

# CIRT Substation Details Guide

1.0

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## Finding Substation Details

Substation Details category can be found on the CIRT homepage.

The screenshot shows the CIRT homepage with a navigation sidebar on the left. The sidebar contains the following links: [Raise Enquiry](#), [Find Existing Enquiry](#), [Enquiry Reports](#), [Daily Whereabouts](#), [Contact Us](#), [User Details](#), [Help Documents](#), and [Substation Details](#). The [Substation Details](#) link is highlighted with a red rectangle. The main content area displays three sections: **Activities Due**, **Activities Completed**, and **New Enquiries Raised**. The **Activities Due** section contains a table with the following data:

ENQUIRY REF	CATEGORY	WORK SITE ADDRESS	ACTIVITY	TARGETTED DATE
1732106	CIC Demand LV	Ashlawn Place Daventry Road KILSBY CV23 8UP	Adoption Agreement Received	29-NOV-13

The **Activities Completed** section shows "no data found". The **New Enquiries Raised** section shows a table with the following headers: **CUSTOMER REF**, **CUSTOMER NAME**, **WORK SITE**, and **POSTCODE**.

Select the Substation Details menu option, to see the following screen:

The screenshot shows the "Find Substation" search form. It contains the following fields: **Substation Name**, **Substation Number**, **HV Feeder Reference**, **Primary Reference**, and **Primary Name**. Below the fields are two buttons: **Search** and **Cancel**.

Enter the relevant details of the existing substation. Search using any of the fields shown above. Substation names and numbers are shown on the EMU mapping system.

'161066' inserted within the Substation number field, click 'search'.

The screenshot shows a web application interface with a breadcrumb trail '>> Home | Find Substation'. Below this is a 'Find Substation' form with the following fields: 'Substation Name' (empty), 'Substation Number' (containing '161066'), 'HV Feeder Reference' (empty), 'Primary Reference' (empty), and 'Primary Name' (empty). At the bottom right of the form are 'Search' and 'Cancel' buttons.

Click on the underlined substation number for list of relevant information.

The screenshot shows a 'Search Results' section containing a table with one data row. The table has five columns: 'Substation Number', 'Primary', 'Primary Name', 'Hv Feeder', and 'Substation Name'. The first row contains the values: '161066', '160824', 'Wells', '160824/0008', and 'Southover Wells'. The substation number '161066' is underlined. Below the table, the text '1 - 1' indicates the pagination.

Substation Number	Primary	Primary Name	Hv Feeder	Substation Name
<u>161066</u>	160824	Wells	160824/0008	Southover Wells

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Alternatively, Search by the 'name' of the substation

The screenshot shows the same 'Find Substation' form, but now the 'Substation Name' field contains the text 'southover'. The other fields ('Substation Number', 'HV Feeder Reference', 'Primary Reference', 'Primary Name') are empty. The 'Search' and 'Cancel' buttons remain at the bottom right.

To be provided with a CIRT list of substation names including the word 'Southover'.

<a href="#">» Home</a>   <a href="#">Find Substation</a>   Search Results				
Search Results				
Substation Number	Primary	Primary Name	Hv Feeder	Substation Name
<a href="#">161066</a>	160824	Wells	160824/0008	Southover Wells
<a href="#">252607</a>	250340	Bridport	250340/0302	Southover
1 - 2				

Alternatively click on the Search button to receive a list of all WPD substations, as shown below:

<a href="#">» Home</a>   <a href="#">Find Substation</a>   Search Results			
Search Results			
Substation Number	Primary	Hv Feeder	Substation Name
<a href="#">522956</a>	520137	520137/0778	Cynllaeth Orange Mast
<a href="#">522958</a>	520137	520137/0778	Cefn-Y-Fforest
<a href="#">522961</a>	520137	520137/0780	Cae-Newydd
<a href="#">522972</a>	520137	520137/0779	Rhydwen
<a href="#">433346</a>	437390	437390/0046	Tredinnick Farm
<a href="#">452508</a>	457620	457620/0042	Hurden Altarnun
<a href="#">452541</a>	457470	457470/0041	Darley Mine Cottage
<a href="#">452544</a>	457520	457520/0043	Gateway
<a href="#">452550</a>	457290	457290/0045	Quethiock Stw Swwa
<a href="#">452557</a>	457470	457470/0044	Pensilva Treat Works
<a href="#">452559</a>	457250	457250/0043	Hexworthy Barn
<a href="#">452564</a>	437410	437410/0043	East Tresmeer
<a href="#">452567</a>	457480	457480/0042	Priddacombe
<a href="#">452589</a>	457290	457290/0041	Cutparrett
<a href="#">452593</a>	457260	457260/0044	Trevigro Farm
<a href="#">« Previous</a> row(s) 481 - 495 of more than 500 <a href="#">Next »</a>			

