
Operational Procedure Manual (OPM) HV/LV HTM 06-03 & HTM 06-02

Purpose of OPM

The purpose of the Operational Procedure Manual (OPM) is to have one document which contains the relevant information, relative to the Electrical Safe System of Work.

This document is a requirement of the Department of Health guidance documents HTM 06-03 & HTM 06-02. It helps to demonstrate compliance with the Electricity at Work Regulations 1989.

The manual can also be useful as defence, should an electrical incident occur.

OPM contents

- Written electrical safety policy.
- Certificate of appointment issued to Competent Persons (HV), or, for the contractor's Competent Person (HV), a register of Competent Persons (HV), including details and dates of training, issue dates and review dates of certificates.
- Operational restriction/defect notices.
- Inspection report and details of any remedial work undertaken in connection with an operational restriction/defect notice.
- Cancelled operational restriction/defect notices.
- Demarcation agreement with other organisations.
- Demarcation agreement with contractors.
- Any operational agreements with a District Network Operator (DNO).

- Original copy of every approved and completed safety programme.
- Details of protective equipment, test equipment and portable earthing equipment that is kept within the establishment. This includes specifications, operators or users' instructions, maintenance instructions and, where appropriate, calibration records.
- Substation/Switchroom audits, carried out in accordance with HTM 06-03 & HTM 06-02.
- Audit of 'Safe System of Work'.

Benefits of modules

- Written policies & procedures in place.
- Legislative compliance.
- Compliance with HTM 06-03 & HTM 06-02 (NHS).
- Independent audit of systems and equipment.
- Improved audit of documentation and enforcement of safe working procedures.
- Enforcement of safe working procedures.

INTERESTED?

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