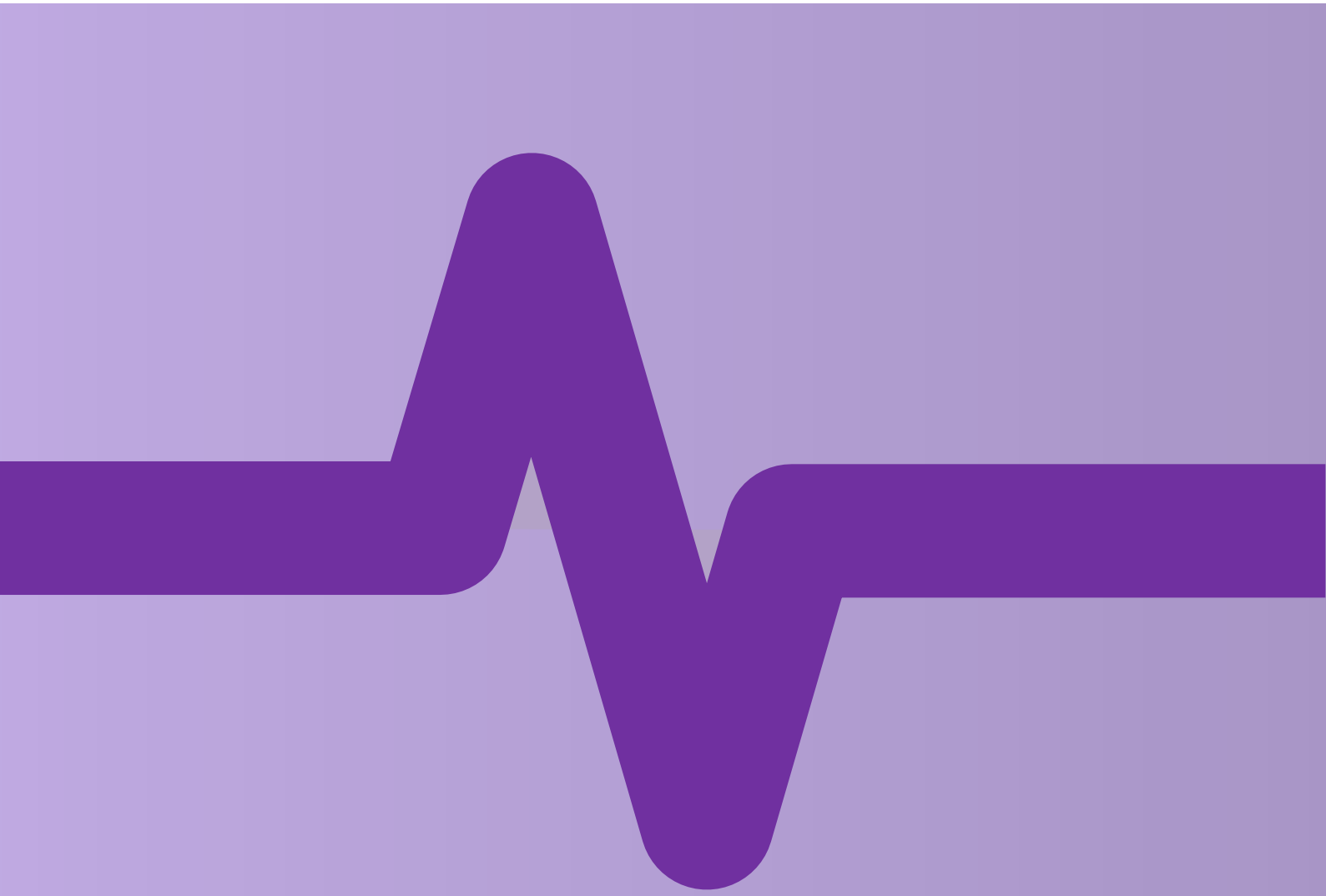
Work Control Procedures

The Assurance March 2025

The Assurance is an administrative system between different asset owners used to confirm the agreed and defined state, of equipment not under the operational control of the Issuer, necessary for access or test permits.



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Preparation of Work Control Procedures

StayLive Work Control Procedures are prepared by a consensus process involving representatives nominated by major generating companies in NZ. These procedures may be derived from existing industry procedures, from established international procedures and practices or may be developed by the StayLive Work Control Procedures Working Group.

The following companies are represented on the WCP Group:

Contact Energy Ltd
Genesis Energy Ltd
Meridian Energy Ltd
Mercury NZ Limited
Manawa Energy Ltd
Nova Energy Ltd
Pioneer Energy Ltd

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This document has been prepared by a group of representatives of the electricity industry for the purpose of providing principles on safety and other practices for use by the generation sectors of that industry. It sets out standards considered to be appropriate for the electricity industry; in some instances, further procedures will need to be developed in order to implement those standards. Although this document is recommended by industry representatives, it is not legally binding; as such, the industry representatives involved in its development can accept no liability or responsibility for any injury, loss, damage, or any other claims caused by or resulting from any inaccuracy in or incompleteness of the document.

1. INTRODUCTION

PURPOSE

StayLive adopts the Safety Manual – Electricity Industry (SM–EI) rules as its essential safety requirements for the control of hazards.

The Assurance process supports the Work Control Procedures.

This document defines the procedures for requesting, sending and receiving Assurances.

OVERALL PHILOSOPHY

Achieving safe work practices on our worksites is conditional upon three key elements:

1. Personnel shall fully understand their individual roles and responsibilities and also an understanding of the roles and responsibilities of others.
2. Effective planning will drive efficient and safe work execution.
3. Clear, concise, and effective communication between all parties is essential to ensure the correct application of these work control procedures and the safe completion of site activities.

SCOPE AND APPLICATION

These Work Control processes are mandatory on generating plant and facilities.

