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Approval of general provisions special instructions and other procedures

Wind turbine system safety rules
Support procedure one

Edition: First | Version 1



In partnership with



SUPPORT PROCEDURE ONE

[Company A] wind turbine system safety rules procedure

Approval of general provisions special instructions and other procedures

First edition

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Version one

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FOREWORD

There are many instances in the [Company A] wind turbine system safety rules (WTSSR) where the word 'approved' is used.

All support procedures and management instructions should be approved and this may be incorporated into the [Company A] quality management system. This should be reflected in the [Company A] support procedure one.

Specific requirements for approval are also stated in other wind turbine system safety rules support procedures, as follows:

PROCEDURE

Procedure for the approval of tools, equipment and processes	P2
Procedure for objections on safety reasons	P3
Procedure for the addition and removal of safety rules to plant and apparatus	P4
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Procedure for switching, earthing and testing of high voltage apparatus	P9

Wind turbine system safety rules management instructions

The authorising engineer is responsible for the approval of approved written procedures (see WTSSR C.4 and C.5). The detailed procedure for those approvals should be defined in a management instruction.

This support procedure one should be followed when [Company A] wishes to formally sanction for use an approved procedure such as those indicated in **annex A**.

[COMPANY A] WIND TURBINE SYSTEM SAFETY RULES (FIRST EDITION) 2026

SUPPORT PROCEDURE ONE

Procedure for approval of general provisions special instructions (GP3) and other procedures

CHANGE LOG

Rev	Modification	Issue date	Page
0	New document	2026	-

Note: Where [Company A] is written, please delete and replace with relevant company name. Delete this sentence after completion of [Company A] insertion.

1 SCOPE

The procedures which must be approved in accordance with this document are as follows:

Procedure	WTSSR reference
General provision three – special instructions	GP3

2 DEFINITIONS AND ABBREVIATIONS

2.1 LIST OF DEFINITIONS AND ABBREVIATIONS

For the purposes of this procedure:

Management instruction means a procedure for use at an individual **wind farm location** or series of **wind farm locations**, that documents additional elements of the **health and safety management** systems of [Company A] that are to be applied to meet specified requirements of the WTSSR.

The '**responsible manager**' means the manager, appointed by [Company A], who will have responsibility for the **plant** and **apparatus** whenever the [Company A] wind turbine system safety rules apply to it.

2.1.1 Abbreviations used in this document

WTG – wind turbine generator

WTSSR – wind turbine system safety rules

3 APPROVAL PROCEDURE

- 3.1 Approved procedures may be headed in the manner detailed in annex A, section 1.
- 3.2 Section 1 of an **approval of procedure form** (annex A) should be submitted, together with a copy of the procedure requiring approval, to the [Company A] **health and safety manager** (or equivalent), or his/her nominee, for independent assessment.
- 3.3 The **health and safety manager** (or equivalent), or his/her nominee, should ensure that an independent assessment of the integrity of the procedure is undertaken by an appropriate person. The appropriate person will be known as the **independent assessor** and should be someone who is understood to be competent to carry out such an assessment. A list of **independent assessors**, capable of carrying out the independent assessment, should be held by the **health and safety manager** (or equivalent).
- 3.4 The **independent assessor** should consult directly with the **responsible manager** on any points of clarification required to assess the procedure as satisfactory.
- 3.5 When the procedure has been assessed as satisfactory the **independent assessor** should complete section 2 of the **approval of procedure form** (annex A) and return the form to the **health and safety manager** (or equivalent), or his/her nominee.
- 3.6 When satisfied that the independent assessment is adequate the **health and safety manager** (or equivalent), or his/her nominee, should then sign section 2 of the **approval of procedure form** (annex A) before returning it to the **responsible manager**, together with a copy of the associated procedure.
- 3.7 The **responsible manager** will sign section 3 of the **approval of procedure form** (annex A) thereby giving the associated procedure a formal approval.
- 3.8 The **responsible manager** will then issue the procedure as an **approved procedure** for use at the appropriate **wind farm** location(s) on the appropriate WTG model(s).

ANNEX A

[COMPANY A] WIND TURBINE SYSTEM SAFETY RULES (FIRST EDITION) APPROVAL OF PROCEDURE FORM

1. DETAILS OF PROCEDURE

PROCEDURE NUMBER: _____

FOR USE ON/@*: _____ (WTG model/Wind farm location*)

Plant/Apparatus: _____

Type of procedure (GP3, etc.): _____

Title of procedure (where appropriate): _____

*New procedure/*Supersedes procedure: _____

2. ASSESSMENT

I have ensured that an assessment of the named procedure has been undertaken and consider it satisfactory for certification as 'approved'.

Remarks (if any) _____

Print name: _____ (Independent assessor)

Signature: _____

Date: _____

Print name: _____ (H&S manager, or equivalent)

Signature: _____

Date: _____

3. APPROVAL AND ISSUE

Print name: _____ (Responsible manager)

Signature: _____

Date of issue: _____

* Delete as applicable.



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