



## **Electricity Specification 626**

**Issue 3 July 2013**

# **LV Live Jointing Regime for an ICP to undertake Metered and Unmetered Connections work on Development Sites**

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**Approved for issue by the  
Technical Policy Panel**

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Issue and Amendment Summary

| Amendment No.<br>Date | Brief Description and Amending Action   |
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## LV LIVE JOINTING REGIME FOR AN ICP TO UNDERTAKE METERED AND UNMETERED CONNECTIONS WORK ON DEVELOPMENT SITES.

### 1. INTRODUCTION

This document details the principles and operating regime for Contestable live jointing on Low Voltage underground networks at development sites within the ELECTRICITY NORTH WEST Distribution service area.

### 2. SCOPE

This document covers the requirements to enable Approved and Accredited ICPs (ICPs) to undertake live Low Voltage metered & unmetered connections work.

### 3. DEFINITIONS AND ABBREVIATIONS

#### 3.1 Definitions

The following definitions shall apply throughout this document:

|                                   |   |
|-----------------------------------|---|
| <b>Accident</b>                   | any work-related event which has given rise to injury, ill-health, fatality, damage to property, plant, products or the environment, production losses or increased liabilities.. |
| <b>Accredited</b>                 | ICPs that have satisfied the requirements of Electricity North West to undertake live jointing work on the LV network.  |
| <b>Approved</b>                   | Approved in writing by Electricity North West.  |
| <b>Authorised</b>                 | Nominated in writing by an appropriate officer of Electricity North West to carry out specified duties.   |
| <b>Commissioning Requirements</b> | The tests that have to be passed prior to making live a section of Low Voltage mains cable or a Service.  |
| <b>Construction</b>               | Electric Lines and Electrical Plant forming part of the Extension Assets and Reinforcement (both Contestable and Non-Contestable Assets).   |
| <b>Contestable Works</b>          | Construction of Electricity Distribution Networks by Approved ICPs under Ofgem's Competition in Connections regime.   |
| <b>CP</b>                         | An Electricity North West Code of Practice.   |
| <b>Daily Whereabouts</b>          | A schedule, in an Approved format, of work that is intended to be undertaken on the following day.  |
| <b>Dangerous Occurrence</b>       | An Incident requiring notice under Regulation 3(1) of RIDDOR 95.  |

|  |  |
|--|--|
| <b>Developer</b>                             | The organisation in overall ownership of the development site during the installation of the electricity distribution system.  |
| <b>DSMC</b>                                  | Distribution System Management Centre  |
| <b>Distribution Safety Rules</b>             | The ICP's Safety Rules for working on the Electricity North West's electrical network..  |
| <b>EPD</b>                                   | An Electricity North West's Electricity Policy Document.   |
| <b>ES</b>                                    | An Electricity North West's Electricity Specification  |
| <b>Energisation Process</b>                  | This is deemed to have commenced when there has been any physical connection between the new cable and the existing live system.   |
| <b>Handed-over</b>                           | Contestable network construction having been completed and the ICP's permission to work live having been withdrawn.  |
| <b>Incident</b>                              | An unplanned event which that has the potential to cause injury or loss or damage to equipment   |
| <b>Independent Connection Provider (ICP)</b> | An Approved and Accredited company under the NERS scheme to undertake Contestable Works  |
| <b>Live Working Area</b>                     | The part of a development site within which the ICP may undertake live cable jointing for the purpose of carrying out and completing all or part of the Contestable Works. |
| <b>Low Voltage (LV)</b>                      | Refers to the 230/400V network.  |
| <b>NERS</b>                                  | National Electricity Registration Scheme   |
| <b>Pre-commissioning</b>                     | Any work that is undertaken prior to the new system being physically connected to the existing system.   |
| <b>Service</b>                               | For the purpose of this document is defined as a cable providing an electricity connection from an LV main to premises or street electrical fixture.                       |
| <b>Weekly Whereabouts</b>                    | A rolling schedule of work (cable laying and jointing) in an Approved format that is intended to be completed during the following two weeks.                              |

## 4. CANDIDATE COMPETENCY

The Electricity at Work Regulations 1989 require that no person shall be engaged in any work activity where technical knowledge and experience is necessary to prevent danger or (where appropriate) injury unless they possess such knowledge and experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work..

