



STANDING INSTRUCTION FOR ELECTRICAL EQUIPMENT

ORIGINAL (Page 1 of 2)

Complete precisely and legibly in **BLOCK CAPITALS** using **BLACK** or **BLUE** ink

PART 1: ISSUE - To be completed by the Originating Authorised Person (Electrical)

To: Employed by:

This Standing Instruction is issued in accordance with the Rules and Procedures set out in STFC Safety Code 34 (Electrical Safety)

Issue Date: Expiry Date: (No more than 3 years from date of issue)

Location of equipment

Identity of equipment
covered by this Instruction

Operating Voltage V A.C. ☐* D.C. ☐*

* Tick box as appropriate

Tasks or switching operations to be undertaken on the equipment specified above:

Circumstances under which the above tasks or switching operations are to be undertaken, special instructions, and safety measures:

Signed: (Authorised Person) Print Name:

Contact Tel. No. Date:/...../..... Time::.....

PART 2: APPROVAL (for Live Working) - To be completed by the Authorising Engineer (Electrical)

I declare that it is unreasonable for the purposes of inspection, fault finding, and testing of equipment, and topping up of batteries, for the above equipment to be made dead; **and** it is reasonable in the circumstances for the prospective Person in Charge to work on or near the equipment whilst it is live; **and** suitable precautions (including, where necessary, the provision of suitable protective equipment) have been specified to be taken to prevent injury; **and** I hereby give permission for the specified tasks to proceed.

Signed: (Authorising Engineer) Date:/...../.....

Print Name: Time::.....

PART 3: ACKNOWLEDGEMENT - To be completed by other Authorised Persons (Electrical) appointed for the system of which the equipment forms part (attach additional sheets where required)

I, being an Authorised Person (Electrical) appointed for this equipment or system, hereby acknowledge the issue of this Standing Instruction.

Signed: (Authorised Person) Print Name:

Signed: (Authorised Person) Print Name:

Signed: (Authorised Person) Print Name:

PART 4: RECEIPT - To be completed by the prospective Person in Charge

- I, the prospective Person in Charge named above, acknowledge receipt of this Standing Instruction, have been shown and had explained to me the equipment to which this Instruction refers, and confirm that I fully understand the tasks or switching operations listed above and the circumstances under which they are to be undertaken.
- I understand that, where deemed necessary by the Authorising Engineer (Electrical) or by any Authorised Person (Electrical) listed above this Standing Instruction may be withdrawn before the expiry date.

Signed: (Person in Charge) Print Name:

Contact Tel. No. Date:/...../..... Time::.....

THIS INSTRUCTION IS NOT VALID UNTIL ALL PARTS ARE SIGNED



STANDING INSTRUCTION FOR ELECTRICAL EQUIPMENT

DUPLICATE (Page 1 of 2)

Complete precisely and legibly in BLOCK CAPITALS using BLACK or BLUE ink

PART 1: ISSUE - To be completed by the Originating Authorised Person (Electrical)

To: Employed by:

This Standing Instruction is issued in accordance with the Rules and Procedures set out in STFC Safety Code 34 (Electrical Safety)

Issue Date: Expiry Date: (No more than 3 years from date of issue)

Location of equipment

Identity of equipment
covered by this Instruction

Operating Voltage V A.C. ☐* D.C. ☐*

* Tick box as appropriate

Tasks or switching operations to be undertaken on the equipment specified above:

Circumstances under which the above tasks or switching operations are to be undertaken, special instructions, and safety measures:

Signed: (Authorised Person) Print Name:

Contact Tel. No. Date:/...../..... Time::.....

PART 2: APPROVAL (for Live Working) - To be completed by the Authorising Engineer (Electrical)

I declare that it is unreasonable for the purposes of inspection, fault finding, and testing of equipment, and topping up of batteries, for the above equipment to be made dead; **and** it is reasonable in the circumstances for the prospective Person in Charge to work on or near the equipment whilst it is live; **and** suitable precautions (including, where necessary, the provision of suitable protective equipment) have been specified to be taken to prevent injury; **and** I hereby give permission for the specified tasks to proceed.

Signed: (Authorising Engineer) Date:/...../.....

Print Name: Time::.....

PART 3: ACKNOWLEDGEMENT - To be completed by all other Authorised Persons (Electrical) appointed for the system of which the equipment forms part (attach additional sheets where required)

I, being an Authorised Person (Electrical) appointed for this equipment or system, hereby acknowledge the issue of this Standing Instruction.

Signed: (Authorised Person) Print Name:

Signed: (Authorised Person) Print Name:

Signed: (Authorised Person) Print Name:

PART 4: RECEIPT - To be completed by the prospective Person in Charge

- I, the prospective Person in Charge named above, acknowledge receipt of this Standing Instruction, have been shown and had explained to me the equipment to which this Instruction refers, and confirm that I fully understand the tasks or switching operations listed above and the circumstances under which they are to be undertaken.
- I understand that, where deemed necessary by the Authorising Engineer (Electrical) or by any Authorised Person (Electrical) listed above this Standing Instruction may be withdrawn before the expiry date.

Signed: (Person in Charge) Print Name:

Contact Tel. No. Date:/...../..... Time::.....

THIS INSTRUCTION IS NOT VALID UNTIL ALL PARTS ARE SIGNED



STANDING INSTRUCTION FOR ELECTRICAL EQUIPMENT

(Page 2 of 2)

Complete precisely and legibly in **BLOCK CAPITALS** using **BLACK** or **BLUE** ink

Part 5a: YEAR 2 REVIEW - to be completed by the Originating Authorised Person or replacement

I confirm that, as the Originating Authorised Person (Electrical) or replacement, this Standing Instruction has been reviewed and is still required. The details described in Parts 1 and 2 are still valid and correct. This Standing Instruction will be reviewed again within 12 months unless formerly cancelled.

Signed: Print Name: Date:/...../.....

Part 5b: YEAR 3 REVIEW - to be completed by the Originating Authorised Person or replacement

I confirm that, as the Originating Authorised Person (Electrical) or replacement, this Standing Instruction has been reviewed and is still required. The details described in Parts 1 and 2 are still valid and correct. This Standing Instruction will be formerly cancelled within 12 months and renewed if required.

Signed: Print Name: Date:/...../.....

Part 6: CANCELLATION - to be completed by all Authorised Persons (Electrical) appointed for the system of which the equipment forms part

- 1) The Original sheet of Parts 1, 2, 3, & 4 has been returned to me and destroyed.
- 2) This Standing Instruction is cancelled.

Signed: (Originating Authorised Person) Date:/...../.....

Print Name: Time::.....

All Authorised Persons (Electrical) appointed for the system of which this equipment forms part are to annotate below that they are aware of this cancellation.

Signed: (Authorised Person) Print Name:

Signed: (Authorised Person) Print Name:

Signed: (Authorised Person) Print Name:

Signed: (Authorised Person) Print Name:

Signed: (Authorised Person) Print Name:

Signed: (Authorised Person) Print Name:

Signed: (Authorised Person) Print Name:

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Signed: (Authorised Person) Print Name: