









## SOUTHERN COMPANY GENERATION

SCG-SH-0200

### GENERATION CLEARANCE PROCEDURE

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## 1.0 PURPOSE AND SCOPE

### 1.1 Purpose

The purpose of this procedure is to outline a uniform method and systematic approach for obtaining and releasing clearances on all hazardous energy sources to ensure the safety of all personnel working at Southern Company Generation facilities.

### 1.2 Scope

The Southern Company Generation clearance procedure applies to all persons working on equipment under the control and operation of Southern Company Generation facilities and must be strictly adhered to. This procedure shall be implemented and strictly enforced by the plant manager and plant management. All persons are responsible for following all guidelines contained within this procedure. Violation of these rules shall be considered sufficient cause for proper disciplinary action up to and including discharge.

This procedure meets all requirements set forth in 29 CFR 1910.269(d), Hazardous energy control (lockout/tagout) procedures, and 29 CFR 1910.147, The control of hazardous energy (lockout/tagout).

Generating facilities may implement site-specific instructions that supplement but do not replace this procedure. Site-specific instructions shall be reviewed and evaluated by the Generation Clearance Committee.

If a conflict arises between this procedure and the clearance forms, clearance instructions, site-specific instructions, or the Frequently Asked Questions (FAQ), the text of the procedure governs.

NOTE: Changes initiated in this revision of SCG-SH-0200 include the adoption of *double verification*. This new requirement must be implemented for all clearances at all facilities. Variance for this requirement can be requested for small work groups. In order for such a variance to be made it must be documented in the site-specific SCG-SH-0200 procedure and approved by Site Management.

## 2.0 DEFINITIONS, REFERENCES, AND RELATED DOCUMENTS

### 2.1 Definitions

**active clearance** – A clearance that has been issued, executed, and placed in the active clearance file.

**active clearance file** – A designated file or location that holds all clearances that have been issued and that are considered to be active.

**approved energy isolation devices** – Those devices (tags, cable ties, breaker clamps, etc.) specifically provided by the facility for the identification and/or control of hazardous energy sources. Where possible, tags shall be attached with self-locking, weather-resistant cable ties that can withstand a 50-lb pull.

**authorized list** – A document maintained by the facility that identifies designated employees by name and the type of clearance activity(ies) that each employee is permitted to perform. To qualify, employees must be validated through experience, training, competency testing or practical demonstration. Inclusion on the authorized list is determined at the discretion of the facility's management.

**clearance** – The process of safely shutting down, isolating, and tagging hazardous energy sources that must be properly completed in order to ensure that machines or equipment are secure and safe for maintenance, inspection, or servicing.

**clearance index** – A form that lists the clearance numbers that have been issued and the status of each clearance. A clearance index is maintained by each designated operating area.

**clearance roster** – A form used to document and track clearance holders (Individual clearance holders, Departmental clearance holders, and Subclearance holders).

**date** – All dates must be written in MM/DD/YY format. This restriction does not apply when the date is part of the clearance number.

**departmental clearance** – A clearance held by an individual for an affected department and identified on the clearance roster. A Departmental clearance is held to maintain the continuation and integrity of the clearance. No individual can perform work under a Departmental clearance. Individuals permitted to hold Departmental clearances are identified in the facility's authorized list. Based on the permissions given on a facility's authorized list, a person can release a Departmental clearance for another person.

**designated employee** – A qualified employee who can receive clearance requests, issue, and/or execute plant clearances. Designated employees are listed on a facility's authorized list.

**designated operating area** – An area or department of the plant that has the exclusive control of issuing and executing plant clearances in their specific area. Examples of designated operating areas are:

- Operations.
- Fuels.
- Laboratory.
- Individual hydro plants.
- Combustion turbine plants.
- Combined cycle plants.

**double verification** – A second designated employee from the designated operating area with the authority to execute a clearance shall verify that all steps of the clearance instructions have been correctly executed.

**electronic hold tag** – A tag, represented by an onscreen icon, that can be placed by programmable logic controllers (PLC) or other approved types of electronic control systems used to prevent the operation of any equipment or component under clearance.

**functional release for test** – The process of performing an operational check, repositioning of equipment, or minor servicing of equipment while under a clearance.

**functional release for maintenance** – The documented process and steps that must be taken by the designated operating area to safely authorize the transfer of specialized local equipment control and permission to a qualified person holding equipment under clearance, the authority to operate specific equipment in circumstances where it is required to use the normal or an alternate energy source to perform an assigned maintenance activity such as jogging, rotating, or intermittently moving the equipment.

**functional release file** – A designated file or location that holds all active functional release documents.

**functional release tag** – A blue tag used during a functional release to temporarily replace a red hold tag to provide an indication that the equipment is undergoing a functional release for test or maintenance.

**hazardous energy source** – An energy source is “hazardous” and must be contained or controlled if it is capable of causing injury. All forms of energy, electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, gravity or others have the potential to present a hazard.

**inactive clearance file** – A designated file or location that holds all completed clearance forms that have been released. Inactive clearances shall be held for 1 year.

**individual clearance** – A clearance issued that authorizes a specific individual listed on the clearance roster to perform work on the equipment under clearance.

**individual clearance holder** – A qualified employee who has been trained and evaluated on specific duties associated with the Southern Company Generation Clearance Procedure and whose name appears on the facility’s authorized list.

**minor servicing** – Performing simple adjustments to ensure that equipment is functioning properly (without having to disassemble the components being adjusted and/or expose an employee to a hazardous energy source).

**nonlisted individuals** – Individuals who intend to work on equipment held under a clearance and who are not included on the facility’s authorized list. These individuals may be unfamiliar with the equipment or lack the necessary experience or training.

**operational check** – An activity, other than maintenance, to determine if the equipment or system is functioning properly.

**personal hold tag** – A hold tag used by an employee for his or her personal protection. Personal hold tags must include the name of the employee applying the tag and the date the tag was applied. A personal hold tag can be removed only by the person who applied it or by management procedure in an exceptional situation. See [4.10, Exceptions](#), to release clearance and document the action using a [Clearance Exception Report \(Attachment D\)](#).

**plant clearance** – A clearance issued on any plant equipment up to and including the main unit disconnects and the starting station service disconnects.

**qualified employee** – An individual trained and evaluated in the Southern Company Generation Clearance Procedure. A qualified employee may request clearance and/or perform work on equipment or systems held under his or her clearance. Such personnel are approved and individually listed on a facility's authorized list.

**red hold tag** – A red tag or device used to prevent the operation of any equipment or component under a clearance.

**subclearance** – A clearance held by a qualified person for personnel whose name(s) is not on the authorized list.

**subclearance holder** – A qualified employee who holds a clearance for a person or group of people who are not on the facility's authorized list. Subclearance holders are designated by plant management and included on the facility's authorized list. Based on the permissions given on a facility's authorized list, a person can release a Subclearance for another person.

**supplemental roster** – A sheet to document and track personnel working under a Subclearance holder. The supplemental roster is a supplement to the clearance roster.

**system operator** – An operator outside of Southern Company Generation who has the responsibility to maintain the integrity of the transmission system. Electrical system clearances shall be administered according to individual operating company policies.