These Work Control processes take precedence wherever there is an optional requirement or ambiguity with the SM–EI rules and procedures.

In this document, the following terms apply:

- “shall” indicates a requirement (mandatory),
- “should” indicates a recommendation,
- “may” indicates a permission,
- “can” indicates a capability.

STANDARD OPERATING PROCEDURES

If the implementation of these procedures results in sub-optimal or impractical outcomes, then Standard Operating Procedures (SOP) may be developed which provide an equivalent or greater standard of control of the work environment.

THE ASSURANCE

The Assurance is an administrative system between different asset owners used to confirm the agreed and defined state, of equipment not under the control of the Issuer, necessary for access or test permits.

ASSURANCE PRINCIPLES

The Assurance process shall be used where a permit requires safety measures that are not under the operational control of the permit issuer.

The Assurance relies on safety measures applied by third parties which does not always allow the receiver to physically check safety measure application. Diligence in the process is critical to achieve optimal safety.

Because it is so critical to safety, the term Assurance in the context of the Work Control Procedures is limited to use within the Assurance process only.

2. PRIMARY ROLES AND RESPONSIBILITIES

PRIMARY ROLES

Primary roles for the Assurance are:

- Requester
- Sender
- Receiver

RESPONSIBILITIES

It is the responsibility of each person, including persons scoping, scheduling, and implementing work to:

- fully understand their respective role and their associated responsibilities to provide safe access to equipment for the purposes of undertaking work
- be conscious of the hazards associated with, or introduced by, their work and have effective mitigations in place for those hazards
- plan and communicate effectively so that intentions are well understood, and risks can be effectively managed

COMPETENCY

Each defined role shall only be performed by persons meeting the competency criteria for that role or by persons undergoing training, or competency assessment, or where they are under the direct supervision of a competent person.

The asset owner is responsible for ensuring those carrying out roles in relation to Assurances are competent.

REQUESTER

It is the responsibility of the requester to ensure:

- They identify where an Assurance is required for safety measures controlled by a third party
- They liaise with any third party ensuring the Assurance requirements are agreed
- That a written request in an approved format is sent to the third party

SENDER

It is the responsibility of the Sender to ensure:

- Confirmation with the requestor that the request can be completed
- Safety measures are applied to meet the required equipment status in the Assurance request
- The Assurance form is compiled and sent to the receiver
- The safety measures remain in place until the Assurance has been returned and cancelled

RECEIVER

It is the responsibility of the Receiver to ensure:

- The Assurance statement meets the equipment status specified on the Assurance request
- the Assurance document is kept secure

ISSUER

Issuers responsibilities are as prescribed in the StayLive WCP documents for Permits, Operating Orders and Isolation Instructions.

- Controls the Assurance as an issuer applied safety measure (IASM)

The Assurance Process

PLANNING FOR AN ASSURANCE

Once parties confirm there is a need for an Assurance, respective parties agree on timing and coordination of activities including but not limited to:

- Contact details
- Timing
- Outage coordination with third parties
- All parties may exchange draft documentation, including Operating Orders ahead of time to ensure correct sequencing of operating actions
- Management of operational control

Requesting an Assurance:

When a permit requires safety measures applied to equipment controlled by a third party, an Assurance request is required.

Once the third party has been correctly identified confirm the following:

- Date & time required
- Duration
- Equipment to be covered under Assurance
- Required equipment status
- Senders contact details
- Receivers contact details
- Operational control transfer requirements
- Methods of communication

Once confirmed the Assurance request is compiled and forwarded to the third party.

Ensure the third party acknowledges receipt of this request.

Receiving an Assurance request:

On receipt of the request, confirm with the requestor the Assurance requirements can be met, or agree any changes via a new Assurance request.

SENDING AN ASSURANCE

Assurance safety measures are applied using the operating order/isolation instruction process.

Compiling the Assurance

The sender shall ensure the Assurance is compiled in full, ready for sending.

- The Assurance safety statement clearly identifies the equipment and its status
- The safety measures section identifies all safety measures applied to achieve the equipment status
- The Assurance has a unique identifier

The Assurance should be compiled at least 24 hours prior to actioning to allow sufficient time for the planning and coordination of the proposed actions, whenever practicable.

Relevant documentation is to be consulted when compiling the Assurance e.g. Assurance request, operating orders and isolation instructions.

Sending the Assurance

The following process is common for either hard copy or digital equivalent Assurances.

- Sender to verify safety statement meets the requirements of the Assurance request
- Completes senders' details section of the Assurance form
- Once the Assurance is sent, sender verbally verifies receiver has received the Assurance.
- Record receivers' details and method of communication
- Record the Assurance status in the log
- Ensure appropriate version control is maintained, and the current version is kept secure

Methods for Sending and Receiving Assurances

In person

The Sender has two copies of the Assurance and provides one to the Receiver.

Receiver checks the safety statement and verifies safety measures if possible.

The Sender and Receiver complete their respective name, time and date fields on both copies.

Remotely

When an Assurance cannot be Sent and Received in person, the following methods can be used to ensure relevant and correct information is included, acknowledged, and confirmed. For example;

- The Senders completed copy can be sent to the Receiver remotely. The Receiver would confirm the details with the Sender using real time verbal communication then sign the acceptance section
- If a digital copy cannot be Sent, a real time verbal communication process may be used where blank Assurance forms are populated by the Sender and Receiver.

