



<b>SAFETY REGULATION VV 31</b> <b>Temporary bridging of protections</b>	 <b>Balen/Pelt</b>
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<b>Date of last change</b>	07/06/2023
Change	See blue text, save in Rims instead of axis

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### 1. Subject

This procedure describes what needs to happen when men wants to temporarily bridge protections.

### 2. Scope and exceptions

This procedure in this regulation is generally valid for all work on or in the installations of Nyrstar Balen and Pelt.

### 3. Links

Document description	Document no.
Risk analysis document	<a href="#">XF-432-FREC-0-00023</a>
Approval document	<a href="#">XF-452-FREC-0-00031</a>

### 4. Definitions

<b>TOB</b>	<b>Temporary bridging of security protections</b>
Safety-critical systems	<ul style="list-style-type: none"> <li>• security circuits</li> <li>• overpressure protection</li> <li>• Insulation monitoring</li> <li>• gas detection system</li> <li>• sump</li> <li>• hydrantnet</li> <li>• fire detection</li> <li>• collection and drainage systems.</li> </ul>
Protection circuits	Is one or more components that monitor the safety function of an installation.

### 5. Responsibilities and powers

Plant Manager	Bears the final responsibility for the safety of the installations. He or his delegate makes the decision to apply TOB from security circles or other important security systems
Production manager (Approver)	Is the Superintendent/Head of Department or the Production Coordinator of the department concerned.  Ensures that the risk analysis and the measures were carried out prior to the bridging.  Give his agreement by signature on the approval form <a href="#">XF-452-FREC-0-00031</a>  Ensures that a notification with corresponding action is entered from the bridging in RIMS

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Weekly responsible manager Production area	If the bridging takes place outside the day hours, he takes over the responsibilities of the Production Manager
Performer	Is the operator/stielman who performs the bridging. Is convinced that all measures from the risk analysis have been carried out.  Performs the bridging.  As soon as the situation allows, he will remove the bridging and test this safety again. He notifies his responsible person so that he can cancel the RIMS promotion
RIMS notifier	Production manager or weekly shift manager production area  Uses completed (copy) approval form to report an action in RIMS

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## 6. Procedure

### 6.1 General principle

Temporary bridging of protections is an exceptional measure, which means that one may only apply them:

- After carrying out an in-depth risk analysis and consultation between all competent stakeholders;
- The bridging is limited to the most necessary period and must be restored prioritically.
- Will be communicated to all sections/persons concerned.

### 6.2 Restrictions

The temporary bridging of protections must not entail any risk that can lead to the occurrence of critical errors, serious deviations, environmentally harmful or unsafe (work) situations.

The temporary bridging of protections is only permitted for:

- The minimum necessary period of time
- Any extension of the deadline must be confirmed by a new document [XF-452-FREC-0-00031](#)
- For longer-term unavailability of security circles or other important security systems, the decision to keep the installation in service under these circumstances should be taken by the plant manager or his delegate.

### 6.3 Validity

The temporary bridging is only valid from the moment:

- that the risk analysis and all related measures have been carried out;
- the approval document has been signed by the production manager and the exporter and distributed to all the recipients specified in the approval document;
- An action notification has been entered into the RIMS.

### 6.4 Approval and set-up

The executor of the temporary bridging, who is the requesting party for a specific case, consults all those involved. Together, these examine whether a temporary bridging is acceptable and what it will entail.

In case the production manager (approver) agrees:

Assures the production manager that a risk analysis and related measures have been carried out before giving his approval on the approval document. [This may be a verbal agreement outside office hours after a telephone consultation. Administration should be done by the next business day.](#)

The Production Manager ensures that this temporary [documented](#) risk analysis and approval form "temporary bridging of protections TOB" are stored [in RIMS attachments](#). He also ensures that the bridging is communicated [and documented](#) to all parties involved. [This can be done outside office hours by giving permission at least in writing by e-mail. Administration must be done on the next working day.](#)

The Production Manager ensures that the bridging is entered in the RIMS.

When entering the report in RIMS, the RIMS reporter must link an action (lifting temporary bridging) and assign a person (executor) who is responsible for performing this action. This action should also be given a deadline for implementation.

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At the end of the work or when the TOB expires, the responsible executor will remove the temporary bridging. After the responsible executor has removed the temporary bridging, his responsible person will close the action in RIMS.

The person who has entered the RIMS notification + RIMS action will automatically receive an email/notification from the system that the action has been completed, i.e. that the original security is back in service.


The reporter will communicate the termination of the TOB to the persons mentioned in the distribution box of the approval form.

