Sealing Policy

Scope

This policy outlines the responsibilities, requirements and procedures for Indigo Networks sealing pliers. Indigo Networks will use sealing pliers with the impression of 'IND' as the identification code and 'xxx' a unique three-digit number on the opposite side denoting which sealing plier it is. Indigo Networks will also use flag ferrules along with wire rope to seal any metering equipment at site.

Responsibility

Ordering – Indigo Networks will order sealing pliers through Maun Industries.

Issuing – The contracts manager will be responsible for issuing sealing pliers once a meter operative has been signed off as competent under Indigo Networks Competency Procedure.

Returns - Indigo Networks sealing plier returns, any returns will be checked for damage and cross-referenced against Indigo's sealing plier register.

In field - Indigo Network auditors are responsible for checking the dies as part of their on-site audit regime for any wear or damage and reporting it to senior management if required. The meter operatives also have a duty of care to ensure they look after their specific sealing pliers and to report any damages immediately to their appropriate manager.

Procedures

Re-issue - sealing pliers can be re-issued if they have been returned and are still in working order. If sealing pliers are being re-issued, Indigo Networks will use best endeavours to ensure they are issued to another meter operative in a different GSP to where they were previously allocated.

Destruction - If a pair of dies have been damaged and require destruction, Indigo Networks will return them to Maun Industries by recorded delivery and receive confirmation of destruction for record purposes.

Lost or Stolen- If a pair of sealing pliers is declared lost or stolen by the meter operative, Indigo Networks must take all reasonable measures to ensure the relevant parties are informed. For lost sealing pliers, Indigo Networks will report it to all relevant parties involved. If a pair of pliers is stolen for any reason, either the meter operative or the responsible person MUST inform the police and obtain a crime reference numbers (see crime number procedure below). Indigo Networks must also report the stolen sealing pliers to all relevant parties.

Crime Number - If a pair of pliers has been stolen as followed by the procedure above, a crime reference number should be obtained and recorded against the corresponding sealing pliers on the sealing plier matrix.

Maintenance - how to check/ It's the responsibility of the meter operative to ensure their sealing pliers are in full working order, if the deem they need repairing or replacing then Indigo Networks must adhere to their request if found true.

Sealing of Equipment

Indigo Networks shall re-seal Metering Equipment after it has removed MOCOPA Operator seals in order to carry out any work upon such Metering Equipment, including where it carries out post-commissioning testing.

All metering equipment and cut-outs must be sealed using approved sealing pliers, sealing ferrules and high tensile wire rope. The indentation created by the sealing pliers must be 100% captured on all sealing ferrules.

All sealing points must be sealed where possible. Therefore if the cut-out has two sealing lugs then both should be sealed separately and not as shown in the following photo. Likewise for double pole connecting blocks and meter test blocks etc. Basically, if a sealing lug isn't sealed, where it is clearly safe for the Operative to have done so, then that installation would fail a MOCOPA audit. Wire rope should always be neatly trimmed off next to the ferrule. Eye protection must be worn when cutting seals off or trimming back wire rope.

Sealing pliers are issued to individual Operatives and are logged against their name on Indigo Networks Sealing plier register. Sealing pliers are deemed a "high security" item and must not be allowed to fall into the wrong hands. They must only be used by the Operative they have been issued to.

Old seals and waste wire rope trimmings must be cleared up after each job.

In certain cases, a paper seal shall be adhered to the cut-out. This demonstrates that Indigo Networks Operatives have done all that is reasonably practicable with regards to sealing up the equipment after completing the job. The cut-out defect must then be communicated to the relevant DB/DNO for appropriate follow-up action.

Sealing ferrules are always meant to have two strands of wire rope pass through them. This will ensure they will pass the MOCOPA requirement of not being able to be pulled off with a tensile load strength of less than 200N (sample tests on crimped seals are carried out in an independent laboratory).

Version 1		