In accordance with the Health and Safety series booklet HS(R25) - “Memorandum of Guidance on the Electricity at Work Regulations 1989”, technical knowledge and experience necessitates:

- (a) adequate knowledge of electricity;
- (b) adequate experience of electrical work;
- (c) adequate understanding of the system to be worked on and practical experience of that class of system;
- (d) understanding of the hazards which may arise during the work and the precautions which need to be taken; and
- (e) the ability to recognise at all times whether it is safe for work to continue.

All staff engaged in working on live Low Voltage electricity systems shall have appropriate technical knowledge, experience and authorisation for the duties to be undertaken.

## 5. THE OPERATING REGIME

### 5.1 General Principles

- 5.1.1 All live LV work shall be performed under the Electricity North West Distribution Safety Rules.
- 5.1.2 All LV jointing shall be undertaken in accordance with the ICPs approved jointing regime which should be agreed with Electricity North West.
- 5.1.3 All jointers required to work live at Low Voltage shall be Authorised in writing by Electricity North West Address 2).
- 5.1.4 Only ICPs and their sub-contractors that have been Accredited to NERS shall be allowed to undertake live work on Electricity North West’s network.. Such work shall be limited to Low Voltage mains and Service cables.
- 5.1.5 All joints and connectors shall be covered by a current type test approval and shall be Approved by Electricity North West prior to installation.
- 5.1.6 The ICP shall ensure that Electricity North West has full rights of access to undertake all relevant work within the work areas as described in these procedures.
- 5.1.7 ICP staff shall not be Authorised to enter live substations.
- 5.1.8 A tripartite adoption agreement, between the site Developer, the appointed ICP and Electricity North West shall be completed prior to the connection of any Contestable Works to the Electricity North West Electricity Network. Following the initial energisation of a section of Contestable Works the ICP may, subject to the requirements of this document, apply to enter the site into a “Live Jointing Regime”.

- 5.1.9 Before any live working commences on site, an “Entering the Live Working Regime - Notice of Application for Consent to Connect” form (see Appendix A) shall be completed by the ICP and sanctioned by Electricity North West. Copies of the completed form shall be retained by the ICP and Electricity North West (Address 3).
- 5.1.10 In circumstances where non-contestable jointing and operational work is required to be undertaken by Electricity North West the site shall not be under the control of the ICP. Sites that have been entered into a “Live Jointing Regime” shall therefore be “signed out” of the regime whilst the Electricity North West non-contestable activity is undertaken and the site re-entered to the “Live Jointing Regime” once the Electricity North West work is complete.
- 5.1.11 Live working may be terminated at the request of either party by completing the “Exiting the Live Working Regime” form (see Appendix B).
- 5.1.12 ICPs shall submit their Daily/Weekly Whereabouts to Electricity North West in the Approved manner, as determined by the Quality & Environment Manager, Electricity Connections, Electricity North West.
- 5.1.13 Electricity North West will undertake audits of new installations and expect any defects identified to be rectified before the network is made live.
- 5.1.14 Electricity North West(Address 3) shall be notified upon energisation of LV mains using the “Completion Certificate - Mains Jointing” form (see Appendix C).
- 5.1.15 Electricity North West (Address 3) shall be notified upon energisation of LV Services using the “Completion Certificate - Service Jointing” form (see Appendix D).
- 5.1.16 ICPs shall comply with Electricity North West EPD201 and shall not energise an LV cable or Service cable until it is required to provide an electricity connection to an end user.
- 5.1.17 The failure of the ICP to comply with any of the processes detailed in this document will result in Electricity North West withdrawing the facility of live working.
- 5.1.18 Development sites may be split into distinct geographical areas to allow more than one ICP to work within a defined area. The Live Working Areas shall be clearly defined and shall not overlap.

## **5.2 Electrical and Non-Electrical Incidents**

### **5.2.1 Reporting of Electrical Incidents, Accidents and Dangerous Occurrences**

- 5.2.1.1 Electrical Incidents, Accidents and Dangerous Occurrences shall immediately be reported to Electricity North West (Address 1) and the following information shall be provided:
- name of person reporting the Incident;
  - name of third party connector;
  - location of the Incident;
  - type of Incident;
  - injury to persons including members of the public; and
  - description of any damage caused.



