

Standard Operating Procedure

Title:	PPE Requirements for Work in Proximity to Electrical Equipment SOP		
Author:	Brooke Gamlin	Doc No:	Document Number Redacted
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1 Introduction and Purpose

The following in conjunction with the Arc Flash risk matrix, JHA and Electrical switching checklists /SOP's describes PPE required during routine or maintenance operations on electrical equipment across all Todd Energy facilities.

The procedure is designed to be used while carrying out Permit to Work preparation activities, particularly in [Electrical Safety Rules Manual](#).

WARNING. Must ensure equipment does not start either automatically or manually when switching activities are being performed. Effective communications with the Control room should mitigate this risk.

2 Scope

The procedure is to be used across all Todd Energy facilities where routine operations or maintenance work is performed in close proximity to the following equipment:

- High voltage (greater than 1000VAC) electrical equipment – including HV (typically 11kV-110KV) substations, switch-rooms, switchgear, Motor Control Centres, Variable Speed Drives and Distribution Boards where applicable.
- Power transformers (>90kVA) – including HV and LV cable termination compartments and ancillary equipment compartments.
- Low voltage switchgear – including substations, switch-rooms, and switchgear.
- Motor control centres – including isolation/de-isolation of incoming/outgoing circuits.
- Distribution boards – only where the primary safeguard cover is to be removed for internal access to the board (i.e., where live busbars or terminals are exposed)
- Testing of any of the above equipment to determine its energised state (live or dead)
- DC Systems.

This procedure does not cover:

- Any equipment listed above that has been removed from service for maintenance and/or proven to be electrically isolated.
- Operation of Miniature Circuit Breakers in any Distribution board where the primary safeguarding cover remains in place (i.e., there is no access to live busbars or terminals)
- Maintenance or switching of any portable or permanently connected tool, domestic or commercial appliance.
- Portable equipment.

3 References, Definitions and Abbreviations

Doc. No. TE 6200TECD72101787 Electrical Safety Rules Manual

PTW Checklist 44 High Voltage (11KV) Electrical Switching

PTW Checklist 32 Live Electrical Work

4 Safety and Competency

4.1 Personnel Requirements

All persons working within Electrical areas on site shall have a basic understanding of arc flash awareness, where and when there is a likelihood of exposure.

All persons required to use PPE above Hazard Category level 1 (Cat 1) from Arc Flash risk matrix shall be competent in the use of the PPE and have knowledge on how to carry out integrity checks of the PPE required prior to its use.

Based on work responsibility and area, people shall pass one of the KEA Arc Flash training modules as described in "Electrical Safety Rules Manual, Section 13.0". Competency will be recorded in CMS.

4.2 Permit Issuers shall be fully aware of arc flash hazards and ensure that the required controls are in place using appropriate documentation to mitigate the risk. Safety Requirements

The supervisor responsible for the work carried out using this procedure shall:

1. Determine that all personnel carrying out the work are competent to do so.
2. Ensure that the requirements contained in this procedure are communicated and understood.

The person responsible for carrying out work using this procedure shall:

1. Study the requirements in this procedure and ensure they are competent to carry out the activities they are to perform.
2. Ensure that all work is carried out in a safe manner.

5 Procedure

5.1 General

The procedure comprises of three sets of tables all of which are referenced as examples in Appendix A. Each Facility has two tables capturing the PPE requirements for the electrical equipment as per the description below, the third table, listing the required PPE equipment, applies to all facilities. Note that the information in Appendix A is included for example and training purposes only, up to date information can be found in Sauce controlled Doc's or the physical copies of the arc flash matrices located inside the switchgear rooms as well as in the permit issuer's office.

Asset Table 1 – This table lists the activities associated with the various switchboards and switchgear i.e., MSB's and MCCs. The table comprises of an activity list describing, specific tasks and conditions in the left-hand columns, and site/area/equipment items as the table column headers. The body of the table shows the Arc Flash Hazard Category of PPE required to complete the described task on the specific equipment item.

Asset Table 2 – This table lists the activities associated with 11kV/400V power transformers, on site emergency generators and DOL motors. The table comprises of an activity list describing, specific tasks and conditions in the left-hand columns, and site/area/equipment items as the table column headers. The body of the table shows the Arc Flash Hazard Category of PPE required to complete the described task on the specific equipment item.

