



THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. Its use is restricted to employees with a need to know and third parties with a need to know and who have signed a non-disclosure agreement.

Generation General Order - Safety

Title		Doc Num / Rev
C-01- Hold Card Procedure		SOP-0240 / 21
Location	Status	Release Date
Bailly Generating Station Oakdale And Norway Hydro Stations Michigan City Generating Station R. M. Schahfer Generating Station Valparaiso Servicer And Central Stores	Approved And Released STANDARD OPERATING PROCEDURE	11/13/2017 7:04:36 AM

TABLE OF CONTENTS

I.	PURPOSE.....	5
II.	SCOPE.....	5
III.	DEFINITIONS	
A.	Additional Securing Device.....	6
B.	Affected Worker.....	6
C.	APPLICATION FOR HOLD.....	6
D.	Contractor Representative.....	6
E.	CONTRACTOR SIGN ON/OFF FORM.....	6
F.	Control Authority.....	6
G.	Control Authority Management Representative.....	6
H.	Energy-Isolating Component.....	7
I.	FLAG.....	7
J.	Flow Diagrams.....	7
K.	HOLD CARD.....	7
L.	Hold Card Committee.....	7
M.	HOLD CARD COMPONENT SUMMARY.....	7
N.	HOLD CARD CONTROL DOCUMENT.....	7
O.	HOLD CARD RELEASE FOR TEST DOCUMENT.....	8

PRINTED COPIES of this document are considered to be "obsolete" one (1) day after the date the document is printed. It is the responsibility of the person using the printed copy to verify it is still the current version of this document before use.



THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. Its use is restricted to employees with a need to know and third parties with a need to know and who have signed a non-disclosure agreement.

ABLE OF CONTENTS (Continued)

P.	Hold Equipment.....	8
Q.	Holder.....	8
R.	Isolation Zone.....	8
S.	NIPSCO Owner Representative.....	8
T.	PERSONAL PROTECTION TAG.....	8
U.	Provisional Holder.....	8
V.	Provisional Worker.....	8
W.	Release Equipment.....	9
X.	Shall.....	9
Y.	Should.....	9
Z.	Signature.....	9
AA.	Stored Energy.....	9
BB.	Unaffected Worker.....	9
CC.	Verification of HOLD CARD Placement.....	9
DD.	Verification of Safe to Work.....	10
EE.	WORK PERMIT.....	10
FF.	Worker.....	10
GG.	Zero Energy Condition.....	10

IV. RESPONSIBILITIES

A.	Manager.....	11
B.	Control Authority Management Representative.....	11
C.	Control Authority.....	11
D.	Holder.....	11
E.	Worker.....	12
F.	NIPSCO Owner Representative.....	12
G.	Contractor Representative.....	12

PRINTED COPIES of this document are considered to be “obsolete” one (1) day after the date the document is printed. It is the responsibility of the person using the printed copy to verify it is still the current version of this document before use.

TABLE OF CONTENTS (Continued)

V.	GENERAL OPERATING RULES.....	12
VI.	PROCEDURE	
A.	To Hold Equipment.....	15
B.	Additional Holders to Existing HOLD.....	19
C.	Applying Additional HOLD CARDS.....	20
D.	Releasing HOLD CARDS for Test.....	23
E.	Releasing Holds.....	28
F.	Emergency Removal of HOLD CARDS.....	29
G.	Transfer of Holds.....	31
H.	Administrative (Lost Paperwork)	31
I.	Generating Station Switchyard Interface Requirements.....	32
J.	Contractors.....	32
	7.a. Initiating a Hold for Contractor Work.....	33
	7.b. Releasing Hold Cards for Test for Contractor Work	36
	7.c. Releasing a Hold for Contractor Work	39
	7.d. Changing Contractor Representatives for a Job	40
K.	Procedural Assessment.....	42
VII.	APPENDIX	
A.	Flow Diagrams	
	A-1. To Hold Equipment.....	43
	A-2. Additional Holders to Existing Hold.....	64
	A-3. Applying Additional Hold Cards.....	64
	A-4. Releasing Hold Cards for Test - Before Testing.....	64
	A-5. Releasing Hold Cards for Test - After Testing is Complete.....	64
	A-6. Releasing Holds.....	48
	A-7. Emergency Removal of Hold Cards.....	49



THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. Its use is restricted to employees with a need to know and third parties with a need to know and who have signed a non-disclosure agreement.

TABLE OF CONTENTS (Continued)

B. Documents and Forms

B-1.	Hold Card Control Document.....	64
B-2.	Hold Card Component Summary.....	64
B-3.	Hold Card Component Summary with 2nd Verification.....	52
B-4.	Hold Card.....	53
B-5.	Personal Protection Tag (PPT).....	54
B-6.	Front Page Hold Card Work Permit.....	55
B-7.	Back Page Hold Card Work Permit.....	56
B-8.	Front Page Hold Card Release for Test Document.....	57
B-9.	Back Page Hold Card Release for Test Document.....	58
B-10.	Application for Hold.....	59
B-11.	Front of Contractor Sign On/Off Form.....	60
B-12.	Back of Contractor Sign On/Off Form.....	61
B-13.	Hold Void Form.....	62
B-14.	Training Guidelines.....	63
B-15.	Training Certification Document.....	64



THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. Its use is restricted to employees with a need to know and third parties with a need to know and who have signed a non-disclosure agreement.

HOLD CARD PROCEDURE

I. PURPOSE

General Order C-01 "Hold Card Procedure" defines the standards and the requirements to de-energize, isolate, and relieve all sources of energy leading to a piece of equipment. This general order Shall be implemented when it is necessary to bring equipment to a Zero Energy Condition where the unexpected start-up or release of stored energy could occur and cause injury. This general order provides protection from injury for personnel working on equipment that has been de-energized, isolated from all sources of energy, and placed in a Zero Energy Condition.

II. SCOPE

This general order covers all NIPSCO Generation's generating stations and locations that are under the responsibility of NIPSCO Generation. Personnel from other departments and contractors Shall follow this general order when working in areas controlled by NIPSCO Generation. Safety measures or procedures of other departments Shall not be shortened, bypassed or omitted.

When a General Order C-01 violation has been discovered, all personnel believed to have committed the violation in whole or in part must be retrained in the appropriate General Order C-01 procedures prior to again serving in the capacity of Control Authority, Holder, or Worker. The appropriateness of retraining will be decided by members of the Hold Card Committee with concurrence of the Plant Manager.

NOTE: Whenever a masculine pronoun or the masculine derivative of a word is used in this general order to describe or identify any individual person, this is done solely for simplicity and is not for the purpose of expressing any attitude of preference toward any individual, male or female.

III. DEFINITIONS

- A. Additional Securing Device - A device that will inhibit unintentional or inadvertent operation of the Energy-Isolating Component that it is installed on. These devices may include any of the following:
 - 1. After-market Lockout/Tagout securing devices.
 - 2. Lightweight chain, cable, etc.
 - 3. Plant fabricated securing devices.
- B. Affected Worker - A Worker, on-site or off-site, who has signed onto a WORK PERMIT or a contract worker who has signed onto a CONTRACTOR SIGN ON/OFF FORM that can no longer perform his work safely when the Isolation Zone is modified by removal of designated HOLD CARDS for testing.
- C. APPLICATION FOR HOLD - A required form that provides the Control Authority information needed to achieve a proper isolation for the work specified on the form. **(Appendix B-10)**
- D. Contractor Representative - A contract employee who is responsible for the safety of his contract workers and the completion of his designated work scope in order to meet the responsibilities of a Contractor Representative as identified in this general order.
- E. CONTRACTOR SIGN ON/OFF FORM - Identifies contract personnel authorized to work on held equipment. It provides the method of protection for contract personnel whose signature appears on the document. **(Appendix B -11 and B-12)**
- F. Control Authority - Supervisory and represented employees with the training and experience to recognize potentially hazardous conditions and their impact on the workplace. The Control Authority has the knowledge to identify, de-energize as required, and isolate all sources of energy. In the generating stations this will be Operations, Coal Handling, Chemical, FGD Operations, and Waste Water Treatment employees who are responsible for the operation of station systems and equipment.
- G. Control Authority Management Representative - Supervisor within Operations, Coal Handling, Chemical, FGD operations or Waste Water Treatment.

- H. Energy-Isolating Component - A physical device that prevents the transmission or release of energy, including but not limited to the following: a manually operated electric circuit breaker, a disconnect switch, a manually operated switch, a slide gate, a slip blind, a line valve, blocks, and any similar device with a visible indication of the position of the device. (Push buttons, selector switches, and other control-circuit type devices are not Energy-Isolating Components).
- I. FLAG - An approved marker, designated by the Plant Manager, that indicates a HOLD CARD applies to a specific Energy-Isolating Component. When control board space does not allow the automated or hand written 3" x 6" HOLD CARD to be placed directly on the Energy-Isolating Component, the HOLD CARD will be hung in a pre-determined location in the Control Room. A FLAG Shall be placed on the Energy-Isolating Component to refer personnel back to the original HOLD CARD.
- J. Flow Diagrams - Provide a basic description of the steps to be performed and the sequence in which those steps are to be performed for implementation of this general order. The basic description for each step is obtained from a more detailed description of the step contained within **Section VI. "Procedure"**. Flow Diagrams are only to be used as a quick reference guide.
- K. HOLD CARD - A card that absolutely prohibits operating or repositioning the Energy-Isolating Component or Additional Securing Device that it is attached to. Electrical breaker compartment doors and electrical cabinet doors are not Energy-Isolating Components and may be opened with a HOLD CARD attached. **(Appendix B-4)**
- L. Hold Card Committee - Consists of representatives of the Electric Generation Department where the Hold Card System is used. The Hold Card Committee will review HOLD CARD violations to determine the severity of the violation. The committee will also issue recommendations for changes and/or corrective actions they determine are necessary to improve the Hold Card System.
- M. HOLD CARD COMPONENT SUMMARY - Identifies the equipment and lists the Energy-Isolating Components and their isolated (safe) positions necessary to place the equipment in an isolated Zero Energy Condition. **(Appendix B-2 and B-3)**
- N. HOLD CARD CONTROL DOCUMENT - Used to document the status of a Hold, and identify all Holders. Also used to track the number of WORK PERMITS issued to a Holder. The Control Authority Shall maintain possession of this document at all times. **(Appendix B-1)**

- O. HOLD CARD RELEASE FOR TEST DOCUMENT - A form used to document information and control activities for operational testing of plant equipment or components without releasing the entire Hold. **(Appendix B-8 and B-9)**
- P. Hold Equipment - The process used to place equipment in a safe condition for work.
- Q. Holder - An employee or NIPSCO Approved Contractor Coordinator who has the training and working knowledge in the use of this general order, and who possesses sufficient equipment knowledge, in order to meet the responsibilities of a Holder as identified in this general order.
- R. Isolation Zone - Determined by the Control Authority and agreed to by the Holder to allow a scope of work to be performed safely. It is physically defined by Energy-Isolating Components placed in an isolated (safe) position, having a HOLD CARD attached, and listed on a HOLD CARD COMPONENT SUMMARY.
- S. NIPSCO Owner Representative - Supervisory personnel or NIPSCO Approved Contractor Coordinators who secure Contractor support and are the main NIPSCO Generation contact person for that Contractor during the Contractor's assignment at the facility.
- T. PERSONAL PROTECTION TAG (PPT) - An optional tag that absolutely prohibits operating or repositioning the Energy-Isolating Component or Additional Securing Device that it is attached to. Electrical breaker compartment doors and electrical cabinet doors are not Energy-Isolating Components and may be opened with a PPT attached. This tag Shall only be used in conjunction with a WORK PERMIT the Worker is signed onto and can only be hung in addition to a HOLD CARD that has been hung for the Hold. PPTs Shall be removed at the end of the day, shift or completion of work, whichever is sooner and Shall be removed prior to removal of its associated HOLD CARD. **(Appendix B-5)**
- U. Provisional Holder - An employee, whom when performing as the first Holder, Shall have a qualified Holder perform a second verification of his HOLDS. The qualified Holder Shall initial each component in the "2nd Verif" column on the HOLD CARD COMPONENT SUMMARY and initial the corresponding HOLD CARD under the Provisional Holder's initials.
- V. Provisional Worker - An employee (Worker) having completed the six-month Generation Hold Card training period who can sign onto a WORK PERMIT based on skill level, complexity of the job and Isolation Zone. This determination Shall be made by the employee's supervisor.

- W. Release Equipment - Authorize removal of HOLD CARDS in order to restore equipment to an operable condition.
- X. Shall - Required as stated without variation; mandatory.
- Y. Should - Highly recommended.
- Z. Signature - The name or initials of a person written in his own hand. Falsifying a person's name, initials, or any documentation associated with implementation of this general order Shall be considered grounds for disciplinary action. In the event of an inadvertent written error (e.g. signature, date, time, etc.) a single line Shall be drawn through the error then initialed and dated by the individual making the correction.
- AA. Stored Energy - Energy that remains once the primary energy source is shut down. Stored energy may result from steam, air pressure, water pressure, hydraulic fluid pressure, compression of springs, or gravity. Energy sources include electrical, pneumatic, hydraulic, mechanical, thermal, and nuclear.
- BB. Unaffected Worker - A Worker who has signed onto a WORK PERMIT or a contract worker who has signed onto a CONTRACTOR SIGN ON/OFF FORM that can still perform his work safely when the Isolation Zone is modified by removal of designated HOLD CARD(s) for testing.
- CC. Verification of Hold Card Placement - The first Holder Shall verify that HOLD CARD(s) and Flag(s) are properly placed on the correct Energy-Isolating Component(s) and that each Energy-Isolating Component is in the isolated (safe) position. The first Holder initials each Energy-Isolating Component on the HOLD CARD COMPONENT SUMMARY and its corresponding HOLD CARD signifying that the position of each Energy-Isolating Component and the placement of each HOLD CARD has been verified. **Additional Holders** Shall verify that HOLD CARD(s) and Flag(s) are properly placed on the correct Energy-Isolating Components and that each Energy-Isolating Component is in the isolated (safe) position. The Additional Holder initials each Energy-Isolating Component on the HOLD CARD COMPONENT SUMMARY only signifying that the position of each Energy-Isolating Component and placement of each HOLD CARD has been verified.