- 5.2.1.2 Following an electrical Incident, Accident or Dangerous Occurrence all live work at the site of the Incident, Accident or Dangerous Occurrence shall cease and ICP representatives instructed to remain on site until a Electricity North West representative attends to investigate and, if necessary, make the system safe. Live jointing at the site shall not recommence until instructed by the Electricity North West representative, who will ensure that his instruction is recorded on the Electricity North West significant event log
- 5.2.1.3 The ICP shall comply with the Electricity North West Incident investigation procedures and assist in the investigation as necessary.
- 5.2.1.4 The ICP shall provide Electricity North West with a 24 hour contact name and telephone number so that Electricity North West can contact a responsible person to notify of any Accident, Incident or Dangerous Occurrence. Similarly, the ICP shall provide details of a safety expert who may be contacted to discuss and resolve safety matters. It is imperative that this person is able to contact all of the ICP's Authorised staff at all times they are at work.
- 5.2.1.5 Electricity North West is responsible for formal reporting under RIDDOR 95 Regulation 3 (1) if Electricity North West is in charge of the activity, owns the equipment or owns the land. The ICP is responsible for reporting any other situations

## **5.2.2 Non-Electrical Incidents**

The ICP and the Health and Safety Executive, if necessary, shall investigate non-electrical Incidents, with any report being made available to Electricity North West.

## **5.2.3 Suspension of Live Jointing by the ICP**

If live jointing works are suspended on site for any reason then the ICP shall immediately notify the reason to Electricity North West, System Operations (Address 2) who may choose to send a representative to site.

## **5.3 Electrical Safety Management System.**

The ICP shall be responsible for the management and safety of its representatives. Before undertaking live LV work within the development site the ICP shall have in place an Approved electrical safety management system.

## **5.4 Leaving Site**

Before leaving site, the ICP shall ensure that the electrical network (either energised or with the potential to be made live) is left in a safe manner which does not expose the network or the public to undue risk.

## **6. COMMISSIONING REQUIREMENTS**

### **6.1 Notification Requirements**

- 6.1.1 The ICP shall notify Electricity North West in advance of undertaking any live jointing work by the submission of a Weekly Whereabouts programme which provides details of the following two weeks cable laying and jointing programme. The Whereabouts programme shall be supplied to Electricity North West by 1600 hrs on the Thursday preceding the two week programme period.

- 6.1.2 Minor changes to the agreed programme shall be notified to Electricity North West by the submission of a Daily Whereabouts programme issued by 1600 hrs on the working day preceding the day the work is programmed to be undertaken.

## **6.2 Low Voltage Mains**

Before commissioning a section of LV mains cable the tests scheduled in Section 3 of the "Completion Certificate - Mains Jointing" (see Appendix C) shall be completed.

Once the main is energised the declaration shall be signed and the form sent to Electricity North West (Address 3) within 5 working days, together with an 'as constructed' drawing.

All as laid records are to be submitted on the approved Electricity North West "As Laid Records" Form (see Appendix E)

## **6.3 Services**

Before commissioning a Service (including unmetered connections), the Pre-Energising Commissioning tests scheduled in Section 3 of the "Completion Certificate - Service Jointing" form (see Appendix D) shall be completed.

After the Service is energised the Post-Energising Commissioning tests scheduled in Section 3 of the form shall be carried out, the declaration signed and the completed form sent to Electricity North West (Address 3) within 5 working days, together with an 'as constructed' drawing.

All as laid records are to be submitted on the approved Electricity North West "As Laid Records" Form (see Appendix E)

## **6.4 Unmetered Services**

Before any unmetered connection is made by an ICP the following conditions shall be satisfied

- 6.4.1 The electricity distribution design of any unmetered connection shall be in accordance with Electricity North West ES 211 "Design Specification for Third Party constructed new connections of street electrical fixtures".
- 6.4.2 Details of who will be responsible for the payment of electricity charges shall be provided to Electricity North West (Address 3) by the ICP and/or Developer.
- 6.4.3 An inventory of all the proposed unmetered connections shall be provided to Electricity North West in an Approved format.
- 6.4.4 Unmetered connections may be installed by the ICP appointed on the site to undertake metered connections, Electricity North West Electricity Connections or any other Accredited ICP. If an ICP wishes to undertake unmetered works on a site, where an ICP is already signed in to a "Live Jointing Regime" for metered works, then the boundary of the "Live Jointing Regime" shall be amended to create multiple Live Working Areas within the site. The ICP shall then complete the relevant "Live Jointing Regime" documents to undertake work in the redefined working areas.

