appointments,
 - Pre-requisites
 - Course Specification.
4. Competent Person Appointments,
 - Pre-requisites,
 - Course Specification,
 - 9 day rule (form),or equivalent
 - Additional National Safety Instructions Appointments for Competent, Person.
5. Authorised Person Appointments,
 - Pre-requisites,
 - Course Specification.
6. Drain Earth Booking & Payment,
 - Person/Competent Person E-Learning,
 - Classroom based training.
7. Course Outcomes/EUSR Registration.
8. Product List.
9. National Grid Training Centre's / Coach (Pods) Locations.

1. Introduction and Background

This brochure contains guidance and information for people involved in the organisation / delivery / receipt of essential safety training to National Grid contractors who need access to High Voltage compounds and routes. The training course and assessment helps to implement the Golden Rules and further support our vision of a “Safe Way of Working”.

This training directs our contractors to operate to the same high standards that National Grid aspires to and encourages them to share our vision. This guidance brochure contains information that has been approved for delivery and is subject to review, as such modification is not allowed.

2. Training and Assessment methods

First time Person applicants undertake the Initial Person Course and Assessment which is a combination of classroom, practical and computer based training packages (now detailed in the EUSR web portal). Applicants who want to renew Person will now undertake the Person Refresher Course and Assessment, which along with the Competent Person Course and Assessment is delivered via Computer based training packages. Additional training packages are available as shown on the Learning product list contained within this document and on the EUSR web portal. If you require any guidance on any additional authorisations, please contact us at natgrid.externaltraining@nationalgrid.com

The following sections sets out the standard and conditions for the assessment of delegates undertaking assessment for Person and Competent Person to NSI 30. The assessment is the primary method for assuring that delegates have absorbed information critical to their safety. Any doubt as to the delegates understanding or suitability to work within a high voltage environment must be referred back to National Grid. The standard inferred is not optional and shall be the responsibility of the National Grid Academy.

Briefing of the Delegates

At the beginning of the course the facilitator/assessor will inform all attendees that they will, on completion of training, be assessed to confirm understanding.

The facilitator /assessor will also confirm the following:

- The completed assessment must be the work of the individual who is logged in to the LMS.
- Collusion between individuals will result in void assessments.
- Delegates who do not reach the minimum requirement will not be coached
Reassessment will be carried out following retraining.
- The facilitator /assessor must ensure that all delegates understand the conditions of the assessment and also seek to confirm that delegates are able to complete the assessment and to ascertain if any delegates have additional requirements. (Additional requirements/support – every attempt should be made to notify in advance, preferably at the time of booking)
- Confirm that delegates will need to achieve the required standard to be successful with the assessment. The percentage standard is built into the e-learning assessments.

Following Training

Prior to the assessment, the facilitator /assessor will then confirm the following:

- Remind the delegates of the requirement for quiet during the assessment.
- That the delegates must not communicate with other delegates during the assessment.
- That the delegates will not be allowed any prompts – the assessment will be of a closed book format (They will also check that all mobile phones and other devices are switched off).

During the assessment if the facilitator /assessor cannot achieve or maintain the above conditions they will abort the assessment.

Following Assessment

On completion of the assessment the facilitator /assessor will confirm back to each delegate their assessment results.

Delegates who do not meet the standard have FAILED. Delegates in this position must attend another course and take a further assessment. This will be subject to booking and payment as per the original course.

3. Person Appointment

Pre-requisites

Before being accepted on the Initial PERSON training course as a first time or new applicant, the candidate must have completed a basic Health & Safety course. Compliance with this pre-requisite is agreed at the booking stage.

