

## Company Directive

### STANDARD TECHNIQUE: NC2L/10


#### Relating to Independent Connection Provider (ICP) High and Low Voltage Connections under ICP or WPD DSRs

##### Policy Summary

This document describes the process that should be adopted to ensure that WPD and ICP staff meet the requirements of the Framework Network Access and Adoption Agreement which must be implemented between WPD and an ICP where the ICP is to carry out high voltage (greater than 1000 Volts but less than 22kV) and live low voltage (less than 1,000 Volts) mains and service connections for metered and unmetered connections.

**Author:** Paul B Smith

**Implementation Date:** February 2020

**Approved by:**   
Tim Hughes  
Connections Policy Manager

**Date:** 6<sup>th</sup> February 2020

Target Staff Group	Planners and Technicians responsible for ICP connections work
Impact of Change	Amber – Changes affect staff who create and undertake inspections
Planned Assurance checks	Reports created each month for Projects and NS Managers

**NOTE:** The current version of this document is stored in the WPD Corporate Information Database. Any other copy in electronic or printed format may be out of date. Copyright © 2020 Western Power Distribution

## **IMPLEMENTATION PLAN**

### **Introduction**

This document has been amended to reflect the removal of inspection charges for ICP work.

### **Main Changes**

#### **Inspection of Adoptable Assets**

WPD shall carry out inspections of adoptable assets as detailed in the Inspection and Monitoring regime. All inspections shall be carried out without charge where the adoptable asset has been constructed in compliance with WPD Standard Techniques and Policy requirements.

#### **Re-inspections**

WPD shall charge for any re-inspection due to assets failing to meet the required standard. A charge shall be made for any aborted visits.

Escalation process added for the failure of an ICP to return Keys

Additional text added to references WPD Tech info site

Additional text added to clarify HV works and DSR Options

### **Impact of Changes**

#### **Inspection of Adoptable Assets**

Where Crown calls for an inspection of adoptable assets the inspector shall carry out the inspection and record this in Crown.

Where the adoptable asset has been constructed in compliance with WPD Standard Techniques and Policies the inspector shall book the time spent on site as detailed in Section 6.

#### **Re-inspections**

Where an asset has not been constructed in compliance with WPD Standard Techniques and Policies or the visit is aborted due to:

- The ICP is not on site as previously agreed;
- Prearranged inspections have been cancelled without providing 5 days' notice
- Work has been completed prior to the agreed site visit;

A charge shall be made.

### **Implementation Actions**

Team Managers shall ensure that their staff are made aware of the above requirements.

### **Implementation Timetable**

The implementation date is February 2020.

## REVISION HISTORY

Document Revision & Review Table		
Date	Comments	Author
February 2020	<p>1.4 and 2.17 Appendix J removed</p> <p>Reference to WPD Tech info site added</p> <p>2.1 Reference to appropriate scopes added</p> <p>2.20 and 2.21 re-inspections added</p> <p>2.23 Network drive removed</p> <p>Crown docs added</p> <p>Reference to chargeable inspections removed</p> <p>2.24 Chargeable inspections removed</p> <p>Chargeable re-inspections added</p> <p>5.3 Re-inspections added</p> <p>Charging criteria added</p> <p>6.1 reference to charging for inspections removed</p> <p>Re-inspections added</p> <p>6.2 Re-visit added</p> <p>Inspection table cost allocations amended and reference to 5.3 added</p> <p>8.4 Escalation process for the failure to return Keys added</p> <p>Old Appendix J Removed</p> <p>Appendix K Inspection frequency amended to reflect existing inspections</p>	Paul B Smith
1/2/2020	<p>1.9 Charging for DSR services added</p> <p>1.10 Charges published on the WPD web site added</p> <p>1.11 Reference to Appendix M for the extension of the ICP disconnection process has been added</p> <p>2.1 text amended to reflect existing NERS accreditation</p> <p>2.4 Safety Team removed and Connection Policy added</p> <p>2.14 ICP operatives removed text now relates to organisation</p> <p>2.16 Spread sheet removed reference to web portal in Appendix A added</p> <p>Adjacent street removed</p> <p>Reference to curtilage of brown field site removed</p> <p>Reference to Spread sheet in Appendix B removed</p> <p>Reference to Certificates in Appendix B added</p> <p>2.17 Reference to Spread sheet removed</p> <p>HVNC in Appendix A added</p> <p>HVCC as detailed in Appendix B added</p> <p>2.20 reference to adjacent street removed</p> <p>Reference to spread sheet removed and replaced with Certificate</p> <p>Notice of inspections to NS teams removed</p> <p>Requirement to calculate inspections removed</p> <p>Each of the LJCC or LJDCC to have as laid drawings for every completed connection or disconnection added</p> <p>Requirement to resolve discrepancy between LJNC or LJCC with LJCC or LJDCC removed</p> <p>Requirement for monitoring of Certificates and instigating the LJCC, LJNC and HVCC non-compliance flow chart added</p> <p>2.23 inspections notified by email removed</p> <p>Reference to inspections detailed within enquiry added</p> <p>Update Crown enquiry with details of connection disconnection removed</p> <p>Reference to email of inspections removed and Crown added</p> <p>Update Crown enquiry with detail of connections removed</p> <p>5.1 Reference to ST: NC2H removed and ST: NC2M added</p> <p>Reference to overhead works out of scope removed</p> <p>6.3 The charges detailed in 6.4 for the <b>SMS and DSR Service</b> is based on an hourly rate added</p> <p>6.4 SMS and DSR Services table added</p> <p>6.4 Charges for Failed ICP Inspections added</p> <p>7.1 shutdown removed and Planning and facilitation meeting added</p> <p>Appendix A reference to spread sheets removed</p> <p>Making an Application added</p> <p>Appendix B Reference to Spread sheet removed Completion Certificate added</p> <p>Appendix C,D, E and F Spread sheet process removed web portal process added</p> <p>Appendix N Schedule of charges added</p> <p>Appendix M Low Voltage disconnection table added</p>	Paul B Smith

## Contents

1.0	INTRODUCTION .....	5
2.0	RESPONSIBILITIES AND PROCESS .....	6
3.0	HIGH PRIORITY WORKS .....	12
4.0	SAFETY .....	13
5.0	INSPECTION .....	13
6.0	CHARGES .....	14
7.0	HIRE OF TEST PRODS .....	15
8.0	ISSUE of KEYS .....	15
9.0	LV CABLE IDENTIFICATION SERVICE .....	16
	APPENDIX A – Making an Application .....	17
	APPENDIX B – Completion Certificate .....	18
	APPENDIX C – WPD Process for Independent Connection Providers Live Jointing Notice of Connection (LJNC) .....	19
	APPENDIX D – WPD Process for Independent Connection Providers Live Jointing Connection Certificate (LJCC) .....	20
	APPENDIX E – WPD Process for Independent Connection Providers to Carry Out Operational Works .....	21
	APPENDIX F – WPD Process for Independent Connection Providers High Voltage Connection Certificate (HVCC) .....	22
	APPENDIX G – WPD Process for Independent Connection Providers to Request High Priority Works .....	23
	APPENDIX H – HV Inspection Process .....	24
	APPENDIX I – ICP LV Service Information Form / ICP HV Cable Assessment Form .....	25
	APPENDIX J – Accreditation and Authorisation Options Table .....	27
	APPENDIX K – Chargeable Inspection Regime .....	28
	APPENDIX L – Low Voltage Disconnections .....	29
	APPENDIX M – WPD Live LV Cable Identification Service for ICP's .....	30
	APPENDIX N .....	31
	APPENDIX O – Superseded Documentation .....	32
	APPENDIX P – Record of Comment During Consultation .....	32
	APPENDIX Q – Associated Documentation .....	32
	APPENDIX R – Review Date .....	32
	APPENDIX S – Key Words .....	32