## 6.5 Temporary Site Supplies

Temporary connections for building purposes may be installed by an ICP within a “Live Jointing” site. The installation shall comply with Electricity North West CP332 “LV Service Connections & Applications of PME”, in that an earth terminal shall not be offered to the end user. The disconnection of Temporary Site Supplies shall be a non-contestable activity.

## 6.6 Cut-out Requirements

The ICP shall install and connect the cut-out and ensure that the fuse is left out of the fuse carrier which shall be placed in position and secured to the cut-out case using an Approved mechanical sealing arrangement.

## 6.7 Service Positions

All service positions shall be secure and waterproof prior to the energisation of the incoming Service cable.

## 6.8 Notification to Developer

The ICP shall inform the site Developer, or his agent, of the location of newly energised cables within the development site on the day that they are energised.

## 6.9 Faulty Cables

6.9.1 If, during the Pre-commissioning tests, a fault is discovered on the newly installed network then the ICP shall be responsible for locating the fault, undertaking its repair and ensuring that any network changes are recorded on the “as laid” drawings.

6.9.2 If, during the Energisation Process, a fault is discovered on a newly installed network that has had a physical connection to the existing live network then the network shall be considered as Handed-over and the ICP shall immediately inform Electricity North West (Address 1). Electricity North West will undertake a fault repair and the costs associated with this work shall be charged to the ICP.

6.9.3 Once a network is energised then all faults shall be reported to Electricity North West (Address 1) as detailed in section 5.2.1 of this document. Faults include such things as loss of connection to one or more customers, the presence of moisture in a cable, cables found to be dead when they are expected to be live. Electricity North West shall seek to recover the costs associated with the fault repair from the ICP.

## 6.10 Cable Damages

All damages to cables shall be reported to Electricity North West (Address 1) who will arrange for repairs to be undertaken and for the costs associated with the repair to be invoiced to the appropriate party.

## 7. CONTACT ADDRESSES

### 7.1 Address 1

For URGENT Operational & Safety Problems (24 hours).

#### Low Voltage

Customer Call Centre

Tel 0800 195 4141

High Voltage

DSMC

Tel 0161 228 2628

**7.2 Address 2**

For Authorisation of Jointers or Operational and Safety Enquiries.

Electricity North West Electricity Services

Electricity System Operations

Hartington Road

Preston

PR1 8LE

Tel 01772 848294

Fax 01772 848195

**7.3 Address 3**

For General Queries, Consent to Connect Notification and Commissioning Forms.

Electricity North West Electricity Services

Electricity Connections

PO Box 426

Manchester

M16 0UQ

Tel 0161 886 7970

Fax 0161 886 7787

**8. DOCUMENTS REFERENCED**

Electricity at Work Regulations 1989

Health and Safety series booklet HS(R25) – “Memorandum of Guidance on the Electricity at Work Regulations 1989”

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Distribution Safety Rules

EPD201- Recovery and Identification of Idle Assets

CP411LV - Mains Practice -Cable Jointing up to and including 1000V

**9. KEYWORDS**

Accident; Cable; Connection; Contestable; Cut-out; ICP; LV; Main; Safety; Service; Third Party



**Entering the Live Working Regime  
Metered and Unmetered Electricity Service Installations  
Notice of Application for "Consent to Connect"**

**To be completed by an ACCREDITED INDEPENDENT CONNECTION PROVIDER**

**Section 1 – Project details**

|  |
|--|
| Electricity North West Reference Number: |
| ICP Reference Number:                    |

| Location Details |
|------------------|
| Title:           |
| Details:         |
| Town / City:     |

| ICP                       | Developer / Promoting Authority |
|---------------------------|---------------------------------|
| Company name:             | Company / Authority name:       |
| Contact name:             | Contact name:                   |
| Contact telephone number: | Contact telephone number:       |
| Contact facsimile number: | Contact facsimile number:       |
| Contact email:            | Contact email:                  |

| Developer / Promoting Authority |
|---------------------------------|
| Company / Authority name:       |
| Contact name:                   |
| Contact telephone number:       |
| Contact facsimile number:       |
| Contact email:                  |

|  |   |
|--|---|
| Drawing reference of the plan submitted with this application: | During of Live working period:<br>From: To: |
|--|---|