RECEIVING AN ASSURANCE

Upon receiving an Assurance, the Receiver shall complete the following:

- Confirm the safety statement meets the requirements of the Assurance request.
- Contact the sender and acknowledge receipt of the Assurance using real time verbal communication
- Complete the receivers' details
- Ensure the receipt of the Assurance is logged
- Secure the Assurance as an IASM, lock in a lockbox
- Reference the Assurance unique number and safety statement on the IASM section of any applicable permits

RETURNING AN ASSURANCE

Before any Assurance is returned the Receiver shall confirm the following:

- Applicable permit/s are returned and cancelled or,
  applicable permits are returned for alterations where the Assurance safety measures are no longer required
- Status of equipment and Operating Order sequence allows return of the Assurance

Once the previous steps are complete, the Receiver shall

- Remove the Assurance from the lock box
- Complete the Returned By section of the Assurance
- Return the Assurance to the sender
- Contact the Sender to confirm receipt of the returned Assurance, using real time verbal communication
- Record the Assurance status in the log

CANCELLING AN ASSURANCE

Upon receiving a returned Assurance, the Sender shall complete the following steps:

- Ensure the Returned By section of the Assurance has been completed
- Verbally confirm in real time with the Receiver that the Assurance is no longer required and will be cancelled
- Complete the Cancellation section of the Assurance
- Record the Assurance status in the log

PROCESS FLOW CHARTS

1. Completing an Assurance Request

START

Planning Function	Identifies the need for an Assurance. Reviews and confirms the objective of the Assurance to be requested.
Planning Function	Confirms the identity of the third party to which the request will be made.
Planning Function	Confirms the request information: Date & time required, duration, equipment covered under the Assurance, required equipment status, senders contact details, receivers contact details, operational control transfer requirements and methods of communication.
Planning Function	Completes the Assurance request using the correct format. Checks the Assurance request ensuring accuracy and clarity before forwarding to the third party.
Planning Function	Contacts the third party to confirm they have received the Assurance request.
Planning Function	Considers integration of the Assurance in any operating order sequence and any transfer of operational control required so this can be coordinated, including any coordination with the third party.

2. Responding to an Assurance Request

START

Planning Function	On receipt of the Assurance request, contacts the Assurance requestor and acknowledges receipt of the request.
Planning Function	Reviews and confirms the objective of the Assurance request can be met. Confirms this with the requestor or agrees any changes that are required using a new Assurance request.
Planning Function	Considers integration of the Assurance requirements in any operating order sequence and any transfer of operational control required so this can be coordinated, including any coordination with the requestor.

3. Coordination of Operating Orders

START

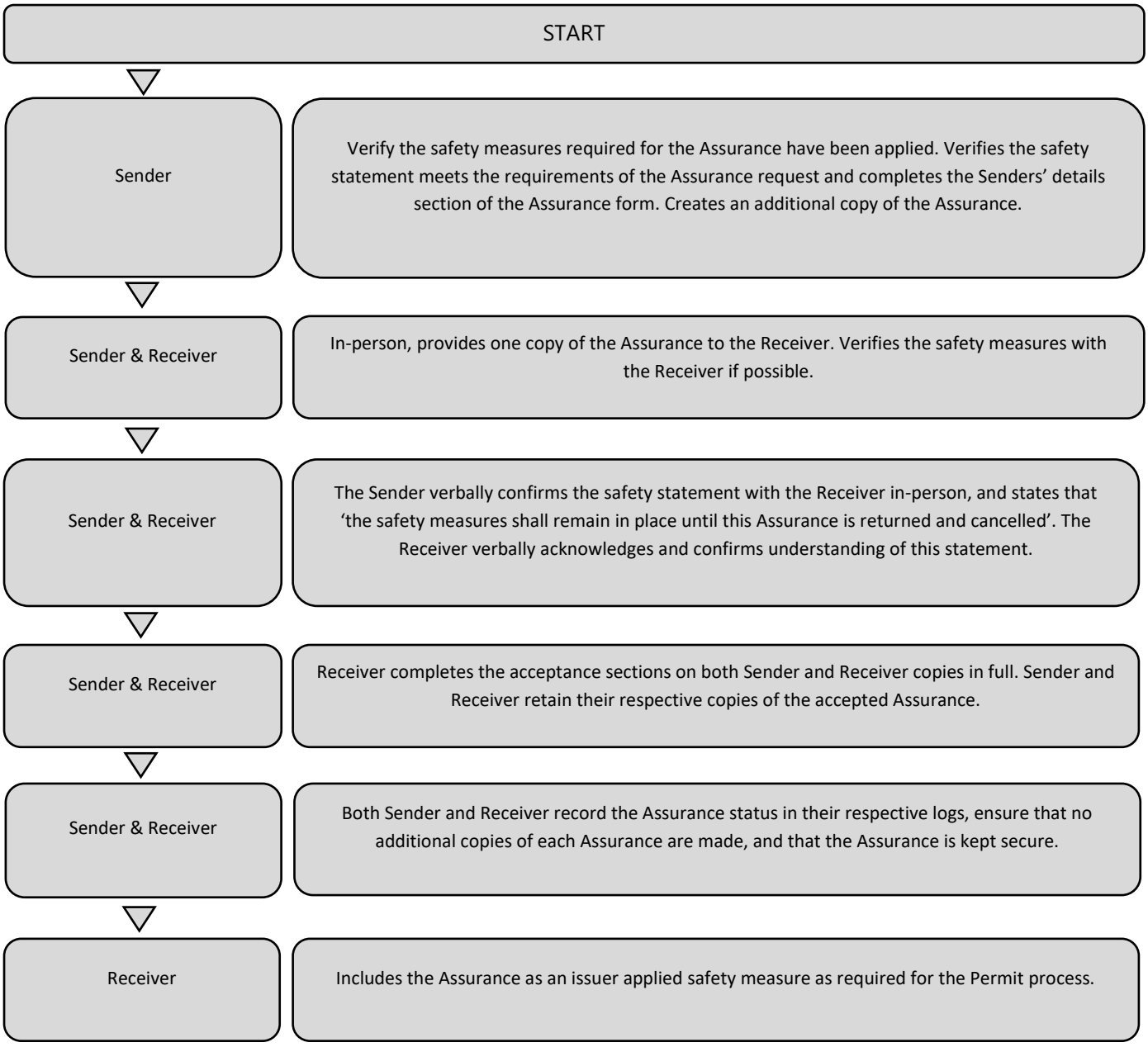
Planning Function (For Sender)	Prepares draft Assurance documentation and sends this to the Assurance requestor.
Planning Function (For Receiver)	Reviews the draft Assurance to ensure that operating order actions are sequenced correctly. Confirms this, or coordinate's any changes required with the Sender.
Planning Function (For Sender)	Confirms the draft Assurance detail and operating order sequencing is correct and that the Assurance final can be compiled.

4. Compiling an Assurance

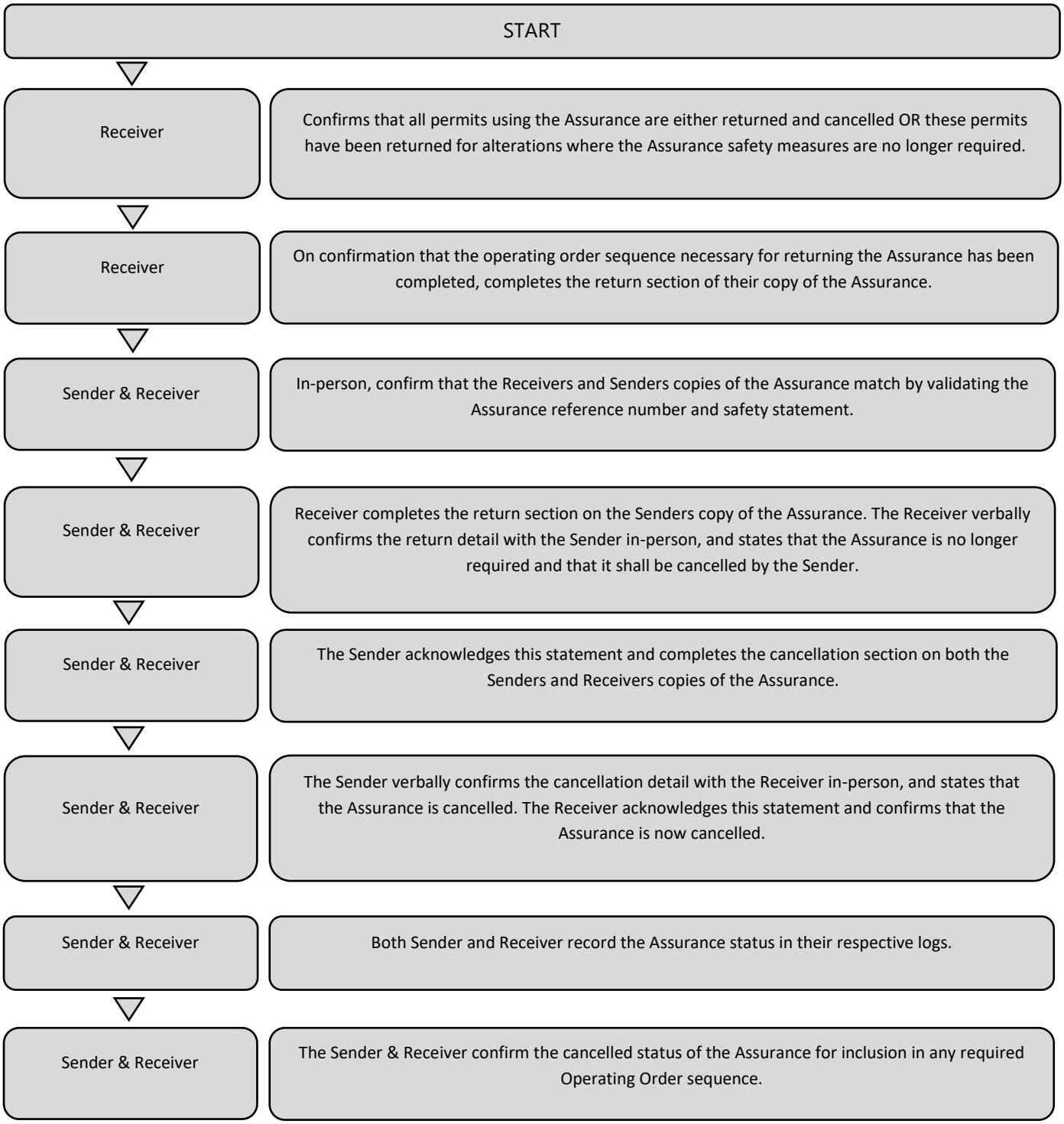
START

Sender	Using the draft Assurance as the reference, compiles the Assurance using the correct form or digital equivalent at least 24 hours prior to actioning where possible.
Sender	Ensures the Assurance safety statement clearly identifies the equipment and its status, the safety measures section identifies all safety measures applied to achieve the safety statement, the Assurance has a unique identifier, and that all other information is correct.
Sender	Ensures that the operating order required for the Assurance safety measures is compiled, checked and made available for actioning.
Sender	When actioning the operating order required for the Assurance safety measures, ensures that the isolations required for the Assurance are treated as issuer applied safety measures, the keys secured in a lockbox and lockbox protocols applied.

