



شركة العين للتوزيع
Al Ain Distribution Company

AADC HSEMS

Operating Instruction
Connection and Disconnection of
Assets
OI.HSEMS.02

Effective Date 10/ 01 / 2019

Procedure #: OI.HSEMS.02

Issue : 1

Revision : 0

Page 1 of 8

Approved by:

Managing Director



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Operating Instruction
Connection and Disconnection of Assets

Prepared by:

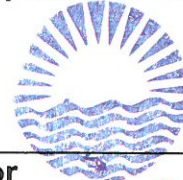

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Managing Director



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Al Ain Distribution Company

Issued by:


HSE Management System Representative

Effective Date: 10 / 01 / 2019

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TABLE OF CONTENTS

1.0 PURPOSE	2
2.0 DEFINITIONS	2
3.0 PROCEDURE	3
3.1 PREPARATION FOR THE CONNECTION OF NEW ASSET	4
3.2 CONNECTION OF A NEW ASSET	4
3.3 DISCONNECTION OF AN ASSET	5
4 REFERENCES	6
5 APPENDICES	7
5.1 ASSET CONNECTION CERTIFICATE	
5.2 ASSET DISCONNECTION CERTIFICATE	

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1. PURPOSE

This Operational Instruction (OI) is mandatory and should be read in conjunction with the AADC System Safety Rules. This OI documents the procedure to be adopted when assets are to be connected to or disconnected from the high voltage or low voltage distribution network to ensure safety from the system.

2. DEFINITIONS

For this document the following definitions apply:

Asset	An identifiable item of equipment that is part of the AADC Power or Water distribution network
Equipment	An identifiable item of equipment that has been constructed and tested but not yet connected to the AADC Power or Water distribution network.
Competent Person	A person appointed in writing that has sufficient knowledge, experience to recognize and avoid danger.
High Voltage (HV)	High voltage alternating current (AC) is above 1,000 volts or direct current (DC) over 1,500 volts.
Low Voltage (LV)	Low voltage alternating current above 50 volts and below 1,000 volts. Direct current low voltage is above 120 volts and below 1,500 volts.
Planning Team Leader	Is responsible for putting people to work on the power and water networks and has sufficient technical knowledge and experience to recognize and avoid danger. Also may prepare, issue and cancel specified safety documents (Limited Access Permit) for safety from the system, confined spaces, excavation and hot work. Authorization Category A4.
Safety Zone	An area under the control of AADC that has been made as safe as reasonably practicable for operational tasks or work to be undertaken.



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Page 4 of 8

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Managing Director

3. PROCEDURE

3.1 Preparation for connection of new asset

- 3.1.1 Before the connection of new asset, the Planning Team Leader shall ensure that the single line diagram and records of the system are updated and available.
- 3.1.2 When the status of a new asset is not in accordance with the normal operating status, as documented on the single line diagram, then this shall be recorded on the Asset Connection Certificate
- 3.1.3 The new asset shall be identifiable and have permanent labels fitted. Where network alterations take place for the connection of a new asset then durable labels shall be available for the existing network points.
- 3.1.4 All construction tools, equipment and additional earths shall be removed from the site of the new asset.
- 3.1.5 Primary earth, when applicable, shall be applied on the new asset, be recorded on the on the Asset Connection Certificate and have safety locks fitted to prevent unauthorized operation and caution notices applied.
- 3.1.6 The new asset will have danger notices prominently displayed.
- 3.1.7 All personnel shall be instructed that the asset is to be connected to the AADC network and all further work will come under the jurisdiction of the AADC System Safety Rules.

3.2 The connection of a new asset

- 3.2.1 The connection of the new asset shall be carried out in a planned shut down.
- 3.2.2 An Asset Connection Certificate shall be prepared and signed by the Planning Team Leader who has been responsible for the construction of the asset.
- 3.2.3 The Authorized Person (Operations) responsible for the connection of the new asset to the AADC distribution network shall verify that all the requirements of Section 2.1 above have been complied with and have received all the appropriate safety keys.
- 3.2.4 The Asset Connection Certificate shall be signed by the Planning Team

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Page 5 of 8

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Leader and handed to the Authorized Person (Operations) on site.