Some examples of general Health and Safety awareness include:

- SHEA Level 1
- EUS Level 1 General Health and Safety
- Working Safely Course
- Construction Skills Certificate Scheme – CSCS Card
- Construction Industry Training Board – CITB Card
- Institute of Occupational Safety and Health training
- British Safety Council training

Course Specification

Initial Person Training & Assessment

Duration: 1 day

Who should attend
<p>People who are required to work safely under the supervision of a Competent Person in a substation or working on Overhead Line.</p> <p>People who require unsupervised access to a substation for purposes not involving work on or near the System, e.g. office based staff who visit site to view drawings etc.</p> <p>Delegates must have achieved the publicised pre-requisites.</p>
Objective/Learning Outcome
<ul style="list-style-type: none"> • To understand what is required to safely access/egress a National Grid HV environment safely. • To know what is required to work safely as part of a working party. • To recognise Danger and know what to do in an Emergency. • To undertake an assessment and receive appointment as a Person if successful.
Course Content – delivered by a combination of Classroom, Practical & a Computer based training package
<p>National Grid Electricity Transmission Safety Rules</p> <p>NSI Awareness (National Safety Instructions)</p> <p>Working Safety in Substations/Overhead Lines (Practical site experience)</p> <p>Assessment</p>

Please Note –

Applicants who need to renew Person, shall now do so by undertaking the online Refresher Person Course and Assessment, which is booked using the EUSR web portal.

(Refresher Person Course and Assessment can be undertaken at any location on any laptop / computer – as this process is now managed by EUSR and separate emails / links will be provided on completion of payment to an individual or Company Rep)

4. Competent Person Appointment

Pre-requisites

New appointments

To become a Competent Person the candidate shall have been previously authorised as a Person and provide evidence of having worked on a National Grid or other Electrical Utilities HV Substation site, for a period in excess of nine (9) days or equivalent as stated in NSI 30. This is to ensure that individuals without site experience in the HV Substation / OHL environment do not take charge of a Working Party.

Note: - Evidence will be a completed copy of Appendix D - Person record of nine (9) days' work on a National Grid Site form from NSI 30 which is available on the EUSR web portal.

If a contracting company is new to National Grid and does not have a Competent Person, there are alternate arrangements available in NSI 30. We do offer a 3-day Instructor led 3rd Party Pre-Competent Persons Course providing an alternative to the 9-day rule process. It will give the future Competent Person's the knowledge required to hold a National Grid safety document. Alternatively, they shall either employ a third-party company, who have Competent Person(s) or National Grid can provide this as a chargeable service outside its transmission license obligations. In exceptional circumstances and when agreed in writing with the appropriate National Grid Operations Manager, it will be acceptable for a National Grid Team Leader to authorise an Individual to be a Competent Person without applying Person and the 9-day rule or equivalent e.g. when a one-off site visit by an external technical expert (e.g. metallurgist) may be required.

Please contact the External training team for dates, prices and booking form - natgrid.externaltraining@nationalgrid.com

Renewal – for those having previously held Competent Person Appointments, the 9-day rule does not apply but delegates must have a valid Person Authorisation.

Course Specification

Competent Person Training & Assessment

Duration: ½ - 2 Days (depending on CP requirements)

Who should attend
People who will be required to carry out the duties of a Competent Person under the National Grid Electricity Transmission Safety Rules.
Objective/Learning Outcome
<ul style="list-style-type: none">▪ To ensure course delegates fully understand the requirements and standards to be met by a Competent Person.▪ To undertake an assessment and receive appointment as a Competent Person if successful.
Course Content – delivered by Computer based training package
National Grid Electricity Transmission Safety Rules Safety Document Procedures NSI 6 Full (for Substation work) NSI 8 Limited (for Substation work) NSI4 (for OHL work) + TGN 313 (Earthing Schemes) where applicable Assessment

Course Specification

Non-Company Competent Person Training and Assessment (Pre-Competent Person)

