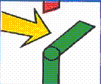
**Scope**

Maintenance and repair work on electrical installations.

**What and how?**

**Use the principle of the Vital Five!**

1. **Disconnecting**
2. **Locking**
3. **Measuring**
4. **Earthing and short-circuiting**
5. **Cordoning off**



1. **Disconnecting**

Make sure that the unit that you are working is switched off.  
Ensure that is visible that the unit is switched off.

1. **Locking**

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Make sure that the installation cannot be switched on again:

* Put a notice at the switch or disconnection point prohibiting it from being switched on

or

****

* remove the fuse or lock the fuse

1. **Measuring**

* Carry out a voltage test on each conductor forming part of the switched off installation.
  + - The result must each time be 0.
    - Make sure that the measuring appliance is designed for this purpose
    - the operation of the appliance has been tested before use.

1. **Earthing and short-circuiting**

* Earth and short-circuit each conductor in the switched off installation.

1. **Cordoning off**

* Apply isolating plates, cloths or other materials to prevent touching live and exposed parts of other installations.

**KUWAIT PETROLEUM NORTH WEST EUROPE**

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**Reviews Summary**

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| --- | --- | --- | --- |
| **Review date** | **Review reference** | **Review details** | **Review version** |
| **01 Dec 2017** |  |  | **0** |
| **01 Dec 2020** | **--** | **Periodic review - no changes** | **1** |
| **15 Dec 2020** | **--** | **Periodic review- minor changes** | **2** |