

Procedure For The Removal And Replacement of Company Cut-Out Seals By Electrical Contractors

PR-NET-CAB-009	Procedure For The Removal And Replacement of Company Cut-Out Seals By Electrical Contractors		Applies to	
			Distribution ✓	Transmission
Revision: 1.00	Classification: Public	Issue Date: June 2021	Review Date: June 2026	

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1 Introduction

- 1.1 This document outlines the Scottish and Southern Electricity Networks (SSEN), hereafter termed the Company, Procedure to be followed in respect of the removal and replacement of the Company cut-out security seals and fuse by electrical contractors.
- 1.2 This Procedure only covers works undertaken by electrical contractors within the Southern Electric Power Distribution (SEPD) and Scottish Hydro Electric Power Distribution Licence areas. (It does not apply to Southern Electric or Scottish Hydro Electric customers in other Distribution Licence areas, or to areas controlled by Independent Distribution Network Operators or other Distribution Network Operators).

2 Permitted Works

- 2.1 The following are works for which SSEN permit the removal and replacement of our cut-out fuse:
- Replacement of domestic customer's consumer unit or first stage of isolation on their network. This permission covers single phase and three phase cut-outs
- 2.2 Removal of security seals:
- Removal of security seals on the SSEN cut-out

3 Works not Permitted

- 3.1 The removal and replacement of cut-out fuses are not permitted for the following works:
- Where the SSEN cut-outs are metal-clad or have fused neutrals (contact SSEN to seek advice)
 - Where the supply is to commercial or industrial customers
 - Where the SSEN cut-out fuse has blown
 - Where the SSEN fuse has to be updated
 - Where the size of the fuse is to be checked to allow Electric Vehicle chargers, Photovoltaic Cells or Battery Storage and the like to be installed
- 3.2 Removal of security seals on meters (or equipment associated with meters) is not permitted.

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4 Trade Associations

Members of the following trade associations only are permitted to remove security seals for permitted works. The term Trade Association is used in the remainder of this document and will apply to the following list of associations.

- The National Inspection Council for Electrical Installation Contracting (NICEIC)
- The Electrical Contractors' Association (ECA)
- The Electrical Contractors' Association of Scotland (SELECT)
- National Association of Professional Inspectors and Testers (NAPIT)
- ELECSA (An ECA subsidiary)

5 General Arrangements

- 5.1 Trade Associations have requested that their members are permitted to remove Company cut-out security seals.
- 5.2 The arrangement has been approved on the understanding that the Trade Associations will take formal disciplinary action against members who misuse this privilege.
- 5.3 Trade Associations shall ensure that their members are competent to remove and replace live cut-out fuses ensuring safety is maintained at all times. Note: SSEN staff are required to use a visor and insulated electrical gloves when undertaking live fuse removal and replacement.
- 5.4 Cut-out fuses must not be removed where the cut-out is damaged or showing signs of distress such as due to overheating. Instances of this type shall be reported directed by phone to 105.
- 5.5 Cut-out fuses must not be removed where there is evidence of interference with the security seals on the cut-out, or evidence, or suspicion of interference, with the associated metering. Instances of this type shall be reported direct by phone to 105.

6 Membership Information

The Trade Associations membership rolls are available on some of the Trade Association web sites.

7 Labels

Regions will requisition self-adhesive labels from the Stores - Stock Number 031547. The labels come in a roll of 200.

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8 Procedure for Contractors to Obtain Labels

- 8.1 The contractor will phone SSEN General Enquiries (hereafter termed “GE”). who will confirm which approved Trade Association the contractor belongs to (section 4). GE do not have to check the Trade Association website or electrical contractor’s membership card. Where the contractor does not belong to an approved Trade Association the GE will advise the contractor that they are not permitted to remove the cut-out, and will raise a job for SSEN staff to undertake the work.
- 8.2 Where membership is confirmed, GE will advise the contractor of the nearest Regional Office to their proposed work location and provide a contact number. The contractor must phone the Regional Office to arrange collection of the seals. See current COVID restrictions.
- 8.3 The Regional Office will check membership of the Trade Association by verification of a current Trade Association membership card. Stickers will only be issued to contractors holding a current and valid card.
- 8.4 The Regional Office will issue the following number of labels:
- 5 labels where addresses are not given
 - Up to 20 labels where addresses are given, and addresses are in the same area (e.g. Housing Association rewiring of a large number of properties)
- 8.5 The Regional Office will record the contractor's name and address, the serial numbers of the labels issued, and the date issued. The contractor’s employee must sign and print name to confirm receipt of the labels.
- 8.6 The following shall apply to contractors requiring labels where addresses have not been given. The Regional Office will ensure that no more than 5 labels have been issued to any one contractor. It is the responsibility of the contractor to ensure that the Regional Office records are updated with addresses when getting the next batch of labels. Regions can give additional labels providing that the maximum does not exceed 5 with outstanding blank addresses. Where this is the case Regions will refuse to issue further labels.

9 Procedure for Contractors to Remove and Replace Cut-out Fuses

- 9.1 The Trade Association members must contact staff at GE, prior to removing the company cut-out security seals, to advise of their actions. GE will add a note to the customer's details at the address confirmed by the electrical contractor; these details must include the name of the electrical contractor and name of company they work for.
- 9.2 Upon finishing their work, the contractor shall ensure that the cut-out fuse is fully located into the cut-out base, and fit a label to overlap both the base and fuse. The written details required on the label must be completed in full. If there are difficulties replacing the fuse then the electrical contractor must remove the fuse if possible and phone GE. The electrical contractor must not leave site until SSEN staff are in attendance.

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10 General Enquiries Contact Numbers

The same number is used for both the Southern Electric Licence Area and Scottish Hydro Electric Licence Area – 08000 483516.

11 Routine Audit

Revenue Protection staff will carry out a random audit on 5 jobs each month (North and South), to confirm adherence to this Procedure.

12 Evidence of Misuse

Where evidence of misuse of this Procedure is found then appropriate action shall be taken. Such action may include, but is not restricted to:

- Informing the Trade Association and ensuring feedback from them of their actions
- Excluding one or more of the Trade Associations from this procedure
- Legal Action
- Suspension or cancellation of this Procedure

13 Emergency Situations – Electricians not in Trade Associations

- 13.1 Any qualified electrical contractor will be permitted to remove the Company cut-out fuse in the event of an emergency. Such an emergency would be deemed to be an overheating consumer unit. The electrical contractor shall not replace the cut-out fuse.
- 13.2 GE shall be contacted as soon as possible following disconnection and the reason for removing the cut-out fuse stated. SSEN will replace the cut-out fuse following any necessaries repairs or replacement works carried out by the electrical contractor.
- 13.3 Where misuse of this emergency sanction is found SSEN may take action under the Electricity Safety, Quality and Continuity Regulations 2002 section 25 or other such applied Statutory Acts or Regulations.

14 COVID Restrictions

- 14.1 During COVID lockdown or other imposed Governmental requirements electrical contractors will not be required to collect the seals from a Region Office unless requested to by GE.
- 14.2 The requirements in regard of registering and recording of information as detailed in section 8 will apply except the electrical contractor will not be required to sign for the

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labels and these will be sent in the post. The electrical contractor will be required to send a photo of their membership card for verification by SSEN either by email or instant messaging as advised by us when making contact. Where the card is illegible or otherwise invalid no stickers will be issued.

15 Revision History

No	Overview of Amendments	Previous Document	Revision	Authorisation
01	Reviewed and updated into a new format	PR-PS-051 (rev2.04)	1.00	Rodger Yuile
02				