Duration: 3 days

Who should attend
<p>Contractors who cannot achieve 9 separate recorded Safety Documentation events due to infrequent need for safety documentation or new contracted service providers with limited experience being used.</p>
Objective/Learning Outcome
<p>By the end of the course delegates will be able to:</p> <ul style="list-style-type: none"> • State their role and responsibilities as a Competent Person • Identify the roles and responsibilities of persons involved in the process of issuing and receiving a safety document • Identify National Grid Safety Rules • State the process of receipt, transfer and clearance of a Safety Document • Identify the hazards associated with work on or near the system • To undertake an assessment and receive appointment as a Competent Person if successful.
Course Content
<p>Practical understand of National Grid roles and their responsibilities Practical scenario for Transfer, receipt and cancelation of Safety Document How to brief a working party Understanding National Grid Points of Isolation on HV, LV and Mechanical Systems Safety Rules theory and practical Application NSI 4 (OHL) + TGN 313 (Earthing Schemes) NSI 6 & 8 Work Area Hazards and how to report problem</p>

Additional National Safety Instructions Appointments for Competent Person

Those delegates successfully completing their assessments on the Competent Person courses will obtain appointments to the following NSI's

- NSI 6 Full & NSI 8 Limited for Substations
- NSI 4 Section 1 for OHL

There are training products available to cover additional NSI's, please refer to the Product List in this document; delegates should already hold current Competent Person appointment before attendance.

Cellular Workers

Cellular Workers are now required to hold Competent Person to be allowed to undertake their activities, please refer to information provided to your Employer. National Grid do not train or authorise Cellular Workers for their main work activity; they will only provide access to cellular equipment located on NG Equipment / Location, where System Safety precautions via a Safety Document are required. For further enquires please contact: - natgrid.externaltraining@nationalgrid.com

For work on Live Low Voltage Equipment - NSI 12

Since 2011 National Grid does not train or authorise contractors for authorisation to NSI12, however, contractors need to be competent for this type of work. It is the responsibility of the employer to ensure that personnel are competent. Contractors may be required to show evidence of competence on site to the Senior Authorised Person before being issued with safety documents.

Also, since 2011 National Grid does not train/authorise contractors for authorisation to NSI24

5. Authorised Person Appointments

Pre-requisites

Non- Company Authorised Person Basic Training

Before being accepted onto an Authorised Person basic training course the candidate shall be nominated by his/her Line Manager.

The candidate would normally hold equivalent nominations under their own Company Safety Rules to those of either: Control Person, Senior Authorised Person or Authorised Person.

National Grid Person Authorisation is now a pre-requisite before undertaking the this Authorised Person course. (See EUSR Web Portal for booking details) When renewing Authorised Person there is a requirement to ensure Person is still valid.

The candidate following his/her appointment as an Authorised Person is required to carry out local operational and safety switching activities on their own Company assets which are subject to National Grid UK Electricity Transmission Safety Rules.

Course Specification

Authorised Person Basic Training

Duration: 3 days

Who should attend
<p>Non - National Grid staff who are required to be appointed as an Authorised Person under National Grid UK Electricity Transmission Safety Rules, to carry out local operational and safety switching activities on their own Company assets which are subject to National Grid UK Electricity Transmission Safety Rules.</p>
Objective/Learning Outcome
<p>By the end of the course delegates will be able to:</p> <ul style="list-style-type: none"> ▪ To fulfil the recommended option for Authorised Person training as laid down in National Grid UK Electricity Transmission, National Safety Instruction NSI 30 - Appointment of Persons. ▪ To ensure that Persons under training are conversant with and understand the role and responsibilities of an Authorised Person as set out in National Grid UK. Electricity Transmission Safety Rules, National Safety Instructions and other supporting documentation. ▪ To establish authorisation limitations. <p>On completion of their training to be aware of the requirements for their practical switching test and Authorisation Panel.</p>
Course Content
<p>National Grid UK Electricity Transmission Safety Rules - delivered by e learning. National Safety Instruction 30 - Appointment of Persons. National Safety Instruction 1 - Operational and Safety Switching - delivered by e-learning. National Safety Instruction 2 - Earthing High Voltage Equipment. National Safety Instruction 6 - Work and Demarcation in Substations. National Safety Instruction 8 - Mobile Elevated Work Platforms, Lorry Loaders, Vehicles, Cranes and Objects in Substations. Site Responsibility Schedules. Numbering and Nomenclature of Equipment. On-load/Off-load Changeovers. Operational and Safety Switching - practical exercises in Training Substation Assessment.</p>

Authorised Person Refresher Training

This is a full day computer based training and assessment. The candidate shall hold an existing appointment as an Authorised Person and valid Person under National Grid UK Electricity Transmission Safety Rules.

