

GUIDANCE - HOW TO USE THE WIND TURBINE SAFETY RULE (WTSR) DOCUMENTATION

A set of unbranded documentation has been developed to enable BWEA member companies (Company A) to be guided and supported through the implementation of Wind Turbine Safety Rules. This documentation has been developed by the BWEA WTSR Review Group and consists of standard documentation which can be developed and branded by individual members to reflect exactly how the rules will work within their organisations.

This guide describes each document in terms of its content and how it should be used in the implementation of the rules.

DOCUMENT 1: INTRODUCTION OF WIND TURBINE SAFETY RULES

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DOCUMENT 2: GUIDANCE - HOW TO USE THE WIND TURBINE SAFETY RULE (WTSR) DOCUMENTATION

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DOCUMENT 3: MODEL IMPLEMENTATION PLAN

This document consists of step by step instructions that 'Company A' should follow ideally in a chronological order when implementing the WTSR's. It includes references to documents relevant at each stage.

BWEA strongly advises members to follow this plan in their implementation.

DOCUMENT 4: MODEL WTSR TRAINING COURSE

This document consists of a presentation which can form the basis of a training course for 'Company A' staff. It can be re-branded and developed to take account of the specific application in member companies. It is recommended that the presentation is supplemented with briefing on what management instructions have been put in place. It is hoped in future that BWEA accredited trainers can be identified.

DOCUMENT 5: MODEL AUDIT PROGRAMME FOR WTSR

This document contains a list of areas that need to be checked for compliance to ensure that the rules are being implemented appropriately. The list can be developed by 'Company A' for it to be specific to their business.

DOCUMENT 6: GUIDANCE ON THE APPLICATION OF 'COMPANY A' WIND TURBINE SAFETY RULES.

These guidance notes are intended to assist in the application of the Wind Turbine Safety Rules. No attempt is made to offer additional guidance to a requirement which is thought to be self evident, but guidance is offered when it is thought to be helpful in the interpretation of a particular requirement. The rule is highlighted in italic text and the guidance is normal text.

Managers who are responsible for the implementation of the Wind Turbine Safety Rules are advised that a satisfactory procedure should be adopted to enable amendments or revisions to be incorporated within copies of the Rules under their control.

In addition guidance has been included on:

- (i) Completion of Approved Written Procedures (AWPs)
- (ii) Training of Persons with designated responsibilities under the Rules

The guidance on the "Completion of Approved Written Procedures" appears as Addendums B1 and B2 which aim to identify the generally accepted good practice for their completion.

The Wind Turbine Safety Rules "Procedure for Appointment of Persons" defines minimum standards for training. Guidance on the structure of a formal training programme to achieve these standards is contained in Addendum C1.

DOCUMENT 7: 'COMPANY A' WIND TURBINE SAFETY RULES

This document consists of the basic WTSR's. These should be taken and 'adopted' by the member, inserting their company name in place of 'Company A' so that they have their own set of WTSR's – for example – E.ON WTSR's are basically the same as Scottish Power WTSR's except that they are branded differently. This ensures that a consistent approach is taken across the industry. It is not intended that companies or members simply use 'Company A WTSR's'.

DOCUMENT 8: WIND TURBINE SAFETY RULES SUPPORT PROCEDURES

The following documents have been produced in support of the Wind Turbine Safety Rules. Company 'A' should take account of these procedures when implementing the Rules and in the production of their Management Instructions.

- P1 'Procedure for Approval of General Provisions (GP3) Special Instructions and Other Procedures'.
- P2 'Procedure for Approval of Tools, Equipment and Processes'.
- P3 'Procedure for Objections on Safety Grounds'.
- P4 'Procedure for the Addition of Plant and Apparatus to the System'.
- P5 'Procedure for the Removal of Plant and Apparatus from the System'.
- P6 'Procedure for Appointment of Persons'.