5. Sending and Receiving an Assurance in Person



6. Returning and Cancelling an Assurance in Person



7. Sending and Receiving an Assurance Remotely

START

Sender	Verifies the safety measures required for the Assurance have been applied. Verifies the safety statement meets the requirements of the Assurance request and completes the senders' details section of the Assurance form.
Sender & Receiver	The Sender sends a digital copy of the Assurance to the Receiver. The Sender contacts the Receiver and verbally confirms receipt of the Assurance.
Sender & Receiver	The Sender confirms the safety statement with the Receiver using real time verbal communication and states that 'the safety measures shall remain in place until this Assurance is returned and cancelled'. The Receiver verbally acknowledges and confirms understanding of this statement.
Sender & Receiver	Receiver completes the acceptance section on their copy of the Assurance. The Receiver verbally confirms the acceptance detail with the Sender.
Receiver	The Receiver sends a digital copy of the accepted Assurance to the Sender.
Sender & Receiver	The Receiver contacts the Sender and confirms receipt of the accepted Assurance using real time verbal communication. The Sender archives or strikes out previous version of the Assurance and retains this accepted copy of the Assurance as the correct and current version.
Sender & Receiver	Both Sender and Receiver record the Assurance status in their respective logs, ensure that no additional copies of the Assurance are made, that appropriate version control is maintained, and that the Assurance is kept secure.
Receiver	Includes the Assurance as an issuer applied safety measure as required for the Permit process.

8. Returning and Cancelling an Assurance Remotely

START

Receiver	Confirms that all permits using the Assurance are either returned and cancelled OR these permits have been returned for alterations where the Assurance safety measures are no longer required.
Receiver	On confirmation that the operating order sequence necessary for returning the Assurance has been completed, completes the return section of their copy of the Assurance.
Receiver	The Receiver sends a digital equivalent of the returned Assurance to the Sender.
Sender & Receiver	The Sender contacts the Receiver and confirms receipt of the returned Assurance using real time verbal communication. The Receiver verbally confirms the return detail with the sender and states that the Assurance is no longer required and that it will be cancelled.
Sender	The Sender verbally acknowledges this statement, archives or strikes out previous version of the Assurance and retains this returned copy of the Assurance as the correct and in progress version. The Sender completes the cancellation section of this copy of the Assurance.
Sender	The Sender sends a digital equivalent of the cancelled Assurance to the Sender.
Receiver	The Receiver contacts the Sender and acknowledges receipt of the cancelled Assurance and cancellation detail using real time verbal communication. The Receiver archives or strikes out previous version of the Assurance and retains this cancelled copy of the Assurance as the final version.
Sender & Receiver	Both Sender and Receiver record the Assurance status in their respective logs.
Sender & Receiver	The Sender & Receiver confirm the cancelled status of the Assurance for inclusion in any required Operating Order sequence.

9. Sending an Assurance Verbally

START

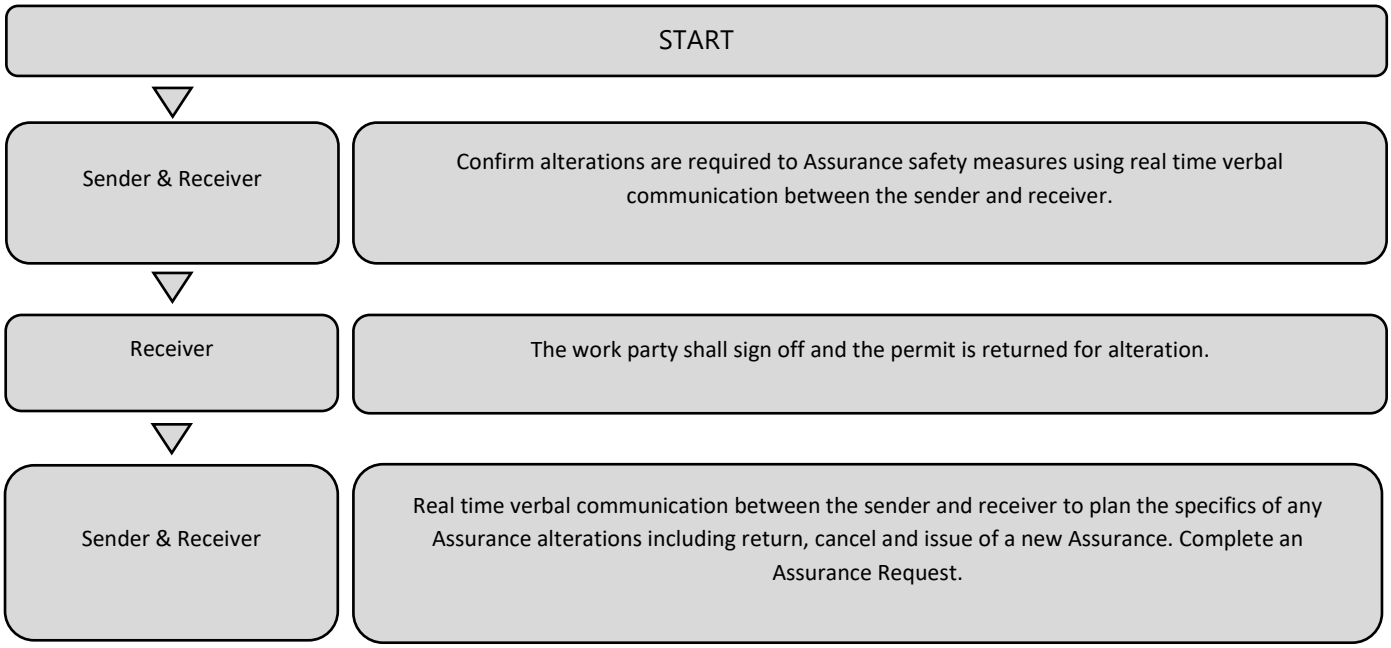
Sender	Verify the safety measures required for the Assurance have been applied. Verifies the safety statement meets the requirements of the Assurance request and completes the senders' details section of the Assurance form.
Sender & Receiver	The Sender contacts the Receiver and using real time verbal communication, dictates the Assurance detail to the Receiver. The Receiver records this detail on a blank Assurance form or digital equivalent and verbally confirms the information recorded with the Sender.
Sender & Receiver	The Sender confirms the safety statement with the Receiver using real time verbal communication and states that 'the safety measures shall remain in place until this Assurance is returned and cancelled'. The Receiver verbally acknowledges and confirms understanding of this statement.
Sender and Receiver	Receiver completes the acceptance section on their copy of the Assurance. The Receiver confirms the acceptance detail with the Sender using real time verbal communication. The Sender verbally acknowledges this and records the information on their copy of the Assurance.
Sender and Receiver	Both Sender and Receiver record the Assurance status in their respective logs, ensure that no copies of the Assurance are made, that appropriate version control is maintained, and that the Assurance is kept secure.
Receiver	Includes the Assurance as an issuer applied safety measure as required for the Permit process.

