



TP CENTRAL ODISHA DISTRIBUTION LIMITED

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Name of the Document

Standard Operating Procedure (SOP) for Operations & Issue of PTW for
11 kV Feeders emanating from 33/11kV TPCODL Sub-Station under
Divisional Area Power System Control Centre (APSCC)

Prepared By

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Reviewed By

Tushar Kulkarni

Approved By

Chintamani Chitnis

Issued By

Niranjan Rout



TP CENTRAL ODISHA
DISTRIBUTION LIMITED

(A Joint Venture of Tata Power and Government of Odisha)

Standard Operating Procedure (SOP)

For

Operations & Issue of PTW for 11 kV Feeders
emanating from 33/11kV TPCODL Sub-Station under
Divisional Area Power System Control Centre
(APSCC)

POWER SYTEM CONTROL CENTER

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1. Scope

This document includes Standard Operating Procedure (SOP) for Operation, Communication between PSCC, Primary sub-station operators and authorized working party for issuing Permit-To-Work (PTW) on 11 kV feeders and other associated 11kV network elements in the power distribution network emanating from 33/11kV Primary Sub-stations under Divisional Area Power System Control Center (APSCC).

Divisional APSCC includes all non-automated locally operated manned Primary Substation (PSS) within that area of responsibility.

2. Permit-To-Work Guide lines

- 2.1. Any work carried out on the 11kV distribution network and any associated 11kV network element requires Permit-To-Work (PTW).
- 2.2. The PTW is issued from Area Power System Control Center using Suraksha Kavach 2.0 application.
- 2.3. PTW is issued only to the authorized personnel who has been given permission by appropriate authority (i.e., Executive Engineer) of that particular area in Suraksha Kavach 2.0 web application using working party approval procedure.
- 2.4. The authorized personnel should be Executive Engineer/SDO/EMR/Section In-charge/Lineman
- 2.5. The authorized personnel i.e., the PTW holder should have valid ELBO license to work on 11kV electrical network.
- 2.6. Part feeder shutdowns in Rural Feeders will be availed only by Section In-charge/SDO/Executive Engineer

3. Elaboration of Operating Procedure

3.1 Full feeder shutdown or outage and issuing PTW

3.1.1. Outage of 11kV feeder emanating from PSS

1. The authorized personnel calls respective PSS operator requesting an outage and shares the following details:
 - a) Name of the Authorized person who is asking for PTW
 - b) Substation/Feeder /Feeder Section/Equipment where work is to be done
 - c) Brief Work Description

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- d) Information regarding the isolation of back feeding if any
- e) Any requirements for feeders in close vicinity that also need to be de-energised for this work

(Refer Clause 2.4. The authorized personnel should be Executive Engineer/SDO/EMR/Section In-charge/Lineman)

2. PSS Operator checks if the shutdown is Planned (PSD) or Emergency (ESD).
 - a) In case of PSD, it should be approved by PSSC and Executive Engineer of the respective area and available in Suraksha Kavach
 - b) If it is not approved and required to be availed, then it needs to be approved by Executive Engineer and issued as Unplanned Shutdown (UPSD)
 - c) In case of Emergency, the PSS Operator creates the entry in Suraksha Kavach
3. PSS Operator get the confirmation from authorized personnel for the availability of safety equipments such as neon tester, discharge rod, Ladder & PPEs.
4. PSS Operator after creating the entry in Suraksha Kavach, follows the below procedure,
 - a) PSS Operator will OPEN the breaker locally
 - b) Once breaker opened, PSS operator has to confirm the same (i.e. breaker shows open indication and load current drops to zero)
 - c) PSS operator wear required PPEs opens AB Switch/ GOD of the particular feeder and confirms visually all the three blades are in open condition
 - d) PSS operator then closes Earth Switch or provide local portable grounding
 - e) PSS Operator will put the Do Not Operate tags on the Breaker Panel and Feeder AB Switch/GOD

Note:

- i. *In case of indoor switchgear, when there is no AB Switch/ GOD is available for the particular feeder PSS operator will rack out the respective circuit breaker for complete isolation.*
- ii. *In case of Gas Insulated switchgear, PSS operator will open the dis-connector switch for isolation.*
- iii. *In case of Ring Main Unit, PSS Operator will open LBS or dis-connector for isolation.*

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5. PSS Operator takes APSCC on conference call along with authorized personnel and provides the details of outage. APSCC will identify the said outage from the pending list in Suraksha Kavach and reconfirm all the details with authorized personnel.
6. APSCC now provide opening reference no. to PSS Operator and get confirmations on the isolations done. PSS Operator will give a return opening reference no. confirming the above isolation of that particular feeder, which APSCC will record it in the Suraksha Kavach
7. APSCC then get confirmation of following safety checks before creating the PTW from the authorized personnel,
 - i. Zero Voltage confirmation
 - ii. No Live Line Crossing near the working area
 - iii. Identification and isolation of all HT & LT back-feeding points.
8. APSCC then generates PTW number in Suraksha Kavach (which is randomly generated unique number by system)
9. APSCC then shares generated PTW number with authorized personnel and asking him to ensure proper safety zone before executing work
10. In case of multiple PTWs on same feeder -
 - a) In the event of another outage requirement on the same feeder by different authorized personnel, APSCC will follow all the points mentioned in the section 3.1.1 except for isolations, which is already in place for the particular feeder.
 - b) APSCC then share this information of multiple PTWs with other PTW holders for information.

3.1.2. Normalization of 11kV feeder after completion of work

1. The authorized personnel who is the PTW holder calls PSS Operator for return of the same and shares the following details
 - a) PTW number that was issued
 - b) Substation/Feeder /Feeder Section/Equipment where work is completed.
 - c) Location where work execution is completed
 - d) Name of the Authorized person who is has taken PTW

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- e) Confirmation whether all portable grounds, tools and materials are removed and all men at work are moved out of the working perimeter

(Refer Clause 2.4. The authorized personnel should be Executive Engineer/SDO/EMR/Section In-charge/Lineman)

2. APSCC checks the record against PTW number shared and validates all the information received in Suraksha Kavach
3. APSCC checks for any other pending PTWs on the same feeder. If yes then APSCC will ask PSS Operator to await for call from other PTW holders for closure of PTW.
4. PSS Operator and APSCC will repeat from Point no 1 to 3 of section 3.1.2 until all the PTWs with same isolation called for normalization of the particular feeder
5. APSCC shares Closing Reference Number with PSS Operator to do the following operations:
 - a) PSS Operator will remove the PTW tags of the Breaker Panel and Feeder AB Switch/GOD.
 - b) PSS operator wear required PPEs open the respective Earth Switch /remove local portable groundings
 - c) PSS operator will close the AB Switch/ GOD and visually confirm all three blades connected properly.
(PSS operator will rack-in the circuit breaker in case of indoor switchgear or close the dis-connector)
 - d) PSS Operator will give a return closing reference no. confirming the all isolation is normalized of that particular feeder, which APSCC will record it in the Suraksha Kavach
6. PSS Operator will now take all PTW holders on conference call along with APSCC and after confirmation will ask PSS Operator to charge the breaker
7. APSCC will close the PTWs on that feeder in Suraksha Kavach.
8. APSCC will confirm PTW holders and PSS operator regarding the restoration/normalization of the feeder in case feeder charged ok and shows healthy electrical parameter

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9. In case of any abnormalities, the authorized person will once again have to take PTW as per requirement for execution of further work.

3.2 Part feeder shutdown or outage and issuing PTW

3.2.1. Part Section isolation by opening Line AB Switch/ DT AB Switch

1. The authorized personnel calls PSS requesting for outage and shares the following details:
 - a) Name of the Authorized person who is asking for PTW
 - b) Substation/Feeder /Feeder Section/Equipment where work is to be done
 - c) Brief Work Description
 - d) Information regarding the isolation of back feeding if any
 - e) Any requirements for feeders in close vicinity that also need to be de-energised for this work
 - f) Information of the isolation point (Name & Location of Line AB Switch/RMU/DT AB Switch)

(Refer Clause 2.4. The authorized personnel should be Executive Engineer/SDO/EMR/Section In-charge/Lineman

Refer Clause 2.6. Part feeder shutdowns in Rural Feeders will be availed only by Section In-charge/SDO/Executive Engineer)

2. PSS Operator checks if the shutdown is Planned (PSD) or Emergency (ESD).
 - a) In case of PSD, it should be approved by PSSC and Executive Engineer of the respective area and available in Suraksha Kavach
 - b) If it is not approved and required to be availed, then it needs to be approved by Executive Engineer and issued as Unplanned Shutdown (UPSD)
 - c) In case of Emergency, the PSS Operator creates the entry in Suraksha Kavach
3. PSS Operator get the confirmation from authorized personnel for the availability of safety equipments such as neon tester, discharge rod, Ladder & PPEs.
4. PSS Operator after creating the entry in Suraksha Kavach, asks authorized personnel if the concerned feeder breaker needs to be opened to isolate on load zero
 - a) In case of Line AB Switch/GOD or DT AB Switch/GOD isolation on dead feeder

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- i. PSS Operator will OPEN the respective breaker and share Opening Reference number after confirmation of load zero
 - ii. Authorized personnel will check and confirm with neon tester that the feeder is dead
 - iii. Authorized personnel will open the AB Switch/GOD
 - iv. Authorized personnel will confirm against visual inspection that all three blades clearly opened and confirm the section is isolated
 - v. The feeder will be now charged locally by PSS Operator and confirm the charging of the feeder to authorized personnel
- b) In case of DT ABS/GOD isolation on No load by opening LT ACB/MCCB
 - i. Authorized personnel will hand trip incoming LT ACB/MCCB
 - ii. DT ABS/GOD will be opened on no load condition
 - iii. Authorized personnel will confirm against visual inspection that all three blades clearly opened and confirm the section is isolated
- c) In case of RMU isolation on load
 - i. Authorized personnel will hand trip RMU Circuit breaker or open RMU Load break Switch
 - ii. Authorized personnel will confirm once isolation done and confirm the section is isolated
5. PSS Operator will now take APSCC on conference call along with the authorized personnel and provide all details regarding the outage.
6. APSCC will identify the said outage from the pending list in Suraksha Kavach and reconfirm all the details with authorized personnel. APSCC will ask for Opening reference no. from authorized personnel against confirmation of isolation and same shall be recorded in Suraksha Kavach
7. APSCC will get confirmation of following safety checks from authorised personnel before creating the PTW,
 - i. Zero Voltage was Confirmed
 - ii. No Live Line Crossing near the working area
 - iii. All HT & LT back-feeding points were identified and isolated

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8. APSCC then generates PTW number in Suraksha Kavach (which is randomly generated unique number by system)
9. APSCC then shares generated PTW number with authorized personnel and asking him to ensure proper safety zone before executing work
10. In case of multiple PTWs on section of feeder/DT -
 - c) In the event of another outage requirement on the same feeder by different authorized personnel PSS Operator and APSCC will follow all the points mentioned in the section 3.2.1 except for isolations, which is already in place for the particular feeder section/DT.
 - d) APSCC then share this information of multiple PTWs with other PTW holders for information.

3.2.2. Normalization by Closing Line AB Switch/ DT AB Switch

1. The authorized personnel who is the PTW holder calls PSS Operator for return of the same and shares the following details
 - a) PTW number that was issued
 - b) Substation/Feeder /Feeder Section/Equipment where work is completed.
 - c) Location where work execution is completed
 - d) Name of the Authorized person who has taken PTW
 - e) All portable grounds, tools and materials are removed and all men at work are moved out of the working perimeter
 - f) Information of the isolation point (Name & Location of Line AB Switch/RMU/DT AB Switch)

(Refer Clause 2.4. The authorized personnel should be Executive Engineer/SDO/EMR/Section In-charge/Lineman

Refer Clause 2.6. Part feeder shutdowns in Rural Feeders will be availed only by Section In-charge/SDO/Executive Engineer)

2. APSCC checks for any other pending PTWs on the same feeder. If yes then APSCC and PSS Operator will await for call from other PTW holders for closure of PTW.

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3. APSCC will repeat from Point no 1 to 3 of section 3.2.2 until all the PTWs with same isolation called for normalization of the particular feeder
4. PSS Operator will now take all PTW holders on conference call with APSCC and asks if the concerned feeder breaker needs to be opened to normalize the isolation on load zero
 - a) In case of Line AB Switch/GOD or DT AB Switch/GOD normalization on dead feeder
 - i. PSS Operator will OPEN the respective breaker and confirmation of load zero
 - ii. Authorized personnel will check and confirm with neon tester whether the feeder is dead
 - iii. Authorized personnel will close the AB Switch/GOD
 - iv. Authorized personnel will confirm against visual inspection that all three blades clearly engaged and share closing reference no. of his own. This will be recorded in Suraksha Kavach
 - v. PSS Operator will CLOSE and confirm the charging of the feeder
 - b) In case of DT ABS/GOD normalization by closing LT ACB/MCCB
 - i. DT ABS/GOD will be closed on no load condition
 - ii. Authorized personnel will charge incoming LT ACB/MCCB
 - iii. Authorized personnel will confirm closing reference no. of his own. This will be recorded in Suraksha Kavach confirming the section is charged
 - c) In case of RMU normalization on load
 - i. Authorized personnel will CLOSE RMU Circuit breaker or RMU Load break Switch
 - ii. Authorized personnel will confirm closing reference no. of his own. This will be recorded in Suraksha Kavach confirming the section is charged
5. APSCC will close the PTWs on that feeder in Suraksha Kavach.
6. APSCC will confirm PTW holders regarding the restoration/normalization of the feeder section/DT in case charged ok and shows healthy electrical parameter
7. In case of any abnormalities, the authorized person will once again have to take PTW as per requirement for execution of further work.

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3.3 Outage for work inside PSS and issuing PTW

3.3.1. Issuing PTW for any work inside PSS

1. The authorized personnel calls PSS Operator requesting for outage and shares the following details:
 - a) Name of the Authorized person who is asking for PTW
 - b) Substation/Feeder /Feeder Section/Equipment where work is to be done
 - c) Brief Work Description
 - d) Information regarding the isolation of back feeding if any
 - e) Any requirements for feeders in close vicinity that also need to be de-energised for this work

(Refer Clause 2.4. The authorized personnel should be Executive Engineer/SDO/EMR/Section In-charge/Lineman)
2. PSS Operator checks if the shutdown is Planned (PSD) or Emergency (ESD).
 - a) In case of PSD, it should be approved by PSSC and Executive Engineer of the respective area and available in Suraksha Kavach
 - b) If it is not approved and required to be availed, then it needs to be approved by Executive Engineer and issued as Unplanned Shutdown (UPSD)
 - c) In case of Emergency, the PSS Operator creates the entry in Suraksha Kavach
3. PSS Operator get the confirmation from authorized personnel for the availability of safety equipments such as neon tester, discharge rod, Ladder & PPEs.
4. PSS Operator after creating the entry in Suraksha Kavach, follows the below procedure,
 - a) PSS Operator will OPEN the upstream and downstream breakers locally
 - b) PSS operator has to confirm the same (i.e. breaker shows open indication and load current drops to zero)
 - c) PSS operator opens upstream and downstream Isolator/AB Switch/ GOD of the particular equipment or racks out the upstream and downstream circuit breakers in case of indoor switchgear.
 - d) PSS operator then confirms visually all the three blades are in open condition or CB racked out condition
 - e) PSS operator then closes Earth Switch or provide local portable grounding

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f) PSS Operator will put the Do Not Operate tags on the Breaker Panels and Isolator/AB Switch/GOD

5. PSS Operator takes APSCC on conference call along with authorized personnel and provides the details of outage. APSCC will identify the said outage from the pending list in Suraksha Kavach and reconfirm all the details with authorized personnel.
6. APSCC now provide opening reference no. to PSS Operator and get confirmations on the isolations done. PSS Operator will give a return opening reference no. confirming the above isolation of that particular feeder, which APSCC will record it in the Suraksha Kavach
7. APSCC will get confirmation of following safety checks from authorized personnel before creating the PTW,
 - i. Zero Voltage Confirmed
 - ii. No Live Line Crossing near working area
 - iii. All back-feeding points identified and isolated
8. APSCC then generates PTW number in Suraksha Kavach (which is randomly generated unique number by system)
9. APSCC then shares generated PTW number with authorized personnel and asking him to ensure proper safety zone before executing work
10. In case of multiple PTWs on same feeder -
 - a) In the event of another outage requirement on the same feeder by different authorized personnel PSS Operator and APSCC will follow all the points mentioned in the section 3.3.1 except for isolations, which is already in place for the particular feeder.
 - b) APSCC then share this information of multiple PTWs with other PTW holders for information.

3.3.2. Normalization of system after work inside PSS

1. The authorized personnel who is the PTW holder calls PSS Operator for return of the same and shares the following details
 - a) PTW number that was issued

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- b) Substation/Feeder /Feeder Section/Equipment where work is completed.
- c) Location where work execution is completed
- d) Name of the Authorized person who is has taken PTW
- e) All portable grounds, tools and materials are removed and all men at work are moved out of the working perimeter

*(Refer Clause 2.4. The authorized personnel should be Executive
Engineer/SDO/EMR/Section In-charge/Lineman)*