**temporary protective grounds (TPG)** – Devices installed by qualified personnel for the purpose of grounding electrical equipment previously energized at a voltage greater than 600 V. All TPGs installed on equipment under a plant (electrical) clearance shall be tagged with an orange TPG tag. The designated employee in the designated operating area shall record the orange TPG tags issued and returned on the TPG Tag Tracking Log (see [Attachment G, Temporary Protective Ground \(TPG\) Tag and Forms](#)).

**time** – All times are recorded as operating time, that is, central time in a 24-hour format.

## 2.2 References

29 CFR 1910.269, Electric power generation, transmission, and distribution.

29 CFR 1910.147, The control of hazardous energy (lockout/tagout).

[SCG-SH-0230, Temporary Protective Grounds](#).

### **3.0 RESPONSIBILITY**

#### **3.1 Facility Management**

Facility management is responsible for the following:

- Ensuring proper communication among all parties involved in the clearance process to maintain the safety of both personnel and equipment.
- Establishing and maintaining an authorized list. The authorized list shall include the following:
  - a. Names of all persons approved by the facility's management to accept clearance at the facility.
  - b. The various levels of clearance that a qualified employee can hold along with each person's designated area of authority.
- Making additions or deletions to the authorized list at their discretion.
- Reviewing the authorized list at least annually.

NOTES - Only those individuals whose names are on the authorized list can sign onto the clearance roster. See [Attachment A, Authorized List](#), for a sample of the form to be used to list qualified and designated employees and each person's area(s) of authority. This form is available as a separate document which can be customized for the facility.

- Ensuring control of the isolation of energy sources, as needed, while construction or demolition is underway on equipment connected to energized plant systems.
- Ensuring that, in the event of an accident or incident related to a clearance, all documentation related to the clearance, including tags, are collected and retained.

#### **3.2 Designated Employees**

Designated employees (as identified on the [Authorized List](#)) are responsible for the following:

- Receiving clearance requests.
- Ensuring a requested clearance is appropriate for the work to be performed.
- Working with the employee requesting a clearance to complete the Clearance Information Sheet of the Southern Company Generation Equipment Clearance Form.
- Issuing clearances.
- Executing clearance instructions.
- Stopping work and consulting the designated operating area if a question arises concerning a clearance.

#### **3.3 Employees Requesting a Clearance**

Employees requesting a clearance are responsible for the following:

- Ensuring the clearance is appropriate for the work to be performed.
- Working with the designated employee to complete the Clearance Information sheet of the Southern Company Generation Equipment Clearance Form.

NOTE - Only qualified employees (as identified on the [Authorized List](#)) can request a clearance.

### **3.4 Designated Operating Area**

The designated operating area is responsible for maintaining active clearance forms in the active clearance file.

### **3.5 Personnel**

Personnel are responsible for using sound judgment and ensuring complete understanding and agreement to assure the safety of all personnel involved, if conditions arise that are not covered by this procedure.

### **3.6 Clearance Holders**

All clearance holders are responsible for the following:

- Signing on and off the clearance roster when required.
- Verifying that the clearance is still active before beginning a new shift.
- Removing the TPGs and returning the orange TPG tags to the designated employee in the designated operating area.

## **4.0 REQUIREMENTS**

### **4.1 Requesting a Clearance**

Employees shall request clearance when servicing and maintaining machines and equipment in which the unexpected energization, startup, or release of stored energy from the machine or equipment could cause injury to employees.

All clearance requests shall be made to a designated employee in the appropriate designated operating area. The designated employee shall verify the employee requesting a clearance is on the facility's authorized list. The designated employee responsible for receiving the request and/or issuing the clearance and the person requesting the clearance are responsible for ensuring the clearance is appropriate for the work to be performed and shall work together to ensure the completion of the *Clearance Information* sheet of the Southern Company Generation Equipment Clearance Form (see [Attachment E, Southern Company Generation Equipment Clearance Form](#)).

NOTE - Because of the limited number of personnel at some facilities, the same person may be both the requester and the designated employee who issues the clearance.

### **4.2 Preparing and Issuing a Clearance**

A designated employee from the designated operating area shall be assigned to prepare the clearance and associated red hold tags and then issue the clearance. All clearances shall remain under the exclusive control of the designated operating area.



Hand-written information on clearance forms shall be completed in ink and be legible. Neither correction fluid nor pencil shall be used on clearance forms. To indicate a correction, designated employees shall draw a single line through the incorrect information and write the correct information above or after. All sections on the clearance form shall either be completed or marked N/A. All copies of clearance forms shall be clearly marked as copies.

The designated employee shall then:

1. Using the clearance index, determine an appropriate clearance number. See Attachment C, Clearance Numbering System.
2. Write the clearance number at the top of the Equipment Clearance Form.
3. Obtain a prewritten list of clearance and release instructions, if available, or develop the clearance instructions. These instructions shall be listed on the Equipment Clearance Form under the sections titled *Clearance Instructions* and *Release Instructions* respectively.

NOTE - Prewritten clearance instructions shall also include release instructions.

4. Ensure that all instructions and sequences are correct. The clearance instructions shall list all energy sources, the correct means of isolation, and the means of verifying their control in order to safely isolate the equipment.
  - a. Each step of the clearance instructions shall be numbered and listed in the sequence in which it is to be performed to safely contain all hazardous energy sources. The release instructions shall also be listed in the order necessary for the reactivation of the equipment.
  - b. Before using prewritten clearance or release instructions, the designated employee shall review the steps to ensure that they are adequate for the work to be performed. Prewritten clearance and release instructions are not intended to replace any of the planning necessary to ensure worker safety.
  - c. If additional space is needed to properly record the details of either the clearance or release instructions, the designated employee shall use the *Additional Clearance/Release Instructions* sheet and attach it to the Equipment Clearance Form. In the section titled *Additional Pages of Clearance Instructions?* a checkmark shall be put in the YES box at the bottom of the sheet.
5. Legibly print and sign his or her name in the spaces provided under the *Authorizations for Clearance – Clearance Instructions Issued By* section along with the time and date.

Additional information, such as confined space issues, shall be listed in the *Comments* box of the Equipment Clearance Form.

NOTE - Multiple clearance tags shall be permitted on equipment covered by more than one clearance.

### 4.3 Executing a Clearance

A designated employee(s) from the designated operating area shall be assigned to execute the clearance instructions.

The designated employee shall review the clearance instructions to ensure agreement with and a clear understanding of the expected actions. If the employee executing the clearance instructions has any doubts that the clearance instructions are correct, he or she shall stop immediately and consult the designated operating area that issued the clearance to resolve the question(s).

The designated employee shall carry the original clearance form while executing the clearance instructions. Under no circumstances shall anyone attempt to execute the clearance instructions from memory.

The designated employee shall perform the clearance instructions as specified and in the sequence listed on the clearance form.

The designated employee assigned to execute the clearance shall then:

1. Ensure the equipment is properly removed from service and that all stored and/or potentially hazardous or residual energy has been relieved, disconnected, or properly restrained.
2. Isolate all hazardous energy sources in such a manner as to prevent their inadvertent activation. Only approved energy isolation devices specifically provided by the facility for the purpose of controlling hazardous energy shall be used.
3. Ensure that a red hold tag has been placed on each isolation point identified on the clearance instruction sheet. At a minimum, these tags shall be identified with the corresponding clearance number.
  - a. Where tagout devices are used on energy isolation devices that have the capability of being locked out, the tagout device shall be fastened at the same point where a lock would be attached.
  - b. Where a tagout device(s) cannot be affixed directly to the energy isolating device, the tagout device shall be located as close as safely possible to the energy isolating device in a position that shall be very obvious to anyone attempting to operate the energy isolating device.
4. Verify that isolation and/or de-energization has been accomplished. (See Addendum)
5. Initial the column labeled *Completed* on the clearance form indicating the successful completion of each step.
6. Legibly print and sign his or her name in the spaces provided under *Authorizations for Clearance – Clearance Instructions Executed By* along with the time and date to indicate that all steps listed on the clearance instructions have been properly performed and isolation of the equipment has been verified.