Select the relevant substation to view (either enter the search details or choosing from the Search list), to see the following screen:

» [Home](#) | Substation Details

**Substation Details**

<u>Substation Name</u>	Southover Wells	<u>Substation Number</u>	161066
<u>HV Feeder Name</u>	Wells	<u>HV Feeder Reference</u>	160824/0008
<u>Primary Substation Name</u>	Wells	<u>Primary Number</u>	160824
<u>Total Number of Customers</u>	165	<u>Total ASC</u>	0

[Find Another Substation](#)

**Substation Demand**

Transformer Number	Rating	Day Md	Night Md
1	800KVA, 11KV/433V GMT	190	191

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**Customers**

FEEDER NUMBER	PC1	PC2	PC3	PC4	PC5	PC6	PC7	PC8	Half Hourly Cust Count	ASC IMPORT	ASC EXPORT	IDNO Cust Count
0	-	-	-	-	-	-	-	-	-	-	-	88
10	36	2	9	2	0	0	0	0	0	-	-	0
11	0	0	0	0	0	0	0	0	0	-	-	0
20	48	7	5	1	0	0	0	0	0	-	-	0
21	0	1	0	0	0	0	0	0	0	-	-	0
30	46	1	1	3	0	0	0	0	0	-	-	0
31	0	0	0	0	0	0	0	0	0	-	-	0

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**Asset Types**

Description	Manufacturer	Manufacturer Spec Ref	Role Number
SWEB Asset Types, Ancillaries, Protectn Rmu Cb	G.E.C.	XF Type TLF Fuses	R1
SWEB Asset Types, Windings, Transformer, GM, HV/LV	Pauwels Trafo, Ireland	800KVA, 11KV/433V GMT	1
SWEB Asset Types, Ancillaries, Protectn Rmu Cb	GE Power Controls	XF Type TLF Fuses	P1
SWEB Asset Types, Operables, Ring Main Unit (GM, HV), Circuit Breaker	Merlin Gerin	Ringmaster RN2o-T1/21	1
SWEB Asset Types, Operables, Cabinet (transformer mtd, LV)	Merlin Gerin	5 Fused Ways, 1600 A Tx Links	1

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## Substation Details

**Substation Details**

<u>Substation Name</u>	Southover Wells	<u>Substation Number</u>	161066
<u>HV Feeder Name</u>	Wells	<u>HV Feeder Reference</u>	160824/0008
<u>Primary Substation Name</u>	Wells	<u>Primary Number</u>	160824
<u>Total Number of Customers</u>	165	<u>Total ASC</u>	0

[Find Another Substation](#)

Total Number of Customers = Total number of MPAN's

Total ASC = Summation of Import / Export Agreed Supply Capacities (profile 5-8 only)

## Substation Demand

Substation Demand			
Transformer Number	Rating	Day Md	Night Md
1	800KVA, 11KV/433V GMT	190	191
1 - 1			

Transformer number = Number of transformers at the site.

Rating = Thermal rating of transformer, primary and secondary voltage, ground or pole mounted

Day MD – Calculated half hour maximum demand

Night MD – Calculated half hour maximum demand

- Maximum Demands are calculated from consumption data held by WPD and derived from supplier meter readings. In some cases they may be skewed by estimated or erroneous readings, suspicious or spurious data must be confirmed with WPD.