Note: For electrical distribution boards, lighting panels, and panel boards not listed in the above-mentioned Tables, including equipment associated with DC systems, refer to tasks/equipment type tables in Appendix B

Table 3 lists the PPE equipment required for each Arc Flash Hazard Category identified in Table 1 & 2 and applies across all Facilities.

5.2 PPE Inspection Requirements

A thorough visual inspection of the arc flash PPE shall be performed prior to each use to determine obvious defects and anomalies. **All visual checks prior to use will be recorded on the arc flash PPE register, located inside the arc flash PPE lockers.**

As a minimum the visual inspection will be performed at least once per year on all arc flash PPE.

Note: HV switching gloves are sent away for external testing every 6 months Inspection date should be within last 6-month period

Should any defects be detected during normal inspection or, the equipment is exposed to arc flash the electrical TA shall be informed and arrange replacement of damaged equipment.

5.3 Identify PPE Requirement

To identify Arc Flash PPE requirements for electrical maintenance tasks, refer to the arc flash matrices which are located at the electrical equipment location and may be found in the Permit Control Facility for the asset:

- Identify the site relevant Arc Flash Task/Hazard Category matrix.
- Using the “Site/Area/Equipment” columns in the respective site Arc Flash Task/Hazard Category Matrix locate the column related to the electrical equipment to be worked on.
- Using the left-hand columns in Table 1, select the activity to be performed in the "Task Description" column, followed by the relevant equipment condition in the “Condition(s)” column.
- Where the row selected in step 2 and the column selected in step 1 intersect, the Arc Flash Hazard Category of the task is shown.
- Using the Arc Flash Hazard Category number from Table 1/2, use Table 3 to identify what PPE is to be worn while performing the task.
- Where an electrical distribution board is not listed on the matrices held at the asset Permit Control Facility, refer to the table in Appendix B for guidance.

6 Extract from KPS

Table 1 – Arc Flash Hazard Category Matrix

Task and Condition Column

Site / Area / Equipment

TASK #	TASK DESCRIPTION	CONDITION(S)	KAPUNI PRODUCTION STATION & REMOTE WELLSIT							
			KPS			KA-1 & 7			KA-2	KA-3
			MCC-1 / 2	MCC-101 / 102 (Incomer)	MCC-101 / 102	MSB-W1-1	CGG OV Panel	DB-1-W17	DB-1-W2	DB-1-W3
SWITCHGEAR ACTIVITIES										
1	Inspection of substation / switchroom		1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H
2	Inspection of equipment (switchgear, transformer, motor)		1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H
9	Operation of bus tie & outgoing CB's or switches	Local	1	N/A	1	2	N/A	1	1	1
		Remote	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Table 2 – Hazard Category PPE Matrix

Arc Flash Hazard Category

Protective Equipment	Hazard Category number			
	0/1	2	3	4+
FR Coverall (4Cal/cm ²)	√	√	√	√
12Cal/cm ² flash suit		√		
30Cal/cm ² flash suit			√	
40Cal/cm ² flash suit				√
Safety Glasses	√			
Wrap-around type arc-rated face shield*		√		
Flash suit hood*			√	√
Hard Hat	√	√	√	√
Arc Flash Gloves Category 2		√		
Arc Flash Gloves Category 4			√	√
Hearing protection		√	√	√
Safety boots/shoes	√	√	√	√
* including integral safety glasses				
√ = minimum required				
Notes:				
The combination of face-shield, safety glasses, leather gloves and non-melting underwear Clothing meeting ASTM F 1959, 2002; Standard Test Method for Determining the Arc Rating of Face Protective Products; is tested to determine the arc energy level at which the material provides adequate protection.				

Example No. 1 (Using the table extract above)

Electrical isolation is required on the KPS Reboiler Pump, P-5012A. The pump is to be switched off at the MCC cell, and an isolation tag fitted. Pump motor is supplied from the MCC-101/102.

Using the left-hand column of the example KPS Table 1 (Appendix A) the task will be “Operation of bus time & outgoing CBs or switches” (circled in red) As the operator is required to switch the motor at the MCC cell, the condition will be “Local”.

Using the column headers in the KPS Table 1, we find the column related to “KPS, MCC-101/102” (circled in red)

At the row and column intersect we find “1” (Cat 1) as the stated Arc Flash Hazard Category for the task (circled in red).