- a. If more than one designated employee is involved in executing the clearance instructions, the person executing the step shall initial the appropriate step(s).
  - b. One of the employees shall be responsible for verifying that all steps have been completed, and he or she shall sign the clearance form in the section titled *Clearance Instructions Executed By*.
  - c. A second designated employee from the designated operating area with the authority to execute a clearance shall verify that all steps of the clearance instructions have been correctly executed. This employee shall indicate that each step has been completed as written in the *Clearance Instructions* by initialing the corresponding box in the *Completed* column on the *Clearance Information* sheet.
  - d. The second designated employee shall then print, sign, and write the date and time in the section titled *Second Verification of Execution By* on the *Clearance Information* sheet.
7. Return all sheets used in executing the clearance to the designated operating area. All sheets related to the clearance should be securely attached to one another.

The designated operating area shall maintain active clearance forms in the active clearance file.

#### 4.4 Obtaining a Clearance

<u>Individual clearances</u> –	Shall be obtained before any maintenance, inspection, or servicing of equipment held under clearance can be performed. An Individual clearance is for the protection of the individual whose name appears on the roster.
<u>Departmental clearances</u> –	Shall be used by approved personnel to maintain the continuation and integrity of the clearance, or to ensure that the Departmental clearance holder is kept informed regarding the status of the clearance activities. Such clearances shall not be used for the protection of personnel. A holder of a Departmental clearance shall also obtain an Individual clearance should he or she need to perform work or obtain a functional release on the equipment.
<u>Subclearances</u> –	Shall be used for the protection of personnel not on the authorized list. See <a href="#">4.9, Clearance for Personnel Not on the Authorized List</a> .

The holder of any type of clearance shall:

1. Review the information on the equipment clearance form to ensure that the clearance is adequate for the work to be performed.
2. Sign on the clearance roster:
  - a. Provide all of the following information on the *Clearance Roster*:

- Legibly print his or her name in the *Requested By* column.
  - Indicate his or her assigned department in the *Dept* column.
  - Circle one letter to indicate the type of clearance requested:
    - **I** for an Individual clearance.
    - **D** for a Departmental clearance.
    - **S** for a Subclearance.
  - b. Sign his or her name in the *Accept Clearance* column.
  - c. Fill in the date and time the clearance was accepted.
  - d. In addition, Subclearance holders shall provide the information required by the last three columns on the right side of the clearance roster including:
    - The legibly printed name of the person responsible for keeping track of and communicating with non-authorized personnel.
    - The location of a supplemental roster or other system for tracking such personnel.
    - The means to contact the responsible person.  
See [4.9, Clearance for Personnel Not on the Authorized List](#).
  - e. If additional space is needed to record clearance holders, use the *Clearance Roster Addendum* sheet and attach it to the Equipment Clearance Form. In the section titled *Additional Pages of Clearance Roster?*, put a checkmark in the YES box.
3. Visually verify the equipment under the clearance is appropriately isolated and tagged, and safe for the work he or she intends to perform.

For those employees engaged in electrical work, the clearance shall be checked to ensure the equipment is properly isolated for the work to be performed. If normally energized parts will be exposed to contact while the machine or equipment is de-energized, a test shall be performed by a qualified person to ensure that these parts are de-energized.

NOTE - Verification of de-energization and isolation shall not jeopardize the safety of personnel working on the equipment.

Before beginning a new shift, each clearance holder shall be responsible for verifying that the clearance is still active.

The system operator may request a Departmental clearance. To request clearance, the system operator shall notify a designated employee in a designated operating area. The designated employee shall complete all information on the clearance roster supplying both the system operator's name and a plant contact (the name of the designated employee who took the request) and the date and time of the request.

If TPGs are needed as part of the work to be performed the following steps shall be followed:

1. An Individual clearance holder or Subclearance holder may request orange TPG tags from the designated employee in the designated operating area. The designated employee shall prepare the appropriate number of orange TPG tags by writing on the tag(s) in ink:
  - The clearance number.
  - A unique, sequential tag identification number.
2. The designated employee shall then complete the [TPG Tag Tracking Log](#) with the clearance holder's name, the tag identification number(s), and time/date the tags were issued. [The TPG Tag Tracking Log](#) shall remain in the active file as part of the clearance documentation.
3. At the top of the *Clearance Roster*, the designated employee shall circle the YES to indicate TPG tags have been issued for equipment covered by the clearance. This box shall serve as a reminder that orange TPG tags shall be returned to the designated employee in the designated operating area before the clearance release instructions are issued.
4. The Individual clearance holder or Subclearance holder shall ensure the installation of TPGs with orange tags, movement of TPGs if needed, removal of TPGs when the planned work is completed, and return of the orange TPG tags to the designated operating area.
5. If more than one Individual clearance holder or Subclearance holder needs to have the equipment temporarily grounded, they shall use one of the following options:

<b>OPTION A</b>	Each clearance holder may obtain his or her own orange TPG tags from the designated employee in the designated operating area and attach the tags to his or her own TPGs.
<b>OR</b>	
<b>OPTION B</b>	When more than one clearance holder or work group (for example, workers or work crews from both Generation and Transmission) needs TPGs, one Individual clearance holder or Subclearance holder may obtain TPG tags from the designated employee in the designated operating area and attach the TPG tags to his or her TPGs. With the original TPG tag holder's permission, another Individual clearance holder or Subclearance holder may obtain his or her own orange TPG tags and attach them to the original set of TPGs.
<b>OR</b>	
<b>OPTION C</b>	One Individual clearance holder on a Generation work crew may obtain TPG tags from the designated employee in the designated operating area and attach the tags to his or her TPGs. The designated employee shall check the <i>Additional Worker List Issued</i> column on the TPG Tag Tracking Log. Other members of the Generation crew shall use the same TPGs and TPG tags. To document other crew members using the TPGs, the TPG tag holder shall fill out the top portion of the TPG Tag Holder Additional Worker List. With the tag holder's permission, other members of the work crew may work under the original TPGs by signing on the TPG Tag Holder Additional Worker List. Each crew member shall sign off the TPG Tag Holder Additional Worker List when he or she completes his or her planned work. The TPG Tag Holder Additional Worker List shall be returned to the designated operating area when completed.

#### 4.5 Signing Off a Clearance

Upon the completion of the planned work, all clearance holders shall promptly sign off the clearance roster.

Before signing off a clearance:

- All clearance holders shall verify that all tools and materials are cleared from the equipment.
- Subclearance holders shall verify with the person responsible for work crew(s) that all non-authorized personnel, tools, and materials are clear of the equipment.
- All clearance holders listed on the TPG Tag Tracking Log shall ensure the removal of the TPGs and return of the orange TPG tags to the designated employee in the designated operating area.
- The designated employee shall record the return of the orange TPG tags on the TPG Tag Tracking Log and shall dispose of the TPG tags.
- The last person removing TPGs tags shall be responsible for removing the TPGs.