Candidates will be required to provide proof of previous authorisation i.e. copy of current National Grid AU1 authorisation form or EUSR number to verify authorisations currently held.

N.B. The process for the appointment and continuation of appointment for Non- Company Authorised Person is detailed in National Grid UK Electricity Transmission, National Safety Instruction 30 – Appointment of Persons. This document is available via a link on the EUSR web portal.

Course Specification

Authorised Person Refresher Training & Assessment

Duration 1 day

Who should attend
<p>Non-Company staff, who are currently appointed as an Authorised Person under National Grid UK Electricity Transmission Safety Rules and are required to carry out local operational and safety switching activities, on their own Company assets which are subject to National Grid UK Electricity Transmission Safety Rules, and whose 1 year authorisation is due to expire.</p> <p>Delegates must have a valid Person authorisation.</p> <p>Delegates will be required to provide proof of previous authorisation.</p>
Objective/Learning Outcome
<p>By the end of the course delegates will be able to:</p> <ul style="list-style-type: none"> ▪ To fulfil the recommended option for Authorised Person training as laid down in National Grid UK Electricity Transmission, National Safety Instruction NSI 30 - Appointment of Persons. ▪ To ensure that Persons under training are conversant with and understand the role and responsibilities of an Authorised Person as set out in National Grid UK. Electricity Transmission Safety Rules, National Safety Instructions and other supporting documentation. ▪ To establish authorisation limitations. ▪ On completion of their training to be aware of the requirements for their practical switching test and Authorisation Panel.
Course Content
<p>National Grid UK Electricity Transmission Safety Rules. National Safety Instruction 30 - Appointment of Persons. National Safety Instruction 1 - Operational and Safety Switching.</p> <p>National Safety Instruction 2 - Earthing High Voltage Equipment.</p> <p>Site Responsibility Schedules.</p> <p>On-load / Off-load Changeovers.</p> <p>Assessment.</p>

6. Booking & Payment

When booking training, those completing the Booking Form must ensure:

- Delegates meet the pre-requisites as described in NSI 30.
- All of the booking conditions are understood and complied with.

All of the information needed to comply with the above is available via the EUSR Web portal.

Initial Person and Person Refresher (Computer based training)

The booking and payment system for the Initial Person and Person Refresher is now on a dedicated web page on the EUSR web portal.

Initial Person Course and Assessments are undertaken at Eakring only.

Refresher Person Course and Assessments are undertaken at any laptop / computer device that the contractor has available to them, as a Link and password will be sent to them or their Company Rep to allow access.

Competent Person - Computer based training

Training and assessment is carried out at either the National Grid Training Centre, Eakring or in one of the dedicated training pods or mobile coaches.

Due to the additional overheads associated with providing resources at the pods and coaches these are offered at a higher price to the National Grid Training Centre.

All available dates are published via the EUSR web portal

Once appropriate dates have been identified, you should complete the booking form available on the EUSR web portal and return to natgrid.externaltraining@nationalgrid.com.

Places are available at the time of publishing but are offered on a first come first served basis and cannot, therefore be guaranteed.

Training must be paid for in advance – please see the EUSR web portal for the full list of Booking Conditions.

Classroom Based Training

Authorised Person – Basic Training

Training and assessment is carried out at National Grid's Training Centre in Eakring, these dates are published via the EUSR Web portal.

Please complete booking form A on the EUSR web portal and return to natgrid.externaltraining@nationalgrid.com.

NSI2 – Drain Earths

Training and assessment is carried out at National Grid's Training Centre in Eakring, these dates are published via the EUSR Web portal.

Please complete booking form A on the EUSR web portal and return to natgrid.externaltraining@nationalgrid.com.

Payment Details (External Companies)

Your Proforma Invoice number must be quoted when making payment for training. Please ensure that this is also quoted on all remittances or quoted when making Credit/Debit Card payment. Failure to do so delays allocation of payments and can prevent or postpone access to training booked.