**Section 2 – Declaration and Sanction**

| ICP Declaration  |                                      |
|--|--------------------------------------|
| The following is hereby confirmed:   |                                      |
| <ul style="list-style-type: none"> <li>• An Adoption Agreement is signed by the Electricity North West representative, the representative of the ICP and the Developer/ Promoting Authority is in place for the above works.</li> <li>• All proposed works meet the design specification as outlined by Electricity North West.</li> <li>• Work should only be undertaken by appropriated trained ICP staff having sufficient training, knowledge and experience and holding an Electricity North West authorisation covering the work to be undertaken.</li> <li>• No work will be undertaken outside the live working boundary, neither shall works commence unless this application form is countersigned by an Electricity North West representative.</li> </ul> |                                      |
| Signed:  | For and on behalf of (company name): |
| Print name:  | Print designation: Date:             |

| Electricity North West Sanction   |  |
|---|--|
| Live Working Approval:  |  |
| The above noted ICP is hereby approved to undertake Live Jointing within the physical boundaries of the above site as defined by the attached plan. |  |
| All Live Working must be in accordance with Electricity North West ES 626 and ES 627.   |  |
| Signed:   | For and on behalf of Electricity North West: |
| Print name:   | Print designation: Date:                     |

Appendix A



**Exiting the Live Working Regime  
Metered and Unmetered Electricity Service Installations  
Notice of Application for "Consent to Connect"**

**To be completed by an ACCREDITED INDEPENDENT CONNECTION PROVIDER**

**Section 1 – Project details**

|  |
|--|
| Electricity North West Reference Number: |
| ICP Reference Number:                    |

| Location Details |  |
|------------------|--|
| Title:           |  |
| Details:         |  |
| Town / City:     |  |

| ICP                       | Developer / Promoting Authority |
|---------------------------|---------------------------------|
| Company name:             | Company / Authority name:       |
| Contact name:             | Contact name:                   |
| Contact telephone number: | Contact telephone number:       |
| Contact facsimile number: | Contact facsimile number:       |
| Contact email:            | Contact email:                  |

|   |  |
|---|--|
| Reference for the As Laid drawing submitted with this application on Electricity North West As Laid Form (See Appendix F in ES 627 or Appendix E in ES 627) |  |
|---|--|

**Section 2 – Comments**

|   |
|---|
| Comments provided by Electricity North West |
| Signed: _____ Print: _____ Date: _____      |
| Comments provided by ICP                    |
| Signed: _____ Print: _____ Date: _____      |

**Section 3 – Declaration and Revocation**

| ICP Declaration  |  |
|--|--|
| The following is hereby confirmed:   |  |
| <ul style="list-style-type: none"> <li>• Authorisation for live working within the above site boundary has ceased and no further live work by the ICPs staff will be undertaken</li> <li>• The Developer / Promoting Authority and ICPs staff have been made aware of all live equipment within the site boundary</li> </ul> |  |
| Signed: _____  | For and on behalf of (company name): _____ |
| Print name: _____  | Print designation: _____ Date: _____       |

| ENW Revocation   |   |
|--|---|
| Live Working Revocation:   |   |
| All permissions to work live within the above site boundary are revoked. |   |
| Signed: _____  | For and on behalf of Electricity North West |
| Print name: _____  | Print designation: _____ Date: _____        |

Appendix B



**Completion Certificate – Service Jointing  
Metered and Unmetered Electricity Service Installations**

**Section 1 – Checklist**

|  |     |
|--|-----|
| An as laid drawing(s) has been prepared and is attached to the form using Electricity North West As Laid Drawing Form (See Appendix F in ES 626 or ES 627) | ICP |
| The person undertaking the associated tests and completing this certificate is duly authorised within the Quality Management System                        |     |

**Section 2 – Project Details**

|  |
|--|
| Electricity North West Reference Number: |
| ICP Reference Number:                    |

| Location Details | ICP                       |
|------------------|---------------------------|
| Title:           | Company name:             |
|                  | Contact name:             |
| Details:         | Contact telephone number: |
|                  | Contact facsimile number: |
| Town / City:     | Contact email:            |

**Section 3 – Completion Certificate**

**Pre-energisation – commissioning test results**

*Note – minimum Insulation Resistance to be > or = 100 MΩ at 500V*

|  | Insulation Resistance (MΩ) |          |          |         |         |         | Continuity Test |
|--|----------------------------|----------|----------|---------|---------|---------|-----------------|
|  | L1 - N/E                   | L1 - N/E | L1 - N/E | L1 - L2 | L1 - L3 | L2 – L3 | Yes/No          |
|  |                            |          |          |         |         |         |                 |
|  |                            |          |          |         |         |         |                 |
|  |                            |          |          |         |         |         |                 |
|  |                            |          |          |         |         |         |                 |
|  |                            |          |          |         |         |         |                 |
|  |                            |          |          |         |         |         |                 |

|   |                                      |
|---|--------------------------------------|
| I hereby confirm that electricity mains have been installed to the above noted development and energised on:- |                                      |
| Time:   | Date:                                |
| Signed:   | For and on behalf of (Company name): |
| Print name:   | Job title:                           |
|   | Date:                                |

