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### 3.2.1 The Senior Nominated Person in control of an electrical Installation (SNPcEI)

An SNPcEI is ultimately responsible for the safe operation of an electrical installation, including the secondary and tertiary installations and associated electrical and non-electrical work equipment. The SNPcEI is nominated in writing by or on behalf of the organisation's highest manager for compliance with the Dutch Working Conditions Act.

1. Determines policy concerning the safe operation on and in the vicinity of the electrical installation and the safety of electrical work equipment.
2. Nominates in writing the persons who will go to work on and in the vicinity of the electrical installation.
3. Determines the manner of access regulation and control to electrical operating rooms and electrical distribution panels.
4. Determines the form and content of the reinstruction following a serious incident at the company.
5. Sets up the inspection interval and records the data in the maintenance concept.
6. Is the contact person in the crisis organisation between the persons on site and the incident manager.

### 3.2.2 The Nominated Person in control of an Electrical Installation (NPcEI)

An NPcEI is directly responsible for the safe operation of the electricity supply system insofar as it has been assigned to him. The NPcEI is thus the operational manager of this electricity supply system and is responsible for keeping it in operation; for further elaboration see Article 4. The nomination of the NPcEI occurs with the agreement of the SNPcEI concerned. The NPcEI reports to the SNPcEI, and regular mutual consultation takes place. An NPcEI may not delegate any operational installation responsibility.

#### Tasks, responsibilities and authorisations

1. The NPcEI has recent knowledge of the status of the grid that has been assigned. Up-to-date knowledge in the area of maintenance and future modifications, replacements and new build.
2. The NPcEI tests new or changed grid configurations (grids and installations) in the overall process. He does this in the design phase and on delivery. The SNPcEI decides on the concrete details. The NPcEI takes care of suitable instructions.

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3. The NPcEI has control over prioritising activities and monitors them.  
He assesses the content of the workplans and also the relationship between the work plan and the controls plans. He checks whether there is conflict with other activities, partly on the basis of controls plans in execution or pending.
4. The NPcEI determines the maximum mean time to repair (MTTR) in the event of a disruption. He also determines the ONB (Unforeseen Unavailability of an Asset) in accordance with the (ONB) process of TenneT.
5. The NPcEI does not himself carry out executive tasks. In the event of an emergency, the NPcEI has a coordinating role and is the point of contact on site for the SNPcEI.
6. The NPcEI conducts checks/audits of nominations, assignments, instructions, work equipment, safety resources, etc. An NPcEI may not delegate any operational installation responsibility.
7. In the event of access during work by Ordinary Persons, the NPcEI must have available a current instruction.
8. The NPcEI ensures that instructions related to the area are up-to-date and available.
9. The NPcEI is responsible for the documents mentioned in Chapter 4.7 being available and correct and being able to be viewed at the correct location.
10. The NPcEI is responsible for the correct handover of new assets, replacements and modifications, where alterations to the installation have occurred.
11. Appoints the Coordinating Nominated Person in control of the Work Activity (CNPcWA)
12. Has an assessing function in the training courses for new employees.

### 3.2.3 Nominated Person in control of the Work Activity (NPcWA)

Person nominated as direct responsible for the safety of the electrical work and non-electrical work on or in the vicinity of electrical installations and the use of electrical work equipment.

1. Gives the orders for all work, provides the workplan, requests the CO to draw up the controls plan for the desired operating situation and takes care that the works and controls plan is submitted to the NPcEI for approval 10 working days before execution.
2. A NPcWA is ultimately responsible for the work carried out safely. Checks, among other things, whether the staff have the correct nomination and/or certificates to be allowed to carry out the work. Checks whether the work equipment has been approved, etc.

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3. Carries out the control actions by order of the CO.
4. Takes the safety measures himself, apply the safety measures and remove the safety measures.
5. Supervises himself, or appoints a Supervisor. However, the NPcWA does not hereby transfer the ultimate responsibility.
6. Appoints and instructs the Team Leader and the Supervisor.
7. Determines the nature and extent of supervision.
8. Carries out the transfer himself to the Team Leader or the Supervisor. The transfer occurs at the worksite. In the case of transfer from NPcWA to NPcWA, the CO, NPcEI and the personnel concerned must be informed.
9. Reports the work ended to the NPcEI.
10. In the case of access to work by Ordinary Persons, the NPcWA carries out the current instruction made available by the NPcEI.
11. Draws up an incident report for his own work in cases of near-incidents and incidents.
12. Carries out the instruction himself on site, or has it done by the Team Leader.
13. Repeats the instruction in the case of lengthy and/or complicated work and with new employees on site, or has this done by the Team Leader.
14. Ensures the correct use of personal protection equipment and aids.
15. Has an assessing function in the training courses for new SPs or IPs.

