

	Document Type: Level 2 (General Procedure)	Procedure / Title: Operational Control	Document Number: GRID-MGMT-810-00
	GRID DIVISION TENAGA NASIONAL BERHAD		

**GRID DIVISION
TENAGA NASIONAL BERHAD**

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Document Number:
GRID-MGMT-810-00

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1. Objective/Objektif

1.0**Objective**

- 1.1 To establish and maintain arrangements to ensure the effective application of control and counter measures, whenever these are required to control operational risks, fulfil the HSE policy and objectives, and conform to compliance obligations (legal and other requirements).

2. Scope/Skop**2.0****Scope**

- 2.1 Cover all operational control activities carried out by Grid Division staff, visitor or/and contractors working under supervision of Grid Division.

3. Reference/Rujukan**3.0**

	Reference
3.1	HSE MS Manual

4. Responsibility/Tanggungjawab**4.0**

	Responsibility
4.1	All Head of Departments/ Head of Units
4.2	HSE Grid
4.3	Appointed Personnel by Head Of Department

5. Definition/Definisi**5.0****Definition / Glossary**

- 5.1 For the purpose of this document, the following abbreviation apply
- a) HSE : Health, Safety & Environment
 - b) HSE Grid Health, Safety & Environment Grid Business Partner
 - c) HIRADC: Hazard Identification, Risk Assessment, Deterministic Control
 - d) AIR : Aspect Impact Register
 - e) GS Grid Strategy
 - f) GM Grid Maintenance
 - g) GD Grid Development
 - h) GSE Grid Solution Expertise
 - i) BSP Grid Business Strategy & Performance
 - j) GSO Grid System Operator

6. Procedure/Prosidur

6.0

Procedure

- 6.1 Grid Division shall identify those operations and activities that are associated with identified risks where control measures need to be applied.
- 6.2 HSE with support from Grid Division shall plan all Operational Control activities in yearly basis
- 6.3 Grid Division shall establish, implement and maintain documented procedure to cover situations where their absence could lead to deviation from the Grid Division Quality Health Safety and Environment (QHSE) policy and objectives, with the assistance of HSE.
- 6.4 Refer HSE Operational Control as listed in the Table below:

No	Category	Frequency (activity per year) (PA = Per Activity)						Checklist / Remark
	Category 3A – Operational Control (General)	GD	GM	GS	GSE	BSP	GSO	
1	Premises and Housekeeping							
	1a) Building and Yard	4	4	4	4	4	4	3A.01(1) CHECKLIST BUILDING & OFFICE. (Frequency = every 3 months)
			6*					*For PMU only Refer MSO Checklist (Frequency = every 2 months)
	1b) Light (Intensity) Monitoring	1	1	1	1	1	1	3A.01(2) LIGHT INTENSITY SURVEY (Frequency = once a year, for office only)
	1c) Ventilation							*For PMU, included in the MSO checklist
2	Demarcation and Storage Practice							Included in Checklist no (1) Premises and Housekeeping
3	Color Coding	1	1	1	1	1	1	3A.03 COLOR CODING CHECKLIST & COLOR CODE (Frequency = once a year)
4	Tools and Equipment		4					3A.04(1) HANDTOOLS CHECKLIST (All Units) (Frequency = every 3 months) (Note: also physical condition check before work)
			2*					3A.04(2) LABELLING OF

							ISOLATORS SWITCHES VALVES CHECKLIST *(SUBD only) (Frequency = every 6 months)
		4	4	4	4	4	3A.04(3) PORTABLE ELECTRICAL EQUIPMENT CHECKLIST.doc (All Units) (Frequency = every 3 months)
			4				3A.04 (4) MACHINE GUARDING CHECKLIST.doc (All Units) (Frequency = every 3 month)
5	Compressed Gas Cylinder and Pressure Vessel		1*				3A.05 COMPRESSED GAS CYLINDERS AND PRESSURE VESSEL CHECKLIST.doc *(SUBD only) (Frequency = once a year)
6	Electrical Installation		4*				3A.06(1) GENERAL ELECTRICAL INSTALLATION AND FLAMEPROOF CHECKLIST *(SUBD Only) (frequency = every 3 months)
		4	4	4	4	4	3A.06(2) TESTING OF RESIDUAL CURRENT DEVICES CHECKLIST doc (All Units) (Frequency = every 3 months)
7	Permit To Work (PTW)	PA	PA				Refer to PTW procedure (All Units) (Frequency = per activity)
8	Lock Out Tag Out	2	2				3A.08 LOG OUT TAG OUT CHECKLIST (All Units) (Frequency = every 6 months)
9	Electrical Works	PA	PA				Refer to 1) PTW procedure and 2) Lock Out Tag Out procedure (All Units) (Frequency = per activity)
10	Safe Working at Height	PA	PA				Refer to procedures related to working at heights – SUBD, DLCU, LLU, LSU (All Units) (Frequency = per activity)
11	Ladders and Scaffolding	4	4	4	4	4	3A.11(2) LADDERS, STAIRS, WALKWAYS (LADDER