**APPENDIX D**



**Completion Certificate – Service Jointing  
Metered and Unmetered Electricity Service Installations**

**Section 1 – Checklist**

|  | ICP |
|--|-----|
| An as laid drawing(s) has been prepared and is attached to the form using Electricity North West As Laid Drawing Form (Appendix E in ES 626 or ES 627) |     |
| The person undertaking the associated tests and completing this certificate is duly authorised within the Quality Management System                    |     |

**Section 2 – Project Details**

|  |
|--|
| Electricity North West Reference Number: |
| ICP Reference Number:                    |

| Location Details | ICP                       |
|------------------|---------------------------|
| Title:           | Company name:             |
|                  | Contact name:             |
| Details:         | Contact telephone number: |
|                  | Contact facsimile number: |
| Town / City:     | Contact email:            |

**Section 3 – Completion Certificate**

**Pre-energisation – commissioning test results**

*Note – minimum Insulation Resistance to be > or = 100MΩ at 500V*

|                                  | Plot Number / Unmetered Street Furniture Reference |  |  |  |  |  |  |  |  |  |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|
| LV Service continuity test (Y/N) |  |  |  |  |  |  |  |  |  |  |
| Insulation resistance (MΩ)       |  |  |  |  |  |  |  |  |  |  |

**Post-energisation – commissioning test results**

*Note – maximum earth loop impedance for PME services to be 0.35Ω; for non PME services to be 0.8Ω*

|                                    | Plot Number / Unmetered Street Furniture Reference |  |  |  |  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|--|--|--|--|--|
| Earth loop impedance (Ω)           |  |  |  |  |  |  |  |  |  |  |
| Phase colour (L1, L2, L3)          |  |  |  |  |  |  |  |  |  |  |
| Phase rotation check (Y, N or N/A) |  |  |  |  |  |  |  |  |  |  |
| Is polarity correct? (Y/N)         |  |  |  |  |  |  |  |  |  |  |
| Cut-out sealed?(Y/N)               |  |  |  |  |  |  |  |  |  |  |
| Date Energised                     |  |  |  |  |  |  |  |  |  |  |

|  |                                      |
|--|--------------------------------------|
| I hereby confirm that electricity services have been installed to the above referenced Services or Street Furniture as described above |                                      |
| Signed:  | For and on behalf of (Company name): |
| Print name:  | Job title:                           |
|  | Date:                                |

**Appendix D**



|   |  |                         |    |    |  |  |            |                              |  |                   |  |  |
|---|--|-------------------------|----|----|--|--|------------|------------------------------|--|-------------------|--|--|
| ALL WORK TO BE SKETCHED, AND TO BE MEASURED FROM EXISTING OS FEATURES. WE REQUIRE 2 MEASUREMENTS PER JOINT AND INTERMEDIATE MEASUREMENTS FOR CABLE LAY. |  |                         |    |    | <b>Please clearly print all details below</b>              |  |            |                              |  |                   |  |  |
|   |  |                         |    |    | <b>SATS Number</b>   |  |            |                              |  |                   |  |  |
|   |  |                         |    |    | <b>Project/Cost Code</b>                                   |  |            |                              |  |                   |  |  |
|   |  |                         |    |    | <b>Print Name</b>  |  |            |                              |  |                   |  |  |
|   |  |                         |    |    | <b>Date of Work</b>  |  |            |                              |  |                   |  |  |
|   |  |                         |    |    | <b>Address</b>   |  |            |                              |  |                   |  |  |
|   |  |                         |    |    | <b>Full OS Reference</b>                                   |  |            |                              |  |                   |  |  |
|   |  |                         |    |    | <b>Commission Driver <i>See overleaf</i></b>               |  |            |                              |  |                   |  |  |
|   |  |                         |    |    | Code   |  | Cable Type |                              |  |                   |  |  |
|   |  |                         |    |    |  |  |            |                              |  |                   |  |  |
|   |  |                         |    |    |  |  |            |                              |  |                   |  |  |
| <b>Decommission Driver <i>See Overleaf</i></b>  |  |                         |    |    |  |  |            |                              |  |                   |  |  |
| <b>Electricity North West<br/>Data Management<br/>Linley House<br/>Dickinson Street<br/>Manchester<br/>M1 4LF<br/>Tel: 0871 687 0501</b>                |  | <b>Phases Connected</b> |    |    | <b>Job Description / Project Title</b>                     |  |            | <b>Code</b>                  |  | <b>Cable Type</b> |  |  |
|   |  | L1                      | L2 | L3 | L123<br>(Three)  |  |            |                              |  |                   |  |  |
|   |  | <b>Joints Used</b>      |    |    | <b>Cable Type(s) Used <i>(check where appropriate)</i></b> |  |            |                              |  |                   |  |  |
|   |  |                         |    |    | Auxiliary<br>Service<br>LV                                 |  |            | 6.6 kV<br>11 kV<br>33/132 kV |  |                   |  |  |