The holder of any type clearance shall:

1. Sign his or her name in the *Release Clearance* column of the *Clearance Roster*.
2. Fill in the date and time.

When notified to release a Departmental clearance for a system operator, the designated employee shall:

1. Sign his or her name in the *Release Clearance* column in the *Plant Contact* section
2. Legibly print the system operator's name.
3. Fill in the time and date that the clearance was released.

NOTE - If a clearance is needed to maintain the continuation and integrity of the clearance, a departmental clearance should be taken before the Individual clearance is released.

#### **4.6 Releasing a Clearance**

The equipment under clearance may be restored to service when:

- All clearance holders have released clearance.
- The designated employee from the designated operating area has verified there are no active clearance holders.
- All orange TPG tags listed on the TPG Tag Tracking Log have been returned,

A designated employee from the designated operating area shall prepare the release instructions or review them if they had been prepared in advance. This employee shall ensure that all instructions and sequences are correct.

The designated employee shall legibly print and sign his or her name in the space under *Authorizations for Release – Release Instructions Issued By*, along with the time and date.

A designated employee from the designated operating area shall be assigned to execute the release instructions. This employee shall review the release instructions to ensure agreement with and a clear understanding of the expected actions. The designated employee shall then review the clearance roster to ensure that all personnel have signed-off, releasing their clearances.

If the employee executing the release instructions has any doubts that the clearance instructions are correct, he or she shall stop immediately and consult the designated operating area that issued the clearance to resolve the question(s).

The designated employee shall carry the original clearance form while executing the release instructions. Under no circumstances shall anyone attempt to execute the release instructions from memory.

The release instructions shall be performed as specified on the clearance form.

The designated employee assigned to execute the release instructions shall then:

1. Perform the release instructions as written.

2. Initial the space in the *Completed* column of the sheet indicating the successful completion of each step.
3. Legibly print and sign his or her name in the space under *Authorizations for Release – Release Instructions Executed By*, along with the time and date, indicating that all steps listed on the clearance release instructions have been properly performed.
  - a. If more than one designated employee is involved in executing the release instructions, the person executing the step shall initial the appropriate step(s).
  - b. One of the employees shall be responsible for verifying that all steps have been completed, and he or she shall sign the equipment clearance form in the section titled *Release Instructions Executed By*.
  - c. A second designated employee from the designated operating area with the authority to execute a clearance shall verify that all steps of the *Release instructions* have been correctly executed. This employee shall indicate that each step has been completed as written in the *Release Instructions* by initialing the corresponding box in the *Completed* column on the *Clearance Information* sheet.
  - d. The second designated employee shall then print, sign, and write the date and time in the section titled *Second Verification of Release By* on the *Clearance Information* sheet.
4. Return all sheets to the designated operating area. All sheets related to the clearance should be securely attached to one another.
5. Dispose of hold tags when clearance is released.

The designated operating area shall maintain inactive clearance forms in the inactive clearance file.

#### **4.7 Functional Release**

##### **4.7.1 Functional Release for Test**

A functional release for test may be required in situations when it is necessary to perform an operational check, servicing, or repositioning of equipment under a clearance, and the temporary release of the clearance is necessary.

Any qualified employee holding an Individual clearance or a Subclearance may request a functional release for test of the equipment under the clearance.

#### **NOTE**

A functional release for test shall not be required for tests such as meggering, motor evaluation tests, or resistance testing where clearance is not released.



#### 4.7.2 Functional Release for Maintenance

A functional release for maintenance shall be requested and authorized only for equipment that is already safely isolated and tagged in accordance with the Generation clearance procedure.

The person requesting a functional release for maintenance shall be an active Individual clearance or Subclearance holder of the equipment under clearance prior to requesting a functional release for maintenance.

A functional release for maintenance shall be used when a qualified employee needs local control to operate equipment under clearance to perform an assigned maintenance activity such as jogging, rotating, or intermittently moving the equipment. Examples include rotating an air heater to replace baskets and rotating intake water screens to replace or repair them.

The designated operating area shall approve use of a functional release for maintenance.

During a functional release for maintenance, the qualified employee might need to induce energy into the equipment through normal or alternate means to perform the maintenance activity.

A functional release for maintenance authorizes a qualified employee or his or her designee holding stated equipment under clearance, the authority to operate the equipment only when all the following conditions have been met:

- A two-step electrical or mechanical process is required to start the equipment; that is, an additional safety measure that shall be performed by the person designated to operate the equipment.

NOTE - If a two-step process is not in place, a functional release for maintenance cannot be used.

- The name(s) of the person(s) who shall operate the local controls are identified. When working around the clock, a person shall be identified for each shift.
- A documented job safety briefing has been performed including a briefing with the immediate work group that addresses:
  - The person(s) who shall operate the controls.
  - The means of controlling access to the work area.
  - The type of communication method that shall be used to notify others in his or her work group to clear the area prior to energizing the equipment.
  - Each person's communication method to respond back that he or she has taken a safe position that shall prevent him or her from making or coming in contact with rotating or energized equipment.

When securing equipment under a functional release for maintenance, it is imperative to understand that some part or portion of the original clearance shall be released and permission authorized for local control of some part of the equipment under clearance to be operated.

#### 4.7.3 Functional Release Procedure

To perform a functional release:

1. The requester shall contact the designated operating area regarding the need for a functional release.
2. The requester shall ensure the functional release is safe for all clearance holders on the equipment under the functional release and shall not endanger people working under clearances on associated equipment.
3. The designated operating area shall assign a person to develop the steps to perform the test.
4. The requester and the designated employee shall complete the information portion of the Functional Release and Notification Roster along with placing a checkmark in the TEST OR MAINTENANCE box. They shall include a list of all steps necessary to safely reinstate the equipment along with the steps necessary to restore the clearance following the completion of the test.
5. The designated employee shall then legibly print the names of all active clearance holders listed on the accompanying clearance roster and circle the type of clearance that each individual holds.
6. The requester shall contact every active clearance holder and inform him or her of the pending functional release

NOTE - Subclearance holders shall notify the person responsible for the work crew(s) working under his or her Subclearance about the functional release.

7. All active clearance holders shall be required to sign the Notification Roster confirming notification and approval of the functional release, and listing the time and date.
8. The requester shall then ensure that all employees have been safely positioned or removed from the work area and that the equipment listed on the functional release is clear of personnel, tools, and materials that may present a hazard when energy is restored.

NOTES - All active clearance holders who signed the Notification Roster confirming notification and approval of the functional release shall be safely positioned or removed from the work area while the functional release is in progress. When a Functional Release for Maintenance is performed - the requester shall also identify the person(s) approved to operate the energy source(s) while under a functional release for maintenance. The name(s) shall be entered on each blue functional release tag that is generated and shall later be placed on the specific local controls that he or she shall be authorized to operate.

9. After all active clearance holders have personally signed the Notification Roster, the designated employee shall print, sign, and write the date and time in the section titled Functional Release Instructions Issued By.
10. A designated employee shall execute the functional release instructions. This process shall be conducted in the exact sequence listed on the Functional Release Instructions.

