

SSE Power Distribution	COMPETITOR CONNECTIONS – PROCEDURE FOR AN INDEPENDENT CONNECTION PROVIDER (ICP) TO UNDERTAKE RESTRICTED LIVE LV JOINTING	Page 1 of 4
		PR-PS-398
Applies to ICP Staff		Rev: 1.01
Prepared by: MR, Network Services		

Authorised by: AB - SMG	Proposed Review Date: April 2010	Issue Date: April 2006	No. of this copy:
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1 INTRODUCTION

- 1.1 SSE Power Distribution (SSEPD) will allow an Independent Connection Provider (ICP), who holds a valid National NERS accreditation and LV Live Jointing Module to carry out LIVE LV jointing on a pre determined part of our network by adherence to this procedure.
- 1.2 The network must have been constructed by an ICP, initially energised and adopted by SSEPD or the host DNO (for networks outside of area). Permission will have to be gained by the ICP from us, defining the LIVE working area, when the ICP will carry out the agreed works and who shall be carrying out the jointing.
- 1.3 This process only applies to development sites where the Developer has already accepted a SSEPD quotation confirming that the Developer intends to use an ICP to carry out the contestable works.

2 PROCESS

- 2.1 Only ICP's holding a valid full National NERS accreditation and Live Jointing Accreditation under the Lloyds Register may be permitted to work under this procedure.
- 2.2 The ICP shall submit their request to the SSEPD Depot Operations Manager using SSEPD form FO-PS-188 Consent to Connect (Entering and Exiting the Live Work Regime).
- 2.3 The "Entering the Live Working Regime" portion of the Consent to Connect form (page 1 of FO-PS-188) shall be fully completed and sent with all supporting documentation to SSEPD Construction Team Manager no less than 7 working days prior to the planned work start date.
- 2.4 If the application is successful the Construction TM confirms the request and approves the consent to "Enter the Live Working Regime". Each such request will be given a unique reference number that will take the form Jxxxxxx/LWR1. Subsequent requests on the same SSEPD job number will become LWR2, LWR3 etc.
- 2.5 A copy of the authorised document will be returned to the ICP who will ensure the document is available for inspection at all times on site during the work.
- 2.6 On the day prior to the work commencing on site the ICP will fax a Daily Whereabouts (page 4 of FO-PS-188) note to the Construction TM, confirming the start time for the work, the whereabouts and detail of the previously agreed work.
- 2.7 A quality audit inspection will be carried out during the ICP's works by the Construction TM who shall inspect a minimum of 3 live joints or 20% of the total number of joints completed on site (whichever is greater) at the time of works. Breaches by the ICP in jointing practise will be dealt with as per the paragraph titled

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“On site incidents”.

2.8 When all on site works are completed the ICP shall complete the “Exiting the Live working Regime” portion of his copy of the Consent to Connect form (FO-PS-188 page 3) and submit to the Construction TM, with all supporting documentation:

- FO-PS-109 Declaration of Test Results for New LV Cable Installations
- FO-PS-110 Declaration of Test Results for New Substation Equipment
- As built drawings
- Completed CDM Regulation documentation.

2.9 The Construction TM checks the results on the Declaration of Test Results sheets, the as built drawings and CDM documentation. Any errors or incomplete information invalidates the submission and all documentation will be returned to the ICP for correction.

2.10 If the documentation is satisfactory the Construction TM approves the “Exiting the Live Working Regime” request.

2.11 A copy of the Approved Exiting of Live Working Regime portion of the Consent to Connect form shall be returned to the ICP and the work considered closed.

2.12 The process is laid out in Appendix 1 of this document.

3 ON SITE INCIDENTS

3.1 If at any time the work being carried out under this procedure is executed in an unprescribed manner then the permission to carry out the work will be immediately revoked. (Examples of breaches are incorrect jointing materials, work being carried out unsafely), etc.

3.2 SSEPD will inform Lloyds Register regarding the details of the occurrence and will recharge the ICP for all costs associated with correcting the sub standard work, including all costs associated with confirming the integrity of previous work.

3.3 Electrical incidents whether an injury has occurred or not, will immediately be reported to SSEPD Emergency Service Centre (0800 210 999) in the South and (0800 300 999) in the North. The ICP will provide details of the location, type of incident and injuries sustained. SSEPD will co-ordinate with the ICP the reporting of the incident to the DTI/HSE as required. In addition:

- All works will be suspended on site and the ICP’s staff will be removed from the operational area, but be made available to assist in his incident investigation.
- SSEPD will make safe the damaged network at the ICP’s cost.
- The ICP will be responsible for any other consequential costs associated with the loss of LV suppliers to customers.

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4 OTHER DOCUMENTS

4.1 Other documents: SSEPD staff shall follow WI-PS-702 which details in house requirements.

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Appendix 1. Process flow diagram