- DD. Verification of Safe To Work - Activities such as inspection, testing, or other steps taken to confirm that a Zero Energy Condition exists on the equipment to be worked and that hazardous materials have been removed or contained. If the equipment configuration does not provide a means of verifying effective isolation and release of stored energy, then identify the risk of injury to personnel and all precautions to be taken to perform the work. If it is decided not to proceed, then no further action is required. If work must continue, then it Shall be performed following safe work practices, including all precautions previously identified and wearing appropriate personal protective equipment (PPE).

NOTE: Selection of proper PPE depends on what the hazard is. However, steam, air, and liquids under pressure or at high temperature, present significant hazards that cannot be completely controlled by wearing PPE. Safe work practices include opening equipment slowly, staying out of the line of fire, keeping as far away from the opening as possible, interposing a shield in front of the opening, and being prepared to immediately re-close the equipment if necessary.

- EE. WORK PERMIT - A document that identifies personnel authorized to work on held equipment. It provides the method of protection for personnel whose signature appears on the document. The HOLD TRANSFER section of the WORK PERMIT documents the process of transferring authority for a Hold from one Holder to another. (**Appendix B-6 and B-7**)
- FF. Worker - An employee or NIPSCO Approved Contractor Coordinator engaged in activity that requires protection under General Order C-01 "Hold Card Procedure".
- GG. Zero Energy Condition - A condition where all potentially hazardous, stored or residual energy sources have been relieved, restrained, disconnected, or otherwise rendered safe.

IV. RESPONSIBILITIES

- A. Manager - Shall be responsible for the implementation and enforcement of this general order.
- B. Control Authority Management Representative - Shall be responsible for authorizing holding operations based on the operating condition of plant equipment.
- C. Control Authority - Shall determine the appropriate Isolation Zone and isolate all hazardous energy sources. The Control Authority Shall ensure that all energy sources are protected in such a manner that if possible, will give positive indication that stored energy has been relieved. When a pressurized system is held, at least one vent and/or drain valve between the isolation point and the equipment to be worked on must be open and held. If the only vent or drain valve cannot be opened and held or there is no vent or drain, then prior to verifying the Hold the condition of the equipment and Isolation Zone Shall be discussed between the Control Authority and the Holder. The Control Authority Shall place and remove all HOLD CARDS on Energy-Isolating Components, maintain the APPLICATION FOR HOLD, HOLD CARD CONTROL DOCUMENT, HOLD CARD RELEASE FOR TEST DOCUMENT and current HOLD CARD COMPONENT SUMMARY.
- D. Holder - It Shall be the responsibility of the first Holder to perform "Verification of HOLD CARD Placement" then sign the "Hold Verified By" line and complete the "ON" section of the HOLD CARD CONTROL DOCUMENT. Additional Holders Shall perform "Verification of HOLD CARD Placement" then only complete the "ON" section of the HOLD CARD CONTROL DOCUMENT. Only Holders can release a Hold, thus authorizing the removal of HOLD CARDS. The Holder Shall maintain the WORK PERMIT and notify all Workers prior to any change in status of the Energy-Isolating Component(s) listed on his HOLD CARD COMPONENT SUMMARY. Holder Shall have sufficient understanding of the Isolation Zone of his WORK PERMIT to be able to determine if additional work activities can be safely performed by other Workers under that Isolation Zone. The Holder Shall have a verbal discussion with the Workers concerning the work scope and Isolation Zone prior to Workers signing on or off his WORK PERMIT(s). The Holder initiates the HOLD CARD RELEASE FOR TEST DOCUMENT for testing and maintains his copies of the HOLD CARD RELEASE FOR TEST DOCUMENT, the HOLD CARD COMPONENT SUMMARY, and any WORK PERMITS he has been issued. Before equipment can be released for service, each Holder Shall inspect the equipment for completeness of the work performed under his WORK PERMIT(S).

- E. Worker - Shall have a verbal discussion with the Holder concerning the work scope and Isolation Zone prior to signing on or off the WORK PERMIT. He Shall understand the work scope of the job and the Isolation Zone for the WORK PERMIT he is signing onto. This general order will allow a Worker the option of installing a PERSONAL PROTECTION TAG in conjunction with an installed HOLD CARD. Workers Shall assure themselves, or through a member of the work crew, that "Verification of Safe To Work" has been performed on the equipment at the beginning of each work period.
- F. NIPSCO Owner Representative - Shall coordinate HOLD CARD activities under this general order with the Contractor Representative. The NIPSCO Owner Representative Shall verify that all contract workers are informed by the Contractor Representative prior to any testing. When work is complete the NIPSCO Owner Representative Shall ensure that all contract workers are signed off of the CONTRACTOR SIGN ON/OFF FORM before allowing the Contractor Representative to sign off of the NIPSCO WORK PERMIT.
- G. Contractor Representative - Shall be responsible for the safety of all his contract workers and the completion of his work scope. The Contractor Representative Shall sign onto the NIPSCO WORK PERMIT and maintain a current copy of the CONTRACTOR SIGN ON/OFF FORM. The Contractor Representative Shall inform all contract workers signed onto the CONTRACTOR SIGN ON/OFF FORM prior to the start of a test and after completion of the test.

V. GENERAL OPERATING RULES

- A. All personnel are responsible for following General Order C-01. Failure to comply with the established procedures within this general order may result in disciplinary action.
- B. In addition to full compliance with all tagout related provisions of this general order additional safety measures, when necessary, Shall be implemented to provide full employee protection to reduce the likelihood of inadvertent energizing.
- C. Only Control Authority personnel Shall install HOLD CARDS. Only Control Authority personnel Shall remove HOLD CARDS.
- D. Only Control Authority personnel Shall issue WORK PERMITS. The number of WORK PERMITS issued to each Holder Shall be tracked on the HOLD CARD CONTROL DOCUMENT.

- E. A HOLD CARD Shall be securely attached to each Energy-Isolating Component or Additional Securing Device. HOLD CARDS Shall not be used for any other purpose. No HOLD CARD protecting an employee Shall be removed without the knowledge and participation of the employee it is protecting.
- F. Energy-Isolating Components having a HOLD CARD attached Shall not be operated.
- G. Any person who finds a HOLD CARD that is not affixed to an Energy-Isolating Component Shall notify the Control Authority for resolution.
- H. When the potential exists for the Zero Energy Condition of equipment to change while work is in progress, appropriate work practices and controls Shall be established and utilized to maintain the Zero Energy Condition.
- I. The authority to release a Hold Shall be vested in the signature of the Holder. In emergency situations, **Section VI.F.** "Emergency Removal of Hold Cards" of this general order Shall apply.
- J. Personnel assigned to work under a specific Hold Shall have a verbal discussion with the Holder prior to signing onto the WORK PERMIT for that HOLD. This general order will allow a Worker the option of installing a PERSONAL PROTECTION TAG in addition to the installed HOLD CARD after signing onto the WORK PERMIT. No HOLD Shall be released until all Workers have removed their PERSONAL PROTECTION TAG(s) and have signed off the WORK PERMIT. Active WORK PERMITS Shall be kept in a file system in the department of the Holder. When an operating test is necessary, **Section VI.D.** "Releasing HOLD CARDS for Test" of this general order Shall apply.
- K. Each Worker has the responsibility to sign off the WORK PERMIT. Usually this action occurs when the work has been completed or to allow testing. The Holder will determine when the Worker needs to sign off at other times. Examples of this include: work will be completed on a following shift, Worker leaving for vacation, Worker reassigned to another job and not expected to return to the first job, etc.
- L. Holds that require a change in status prior to a Holder returning for his next shift Shall be required to be transferred from one Holder to another. Examples of when a Hold transfer may occur include: Work will be completed on a following shift, Holder leaving for vacation or has been reassigned, etc.



THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. Its use is restricted to employees with a need to know and third parties with a need to know and who have signed a non-disclosure agreement.

- M. For electrical work utilize Electrical Hazard Protection Program (G.O. C-29).
 - 1. During breaker racking operations, G.O. C-29, Appendix 6.0, titled "Breaker Racking Observation and Pre-job Brief Checklist - Operations Department" requires the Operators to *"Place the control power in OFF position / remove control power fuse block"*. Since this is a required action by the Operator during breaker racking operations, neither the control power breaker/switch nor the control power fuse block need to be Hold Carded unless it is required for the safety of the Worker(s) that will be performing the maintenance.
- N. Installation of grounds for maintenance Shall be done in accordance with G.O. C-47 "Installation and Removal of Ground Devices".
- O. If Holds are requested and performing the isolation introduces a vulnerability issue, the Control Authority Management Representative will utilize the Work Authorization Form (WAF) (G.O. A-25) to perform a more in-depth vulnerability assessment prior to initiating the Hold. This vulnerability assessment will be attached to the HOLD CARD CONTROL DOCUMENT.
- P. In the event Maintenance desires equipment to be operated using an alternate energy source, a NIPSCO or Contractor work procedure approved by Plant Safety and the Plant Manager or his designee will be required.
- Q. Date, when handwritten, Shall be legible and include the month, day and year in that order.
- R. Time when handwritten, Shall be legible and identify the time as AM or PM or be written using 24-hour "Military" time.

VI. PROCEDURE

A. TO HOLD EQUIPMENT

1. A request is made to the Control Authority using an APPLICATION FOR HOLD form and Shall identify the equipment to be worked on and provide a complete description of the work to be performed. Additional information including the name of the person that completed the form, the date and time the Hold is needed, and the name of the person to be contacted when the Hold is ready for verification Shall also be provided on the form.
2. The person requesting the Hold Shall have a verbal discussion with the Control Authority covering the information provided on the APPLICATION FOR HOLD form. The Control Authority must confirm understanding of all information provided on the form. Any additional or clarifying information obtained during this initial discussion should also be entered on the form. Based on this initial discussion the Control Authority Shall determine the proper Isolation Zone for the work scope. The Control Authority and Hold requester Shall then print their name and initial the APPLICATION FOR HOLD form indicating that a verbal discussion was held and both parties have arrived at a shared understanding of the work scope and Isolation Zone.
3. The Control Authority Shall notify the Control Authority Management Representative, who Shall authorize holding operations based on the operating condition of plant equipment.
4. The Control Authority Shall review the APPLICATION FOR HOLD form to verify a verbal discussion was held with the Hold requester.
5. The Control Authority Shall prepare the HOLD CARD CONTROL DOCUMENT, HOLD CARD COMPONENT SUMMARIES, and HOLD CARDS. Hand corrections to computer generated documents are allowed with approval of the Control Authority Management Representative. All corrections Shall be one lined through, initialed and dated by the individual making the correction, then initialed by the Control Authority Management Representative.

NOTE: When making corrections to the HOLD CARD COMPONENT SUMMARY, the HOLD CARD must also be reviewed for needed corrections.

6. The Control Authority Shall place the Energy-Isolating Components listed on the HOLD CARD COMPONENT SUMMARY in the isolated (safe) position. On circuits greater than 277 volts (AC or DC) when the physical disconnect of electrical contacts cannot be visually verified, the permanently installed voltage indicator or a contact meter Shall be used to verify absence of voltage prior to hanging the HOLD CARD. On circuits of 277 volts or less (AC or DC), the absence of voltage check Shall be made using a contact meter at an alternate accessible location e.g., junction box, term box, etc. or when possible at the equipment itself prior to hanging the Hold Card. For all work on circuits of 277 volts or less (AC or DC) an absence of voltage check Shall be performed by a qualified Worker at the equipment to be worked on prior to beginning the maintenance.
7. The Control Authority Shall relieve or restrain any Stored Energy and remove or contain any hazardous material using available equipment components.
8. The Control Authority Shall install an Additional Securing Device in a manner that will inhibit unintentional or inadvertent operation of the Energy-Isolating Component that it is installed on.

NOTE: If the component is designed to accept a lock, the Additional Securing Device Shall be installed where the lock would have been installed.

9. The Control Authority Shall initial and attach the appropriate HOLD CARD to each Energy-Isolating Component or the Additional Securing Device.
10. The Control Authority Shall attest that each Energy-Isolating Component has been placed in the isolated (safe) position and the appropriate HOLD CARD has been properly attached by initialing each Energy-Isolating Component on the Control Authority copy of the HOLD CARD COMPONENT SUMMARY.

NOTE: All Control Authority HOLD CARD COMPONENT SUMMARIES Shall be attached to the HOLD CARD CONTROL DOCUMENT.

11. The Control Authority Shall sign the “Hold Granted By” section of the HOLD CARD CONTROL DOCUMENT then notify the person listed in the “Notify whom when Hold is Ready for Verification” space of the APPLICATION FOR HOLD form that the Hold is ready.

NOTE: Holds not verified within 7 calendar days from the “Hold Granted By” date listed on the HOLD CARD CONTROL DOCUMENT Shall be reviewed by the Hold requester and Control Authority Management Representative. If the equipment is to be returned to service prior to “Verification of HOLD CARD Placement”, the Hold Shall be voided utilizing the “Hold Void Form”. **(Appendix B-13)**.

12. The Holder Shall have a verbal discussion with the Control Authority reviewing the APPLICATION FOR HOLD form and the HOLD CARD COMPONENT SUMMARY. Then prior to performing Verification of HOLD CARD Placement the Control Authority and Holder Shall both print their name and initial the APPLICATION FOR HOLD form indicating that a verbal discussion was held and both parties have arrived at a shared understanding of the work scope and Isolation Zone.
13. The Control Authority Shall issue the Holder an un-initialed copy of the HOLD CARD COMPONENT SUMMARY.
14. The first Holder Shall verify that HOLD CARDS and FLAGS are properly placed on the correct Energy-Isolating Components and that each Energy-Isolating Component is in the isolated (safe) position. The first Holder initials each Energy-Isolating Component on the HOLD CARD COMPONENT SUMMARY and its corresponding HOLD CARD signifying that the position of each Energy-Isolating Component and placement of each HOLD CARD has been verified.