## Number of Customers / Feeders

Customers												
FEEDER NUMBER	PC1	PC2	PC3	PC4	PC5	PC6	PC7	PC8	Half Hourly Cust Count	ASC IMPORT	ASC EXPORT	IDNO Cust Count
0	-	-	-	-	-	-	-	-	-	-	-	88
10	36	2	9	2	0	0	0	0	0	-	-	0
11	0	0	0	0	0	0	0	0	0	-	-	0
20	48	7	5	1	0	0	0	0	0	-	-	0
21	0	1	0	0	0	0	0	0	0	-	-	0
30	46	1	1	3	0	0	0	0	0	-	-	0
31	0	0	0	0	0	0	0	0	0	-	-	0
1 - 7 <a href="#">Next</a>												

### **Feeder numbers**

0 = Embedded network customers

PC = Profile type as detailed within ST:SD5K and set by the supplier

Half Hourly – Customers connected with a CT meter panel where the consumption is metered as an average over each half hour during the day.

Next – Click on Next for more feeder numbers (if available)

Specific feeder numbers must be cross reference to EMU V8 mapping system

## **Plant Details**

Asset Types			
Description	Manufacturer	Manufacturer Spec Ref	Role Number
SWEB Asset Types, Ancillaries, Protectn Rmu Cb	G.E.C.	XF Type TLF Fuses	R1
SWEB Asset Types, Windings, Transformer, GM, HV/LV	Pauwels Trafo, Ireland	800KVA, 11KV/433V GMT	1
SWEB Asset Types, Ancillaries, Protectn Rmu Cb	GE Power Controls	XF Type TLF Fuses	P1
SWEB Asset Types, Operables, Ring Main Unit (GM, HV), Circuit Breaker	Merlin Gerin	Ringmaster RN2c-T1/21	1
SWEB Asset Types, Operables, Cabinet (transformer mtd, LV)	Merlin Gerin	5 Fused Ways, 1600 A Tx Links	1

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Details plant item, manufacturer, rating / type of plant

Details of TLF or OFS fusing

Details of available automation

Click on the 'Find Another Substation' button in order to return to the search options or select the 'Home' option in the top left of the screen to return to the CIRT homepage.

Enquiry Details

Raise a new enquiry as normal...

» Home

Welcome Unknown Unknown of Western Power Distribution to Western Power Distribution's CROWN Internet Routing and Tracking Application

Please select an OrganisationNationwide Distribution Services

Additional contact has successfully been created

Raise Enquiry

Find Existing Enquiry

Enquiry Reports

Daily Whereabouts

Contact Us

User Details

Help Documents

Substation Details

Activities Due

Enquiries with activities that are due shortly.

ENQUIRY REF	CATEGORY	WORK SITE ADDRESS	ACTIVITY	TARGETTED DATE
1732106	CIC Demand LV	Ashlawn Place Daventry Road KILSBY CV23 8UP	Adoption Agreement Received	29-NOV-13

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Activities Completed

Enquiries with activities that have been completed within the last 5 days.

no data found

New Enquiries Raised

Enquiries that have been raised on CIRT but have not yet been transferred across to WPD.

CUSTOMER REF	CUSTOMER NAME	WORK SITE	POSTCODE	
550758	Western Power Distribution	Blowers Work Site , Rospeath Crescent , , Plymouth	PL2 3SY	Remove

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Load relevant documents; click the Close button located in the Attached Documents region.

» Home

Raise Enquiry

Attach Documents

Documents have been loaded successfully.

Submit file

File Name

Browse...

Submit

Attached Documents

Close

File Name	File Type
custNames.sql	application/octet-stream

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The following screen will appear

>> Home | Add Additional Contacts

**Additional Contacts**

Please enter any additional addresses relating to the enquiry or Click on Cancel to continue.

Customer

Building Name

Building Number

Subbuilding Name

Street Name

Locality

Postal Town

County

Post Code

Customer Type

Click the Cancel button to return to the home page without creating any additional contact details.

Enter additional contact details and click Create button, you will return to the home page where the new enquiry has been raised. The additional contact details at this stage are not shown as the CIRT data is required to be loaded into CROWN and assigned an enquiry reference number.

Log in the following day (after any night run processes are complete), to view the existing enquiry as normal.