Using Table 3 (Hazard Category/PPE Matrix) we see the following PPE is required to perform the task:

Fire Retardant Overalls

Safety Glasses

Hard Hat

Safety Boots/shoes.

Note that this PPE will be required when performing the isolation, (operating the switch), and again when turning the switch back on.



Appendix 1: Example Arc Flash Matrices

Refer to HSE dept. website or copies located in MCC for up-to-date information.

KPS - Kapuni Production Station & Remote Well Sites

Table 3 – Task / Hazard Category Matrix – Switchgear Activities

KPS ARC FLASH - TASK / HAZARD CATEGORY MATRIX																		Page 22
INSTRUCTIONS																		Rev 1
1. Select activity to be performed in the "Task" column																		
2. Locate electrical equipment the activity is to be performed on		Number of Hazard category 4	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Intersect point between task & electrical equipment shows arc flash Hazard Cat. Number		Number of Hazard category 3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Use the Hazard Category number to determine minimum arc flash PPE required for the task		Number of Hazard category 2	0	0	0	3	3	0	0	0	0	0	0	3	0	0	0	0
TASK #	TASK DESCRIPTION	CONDITION(S)	KAPUNI PRODUCTION STATION & REMOTE WELLSITES															
			KPS			KA-1 & 7		KA-2	KA-3	KA-4 & 14	KA-5 & 10		KA-6 & 11		KA-8 & 12 & 15		KA-13	
			MCC-1 / 2	MCC-101 / 102 (Incomer)	MCC-101 / 102	MSB-W1-1	CGG OV Panel	DB-1-W1	DB-1-W2	DB-1-W3	DB-1-414	MSB-510	DB-1-W510	MCC-W06-1	DB-1-W611	MCC-W08-1	MSB-W812	DB-W13
SWITCHGEAR ACTIVITIES																		
1	Inspection of substation / switchroom		1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H
2	Inspection of equipment (switchgear, transformer, motor)		1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H	1 Note H
3	Inspection of outgoing isolation switches & feeder cubicles internally	Compartment door is closed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		If compartment door cannot be closed or if work is done on fixed unit	3	N/A	1	2	2	1	1	1	1	1	1	2	1	4	1	1
4	Inspection of incoming CBs and cubicles internally	Compartment door is closed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		If compartment door cannot be closed or if work is done on fixed unit	4	4	N/A	2	2	1	1	1	1	1	2	1	4	1	1	
5	Inspection / measuring busbar current transformers	Complete busbar isolated	1 Note G	N/A	1 Note G	1 Note G	N/A	N/A	N/A	N/A	N/A	1 Note G	N/A	1 Note G	N/A	1 Note G	N/A	N/A
		Multiple section board with some busbars live	1 Note G	N/A	1 Note G	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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6	Access LV Switchgear control compartment (LV Relay Compartment)		N/A	1	1	N/A	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Modify protection relay settings		N/A	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	Operation of incoming CB	Local	1	1	N/A	2	N/A	1	1	1	1	1	1	1	1	1	1	1
		Remote	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9	Operation of bus tie & outgoing CB's or switches	Local	1	N/A	1	2	N/A	1	1	1	1	1	1	1	1	1	1	1
		Remote	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10	Rack in/out Incomer CB	With doors closed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		With doors open	N/A	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11	Rack in/out CB's, or removal of motor starter & outgoing feeder cubicles	With doors closed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		With doors open	3	N/A	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2	N/A	4	N/A	N/A
12	Test and measure cable connection tightness for outgoing feeders.		1 Note G	N/A	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G
13	Test incomer / bus-tie spouts are dead	Horizontal / Vertical spout configuration	1 Note A	1 Note F	N/A	1 Note C	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note B	1 Note A	1 Note E	1 Note A	1 Note A
14	Test circuit spouts are dead	Horizontal/Vertical spout configuration	1 Note D	N/A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A	1 Note A
15	Earth circuit / incomer spouts	Via earth switch that is interlocked,	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		By hand using portable earthing equipment	1 Note G	1 Note G	N/A	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G
16	Earth outgoing feeder circuit spouts	Via moving CB	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
		By hand using portable earthing equipment	1 Note G	N/A	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G
17	Check synchronism between circuits by applying synch-check on live spouts		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
18	Test insulation of cable via circuit spouts	Connecting lead to the spouts	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G
		Test itself	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G	1 Note G
19	Removal and replacement of fuses in Switch panel		N/A	N/A	N/A	1 Note C & I	N/A	N/A	N/A	N/A	N/A	1 Note I	N/A	N/A	N/A	1 Note C & E	N/A	N/A