NOTE: Provisional Holders, if they are the first Holder, Shall have a qualified Holder perform a second verification of their HOLDS. The qualified Holder Shall initial each component in the “**2nd Verif**” column on the HOLD CARD COMPONENT SUMMARY and initial the corresponding HOLD CARD under the Provisional Holder’s initials.

15. When Verification of HOLD CARD Placement is complete, the first Holder Shall sign and date the “Hold Verified By” line then complete the “ON” section of the HOLD CARD CONTROL DOCUMENT.

16. The Control Authority Shall review the HOLD CARD CONTROL DOCUMENT for completeness then place his name, Date, Time, Hold ID#, the name of the Holder, and the Work Permit number on a WORK PERMIT and issue the Holder his WORK PERMIT. The Control Authority Shall ensure that the WORK PERMIT gets attached to the Holder's HOLD CARD COMPONENT SUMMARY.
17. The Holder Shall have a verbal discussion concerning the work scope and Isolation Zone with the Workers prior to Workers signing onto his WORK PERMIT. This discussion Shall include any absence of voltage checks required to be performed for work on electrical circuits of 277 volts or less (AC or DC). The Holder Shall have a sufficient understanding of the Isolation Zone of his WORK PERMIT to be able to determine if additional work activities can be safely performed by other Workers under that Isolation Zone.
18. The Workers Shall have a verbal discussion with the Holder concerning the work scope and Isolation Zone and any absence of voltage checks required prior to signing onto the WORK PERMIT for that Hold.
19. The Workers Shall then sign on to the WORK PERMIT with approval of the Holder.

NOTE: PERSONAL PROTECTION TAG(s) can be applied at this time.

20. At the beginning of each work period, Workers Shall assure themselves, or through a member of the work crew, that "Verification of Safe to Work" has been performed on the equipment.

NOTE: If it is determined that additional HOLD CARDS are required for the work to be performed, proceed to **Section VI.C.** "Applying Additional Hold Cards".

21. The Workers Shall ensure that the Zero Energy Condition of the equipment is maintained. This Shall be verified using appropriate work practices and controls e.g., pressure indicator, vent and drain valves, voltmeter, etc.

B. ADDITIONAL HOLDERS TO EXISTING HOLD

NOTE: Additional Holders are not permitted to sign onto a Hold during a Release for Test.

1. The Additional Holder Shall submit a request to the Control Authority, using the APPLICATION FOR HOLD form, identifying the equipment to be worked on and providing a complete description of the work to be performed.
2. The Additional Holder Shall have a verbal discussion with the Control Authority reviewing the information listed on the APPLICATION FOR HOLD form and together they determine that the work can be performed under an existing Hold. The Control Authority and Additional Holder Shall both print their name and initial the APPLICATION FOR HOLD form indicating that a verbal discussion was held and both parties have arrived at a shared understanding of the work scope and Isolation Zone.
3. The Control Authority Shall prepare an un-initialed HOLD CARD COMPONENT SUMMARY.
4. The Control Authority Shall have a verbal discussion with the Additional Holder reviewing the APPLICATION FOR HOLD form and the HOLD CARD COMPONENT SUMMARY. Then prior to performing Verification of HOLD CARD Placement the Control Authority and Additional Holder Shall both print their name and initial the APPLICATION FOR HOLD form indicating that a verbal discussion was held and both parties have arrived at a shared understanding of the work scope and Isolation Zone.
5. The Control Authority Shall issue the Additional Holder the un-initialed HOLD CARD COMPONENT SUMMARY.
6. The Additional Holder Shall verify that HOLD CARDS and FLAGS are properly placed on the correct Energy-Isolating Components and that each Energy-Isolating Component is in the isolated (safe) position. The Additional Holder initials each Energy-Isolating Component on the HOLD CARD COMPONENT SUMMARY only signifying that the position of each Energy-Isolating Component and placement of each HOLD CARD has been verified.
7. When Verification of HOLD CARD Placement is complete, the Additional Holder Shall complete the "ON" section of the HOLD CARD CONTROL DOCUMENT.

8. The Control Authority Shall review the HOLD CARD CONTROL DOCUMENT for completeness then place his name, Date, Time, Hold ID#, the name of the Additional Holder, and the Work Permit number on a WORK PERMIT and issue the Additional Holder his WORK PERMIT. The Control Authority Shall ensure that the WORK PERMIT gets attached to the Additional Holder's HOLD CARD COMPONENT SUMMARY.
9. The Additional Holder Shall have a verbal discussion concerning the work scope and Isolation Zone with the Workers prior to the Workers signing on to his WORK PERMIT. This discussion Shall include any absence of voltage checks required to be performed for work on electrical circuits of 277 volts or less (AC or DC). Additional Holders Shall have a sufficient understanding of the Isolation Zone of his WORK PERMIT to be able to determine if additional work activities can be safely performed by other Workers under that Isolation Zone.
10. The Workers Shall have a verbal discussion with the Additional Holder concerning the work scope and Isolation Zone and any absence of voltage checks required prior to signing onto the WORK PERMIT for that Hold.
11. The Workers Shall then sign on to the WORK PERMIT with approval of the Additional Holder.

NOTE: PERSONAL PROTECTION TAG(s) can be applied at this time.

12. At the beginning of each work period, Workers Shall assure themselves, or through a member of the work crew, that "Verification of Safe to Work" has been performed on the equipment.
13. The Workers Shall ensure that the Zero Energy Condition of the equipment is maintained. This Shall be verified using appropriate work practices and controls e.g., pressure indicator, vent and drain valves, voltmeter, etc.

C. APPLYING ADDITIONAL HOLD CARDS

NOTE: Additional HOLD CARDS are only added for the initial Holder prior to Additional Holders signing onto the HOLD CARD CONTROL DOCUMENT. When there are multiple Holders, any Holder needing additional Energy-Isolating Components held Shall request a new HOLD.

1. The Workers Shall notify the Holder that equipment has not been adequately Held for the work to be performed, or that the work scope has changed, requiring the placement of additional HOLD CARD(s).

2. The Holder Shall notify the Control Authority that equipment has not been adequately held for the work to be performed, or that the work scope has changed, requiring the placement of additional HOLD CARD(s).
3. The Holder and Control Authority Shall have a verbal discussion to arrive at a shared understanding of work scope and Isolation Zone.
4. The Control Authority Shall determine the proper Isolation Zone to address problems with the initial isolation or changes in the work scope.
5. The Control Authority Shall prepare additional HOLD CARD(s) and an additional HOLD CARD COMPONENT SUMMARY for the Holder and for the Control Authority. Hand corrections to computer generated documents are allowed with approval of the Control Authority Management Representative. All corrections Shall be one lined through, initialed and dated by the individual making the correction, then initialed by the Control Authority Management Representative.

NOTE: When making corrections to the HOLD CARD COMPONENT SUMMARY, the HOLD CARD must also be reviewed for needed corrections.

6. The Control Authority Shall place the Energy-Isolating Components listed on the HOLD CARD COMPONENT SUMMARY in the isolated (safe) position. On circuits greater than 277 volts (AC or DC) when the physical disconnect of electrical contacts cannot be visually verified, the permanently installed voltage indicator or a contact meter Shall be used to verify absence of voltage prior to hanging the HOLD CARD. On circuits of 277 volts or less (AC or DC), the absence of voltage check Shall be made using a contact meter at an alternate accessible location e.g., junction box, term box, etc. or when possible at the equipment itself prior to hanging the Hold Card. For all work on circuits of 277 volts or less (AC or DC) an absence of voltage check Shall be performed by a qualified Worker at the equipment to be worked on prior to beginning the maintenance.

7. The Control Authority Shall relieve or restrain any Stored Energy and remove or contain any hazardous material using available equipment components.
8. The Control Authority Shall install an Additional Securing Device in a manner that will inhibit unintentional or inadvertent operation of the Energy-Isolating Component that it is installed on.

NOTE: If the component is designed to accept a lock, the Additional Securing Device Shall be installed where the lock would have been installed.

9. The Control Authority Shall initial and attach the appropriate HOLD CARD to each additional Energy-Isolating Component or the Additional Securing Device.
10. The Control Authority Shall attest that each additional Energy-Isolating Component has been placed in the isolated (safe) position and the appropriate HOLD CARD has been properly attached by initialing each Energy-Isolating Component on the additional Control Authority copy of the HOLD CARD COMPONENT SUMMARY.

NOTE: All Control Authority HOLD CARD COMPONENT SUMMARIES Shall be attached to the HOLD CARD CONTROL DOCUMENT.

11. The Control Authority Shall sign the "Addition to Hold Granted By" space on the HOLD CARD CONTROL DOCUMENT then notify the Holder that the addition to Hold is ready.
12. The Holder and Control Authority Shall have a verbal discussion reviewing both the additional copy and the previously initialed copy of the HOLD CARD COMPONENT SUMMARY to ensure there is a shared understanding of the work scope and Isolation Zone.
13. The Control Authority Shall issue the Holder the un-initialed additional copy of the HOLD CARD COMPONENT SUMMARY.
14. The Holder Shall verify that the additional HOLD CARD(s) and FLAG(s) are properly placed on the correct Energy-Isolating Component(s) and that each Energy-Isolating Component is in the isolated (safe) position. The Holder initials each Energy-Isolating Component on the additional copy of the HOLD CARD COMPONENT SUMMARY and its corresponding HOLD CARD signifying the position of each Energy-Isolating Component and placement of each HOLD CARD has been verified.



THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. Its use is restricted to employees with a need to know and third parties with a need to know and who have signed a non-disclosure agreement.

15. When Verification of HOLD CARD Placement is complete for the additional HOLD CARD(s), Holder Shall sign "Addition to Hold Verified By" on the HOLD CARD CONTROL DOCUMENT.

NOTE: All Holder HOLD CARD COMPONENT SUMMARIES Shall be attached together with the WORK PERMIT.

16. The Holders Shall have a verbal discussion with the Workers concerning the work scope and revised Isolation Zone. This discussion Shall include any absence of voltage checks required to be performed for work on electrical circuits of 277 volts or less (AC or DC).
17. The Workers Shall have a verbal discussion with the Holder concerning the work scope and revised Isolation Zone and any absence of voltage checks required.

NOTE: Additional PERSONAL PROTECTION TAGS can be applied at this time.

18. The Workers Shall assure themselves, or through a member of the work crew, that "Verification of Safe to Work" has been performed on the equipment.
19. The Workers Shall ensure that the Zero Energy Condition of the equipment is maintained. This Shall be verified using appropriate work practices and controls e.g., pressure indicator, vent and drain valves, voltmeter, etc.

D. RELEASING HOLD CARDS FOR TEST

NOTE: Additional Holders are not permitted to sign onto a Hold during a Release for Test.

1. The requesting Holder and Control Authority Shall review the test to be performed and determine which HOLD CARD(s) must be released for the test. They must work together to ensure a complete understanding of the test to be performed and that the correct HOLD CARD(s) are designated for removal to safely accomplish the test.
2. The requesting Holder Shall enter the HOLD ID#, Equipment Description, and his Name, then list the HOLD CARD(s) to be removed on the HOLD CARD RELEASE FOR TEST DOCUMENT.

3. The requesting Holder Shall discuss in advance with all current Holders for the Hold the testing to be performed, the equipment involved in the test and the HOLD CARD(s) that need to be removed for the test. Before equipment can be released for test, all current Holders for the Hold Shall verify that the equipment is safe to test and they agree with removal of all the HOLD CARD(s) listed on the HOLD CARD RELEASE FOR TEST DOCUMENT.
4. The Control Authority Shall notify the Control Authority Management Representative that an operating test will be conducted.
5. Each Holder Shall contact the Workers who are signed onto his WORK PERMIT. All Affected Workers Shall stop work, remove applicable PERSONAL PROTECTION TAGS, leave the work area and sign off the WORK PERMIT. If an Affected Worker has not signed off of the WORK PERMIT and/or did not remove his PPT(s) and is off site, the Holder or when the work is being performed by System Operations Department personnel, the Working Foremen or leader of the crew Shall:
 - Verify the Worker is off site.
 - If still applied, remove applicable PERSONAL PROTECTION TAG(s).
 - If the Worker did not sign off the Work Permit, attempt to contact the Worker by phone. Document the call in the "Sign Off Signature" space by entering "By Phone Call" if contacted or "No Phone Contact" then entering the date and time of the call.
 - If personal contact was not made, notify the Worker of the change in Hold status when he returns to work through the Job Briefing.
6. The requesting Holder Shall coordinate with all current Holders to meet with the Control Authority. Each Holder Shall present his WORK PERMIT to the Control Authority showing that he is the current Holder. Each Holder Shall have a verbal discussion reviewing the impact removal of the HOLD CARD(s) has on the work being performed under his WORK PERMIT. This discussion Shall include review of any Ground Device Tracking Forms issued for his Work Permit(s). If a Holder has more than one WORK PERMIT, then this verbal discussion Shall occur for each WORK PERMIT. The Holders Shall verify with the Control Authority that all Affected Workers have signed off their WORK PERMIT(s). All Holders Shall then complete the "Authorization to Remove Hold Card(s)" section on the HOLD CARD RELEASE FOR TEST DOCUMENT to attest that all Workers on their WORK PERMIT(s) have been notified.