## 1.0 INTRODUCTION

- 1.1 The advent of Competition in Connections in 1995 means that a customer no longer has to depend on the host DNO providing all new connection works. Certain activities are contestable which means that a third party (the “Independent Connection Provider” or “ICP”) could be appointed to carry out this work.
- 1.2 The aim of this document is to ensure that WPD does not restrict, distort, or prevent competition in the distribution of electricity and to ensure that WPD and the Independent Connection Provider (ICP) comply with their obligations under the Framework Network Access and Adoption Agreement in place between WPD and the ICP.
- 1.3 Where an ICP elects to carry out such connections, there shall be a Framework Network Access and Adoption Agreement (the “Agreement”) in place between WPD and the ICP and all conditions need to be met. Where appropriate, Extensions of Contestability shall have been signed.
- 1.4 Where an ICP is working to their own DSRs, ICP works shall be undertaken in compliance with the relevant ICP’s DSRs. However, the ICP’s DSRs must take account of all appropriate WPD techniques, policies and procedures and shall ensure that all contestable connection works are compliant with the Specification referred to in the WPD Tech info site.
- 1.5 Prior to requesting permission from WPD to make a connection to WPD’s existing distribution system, the ICP shall confirm that all its obligations under the Agreement have been complied with.
- 1.6 The ICP shall be accredited under the National Electricity Registration Scheme (NERS) with the appropriate scopes covering the work they wish to undertake. The NERS scheme is currently administered by Lloyds Register. The ICP shall have staff with adequate and recognisable CVs, training records and authorisations in accordance with the ICP’s DSRs.
- 1.7 The processes described in this document are primarily for ICPs working under their own DSRs. This means that, for the purposes of this document, WPD DSRs, authorisations, approved equipment and tools which may be referenced in any of the WPD documents specified in this document refer to the ICP equivalent DSR, authorisation, tools or equipment for which the ICP shall be solely responsible.
- 1.8 To ensure compliance with the Code of Practice WPD have made additional Options available. An ICP can elect to work to WPD rules, the Options are detailed in Section 2 of this document. Where an ICP elects to work to WPD DSRs they shall comply with all WPD policies and Standard Techniques.
- 1.9 Where WPD are requested to provide DSR services or undertake any Safety Management checks or audits for the provision of the services, WPD shall charge for any reasonable cost incurred as detailed in Appendix N.
- 1.10 The charges for this service will be published on the WPD web site
- 1.11 ICPs are now permitted to disconnect WPD existing low voltage mains and services on a trial basis, full details are available in Appendix L
- 1.12 For low voltage: emergency works and faults are excluded from this process.
- 1.13 For low voltage: works involving overhead connection are included.

1.14 For high voltage works:

- The requirements of this document shall be read in conjunction with ST: OS7H Liaison with WPD and network Transfer;
- The Transfer of WPD network to the ICP shall follow the requirements of ST: OC1K
- Works under option 4 shall follow the requirements of ST: OC1L
- Faults and emergency works are excluded other than those required to be carried out by the ICP to correct failures associated with their works.

**2.0 RESPONSIBILITIES AND PROCESS**

2.1 Prior to WPD allowing an ICP to carry out any physical works WPD must ensure that the ICP:

- holds appropriate accreditation under the NERS;
- has Partial or Full Accreditation in the appropriate scope(s).

**New ICP Enquiry and Operative Authorisation Process**

2.2 Any initial enquiry to carry out work under this process shall be referred initially to the policy team at Pegasus.

2.3 The ICP shall nominate which DSR Code of Practice Option they will be complying with when working on the WPD network. For clarity, and to prevent any confusion, the ICP shall only work to the declared Option from the following tables:

**LV Options Table**

2.4 Where an ICP is intending to undertake LV connection works they shall provide written notice to the Safety Team stating which option they intend to comply with.

Competition in Connections code of Practice	Option 1	Option 2
Description	ICP works to their own DSRs procedures and Policy. ICP Authorise their own Staff.	ICP works to WPD DSRs procedures and Policy. WPD Authorise ICP Staff.

**HV Options Table**

2.5 Where an ICP is intending to undertake HV Operational Activity they shall provide written notice to the Safety Team stating which Option they intend to comply with, as part of this initial process they shall make arrangements for the Safety Team to undertake a Safety Management System (SMS) check of their operational processes.

Competition in Connections code of Practice	Option 1	Option 2	Option 3	Option 4
Description	ICP works to their own DSRs procedures and Policy. ICP Authorise their own Staff (only available with option 3).	ICP works to WPD DSRs procedures and Policy. WPD Authorise ICP Staff.	WPD transfers control of a specific part of the distribution system to ICP control Only available with Option 1	ICP authorised SAP Switches to WPD DSRs procedures and Policy. Work on 'Defined System' under ICP DSRs procedures and Policy.

- 2.6 The ICP shall provide a detailed Safety Management System (SMS) to the Safety Team prior to the start of any Operational activity as detailed within ST: OS7H.
- 2.7 When providing the SMS to the Safety Team, the ICP shall state that they are working to Option 1, 2 or 4. For clarity, and to prevent any confusion, the ICP shall only work to the declared Option.
- 2.8 The appropriate operational, control and health and safety procedures shall be followed dependant on the Option chosen.
- 2.9 The Safety Team shall publish the Option that the ICP has elected to work in compliance with. This information shall be made available on the Safety and Training Resources Catalogue.
- 2.10 ICP work on the WPD Distribution Network shall be allowed as per table of operational activities below for Option 1:

Table of Operations										
Operational status	Actual jobs completed	Two way section RMU	Three way section RMU	Multiple sections RMU	Making and breaking jumpers	Multi panel boards	Installation of Pole type equipment	Primary boards	Moving system split points	Operational Control with a customer interface
Stage 1		Yes	No	No	No	No	No	No	No	No
Stage 2		Yes	Yes	No	No	No	No	No	No	No
Stage 3		Yes	Yes	Yes	No	No	No	No	No	No
Stage 4		Yes	Yes	Yes	Yes	No	No	No	No	No
Stage 5		Yes	Yes	Yes	Yes	Yes	No	No	No	No
Stage 6		Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
Stage 7		Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Stage 8		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Stage 9		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

- 2.11 At the initiation of each operational stage (as per table of operations in section 2.1.0) the first 5 jobs completed will be subject to ICP Operational Site Checks. Further guidance is available in ST: OS7H.
- 2.12 Where an ICP elects not to undertake any O/H work, and subject to the approval of the Safety Manager, the ICP can move to the next Operational Status Stage. The ICP Status Spread Sheet in the WPD Safety and Training Resources Catalogue shall be amended accordingly.

### **ICP Operatives**

2.13 Any operatives who are required by the ICP to carry out physical work on WPD's distribution system shall:

- hold a current NERS passport or with the relevant scopes and accreditation;
- be suitably competent and authorised by the ICP for the various stages of the intended works or activity under the ICP's DSRs or as detailed in 2.3 above and;
- have received basic health and safety training (i.e. avoidance of danger and risk assessment) and emergency first aid training including resuscitation.

### **ICP Organisation**

2.14 In order to participate in this process the ICP shall either:

- be Fully Accredited, holding appropriate Lloyd's scopes or;
- where the ICP holds only Partial Accreditation the ICP shall also be following the appropriate NERS process leading to Full Accreditation and
- Signed the Framework Network Access and Adoption Agreement

### **ICP Responsibilities**

2.15 Appendices C and D detail the process to be followed by the ICP.

2.16 The ICP shall for low voltage works:

- carry out all Contestable Connection Works in accordance with all applicable WPD and Connection Provider's policies, procedures and applicable legislation;
- where works are proposed to be undertaken on WPD's distribution system, provide an LJNC (a Live Jointing Notice of Connection (LJNC) or an LJDNC (A Live Jointing Disconnection Notification Certificate) via the WPD Connections portal details of which can be found in Appendix A) on the Monday one week for LJNC or two weeks for LJDNC prior to the works commencing. The LJNC or LJDNC may contain up to one weeks proposed work (i.e. Monday to Sunday) and where extensions, new connections or Metered disconnections are proposed this notification shall include a plan illustrating the proposed works (a plan is not required for Un-metered transfers or disconnections). The LJNC or LJDNC may contain multiple submissions but each submission must be by street for unmetered connections or scheme for metered connections;
- provide a LJDNC for the disconnection of existing metered LV cables that form part of an existing development scheme;
- complete works in the week proposed in the LJNC or LJDNC;
- make arrangements to ensure that the Meter Operator has removed the Meter(s) prior to submitting the LJDNC
- provide directly to WPD's Records Team a completed LJCC (a Live Jointing Connection Certificate (LJCC) or (a Live Jointing Dis-Connection Certificate) (LJDCC) as detailed in Appendix B) on the second Monday following the week of proposed works. The LJCC or LJDCC must include a plan on a WPD background (EMU) for all completed works including transfers and disconnections and an ICP Service Information Form (Appendix I).



