



THE REMOVAL AND REPLACEMENT OF COMPANY CUT-OUT SEALS BY ELECTRICAL CONTRACTORS

PR-NET-CAB-009	The Removal and Replacement of Company Cut-Out Seals by Electrical Contractors		Applies to	
			Distribution ✓	Transmission
Revision: 2.00	Classification: Public	Issue Date: May 2026	Review Date: May 2031	

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1 Introduction

- 1.1 This mandatory document is intended to be used by:

Third-Party Electrical Contractors

- 1.2 This purpose of this document is to outline the Scottish and Southern Electricity Networks (SSEN), hereafter termed the Company, Procedure to be followed in respect of the removal and replacement of the Company cut-out security seals and fuse by electrical contractors.
- 1.3 This Procedure only covers works undertaken by electrical contractors within the Southern Electric and Scottish Hydro Electric Distribution Licence areas. (It does not apply to Southern Electric or Scottish Hydro Electric customers in other Distribution Licence areas or to areas controlled by Independent Distribution Network Operators or other Distribution Network Operators).

2 References

- 2.1 The documents detailed in Table 2-1 - Scottish and Southern Electricity Networks Documents, shall be used in conjunction with this document.

Table 2-1 - Scottish and Southern Electricity Networks Documents

Reference	Title
PR-NET-ENG-039	Deviations from 'G81' Standards and Operational Documents - Design Standard

2.2 Hierarchy of SSEN Distribution Documents

- 2.2.1 Where conflict exists between an SSEN Distribution document, referenced standards or any other referenced, unreferenced documentation or application, the following ranking applies:
- The SSEN Distribution document supported by accepted Design Deviations to PR-NET-ENG-039
 - The SSEN Distribution document
 - An accepted Design Deviation to PR-NET-ENG-039 where SSEN Distribution documentation does not, or only partially exists
 - ENA TS, EREC or EREP
 - Legislation applicable to Scotland, Wales and/or England
 - BS (BS / BS EN / BS ISO / BS IEC etc)
 - IEC/ISO
 - Other documents
- 2.2.2 Regarding Legislation applicable to Scotland, Wales and/or England, SSEN documents will ensure compliance but may require additions to the Legislation.
- 2.2.3 SSEN Transmission only documents are not permitted to be used on SSEN Distribution projects. For clarity these are documents numbered 500 and above.

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2.3 Uploading of Documents to Third-Party Websites

- 2.3.1 Warning. Some SSEN documents are available on third-party websites. These have not been uploaded or administered by SSEN. As such they must not be used.
- 2.3.2 The uploading of any SSEN document to a third-party website is forbidden unless explicitly permitted in writing by SSEN.
- 2.3.3 This document, and the other documents referred to in section 2.1 are subject to review and revision. Users must therefore ensure that they have the latest copies which are available on the SSEN G81 Website or SSEN Document Library (SSEN internal only).

3 Acronyms

- 3.1 The acronyms shown in table 3.1 are used in this document:

Table 3-1 - Acronyms

Acronym	Definition
SSEN	Scottish and Southern Electricity Networks

4 Terms and Definitions

- 4.1 The terms and definitions shown in table 4.1 are used in this document:

Table 4-1 - Terms and Definitions

Term	Definition
May	An optional requirement or deemed permission.
Must	A mandatory requirement that cannot be deviated from.
Shall	A mandatory requirement that cannot be deviated from.
Should	A recommendation. Valid reasons for non-compliance may exist but the impact needs to be assessed.

5 Deviations from this Document

- 5.1 There are no permitted deviations to this document.

6 Permitted Works

- 6.1 The following are works for which SSEN permit the removal and replacement of our cut-out fuse:
- Replacement of domestic customer's consumer unit or first stage of isolation on their network. This permission covers single phase and three phase cut-outs
- 6.2 Removal of security seals
- Removal of security seals on the SSEN cut-out

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7 Works Not Permitted

- 7.1 The removal and replacement of cut-out fuses is not permitted for the following works:
- Where the SSEN cut-outs are metal-clad or have fused neutrals (contact SSEN to seek advice)
 - Where the supply is to commercial or industrial customers
 - Where the SSEN cut-out fuse has blown
 - Where the SSEN fuse has to be uprated
 - Where the size of the fuse is to be checked to allow Electric Vehicle chargers, Photovoltaic Cells, Heat Pumps or Battery Storage and the like to be installed
- 7.2 Removal of security seals:
- Removal of security seals on meters (or equipment associated with meters)

8 Trade Associations

- 8.1 Members of the following trade associations only are permitted to remove security seals for permitted works. The term Trade Association is used in the remainder of this document and will apply to the following list of associations.
- The National Inspection Council for Electrical Installation Contracting (NICEIC)
 - The Electrical Contractors' Association (ECA)
 - The Electrical Contractors' Association of Scotland (SELECT)
 - National Association of Professional Inspectors and Testers (NAPIT)
- 8.2 See appendices for details of Trade Association Membership Verification requirements.