If deviations, incidents or unforeseen risks occur during the TOB, the fixer will report this in the RIMS so that corrective action can be taken.

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**6.5 Approval certificate (doc [XF-452-FREC-0-00031](#))**

To be completed by the executor of the bridging.

Goedkeuringsformulier <b>Tijdelijke Overbrugging van Beveiligingen</b> <b>TOB</b>	 BALEN/OVERPELT												
Te gebruiken i.g.v. tijdelijke overbrugging van beveiligingen													
Biz. 1 van													
<b>Betreft:</b>													
<b>Voor:</b>													
(maximaal geldig VAN - TOT, na verstrijken van de termijn moet een nieuw formulier ingevuld worden)													
<b>Van:</b>	<b>Tot:</b>												
<b>Overbrugging:</b>													
<b>Reden:</b>													
<b>Beperkingen:</b>													
<b>Mogelijke gevolgen:</b>													
<b>Verdeling: kopie:</b>													
Een risicoanalyse en daaraan gekoppelde maatregelen werden uitgevoerd													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 20%;">Naam</th> <th style="width: 20%;">Datum</th> <th style="width: 40%;">Handtekening</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <b>Goedkeurder</b>  <small>(Superintendent productiecoördinator)</small> </td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;"> <b>Uitvoerder</b>  <small>(Persoon die de overbrugging uitvoert)</small> </td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Naam	Datum	Handtekening	<b>Goedkeurder</b> <small>(Superintendent productiecoördinator)</small>				<b>Uitvoerder</b> <small>(Persoon die de overbrugging uitvoert)</small>			
	Naam	Datum	Handtekening										
<b>Goedkeurder</b> <small>(Superintendent productiecoördinator)</small>													
<b>Uitvoerder</b> <small>(Persoon die de overbrugging uitvoert)</small>													
<b>Opmerkingen:</b>													

Subject: Description of the security(s) and equipment  
 For : name of the section and the Production Manager to which the TOB is in force  
 From : time from which the TOB is in force  
 Until : time at which the TOB ends  
 Bridging : precise description of the TOB that will be carried out  
 Reason: why the TOB should be carried out  
 Restrictions: description of any restrictions or HSE measures to be taken  
 Possible consequences: probable risk of this TOB  
 Distribution of copy : enumeration of sections/persons who need to receive a copy of the approval form  
 Approver : Superintendent or Production coordinator or weekly service manager production area  
 Executor : person who will carry out the bridging and remove it after the work  
 Remarks : possible comment from Approver and/or Executor

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## 6.6 RIMS Notification and Action

### RIMS Notification

\* Site  
Nyrstar/Balen / Overpelt/Overpelt

Datum melding  
14-5-18

Datum Incident/Bijna Incident/Onveilige toestand of handeling  
14-5-18

\* Naam melder  
Geubbelmans, Erik, 3002572, erik.geubbelmans@nyrstar.com, :

\* Afdeling verantwoordelijk voor afhandeling van Incident/Bijna Incident/Onveilige Handeling of Onveilige Toestand  
NYRSTAR NETHERLANDS HOLDINGS/European Operations/Nyrstar Balen/Overpelt/Operations Balen & Overpelt/Smelterij

\* Locatie voorval  
Nyrstar/Balen / Overpelt/Overpelt/Productie/Smelterij

\* Soort voorval (maak een keuze)  
 Onveilige handelingen – Gevaarlijke handeling uitgevoerd door een persoon  
 Onveilige toestand – Fysieke toestand welke de veiligheid ernstig maakt  
 Bijna incident – voorval dat onder andere omstandigheden had kunnen leiden tot letsel, schade of verlieskosten  
 Incident – voorval dat heeft geleid tot letsel, schade of verlieskosten  
 Bijzondere positieve handeling – om schade of letsel te voorkomen

\* Is this a Process Safety Event?  
 Ja  Nee

\* Korte samenvatting Incident/Bijna Incident/Onveilige toestand of handeling  
TOB : elektrisch circuit van de beveiliging op de krasdeuren van oven 3 is defect

\* Detail: Beschrijf wat en hoe het (bijna) incident gebeurd is of de details van de onveilige toestand of handeling  
Alle deursloten en krasdeurtjes zijn elektrisch en in plc overbrugd (tijdelijk).  
\* Anders werkt auto-lading niet, zonder lading geen productie

\* Onmiddellijke reactie en maatregelen: wat heb je gedaan om de gevolgen te beperken en te minimaliseren  
\* alle deurtjes zijn vergrendeld met ketting en slot, de vergrendelsetuils bevinden zich bij de TLs, enkel de TL stelt de installatie veilig en ontgrendelt de krasdeuren voor het krasdeuren.  
\* Doc: XF-452-FRED-0-00031 (gecheckingsformulier tijdelijke overbrugging van beveiliging TOB) is ingevuld copy ligt op bureel TLs, origineel bij productieaantwoordelijke smelterij.  
\* mogelijk gevolg - indien de procedure niet gevolgd wordt kan er geladen worden met open deuren.  
\* TOB is geldig tot 28/05/18, na verstrijken van de termijn moet een nieuw formulier ingevuld worden.