2.17 The ICP shall for high voltage works:

- carry out all works in accordance with all applicable WPD techniques, policies and procedures and shall ensure that all contestable connection works are compliant with the Specification referred to in the Tech info site;
- carry out all Contestable Connection Works in accordance with all applicable WPD and Connection Provider's policies, procedures, and applicable legislation;
- where works are proposed to be undertaken on WPD's distribution system, provide an HVNC as detailed in Appendix A) that provides WPD with a minimum of 20 Working Days notice prior to the date of planned works;
- attend a Planning and Facilitation meeting to co-ordinate the shut-down process, document and agree the shut-down dates;
- formally request and arrange to receive WPD sub-station keys and switchgear keys relevant for the planned works;
- agree a date with WPD's NS team for the works to proceed that shall be within 20 Working Days of receipt of the request (i.e. receipt by WPD's Records team);
- note that carrying out the WPD works within 20 working days of request on the date agreed is a Voluntary Guaranteed Standard;
- complete the works on the date agreed with WPD;
- provide directly to WPD's Records Team an HVCC (as detailed in Appendix B) on the second Monday following the date of the planned works. The HVCC must include a plan on a WPD background (EMU) for all completed works and an ICP HV Cable Assessment Form (Appendix I);
- at the appropriate time a suitably authorised ICP Senior Authorised Person.

2.18 The table in Appendix J provides detail of the operational activities that an ICP is permitted to undertake on the WPD Network, this table shall be published on the WPD web site as required by the Competition in Connections Code of Practice.

**WPD's Records Team**

2.19 Appendices C, D and E detail the process to be followed by WPD's Records Team.

2.20 WPD's Records Team shall for low voltage works:

- receive a LJNC on the Monday one week prior to the works commencing. The LJNC may contain up to one weeks proposed work (i.e. Monday to Sunday) and where extensions or new connections are proposed this notification shall include a plan illustrating the proposed works (a plan is not required for transfers or disconnections for unmetered works). The LJNC may contain multiple submissions but each submission must be by street for unmetered connections or scheme for metered connections;
- for disconnection of existing underground cable metered assets, receive an LJDNC on the Monday Two weeks prior to the works commencing to include plans, full site address and can include multiple disconnections as detailed above;
- during normal working hours receive request to carry out High Priority Works from the ICP, raise an ICP category enquiry and route to the relevant NS team;
- raise an ICP category enquiry following notification from a Standby Manager where High Priority Works are undertaken outside normal working hours
- raise or up-date Crown ICP enquiry;
- Check for Green Deals and reject if any are outstanding;

- update LJNC or LJDNC with Crown enquiry reference and WPD's Network Services team location noting that works may involve more than one NS team;
- on the second Monday following the week of proposed works receive directly from the ICP a completed Certificate LJCC or LJDC. For each and every planned connection or disconnection the ICP must identify the type of connection or disconnection made and the date of connection or disconnection and specify any connections or disconnections not completed. Each of the LJCC or LJDC must be accompanied by an as laid drawing for every completed connection or disconnection;
- where the Certificates are not completed by the ICP as detailed above, issue an overdue email and resolve following the LJCC, LJDNC and HVCC non-compliance flow chart with the ICP.
- for metered connection, up-date the parent Crown enquiry with the date of connection for each MPAN energised;
- transfer the enquiry to the appropriate WPD regional mapping centre;
- invoice where applicable for re-inspections and close enquiry.

2.21 WPD's Records Team shall for high voltage works:

- receive an HVNC a minimum of 20 working days prior to the works commencing;
- route the Crown ICP enquiry to the appropriate NS team;
- on the second Monday following the week of proposed works receive directly from the ICP a completed Certificate via the HVCC notification portal for each and every planned connection including those not completed that shall include a plan for completed connections;
- ensure that all Certificates are up-dated or instigate non-compliance process as detailed above;
- invoice where applicable for any re-inspections and close enquiry.

**WPD Network Services**

2.22 Appendices C, D, E and G detail the process to be followed by WPD Network Services:

2.23 WPD Network Services shall for low voltage works:

- receive a LJNC or LJDNC from the ICP via WPD's Records Team. This may contain up to one week's proposed work (i.e. Monday to Sunday) and where Metered disconnections, extensions or new connections are proposed this notification shall include a plan (a plan is not required for un-metered transfers or disconnections) that shall be stored in the relevant Crown enquiry 'Docs' tab ;
- ensure that all relevant conditions precedent have been met on the Parent Scheme (this is the scheme for which the ICP has self-design approved or applied for design approval and adoption by WPD for the whole development/project to which these works relate) before consenting to connections or disconnections. Note that if conditions precedent are not in place, the works cannot proceed and consent shall not be given;
- where appropriate notify supplier of disconnection request (as detailed within ST: NC1T)
- ascertain whether there are any objections to the ICP proposal and up-date the Crown enquiry accordingly. Crown shall generate an automatic e-mail that shall inform the ICP whether or not there are any objections. If there are objections, contact the ICP to discuss and resolve. Note that the ICP shall complete works in the week proposed in the LJNC or LJDNC;

- if required, carry out inspections that are detailed within the enquiry and update the enquiry accordingly. Appendix J details the Inspection Regime. Also, refer to sections 5 and 6 for further information relating to inspections;
- carry out re-inspections where required and update Crown with re-inspection activity;
- send signed inspection report where appropriate to the ICP and update the Crown activity; and
- save to network drive with the Crown 'docs' button and transfer Crown enquiry to WPD's Records Team.

#### 2.24 WPD Network Services shall for high voltage works:

- Determine which Option that the ICP has stated that they will be working in compliance with and select the appropriate Planning and Facilitation meeting document;
- Determine the Stage that the ICP is working at and ensure that the proposed operational activity does not exceed this;
- Arrange a Planning and Schedule of Responsibility meeting with the ICP to formally document the responsibilities of each party;
- Provide copies of the Planning and Facilitation meeting document to the ICP and as an attachment to the Switching Schedule;
- receive an HVNC from the ICP via WPD's Records Team who shall have received the HVNC 20 working days prior to the works commencing;
- agree a date with the ICP for the works to proceed that shall be within 20 Working Days of receipt of the request (i.e. receipt by WPD's Records team);
- Ensure that any relevant conditions precedent have been met on the Parent Scheme (this is the scheme for which the ICP has applied for design approval and adoption by WPD for the whole development/project to which these works relate) before agreeing a date for the work. Note that if conditions precedent are not in place, the works cannot proceed and a date cannot be agreed;
- note that carrying out the WPD works within 20 working days of request on the date agreed is a Voluntary Guaranteed Standard that shall be complied with subject to any applicable exemptions;
- WPD SAP shall at a suitable time meet the nominated ICP Senior Authorised Person, Field Control Engineer or the ICP's delegated representative to:
  - record, sign and hand over WPD sub-station and switchgear keys relevant for the planned works as detailed in Section 8;
  - Using the details that have been agreed in the Planning and Facilitation meeting full fill the required WPD actions;
  - on completion of the agreed works, arrange to receive and record receipt of previously issued WPD sub-station and switchgear keys;
  - if required, carry out inspections that shall be notified by the Records Team via Crown. Update the Crown enquiry where appropriate, when the inspection has been carried out. Appendix J details the Inspection Regime. Also, refer to sections 5 and 6 for further information relating to inspections;
  - carry out chargeable re-inspections where required and update Crown with re-inspection activity;
  - send signed inspection report to ICP and update the Crown activity and;
  - transfer Crown enquiry to WPD's Records Team.

#### 2.25 Prior to the start of the shutdown the SAP shall ensure that a copy of the HVNC has been received and a copy has been stored in the Crown docs of the parent scheme.

#### 2.26 A Copy of the appropriate Planning and Facilitation meeting document can be obtained from Safety and Training Resources Catalogue.

**WPD Central Control**

2.27 WPD Central Control shall for high voltage works:

- Receive a Switching Schedule and a copy of the Planning and Schedule of Responsibility document from the NS Team;
- Follow the requirements of ST: OC1K and ST: OC1L for working on option 1 and 4 respectively.

**WPD Mapping Centre**

2.28 Appendices E and F detail the process to be followed by the WPD Mapping Centre for low voltage and high voltage works respectively.

2.29 The WPD Mapping Centre shall:

- receive a Crown Enquiry from WPD's Records Team and retrieve the relevant records (i.e. plans and ICP Service Information Form) accompanying either the LJCC, LJDC or HVCC from the 'Docs' folder within the Crown Enquiry (Appendices E and F detail this);
- check records are complete and plotable. If not complete or not plotable resolve with the ICP;
- if rejected, up-date Crown enquiry 'Update Mapping Activity' with reason for the rejection of individual drawings;
- update mapping records and retain plans;
- complete Crown activity 'Update Mapping' by recording all drawings as being plotted.

