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Document	TE-PRC-05
Revision	1
Date	4 November 2026
Subject	Working alone (lone worker) procedure

Working alone (lone worker)

When a Telic engineer may work alone, when not, and how contact is kept.

Revision history: rev 0, 28 October 2026. Rev 1, 4 November 2026: sections aligned with the GE Vernova program requirements for work type SE1; protocol for working alone added.

GE Vernova program requirements, Working Alone (Lone Worker) (SE1). Where each requirement is covered in this document:

1	Lone working activities identified in risk assessments or safe work procedure (protocol for working alone)	Section 1
2	List of all activities where working alone is not permitted	Section 2
3	Training	Section 3
4	Communication means with the lone worker (lone worker device or scheduled checks)	Section 4

PURPOSE AND SCOPE

Telic engineers are often the only Telic person on a site, and parts of controls and instrumentation work are done out of sight or hearing of others: in a turbine control room, an instrument room, a remote module or a client workshop. This procedure applies to the director, engineers from our network and subcontractors on a Telic assignment, onshore and offshore, and during travel. It implements TE-POL-01 and is used together with the site's own lone working rules; where the site rules are stricter, they apply.

1. LONE WORKING ACTIVITIES IDENTIFIED IN RISK ASSESSMENTS AND SAFE WORK PROCEDURE (PROTOCOL FOR WORKING ALONE)

Identification. Lone working is identified in three places: before mobilisation in the assignment brief, in Telic's risk assessment for this work type (TE-RA-01 section 6, completed example TE-RA-02) and on site in the task risk assessment and permit. For every task the engineer and the site supervisor agree whether it is done alone and, if so, the check-in method and interval. Lone working that was not foreseen in the risk assessment or permit is not started: the engineer stops, contacts the site supervisor and agrees the controls first.

Activities that may be done alone, when the risk assessment allows it: application and HMI work in a control room or office, datalog analysis and documentation, visual walk-downs and reading of instruments in a non-hazardous or monitored area, calibration of de-energised instruments in a workshop, travel and hotel stays.

Protocol for working alone, followed for every lone task:

Step	What is done
1. Confirm	Task is on the list above and the task risk assessment and permit allow lone working; none of the section 2 activities is involved.
2. Register	Control room or site supervisor informed of the person, location, task, expected duration and the check-in interval (section 4). Offshore: permit known to the control room, personal location card updated.
3. Equip	Radio or phone tested, personal gas detector bump-tested where required, lone-worker or man-down device worn where the site provides one, first-aid and escape routes known.

4. Work and check in	Check-in at the agreed interval. Any change (new hazard, area alarm, feeling unwell, task scope change) means stop, contact and reassess.
5. Close	Control room or supervisor informed at the end of the task, area left safe, permit closed.

2. ACTIVITIES WHERE WORKING ALONE IS NOT PERMITTED

- Work on or near live electrical conductors, and live electrical fault finding above extra-low voltage (50 V AC / 120 V DC).
- Confined space entry, and entry into a turbine enclosure or acoustic hood.
- Live-system tests on a turbine, compressor or generator package: start-ups, trip and overspeed tests, valve and actuator stroking with process connected. These need the control room operator and area authority.
- Applying and removing isolations of high-energy systems (electrical, hydraulic, fuel, CO2 or inert gas fire suppression), see TE-PRC-10.
- Work at height needing fall arrest, hot work, lifting operations, work over or near water.
- Work in areas with an H2S or toxic gas risk, unless the site rules allow it with a personal gas detector and continuous radio contact.
- Work in remote or unmanned locations offshore (normally unmanned installations, remote modules) without a buddy or a site-approved contact arrangement.
- Any task for which the site risk assessment or permit requires a second person, a standby person or a fire watch.

3. TRAINING

- Every engineer is briefed on this procedure and the lone working risk assessment (TE-RA-01 section 6, TE-RA-02) before the first Telic assignment, yearly and at every assignment brief where lone working is foreseen. The briefing covers sections 1, 2 and 4 of this procedure, the missed check-in actions and stop-work authority.
- Site inductions cover the site's lone working rules, radio and alarm use and are attended before work.
- VCA-VOL (director) and MIST or VCA (all engineers) cover risk assessment, permit-to-work and the hazards that make lone working unacceptable. OPITO H2S and offshore survival cover gas detection and escape when alone.
- First-aid awareness is part of NOGEPA 0.5B and MIST; it gives the basic skills to act when alone until help arrives.
- Lone worker training is listed in the training plan TE-TRN-01 for both job categories, with frequency.

4. COMMUNICATION MEANS WITH THE LONE WORKER

Situation	Means of communication and scheduled checks
On site, lone task	Control room or site supervisor informed at start and end of the task. Scheduled check by radio or phone at the interval agreed in the risk assessment: at most every 60 minutes, every 30 minutes in process areas, more often where the site requires. Site lone-worker device or man-down gas detector worn where provided (suitable lone worker device).
Offshore	Work only under a permit known to the control room, UHF radio carried and tested, personal location card, scheduled checks as above. The area authority knows the engineer's location at all times.
Client workshop or office	Host informed of presence and expected finishing time; mobile phone with the site emergency number stored.
Outside working hours, travel and hotel	Daily contact with the director (+31 6 51345316) by phone or message; itinerary, flights and hotel shared before travel; client journey management followed.

Missed check-in. If the engineer cannot be reached at the agreed time, the control room or supervisor tries to make contact by radio and phone, then sends a person to the last known location and, if the engineer is not found or needs help, starts the site's emergency procedure. If the director cannot reach an engineer during travel, he contacts the client's project lead, the hotel and, if needed, the local authorities and the next of kin (TE-PRC-03).

5. FITNESS TO WORK ALONE

An engineer who is unwell, fatigued or on medication that impairs judgement does not work alone and tells the site supervisor and the director. Long travel days are not followed by lone work without rest (TE-POL-05 covers drugs and alcohol).

RESPONSIBILITIES

Director: owns this procedure, identifies lone working in the assignment brief and risk assessment, keeps contact during travel, reviews any incident and audits this procedure yearly.
Every engineer: agrees lone working arrangements before the task, follows the protocol in section 1, keeps to the check-in schedule, does not do the work listed in section 2 alone, and stops work when contact is lost.

Signed on behalf of Telic Engineering B.V. (digitally signed)
Remco Petersen, Director · 4 November 2026

Digitally signed by Remco Petersen
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Date: 04 / November / 2026