The designated employee shall ensure each red hold tag that is removed, per the functional release instructions, is replaced with a blue functional release tag. The appropriate number of blue functional release tags shall be prepared by:

- Placing a checkmark in the TEST or MAINTENANCE box.
  - Writing the name of the requester of the functional release.
  - *If a Functional Release for Maintenance – writing the name(s) of the person(s) approved to operate the equipment during the functional release.*
  - Writing the clearance number and the date of the functional release.
11. The designated employee shall then initial the corresponding space on the Functional Release Instructions indicating the successful completion of each step. At the completion of all of the above steps, the designated employee shall print, sign, and write the date and time in the section titled Functional Release Instructions Executed By.
  12. The designated employee shall ensure all red hold tags that are removed to perform the functional release are attached to the functional release sheet. The original clearance form, the Functional Release and Notification Roster, and all red tags that were removed shall be retained in the functional release file until the work is complete.
  13. A second designated employee from the designated operating area with the authority to execute a clearance shall verify that all functional release instructions have been correctly executed. This employee shall indicate that each step has been completed as written in the Functional Release Instructions by initialing the corresponding box in the Completed column on the Functional Release and Notification Roster sheet.
  14. The second designated employee shall then print, sign, and write the date and time in the section titled Verification – Steps to Release Clearance on the Functional Release and Notification Roster sheet.

15. A designated employee shall then notify the requester that the Functional Release is now in effect and the work can be performed.

NOTES - There shall be only one functional release issued per clearance at a given time. While a functional release is in progress, a person who wants to sign off the clearance shall sign off the functional release prior to signing off the clearance. In addition, if a person wants to sign onto a clearance while a functional release is in progress, he or she shall contact the requester of the functional release to obtain an understanding of the activity, get the approval of the requester, and then sign on both the clearance and the functional release.

#### 4.7.4 Returning Equipment to Previous Clearance Status

As soon as possible after the completion of the functional release, the equipment shall be returned to its previous clearance status. This process shall include:

1. The requester shall notify the designated employee in the designated operating area that the activities identified in the section titled Functional Release Information – Reason for Functional Release have been completed, and the requester shall print and sign his or her name, and list the time and date in the section titled Functional Release Information – Requester's Permission to Restore Clearance.
2. A designated employee shall review the re-isolation instructions to ensure their accuracy, and then in the section titled Authorizations for Release – Re-isolation Issued By, print and sign his or her name and list the time and date.
3. A designated employee shall perform the steps necessary to restore the clearance. This process shall be conducted in the exact sequence as listed on the Steps to Restore Clearance.
4. The designated employee shall remove the blue functional release tags. When the clearance has been restored per the instructions, the original red hold tags shall be placed on the equipment.
5. The designated employee shall then initial the corresponding space under the Completed column, indicating the completion of each step. The blue tags should be returned to the designated operating area for disposal.
6. Upon completion of the re-isolation instructions, the designated employee shall print and sign his or her name and list the time and date in the section titled Authorizations for Release – Executed By.
7. A second designated employee from the designated operating area with the authority to execute a clearance shall verify that all steps necessary to restore the clearance have been correctly executed. This employee shall indicate that each step has been completed as written by initialing the corresponding box in the Completed column on the Functional Release and Notification Roster sheet.
8. The second designated employee shall then print, sign, and write the date and time in the section titled Verification – Steps to Restore Clearance of the Functional Release and Notification Roster sheet.

9. Upon the successful restoration of the clearance, the second designated employee shall notify the requester of the functional release that the equipment is back under the original clearance.
10. The requester shall then personally contact each active clearance holder and require him or her to sign the Functional Release Completion Notification confirming notification that the activity is complete and the original clearance is restored and list the time and date. Each clearance holder can consider the clearance to be active after signing.

NOTE - Any subclearance holder shall notify the person responsible for the work crew(s) working under his or her Subclearance that the original clearance has been restored and is in effect.

11. Before beginning work, the clearance holder shall check to be certain that the equipment is safe to work on.
12. The requester shall print, sign, and write the date and time in the section titled Functional Release Information – Functional Release Complete.
13. The designated employee shall ensure the Functional Release and Notification Roster is attached to the appropriate clearance form and returned to the active clearance file.

If a problem arises during a functional release for test, the designated employee from the designated operating area shall stop the activity and return to the previous clearance.

The person requesting the functional release shall notify all clearance holders that the functional release for test has been stopped and require them to sign the Functional Release and Notification Roster confirming notification that the activity has been stopped and the original clearance is restored and list the time and date.

#### **4.8 CHANGE TO CLEARANCE**

1. At the discretion of plant management, a change to clearance may be used on the rare occasion when it is necessary to add or delete a few steps on an active clearance. If the change to clearance risks the integrity of the clearance, the change to clearance must not be completed.
2. This option is not intended to circumvent the clearance procedure but to provide a safer control of components and equipment that are under clearance. The option to implement a change to a clearance is strictly at the discretion of the designated operating area. Any qualified employee who is holding a clearance can request a change to the clearance.
3. When a change to clearance is requested, the following steps shall be performed:
  - a. The requester shall contact the designated operating area regarding the need to change the clearance.
  - b. The requester and the designated employee shall complete the information portion of the *Change to Clearance and Notification Roster*. They shall indicate

- whether steps have been added or deleted from the original clearance by checking the appropriate box on the sheet. The requester shall complete the *Employee Requesting Change* row of the information section. The requester shall provide the reason for the change in sufficient detail. The designated employee shall legibly write the information in the space provided.
- c. The designated employee shall obtain the approval from the team leader or the equivalent in the designated operating area. This person shall complete the *Authorizing Change* row.
  - d. The designated employee shall develop and complete the instructions portion of the sheet including developing a list of steps necessary to be added and/or deleted from the active clearance.
  - e. The designated employee shall then legibly print the names of all active clearance holders listed on the accompanying clearance roster and circle the type of clearance that each individual holds.
4. The requester shall notify each active clearance holder and inform him or her of the pending change to the clearance. All active clearance holders are required to sign the roster confirming notification along with listing the time and date. All active clearance holders must personally sign the notification roster before the designated employee can begin making the requested change to the clearance. A Subclearance holder shall notify the person responsible for work crew(s) working under his or her Subclearance about the change to clearance.
  5. The change to the clearance must be conducted in the exact sequence as listed in the instruction section of the sheet. The designated employee executing the change to clearance shall initial the corresponding space in the *Completed* column indicating the successful completion of each step. After completing all steps, the person executing the change to clearance shall complete the *Employee Executing Change to Clearance* row.
  6. A second designated employee from the designated operating area with the authority to execute a clearance shall verify that all steps of the change to clearance instructions have been correctly executed. This employee shall indicate that each step has been completed as written by initialing the corresponding box in the *Completed, Date, and Time* columns on the *Change to Clearance and Notification Roster* sheet. This designated employee shall then print, sign, and write the date and time in the section titled *Verification – Change to Clearance Instructions* of the *Change to Clearance and Notification Roster* sheet.
  7. A designated employee shall make the appropriate changes on the original clearance and release instructions on the equipment clearance form.
    - a. If step(s) have been eliminated from the original clearance instructions, draw a single line through the deleted step(s), and date and initial. Remove the associated red hold tags and attach them to the clearance form until the clearance is completed.
    - b. If step(s) are added to the original clearance, they shall be added to the bottom of the list of clearance and release instructions.

8. The *Change to Clearance and Notification Roster* shall then be attached to the original clearance form and maintained in the active clearance file.