**WPD Contact Centre**

2.30 Appendix G details the processes to be followed by the WPD Contact Centre

2.31 The WPD Contact Centre shall:

- receive a request to carry out "High Priority Works" from the ICP outside normal working hours;
- route the request to the appropriate standby manager;

**3.0 HIGH PRIORITY WORKS**

3.1 In exceptional circumstances, following for example damage to an item of street lighting furniture containing WPD equipment where WPD has already made safe the ICP may request consent to connect. During normal working hours the request shall be made to WPD's Records Team who shall raise an ICP category enquiry and route the enquiry to the appropriate NS Team. Outside normal working hours the ICP shall make the request to the WPD Contact Centre who shall notify the appropriate standby manager. The NS Team or standby manager shall give consent where there are no relevant objections and notify WPD's Records Team who shall raise an ICP category enquiry.

3.2 The ICP shall complete and return the LJCC as for non high priority works.

## **4.0 SAFETY**

- 4.1 If any of the Contestable Connection Works do not pass the post-commissioning tests the ICP shall notify WPD immediately and WPD may:
- On safety grounds, under ESQCR Regulation 26, disconnect the contestable connection works from WPD's distribution system until the ICP undertakes all work necessary to enable the contestable connection works to pass the post-commissioning tests; or
  - Undertake such works and recover the cost thereof from the ICP
- 4.2 The ICP shall notify WPD immediately if any unforeseen eventuality relating to WPD's distribution system arises during the course of carrying out the Contestable Connection Works;
- 4.3 The ICP shall provide its personnel with all necessary safety equipment to enable them to work in a safe manner;
- 4.4 The ICP shall be solely responsible for safety of the public at all times during the connection works including instances where work is being carried out on unadopted highways where the provisions of the New Road and Street Works Act 1991 might not apply.
- 4.5 For the disconnection of WPD LV assets, the ICP shall ensure that the requirements to provide written communication with the Site Responsible Person as detailed within ST: NC1T are complied with.

## **5.0 INSPECTION**

- 5.1 Inspection activities in relation to this process relate only to high voltage and low voltage closing joints to WPD's existing distribution system and should be read in conjunction with ST: NC2M that describes the procedure under Competition in Connection for inspecting a third party's work and for ensuring the installed assets are accurately recorded. For clarity overhead connections are in scope for low voltage and high voltage works.
- 5.2 Inspection activities shall be carried out in accordance with the Inspection Regime in Appendix K as part of the programme of works submitted by the ICP. The ICP shall initially be allocated to Inspection Level 1 and shall move to lower levels of inspection in accordance with Appendix K.
- 5.3 The ICP shall pay WPD for inspections as detailed in the Inspection Regime in Appendix K only where a re-inspection is required. A re-inspection shall be charged:
- Where further inspections are required as a result of identifying a defect during a previous inspection;
  - Work has been previously completed in advance of an agreed visit;
  - Pre-arranged inspections have been cancelled with less than 5 days' notice;
  - The ICP failed to attend site.

## 6.0 CHARGES

### Inspections

- 6.1 WPD shall only charge the ICP for any re-inspections which are required as a result of defects identified during previous inspections or the circumstances outlined in 5.3.
- 6.2 A standard inspection charge shall be applied for each re-visit. The charge shall be based on a Technician hourly rate and include travelling and inspection times. The average visit duration shall be deemed to be 3 hours.
- 6.3 The charges detailed in 6.4 for the **SMS and DSR Service** is based on an hourly rate
- 6.4 Inspection costs and appropriate cost codes for no physical works shall be allocated as per the table below:

Inspection				
	MU	Acct	Prod	Project
Inspection of ICP Connection Works	Team MU	8661	7438	000000
Inspection of WPD Connection Works	Team MU	8661	7439	000000
Charges for Failed ICP Inspections	Team MU	8661	7431	000000
The Inspection charges shall only be applied as detailed in 5.3.				
Test Prods				
		Acct	Prod	Project
Costs to MU		0570	2331	000000
Income to MU		0103	2331	000000
For each application of this service, the minimum charge will be three hours of a WPD Technician's time with appropriate time and material rates thereafter				
Issue of Keys				
		Acct	Prod	Project
Costs to MU		0570	2330	000000
Income to MU		0103	2330	000000
The application of this service shall be the same as above.				
Cable Identification Service				
		Acct	Prod	Project
Costs to MU		0570	2327	000000
Income to MU		0103	2327	000000
The application of this service shall be the same as above.				
HV Operational Service				
		Acct	Prod	Project
Cost to MU		0570	2318	000000
Income to MU		0103	2318	000000
The application of this service is intended for SAP witness testing etc. Charges shall be the same as above.				
SMS and DSR Service				
		Acct	Prod	Project
Cost to MU		0570	2308	000000
Income to MU		0103	2308	000000
The application of this service is detailed in Appendix O				

## **7.0 HIRE OF TEST PRODS**

- 7.1 Where an ICP requires the use of a Test Prod to undertake the connection they shall make a request to the Network Services Team at the Planning and Facilitation meeting.
- 7.2 The Network Services Team shall check that an Extension of Contestability Agreement is in place and arrange for the Test Prods to be made available for collection on the day before the shut-down from the WPD office.
- 7.3 The Test Prods shall be booked out from the WPD office by a suitably competent person (Technician or Team Manager) using the Hire Agreement contained within the NEWCON (as detailed in 8.2) shared area.
- 7.4 It is the responsibility of the ICP to return the Test Prods to the WPD office when the specific job is completed. It shall be documented on the Hire Agreement the Date and Time when the Test Prods are to be returned.
- 7.5 Where the equipment is damaged or they are returned late the penalty clause contained within the Extension of Contestability shall be invoked.

## **8.0 ISSUE of KEYS**

- 8.1 When the ICP formally requests keys, a Team Manager:
- Confirms that the work is to be undertaken on the network that the Team Managers is responsible for;
  - Issue key(s) for access to the substation(s) where operational switching is required;
  - Issue Key(s) for access to any switchgear to be operated;
  - Record the name of the ICP employee(s) on a formal document;
  - Record the key(s) number(s) on the document;
  - Ensure that the ICP employees' signature(s) are recorded on the document;
  - Clearly record the date, time of issue and the time when the keys shall be returned to the TM.

On completion of the work:

- Record the return of the keys on the document.
- 8.2 A Copy of the ICP Key Issue Log can be obtained from: NEWCON-CIC-ICP Services file.
- 8.3 Where keys are lost or not returned as agreed and detailed within the Key Issue Log, the issuer of the keys shall invoke the appropriate penalty clause contained within Schedule 2 of the Extension of Contestability of the FNA & AA.

- 8.4 The failure to return keys shall be reported to the DM, Safety Manager and Technical Policy Manager. Further guidance relating to the issue and management of keys is available in ST: SP5D - The Use of locks for Access and Site Security at Operational Sites.

## **9.0 LV CABLE IDENTIFICATION SERVICE**

- 9.1 This process is intended to provide the ICP with a service to identify the correct LV cable by the use of intrusive signal injection techniques (the LV Grumbler, NADIR or equivalent).
- 9.2 To use the service the ICP will provide 10 working days' notice for each service application. This will meet the standard we have agreed to comply with on a voluntary basis.
- 9.3 This notice shall be made to the local Network Services Team Manager who will make the necessary arrangements with the ICP for an appropriately authorised WPD Technician to undertake the Cable Identification Service.
- 9.4 This service will only be made available to ICP's who are signatories to the FNA&AA and have signed the Extension of Contestability Agreement.
- 9.5 The ICP will remain responsible for the application of WPD's normal cable identification procedure and this new service will be used only in circumstances where non-intrusive techniques are not reasonably practical (i.e. where extensive excavation is required).
- 9.6 To prevent any confusion between the parties a Schedule of Site Responsibilities has been prepared in Appendix L, and all work shall be in compliance with ST: OS4A and the DSRs.
- 9.7 When the cable(s) have been identified two separate site sketches shall be completed using the "Diagram of Relevant Cables as Identified" document and a photograph shall be taken of the identified cable(s). One copy of the sketch shall be provided to the ICP Appropriately Authorised site representative. The second sketch and photograph shall be stored locally as a WPD record.
- 9.8 In some circumstances it will not be possible to obtain sufficient signal strength to positively identify the cable(s) – in such circumstances the service will be aborted and the ICP will have to employ other non-intrusive methods such as excavating along the cable until evidence such as a service joint or transition to a clearly identifiable LV cable is located as detailed within ST: OS4A.
- 9.9 A Copy of the documents required for the "WPD Live LV Cable Identification Service for ICPs" can be obtained from: NEWCON-CIC-ICP Services file.



**MAKING AN APPLICATION**

Your organisation will need to register with [wpdconnectionpolmids@westernpower.co.uk](mailto:wpdconnectionpolmids@westernpower.co.uk) where will need to be appointed for you to administer your account.





Once you have registered you will have access to the notification process where you can apply for connections.