10. Returning and Cancelling an Assurance Verbally

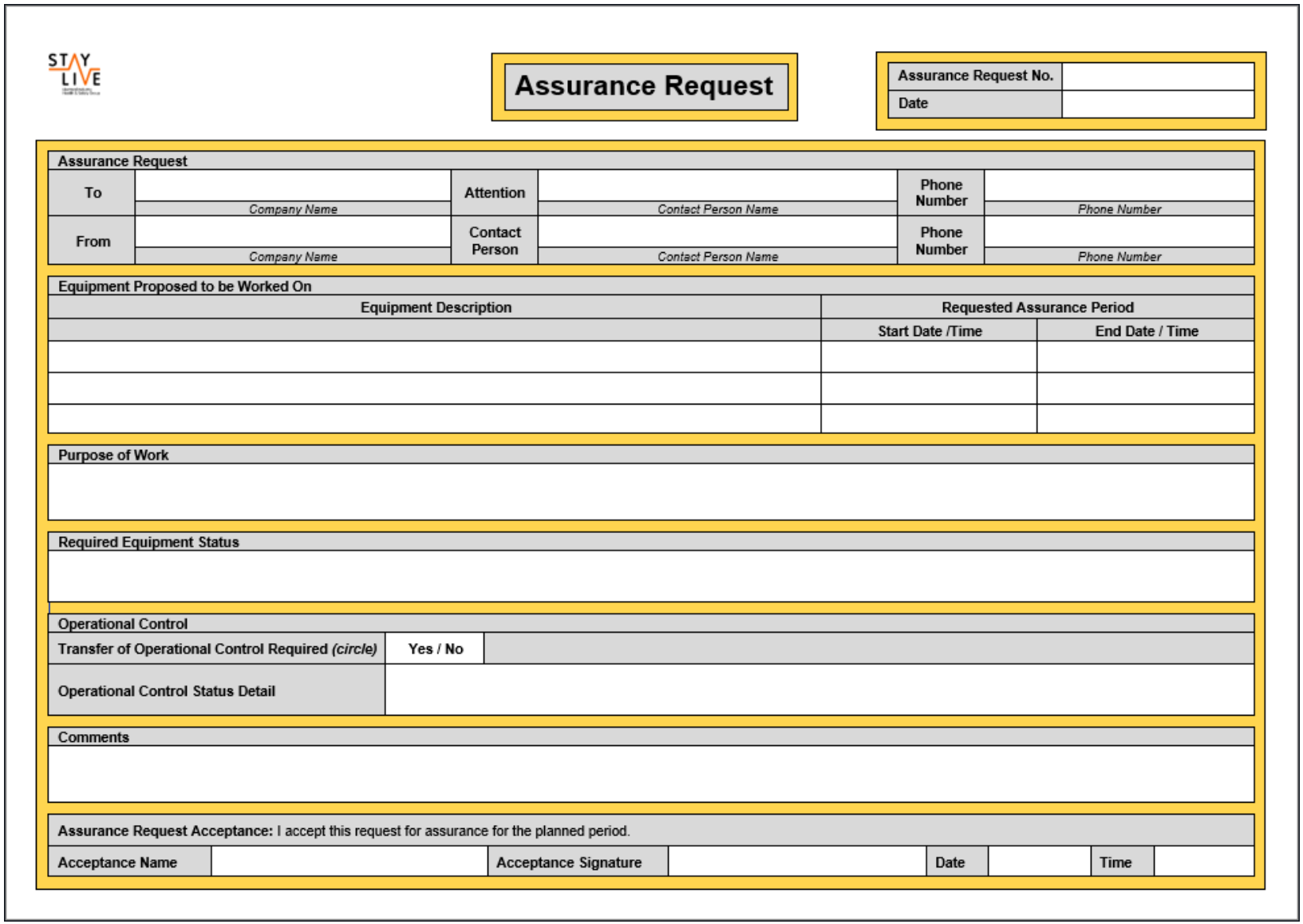
START

Receiver	Confirms that all permits using the Assurance are either returned and cancelled OR these permits have been returned for alterations where the Assurance safety measures are no longer required.
Receiver	On confirmation that the operating order sequence necessary for returning the Assurance has been completed, completes the return section of their copy of the Assurance.
Sender & Receiver	The Receiver contacts the Sender and using real time verbal communication, confirms that the Receivers and Senders copies of the Assurance match by validating the Assurance reference number and safety statement.
Sender & Receiver	The Receiver dictates the Assurance return detail to the Sender. The Sender records this return detail on their copy of Assurance form or digital equivalent and verbally confirms the information recorded with the Receiver.
Sender & Receiver	The Receiver verbally states that the Assurance is no longer required and that it shall be cancelled by the Sender.
Sender	The Sender verbally acknowledges this statement and completes the cancellation section on their copy of the Assurance.
Sender & Receiver	The Sender dictates the Assurance cancellation detail to the Receiver. The Receiver records this cancellation detail on their copy of Assurance form or digital equivalent.
Sender & Receiver	The Sender confirms the cancellation detail using real time verbal communication and states that the Assurance is cancelled. The Receiver acknowledges this statement and confirms the Assurance is now cancelled.
Sender & Receiver	Both Sender and Receiver record the Assurance status in their respective logs.
Sender & Receiver	The Sender & Receiver confirm the cancelled status of the Assurance for inclusion in any required Operating Order sequence.

