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Partneriaeth
Cydwasaethau
Gwasanaethau Ystadau Arbenigol
Shared Services
Partnership
Specialist Estates Services

Specialist Estates Services Notification 16/10

4 August 2016

For action by:

Chief Executives, NHS health boards and Trusts

For information only:

Designated Person (electrical services), NHS Wales health boards and Trusts
Estates and Facilities Directors and Managers, NHS Wales health boards and Trusts

Copy to: Head of Capital, Estates and Facilities,
Department of Health and Social Care, Welsh Government

Associated documents:

Annex A

Model letter (Annex B)

Dear Colleague

AUTHORISING ENGINEER LOW VOLTAGE SYSTEMS—AE(LV)

Background

Shared Services Partnership – Specialist Estates Services (NWSSP-SES) has recently appointed an Authorising Engineer (Low Voltage).

An overview of the role of the Authorising Engineer (Low Voltage) was presented at the NHS Wales Estates Group Meeting on 23 April 2015 qualifying the service to be provided. A copy of the briefing document can be found in Annex A.

We now require your assistance to put in place the necessary documentation to appoint Stephen Lloyd as the Authorising Engineer (Low Voltage).

If you wish NWSSP-SES to provide Authorising Engineer (Low Voltage) duties for your local health board/Trust then the following action needs to be taken.

Action for Local Health Boards/Trusts

The contents of this SESN should be brought to the attention of the designated person (electrical services) and the Estates/Facilities Manager.

Health boards and Trusts will need to confirm in writing the appointment of Stephen Lloyd in line with the guidance set out in HTM 06-02: *Electrical safety guidance for low voltage systems*.

To assist you in your response a model letter (Annex B) may be downloaded from the link below for your completion.

[Link to Annex A](#)
[Link to model letter \(Annex B\)](#)

If you require further information please contact:
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Yours sincerely,



NH Davies BSc (Hons), Dip Proj Man (RICS), MBA, MCI0B, FIHEEM

Director Specialist Estates Services

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