>

**New notification**

What kind of connection activity would you like to carry out?

Please select the connection notification process that you require by clicking on the appropriate box below.

Metered connection 	Metered disconnection 
High Voltage (HV) connection 	Unmetered connection 

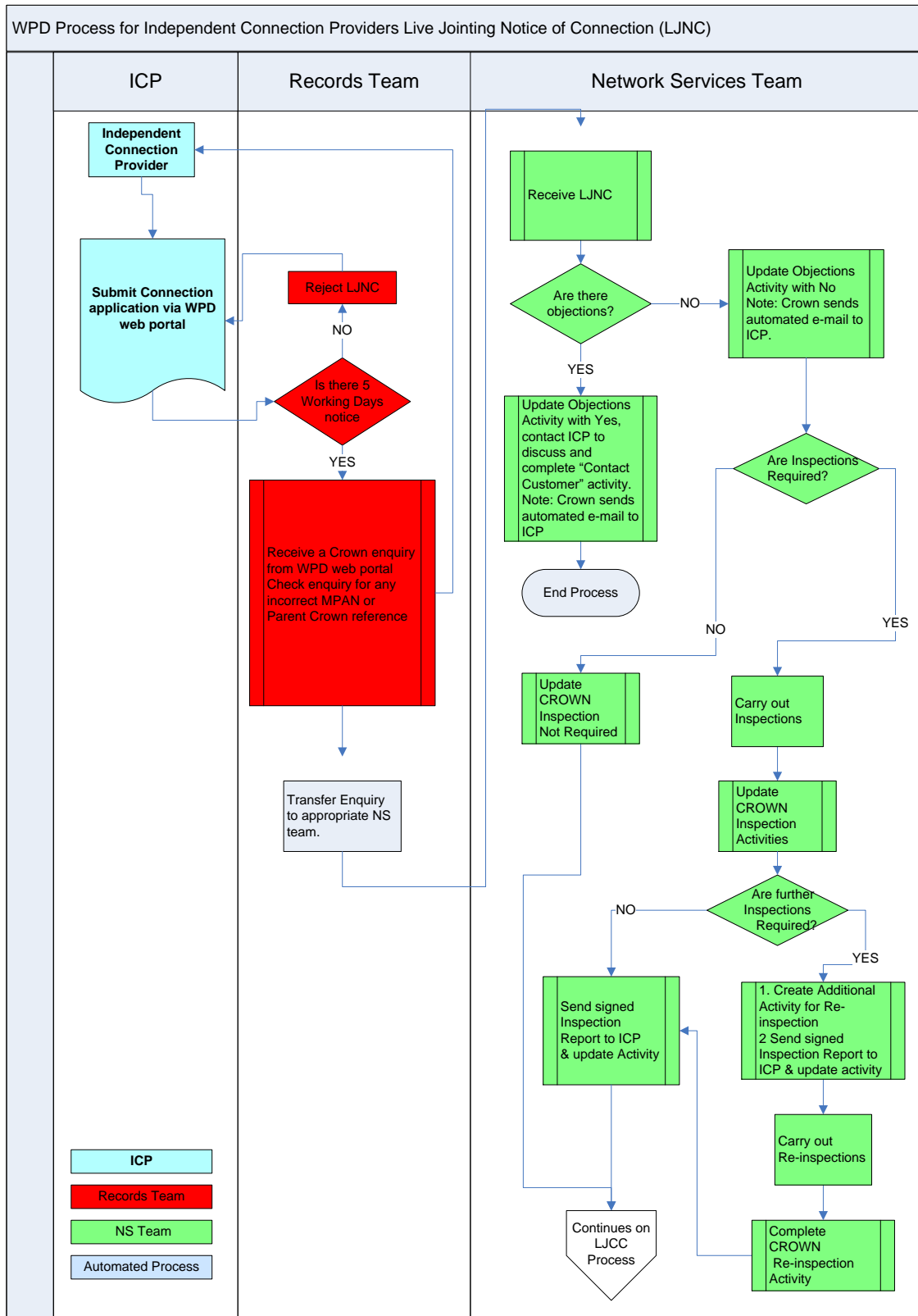
**COMPLETION CERTIFICATE**

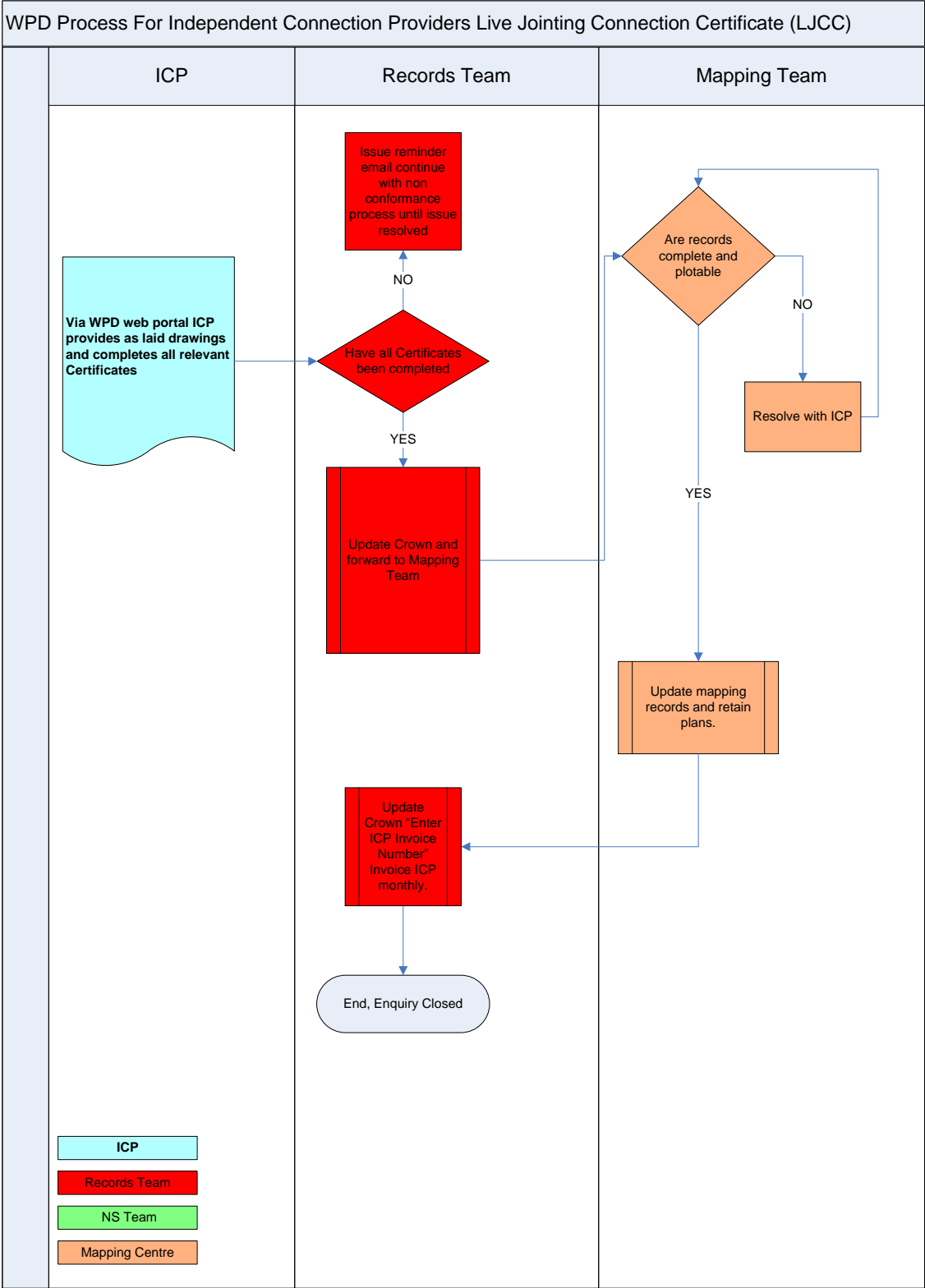
The system will create certificates for the connections that you have applied for once the applications have been given consent by the Network Services Teams.