								CHECKLIST) (All Units) (Frequency = every 3 months)
		4	4					3A.11(3) SCAFFOLDING CHECKLIST.doc (All Units) (Frequency = every 3 months)
12	Safe Working in Confined Space	PA	PA					Refer to Confined Space Checklist in Contractors Management procedure (Lampiran 4) (SUBD, DLCU Units) (Frequency = per activity)
13	Safe Lifting and Hoisting	PA	PA					Refer to 1) 3A.13 LIFTING APPLIANCE Checklist 2) Crane Checklist in Contractors Management procedure (Lampiran 5) (All Units) (Frequency = per activity)
14	Maintenance and Construction Works	PA	PA					Refer respective WI in Grid Maintenance and Grid Development departments
15	Excavation Works	PA	PA					Refer to Method Statement provided
16	Hot Work	PA	PA					Refer to Method Statement provided
17	Transport and Travelling	PA	PA					Refer HIRADC
18	Traffic Safety	PA	PA					Included in the project construction safety
	Category 3B – Operational Control (Health)							
1	Hazardous Chemical Management	PA	PA	PA	PA	PA	PA	Refer to 1) CHRA report 2018 2) Chemical Safe Handling procedure (GRID- MGMT-810-07)
2	1	1	1	1	1	1	1	3B.02 HEARING CONSERVATION CHECKLIST.doc (All Units) (Frequency = once a year)
3	Ergonomics	1	1	1	1	1	1	3B.03 ERGONOMICS DISCOMFORT QUESTIONNAIRE.doc (All Units) (Frequency = per activity once a year)
		PA	PA	PA	PA	PA	PA	Refer individual office IAQ Report or refer complain on

4	Indoor Air Quality							IAQ 1) GDHQ, GMHQ, GS, GSE – refer to IAQ Report Dua Sentral 2) BSP, GSO – refer to IAQ Report NLDC 3) Other offices – refer to IAQ report or complain on IAQ
5	Notification And Register of Occupational Injury And Disease Or Property Damage	PA	PA	PA	PA	PA	PA	Refer TSIS
6	Investigation of Occupational Injury And Disease Or Property Damage	PA	PA	PA	PA	PA	PA	Refer TSIS
7	Injury Or Disease And Incident Statistics Management	PA	PA	PA	PA	PA	PA	Refer TSIS
8	Incident (Damage) Reporting And Investigation	PA	PA	PA	PA	PA	PA	Refer TSIS
	Category 3C – Operational Control (Environment)							
1	Waste Management and Minimization	PA	PA					Refer to 1) Scheduled Wastes Management procedure (GRID-MGMT-810-05) 2) CHRA report 2018 3) Chemical Safe Handling procedure (GRID-MGMT-810-07)
2	Scrap And Refuse Bin	PA	PA					Included in Waste management and Minimization requirements
3	Pollution Control	PA	PA					Refer to Scheduled Wastes Management procedure (GRID-MGMT-810-05)

7. Input/Source (Sumber)

7.0

Input

	Input	Source
7.1	New process/project,	Process Owner
7.2	Major change in process/equipment	Process Owner
7.3	Annual Operational Control Plan	HSE & Process Owner

8. Output/Recipient (Penerima)

8.0

Output

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	Output	Recipient
8.1	Record of Operational Control activities	Process owner

9. Records/Rekod

Record of Operational Control activities as per checklist listed in 6.4

10. Key Performance Indicator/Penanda Prestasi Utama

10.0 Key Performance Indicator

10.1	Operational Control activities implemented as per required frequencies
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11. Appendix/Lampiran

As per checklist listed in the procedure (6.4)

12. Process Writer/Penulis Proses

12.0 Process Writer

	Name	Unit / Department
12.1	Abd Latif Md Rasoll	HSE Grid
12.2	Khairul Abidin Rehan	HSE Grid
12.3	Zam Haris Junid	HSE Grid
12.4	Ahmad Zulfa Abas	Grid Maintenance - HQ
12.5	Mohd Johari B Abu Bakar	Grid Maintenance - Selangor
12.6	Mohd Amirul Adzmie B Mohd Sidek	Grid Maintenance - North
12.7	Kamarul Hisham bin Kamaruzaman	Grid Maintenance - HQ
12.8	Mohd Hanis bin Abu Bakar	Grid Development - HQ