7. Each Holder, after he signs the “Authorization to Remove Hold Card(s)” section on the HOLD CARD RELEASE FOR TEST DOCUMENT, Shall attach a copy to his WORK PERMIT so all Workers will be aware of the operational test.
8. When the “Authorization to Remove Hold Card(s)” section on the HOLD CARD RELEASE FOR TEST DOCUMENT is signed by all current Holders for the Hold, the Control Authority accompanied by the requesting Holder with the HOLD CARD RELEASE FOR TEST DOCUMENT in hand, Shall remove the designated HOLD CARD(s), completing the “Card(s) Removed” section as each HOLD CARD is removed, then operate the Energy-Isolating Component(s) as necessary to complete the test.
9. The Control Authority Shall attach the removed HOLD CARD(s) and the HOLD CARD RELEASE FOR TEST DOCUMENT to the HOLD CARD CONTROL DOCUMENT.
10. When testing is complete, a determination is to be made by the Holders and the Control Authority whether the entire HOLD is to be released or if the Energy-Isolating Components will be re-held.

NOTE (1): If all work is complete for all Holders then proceed to **Section VI.E. “Releasing Holds”** of this general order.

NOTE (2): If any Energy-Isolating Component is to be re-held then all Energy-Isolating Components listed on the HOLD CARD RELEASE FOR TEST DOCUMENT must be re-held. Partial restoration is **not** allowed.
11. The Control Authority Shall place the Energy-Isolating Components listed on the HOLD CARD COMPONENT SUMMARY in the isolated (safe) position. On circuits greater than 277 volts (AC or DC) when the physical disconnect of electrical contacts cannot be visually verified, the permanently installed voltage indicator or a contact meter Shall be used to verify absence of voltage prior to hanging the HOLD CARD. On circuits of 277 volts or less (AC or DC), the absence of voltage check Shall be made using a contact meter at an alternate accessible location e.g., junction box, term box, etc. or when possible at the equipment itself prior to hanging the Hold Card. For all work on circuits of 277 volts or less (AC or DC) an absence of voltage check Shall be performed by a qualified Worker at the equipment to be worked on prior to beginning the maintenance.

12. The Control Authority Shall relieve or restrain any Stored Energy and remove or contain any hazardous material using available equipment components.
13. The Control Authority Shall install an Additional Securing Device in a manner that will inhibit unintentional or inadvertent operation of the Energy-Isolating Component that it is installed on.

NOTE: If the component is designed to accept a lock, the Additional Securing Device Shall be installed where the lock would have been installed.

14. The Control Authority Shall initial and re-hang the appropriate HOLD CARD to each Energy-Isolating Component or Additional Securing Device.

NOTE: If the "Tagged By" areas (3 spaces) on the HOLD CARD are filled up, the Control Authority may print and hang an additional HOLD CARD. The additional HOLD CARD Shall be attached to the original HOLD CARD.

15. The Control Authority Shall complete the "Card(s) Re-hung" section on the HOLD CARD RELEASE FOR TEST DOCUMENT as each HOLD CARD is re-hung signifying that the Energy-Isolating Component has been placed in the isolated (safe) position and the HOLD CARD has been properly re-hung.
16. The Control Authority Shall notify the requesting Holder when all HOLD CARD(s) have been re-hung and are ready for verification.
17. The requesting Holder Shall perform Verification of HOLD CARD Placement, initialing each HOLD CARD that was re-hung then complete the "Verification of all Hold Card(s) After Test Signatures" section on the HOLD CARD RELEASE FOR TEST DOCUMENT signifying the position of each Energy-Isolating Component and placement of each HOLD CARD has been verified.

18. The requesting Holder Shall then notify the remaining Holder(s), who Shall perform Verification of HOLD CARD Placement and complete the “Verification of all Hold Card(s) After Test Signatures” section of the HOLD CARD RELEASE FOR TEST DOCUMENT signifying the position of each Energy-Isolating Component and placement of each HOLD CARD has been verified. These Holders do not initial the re-hung HOLD CARD(s). Each Holder, after he signs the Verification of all Hold Card(s) After Test Signatures” section, Shall attach a copy of the HOLD CARD RELEASE FOR TEST DOCUMENT to his WORK PERMIT.

NOTE (1): All Holder copies of the HOLD CARD RELEASE FOR TEST DOCUMENT Shall remain with the WORK PERMIT of the respective Holder.

NOTE (2): The HOLD CARD RELEASE FOR TEST DOCUMENT is a “one-time use” form, meaning each test Shall require a new form.

19. The Holder(s) Shall have a discussion with all Workers informing them that the test is complete, the remaining work scope, and the status of the Energy-Isolating Components involved in the test. This discussion Shall include any absence of voltage checks required to be performed for work on electrical circuits of 277 volts or less (AC or DC).
20. All Workers Shall have a discussion with the Holder concerning the remaining work scope and any absence of voltage checks required. Affected Workers Shall then sign back on to the WORK PERMIT prior to resuming work.

NOTE: PERSONAL PROTECTION TAG(s) can be re-applied at this time.

21. The Workers Shall assure themselves, or through a member of the work crew, that “Verification of Safe to Work” has been performed on the equipment.
22. The Workers Shall ensure that the Zero Energy Condition of the equipment is maintained. This Shall be verified using appropriate work practices and controls e.g., pressure indicator, vent and drain valves, voltmeter, etc.

E. RELEASING HOLDS

1. Before equipment can be released for service, each Holder Shall inspect the equipment to ensure that all grounds installed under his Work Permit(s) have been removed and the work performed is complete.
2. Each Holder Shall contact the Workers who are signed onto his WORK PERMIT. All Workers Shall remove their PERSONAL PROTECTION TAGS and sign off the WORK PERMIT. If a Worker has not signed off of the WORK PERMIT and/or did not remove his PPT(s) and is off site, the Holder, or when the work is being performed by System Operations Department personnel, the Working Foremen or leader of the crew Shall:
 - a. Verify Worker is off site.
 - b. If still applied, remove applicable PERSONAL PROTECTION TAG(s).
 - c. If the Worker did not sign off the Work Permit, attempt to contact the Worker by phone. Document the call in the "Sign Off Signature" space by entering "By Phone Call" if contacted or "No Phone Contact" then entering the date and time of the call.
 - d. If personal contact was not made, the Holder's department or the System Operations Department Shall notify the Worker upon his return to work.
3. Each Holder Shall complete the "OFF" section of the HOLD CARD CONTROL DOCUMENT next to his name in the "ON" section. If the HOLD has been transferred to a Holder different from that listed on the HOLD CARD CONTROL DOCUMENT, then the Holder that currently has authority for the HOLD, as indicated in the "Hold Transfer" section of the WORK PERMIT, Shall complete the "OFF" section of the HOLD CARD CONTROL DOCUMENT next to the original Holder's name.
4. The last Holder signing in the "OFF" section of the HOLD CARD CONTROL DOCUMENT Shall also sign "Hold Released By" in the HOLDER section of the HOLD CARD CONTROL DOCUMENT.
5. The Control Authority Shall verify that all Workers have signed off of the WORK PERMIT(s), and all Holders have signed off the HOLD CARD CONTROL DOCUMENT.
6. The Control Authority Shall notify the Control Authority Management Representative that the equipment is ready to be released.

7. The Control Authority Shall remove all HOLD CARDS and restore the Energy-Isolating Component(s) to the desired position. The Control Authority Shall then sign "Ready for Service" in the CONTROL AUTHORITY section of the HOLD CARD CONTROL DOCUMENT.
8. The Control Authority Shall notify the Control Authority Management Representative that the equipment is ready for service.
9. All documentation associated with the Hold which includes the APPLICATION FOR HOLD forms, HOLD CARD CONTROL DOCUMENT, HOLD CARD COMPONENT SUMMARIES, HOLD CARD RELEASE FOR TEST DOCUMENTS, CONTRACTOR SIGN ON/OFF FORMS, GROUND DEVICE TRACKING FORMS, HOLD CARDS, FLAGS, and WORK PERMITS Shall be retained in storage for a period of not less than six months.

F. EMERGENCY REMOVAL OF HOLD CARDS

1. Should a situation occur requiring the Releasing of a Hold that can't be completed under **Section VI.E. "Releasing Holds,"** the Control Authority Management Representative Shall coordinate the activities of this section. Prior to proceeding, the Control Authority Management Representative Shall contact the Plant Manager or designee to receive approval.
2. The Control Authority Management Representative Shall attempt to contact the Holder(s) by phone to inform him that the Hold needs to be released. The phone call Shall be documented in the "OFF" section for Holders of the HOLD CARD CONTROL DOCUMENT by entering "By Phone Call" if contacted or "No Phone Contact" and entering the date and time. If the Holder(s) agrees or the Holder(s) cannot be reached, the Control Authority Management Representative will have the authority to Release the Hold.
3. The Control Authority Management Representative and another Control Authority person Shall visually check the equipment to ensure that it can be safely operated including verification that all Ground Devices installed for the Hold have been removed.

4. The Control Authority Management Representative Shall contact all Workers who are signed onto the WORK PERMIT(s). All Workers on site Shall remove their PERSONAL PROTECTION TAGS and sign off the WORK PERMIT. If a Worker has not signed off of the WORK PERMIT and/or did not remove his PPT(s) and is offsite, the Control Authority Management Representative Shall:
 - a. Verify the Worker is offsite.
 - b. If still applied, remove applicable PERSONAL PROTECTION TAG(s).
 - c. If the Worker did not sign off the Work Permit, attempt to contact the Worker by phone. Document the call in the "Sign Off Signature" space by entering "By Phone Call" if contacted or "No Phone Contact" then entering the date and time of the call.
5. When it has been determined that the equipment can be safely operated, the Control Authority Management Representative Shall sign "Hold Released By:" in the HOLDER section of the HOLD CARD CONTROL DOCUMENT.
6. The Control Authority Management Representative Shall inform the Control Authority to remove all HOLD CARD(s) and restore the Energy-Isolating Component(s) to the desired position.
7. The Control Authority Shall restore the equipment then notify the Control Authority Management Representative that the equipment is ready for service.
8. The Control Authority Management Representative Shall then sign "Ready for Service" in the CONTROL AUTHORITY section of the HOLD CARD CONTROL DOCUMENT.
9. The Control Authority Management Representative Shall provide a completed copy of the HOLD CARD CONTROL DOCUMENT to the Holder's department.
10. The Holder's department Shall notify the Holders and Workers upon their return to site that the Hold has been released.

G. TRANSFER OF HOLDS

1. The authority for a HOLD can be transferred from one Holder to another. The Holder that the Hold is being “Transferred To” Shall be on site.
2. A verbal discussion between the Holder that the Hold is being “Transferred From” and the Holder that the Hold is being “Transferred To” Shall take place. This discussion Shall cover the work that has already been performed, the status of current work, the work remaining to be performed, and the Isolation Zone for the WORK PERMIT.

NOTE: If the required information in step 2 cannot be adequately conveyed to the satisfaction of the HOLDER that the HOLD is to be “Transferred To”, then that HOLDER has the right to decline to accept the transfer.

3. If agreement is reached to transfer the Hold, then in the “HOLD TRANSFER” section of the WORK PERMIT both Holders Shall print their name and sign in the appropriate spaces then enter the date and time of the transfer. If face-to-face verbal communications cannot take place, then the phone conversation Shall be noted on the WORK PERMIT by entering “By Phone Call” in the “Transferred From Signature” space.

NOTE: The Holder, represented by the most recent “Transferred To Signature” in the “HOLD TRANSFER” section of the WORK PERMIT, has authority for the HOLD.

H. ADMINISTRATIVE (Lost Paperwork)

In the event that paperwork is lost the following process Shall be used.

1. The Control Authority Management Representative Shall authorize the replacement of HOLD CARD CONTROL DOCUMENTS, HOLD CARD COMPONENT SUMMARIES, HOLD CARD RELEASE FOR TEST DOCUMENTS, WORK PERMITS, CONTRACTOR SIGN ON/OFF FORMS and HOLD CARDS.
2. The Control Authority Shall note on the new paperwork that the original(s) were lost.



THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. Its use is restricted to employees with a need to know and third parties with a need to know and who have signed a non-disclosure agreement.

I. GENERATING STATION SWITCHYARD INTERFACE REQUIREMENTS

1. See Electric Systems Operations Department General Orders 8 "Hold Card Procedure" and 8A "Generating Station and System Operations Switching and Hold Card Areas of Responsibility".

J. CONTRACTORS

1. In the event NIPSCO arranges for an outside contractor to perform work that requires equipment to be at a Zero Energy Condition, it Shall be done in accordance with this section of General Order C-01.
2. The contractor Shall comply with the restrictions and prohibitions of this general order.
3. It will be a NIPSCO Owner Representative's responsibility to provide a copy of this general order to the contractor site representative with an explanation of the primary documents in this general order.
4. The contractor Shall convey to their employees the meaning of the HOLD CARD, why it is placed on equipment and, if requested by NIPSCO, provide documentation that this has occurred.
5. Operation of Energy-Isolating Components to bring equipment to Zero Energy Condition and return it to operating status will be the responsibility of NIPSCO Control Authority personnel.
6. This general order will allow a contractor the option of installing a Lockout/Tagout (LOTO) device in conjunction with the application of General Order C-01. However, the NIPSCO HOLD CARD Shall be the first on and last off.

7. The NIPSCO Owner Representative Shall perform the duties of a Holder and coordinate all HOLD CARD activities under this general order with the Contractor Representative.

a. Initiating a Hold for Contractor Work

- 1) The NIPSCO Owner Representative Shall discuss with the Contractor Representative the work to be performed. The NIPSCO Owner Representative Shall then submit to the Control Authority an APPLICATION FOR HOLD form identifying the equipment to be worked on and providing a complete description of the work to be performed.
- 2) The NIPSCO Owner Representative Shall have a verbal discussion with the Control Authority covering the information listed on the APPLICATION FOR HOLD form so the Control Authority can determine the proper Isolation Zone. The Control Authority and NIPSCO Owner Representative Shall both then print their name and initial the APPLICATION FOR HOLD form.
- 3) The Control Authority Shall prepare the Hold documentation, remove equipment from service and place HOLD CARD(s) in accordance with **Section VI.A. "To Hold Equipment"** of this general order.
- 4) The Control Authority Shall notify the NIPSCO Owner Representative when the Hold is ready for Verification of HOLD CARD Placement.
- 5) The NIPSCO Owner Representative Shall have a verbal discussion with the Control Authority to include a review of the APPLICATION FOR HOLD form and the HOLD CARD COMPONENT SUMMARY. Then prior to performing Verification of HOLD CARD Placement the NIPSCO Owner Representative and the Control Authority Shall both print their name and initial the APPLICATION FOR HOLD form indicating a verbal discussion was held and both parties have arrived at a shared understanding of the work scope and Isolation Zone.
- 6) The Control Authority Shall then issue the NIPSCO Owner Representative an un-initialed copy of the HOLD CARD COMPONENT SUMMARY.



THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. Its use is restricted to employees with a need to know and third parties with a need to know and who have signed a non-disclosure agreement.

- 7) The NIPSCO Owner Representative Shall verify that HOLD CARD(s) and FLAG(s) are properly placed on the correct Energy-Isolating Component(s) and that each Energy-Isolating Component is in the isolated (safe) position. The NIPSCO Owner Representative initials each Energy-Isolating Component on the HOLD CARD COMPONENT SUMMARY and its corresponding HOLD CARD signifying the position of each Energy-Isolating Component and placement of each HOLD CARD has been verified.

NOTE: If the NIPSCO Owner Representative is an Additional Holder on the Hold then he will only initial the HOLD CARD COMPONENT SUMMARY not the HOLD CARD(s).

- 8) The NIPSCO Owner Representative Shall make a copy of his initialed HOLD CARD COMPONENT SUMMARY and mark "**Contractor's Copy**" in the "Remarks, Instructions and Miscellaneous Text" section.
- 9) When Verification of HOLD CARD Placement is complete, the NIPSCO Owner Representative Shall sign the "Hold Verified By" line then complete the "On" section of the HOLD CARD CONTROL DOCUMENT.

NOTE: If the NIPSCO Owner Representative is an Additional Holder on the Hold then he will only complete the "On" section of the HOLD CARD CONTROL DOCUMENT.

- 10) The Control Authority Shall review the HOLD CARD CONTROL DOCUMENT for completeness then place his Name, Date, Time, the Hold ID#, the Name of the NIPSCO Owner Representative, and the Work Permit number on a WORK PERMIT and issue the NIPSCO Owner Representative his WORK PERMIT. The Control Authority Shall ensure that the WORK PERMIT gets attached to the NIPSCO Owner Representative's HOLD CARD COMPONENT SUMMARY.

- 11) The NIPSCO Owner Representative Shall have a verbal discussion with the Contractor Representative covering the work scope and Isolation Zone, which Shall include a review of the HOLD CARD COMPONENT SUMMARY to ensure a shared understanding of the work scope and Isolation Zone prior to the Contractor Representative signing on to the WORK PERMIT.
- 12) The Contractor Representative Shall then sign onto the WORK PERMIT with approval of the NIPSCO Owner Representative.
- 13) The NIPSCO Owner Representative Shall provide the HOLD CARD COMPONENT SUMMARY marked “**Contractor’s Copy**” to the Contractor Representative.
- 14) The NIPSCO Owner Representative Shall place the Hold ID#, the Contractor Representative’s Name and enter the number “1” in the “Form #” space of a CONTRACTOR SIGN ON/OFF FORM then issue the form to the Contractor Representative.

NOTE: Additional CONTRACTOR SIGN ON/OFF FORMS are only to be issued by the NIPSCO Owner Representative and Shall be numbered sequentially 2, 3, 4, etc. as additional forms are issued. The number of Contractor Sign On/Off Forms issued and the name of the Contractor Representative they were issued to Shall be tracked on the NIPSCO Owner Representative’s Hold Card Component Summary.

- 15) The NIPSCO Owner Representative Shall ensure that all CONTRACTOR SIGN ON/OFF FORMS issued get attached to the “**Contractor’s Copy**” of the HOLD CARD COMPONENT SUMMARY.

NOTE: At this point the Contractor Representative has the option to apply a contractor’s Lockout/Tagout device in conjunction with the NIPSCO HOLD CARD(s) hung for the Hold. This Shall be coordinated between the NIPSCO Owner Representative and the Contractor Representative.

- 16) The Contractor Representative Shall have a verbal discussion with the contract workers covering the work scope and Isolation Zone to ensure the safety of all contract workers. This verbal discussion Shall include a review of the “**Contractor’s Copy**” of the HOLD CARD COMPONENT SUMMARY.
- 17) The contract workers Shall then sign on to the CONTRACTOR SIGN ON/OFF FORM with approval of the Contractor Representative.
- 18) The Contractor Representative, when signed onto the NIPSCO WORK PERMIT, Shall monitor the work activities of his contract workers and Shall maintain the CONTRACTOR SIGN ON/OFF FORM current.

b. Releasing Hold Cards for Test for Contractor Work

NOTE (1): Additional Holders are not permitted to sign onto a Hold during a Release for Test

NOTE (2): Any testing required for a Hold that a NIPSCO Owner Representative is signed onto Shall be done in accordance with **Section VI.D.** “Releasing HOLD CARD(S) for Test” of this general order.

- 1) The NIPSCO Owner Representative and the Contractor Representative Shall review the test to be performed, the equipment involved in the test, the HOLD CARD(s) that need to be removed, and the impact removal of the designated HOLD CARD(s) has on the work being done by the contract workers.
- 2) The Contractor Representative Shall contact all contract workers who are signed onto the CONTRACTOR SIGN ON/OFF FORM and explain the test to be performed and the impact of removing the HOLD CARD(s). All Affected Workers Shall stop work, leave the work area, and sign off the CONTRACTOR SIGN ON/OFF FORM.
- 3) The Contractor Representative Shall then complete the “All Workers Notified Prior to Test Start” line in the “Test Notification” section of the CONTRACTOR SIGN ON/OFF FORM.

- 4) Prior to the start of the test, the Contractor Representative Shall present the CONTRACTOR SIGN ON/OFF FORM to the NIPSCO Owner Representative for review, showing that the test notification has taken place with all contract workers and that the Affected Workers have stopped work and signed off.
- 5) The NIPSCO Owner Representative Shall then review with the Control Authority the test to be performed, the equipment involved in the test, the HOLD CARD(s) that need to be removed, and the impact removal of the designated HOLD CARD(S) has on the work being done by the contract workers.
- 6) The NIPSCO Owner Representative Shall enter the HOLD ID#, Equipment Description, and his Name, then list the HOLD CARD(s) to be removed on the HOLD CARD RELEASE FOR TEST DOCUMENT.
- 7) The NIPSCO Owner Representative Shall then complete the "Authorization to Remove Hold Card(s)" section on the HOLD CARD RELEASE FOR TEST DOCUMENT to attest that he has verified with the Contractor Representative that all contract workers who were signed onto the CONTRACTOR SIGN ON/OFF FORM have been notified of the test.
- 8) The NIPSCO Owner Representative Shall make two copies of the HOLD CARD RELEASE FOR TEST DOCUMENT he has signed and attach one copy to his WORK PERMIT and provide the Contractor Representative with the second copy to be attached to the CONTRACTOR SIGN ON/OFF FORM.

NOTE: If the HOLD CARD(s) designated for removal have a contractor's Lockout/Tagout device installed, then the contractor's Lockout/Tagout device must be removed first. This Shall be coordinated between the NIPSCO Owner Representative and the Contractor Representative.

- 9) The Control Authority accompanied by the NIPSCO Owner Representative, with the HOLD CARD RELEASE FOR TEST DOCUMENT in hand, Shall remove the designated HOLD CARD(s), completing the "Card(s) Removed" section as each HOLD CARD is removed, then operate the Energy-Isolating Component(s) as necessary to complete the test.

- 10) The Control Authority Shall attach the removed HOLD CARD(s) and the HOLD CARD RELEASE FOR TEST DOCUMENT to the HOLD CARD CONTROL DOCUMENT.

- 11) When testing is complete, a determination is to be made by the NIPSCO Owner Representative and Contractor Representative whether work is complete or work is to continue.

NOTE: If after the test is performed the contractor work is considered complete, then proceed to **Section 7.c.** "Releasing a Hold for Contractor Work".

- 12) If work is to continue, the NIPSCO Owner Representative, Shall request the Control Authority to re-hang the HOLD CARD(s).

NOTE: When Energy-Isolating Components are to be re-held, **all** Energy-Isolating Components listed on the HOLD CARD RELEASE FOR TEST DOCUMENT must be re-held. Partial restoration is **not** allowed.

- 13) The Control Authority Shall re-hang **all** HOLD CARD(s) listed on the HOLD CARD RELEASE FOR TEST DOCUMENT in accordance with **Section VI.D.** "Releasing Hold Cards for Test" then notify the NIPSCO Owner Representative that the HOLD CARD(s) have been re-hung and are ready for verification.
- 14) The NIPSCO Owner Representative Shall perform Verification of HOLD CARD Placement, initialing each HOLD CARD that was re-hung then completing the "Verification of all Hold Card(s) After Test Signatures" section on the HOLD CARD RELEASE FOR TEST DOCUMENT signifying the position of each Energy-Isolating Component and placement of each HOLD CARD has been verified.
- 15) The NIPSCO Owner Representative Shall make two copies of the completed HOLD CARD RELEASE FOR TEST DOCUMENT, then review the document with the Contractor Representative showing that all HOLD CARD(s) removed for the test have been re-hung and "Verification of HOLD CARD Placement" has been performed.

- 16) The NIPSCO Owner Representative Shall attach one copy of the completed HOLD CARD RELEASE FOR TEST DOCUMENT to his WORK PERMIT and provide the Contractor Representative with the second copy to be attached to the CONTRACTOR SIGN ON/OFF FORM.

NOTE: At this point the Contractor Representative has the option to re-apply a contractor's Lockout/Tagout device in conjunction with the NIPSCO HOLD CARD(s) that was re-hung for the Hold. This Shall be coordinated between the NIPSCO Owner Representative and the Contractor Representative.

- 17) The Contractor Representative Shall then notify all contract workers that the test has been completed and the HOLD CARD(s) have been re-hung. The Workers who signed off the CONTRACTOR SIGN ON/OFF FORM Shall sign back on prior to resuming work.
- 18) The Contractor Representative Shall then complete the "All Workers Notified After Test Complete" line in the "Test Notification" section of the CONTRACTOR SIGN ON/OFF FORM.

c. Releasing a Hold for Contractor Work

- 1) Before the Hold can be released, the NIPSCO Owner Representative and the Contractor Representative together, Shall inspect the work performed by the contract workers under the WORK PERMIT for completeness.
- 2) Upon satisfactory completion of the inspection, the Contractor Representative Shall have all contract workers sign off the CONTRACTOR SIGN ON/OFF FORM.

NOTE: If a contractor's Lockout/Tagout device was installed in addition to any HOLD CARD, then the contractor's Lockout/Tagout device must be removed first. This Shall be coordinated between the NIPSCO Owner Representative and the Contractor Representative.



THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION. Its use is restricted to employees with a need to know and third parties with a need to know and who have signed a non-disclosure agreement.

- 3) The Contractor Representative Shall provide the NIPSCO Owner Representative with the **“Contractor’s Copy”** of the HOLD CARD COMPONENT SUMMARY, all HOLD CARD RELEASE FOR TEST DOCUMENT(s) and all CONTRACTOR SIGN ON/OFF FORM(s) showing that all contract workers are signed off.
- 4) The NIPSCO Owner Representative shall verify that he has received all forms and that all contract workers have signed off the CONTRACTOR SIGN ON/OFF FORM(s).
- 5) The Contractor Representative Shall then sign off the WORK PERMIT with approval of the NIPSCO Owner Representative.
- 6) The NIPSCO Owner Representative Shall then release the Hold in accordance with **Section VI.E.** “Releasing Holds” of this general order.

d. Changing Contractor Representatives for a Job

- 1) When the off-going and on-coming Contractor Representatives are both on Site
 - a) The contract workers signed onto the CONTRACTOR SIGN ON/OFF FORM Shall be notified of the pending change by the current Contractor Representative.
 - b) Prior to the on-coming Contractor Representative signing on to the WORK PERMIT a verbal discussion Shall take place between both Contractor Representatives and the NIPSCO Owner Representative. This discussion Shall cover the work that has already been performed, the status of current work, the work remaining to be performed, and the Isolation Zone for the WORK PERMIT to ensure a shared understanding of the work scope and Isolation Zone. The discussion Shall include a review of the HOLD CARD COMPONENT SUMMARY marked **“Contractor’s Copy”**.

- c) The on-coming Contractor Representative Shall be provided the HOLD CARD COMPONENT SUMMARY marked **“Contractor’s Copy”**, the CONTRACTOR SIGN ON/OFF FORM(s), and any HOLD CARD RELEASE FOR TEST DOCUMENT(s) associated with the job.
 - d) The on-coming Contractor Representative Shall sign on to the WORK PERMIT with approval of the NIPSCO Owner Representative.
 - e) The off-going Contractor Representative Shall then sign off of the WORK PERMIT with approval of the NIPSCO Owner Representative.
 - f) The Contractor Representatives Shall then complete the “Contractor Representative Transfer” section of the CONTRACTOR SIGN ON/OFF FORM.
 - g) The Contractor Representative, when signed onto the NIPSCO WORK PERMIT, Shall monitor the work activities of his contract workers and Shall maintain the CONTRACTOR SIGN ON/OFF FORM current.
- 2) When the off-going Contractor Representative signed onto a WORK PERMIT has left the job site, will not be returning, and failed to sign off.
- a) The NIPSCO Owner Representative Shall ensure that the on-coming Contractor Representative has the copy of the HOLD CARD COMPONENT SUMMARY marked **“Contractor’s Copy”**, the current CONTRACTOR SIGN ON/OFF FORM(s) and any HOLD CARD RELEASE FOR TEST DOCUMENT(S).
 - b) Prior to the on-coming Contractor Representative signing on to the WORK PERMIT, the NIPSCO Owner Representative Shall have a verbal discussion with the oncoming Contractor Representative. This discussion Shall cover the work that has already been performed, the status of current work, the work remaining to be performed, and the Isolation Zone for the WORK PERMIT. The discussion Shall include a review of the HOLD CARD COMPONENT SUMMARY marked **“Contractor’s Copy”** to ensure a shared understanding of the work scope and Isolation Zone.