#### 4.9 Clearance for Personnel Not On the Authorized List

A person whose name is not on the facility's authorized list may obtain clearance in one of the following ways:

- By demonstrating to the facility's management that an effective system of accountability for personnel that meets all requirements set forth in 29 CFR 1910.269(d) and 1910.147 has been established. A facility's management shall review and approve the system prior to the start of work. Under this system, an authorized Southern Company employee shall accept clearance for the nonlisted individuals using a Subclearance. The person responsible for the nonlisted group of individuals shall assume responsibility for the accountability and notification of their personnel. The *Roster Information* section of the *Supplemental Roster* shall be completed, and the sheet shall be returned to the designated operating area on completion of the work.
- By signing on and signing off the *Supplemental Roster* provided with the Southern Company Generation Equipment Clearance Form. Under this system, an authorized Southern Company employee shall accept clearance for the nonlisted individuals using a Subclearance. The person responsible for the nonlisted group of individuals shall assume responsibility for the accountability and notification of their personnel. The completed *Supplemental Roster* is part of the clearance form and shall be returned to the designated operating area on completion of the work.

Before beginning work, the portion of the clearance roster established for documenting information related to Subclearances shall be completed including the following:

- A person specified by the contractor shall be responsible for tracking and communicating with all nonlisted individuals who intend to work on the facility's equipment. The name of this person shall be legibly printed on the clearance roster in the spaces adjacent to the designated Subclearance holder. This person could be a contractor superintendent, crew foreman, a facility project coordinator, or any other responsible individual associated with the group.
- If a roster, document, or some other method is used to track the individual workers, its location shall be listed in the second column of this section.
- In the final column, a means of contacting the person assigned the responsibility for the tracking system, such as a telephone or radio number, shall be included.

NOTE - For labor broker jobs, a Southern Company employee shall sign the clearance roster and hold a Subclearance. In addition, he or she may be responsible for the work crew.

If an alternate system of accountability has been established, the top portion of the *Supplemental Roster* provided with the Southern Company Generation Equipment Clearance Form shall be completed. Then:

1. The holder of the Subclearance and the person responsible for the work crew shall work together to complete the information section of the supplemental roster.

2. The Subclearance holder shall place a checkmark in the ALTERNATE ACCOUNTABILITY SYSTEM PROVIDED box.

If an effective system of accountability has not been established, the *Supplemental Roster* provided with the Southern Company Generation Equipment Clearance Form shall be used. This sheet shall be completed as follows:

1. The holder of the Subclearance and the person responsible for the work crew shall work together to complete the information section of the supplemental roster.
2. The person responsible for the work crew shall then ensure that all individuals intending to work on the equipment under clearance sign on and off the supplemental roster. The required information for the supplemental roster shall include:
  - a. Signing on the roster (accepting clearance): Each individual shall legibly print and sign his or her name, the name of the company or organization for which he or she works, along with the time and date he or she accepted the clearance.
  - b. Signing off the roster (releasing clearance): Each individual shall sign the corresponding space next to his or her original signature, along with the time and date that he or she releases the clearance.
3. Each individual employee who works on the equipment shall sign off the supplemental roster, releasing clearance, upon the completion of his or her work or at the end of his or her shift, whichever is required by the facility.

The authorized Southern Company employee who holds a Subclearance shall ensure the person responsible for the work crew is appropriately notified regarding all activity that could affect the safety of the work crew.

If the authorized Southern Company employee holds a Subclearance for more than one work crew or for multiple work shifts, he or she shall sign the clearance roster for each work crew or work shift.

The person responsible for the work crew shall ensure that all individuals under his or her control are appropriately notified regarding any activity that could affect the safety of individual workers. The person responsible for the crew and the holder of the Subclearance shall remain in communication throughout the duration of the work.

Prior to releasing a clearance or signing any notification roster, the holder of a Subclearance shall receive confirmation from the person responsible for the work crew verifying the notification of his or her crew.

The person responsible for the work crew shall sign the section titled *Responsible Person Releases Clearance* and fill in the date he or she releases clearance.

The Subclearance holder shall return the Southern Company supplemental roster to the designated operating area prior to signing off the clearance roster.



## 4.10 Hold Tags

### 4.10.1 Electronic Hold Tags

Some facilities use a system to control or operate equipment with programmable logic controllers (PLC) or other approved types of electronic control systems. Such systems provide electronic hold tags that are represented by an icon on the control console. The following requirements shall apply at those locations that use such systems:

- These tags shall be placed electronically on the control console screen as specified in the Clearance Instructions section of the Equipment Clearance Form.
- All personnel that operate the control console shall be trained in the use of the PLC system and be aware that the icon represents a hold tag.
- Upon release of the clearance, the electronic hold tag shall be removed from the control console screen as specified in the *Release Instructions* of the Equipment Clearance Form.

NOTE - Programmable Logic Controllers (PLC) are used in many applications. These control circuit devices are not considered energy isolating devices for purposes of clearance. Safety functions, such as stopping or containing hazardous energy, can fail due to component failure, program errors, magnetic field interference, electrical surges, improper use or maintenance, etc.

### 4.10.2 Personal Hold Tags

At the discretion of plant management, a person on the facility's authorized list may use a personal hold tag for work on approved equipment that is not under a plant clearance. Personal hold tags shall be valid for the duration of the shift during which the tag is hung and shall be removed and properly disposed of upon completion of the work. Personal hold tags may be used if all of the following requirements have been met:

- The designated operating area responsible for the equipment shall be first notified and in agreement to permit the use of the personal hold tag.
- The machine or equipment, after being shut down, shall have no potential for stored energy, residual energy, or re-accumulation of stored energy which could endanger employees.
- The machine or equipment shall have a single energy source which can be readily identified and isolated.
- The isolation of the single energy source shall completely de-energize and deactivate the machine or equipment.
- The machine or equipment shall be isolated from the single energy source during servicing or maintenance.
- A single device shall properly achieve an isolated condition.
- The isolation device shall be under the exclusive control of the qualified employee performing the servicing or maintenance.
- The servicing or maintenance shall not create hazards for other employees.

- The facility, in using this exception, shall have had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.
- The equipment shall not be under an active plant clearance. A personal hold tag may not be used if any other clearance tag is on the equipment.

The name of the person hanging the personal hold tag and the date that tag was hung shall be written on the tag.

Before beginning work, the person who hung the personal hold tag shall check to be certain that the equipment is properly isolated for the work to be performed.

If the work has not been completed and/or the equipment is not ready to be placed back into service, the individual using the personal tag shall secure another type of clearance to isolate the equipment before removing his or her tag.

After completion of the work, the person who hung the personal hold tag shall notify the designated operating area that the work is complete.

#### **4.11 Exceptions**

The plant manager or his or her designee may release a clearance for an employee who is not readily available. When such action is necessary, the following steps shall be taken:

1. All reasonable efforts shall be made to contact the Individual clearance or Subclearance holder to inform him or her that the equipment shall be reenergized and to obtain approval to release his or her clearance.
2. If the employee holding the clearance is at the facility, the employee shall release the clearance.
3. If the employee holding the clearance is NOT at the facility and can be reached by telephone or radio and it is not reasonable for the employee to return to the facility, the plant manager or his or her designee may, with the employee's agreement, release the clearance.
4. If the employee cannot be contacted, the plant manager or his or her designee shall follow these steps to release the clearance:
  - a. Determine the employee holding the clearance has indeed left the facility.
  - b. Thoroughly inspect all of the equipment being protected by the clearance to ensure that all personnel, tools, and equipment are clear and the equipment is safe to bring back into operation.
  - c. Notify the clearance holder of the actions as soon as possible and before he or she resumes work at the facility or before the start of work on his or her next scheduled workday.

