

**Target Audience**

All Electrical Authorised **Persons, Line Managers** and **Safety Advisers**.

**Issue**

There has recently been five separate Electrical Switching Incidents where an **Authorised Person** has operated the incorrect switch after being instructed by **Infrastructure Control and Coordination Unit (ICON) Electrical**.

In all of these incidents the **Authorised Person** did not refer to written instructions immediately prior to operating the switch to ensure that they were at the correct location. These incidents have been within Substations operating High Voltage (HV) Circuit Breakers and on track operating 1500V field switches or HV Air Break Switches.

**What you must do**

When switching you shall work in accordance with the Electrical Network Safety Rules; [PR D 78203 High Voltage Operating Procedure](#), [PR D 78305 1500 Volt Operating Procedures](#) or [PR D 78401 Isolation and Energisation of Low Voltage Equipment](#);

- Operation of High Voltage, 1500V and some Low Voltage isolating devices shall be carried out under the direction of the *Electrical System Operator (ESO)*.
  - Note: With the exception of Electrical Vehicle Maintenance Centres (EVMCs).
- The Authorised Person shall confirm either that these instructions match the written switching instructions that they have, or they shall record the instructions in writing and repeat the written instructions back to ICON.
- **The Authorised Person shall then ensure that the isolating device is the correct one, by checking the location and the label on the isolating device against the written instruction.**
- The Authorised Person shall check that the isolating device is in the expected position prior to the operation
- The Authorised Person shall then carry out the agreed operation.
- After the required operation has been carried out, the Authorised Person shall advise the Electrical System Operator of the operation that has been carried out.

**Note:**

Be aware of noise and other people in the vicinity whilst carrying out any switching operation as they can be a distraction. If others are causing distraction ask them to leave the area until the switching is completed

A colleague assisting with the switching who is; Authorised, Accredited or in Training needs to be made aware of the switching arrangements.

Where practical have your phone on speaker so both the Authorised Person in charge of the switching and colleague can hear the instructions from ICON Electrical.

If you have any questions please contact the Electrical Distribution Unit (EDU).

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**Chadi Chalhoub**  
A/Executive Director SEQR