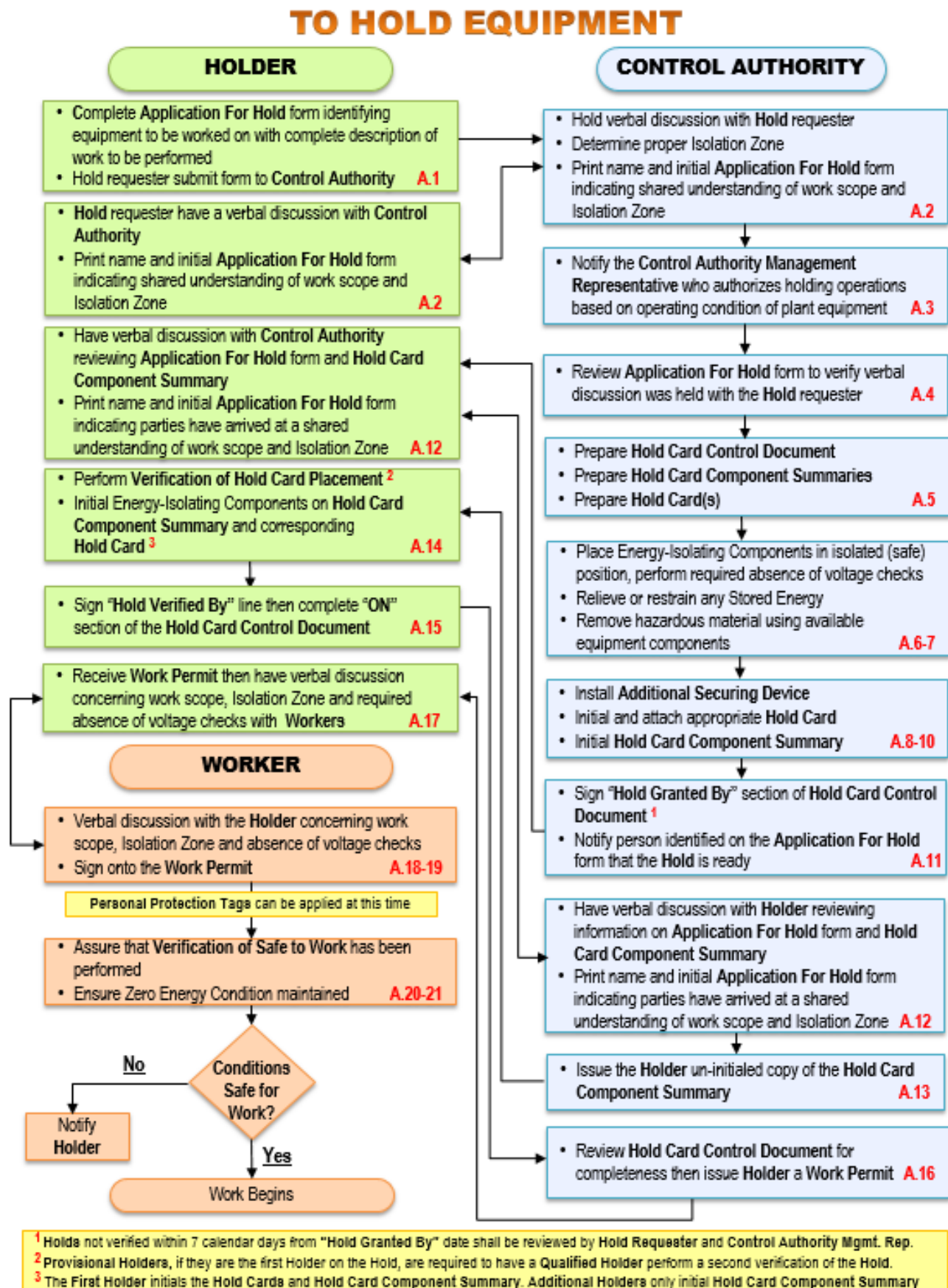
- c) The on-coming Contractor Representative Shall sign on to the WORK PERMIT with approval of the NIPSCO Owner Representative.
- d) The on-coming Contractor Representative Shall then sign in the “Sign Off Signature” space of the WORK PERMIT for the absent Contractor Representative using his own name, and entering the current date and time.
- e) The on-coming Contractor Representative will complete the Contractor Representative Transfer section of the CONTRACTOR SIGN ON/OFF FORM by printing the absent Contractor Representative’s name, printing “No longer on-site” in the “Transferred From Signature” space then printing his own name, signing and entering the date and time.
- f) The contract workers signed onto the CONTRACTOR SIGN ON/OFF FORM Shall be notified of the change by the Contractor Representative.
- g) The Contractor Representative, when signed onto the NIPSCO WORK PERMIT, Shall monitor the work activities of his contract workers and Shall maintain the CONTRACTOR SIGN ON/OFF FORM current.

K. PROCEDURAL ASSESSMENT

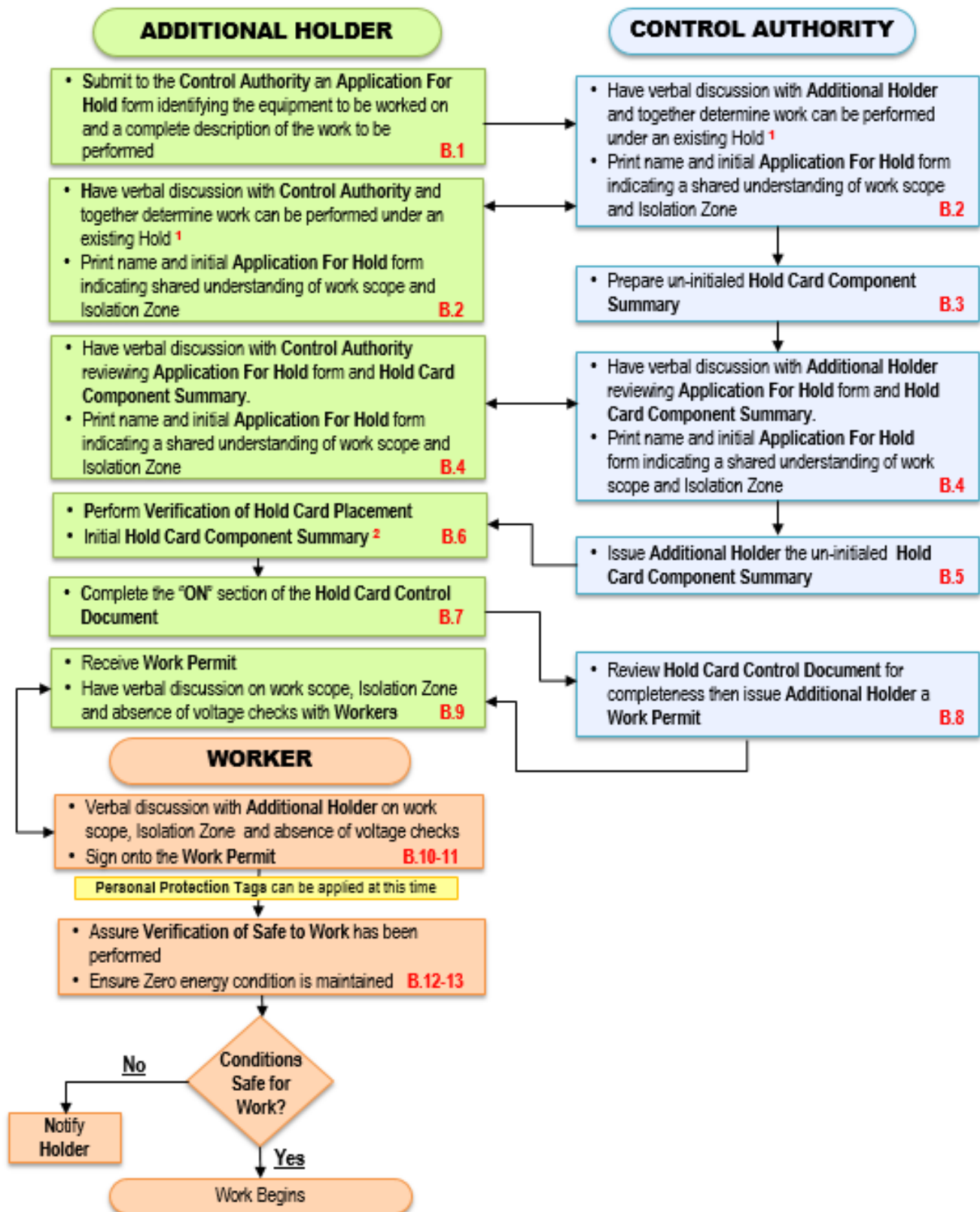
- 1. The assessment process is designed to be a comprehensive review of the application of General Order C-01. The assessment process will also incorporate a review of the effectiveness of the training programs and evaluate the employees’ knowledge level associated with General Order C-01.
- 2. A written report Shall be prepared documenting the results of the assessment and be submitted to the appropriate generating station manager.

VII. APPENDIX

- A. Flow Diagrams
- B. Documents and Forms



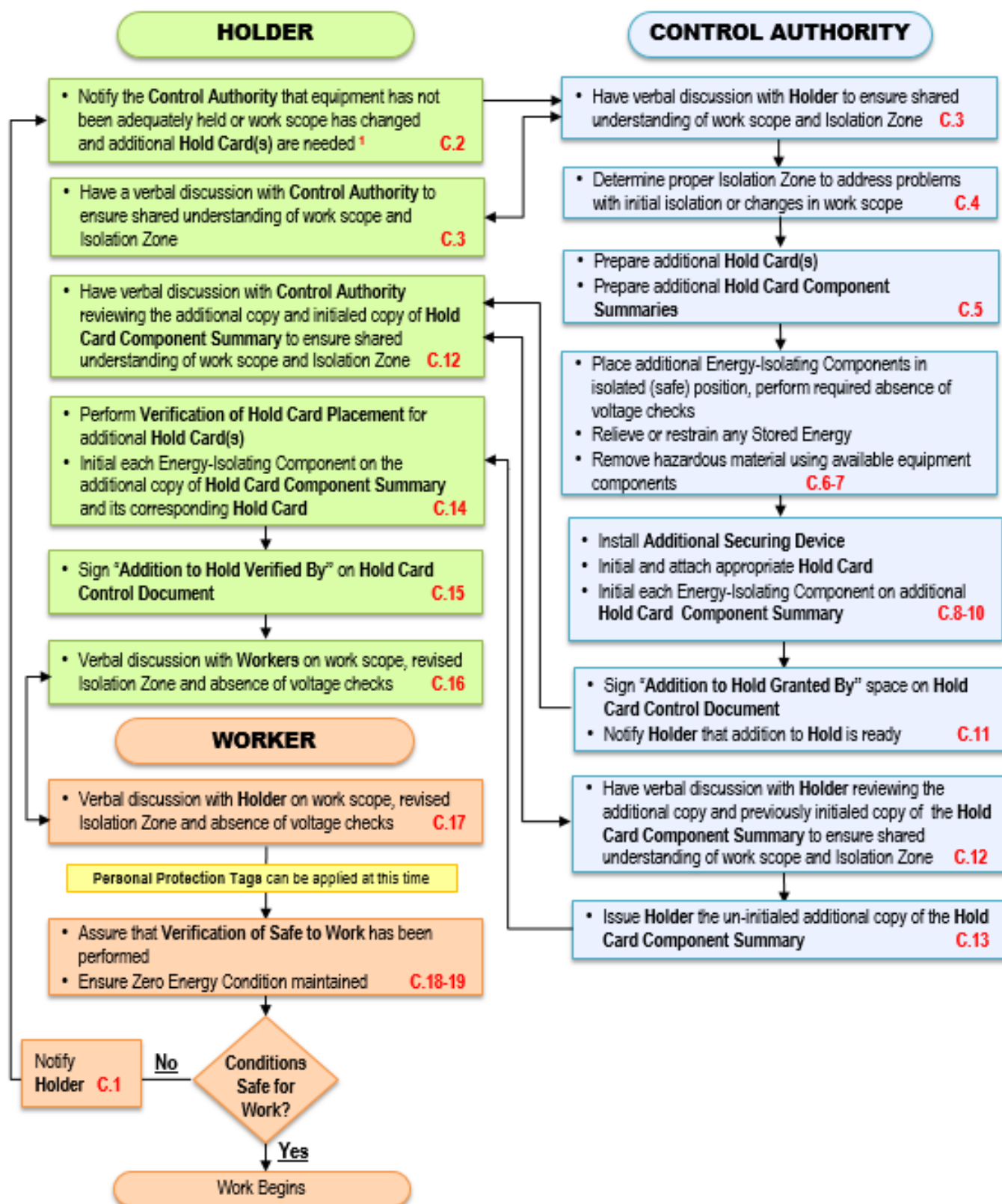
ADDITIONAL HOLDERS TO EXISTING HOLD



¹ Additional Holders are not permitted to sign onto a Hold during a Release for Test..