Payment must be received before the commencement of training. Following payment of the Proforma invoice, a VAT invoice will be issued.

Payment by BACS

Our Company details for BACS payments are as follows:

Bank Details:	Barclays Bank Pc 54 Lombard Street London EC3P 3AH
Sort Code:	20-00-00
Account Number:	10264113
Account Name:	National Grid Electricity Transmission Plc

Confirmation of BACS Payments should be sent to natgrid.externaltraining@nationalgrid.com.

On the day of training, if the Proforma invoice remains unpaid, the delegate will not be allowed to start their course and will be advised to contact their company to make payment. Only once payment is received will the delegate will be able to commence their training.

Payment by Cheque;

Cheque's should be sent to: -

External Training Team
National Grid - Our Academy
Kirklington Road
Eakring
NG22 0DA

Payment by Credit Card

An option to pay by Credit / Debit Card is available. To pay by card call **0247 605 2099** quoting your Proforma Invoice number.

Credit cards are now accepted when booking onto the Person Initial or Person refresher courses, via the EUSR web portal.

Payment Details (National Grid Payable)

When an internal recharge for payment is to be made, this section must be completed with a Cost Code or WBS code. The Manager accepting the charges must be made aware of charges that will be processed against the Manager's budget. An email containing the booking form with the Manager copied in on the email would suffice for authorisation purposes.

The correct information to enable prompt processing of Internal Transfers is required prior to course delivery. If incorrect information is received, then the booking cannot be guaranteed.

The WBS code relevant to your line of business must be provided and be the recognised code that the External training team have been given.

7. Course Outcomes/EUSR Registration

Person Refresher Course and Assessment is undertaken via the EUSR web portal and once completed the assessment results will auto-populate the EUSR database of stored authorisations.

All other Computer Based assessments undertaken at a National Grid Location are recorded via the Learning Management System; that stores the results within the computer system. Each delegate can view his / her own results once the assessment has been undertaken. The facilitator will give delegates guidance on how to do this.

A cover note will be issued by the facilitator to successful delegates detailing the authorisation(s) obtained. This cover note is valid for 30 days, 15 days for Initial Person. During this period the EUSR database is updated to show the new authorisation(s). If after this period, the Authorisation is not showing on the EUSR data base please contact the External training team who will be able to advise.

Information regarding current authorisations can be accessed through the EUSR web portal using the delegates; Surname and EUSR number, provided after their initial Person training. This information will not be displayed on the identity card.

ID CARDS AND COVER NOTES MUST be carried on site at all times and they **MUST** be presented to National Grid when requested before entering the site and starting work.

It is the responsibility of the delegate to maintain safe custody of the cover note and ensure the cover note with its unique number is presented when undertaking any assessment. We cannot provide copies of cover notes, only advise of cover note numbers.

It is also the responsibility of the delegate to check that their authorisations have been added and updated on the EUSR register of authorisations, via the EUSR web portal and should ensure that required authorisations are showing when work on site is required.

Applicants who do not meet the standard will be allowed a second attempt at the assessment on the day of training. If a failure is achieved on this second attempt, then the delegate must undergo the full training course followed by the assessment on a different occasion. To do this a completely new booking must be made.

