

ED-EDM-P1

Work in Vicinity of MV and LV Network – Service Information Sheet (SIS)



Document Control		
Department	Document Type	Document Title
ED	Procedure	Work in Vicinity of MV and LV Network – Service Information Sheet (SIS)
Issue Approval		
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Issue Record		
Issue No.	Date	Reason for issuing the Procedure
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3.0		
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5.0		

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1. Purpose

The purpose of this procedure is to organize the appropriate activities in order to confirm the method statement for work in the MV and LV Network (cable & OHL) vicinity to avoid any damage to the KM distribution network and to avoid any interruption of supply due to improper way of work by the Third Party Contractor.

2. Scope

This procedure covers:

1. Confirmation of all formalities completed by the Contractor before working in vicinity of MV and LV cables/OHL.
2. Specific remarks for carrying out the work in vicinity of network.
3. Method statement of work for protection of the cables and OHL.
4. Approve/renewal of SIS application for defined period of work.
5. Appropriate safety documents issuing (if required).

The cable laying and cable diversion scheme works approved by KM are not covered by this Procedure

3. Responsibilities & Authorities

Responsibilities and authorities for ensuring the steps of this procedure are carried out as specified in the procedure and include:

- Manager, Electricity Distribution Department
- Head of Electricity Distribution Maintenance Section
- Sr. Engineers (Cable/OHL)
- Engineers (Cable/OHL)
- Supervisors
- Foremen
- Cable Jointers
- Linesmen
- KM Representative - Foreman/Jointer/Linesman/Cable Engineer/OHL Engineer/ KM Consultant
- Third Party Contractor/Consultant/Client
- EDM Secretary/ clerk

If the responsible personnel listed here above are absent, their responsibilities and authorities shall be designated to other relevant staff.

4. Abbreviations, Definitions of Terms & Key References

Abbreviations

KM	Kahramaa	OHL	Over Head Lines
ENA	: Electricity Network Affairs	SIS	: Service Information Sheet
EDD	: Electricity Distribution Department	S/B	: Stand by Office
EDP	: Electricity Distribution Planning	SCE	: System Control Engineer
EDM	: Electricity Distribution Maintenance	S/S	: Substation
LOA	: Limitation of Access	RO	: Road Opening
CIEC	: Circuit Isolation and Earthing Certificate.	GIS	: Geographical Information System
CKT	: Medium Voltage Circuit	CLU	: Cable Unit
MV	: Medium Voltage	LV	: Low Voltage
ABS	: Air Break Switch		

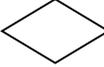
Term	Description
Third Party Contractor	A person with a formal contract to do a specific job for clients other than KM
Site	The place where a structure or group of structures is, was, or is to be located.
Customer	Means an individual, corporation, partnership, firm or association receiving Electricity service from Kahramaa for consumption or usage within its premises.
Applicant	Contractor / Consultant/Client who applies for SIS approval
Limitation of Access	A form signed and issued by an Authorized Person to a Competent person in charge of work other than work on HV apparatus defining the limit of the area within which the work is to be carried out.
Low Voltage (LV)	In this document any apparatus, equipment and conductors which are normally operated at a voltage from 25V not exceeding 1000 Volts
Medium Voltage (MV)	In this document any apparatus, equipment and conductors are normally operated at a voltage from 1000V not exceeding 33000 Volts
Road Opening (RO)	Road Opening (RO) on-line applications/permits are related to the agencies (Municipality, KM-Water, Ministry of Interior – Traffic Dep., ASHGHAL – Drainage Affairs, Ooredoo and QP) which utilities can be affected by the works being done in a particular job: <ul style="list-style-type: none"> - RO1 is an application for RO permit - RO2 is a response to RO1 by agencies - RO3 is a Traffic Department approval - RO4 is an emergency RO permit (to excavate, expose up to 10m and repair the cable)