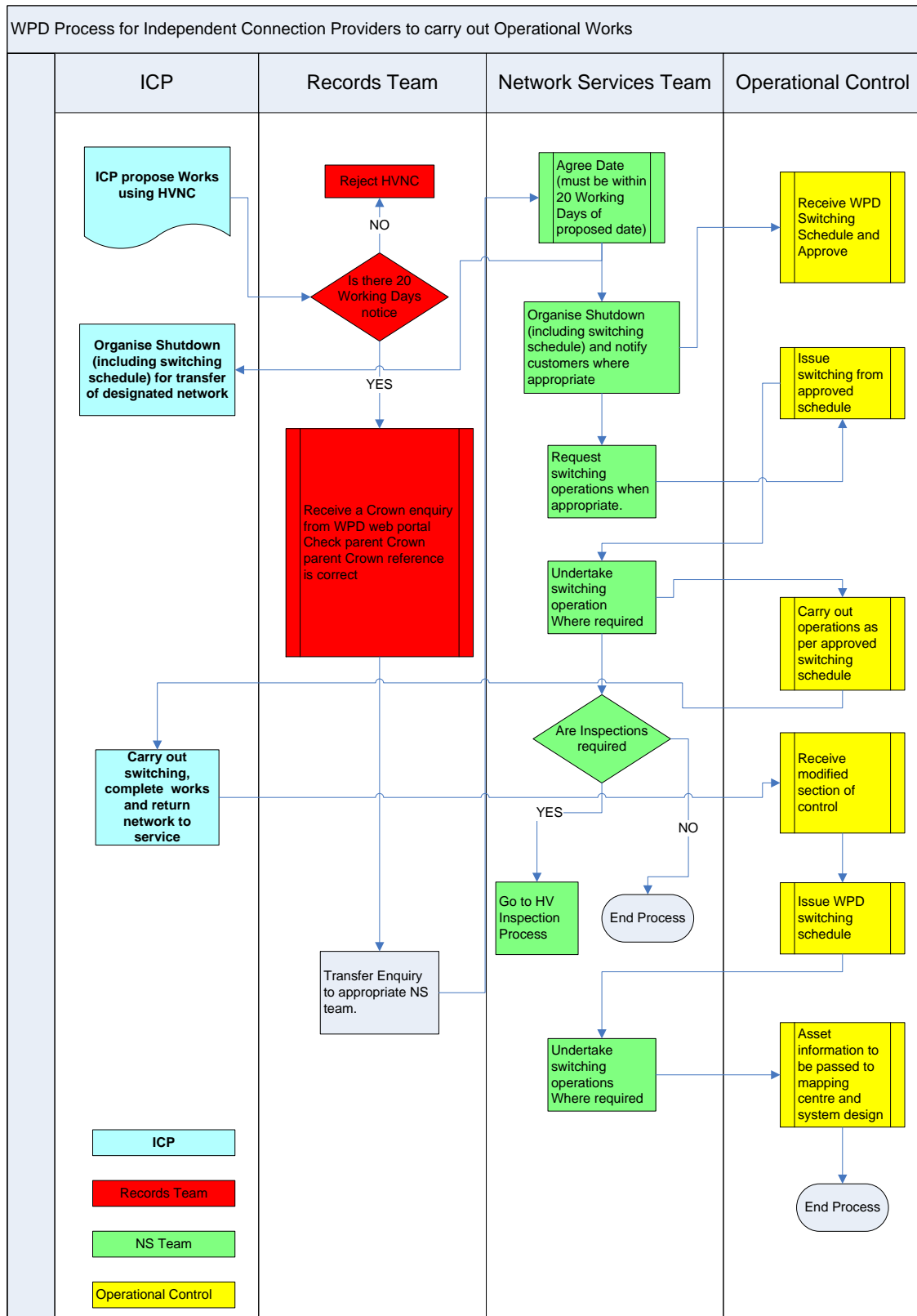
Once the site work is completed and the cable records are available the certificate can be completed.

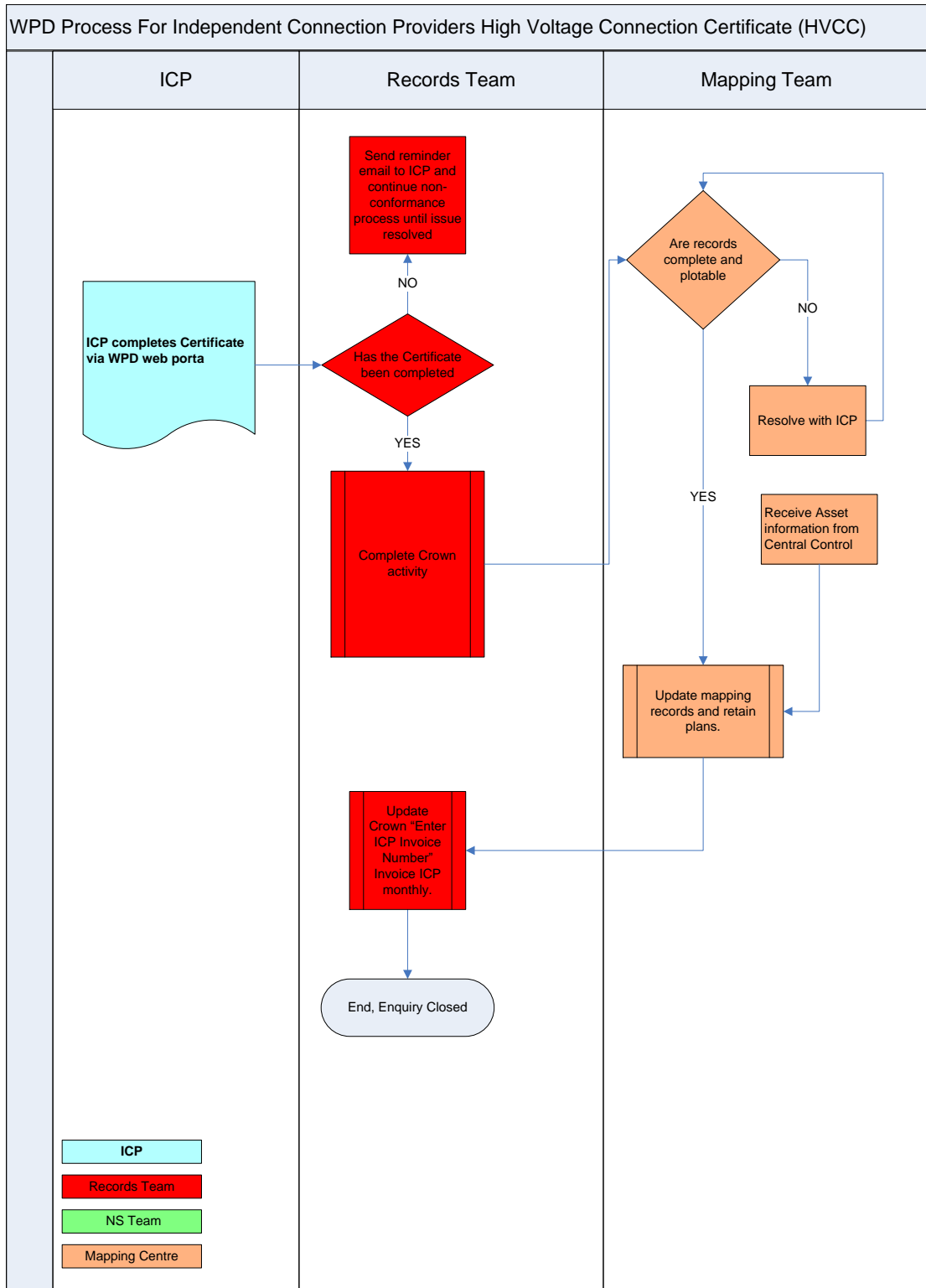
12/06/2018	7	Metered connection	 PENDING	
------------	---	--------------------	---	---