Notes:	
Note A - Extended-Reach Test Probe shall be used as standard procedure during testing procedures.	
Note B - Extended-Reach Test Probe must be used. The probe has to be long enough to increase the working distance to at least 720mm. The length is rounded to the next size probe available.	
Note C - Extended-Reach Test Probe must be used. The probe has to be long enough to increase the working distance to at least 1070mm. The length is rounded to the next size probe available.	
Note D - Extended-Reach Test Probe must be used. The probe has to be long enough to increase the working distance to at least 1400mm. The length is rounded to the next size probe available.	
Note E - Extended-Reach Test Probe must be used. The probe has to be long enough to increase the working distance to at least 1480mm. The length is rounded to the next size probe available.	
Note F - Extended-Reach Test Probe must be used. The probe has to be long enough to increase the working distance to at least 1520mm. The length is rounded to the next size probe available.	
Note G - This assessment sheet assumes that busbar / equipment / circuit spouts previously proven to be electrically isolated, and cable discharged, therefore zero potential.	
Note H - Personnel to take note of signage and stay clear of marked area (Arc Flash Boundary) as far as possible during inspection.	
Note I - Extended-reach fuse extractors to be used as required.	
N/A = Task is not assessed since it is not applicable to the equipment being worked on.	

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Appendix 2: KPS - Kapuni Production Station & Remote Well Sites

Table 4 – Task / Hazard Category Matrix – Transformer / Motor / Generator Activities

KPS ARC FLASH - TASK / HAZARD CATEGORY MATRIX				Page 23		
INSTRUCTIONS				Rev 1		
1. Select activity to be performed in the "Task" column						
2. Locate electrical equipment the activity is to be performed on		Number of Hazard category 4	0	0	0	
3. Intersect point between task & electrical equipment shows arc flash Hazard Category Number		Number of Hazard category 3	0	0	10	
4. Use the Hazard Category number to determine minimum arc flash PPE required for the task		Number of Hazard category 2	0	0	0	
TASK #	TASK DESCRIPTION	CONDITION(S)	KAPUNI PRODUCTION STATION & REMOTE WELL SITES			
			KPS Em. Generator (MG - 150)	KPS Em. Generator (MG - 190)	KA - 1 & 7 Em. Generator (MG - 96)	
TRANSFORMERS / MOTOR / GENERATORS ACTIVITIES						
1	Inspection of Equipment Compound		1	1	1	
2	Inspection of Equipment		1	1	1	
3	Internal inspection, measurement & testing of main cable terminations	Equipment Online	1 Note D	1 Note D	3 Note D	
		Equipment Offline	1	1	1	
4	Modify auxiliary control / protection devices e.g., temperature switches, pressure switches, thermistors, control panel, startup batteries	Equipment Online	1 Note D	1 Note D	3 Note D	
		Equipment Offline	1	1	1	
5	Test & measure cable connection tightness	Equipment Online	1 Note D	1 Note D	3 Note D	
		Equipment Offline	1	1	1	
6	Test phase rotation (via terminals)	Equipment Online	1 Note A	1 Note A	1 Note C	
		Equipment Offline	N/A	N/A	N/A	
7	Test terminations are dead	Equipment Offline	1 Note A	1 Note A	1 Note B	
8	Earth main electrical terminations. By hand using portable earthing equipment	Equipment Offline	1	1	1	
9	Access LV auxiliary connection compartment (Generator interface junction box)	Equipment Online	1 Note D	1 Note D	3 Note D	
		Equipment Offline	1	1	1	
10	Insulation Resistance Testing	Equipment Offline	1	1	1	
11	Minor restoration of equipment housing	Equipment Online	1 Note D	1 Note D	3 Note D	
		Equipment Offline	1	1	1	
12	Major restoration of equipment (reusing bearings, etc)	Equipment Online	1 Note D	1 Note D	3 Note D	
		Equipment Offline	1	1	1	
13	Oil sample collection	Equipment Online	1 Note D	1 Note D	3 Note D	
		Equipment Offline	1	1	1	
		Equipment Online	1 Note D	1 Note D	3 Note D	