8. Product List

Course Title	Delivery Method	Required E-Learning Products	Course Duration	Validity Period
Initial Person (Substation)	Classroom, Practical & Computer Based Training	Initial Person (Substation)	1 day	3y
Refresher Person (Substation)	Computer Based Training	Refresher Person (Substation) (Undertaken from any laptop or computer device)	Circa 2hrs	3y
Initial Person (OHL)	Classroom, Practical & Computer Based Training	Initial Person (OHL)	1 day	3y
Refresher Person (OHL)	Computer Based Training	Refresher Person (OHL) (Undertaken from any laptop or computer device)	Circa 2hrs	3y
Competent Person (Substation)	Computer Based Training	Basic Safety Rules Safety Document Procedures NSI 6 NSI 8 (Ltd)	1 Day	1y
Competent Person (OHL) CPA LAC ONLY Non application of Drain Earths e.g. Civil Works	Computer Based Training	Basic Safety Rules Safety Document Procedures NSI 4 – Section 1	½ Day	1y
Competent Person (OHL) CPB LAC & PFW Non Application of Drain Earths e.g. Fountain Forestry	Computer Based Training	Basic Safety Rules Safety Document Procedures NSI 4 – Section 1 TGN 313 – Section 8	½ Day	1y
Competent Person (OHL) CPC LAC & PFW Application of Drain Earths (No Access onto conductors) e.g. Tower Painters	Computer Based Training	Basic Safety Rules Safety Document Procedures NSI 4 – Section 1 TGN 313 – Section 1 TGN 313 – Section 2A TGN 313 – Section 3 TGN 313 – Section 4 TGN 313 – section 5	1 Day	1y

Competent Person (OHL) CPD LAC & PFW Application of Drain Earths (Work on Conductors)	Computer Based Training	Basic Safety Rules Safety Document Procedures NSI 4 – Section 1 NSI 4 – Section 2 TGN 313 – Section 1 TGN 313 – Section 2A TGN 313 – Section 2B TGN 313 – Section 3 TGN 313 – Section 4 TGN 313 – Section 5 TGN 313 – Section 7 TGN 313 – Section 8	2 Days	1y
NSI 2 (Drain Earths)	Classroom based	NSI 2	1 Day	1y
NSI 2 (Drain Earths) Refresher	Computer Based Training	NSI 2	½ day	1 y
NSI 8 (Full)	Computer Based Training	NSI 8 (Full) Option	½ day	1y
Safety Documents (ROMP)	Computer Based Training	Safety Documents (ROMP)	½ Day	1y
Authorised Person - Basic	Classroom Based	Basic Safety Rules NSI 1 NSI 2	3 day	1y
Authorised Person - Refresher	Computer Based Training	Basic Safety Rules NSI 1 NSI 2 Refresher Assessment package	1 Day	1y
Pre Competent Person	Classroom based	Basic Safety Rules Safety Document Procedures NSI 4 (OHL) + TGN 313 (Earthing Schemes) NSI 6 NSI 8 (Ltd)	3 day	1 y

9. Training Centre / PC Coach Locations

(PLEASE CHECK JOINING INSTRUCTIONS FOR EXACT LOCATIONS)

Eakring Training Centre

Kirklington Road
Eakring Newark,
Notts NG22
0DA

Lunch and refreshments are available to all delegates. The dress code is smart casual dress. Open toed footwear, shorts and baseball caps are prohibited. Delegates not adhering to this policy will be asked to leave site – without refund

Hollinwood Training Pod

Blackley Golf Club
Victoria Avenue East
Blackley
Manchester M9
7HW
(sat nav postcode, 360 Victoria Avenue, M9 7SS)

Limited use of facilities available.

No lunch is provided. Water is available at the training pod.

Hitchin Training Pod

Chesfield Downs Golf & Country Club Jack's Hill
Graveley
Nr Stevenage
Hertfordshire SG4
7EQ

Limited use of facilities available.

No lunch is provided. Water is available at the training pod.

Melksham Coach Location

Beechfield House Hotel Beanacre
nr. Melksham
Wiltshire SN12
7PU

Limited use of facilities available.

No lunch is provided. Water is available on the coach

Beechfield House Hotel is situated approx 1 mile north of Melksham on the A350. Arriving from either direction on the A350, there are brown signs for the Beechfield House Hotel. Please use the main entrance and drive to the far end of the car park where you will see the coach.

Norton Coach location

Letch Lane
Carlton
Stockton on Tees
Cleveland
TS21 1EG

Limited use of facilities available.

No lunch is provided. Water is available on the coach

Littlebrook Coach Location

Dartford Golf Club
Heath lane Dartford
DA1 2TN

Limited use of facilities available.

No lunch is provided. Water is available on the coach