#### 3.2.4 Skilled Person (SP)

Person who is nominated and with relevant training and experience, with the result that he is able to recognise hazards that may be caused by electricity and to prevent them.

1. May be appointed Team Leader by the NPcWA.
2. May be appointed Supervisor by the NPcWA.
3. Is directly responsible for carrying out control actions correctly, electrical and non-electrical work, and the associated safety measures.
4. May carry out all (electrical) work, such as inspections, maintenance, adapting and exchanging installations made safe, measurements and testing.

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5. Assist the NPcWA in taking safety measures, assessing the safety measures and remove the safety measures.
6. May independently gain access to electrical operating rooms with limited and inadequately protected installations.
7. Carries out the control actions by order of the CO for manually controlled components.

### 3.2.5 Instructed Person (IP)

person who is nominated and who is sufficiently trained for specific tasks, work and the use of work equipment, with the result that he is able to recognise hazards that may be caused by electricity and to prevent them.

1. May carry out (electrical) work, such as inspections, maintenance, adapting and exchanging installations made safe, measurements and testing.
2. May be appointed Supervisor by the NPcWA.
3. May independently gain access to electrical operating rooms with adequately protected installations.

### 3.2.7 Accessible person (AP)

Person nominated and adequately trained to recognise and prevent the hazards that can be caused by electricity.

1. May carry out non-electrical work such as painting, cleaning and giving guided tours.
2. May independently provide access to electrical rooms with sufficient protected installations.
3. May, as part of the training, perform work as described in the education plan to become a IP, SP, NPcWA or NPcEI.

### 3.2.202 Team leader (TL)

Person who is nominated and who has been adequately instructed for specific tasks or work and is competent to take over the leadership of a team of employees. The Team Leader is not a nomination, but is appointed for each job by a NPcWA. The Team Leader has at least an SP nomination.

1. Provides leadership to a team of employees that carries out work on or in the vicinity of the electrical installation. May himself carry out work in the team that he leads.

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2. Is responsible on the worksite for ensuring that the team members act correctly and safely, and that the safety measures remain in place and are observed.
3. Is the contact person for the NPcWA and carries out the approved works schedule.
4. May take the safety measures and remove them by order of the NPcWA.
5. Informs the by order of the NPcWA after the work is ready.
6. Instructs the team members regarding safety measures, the planned activities and the task of the team member in the team.

### 3.2.203 Control Operator (CO)

Person who has been nominated as a person directly responsible for control actions, with these actions being coordinated from a single point.

1. The CO is responsible for operations as far as the control situation is concerned (switching status).
2. The CO draws up controls plans. He is responsible for the correct contents of them and has them tested by another CO.
3. The CO carries out control actions insofar as they can be done from a central point.
4. The CO gives orders (permission) to working employees for control actions. The CO gives permission only after he has checked that there are no conflicts with other grid-related activities or malfunction situations.
5. Is responsible for all control actions and is aware of the work that could impact operations in the assigned subsection.
6. Is authorised in the event of an outage of one or more grid connections to put the non-malfunctioning grid connection(s) back into operation based on reports.
7. Is authorised to switch off grid connections in emergencies.
8. Is responsible for activating the malfunction alert service in the event of alarms.

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### 3.2.204 Supervisor

Person who is nominated and who has been adequately instructed for specific tasks or work, as a result of which he is able to recognise dangers on the worksite and prevent them. The Supervisor has at least an IP nomination. The Supervisor is not a nomination, but is appointed for each job by a NPcWA.

1. Supervises, but does not have leadership on the worksite over the working employees and does not participate in the work.
2. Ensures that the activities are carried out in accordance with the controls plan, works schedule and/or ESIs (he does this insofar as applicable and by order).
3. Ensures that no electrical dangers can arise, that no safety measures are reversed and the activities are carried out in safety.
4. Takes note of the impact of the surroundings on the worksite and takes them into account as well.
5. Makes recommendations, issues warnings and may halt the activities.

### 3.2.205 Coordinating Nominated Person in control of the Work Activity (CNPcWA)

This role is applicable where there are several works in one grid connection at the same time, and more than one NPcWA is involved.

1. The CNPcWA coordinates the safety measures. He is responsible for ensuring that teams do not come into danger with each other, for example where a team wishes to institute its own safety measures.
2. The CNPcWA submits the draft workplan to the NPcEI.