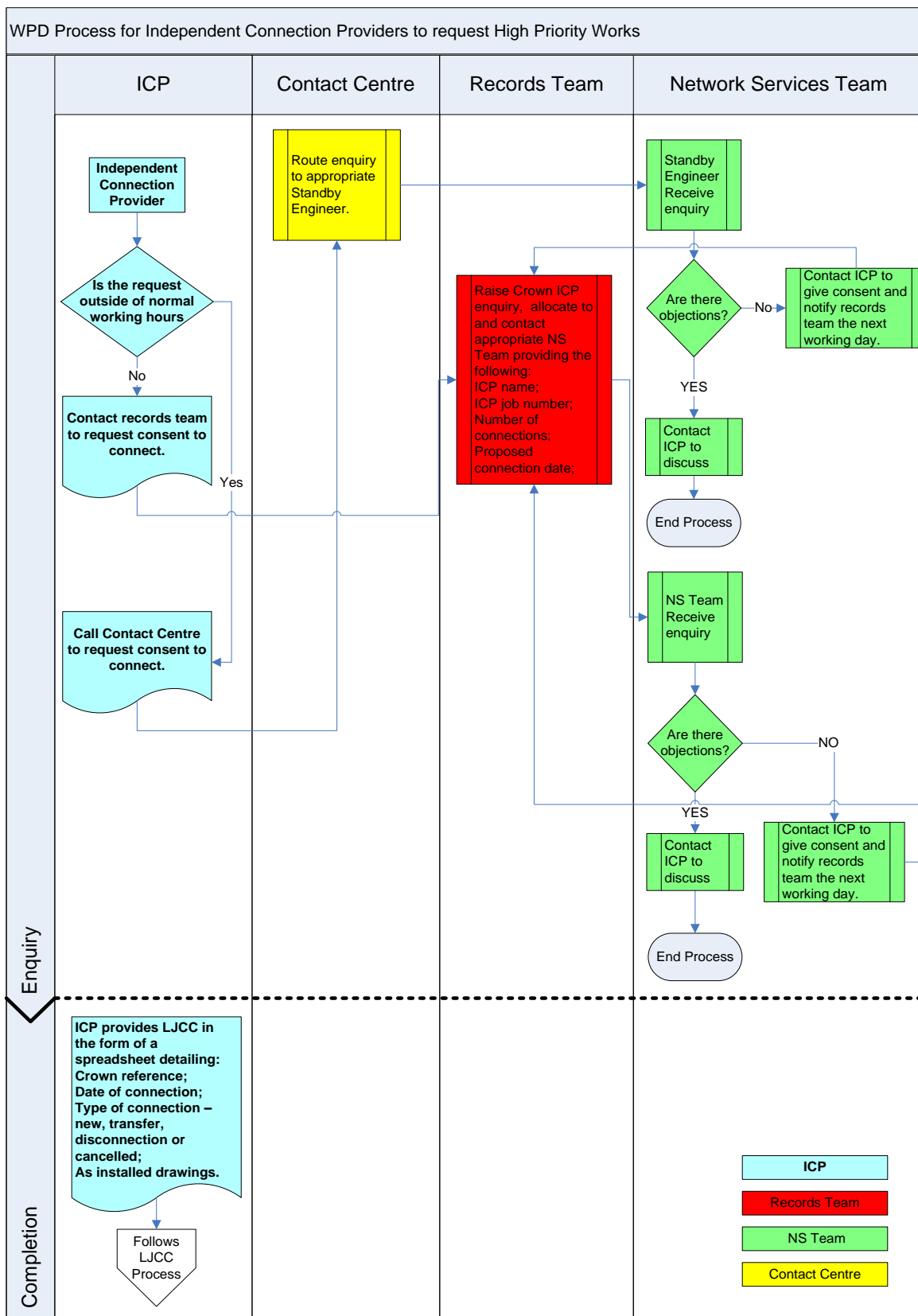
**A detailed guide will be provided to you by Connection Policy when your registration has been completed**

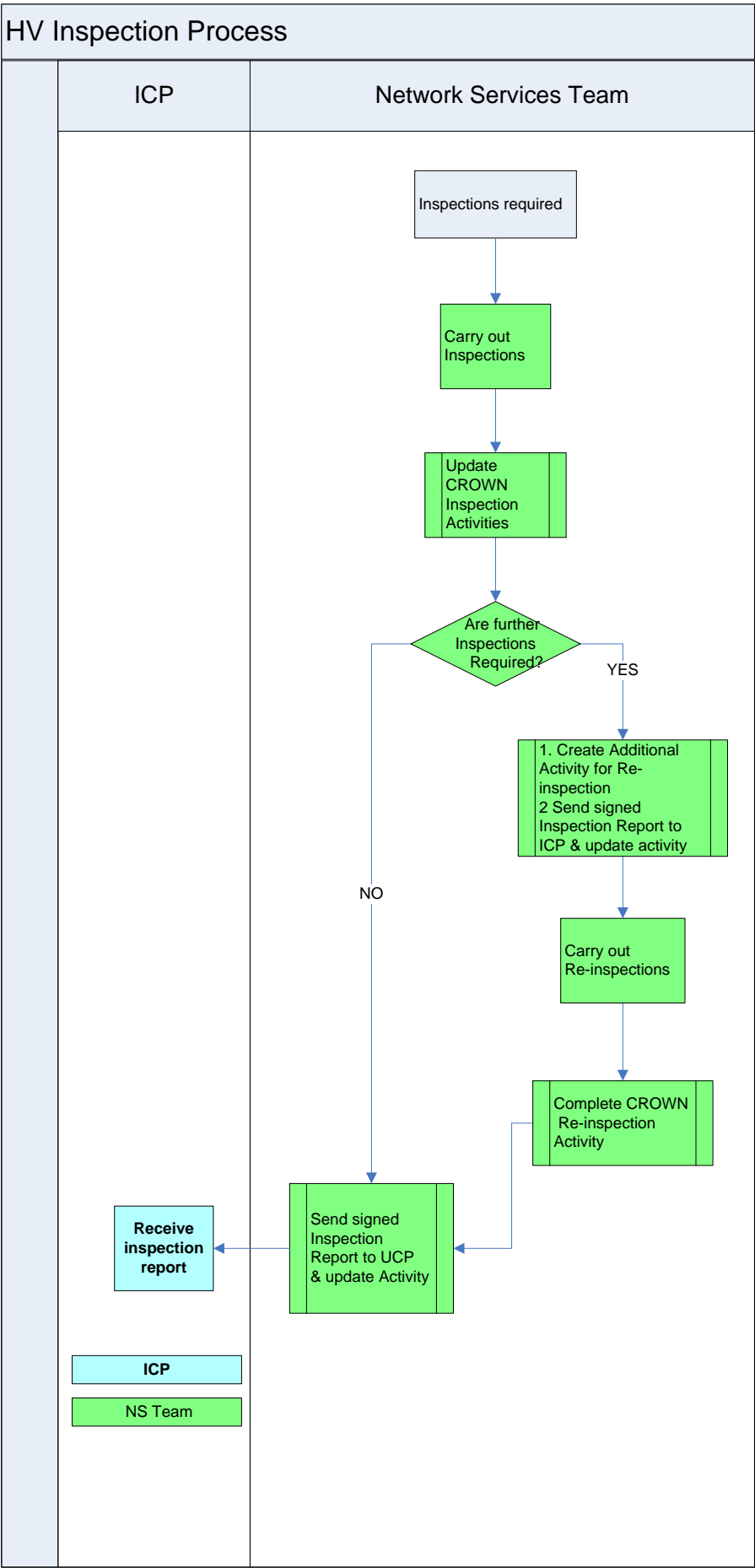















<div style="text-align: right;">  <b>WESTERN POWER DISTRIBUTION</b>  <i>Serving the Midlands, South West and Wales</i> </div>			
<b>ICP LV Service Information Form</b>			
Site Address			
ICP Name			
Crown Reference		Metered Connection	Yes/No
Activity ID		Unmetered Connection	Yes/No
MPAN No.		Service OH or UG	
Existing Cable Condition		New Cable Type	
Good or Defective?		New Cable Size	
Defect Type:		Joint Type	
Damage/Corrosion		Joint Depth	
Water Absorption		Cut-out Type Installed	Manufacturer
Paper Waxing			Rating (Amps)
Deterioration of Asset			Fuse Size
Discharge Activity		External Meter Box	Yes/No
Electrical Treeing		Grid Reference	
Drying Out			
Insulation Resistance (value)		Voltage (on completion)	
Polarity (existing)		Polarity (on completion)	
Earth Loop Imp (existing)		Earth Loop Imp (on completion)	
Service	3ph or 1ph	Phase Connected To	
Plan of Connection Arrangements on a WPD background (EMU). This can be provided below or on a separate plan where appropriate.			
Craftsperson	Name	Signature	Date
Supervisor	Name	Signature	Date
Please note that any documents that do not comply with WPD's policy will be returned.			

**ICP HV Cable Assessment Form**

Site Address			
ICP Name		New Cable Type/Armour	
Crown Reference		New Cable Size	
Activity ID		Design Voltage	
MPAN No.		Operational Voltage	
Existing Cable Condition		Joint Type	
Good or Defective?		Joint Depth	
Defect Type:		Grid Reference	
Damage/Corrosion		11kV source (i.e. Primary SS)	
Water Absorption		11kV feeder number	
Paper Waxing			
Deterioration of Asset			
Discharge Activity			
Electrical Treeing			
Drying Out			

Plan of Connection Arrangements on a WPD background (EMU). This can be provided below or on a separate plan where appropriate.

Craftsperson	Name	Signature	Date
Supervisor	Name	Signature	Date

Please note that any documents that do not comply with WPD's policy will be returned.