On the enquiry details screen, you now have two buttons called Contact Addresses and Quotations

» [Home](#) | [Find Sub Enquiry](#) | [Enquiry Details](#)

**Enquiry Details**

**Enquiry Reference** 1732106 **Enquiry Category** CIC Demand LV  
**Work Site Address** Ashlawn Place Daventry Road KILSBY CV23 8UP **Customer Reference** nds92  
**WPD Responsible Team** Milton Keynes (01604 875559 or 01604 875560) **Start Date** 15/07/2013  
**WPD Responsible Person** Manners, Paul **Completed Date**  
[Find Another Enquiry](#) [Contact Addresses](#) [Quotations](#)

**ICP/IDNO Owner Details**

**Customer Name** Nationwide Distribution Services **Raised By** Conway, Michael  
**Responsible Person** Conway, Michael  
[History](#) [Whereabouts](#)

**Activities**

ACTIVITY NAME	TARGET DATE	COMPLETED DATE	COMPLETER
<a href="#">Obtain Information</a>	15-JUL-13	15-JUL-13	Oliver, Ian
<a href="#">Contact Customer</a>	17-JUL-13	17-JUL-13	Oliver, Ian
<a href="#">Send Quotation</a>	05-AUG-13	25-JUL-13	Oliver, Ian
<a href="#">Design Approval Requested</a>	27-SEP-13	02-OCT-13	Oliver, Ian
<a href="#">Raise Invoice</a>	30-SEP-13	03-OCT-13	Chaney, Alexandra
<a href="#">Payment Received</a>	10-OCT-13	01-NOV-13	Pitcher, Lisa
<a href="#">Design Approved or Rejected</a>	16-OCT-13	04-OCT-13	Oliver, Ian
<a href="#">Accept Quotation</a>	25-OCT-13	26-SEP-13	Conway, Michael
<a href="#">Generate MPAN</a>	21-NOV-13	08-OCT-13	Oliver, Ian
<a href="#">Adoption Agreement Received</a>	29-NOV-13	-	-
<a href="#">Adoption Agreement Sent</a>	06-DEC-13	11-DEC-13	Oliver, Ian
<a href="#">Final Works Requested</a>	07-FEB-14	19-FEB-14	Manners, Paul
<a href="#">Final Works Completed</a>	13-FEB-14	12-FEB-14	Manners, Paul
<a href="#">Energisation Completed</a>	19-FEB-14	12-FEB-14	Manners, Paul
<a href="#">Energisation Requested</a>	19-FEB-14	19-FEB-14	Manners, Paul

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Click on the Contact addresses button and to see the following screen which will display any contact addresses entered previously on creating the enquiry.

» [Home](#) | [Contact Addresses](#)

**Contact Addresses**

Click on the Add Another button to create an additional contact name and address.  
Please contact the WPD person responsible for the enquiry if you wish to remove or amend an associated address.

CUSTOMER NAME	WORK SITE	POSTCODE	CUSTOMER TYPE
550185	88 Eight eight Street, , Somerset	SN5 4L8	Affected Party

1 - 1  
[Add Additional](#) [Close](#)

Add additional addresses by clicking on the Add Additional button or click on the Close button to return to the enquiry details screen.

Within the enquiry details screen, click on the quotations button, to see the following

[» Home](#) | Quotation Documents

Quotation Documents

Click on the "View Document" Link to open the relevant document you wish to view.

	FILE NAME
<a href="#">View Document</a>	Commercial Report - 03 - 495131v1.pdf
<a href="#">View Document</a>	Audit Reports.doc
<a href="#">View Document</a>	Crown GS Report Selection.doc
<a href="#">View Document</a>	test subdir
<a href="#">View Document</a>	Commercial Report - 03 - 495131v1.pdf
<a href="#">View Document</a>	Commercial Report Old - 494980v2.pdf
<a href="#">View Document</a>	bfilecalc.gif

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To view all quotation documents linked to the enquiry, select the associated View Document link.

## Notification of Works Enquiry

New enquiry type has been included to allow the ICP to notify WPD of requested connections (determining the point of connection) & physical (contestable) works carried out on the WPD network.

