

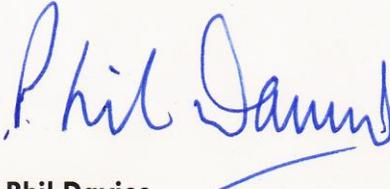
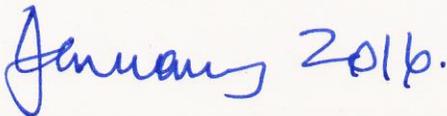
Company Directive

STANDARD TECHNIQUE: OC1K

Relating to Transfer of Control of WPD Network between WPD Central Control and ICP Control

Policy Summary

This document details Company requirements for the Transfer of Control of Western Power Distribution's network between WPD Central Control and Independent Connection Providers (ICP) Control to facilitate connection works carried out by ICPs on the WPD Network under the ICPs Rules and Procedures.

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Implementation Date:	1st January 2016
Approved by:	 Phil Davies Network Services Manager (South Wales)
Date:	

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IMPLEMENTATION PLAN

Introduction

This document details Company requirements for the Transfer of Control of Western Power Distribution's network between WPD Central Control and Independent Connection Providers (ICP) Control to facilitate connection works carried out by ICPs on the WPD Network under the ICPs Rules and Procedures.

Main Changes

New Document.

Impact of Changes

This will apply to all Works completed by Independent Connection Providers (ICPs) under the ICPs Distribution Safety Rules (DSRs).

Implementation Actions

All Network Services and Control Staff to be briefed.

Implementation Timetable

1st January 2016.

Document Revision & Review Table		
Date	Comments	Author
January 2016	<ul style="list-style-type: none">• New document	S Hadfield

1.0 DEFINITIONS

- 1.1 Defined System – A defined section of the HV System that is specified by the WPD Central Control Engineer and agreed by the WPD Central Control Engineer and Independent Connection Provider’s (ICP) Control Person to be transferred under the procedures within this ST.
- 1.2 Agreed Works – the extent of the Works to be carried out as agreed between the ICP and Network Services and recorded in the Planning and Schedule of Responsibilities document as per the requirements NC2L and OS7H.

2.0 NETWORK SERVICES RESPONSIBILITIES

- 2.1 WPD Network Services Shall submit a switching schedule (and patch where required) in line with the required timescales (10 working days for 11kV, 15 days for 33kV and above) along with a copy of the completed Planning and Responsibilities Document.
- 2.2 ICP Self Connect’ should be included in the schedule header. A description of the Agreed Works, the date of Control Transfer and Control Return, the ICP Control Person’s contact details should also be included
- 2.3 The switching schedule submitted shall only include the WPD switching operations required up to and including the item to Transfer Control of the Defined System to the ICP Control person. Items to be carried under the ICP’s Control shall not be included.
- 2.4 Control shall not be transferred where any part of the Defined System is under the control of another body, e.g. Field Control, another Distribution Network Operator, National Grid, other third parties or across Control Centre boundaries.
- 2.5 Control may be transferred with the Defined System Live but with sufficient open points at the boundaries, or within the section so there are no HV System parallels i.e. fed as a radial circuit.
- 2.6 A text entry should be made on the schedule when transferring switching to or from ICP Control detailing all abnormalities and SOPs within the boundaries of the Defined System to be transferred e.g. ‘Transfer to ICP Control with the following abnormalities (list out) and SOPs at: SOP337 at Smith St S/S.... etc’
- 2.7 Network Services shall ensure that they have agreed with the ICP the status of the network on its return and therefore should complete the switching schedule to return the network to normal on that basis.

3.0 CONTROL RESPONSIBILITIES

- 3.1 The WPD Central Control Engineer shall Approve the Schedule in line with WPD Policy and the Planning and Responsibilities Schedule.
- 3.2 The WPD Central Control Engineer transferring control shall be familiar with the contents of the Planning and Responsibilities Schedule.
- 3.3 WPD Central Control Shall contact ICP Control in the event of any issue on the network which may impact the ICP during the course of the Agreed Works.
- 3.4 In the event that the WPD Central Control monitors an auto reclose and/or lockout of a ground mounted or pole mounted Circuit Breaker, and the circuit feeds up to the boundary of a Defined System they will, attempt to contact the ICP Control Person to confirm the status of the network prior to attempting any reclosures on the affected circuit section. Where it has not been possible to contact the ICP Control Person, the WPD Central Control Engineer will dispatch a suitable person to site to investigate. Reclosures may be attempted on the affected circuit as long as the sections feeding up to the boundaries of the Defined System are not made Live until the status of that boundary has been checked and any inadvertent operations or abnormal conditions eliminated as the cause of the protection operation.
- 3.5 WPD Central Control may require the Defined System to be returned under emergency conditions. The ICP Control Person will work with WPD Central Control to return the Defined System to WPDs Control as soon as possible.