ACCREDITATION AND AUTHORISATION OPTIONS TABLE

Description	ICP DSRs	WPD DSRs	Transfer of Control	Comments
LV – Works	YES	YES	NO	LJNC and LJNDC process
LV – Operations	NO	NO	NO	Cable Identification service available from WPD. WPD shall: <ul style="list-style-type: none"> <li>• Install Generation and back-feeds;</li> </ul> Switch parallels
HV – Works	YES	YES	YES	As HV- operations
HV – Operations	YES	YES	YES	WPD shall: <ul style="list-style-type: none"> <li>• Install Generation and back-feeds;</li> <li>• Switch parallels</li> </ul>
EHV – works	NO	NO	NO	
EHV – operations	NO	NO	NO	
Unmetered works	YES	YES	NO	LJNC process
Unmetered operations	NO	NO	NO	Cable Identification service available from WPD

## CHARGEABLE INSPECTION REGIME

Activity	Inspection Level 1	Qualifying count and period to move to Level 2	Inspection level 2	Qualifying count and period to move to level 3	Inspection level 3	Qualifying count and period to maintain level 3	Self-inspection level 1	Qualifying count to move to Self inspection level 2	Self-inspection level 2
LV Mains and service cable installation, jointing and termination activity (Connections)	50%	A minimum of 20 connections within 12 months	25%	A minimum of 10 connections within 12 months	5%	Maintain a minimum of One connection within a 12 months	50%	A minimum of 5 connections within a 12 months	2%
ICP HV jointing activity	50%	A minimum of 20 joints within 12 months	25%	A minimum of 10 joints over within 12 months	5%	Maintain a minimum of one joint within 12 months	50%	A minimum of 5 connections within 12 months	2%

### LOW VOLTAGE DISCONNECTIONS

The following table provides details of the apparatus that can be disconnected from the existing WPD low voltage network as part of a new connection scheme. The new offering will be open to accredited ICP's for twelve months on a trial basis.

LV Disconnection Table	
Description	Point of Disconnection
Single LV Service	Public Highway
Multiple LV services	Public Highway
Single LV Pole Termination	Public Highway or Development Land
LV Mains Cable	Public Highway
LV Mains Pole Termination	Public Highway or Development Land

### LOW VOLTAGE DISCONNECTIONS THAT ARE NOT PERMITTED

The following disconnections will remain excluded at this time:

Low voltage service or mains cable on a high voltage pole;

Low voltage service on a telecommunications pole;

Low voltage service or mains cable in third party land;

Low voltage mains cable feeder pillar disconnection;

Low Voltage split phase networks.

### PROCESS

The following process shall be followed where an ICP is intending to undertake an LV disconnection:

- 1) Prior to making an application ensure that any meter has been removed;
- 2) Agree in writing the extent of disconnection works with the Site Responsible Person;
- 3) Provide two weeks' notice to WPD for the required data flows to be communicated to the supplier;
- 4) Provided that there are no objections from the supplier or there is network or operational issues to the proposed work, WPD Network Services Team will give consent for the works to be undertaken;
- 5) Carry out the disconnection(s) within the prescribed timescales;
- 6) Provide a completion certificate to WPD detailing where the work has been undertaken with an appropriate cable record within the prescribed timescales;
- 7) Ensure that a formal written confirmation of disconnection is provided to the Site Responsible Person.

## APPENDIX M

### WPD LIVE LV CABLE IDENTIFICATION SERVICE FOR ICP'S

Schedule of Site Responsibilities		
	Responsible Organisation	Description
1	ICP	Establish and maintain a safe work area as required by the New Safety at Street Works and Road Works – COP (the red book) October 2013. This shall be established at the location where the cable is required to be identified and where electrical cable test signal injection equipment is to be located.
2	ICP	Carry out on site excavation work and expose all cables as required by ST:OS4A
3	ICP	Ensure that all cable records, plans, and relevant LV operational diagrams are available on site.
4	ICP	Provide a suitably Competent second person who will remain at the point where the approved signal device is connected to the network ensuring public safety and preventing interference with the equipment by unauthorised persons
5	ICP	Provide a suitably Competent and Authorised Person (under the ICP's DSRs) who is familiar with the operation of intrusive cable identification device such as the LV Grumbler, NADIR or equivalent.
6	WPD	Provide a suitably Competent and Authorised Person (under WPD DSRs) who is familiar with the operation of intrusive cable identification device such as the LV Grumbler, NADIR or equivalent.
7	ICP	Determine the required point of connection and the known source at which the device will be applied and the location of the cables to be tested.
8	WPD	Having ensured compliance with ST: OS4A connect and operate the Signal Injection device at the location(s) identified by the ICP
9	WPD	Once the correct cable(s) has been identified, WPD will clearly and unambiguously mark the correct cable(s) in the presence of the ICP who will witness and satisfy His/her self that the cable(s) has been identified. It is the responsibility of the ICP to ensure that the identification marked on the cable is not interfered with
10	WPD	Two separate site sketches shall be completed using the "Diagram of Relevant Cables as Identified" document and a photograph shall be taken of the identified cable(s). One copy of the sketch shall be provided to the ICP Competent and Appropriately Authorised site representative. The second sketch and photograph shall be stored locally as a WPD record.
11	WPD	Will remove all test equipment from site
12	ICP	Satisfy themselves that the cable(s) identification has been undertaken correctly issue appropriate instructions as required by the ICP DSRs to their staff to undertake the connection work
<p><b>Note</b></p> <p>In some circumstances it will not be possible to obtain sufficient signal strength to positively identify the cable – in such circumstances the service will be aborted and the ICP will have to employ other non-intrusive methods such as excavating along the cable until evidence such as a service joint or transition to a clearly identifiable LV cable is located.</p>		

## APPENDIX N

CiC Option	WPD Staff Involved	Typical Duration (Hours)	Cost per hour
<b>Option 1</b>			
SMS Check	Operational Safety Advisor	16 – 40	
Operational Site Checks (Per Stage)	Appropriate Authorised SAP or Examining Officer or Operational Safety Advisor	4 - 8	
Operational Site Check (Random)	Appropriate Authorised SAP or Examining Officer or Operational Safety Advisor	4 - 8	
Differences identified checked against DSR.	Operational Safety Advisor	2	
<b>Option 2</b>			
Desk top gap analysis	Appropriate Examining Officer	2	
Initial interview	Appropriate Examining Officer	2	
Produce training requirements	Appropriate Examining Officer	2	
Produce experience requirements	Appropriate Examining Officer	2	
Check of non WPD training is equivalent to WPD training	Safety & Training Manager	2	
CBT	Appropriate Examining Officer	2	
Authorisation interview	Appropriate Examining Officer	4	
Switching field test	Appropriate Authorised SAP or Examining Officer or Operational Safety Advisor	4 - 8	
Certificate preparation	Appropriate Examining Officer	1	
IO check and issue of authorisation certificate	Issuing Officer	2	
Annual Field check	Appropriate Authorised SAP or Examining Officer or Operational Safety Advisor	4 - 8	
Annual CBT	Appropriate Examining Officer	2	
<b>Option 4</b>			
SMS Check	Operational Safety Advisor	16 – 40	
WPD Operational Briefing & Test	Appropriate Examining Officer		
Operational Site Check	Appropriate Authorised SAP or Examining Officer or Operational Safety Advisor	5 x 4/8 (Minimum)	
Deficiency resolution	DM & SM	3	
<b>General</b>			
Admin & Records	Safety Assistant		

For current costs per hour, please see the WPD web site

## **APPENDIX O**

### **SUPERSEDED DOCUMENTATION**

This document supersedes ST: NC2L/9 dated May 2019 which has now been withdrawn.

## **APPENDIX P**

### **RECORD OF COMMENT DURING CONSULTATION**

[Comments Table – ST: NC2L/10](#)

## **APPENDIX Q**

### **ASSOCIATED DOCUMENTATION**

The Electricity Act 1989 as amended by the Utilities Act 2000

The Electricity (Connection Charges) Regulations 2002

The Electricity Safety Quality and Continuity Regulations 2003

The Electricity (Unmetered Supply) Regulations 2001

WPD Electricity Distribution Licence

POL: NC2 - New Connections

ST: OS4A - Location, Identification and Proving Dead of Underground Cables

ST: OS7H - Due diligence checks on ICP safety management systems and operational site performance

ST: OC1K - Transfer of Control of WPD Network between WPD Central Control and ICP Control

ST:OC1L - Operational Procedure for Independent Connection Providers carrying out HV Connection Works under Option 4 of the ICP Self Connect Process

## **APPENDIX R**

### **REVIEW DATE**

This policy shall be next reviewed in August 2020.

## **APPENDIX S**

### **KEY WORDS**

Records Team, Network Services, Mapping Centre, Inspection, Chargeable Inspection Regime.