6 Oldfield Road, Salford, M5 4WB
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PROCEDURE FOR SAFE ELECTRICAL ISOLATION – Westwood Cottages Raby Street Manchester

This isolation procedure is for all competent persons who may work on an electrical system up to 1000V (as defined in BS7671 regulations). Isolation is defined as a function for cutting off the electrical supply from all, or part of an installation, in order to work on items of electrical equipment safely.

1. Prior to Work Commencing

You must seek permission or have obtained the necessary permit from MC Construction Company Ltd. You must agree the scope of the work carried out.

2. Locate the Isolation Device

You must confirm with the authorised person(s) the exact location of the correct isolation device. This can be done by physically going to the Isolation Device or by locating the device from supplied drawings and diagrams.

3. Perform Visual Check of Testing Equipment

You must check the condition of the test equipment to be used for the following: -

3.1 Are the leads and probes in good condition?
3.2 Has any of the insulation to the leads and probes been damaged?
3.3 Are the ranges correct?
3.4 Do you have a valid calibration certificate?

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4. Proving Your Test Equipment

You must check the voltage tester and prove correct operation by either:-

4.1 Using a Proving Unit
4.2 Using a known Live source

5. Lock and Secure Isolation

You must ensure you have taken appropriate steps to ensure the isolation device may not be turned on. This maybe done using lock out kits or removing fuses. Please keep any fuses removed in a safe place. If it is convenient, please use barriers/ cones to prevent unauthorised persons accessing the location of the isolation device.

6. Warning Notices

You must place warning notices in prominent places where your isolation device is located. If leaving the immediate vicinity, please ensure contact details have been left on these notices.

7. Verify You Are 'Dead'

You must check the voltage between the live conductors and earth and confirm your circuit is dead.

8. Proving Your Test Equipment

You must check the voltage tester and prove correct operation by either:-

8.1 Using a Proving Unit
8.2 Using a known Live source

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9. Commence Works

You may now carry out the scope of works agreed by the permit

10. On Completion

Once the works have been completed, carry out all required inspecting, testing and commissioning on circuits/ equipment installed and/ or maintained.

11. Remove Isolating Lock Off Device

You may remove the devices used to prevent re-energising. This must be done, unless there are specific reasons for, by the person who initially fitted the device.

12. Switch On

Switch the circuit/ equipment back on and where necessary inform person(s) affected by the isolation that the power has been re-instated.

13. Sign Off/ Close Permit

You must sign off any relevant work permit.