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Q. Describe the system currently in place for Work Protection at Holyrood, including the protocols for issuance of work permits.

A. The current process is a manual, handwritten system. It has strict rules and guidelines in place for creating safe work permits.

The process starts with the application for a work permit. This is sent to the Operations Department at Holyrood where an operator prepares the permit relying on memory, first-hand knowledge and experience, and documentation from previous permits, drawings, etc. The operator must also create a switching order to ensure the operators have the required tools and/or devices needed to safely isolate the equipment due for repair/upgrade.

The permit is passed to a second operator for verification. The second operator uses a series of forms and well-documented procedures to ensure the information on the original application matches the information on the permit. Once the information has been checked, the permit is assigned a unique identification number and the permit and supporting forms are filed.

The permit identification number is also assigned to a tag or a lock on each of the isolation tools and/or devices the operator will be using during the repairs/upgrade.

A trades worker will check the permit to ensure it meets the requirements for a safe work area, accept the permit and complete the job. After the job is completed, the permit is surrendered to the Operations Department at

1 Holyrood, and an operator will prepare a switching order to restore the
2 repaired/upgraded equipment to service.

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4 The work involved in creating a permit depends on the complexity and size of
5 the plant, the number of isolations required per job (from a single isolation up
6 to 150 isolations per job), and the nature of the work to be completed.

7 Creating permits is quite time consuming and tedious as it involves managing
8 large volumes of tags, locks, isolation devices, etc. and ensuring that all
9 personnel are working in a safe environment.