Andere personen die op de hoogte gebracht moeten worden

Familienaam	Voornaam	Persoonsnummer	Email address	Titel en nummer	Vervuld
Busschaers	Kevin	30020714	kevin.busschaers@nyrstar.com	Teamleider	<input type="checkbox"/>
Ceelen	Marc	30026712	marc.ceelen@nyrstar.com	Head Maintenance Overpelt	<input type="checkbox"/>
De smet	Dimitri	30034563	dimitri.desmet@nyrstar.com	Application analyst	<input type="checkbox"/>
Geubbelmans	Erik	30026572	erik.geubbelmans@nyrstar.com	Superintendent Smelterij CGG	<input type="checkbox"/>
Handrick	Rudy	30025579	rudy.handrick@nyrstar.com	Lead Operator Gierweg	<input type="checkbox"/>
Jannin	Hilde	30023822	hilde.jannin@nyrstar.com	Werkvoorbereider	<input type="checkbox"/>
Peeten	Eric	30038650	eric.peeten@nyrstar.com	Superintendent Safety	<input type="checkbox"/>
Peeten	Henri	30028082	henri.peeten@nyrstar.com	Teamleider	<input type="checkbox"/>
Schildebrands	Gerard	30023555	gerard.schildebrands@nyrstar.com	Production Engineer	<input type="checkbox"/>
Swinnen	Hans	30030770	hans.swinnen@nyrstar.com	Teamleider	<input type="checkbox"/>
Vangerven	Guy	30031000	guy.vangerven@nyrstar.com	Teamleider	<input type="checkbox"/>
Vanheulekom	Peter	30027996	peter.vanheulekom@nyrstar.com	Teamleider	<input type="checkbox"/>

Reporter : production manager or weekly responsible manager production area

Owner: Production manager

Department and Location : production department where the TOB takes place

Type of incident : "unsafe condition"

Short summary : **always start with "TOB"** + concise description of the TOB

Detail : detailed description + beginning and end of the TOB

Immediate reactions .. : indicate whether the risk analysis has been carried out and the approval form has been signed and the person with whom these documents are located.

Other persons who need to be informed: always mention Eric Peeten and if necessary other persons.

If a contractor is involved, do not forget to mention it in the distribution box of the approval form!!

### Associated action with the RIMS notification

\* Categorie actie  
Preventief

\* Action priority  
Laag

\* Titel actie  
TOB : elektrisch circuit van de beveiliging op de krasdeuren van oven 3 is defect

\* Beschrijving actie  
Alle deursloten en krasdeurtjes zijn elektrisch en in plc overbrugd (tijdelijk).  
\* Anders werkt auto-lading niet, zonder lading geen productie

\* Toegewezen aan  
De smet, Dimitri, 30034563, dimitri.desmet@nyrstar.com

\* Toegewezen door  
Geubbelmans, Erik, 30026572, erik.geubbelmans@nyrstar.com

Toegewezen door – Wenst u vermittigd te worden als deze actie werd afgerond?  
 Yes  
 No

Is this action to be verified  
 Yes  No

\* Uiterste datum  
30-10-18

Person to verify action

Oorspronkelijke uiterste datum  
28-5-18

Waarschuwingsdatum  
21-5-18

Category : "Preventive"

Title : **Always start with "TOB"**

Action Description : copy the description from the notification here

Assigned to : responsible of the executor

Assigned by : **always fill in the name of the PRODUCTION MANAGER !!!**

Tick the box below so that the Production Manager receives a notification in Outlook when the action has been closed

Toegewezen door – Wenst u vermittigd te worden als deze actie werd afgerond?  
 Yes  
 No



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Actie Uitvoeringsdetails

Date completed/cancelled  
5-11-18  

Status  
Volledig

Notas bij de afronding  
De beveiligingen aan de krasseurtes zijn hersteld en we opereren terug in de normale situatie.

Is this Action record ready to be locked?  
(Wanneer dit dossier gesloten wordt, is het enkel toegankelijk als alleen-lezen.)

Yes  No

Fence

Date : date of lifting of temporary bridging of security(s)

Status : "Full"

Action may be locked