4.0 INDEPENDENT CONNECTION PROVIDER RESPONSIBILITIES

- 4.1 The ICP will provide their Control contact number that must be in use and answered on a 24/7 basis. This will be used for all communication between the ICP Control Person and WPD Central Control. The ICP Control Person should be aware that they may be contacted at any time by the WPD Central Control Engineer in the event of a System incident affecting, or requiring information related to, the Defined System.
- 4.2 The ICP Control Person shall ensure that no HV System parallels are made on the Defined System throughout the duration of the works.
- 4.3 The ICP Control Person shall ensure that there is no deviation from the Agreed Works.
- 4.4 The times of all operations including the issue/cancellation of any safety documents shall be recorded in the ICP's switching log.

- 4.5 The ICP should be in possession of, and referencing an up to date schematic diagram for the Defined System as work/switching progresses. These shall be referenced to check/ confirm switching operations and kept up to date to illustrate the operational state of the Defined System as work/ switching progresses.

5.0 COMMUNICATION

- 5.1 The ICP Control Person shall contact WPD Central Control to transfer Control of the Defined System.

- 5.2 The WPD Central Control Engineer shall then:

5.2.1 Discuss and agree the work to be carried out and the extent of the Defined System which is to be transferred, so that both parties clearly understand their roles and responsibilities.

5.2.2 Give a formal instruction commencing with the time of transfer, the boundaries of the Defined System; Any applicable operating restrictions (Suspension of Operating Practice (SOPs)/operational restrictions etc); All other Plant and Apparatus including their switch states within the boundaries; and any Safety Documents in force.

5.2.3 Use the existing Field Control/Delegated Control document and marker to detail the transfer of and to hold the Defined System on the System Diagram. The entry in the document shall clearly show that Control has been transferred to ICP Control and should record the ICP Control Person's name, company and contact number.

5.2.4 Record Strategic Switching times reported by the ICP Control Person in the switching schedule as a text entry and manage any associated incidents accordingly.

- 5.3 The ICP Control Person will then confirm receipt of Control as per the ICP's requirements under their Safety Management System. However this should (as a minimum) repeat back the understanding of the WPD Instruction then give formal confirmation of the ICP Control Person accepting receipt, time of receipt and understanding of the status of the Defined System transferred.

- 5.4 The ICP Field Engineer Shall contact WPD Central Control:

5.4.1 Before and after cable spiking (but before the spiking gun is removed) so that the WPD Network can be monitored.

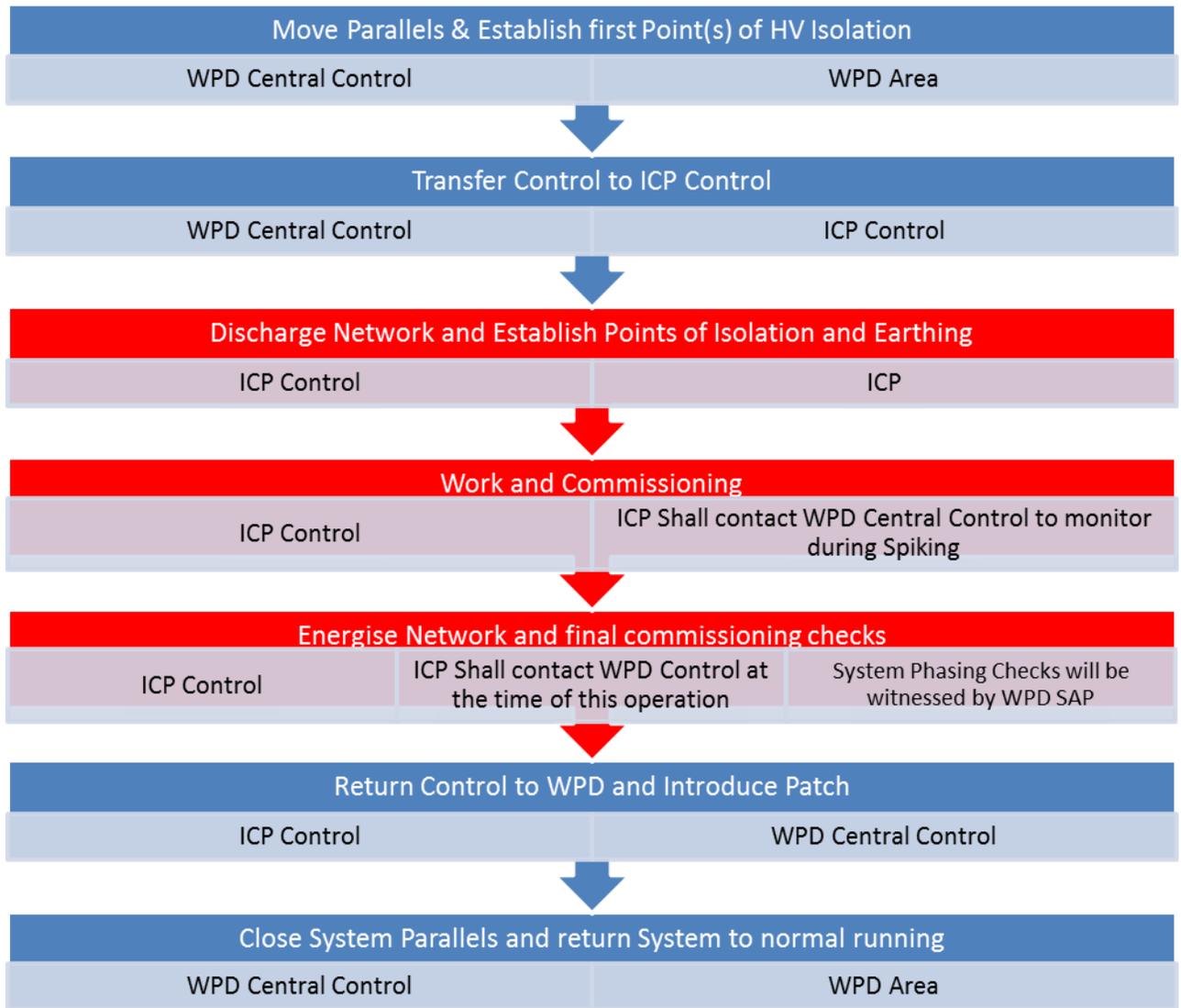
5.4.2 For any checks that may be required under ST: OC3.

- 5.5 The ICP Control Person Shall contact WPD Control:
- 5.5.1 Immediately in the event that anything abnormal occurs or is found during the course of the works i.e. operational incidents, damage to/unexpected operation of WPD equipment.
 - 5.5.2 To inform of the confirmation times of any strategic switching operations carried out (for the purposes of IIS disconnection and restoration times). This should be done as close as possible to the time of operation.
 - 5.5.3 If the outage is likely to extend for any reason.
 - 5.5.4 If the ICP Control person identifies that they need to deviate from the Agreed Works.
- 5.6 The ICP Control Person will formally return Control of the Defined System as per the ICP's requirements under their Safety Management System. However, (as a minimum) this will be a formal instruction that will commence with the time of transfer, then continue to describe the boundaries of the Defined System; Any applicable operating restrictions (Suspension of Operating Practice (SOPs)/operational restrictions etc); All other Plant and Apparatus including their switch states within the boundaries; and Any Safety Documents in force.

6.0 RECORDS

- 6.1 The ICP shall maintain a record of all Operations carried out as part of the Agreed Works and a copy of all Safety Documents issued. These documents should be submitted to WPD as per NC2L.

7.0 PROCESS DIAGRAM FOR TRANSFER OF CONTROL BETWEEN WPD CENTRAL CONTROL AND ICP CONTROL



APPENDIX A

SUPERSEDED DOCUMENTATION

None

APPENDIX B

ASSOCIATED DOCUMENTATION

POL: NC2 New Connections

ST: NC2L Relating to Independent Connection Provider (ICP) High and Low Voltage Connections under ICP DSRs

OS7H Relating to due diligence checks on ICP safety management systems and operational site performance

APPENDIX C

REVIEW DATE

This policy shall be next reviewed in Jan 2019

APPENDIX D

KEY WORDS

Central Control, Control Engineer, Network Services, ICP.