11. Assurance Safety Measure Alterations



ASSURANCE FORMS



Assurance Request

Assurance Request No.	
Date	

Assurance Request

To	*Company Name*	Attention	*Contact Person Name*	Phone Number	*Phone Number*
From	*Company Name*	Contact Person	*Contact Person Name*	Phone Number	*Phone Number*

Equipment Proposed to be Worked On

Equipment Description	Requested Assurance Period	
	Start Date /Time	End Date / Time

Purpose of Work

Required Equipment Status

Operational Control

Transfer of Operational Control Required *(circle)*	Yes / No	
Operational Control Status Detail		

Comments

Assurance Request Acceptance: I accept this request for assurance for the planned period.

Acceptance Name		Acceptance Signature		Date		Time	

Figure 1: Example of Assurance Request

Assurance

Assurance Number	
Lockout Box	

SAFETY STATEMENT

I		**of**		**send this ASSURANCE to**		**of**	
	Senders Name		*Company Name*		*Receiver Name*		*Company Name*
that the							
	Equipment Description						
is in the following state		**in the**		**network at**			
	Isolated, Earthed, Disabled, etc.		*Company Name*		*Location*		

Signature		Date		Time		Hand / Verbal / Digital

and confirm that the safety measures listed below shall remain in place until this ASSURANCE is returned and cancelled

SAFETY MEASURES

Item No	Equipment Code	Isolation Point	Isolation Method	Lock No.

ACCEPTANCE
I understand that the the equipment detailed above is in the state described, and that the safety measures listed will remain in place until this Assurance is returned.

RECEIVERS Details:	Name		Signature		Date		Time		Hand / Verbal / Digital

RETURN
I now return this **ASSURANCE.** The safety measures on the on the equipment listed above are no longer required and this Assurance can be cancelled.

Returned By:	Name of Receiver		Signature		Date		Time	

CANCELLATION
This **ASSURANCE** is now cancelled and the safety measures can be removed.

Cancelled By:	Name of Sender		Signature		Date		Time	

Figure 2 Example of Assurance

WCP GLOSSARY

Terms	Definition
Access Permit [AP]	A Works Management System used to present out of service equipment in an agreed and defined state for work, using issuer applied safety measures, where the work does not include the introduction of primary energy sources, test voltages or potentially lethal hazards.
Actioner	The competent person physically carrying out actions defined in the operating order or isolation instruction.
Allocate	To pass from one operating employee to another the instructions for carrying out defined operating actions.
Approved	Having an asset owner's or employer's endorsement for a specified function or purpose.
Asset Owner [AO]	A participant in the electricity supply industry who owns plant or equipment used for generating or conveying electricity ultimately responsible for safety at site.
Assurance	The Assurance is an administrative system between different asset owners used to confirm the agreed and defined state, of equipment not under the control of the Issuer, necessary for access or test permits.
But Note That:	Field on a permit where the Issuer indicates any remaining hazards.
Checker	The second competent person that verifies the draft operating order or isolation instruction sequence and content achieves the objective.
Competent	Has the necessary ability, knowledge, and skill to carry out work safely and to the quality and standard required.
Compiler	The competent person developing a draft operating order or isolation instruction.
Conductor	Material used for the conveyance of electricity.
Daily Meetings	A meeting to communicate the key aspects for the intended work.
De-energised	Not connected to or containing a source of energy, e.g., electrical, steam, compressed air, hydraulic.
Departing Recipient	The Recipient of a Permit that is to be transferred to a New Recipient.
Entry Approval Competence	Competence for unsupervised access to a site.
Earthed	Effectively connected to the general mass of earth.
Earthing Device	An approved device to effectively connect equipment to the general mass of earth.
Earth switch	A switch that when closed provides an electrical connection between equipment and the general mass of earth.
Energised	Connected to or containing a source of energy, e.g., electrical, steam, compressed air, hydraulic.
Equipment	Electrical and mechanical apparatus and civil infrastructure, which is typically fixed in location, and used for generation, transmission, or distribution of electricity.
Extra Low Voltage [ELV]	Any voltage normally not exceeding 50 volts AC or 120 volts ripple-free DC.
Gate	Spillway, sluice, headgate, control gate or valves performing the same (or similar) function.
General Work	A Minor Works Management System, applied to manage work that presents no risk to equipment operation, or resource consent compliance.
Generation Controller (Function)	An employee at a Generation Control Centre with Point of Control for plant operation within their area of responsibility.