- 3.2.5 The Authorized Person (Operations) will receive the Asset Connection Certificate, sign, date and time it and from that moment will control all the equipment which will be come under the jurisdiction of the System Safety Rules.
- 3.2.6 The Planning Team Leader shall not work on or alter the operational status of the asset without the permission of the Authorized Person (Operations).

3.3 Disconnection of an asset

- 3.3.1 An asset that is to be disconnected from the distribution network shall be readily identifiable and when appropriate have an equipment name with label.
- 3.3.2 The disconnection of the asset shall be carried out in a planned shut down in accordance with the System Safety Rules. The asset shall be physically disconnected from the distribution network with the permanent removal of all electrical conductors and all possible sources mechanical energy.
- 3.3.3 The physically disconnection of the asset shall be such that all parts of the asset are outside the relevant safe distance from the network that remains energized.
- 3.3.4 On completion of the disconnection and the cancellation of the safety permit the AADC distribution network single line diagram shall be amended with the deletion of the asset.
- 3.3.5 A Disconnection Certificate shall then be issued by the Authorized Person (Operations) to enable the recovery of the disconnected asset from the site.
- 3.3.6 The dismantling and recovery of the asset from the site shall be under a prepared and documented risk assessment and method statement approved by AADC.
- 3.3.7 When the dismantling and recovery of an disconnected asset is within or near to parts of the AADC network that remain energized, then a safe zone shall be established and when required controlled with an appropriate safety document.
- 3.3.8 The Asset Disconnection Certificate shall have an original and three duplicate copies, and when signed on site the original copy shall be sent to the operation planning section, the second duplicate copy to Asset Management section and the third duplicate copy issued to the responsible person for recovery of the asset from the site. The remaining copy shall be retained in

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Page 6 of 8

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Abdulhadi Al Sheryani

Managing Director

the book. Operational Planning shall keep their copy as a record for a minimum of two years.

4. REFERENCES

- 4.1.1 Article 98 of Federal Law No. 8 for 1980 on Regulation of Labour Relations
- 4.1.2 Abu Dhabi Occupational Health and Safety Management System Framework (OSHAD-SF) – Management Systems Elements – Element 05 – Training, Awareness and Competency, Version 3.1 March 2017

5. APPENDICES

Appendix 1 Asset Connection Certificate

Appendix 2 Asset Disconnection certificate

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Page 7 of 8

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Abdullah Ali Al Sherya

Managing Director

Appendix 1 - Asset Connection Certificate



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**HSE DEPARTMENT
ASSET CONNECTION CERTIFICATE
(AADC-HSEMS-OI-002)**

Certificate Serial Number

I confirm that the construction and testing of this equipment has been completed and is now ready for connection to the AADC Distribution Network:

Location of equipment:

.....

Equipment description, name and identification number:

.....

The equipment has Primary Earths and LOTO applied at:

.....

.....

All personnel have been withdrawn from the site and informed that this equipment is now under the jurisdiction of the AADC System Safety Rules and no further work can be undertaken without an appropriate Safety Document.

Planning Team Leader Name: Signature:.....

Company Name:

Date: Time:

Acceptance of the Asset Connection Certificate.

Engineer Name: Signature:

.....

Date: Time:

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Page 8 of 8

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[Signature]

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Appendix 2 - Asset Disconnection Certificate



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**HSE DEPARTMENT
ASSET DISCONNECTION CERTIFICATE
(AADC-HSEMS-OI-002)**

Certificate Serial Number

I confirm that the following equipment is physically disconnected from the AADC Distribution Network and is no longer under the jurisdiction of the ADDC System Safety Rules.

Location of equipment:
.....

Equipment description, name and or identification number:
.....

This equipment is physically disconnected from all sources of electrical and mechanical energy at the following points:
.....
.....
.....

Authorized Person Name: Signature:

Date: Time:

The dismantling and removal from the site of this asset shall be undertaken in accordance with a documented Risk Assessment and Method Statement approved by AADC.

Acknowledged By:

Company name:

Engineer Name: Signature:
.....

Date: Time:

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