5. The employee releasing the clearance shall sign his or her name on all appropriate documents for the absent employee. A note shall be made in the *Comments* box of the clearance instructions sheet explaining this action.
6. When deemed appropriate by plant management, a [Clearance Exception Report](#) shall be completed detailing all of the actions taken following the removal of an Individual clearance or Subclearance.
  - a. This report shall be prepared by the employee who released the clearance and reviewed with the clearance holder upon his or her return.
  - b. The [Clearance Exception Report](#) may also be used to record any clearance procedural or equipment issues in need of resolution.

#### **4.12 Training**

Training shall be provided to ensure the purpose and function of the Southern Company Generation Clearance Procedure are understood by employees and that the knowledge and skills required for its safe application and usage have been acquired.

Retraining shall be provided annually, when there is a change in the clearance procedure, a change in the equipment or processes that presents a new hazard, or when there is reason to believe there are deviations from or inadequacies in an employee's knowledge or use of the procedure.

#### **4.13 Procedure Review**

Southern Company Generation management shall ensure that a periodic review of the Southern Company Generation Clearance Procedure is conducted at least annually to ensure that the procedure and the provisions of 29 CFR 1910.269(d) and 29 CFR 1910.147 are being followed.

#### **4.14 Clearance Process Review**

At a minimum, an annual review/inspection of the clearance process shall be performed to ensure that the procedure is being followed. The review/inspection shall:

- Be designed to identify and correct any deviations or inadequacies.
  - Deviations or inadequacies shall be documented.
  - Corrective measure dates shall be set up for deviations or inadequacies that are found.
- Be performed by an employee not holding any of the clearances that are being reviewed.
- Include a review between the inspector and authorized or affected employees of their respective responsibilities under the clearance procedure.
- Certify the review has been accomplished. The certification shall identify:
  - The machine or equipment on which the energy control was used.
  - The date of the review/inspection.

- The employees included in the review/inspection.
- The person performing the review/inspection.

#### **4.15 Facility Active Clearance Review**

Each facility shall inspect all active clearances annually.

Active clearances shall be inspected annually by an employee from the designated operating area to ensure that:

- The status of the equipment has not changed.
- The clearance is still valid.
- The hold tags are intact and legible. Lost or worn tags shall be replaced.

Following each review, the employee from the designated operating area shall check the box on the *Clearance Information* sheet and date and initial the appropriate Clearance Index sheet of any outstanding active equipment clearance.

#### **5.0 KEY CONTACT**

For questions regarding the content and implementation of this document, contact your safety and health representative.

#### **6.0 RECORD RETENTION**

#### **7.0 ATTACHMENTS**

[Attachment A – Authorized List](#)

[Attachment B – Clearance List](#)

[Attachment C – Clearance Numbering System](#)

[Attachment D – Clearance Exception Report](#)

[Attachment E – Southern Company Generation Equipment Clearance Form](#)

[Attachment F – Clearance Tags](#)

[Attachment G – Temporary Protective Ground \(TPG\) Tag and Forms](#)

## ATTACHMENT A – AUTHORIZED LIST

<b>Authorized List</b> <b>Southern Company Generation</b> <b>SCG-SH-0200 Rev5, Generation Clearance Procedure</b>							
Location	Department	Revision Date					
Employee Name	Classification	Employee Is Authorized To:					
		Issue Clearance	Execute Clearance	Hold Individual Clearance	Hold Departmental Clearance	Hold Subclearance	Use Personal Hold Tags
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Revised 2/15/16

AVAILABLE AS A SEPARATE DOCUMENT TO BE CUSTOMIZED

Clearance Index  
Southern Company Generation  
SCG-SH-0200 Rev5, Generation Clearance Procedure

Revised 01/01/2016

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## ATTACHMENT C – CLEARANCE NUMBERING SYSTEM

Clearance numbers should be written as follows:

- A. For equipment on specific units, use a five-part number, separated by hyphens, designating the unit number, year, month, day, and a consecutive number for clearances written on that day.

### NOTE

The clearance number used on electronic tags may be a four- or five-part number, depending on the capabilities of the electronic system. For a four-part number, omit the day (DD).

*Example 1:* If the clearance is the 11th one written on July 4, 2005 for unit one:

<u>Unit</u>	<u>Year (YY)</u>	<u>Month (MM)</u>	<u>Day (DD)</u>	<u>Consecutive Number</u>
01	05	07	04	11

The clearance number would be **01-05-07-04-11**.

- B. For equipment not associated with a unit, such as fossil fuels or water treatment, the same numbering system shall be used with the exception that the unit number shall be replaced with, for example, **FF** for Fossil Fuels or **WT** for Water Treatment plant clearances. Area designations in a plant may be site-specific.

*Example 2:* If the clearance is the 11th written on a fossil fuels piece of equipment on July 4, 2005:

<u>Plant Area</u>	<u>Year (YY)</u>	<u>Month (MM)</u>	<u>Day (DD)</u>	<u>Consecutive Number</u>
FF	05	07	04	11

The clearance number would be **FF-05-07-04-11**.

- C. For equipment common to multiple units, the numbering system established in paragraph A shall be used with the exception that the clearance number shall begin with the letter C (denoting common equipment) followed by the unit number control room or initials of the designated operating area (LA for Lab, FF for Fossil Fuels, or WT for Water Treatment).

*Example 3:* If the clearance is the first one written from the unit 2 control room on July 4, 2005 for common equipment:

<u>Plant Area</u>	<u>Year (YY)</u>	<u>Month (MM)</u>	<u>Day (DD)</u>	<u>Consecutive Number</u>
C02	05	07	04	01

The clearance number would be **C02-05-07-04-01**.

*Example 4:* If the clearance is the first one written from the Water Treatment designated operating area on July 4, 2005 for common equipment:

<u>Plant Area</u>	<u>Year (YY)</u>	<u>Month (MM)</u>	<u>Day (DD)</u>	<u>Consecutive Number</u>
CWT	05	07	04	01

The clearance number would be **CWT-05-07-04-01**.



[illegible]

Revised 12/27/2010

**AVAILABLE AS A SEPARATE DOCUMENT TO BE CUSTOMIZED**

## **ATTACHMENT E – SOUTHERN COMPANY GENERATION EQUIPMENT CLEARANCE FORM**

- Clearance Information.
- Additional Clearance/Release Instructions.
- Clearance Roster.
- Clearance Roster Addendum.
- Functional Release and Notification Roster.
- Functional Release and Notification Roster Addendum.
- Change to Clearance and Notification Roster.
- Change to Clearance and Notification Roster Addendum.
- Supplemental Roster.
- Supplemental Roster Addendum.

## ATTACHMENT F – CLEARANCE TAGS



The front of the tag features a black header with a red oval containing the word **DANGER** in white. Below this, on a red background, is the text **HOLD TAG** and **DO NOT OPERATE** in black. A line for 'Clearance #' is provided, followed by the text 'See Other Side'. The Southern Company logo is in the bottom right corner, and 'Form 5-6112' is in the bottom left. A black circle is on the right side.