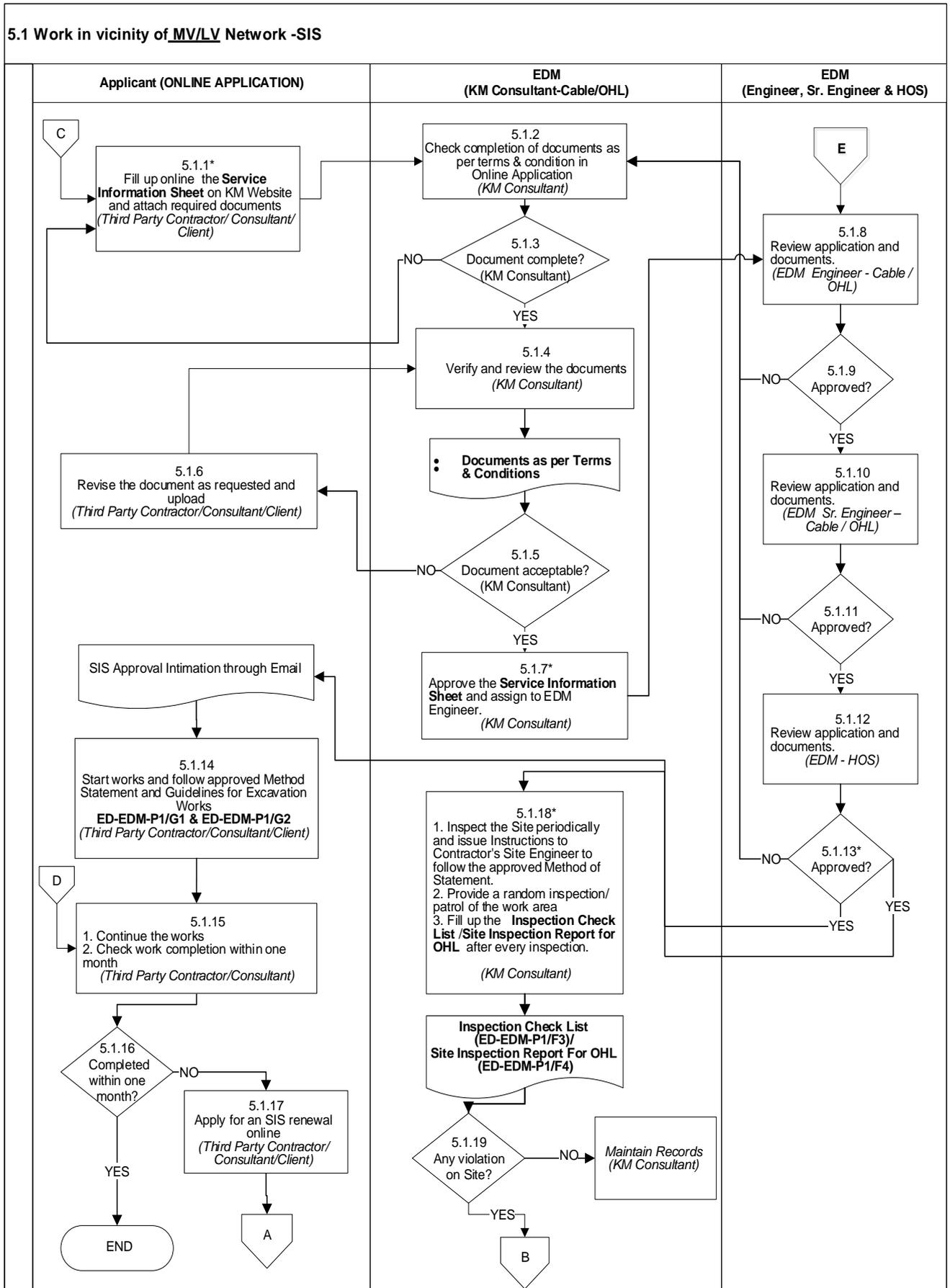
Key References

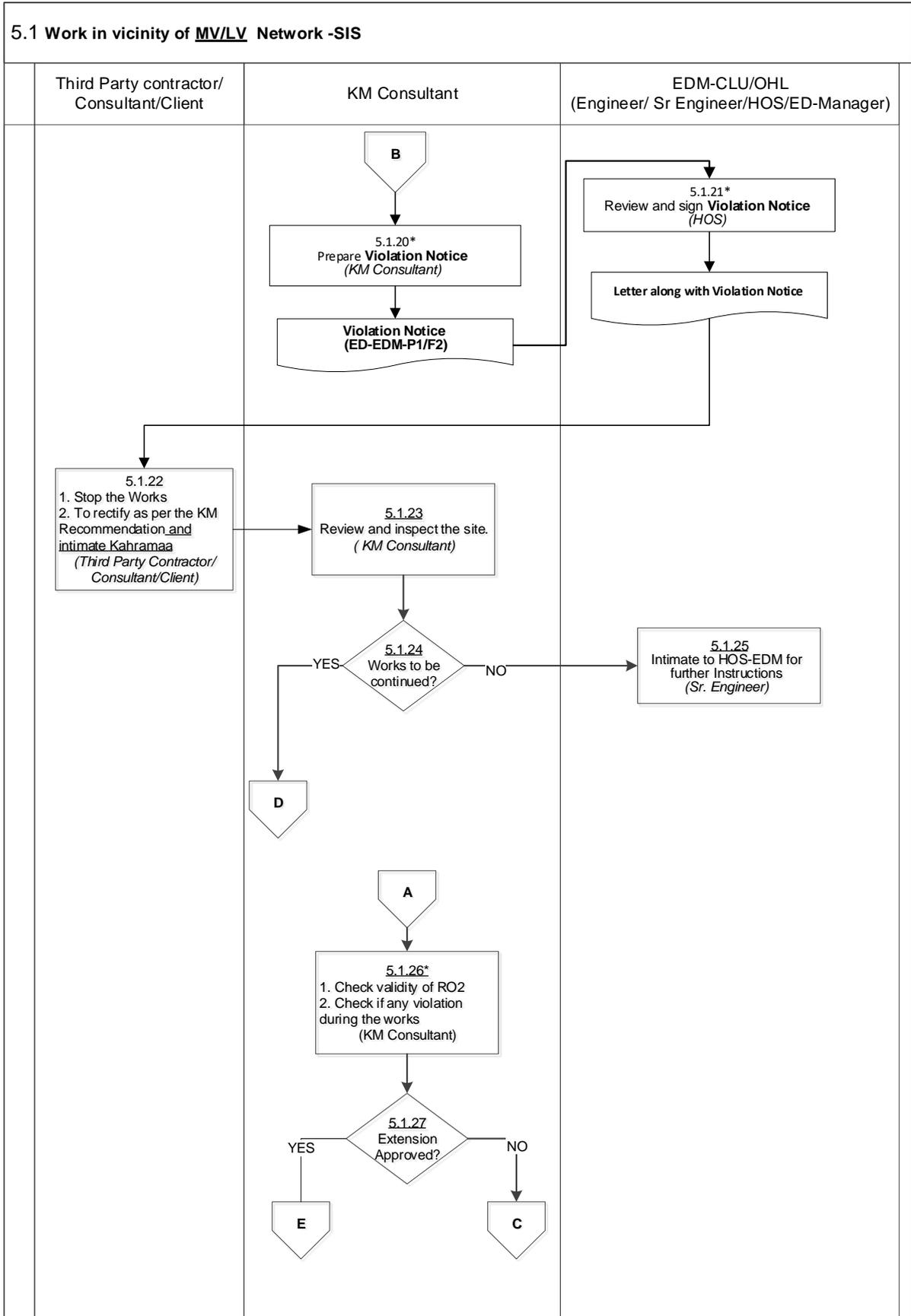
1. System Operation Memorandum ‘Distribution’, issue 2, 14/08/2017
2. KM Safety Manual and Safety Rules Second Edition – 2014
3. Guideline for excavation works in the vicinity of MV & LV Cables - ED-EDM-P1-G1
4. Guidelines for Excavation works in the vicinity of OHL– P1/G2.
5. ISO 9000:2015 QMS Fundamentals and Vocabulary
6. ISO 9001:2015 Quality Management Systems