Hazard	Anything that can cause harm, including a person's behaviour, that has the potential to cause death, injury, or illness to a person.
High Voltage [HV]	Any voltage exceeding 1000 V ac. or 1500 V dc.
In Service	The state of equipment that is not isolated: and is in a state to perform its designated function.
Isolated	Deliberately disconnected from external sources of harm, e.g., energy (electrical or mechanical) or asphyxiating, toxic or flammable gas, and rendered incapable of being reconnected without deliberate action.
Isolation (De-isolation) Instruction	An Isolation (De-isolation) Instruction is a list of non-sequential operating instructions compiled in an approved format required to isolate or de-isolate defined plant or equipment.
Isolation Point	A location designed as a facility to safely disconnect, separate, or provide a barrier between an energy source and intended work area for any work management system.
Issuer	A competent worker that administers WA/AP/TP and Assurance documentation as prescribed within Issuer responsibilities.
Issuer Applied Safety Measures [IASM]	Safety measures under a Work Management System applied by, or on behalf of the issuer for work or testing on equipment presented in a defined state, removed from and unavailable for service.
Hazard ID and Risk Management Process	Summary of work scope, associated hazards and their controls and work party acknowledgement, understanding and compliance with these controls. Includes Job Safety Analysis and Worksite Safety Plans.
Limited Testing	Limited testing is permitted under an AP, but only after a risk assessment has been completed to ensure such testing has insufficient capacity to cause harm.
Live	Connected to a source of electrical supply or subject to hazardous induced or capacitive voltage.
Live Work	Work performed inside the minimum approach distance of equipment that is live.
Lock Box	A lockable facility for securing keys, fuses etc. associated with safety measures controlled under a Works Management System.
Low Voltage [LV]	Any voltage exceeding 50 V ac. or 120 V ripple free dc. but not exceeding 1000 V ac. or 1500 V dc.
Main Boundary Isolation	IASM's on energy sources that form the main perimeter of isolations for a permit. These are of a nature that if altered, would introduce a safety risk to a work party.
Major Isolations	IASM's that isolate a primary or significant energy source or are of a nature that if altered would introduce a safety risk to a work party. Can be a main boundary isolation or within the perimeter.
Minimum Approach Distance [MAD]	The MAD is the minimum safe distance that workers, vehicles, and mobile plant shall be separated from live conductors to prevent the risk of accidental contact and electric shock.
Minor Works Management System [MWMS]	A system used to manage work where an access permit, or test permit is not required, and the supervisor manages the control measures. General work or a work authority is used in this context.
Daily Meeting	Meeting for all work party supervisors to meet with the asset owner to discuss and document the nature and location of each party's work and the hazards that may be created through their work.
New Recipient	A Recipient accepting a Permit via the Recipient transfer process.
Objective	The purpose or outcome required for an operating order or isolation (de-isolation) instruction.
Operating Action	An action that changes the status of equipment. Achieved automatically, manually, remotely, or actioned though an operating order or isolation instruction.

Operational Control	The assigned authority and ability to change the status of equipment.
Operating Order [OO]	A planned sequence of operating actions (or a single action) that has been compiled in an approved format.
Outage	The release of equipment or plant via a formal request and approval process.
Permit Area	The defined work area for an Access Permit or Test Permit.
Permit Competency	An employer recognition of training and experience stating a person is competent to be an AP/TP recipient, issuer, or both.
Planning Function	Roles that support planning and coordination of work.
Plant	Additional to equipment, infrastructure at or associated with a generation facility.
Plant Status Control	Measures required for managing changes to the status of plant rather than personal safety during a Work Control Procedure. Managed under RASM protocols.
Plant Outage Request [POR]	Formal request for an outage on generation equipment.
Point of Control [POC]	The responsibility from which operational control of equipment is held within an organisation.
Portable Earth	An approved portable earthing device for temporarily earthing isolated equipment.
Pre-Work Planning [PWC]	The process of developing a work plan prior to work commencing.
Primary Energy Source	The main source(s) of energy used to energise equipment e.g. live high voltage, high pressure steam, penstock pressure water
Production	Continuity of planned generation.
Receiver	The person receiving an Assurance that safety measures have been applied as requested to assets under the control of the sender.
Recipient	A competent worker that receives and manages work authorities, access, or test permits.
Recipient Applied Safety Measures [RASM]	Safety measures applied by or on behalf of the work site Supervisor for General Work, or Recipient for Work Authorities, Access, and Test Permits.
Recipient Applied Safety Measures Register	Formal record of all recipient-applied measures to ensure safe management of isolation points or plant status.
Remote Access	Access to plant and equipment systems (e.g., control, protection, communication) via a network when physically located elsewhere.
Risk	Potential exposure to situations that may affect people's health and safety, plant and equipment operation or the environment.
Safety Manual - Electricity Industry [SM-EI]	Guidance on safety practices published by the electricity supply industry.
Safety Measures	Actions taken to present equipment in an agreed state.
Safety Measure Competence	Competence to apply safety measures as specified in the applicable WCP.
Sender	The person sending an Assurance that safety measures have been applied as requested to assets under the control of the sender.
Standard Operating Procedures [SOP]	A documented and approved procedure or instructions for an established routine or specific operational activity.
State of Equipment	A description of the current status of the equipment.
Supervisor (Access Permit)	A role performed by the Recipient, or competent person(s) agreed with the Recipient, with specific responsibilities for the access permit process, safety, and integrity.

Supervisor (Test Permit)	A role performed by the Recipient with specific responsibilities for the test permit process, safety, and integrity.
Supervisor (Test Permit Work Position)	An additional role appointed by the Test Permit Recipient with specific responsibilities for work position process, safety, and integrity for every working position that the recipient of a test permit cannot supervise directly.
Supervisor (Work Party)	A role performed by a competent person at the worksite responsible for the safety, quality, and control of the work activity.
Suspension	Status of an AP when it is returned by the Recipient to the Issuer but not reissued or cancelled. A TP shall not be returned for suspension.
Switchyard	A restricted area, enclosed by a security fence or other secure boundary, containing normally energised conductors and equipment.
Tag	A label used to visually identify a safety measure or isolation point.
Test Permit [TP]	A Works Management System used to present equipment in an agreed and defined state for testing, using issuer applied safety measures, where testing includes the introduction of primary energy sources, test voltages or potentially lethal hazards. The process allows for the agreed alteration of IASM's.
The Log	A complete record of all operating actions and events, time stamped as they occur.
Third Party	Term used to describe an entity external to the organisation completing a WCP process. The terms third party, 3rd party or connected party are equivalents used in WCP documents.
Work Authority [WA]	A Minor Works Management System, for work on or near in service or available for service equipment where that work may present a risk to equipment operation or affect resource consent compliance.
Work Authority Competence [WAC]	An employer recognition of training and experience stating a person is competent to be a work authority recipient, issuer, or both.
Work Management System	A documented system to control risks for work on or near equipment which is presented in an agreed and defined state. An access permit, test permit or Assurance is used in this context.
Work Position	The location(s) where work activity is taking place.