**DANGER**

**HOLD TAG**

**DO NOT OPERATE**

Clearance # \_\_\_\_\_

See Other Side

Form 5-6112

**SOUTHERN COMPANY**  
*Energy to Serve Your World™*

Front



The back of the tag features a black header with a red oval containing the word **DANGER** in white. Below this, on a red background, is the text **DO NOT REMOVE THIS TAG** in black. A 'Comments:' section with four lines for text is on the left. The text 'See Other Side' is at the bottom. A black circle is on the left side.

**DANGER**

**DO NOT REMOVE THIS TAG**

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

See Other Side

Back

**Clearance Hold Tag**  
**Form Number 5-6112**



The front of the tag features a black header with a red oval containing the word **DANGER** in white. Below this is a large blue section with the text **FUNCTIONAL RELEASE TAG** in black. A black circle is on the right side. At the bottom left is the text 'Form 5-6113'. At the bottom center is 'See Other Side'. At the bottom right is the Southern Company logo with the tagline 'Energy to Serve Your World™'.

**DANGER**

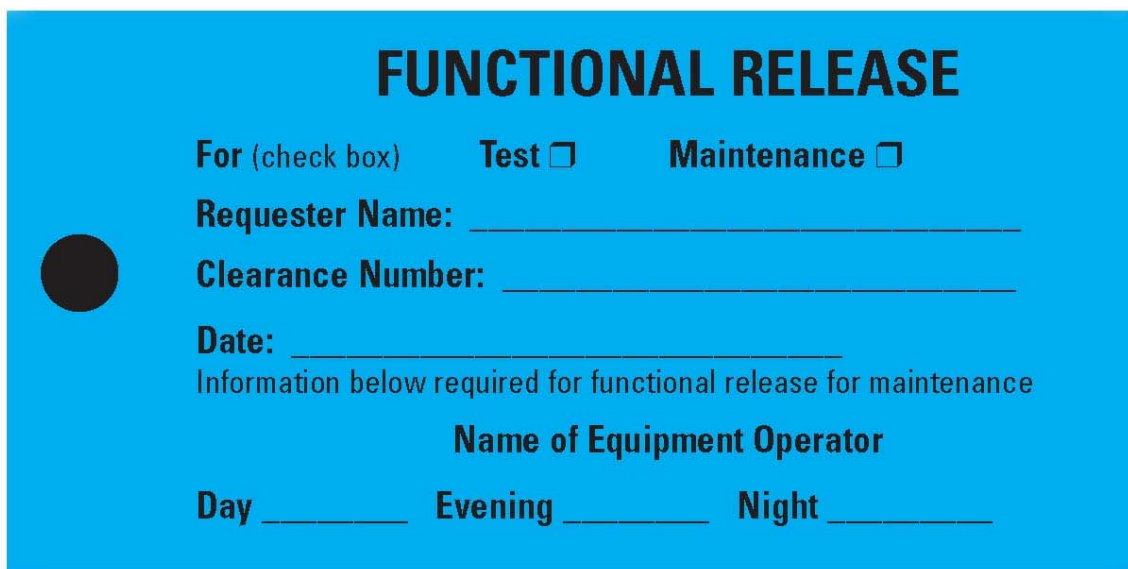
**FUNCTIONAL  
RELEASE TAG**

Form 5-6113

See Other Side

**SOUTHERN  
COMPANY**  
*Energy to Serve Your World™*

Front



The back of the tag is blue. It has a black circle on the left. The text **FUNCTIONAL RELEASE** is at the top. Below it are checkboxes for 'Test' and 'Maintenance'. Then are fields for 'Requester Name', 'Clearance Number', and 'Date'. A line of text says 'Information below required for functional release for maintenance'. Below that is a section for 'Name of Equipment Operator' with fields for 'Day', 'Evening', and 'Night'.

**FUNCTIONAL RELEASE**

For (check box)    **Test** ☐    **Maintenance** ☐

**Requester Name:** \_\_\_\_\_

**Clearance Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Information below required for functional release for maintenance

**Name of Equipment Operator**

**Day** \_\_\_\_\_ **Evening** \_\_\_\_\_ **Night** \_\_\_\_\_

Back

**Functional Release Tag  
Form Number 5-6113**



The back of the tag features a black header with a red oval containing the word "DANGER" in white. Below the header, the background is white with red diagonal stripes. The text "PERSONAL HOLD TAG" is printed in large, bold, black letters. Below this, there are three vertical lines for handwritten information, labeled from left to right: "Equipment Name:", "Issue Date:", and "Name:".

Back



The front of the tag features a black header with a red oval containing the word "DANGER" in white. Below the header, the background is white with red diagonal stripes. The text "DO NOT OPERATE" is printed in large, bold, black letters. Below this, the text "PERSONAL HOLD TAG" is printed in large, bold, black letters. Further down, the text "See Other Side" is printed in a smaller font. At the bottom left, the text "Form 5-6114" is printed. At the bottom right, the Southern Company logo is displayed, consisting of the words "SOUTHERN COMPANY" in bold, black letters, with the tagline "Energy to Serve Your World™" in a smaller font below it.

Front

**Personal Hold Tag  
Form Number 5-6114**

## ATTACHMENT G – TEMPORARY PROTECTIVE GROUND (TPG) TAG AND FORMS



The front of the TPG tag is orange. It features the text "SOUTHERN COMPANY GENERATION" at the top, followed by "TEMPORARY PROTECTIVE GROUND TAG" in large, bold letters. Below this, there are two lines for "Clearance number" and "TPG tag number", each followed by a blank line. A black circle is located on the right side. The Southern Company logo is in the bottom right corner.

**SOUTHERN COMPANY GENERATION**

**TEMPORARY PROTECTIVE GROUND TAG**

Clearance number \_\_\_\_\_

TPG tag number \_\_\_\_\_

**SOUTHERN COMPANY**

Front



The back of the TPG tag is orange. It features a black horizontal band at the top with the word "CAUTION" in large, bold, orange letters. Below this, there is a black circle on the left and the text "Do NOT Remove This Grounding Device Unless Authorized By The Clearance Holder" in bold.

**CAUTION**

Do **NOT** Remove This Grounding Device  
Unless Authorized By The Clearance Holder

Back

Temporary Protective Ground (TPG) Tag

[illegible]

**AVAILABLE AS A SEPARATE DOCUMENT TO BE CUSTOMIZED**

Southern Company Generation  
SCG-SH-0200, Generation Clearance Procedure  
Rev. 5, 02/23/2016

**TPG Tag Holder Additional Worker List**

**SOUTHERN  
COMPANY**

Clearance Number    \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
                                  Unit/Plant Area      Year (YY)      Month (MM)      Day (DD)      Consecutive Number

Equipment: \_\_\_\_\_

Clearance Holders Name on TPG Tag Tracking Log: \_\_\_\_\_

TPG Tag Numbers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	Additional Worker's Names	Sign On		Sign Off	
		Date	Time	Date	Time
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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22					
23					
24					
25					
26					
27					
28					
29					
30					

More Additional Worker Lists?    ☐ YES

## TPG Tag Holder Additional Worker List

**AVAILABLE AS A SEPARATE DOCUMENT TO BE CUSTOMIZED**