To raise enquiry for ICP 'Determining Point of Connection' within **Enter Work Site Details** select Yes within "Notification of Works ONLY" thereafter the new Notification only enquiry will be created.

The screenshot shows a web form titled "Enter Worksite Details". At the top, a instruction reads: "Please enter the worksite details pertaining to the enquiry, and click on the Create button to create the enquiry." Below this, the "Notification Of Works ONLY" dropdown menu is highlighted with a red circle and set to "Yes". The form contains several input fields: "Customer Job Reference", "Work Site Name", "Street Name", "Postal Town", "Postcode", "Import Capacity (KVA)", "Export Capacity (KVA)", "Connection Voltage" (set to "LV"), and "Number Of Connections". There is also a "Reason For Enquiry" section with a large text area. At the bottom right, there are "Cancel" and "Create" buttons.

The connection voltage determines the voltage of the raised enquiry, and should the Export Capacity be populated then the enquiry is deemed to be for Generation rather than Demand.

*(Generation connections determined by ICP's are not currently available due to National Grid restrictions within the South West and East Midlands license areas).*

Thereafter follow the standard process of a normal enquiry, to upload documents and to include contact details.

Confirmation of the enquiry being loaded into WPD's CROWN system will be sent overnight.

Once the new enquiry is raised, the following day CIRT will be updated with that enquiry and further notifications can be sent to WPD, by clicking on the options from the left hand side.

#### ICP Quote Issued

**Enquiry Details**  
  

**Enquiry Reference** 2286879  
**Work Site Address** Green Pen Site Pens Lane Plymouth PL7 7PL  
**WPD Responsible Team** Logistics-Records Midlands  
**WPD Responsible Person**  
[Find Another Enquiry](#)

**Enquiry Category** CIC Generation HV - ICP Works Only Notification  
**Customer Reference** 8787878  
**Start Date** 21/08/2015  
**Completed Date**  
[Contact Addresses](#) [Quotations](#)

**ICP/IDNO Owner Details**  
  

**Customer Name** Sterling Power Utilities **Raised By** Cain, Corina  
**Responsible Person** Cain, Corina  
[History](#) [Whereabouts](#) [Re-assign Internally](#)

**Activities**

ACTIVITY NAME	TARGET DATE ▼	COMPLETED DATE	COMPLETER
<a href="#">Contact Customer</a>	24-AUG-15	-	-
<a href="#">POC Issue - ICP Quoted</a>	02-NOV-15	-	-
<a href="#">POC Acceptance - ICP Quote Accepted</a>	04-FEB-16	-	-
<a href="#">Contact Customer (2)</a>	11-FEB-16	-	-
<a href="#">POC Design Submitted - ICP Design</a>	18-FEB-16	-	-
<a href="#">Adoption Agreement Received</a>	17-MAR-16	-	-
<a href="#">Adoption Agreement Sent</a>	24-MAR-16	-	-
<a href="#">Generate MPAN</a>	04-APR-16	-	-
<a href="#">Final Works Completed</a>	24-MAY-16	-	-
<a href="#">Send As Commissioned Drq to Map Centre</a>	08-JUN-16	-	-
<a href="#">Energisation Completed</a>	08-JUN-16	-	-

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These will include:

ICP Quote Issued  
ICP Quote Accepted  
ICP Design Submitted  
Final Works Completed

#### **Stages of the CIRT process**

Notification – WPD will log the enquiry and ensure that an ICP is able to provide the quotation. WPD shall provide information to an ICP following a specific request.

WPD shall keep the enquiry active for up to 20 days, if the enquiry does not proceed to the POC issue activity, WPD shall close the enquiry.

POC Issue – Once an ICP completes the ‘POC Issue’ activity, the connection is logged and WPD will ensure that any subsequent applications will have a lower priority. For consistency with WPD the ICP offer will be valid for 90 days.

POC Acceptance – Once an ICP completes the ‘POC acceptance’ activity (within 90 days of issue), the connection capacity is guaranteed.

POC Design Submission – Forward WPD (Local office contact) the POC design and network design for review. Submit all relevant information as detailed within Standard Technique: SD1F and associated appendices. Once the design has been approved by WPD or the ICP, the scheme can progress to the construction phase.