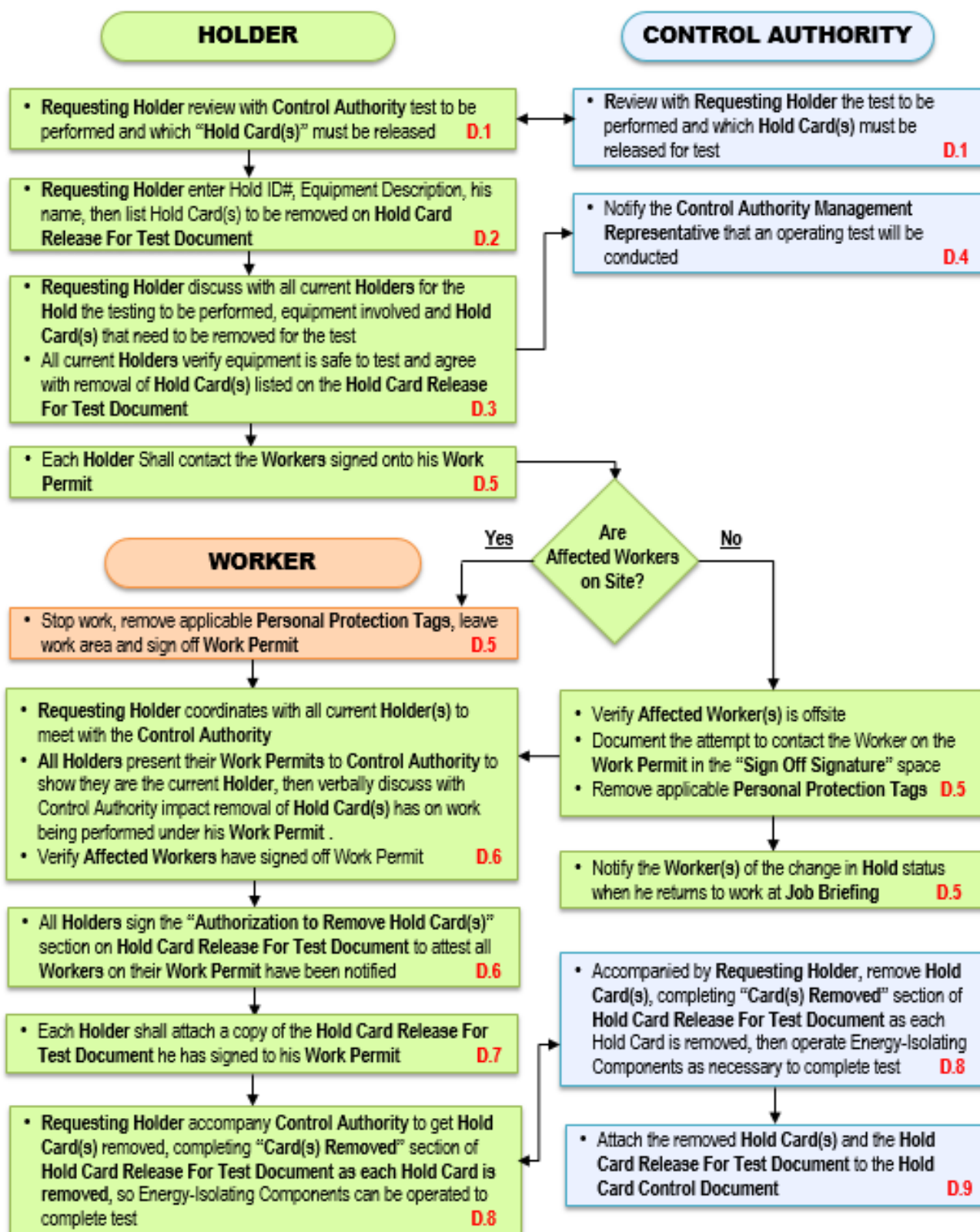
² Additional Holders only initial Hold Card Component Summary, not the Hold Card(s).

APPLYING ADDITIONAL HOLD CARDS

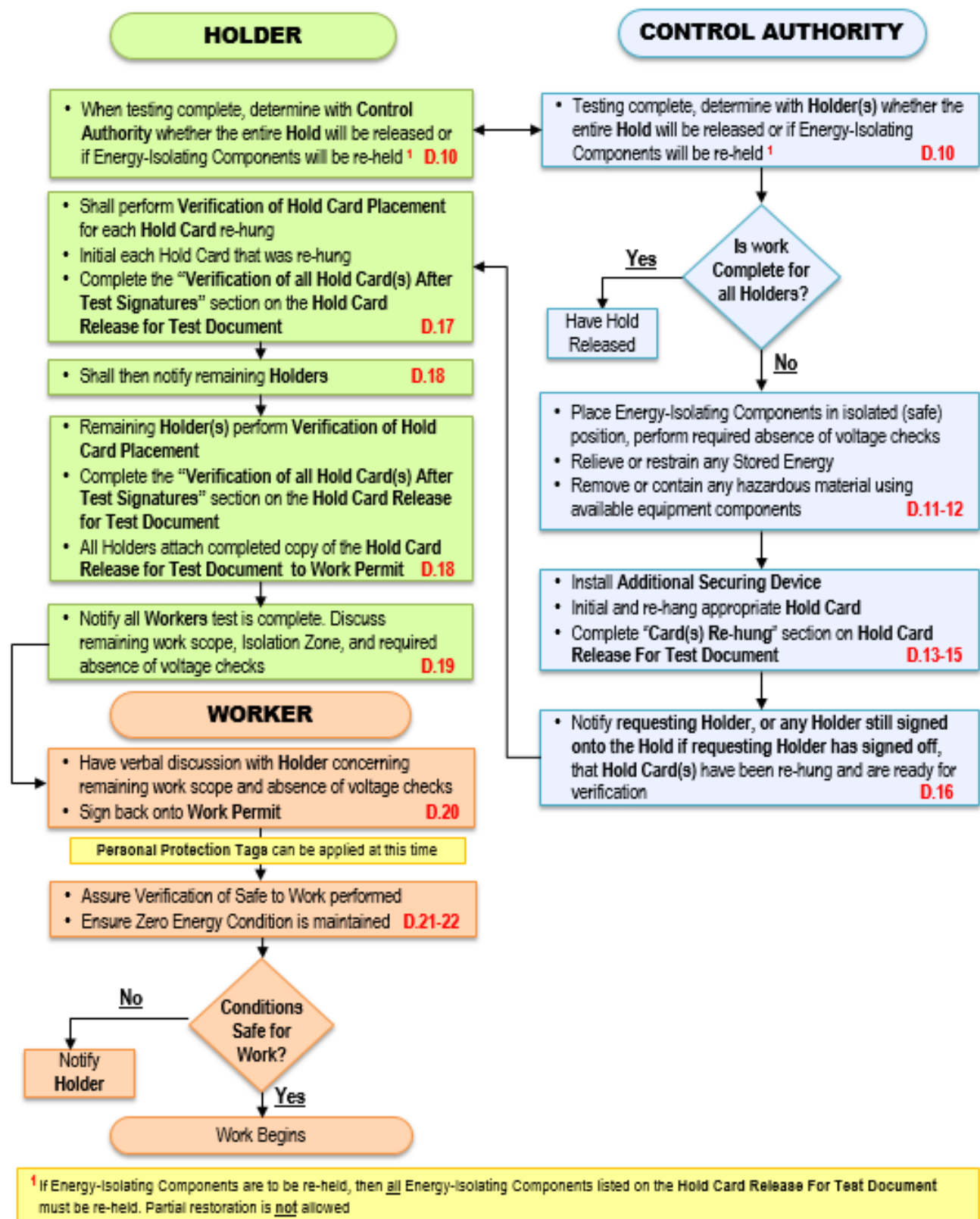


¹ Additional "Hold Cards" are only added for the initial Holder prior to Additional Holders signing onto the "Hold Card Control Document." When there are multiple Holders, any Holder needing additional Energy-Isolating Components held shall request a new Hold.

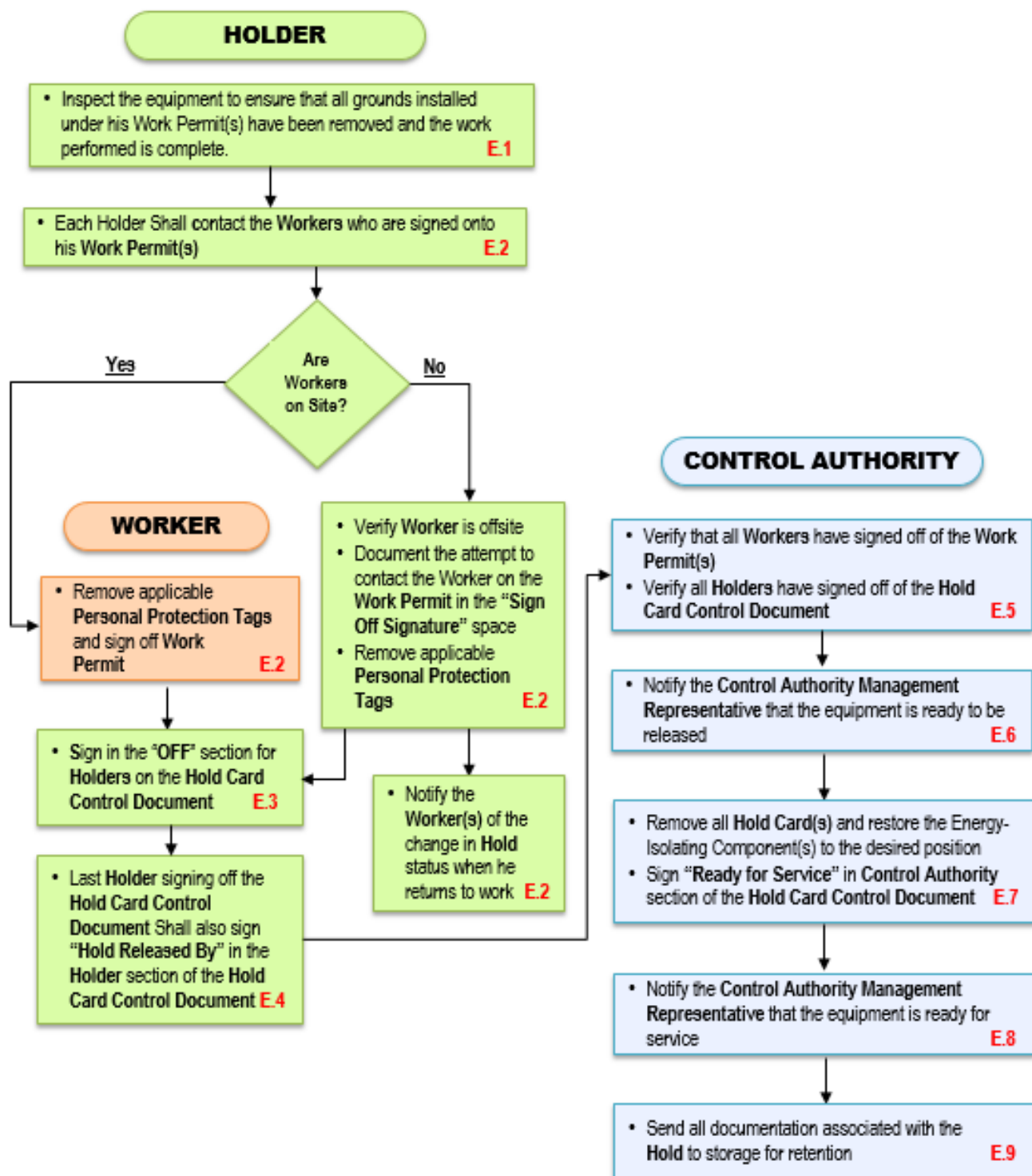
RELEASING HOLD CARDS FOR TEST BEFORE TESTING



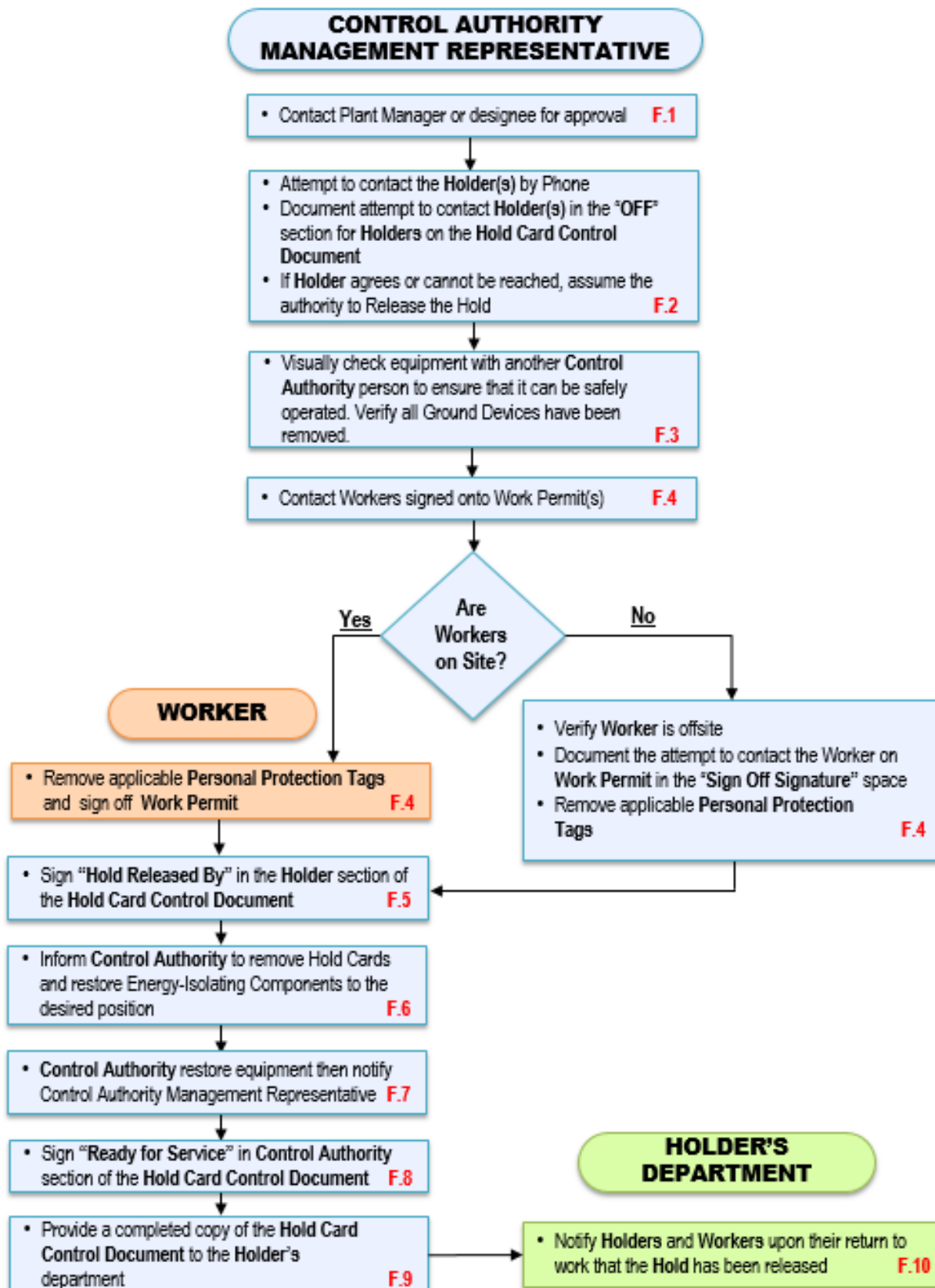
RELEASING HOLD CARDS FOR TEST AFTER TESTING IS COMPLETE



RELEASING HOLDS



EMERGENCY REMOVAL OF HOLD CARDS



APPENDIX B-1 - HOLD CARD CONTROL DOCUMENT

Station: Michigan City

HOLD CARD CONTROL DOCUMENT

Equipment: #2 COAL FEEDER

Description of Work:

