12 easy steps to safe isolation

Step 1
Check with the duty holder/authorised person that it is acceptable to isolate the circuit/equipment.

Step 2
Ensure that there is a 'Permit To Work' in place.

Step 3
Identify the type of supply system
- TN-S – linked main switch
- TN-C-S – linked main switch
- TT – all pole isolation – All circuits and equipment.

Step 4
Locate and identify the circuit/equipment to be isolated including any alternative sources.

Step 5
Select an approved voltage indicator device (GS 38)* this must be verified.
- On a proving unit (recommended)

Step 6
Verify the circuit/equipment is functional.
If the circuit is not operational, dead testing may be required to verify the circuit.

Step 7
Identify suitable means of isolation.

Step 8
Isolate circuit/equipment by:
- Switching off
- Double-Pole/three-phase Isolator
- Circuit-Breakers
- Withdrawing fuse.

Step 9
Fit appropriate lock off device and locks.
Person carrying out works to retain key. Fit warning label for isolation and identified work. Issue permit to work.

Step 10
Verify the circuit/equipment is isolated. Use the approved voltage indicator device to verify circuit is dead. Test between all conductors-Line-Line, Line-Neutral, Line-Earth, Neutral-Earth.
- 3 Phase = 10 tests
- 1 Phase = 3 tests

Step 11
Re-check the approved voltage indicator device is still functional
- On the same proving system as Step 5.

Step 12
Circuit/equipment should be safe to carry out the work. Always remain vigilant and recheck with voltage indicating device when moving away and returning to the circuit/equipment.

Process for re-energising the circuit/system

Step 1
After completing the work inspect and test in accordance with Part 6 BS 7671 (dead tests).

Step 2
Remove locking off devices, locks and labels and restore electrical supply.

Step 3
Complete testing (live tests). Commission circuit equipment.

Step 4
Complete and issue appropriate test certificates/reports.

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