



# SSEN TRANSMISSION SITE LOGIN PROCESS FOR SSEN-D STAFF

## OPERATIONAL SAFETY MANUAL – SECTION 6.1.1

|                       |  |                               |                                |              |
|-----------------------|--|-------------------------------|--------------------------------|--------------|
| <b>WI-NET-OSM-014</b> | <b>SSEN Transmission Site Login Process<br/>for SSEN-D Staff -<br/>Operational Safety Manual – Section 6.1.1</b> |                               | <b>Applies to</b>              |              |
|                       |  |                               | Distribution<br>✓              | Transmission |
| <b>Revision:</b> 1.00 | <b>Classification:</b> Public  | <b>Issue Date:</b> March 2023 | <b>Review Date:</b> March 2028 |              |

|                    | <b>Name</b>   | <b>Title</b>             |
|--------------------|---------------|--------------------------|
| <b>Author</b>      | N/A           | Distribution SHE Team    |
| <b>Checked by</b>  | Peter Vujanic | Head of SHE Distribution |
| <b>Approved by</b> | Richard Gough | Designated Engineer      |

## CONTENTS

|   |  |   |
|---|--|---|
| 1 | Introduction.....  | 3 |
| 2 | References .....   | 3 |
| 3 | Background .....   | 3 |
| 4 | Preparation & Setup .....                                      | 3 |
| 5 | Installation for SSE Personnel or vendors with an SSE ID ..... | 4 |
| 6 | Share Point Site .....   | 4 |
| 7 | Revision History .....   | 4 |

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## 1 Introduction

The Site Login application (named Atlas SOS) was implemented in mid-2022 by **SSEN** Transmission to reduce the time required to login to their sites, improve the safety of our employees, and enhance record keeping and reporting of site attendance. For clarity, this application applies to all SSE staff and their contractors who are required to enter Transmission Sites.

## 2 References

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

**Table 2.1 - Scottish and Southern Electricity Networks Documents**

| Reference      | Title   |
|----------------|---|
| PR-NET-OSM-043 | Access to Substations and Switching Sites – Operational Safety Manual - Section 6.1 |
| WI-NET-OSM-504 | SSEN Transmission Site Login Process - Operational Safety Manual – Section 6.1.1    |

## 3 Background

Previously, **SSEN** Transmission and **SSEN** Distribution used a common system. Now, with the introduction of Atlas SOS there is no need to call the **SSEN** Distribution Call Centre when accessing a Transmission site, this process is managed entirely with **SSEN** Transmission through the mobile application. However, **SSEN** Distribution staff will need to use this system to gain access to **SSEN** Transmission GSP sites which accommodate SSEN Distribution infrastructure.

### 3.1 Strategic Aims and Benefits

Atlas SOS is a site log in tool and in recognising the hazardous environment of our substations, the primary function of Atlas SOS is to identify the numbers of staff on sites in real time so that if there is an incident, the Business can assess who might be affected and provide assistance. This is an essential activity and key requirement for **SSEN** Transmission in meeting a duty of care to all **SSEN** staff when visiting a site. It is essential that all staff adhere to this Procedure in line with SSE Employee Rules.

### 3.2 Exclusions and Limitations

The Atlas SOS App does not check if staff have the appropriate authorisations to be in the Substation. It is the responsibility of staff to ensure that they have the authorisations necessary to do the work once they have gained access.

## 4 Preparation & Setup

- 4.1 All persons (SSE & non-SSE personnel) who need to enter a Transmission owned site are required to login via the Atlas SOS application. It is the sole responsibility of the person visiting a site to ensure that action is taken to login at the time of entry and log out at the time of exit within the application. This is vitally important to ensure the safety of all personnel.
- 4.2 All persons visiting a Transmission site are responsible for downloading and installing the Atlas SOS application prior to arrival so that authorisation can be received. The

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|                |   | Review Date: March 2028 |              |              |

Transmission Operations Admin Support Team can be contacted on 023 9263 4305 if any issues are encountered while trying to install and setup the application.

- 4.3 The Transmission Operations Admin Support Team is available on working days from 8am – 4pm.

## 5 Installation for SSE Personnel or vendors with an SSE ID

### 5.1 Registration

- 5.1.1 Prior to using the App all SSE staff must register for a license – To register you can contact the Operations Admin Support Team by Either:

- Telephone on 023 9263 4305

or

- Email @ Transmission.Operations.Admin.Support@sse.com

- 5.1.2 The information you will need to provide is

- Name
- Email Address
- Mobile Number
- IMEI Number
- Organisation
- Department
- Mobile Device

Please note full registration takes 24 hours to complete.

### 5.2 Installation Procedure

For details on the installation and use of the **SSEN** -T Atlas SOS application please refer to the **SSEN-T** document W-NET-OSM-504 available on the **SSEN** Document library.

## 6 Share Point Site

For SSE Staff, there is an Atlas SOS (Site Log in App) SharePoint site at the following address: [Atlas SOS SharePoint](#). This site has training material for all staff and can be as required.

## 7 Revision History

| No | Overview of Amendments | Previous Document | Revision | Authorisation |
|----|------------------------|-------------------|----------|---------------|
| 01 | New document created   | TBC               | 1.00     | Richard Gough |
| 02 |                        |                   |          |               |