

This shall be printed in A4, laminated and secured inside the LCP access door



B4 Process – Aide Memoir

1. Before you start

- Check you are at the correct Local Control Panel (LCP)
- Open the LCP door and press test lamp to confirm the LCP is functioning properly
- Await instruction from the ES before proceeding to operate the NSCDs

2. The call with the ES

- Confirm the location, the NSCDs to be operated and whether they are to be operated to the OPEN or SHORTED position

3. Pre operating checks

- Press test lamp to confirm the LCP is functioning properly
- Check that both the “FAULT” Lamp and “CONDUCTOR RAIL LIVE” lamp are NOT illuminated. IF THEY ARE STOP AND CONTACT THE ES
- Check that the NSCD is in the correct position
 - Before the isolation commences the NSCD will be in the “OPEN” position
 - Before handing back an isolation the NSCD will be in the “SHORTED” position

4. Operating the NSCD

- Move the control switch to “LOCAL”
- Turn the operating switch to “OPEN” or “SHORTED”
 - If applying the NSCD check the “SHORTED” lamp is illuminated after operation
 - If opening the NSCD check the “OPEN” lamp is illuminated after operation
- Return the Switch to the “LOCKOUT” position
 - When operating the NSCD to SHORTED position apply padlocks and caution labels to appropriate NSCDs
 - If opening the NSCD remove padlocks and caution labels of appropriate NSCDs
- Put the NSCD padlock keys inside the “Key Safe Box”
 - When operating the NSCD to SHORTED position lock the “Key Safe Box” and retain the “Key Safe Key” unless instructed by the ES to return the “Key Safe Key” to the ES
 - If opening the NSCD lock the “Key Safe Box” and leave the “Key Safe Key” in the lock