9 General Arrangements

- 9.1 Trade Associations have requested that their members are permitted to remove Company cut-out security seals.
- 9.2 The arrangement has been approved by SSEN on the understanding that the Trade Associations will take formal disciplinary action against members who misuse this privilege.
- 9.3 Trade Associations shall ensure that their members are competent to remove and replace live cut-out fuses ensuring safety is maintained at all times.
- 9.4 **Personal Protective Equipment**
- 9.5 Personal protective equipment (PPE) which is appropriate to the risk shall be worn. For removal of the cut-out fuse, shrouding of live terminals and the subsequent replacement of the fuse, it is suggested that the following PPE items are used as a minimum:
- Arc Resistant coveralls
 - Suitable eye/flash protection / visor
 - Insulated gloves

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- 9.6 Note: SSEN staff are required to use Arc Resistant coveralls, a visor and insulated electrical gloves when undertaking live fuse removal and replacement.

9.7 Safety Precautions

- 9.8 Prior to the removal of the cut-out fuse, inspect the condition of the SSEN service termination.
- 9.9 Cut-out fuses must not be removed where the cut-out is damaged or showing signs of distress (including but not limited to general condition of the equipment, any signs of interference, signs of overheating, arcing or discharge, etc.). Instances of this type shall be reported directed by phone to SSEN General Enquiries (hereafter termed “GE”) – phone 105.
- 9.10 Cut-out fuses must not be removed where there is evidence of interference with the security seals on the cut-out or evidence, or suspicion of interference, with the associated metering. Instances of this type shall be reported directly by phone to the GE – phone 105.

10 Membership information

- 10.1 The Trade Associations membership rolls are available on some of the Trade Association web sites.

11 Labels

- 11.1 Regions will requisition self-adhesive labels from the Stores – Item Number 031547. The labels come in a roll of 200.

12 Procedure for Contractors to Obtain Labels

- 12.1 The contractor will phone GE who will confirm which approved Trade Association the contractor belongs to (section 4). GE do not have to check the Trade Association website or electrical contractor's membership card. Where the contractor does not belong to an approved Trade Association GE will advise the contractor that they are not permitted to remove the cut-out fuse and a job shall be raised for SSEN staff to undertake the work. Refer to Appendices A to D for details of verification for different Trade Associations.
- 12.2 Where membership is confirmed, GE will advise the contractor of the nearest Regional Office to their proposed work location and provide a contact number. The contractor must phone the Regional Office to arrange collection of the seals.
- 12.3 The Regional Office will check membership of the Trade Association by verification of a current Trade Association membership card, membership certificate or registration certificate. Stickers will only be issued to contractors holding current and valid evidence of Trade Association Membership. See Appendices for details for each Trade Association.
- 12.4 The Regional Office will issue the following number of labels:
- 5 labels where addresses are not given
 - up to 20 labels where addresses are given and addresses are in the same area (e.g. Housing Association rewiring of a large number of properties)
- 12.5 The Regional Office will record the contractor's name and address, the serial numbers of the labels issued and the date issued. The contractor's employee must sign and print name to confirm receipt of the labels.

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- 12.6 The following shall apply to contractors requiring labels where addresses have not been given. The Regional Office will ensure that no more than 5 labels have issued to any one contractor. It is the responsibility of the contractor to ensure that the Regional Office records are updated with addresses when getting the next batch of labels. Regions can give additional labels providing that the maximum does not exceed 5 with outstanding blank addresses. Where this is the case Regions will refuse to issue further labels.

12.7 ECS Cards and Membership Verification

- 12.7.1 The Electrotechnical Certification Scheme (ECS) is the sole ID and competence card scheme for electrotechnical operatives in the UK and is recognised and endorsed by the industry.

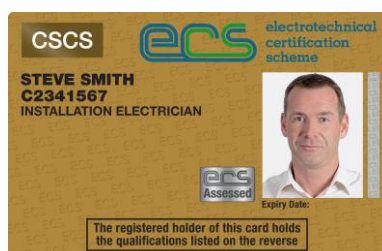


Figure 12-1 Example ECS Card

- 12.7.2 Holding an ECS Card does not provide proof of an individual's membership of a relevant Trade Association.
- 12.7.3 SSEN **shall not** accept an ECS card as proof of membership of a Trade Association

13 Procedure for Contractors to Remove and Replace Cut-out Fuses

- 13.1 The Trade Association members must contact staff at GE, prior to removing the company cut-out security seals, to advise of their actions. GE will add a note to the customer's details at the address confirmed by the electrical contractor; these details must include the name of the electrical contractor and name of company they work for.
- 13.2 Upon finishing their work, the contractor shall ensure that the cut-out fuse is fully located into the cut-out base and fit a label to overlap both the base and fuse. The written details required on the label must be completed in full. If there are difficulties replacing the fuse then the electrical contractor must remove the fuse if possible and phone GE. The electrical contractor must not leave site until SSEN staff are in attendance.