5. Procedure

Key Shapes

Shape	Purpose	Shape	Purpose
	: Activity / Process		: On-Page reference
	: Decision		: Off-Page reference
	: Document		: Connector
	:Predefined Process		: Terminator
	:Data		





- 5.1.1* Online process for application is through KM website for Registered users (Contractors/Consultants/ Clients). If online process is nonfunctional due to some reasons, Offline applications (hard copy) may be accepted after HOS-EDM approval.

Necessary documents as per the Terms and conditions in the online application /in ED-EDM-P1/F1 (SIS form to be filled and uploaded with online application)

- 5.1.7* For the SIS applied to work in vicinity of existing MV / LV cables, where ever necessary, site inspection is to be carried out prior to the approval of SIS.

For the SIS applied to work in vicinity of existing MV / LV OHL, site inspection is to be carried out mandatorily prior to the approval of SIS and site inspection report (ED-EDM-P1/F4) to be uploaded in the system.

- 5.1.13* Approval of SIS

Once the SIS is approved by HOS-EDM, the intimation of approval goes to the applicant. The intimation also goes simultaneously to the KM consultant (focal point) (process 5.1.18) for him to enable further periodical site inspections.

- 5.1.17* SIS Renewal

The Applicant can apply for Renewal of SIS online for three times with the same SIS application no. subject to the validity of RO2. After the third renewal is over and works not completed, the Applicant shall apply for a new SIS application regardless of whether the RO2 is still valid.

- 5.1.18* Site Inspection

Periodical inspection wherever necessary is to be done by authorized KM representatives to ensure that site work is being done as per approved method statement.

- 5.1.21* **Violation Notice**

Violation notice shall be issued with a covering letter to the concerned contractor/ consultant signed by HOS- EDM after review and countersign of EDM Engineer/ Sr. Engineer.

A copy of the **Violation Notice** shall be sent to the client for necessary action.

A copy of the **Violation Notice** shall be send to the respective Emergency and Standby Office for initiating necessary Legal Action where applicable.

- 5.1.26* If any violation was done, the corrections recommended by KM representative are completed and KM representative confirms with ED-EDM-P1/F3 & ED-EDM-P1/F4, then validity may be extended.

If deemed necessary, KM shall arrange its Staff to witness Contractors work within the permitted way leave as a precautionary measure and submit a field report.

All excavations within MV & LV network reservations shall be as per KM regulations.

6. Key Performance Indicators

Process KPIs are covered under PQ-PQS-P1 Corporate Strategic Planning Procedure.

7. Records

Records	Custodian	Record Location	Information Sensitivity	Retention Time
Service Information Sheet (ED-EDM-P1/F1)	Sr. Engr. Cable/ OHL	Work flow system	Public	1 Year
Violation Notice (ED-EDM-P1/F2)	Sr. Engr. Cable	Maintenance Section	Internal	1 Year
Inspection Check List (ED-EDM-P1/F3)	Sr. Engr. Cable	Maintenance Section	Internal	1 Year
Site Inspection Report for OHL (ED-EDM-P1/F4)	Sr. Engr. OHL	Maintenance Section	Internal	1 Year