2. APSCC checks the record against PTW number shared and validates all the information received in Suraksha Kavach
3. APSCC checks for any other pending PTWs on the same feeder. If yes then APSCC will await for call from other PTW holders for closure of PTW.
4. PSS Operator and APSCC will repeat from Point no 1 to 3 of section 3.3.2 until all the PTWs with same isolation called for normalization of the particular feeder
5. APSCC shares Closing Reference Number with PSS Operator to do the following operations:
 - a) PSS Operator will remove the PTW tags of the upstream and downstream Breaker Panel and Isolator/AB Switch/GOD.
 - b) PSS operator will open the respective Earth Switch /remove local portable groundings
 - c) PSS operator will close the upstream and downstream Isolator/AB Switch/ GOD and visually confirm all three blades connected properly or will rack in upstream and downstream circuit breakers in case of indoor switchgear
 - d) PSS Operator will give a return closing reference no. confirming that all isolations of that particular feeder are normalised, which will be recorded by APSCC in the Suraksha Kavach.
6. PSS Operator will now take all PTW holders on conference call along with APSCC and after confirmation ask PSS Operator to will CLOSE the breaker locally. The closing of the Breakers should be done in sequence to the direction of the power flow (i.e. 11kV I/C to 11kV OG).
7. APSCC will close the PTWs on that feeder in Suraksha Kavach.

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8. APSCC will confirm PTW holders and PSS operator regarding the restoration/normalization of the feeder in case feeder charged ok and shows healthy electrical parameter
9. In case of any abnormalities, the authorized person will once again have to take PTW as per requirement for execution of further work.

3.4 Test Charging of 11kV Feeder tripped on fault

This includes the 11kV feeders emanating from Substation and 11kV Incomers (LT Side breakers of Power Transformer)

1. PSS Operator checks the type of fault and calls the respective authorized personnel to confirm for any abnormal condition visible in the substation or any message received.
2. On getting clearance for charging from respective authorized personnel, PSS Operator will CLOSE the breaker locally
3. PSS Operator will record the information as Tag in SCADA and as entry in Suraksha Kavach.
4. In case of any delay in charging due to any abnormality message received or failed test charge (feeder declared to be under breakdown), PSS Operator in consultation with JM/Lineman and checking the load management perspective, will changeover the load fed to alternate source.
5. In case of any fault found or for attending the full feeder/part feeder breakdown, PTW to be availed by the authorized person as per the process laid down in Section-3.1 above
6. Any breakdown will be attended by taking the PTW from APSCC by authorized personal only

(Refer Clause 2.4. The authorized personnel should be Executive Engineer/SDO/EMR/Section In-charge/Lineman)

3.5 Hand Trip required for Emergency Condition/ Situation

During the emergency condition/situation which includes

- a) Fire Hazard
 - b) circumstance which might lead to risk of life of Human/Animal/Property
1. On receipt of information the feeder shall be hand tripped immediately by PSS operator
 2. The personnel who shall be attending to check and clear for charging. PSS Operator will record the information as Tag in SCADA and as entry in Suraksha Kavach.
 3. The charging of the feeder not to be done by PSS operator
 4. Against the receipt of clearance from authorized personnel PSS operator will close the breaker of feeder
 5. Any breakdown will be attended by taking the PTW from APSCC by authorized personal only

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(Refer Clause 2.4. The authorized personnel should be Executive Engineer/SDO/EMR/Section In-charge/Lineman)

3.6 Loss of telephonic communication during operation

1. All operations are to be done as per the SOP based on telephonic communication with APSCC
2. In case of loss of telephonic communication channel with APSCC PSS operator have to escalate the matter to the respective section In-charge/SDO/Executive Engg., for pursuing subsequent operations
3. Respective section In-charge/SDO/Executive Engg, will take the entire responsibility for restoration/normalization of the power supply ensuring safe operating procedures.
4. Once the supply is restored Respective section In-charge/SDO/Executive Engg., PSS Operator the details of tripping & outages with APSCC, so that the same can be recorded in Suraksha Kavach for further reporting.

3.7 Requirement of Load Curtailment

1. In case of demand limitation, generation failure or equipment breakdown at distribution side requirement of load curtailment from SLDC/Respective Executive Engineer/SDO will communicate it to APSCC HOG
2. APSCC HOG will also be intimated regarding volume of load restriction and duration.
3. APSCC HOG then get the confirmation from the respective Executive Engineer.
4. Against the receipt of the confirmation, APSCC will ask PSS Operator to conduct operation as per requirement with intimation to section in-charge.
5. Note that when a line is dead due to load curtailment, no work is to be done without PTW issued from APSCC.