Management Safety Procedure Updates:

OPSAF-13-001 (MSP 5.1) – Authorisation Procedures
OPSAF-13-003 (MSP 5.1.1) – Route to Authorisation

OPSAF-13-001 (MSP 5.1) and OPSAF-13-003 (MSP 5.1.1) have been updated and approved. These updates incorporate:

OPSAF-13-001 (MSP 5.1)

- Clarification added for timeframe from initial training and/or Stage 3 assessment to present for formal interview (3 months)
- Clarification added for quantity of interview attempts before repeating initial training and/or Stage 3 assessment (normally a maximum of two attempts)
- Clarification added for acceptable Safety Passport Card Schemes
- Clarification added for IDNO/ICP Authorisation approvals
- Clarification added for impartiality of interviewers and composition of interview panel
- Appendices 1, 2 and 6 updated

OPSAF-13-003 (MSP 5.1.1)

- Minor changes to Authorisation schedules
- Clarification added for timeframe from initial training and/or Stage 3 assessment to present for formal interview (3 months)
- Clarification added for quantity of interview attempts before repeating initial training and/or Stage 3 assessment (normally a maximum of two attempts)
- Appendix 1 updated and re-introduced

Recommendations and action points

- All persons who are responsible for seeking new or changed authorisations and those with authorised persons in their teams, should fully familiarise themselves with the detail of the revised documents beyond the bullet points above

- General questions relating to Authorisations should be directed to - HR Admin Team (AdminTeamHR@Scottishpower.com) or 0141 614 0888

- General questions relating to Authorisation training should be directed to - Technical Training Team – Internal Staff (technicaltraining@scottishpower.com) 0141 614 9980 and External Staff (training@scottishpower.com) 0141 614 0888