Open and inspect for coal build-up in the feeder

Hold ID: 13050002

Date/Time: 05/09/13 0500

Requested By: Black, Mike

Standard Hold: 12BY001FDR

Authorized By: Red, Jason

Holders						Number of Permits Issued to Holder
ON			OFF			
Name Printed	Signature	Date/Time	Name Printed	Signature	Date/Time	
						2 3 4 5
						2 3 4 5
						2 3 4 5
						2 3 4 5
						2 3 4 5
						2 3 4 5
						2 3 4 5
						2 3 4 5
						2 3 4 5
CONTROL AUTHORITY			HOLDER			
HOLD Granted By		Date/Time	HOLD Verified By:		Date/Time	
Addition to HOLD Granted By:			Addition to HOLD Verified By:			
Ready for Service:			Hold Released By:			

APPENDIX B-2 - HOLD CARD COMPONENT SUMMARY

Station: Michigan City

HOLD CARD COMPONENT SUMMARY

HOLD: 13050002

Equipment: #2 COAL FEEDER

Date 05/09/13 Time 0500

Description of Work

Open and inspect for coal build-up in the feeder

Page 1 of 1

Total # of Cards: 5

Requested By: Black, Mike

Verified By:

SR#:

Authorized By: Red, Jason

Standard HOLD: 12BY001FDR

Order	Component ID	Description	Tag Pos	Location	Elv.	Initials
1	12-BYB-S-002000	Switch, 12-2 Coal Feeder	OFF	Control Room	+51	_____
2	12-BYB-DSC-002000	Disconnect, #2 Coal Feeder Control Cabinet	P	Feeder Floor	90	_____
3	12-BYB-V-002010	Valve, #2 Feeder Butterfly Seal Air	C	At Feeder	90	_____
4	12-BYB-V-002020	Valve, #2 Feeder Seal Air	C	At Feeder	90	_____
5	12-BYB-V-002030	Valve, #2 Feeder Seal Air Vent	O	At Feeder	90	_____

Remarks, Instructions and Miscellaneous Text

C:\WinSTETSv4\Reports\lws_Compsum3_mdb.rpt

APPENDIX B-3 - HOLD CARD COMPONENT SUMMARY WITH 2ND VERIFICATION

HOLD CARD COMPONENT SUMMARY

HOLD: 13050002

Station: Michigan City

Equipment: #2 COAL FEEDER

Date	Time
5/09/13	05:00

Description of Work	Open and inspect coal build-up in feeder
----------------------------	--

Page: 1 of 1

Total # of Cards : 5

Requested By: Black, Mike

Verified By:

SR#:

Authorized By: Red, Jason

Standard HOLD: 12BY001FDR

Order	Component ID	Description	Tag Pos	Location	Elev.	Initials	2nd Verif
1	12-BYB-S-002000	Switch, 12-2 Coal Feeder	OFF	Control Room	+51		
2	12-BYB-DSC-002000	Disconnect, #2 Coal Feeder Control Cabinet (Prism)	P	Feeder Floor	90		
3	12-BYB-V-002010	Valve, #2 Feeder Butterfly Seal Air	C	At Feeder	90		
4	12-BYB-V-002020	Valve, #2 Feeder Seal Air	C	At Feeder	90		
5	12-BYB-V-002030	Valve, #2 Feeder Seal Air Vent	O	At Feeder	90		

Remarks, Instructions and Miscellaneous Text

K:\StetsV4\ws_Compsum3_mdb.rpt

APPENDIX B-4 - HOLD CARD

HOLD

DO NOT OPERATE THIS DEVICE OR
TAMPER WITH THIS TAG WITHOUT
PROPER AUTHORIZATION

Verified By

/
/
/

Unit: _____ Hold ID: _____

Component
Description: _____

Component Position: _____

Tag # _____ Requested by: _____

Tagged By

/
/
/

**HOLD
CARD**

SIN # 112322

APPENDIX B-5 - PERSONAL PROTECTION TAG



APPENDIX B-6 – FRONT PAGE HOLD CARD WORK PERMIT

Issued By: _____

Date: _____

Time: _____

FRONT OF FORM

The signature of a Worker on this Work Permit signifies a discussion of the work scope and Isolation Zone was held with the Holder

WORK PERMIT							Work Permit # _____	
HOLD ID#:			HOLDER'S NAME (Print):					
	Company	Worker's Name (Print)	Sign on Signature	Date	Time	Sign Off Signature	Date	Time
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

HOLD TRANSFER						
	Transferred From Name (Print)	Transferred From Signature	Transferred To Name (Print)	Transferred To Signature	Date	Time
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

APPENDIX B-7 – BACK PAGE HOLD CARD WORK PERMIT

BACK OF FORM (Use Front of Form First)

The signature of a Worker on this Work Permit signifies a discussion of the work scope and Isolation Zone was held with the Holder

WORK PERMIT								
	Company	Worker's Name (Print)	Sign on Signature	Date	Time	Sign Off Signature	Date	Time
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								
25.								
26.								
27.								
28.								
29.								
30.								
31.								
32.								
33.								
34.								
35.								

[illegible]

APPENDIX B-9 - BACK PAGE HOLD CARD RELEASE FOR TEST DOCUMENT

[illegible]

APPENDIX B-10 - APPLICATION FOR HOLD

APPLICATION FOR HOLD (Revised January 2013)		
Unit Number:	Equipment Description:	
Form Completed By:	Date:	Time:
Description of Work: (Be Specific)		
To be Isolated By: (need by)	Date:	Time:
Estimated length of time equipment OOS:		Work Order Number (if available)
Special Instructions:		
Standard Hold ID Number: (If Known)		
Notify whom when Hold is Ready for Verification:		
NOTE SECTION:		
Initials indicate you have completed a Hold Discussion and have arrived at a shared understanding of the work scope and isolation points to safely complete the work.	Control Authority Print Name	Initials
	Requester Print Name	Initials
	Control Authority Print Name	Initials
	Holder Print Name	Initials
NOTE: HOLDS ARE TO BE VERIFIED WITHIN 7 CALENDAR DAYS FROM THE "GRANTED BY" DATE		

APPENDIX B-11 - FRONT OF CONTRACTOR SIGN ON/OFF FORM

FRONT OF FORM		CONTRACTOR SIGN ON/OFF FORM						FRONT OF FORM	
HOLD ID#:		CONTRACTOR REPRESENTATIVE'S NAME (Print):						Form # ____	
	Company	Printed Name	Sign On Signature	Date	Time	Sign Off Signature	Date	Time	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
Contractor Representative Transfer									
	Transferred From (Print)	Transferred From Signature	Transferred To (Print)	Transferred To Signature	Date	Time			
1.									
2.									
3.									
4.									
5.									
6.									
Test Notification									
All Workers Notified Prior to Test Start - Contractor Representative				All Workers Notified After Test Complete - Contractor Representative					
Print Name	Signature	Date	Time	Print Name	Signature	Date	Time		

APPENDIX B-12 - BACK OF CONTRACTOR SIGN ON/OFF FORM

<u>BACK OF FORM</u>		CONTRACTOR SIGN ON/OFF FORM				<u>BACK OF FORM</u>		
	Company	Printed Name	Sign On Signature	Date	Time	Sign Off Signature	Date	Time
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								
25.								
26.								
27.								
28.								
29.								
30.								

APPENDIX B-13 - HOLD VOID FORM

HOLD VOID FORM		
DATE:	TIME:	HOLD ID#:
REASON VOIDED:		
PERSON CONTACTED:		
OPERATIONS SUPERVISOR:		
COMMENTS:		
READY FOR SERVICE: (Name)	DATE:	TIME:
"ONLY HOLDS THAT ARE NOT VERIFIED CAN BE VOIDED"		

APPENDIX B-14 - TRAINING GUIDELINES

New Generation Employee Hold Card Training Guidelines

Holder Trainee – Months One through Six

- A new employee working in Generation Shall not be a **Holder** for the first six months.
NOTE TO CONTROL AUTHORITY: New employee will not be in the database of WINSTETS, so will not be able to be a **Holder**.
- Shall be given a review copy of **General Order C-01** and a **Training Certification Form** by the Supervisor Labor and Support Services during initial Plant Orientation.
- Within first two months, the employee's supervisor will schedule the employee to attend Hold Card Training at the Human Performance Improvement Center. Upon completion of this training, trainer completes Section 1 and signs employee's **Training Certification Form** attesting to the employee's having attended Hold Card Training. The original **Training Certification Form** is returned to the employee's supervisor.
- Shall shadow **Qualified Holder** when holds are being processed.
- At end of first six months, supervisor signs employee's **Training Certification Form** attesting to the employee's proficiency with the first phase of training. The station's operations SAC and the WINSTETS administrator receive copies of the **Training Certification Form**.
- After the supervisor signs the employee's **Training Certification Form** and contacts the employee's WINSTETS administrator, the employee becomes a **Provisional Holder**.
NOTE TO CONTROL AUTHORITY: The WINSTETS administrator will add the employee to the WINSTETS database with a "**Holder Profile**" and after their User Name, "**2nd Verification**" in parentheses will be added. **EXAMPLE – DOE, JOHN (2ND VERIFICATION)**.

Provisional Holder – Months Seven through Twelve

- **Provisional Holders** are required to have a **Qualified Holder** perform a 2nd verification of their holds. This verification Shall be documented on the **Component Summary** by the **Qualified Holder**, who will initial in the "**2nd Verif**" column of the summary.
NOTE TO CONTROL AUTHORITY: When preparing paperwork for a **Provisional Holder**, the **Component Summary** Shall be printed with the "**2nd Verif**" column (last column to the right).
- At the end of month 12, supervisor signs employee's **Training Certification Form** attesting to the employee's proficiency with the second phase of training. The original Training Certification Form is placed in the employee's personnel file. The station's operations SAC and the WINSTETS administrator receive copies of the **Training Certification Form**.
- After the supervisor signs the employee's **Training Certification Form** and contacts the station's WINSTETS administrator, the employee becomes a **Qualified Holder**.
NOTE TO CONTROL AUTHORITY: The station's WINSTETS administrator will remove the "2nd Verification" status from the employee's profile.

Worker Trainee – Months One through Six

- A new employee (**Worker**) working in Generation Shall be required to have a journeyman or task-qualified employee sign onto the **Hold Card Work Permit** they are performing work on for the first six months of their training period.

Provisional Worker – Months Seven through Twelve

- An employee (**Worker**) having completed the six-month Generation Hold Card training period can sign onto a **Work Permit** based on skill level, complexity of the job and Isolation Zone. This determination Shall be made by the employee's supervisor.

APPENDIX B-15 - GENERAL ORDER C-01 TRAINING CERTIFICATION DOCUMENT

GENERAL ORDER C-1 (HOLD CARD PROCEDURE) Training Certification			
SECTION 1: PROCEDURE COPY PROVIDED and REVIEWED (READ BY EMPLOYEE)			
This document is intended to document training for employee's on General Order C-1 (Generation Hold Card Procedure).			
Employee Name:		Employee ID	
Copy of General Order (C-1) Provided to Employee	DATE		
Provided By (Name):			
General Order "Training" Completed (DATE)			
Trainer (LaPorte Training)			
SECTION 2: PROCEDURE REVIEW (BETWEEN EMPLOYEE & IMMEDIATE SUPERVISOR). Employee must show proficiency for General Order C-1. (6 MONTHS)			
DATE REVIEWED		EMPLOYEE (Name)	
Employee Signature:			
DATE REVIEWED		SUPERVISOR (Name)	
Supervisor Signature:			
SECTION 3: PROCEDURE REVIEW (BETWEEN EMPLOYEE & IMMEDIATE SUPERVISOR). Employee must show proficiency for General Order C-1. (12 MONTHS)			
DATE REVIEWED		EMPLOYEE (Name)	
Employee Signature:			
DATE REVIEWED		SUPERVISOR (Name)	
Supervisor Signature:			
SECTION 4: Employee WINSTETS Tracking (Hold Card) Database as Authorized Holder and/or Control Authority (Upon Qualification)			
Holder (6 Months)	Date:	Entered By:	
Holder (12 Months)	Date:	Entered By:	
Control Authority (Admin)	Date:	Entered By:	
Copies: Employee personnel file and department file			