14 General Enquiries Contact Numbers

- The same number is used for both the Southern Electric Licence Area and Scottish Hydro Electric Licence Area – ring 105.

15 Routine Audit

- Revenue Protection staff will carry out a random audit on 5 jobs each month (North and South), to confirm adherence to this Procedure

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16 Evidence of Misuse

16.1 Where evidence of misuse of this Procedure is found then appropriate action shall be taken. Such action may include, but, is not restricted to:

- Informing the Trade Association and ensuring feedback from them of their actions
- Excluding one or more of the Trade Associations from this procedure
- Legal Action
- Suspension or cancellation of this Procedure

17 Emergency Situations – Electricians not in Trade Associations

17.1 Any qualified electrical contractor will be permitted to remove the Company cut-out fuse in the event of an emergency. Such an emergency would be deemed to be an overheating consumer unit. The electrical contractor shall not replace the cut-out fuse.

17.2 GE shall be contacted on 105 as soon as possible following disconnection and the reason for removing the cut-out fuse stated. SSEN will replace the cut-out fuse following any necessities repairs or replacement works carried out by the electrical contractor.

17.3 Where misuse of this emergency sanction is found SSEN may take action under the Electricity Safety, Quality and Continuity Regulations 2002 section 25 or other such applied Statutory Acts or Regulations.

18 Applicable Standards

18.1 Third Parties must obtain copies of non SSEN Standards, such as BS or ENA documents, from the issuing organisations at their own expense. These documents may be subject to copyright.

Documents for use by third parties are classified as Public and are available on the SSEN website, <https://www.ssen.co.uk/our-services/tools-and-maps/>.

Then scroll down for G81 Library and then click on 'G81Library' button.

19 Revision History

No	Overview of Amendments	Previous Document	Revision	Authorisation
01	Reviewed and updated into a new format	PR-PS-051 (Rev 2.04)	1.00	Rodger Yuile
02	Reviewed at normal review date with minor updates. ELECSA deleted and phone number changed to 105. Trade Association Membership Verification requirements updated and added within Appendices.	PR-NET-CAB-009 (Rev 1.00)	2.00	Shirley Robertson
03				

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Appendix A NICEIC Membership Verification

National Inspection Council for Electrical Installation Contracting (NICEIC) Members can provide evidence of their membership in the following ways.

- NICEIC ID card or a copy of their NICEIC registration certificate

Note: NICEIC registration certificates cannot be digitally accessed by their members. Upon a members request the NICEIC can send copies to them.

Appendix B ECA Membership Verification

Electrical Contractors' Association (ECA) Members can provide evidence of their membership in the following ways.

- Do not issue Trade Association membership cards
- All members should be able to provide or show a copy of their Membership Certificate or Technical Compliance Certificate
- Both of these certificates can be accessed by ECA members online at any time on their ECA Web Portal account



Figure B-1 Example ECA Membership Certificate & Technical Compliance Certificate.

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Appendix C SELECT Membership Verification

- Electrical Contractors' Association of Scotland (SELECT) Members can provide evidence of their membership in the following ways
- Do not issue Trade Association membership cards
- All members should be able to provide or show a copy of their Membership Certificate

Note: SELECT Membership Certificates cannot be digitally accessed by their members.

Appendix D NAPIT Membership Verification

National Association of Professional Inspectors and Testers (NAPIT) Members can provide evidence of their membership in the following ways.

- All members should be able to provide or show a copy of their digital ID card which can be downloaded from the NAPIT ID App
- NAPIT members can also carry a physical ID card

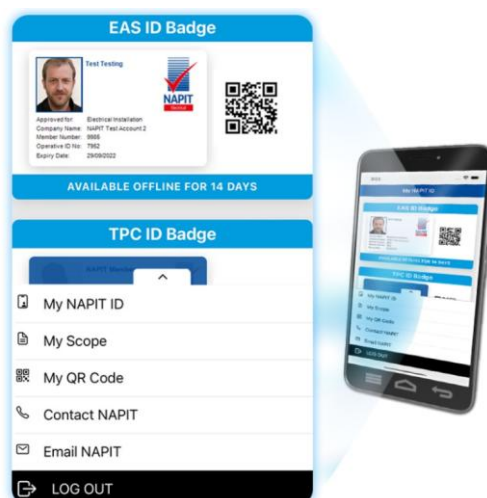


Figure D-1 Example EAS Card