

## **Guidance Note OUES/BS/E/GN009 Rev01** **Blue Book Holders – Operation of Protective Devices.**

Written by: R Gregg – Principal Electrical Engineer.  
Approved: S.Pearson – Head of Building Services  
Date: 20/06/2019



### **OPERATION OF MCCB'S / ACB'S.**

This document has been generated to provide Blue book holders clear instructions on which devices may or may not be operated in both normal and emergency call outs. **If you are at any time are unsure of what to do or you are getting pressured to restore supplies that you are not comfortable with – STOP and request guidance from an OUES Electrical Engineer.**

#### **Substation LV Switchboards.**

**No Device can be operated. All switching / isolations will be carried out by an OUES Electrical AP engineer using an Approved procedure. If you believe the issue is within the substation you will need to contact OUES Electrical Engineers.**

#### **Building Main Switchboards.**

Only outgoing circuits from a main switchboard can be operated by a blue book holder. These can only be operated under a transfer of control certificate.

In an emergency situation, a blue book holder may turn **off** an outgoing circuit however it MUST NOT be energised unless it has been approved from an OUES Electrical Engineer.

**Incoming supplies to a building main switchboard or a Bus-section switch SHALL NOT be operated at any time by a blue book holder. This function must only be carried out by an OUES Electrical Engineer.**

**If the building main switchboard is also the substation LV panel then No Device can be operated. All switching / isolations will be carried out by an OUES Electrical engineer using an Approved procedure.**

**For Example - The Innovation Building and HWBGM both use Substation LV switchboards as building main switchboard**

#### **MCCB Panel boards.**

All circuits can be operated by a blue book holder. These can only be operated under a transfer of control certificate.

In an emergency situation, a blue book holder may turn off an outgoing circuit however it MUST NOT be energised unless it has been approved from an OUES Electrical Engineer.

#### **MCB Distribution boards.**

All circuits can be operated by a blue book holder.

In an emergency situation, a blue book holder may turn off an outgoing circuit. A Blue book holder can re-energise a circuit following a trip condition following an assessment of the situation.

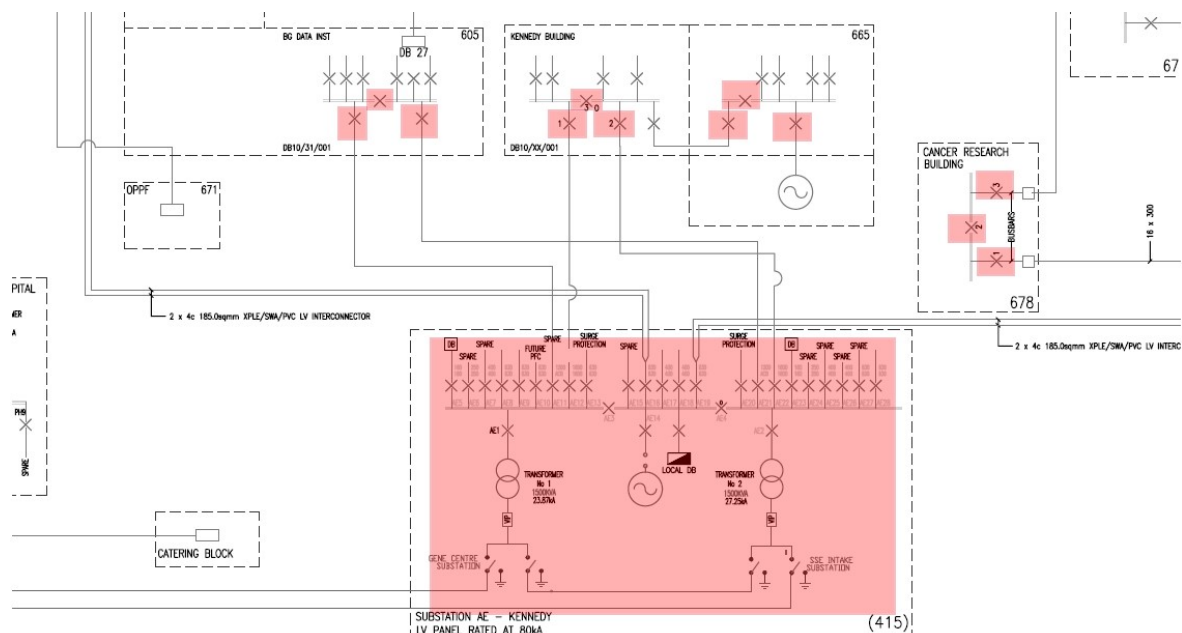
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**Below is an example of devices that a blue book holder are not permitted to operate.**

Any Items marked in **RED** must not be operated. This includes incoming building supplies via MCCB / ACB's , Main switchboard Bus-Sections or complicated equipment such as generator changeover panels and high power UPS Systems.



**IF YOU ARE AT ANY TIME UNSURE OF WHAT TO DO.**  
**STOP AND ASK FOR ADVICE**  
**FROM OUES ELECTRICAL ENGINEERS.**