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14	Oil top up	Equipment Offline	1	1	1
15	Oil reconditioning	Equipment Online	1 Note D	1 Note D	3 Note D
		Equipment Offline	1	1	
16	Inspection of equipment isolator / CB internally	Equipment Online	1 Note D	1 Note D	3 Note D
		Equipment Offline	1	1	1
17	Inspection / measuring busbar current transformers	Equipment Online	1 Note D	1 Note D	3 Note D
		Equipment Offline	1	1	1
18	Operation / inspection of local start / stop generator Local Control	Equipment Online	1	1	1
Notes:					
Note A - Extended-Reach Test Equipment shall be used as standard procedure during testing procedures.					
Note B - Extended-Reach Test Equipment must be used. The probe has to be long enough to increase the working distance to at least 940mm. The length is rounded to the next size probe available.					
Note C - Extended-Reach Test Equipment must be used. The test equipment shall be connected whilst the generator is offline. The test will be conducted with a working distance of greater than 940mm. Generator to be de-energised before test equipment is removed.					
Note D - This equipment is running only occasionally hence it is safer and more preferable to perform this task when the equipment is offline.					
N/A = Task is not assessed since it is not applicable to the equipment being worked on.					

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Appendix 3: Example Hazard Category/PPE Matrix

Refer to HSE dept. website or copies located in MCC for up-to-date information.

Table 5 - ARC FLASH MANAGEMENT SYSTEM – Hazard Category/PPE Matrix

Protective Equipment	Hazard Category (Cat) number			
	0/1	2	3	4+
FR Coverall (4Cal/cm ²)	√	√	√	√
12Cal/cm ² arc flash suit		√		
40Cal/cm ² arc flash suit			√	√
Safety Glasses				
Wrap-around type arc-rated face shield		√		
Flash suit hood			√	√
Hard Hat	√	√		
Category 2 Arc Flash Gloves (or leather gloves)		√		
Category 4 Arc Flash Gloves (or leather gloves)			√	√
Standard Tools Energy gloves	√			
Hearing protection		√	√	√
Safety boots/shoes	√	√	√	√

√ = **minimum** required Notes:

The combination of face-shield, safety glasses, leather gloves and non-melting underwear (T-shirt and shorts) plus either FR coverall or shirt and trousers (pants) gives protection up to and including hazard category 2 i.e., 8Cal/cm² – per NFPA 70E table 130.7(C)(10).

Clothing meeting ASTM F 1959, 2002; Standard Test Method for Determining the Arc Rating of Face Protective Products; is tested to determine the arc energy level at which the material provides adequate protection.

Appendix 4 – Distribution Boards, Lighting Panels and Panel Boards

For electrical boards not listed in any of the matrices at the asset Permit Control Facility, refer to the following tables.

Table 6 – Distribution Boards, lighting panels, and panel boards rated 240Vac and below ¹

Task	Hazard/ Risk Category
Circuit breaker (CB) or fused switch operation with covers on	1
CB or fused switch operation with covers off	1
Work on energized parts, including voltage testing	1
Remove/install CBs or fused switches	1
Removal of bolted covers (to expose bare, energized parts)	1
Opening hinged covers (to expose bare, energized parts)	1

Table 7 – Distribution Boards, lighting panels, and panel boards rated >240Vac and up to 600Vac (with moulded case or insulated case circuit breakers) ¹

Task	Hazard/ Risk Category
CB or fused switch operation with covers on	1
CB or fused switch operation with covers off	1
Work on energized parts, including voltage testing	1

Table 8 – Battery Chargers, Battery Banks and Distribution Boards associated with DC distribution systems rated >12VDC and up to 240VDC.

Task	Hazard/ Risk Category
CB or fused switch operation with covers on	1
CB or fused switch operation with covers off	1
Work on energized parts, including voltage testing	1

¹ Table referenced from NFPA 70E, 2004 Edition, Table 130.7(C)(9)(a) – Hazard/Risk Category Classifications

Revision and Approval Details

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2	31/05/2023 10:01:43 AM	Approved for Use	Melissa Lowry	Dion West;Kevin Blundell	1/05/2023 12:00:00 AM	Peter Martin	30/05/2023 3:01:04 PM	3/05/2023 8:12:11 AM
3	12/07/2023 10:44:11 AM	Approved for Use	Brooke Gamlin	Peter Martin;Stephanie Richardson	5/07/2023 12:00:00 AM	Peter Martin	11/07/2023 2:22:12 PM	5/07/2023 11:42:53 AM

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