**Definitions for Commission/Decommission Drivers**

| <b>Code</b> | <b>Driver</b>                             | <b>Definition</b>   |
|-------------|---|---|
| <b>AR1</b>  | Asset Replacement                         | Assets replaced as a result of an assessment of their condition and performance.  |
| <b>AR2</b>  | Asset Replacement (Consequential)         | Assets replaced in order to allow the replacement of the prime asset on the project, but did not need to be changed due to their condition.                           |
| <b>CLE</b>  | Cleanse                                   | For the retrospective recording of additions and disposals when we do not know the driver.  |
| <b>DC1</b>  | Demand Connections (DNO)                  | Asset movements for providing new connections for demand customers that were constructed by ENWL as the DNO.  |
| <b>DC2</b>  | Demand Connections (ICP)                  | Asset movements for providing new connections for demand customers that were constructed by 3 <sup>rd</sup> parties.  |
| <b>DIS</b>  | Dismantlement (use for decommission only) | To be used when assets are removed from the network that is not chargeable to a third party and no new assets are to be installed.                                    |
| <b>DIV</b>  | Diversions                                | Relocation of assets due to NRSWA or customer requests to move.   |
| <b>ESQ</b>  | ESQCR                                     | Assets installed/removed to comply with ESQCR regulations.  |
| <b>FAU</b>  | Faults                                    | Reactive replacement of an asset following its functional failure.  |
| <b>GC1</b>  | Generation Connections (Non Rel)          | Assets installed to connect a generator when the terms quoted to the customer are based on the pre April 2005 methodology.  |
| <b>GC2</b>  | Generation Connections (Rel)              | Assets installed to connect a generator when the terms quoted to the customer are based on the post April 2005 methodology.   |
| <b>LCN</b>  | Low Carbon Networks                       | Assets installed that are funded by the Low Carbon networks Fund.   |
| <b>NTR</b>  | NTR                                       | Non Trading Rechargeable (Work on an asset that was at the request of a third party, or 3 <sup>rd</sup> party damage to our equipment if we know who has damaged it.) |
| <b>RE1</b>  | Reinforcement (P2/6)                      | Assets installed/replaced to reinforce network to provide additional network capacity or rectify voltage complaints.  |
| <b>RE2</b>  | Reinforcement (Faults Levels)             | Assets installed/replaced due to their inadequate fault level rating.   |
| <b>VA1</b>  | VA (within Nat Park or AONB)              | Assets installed/replaced to enhance visual amenity within National Park or Area of Outstanding Natural Beauty.   |
| <b>VA2</b>  | VA (outside Nat Park or AONB)             | Assets installed/replaced to enhance visual amenity outside National Park or Area of Outstanding Natural Beauty.  |
| <b>OTH</b>  | Other                                     | Assets installed/replaced for any reason not defined by this list, eg transfer of st lgt after fault  |
| <b>RES</b>  | Resilience                                | To remove or mitigate against the risk of network congestion eg pinch points (cable bridges)  |

08/08/13

|                     |  |
|---------------------|--|
| Additional Comments |  |
|                     |  |

**Confirmation of Drawings received by Data Management (to be signed upon receipt)**

08/08/13

|                   |  |
|-------------------|--|
| <b>Signature</b>  |  |
| <b>Print Name</b> |  |

|                       |  |
|-----------------------|--|
| <b>SATS Number:</b>   |  |
| <b>Tel Number:</b>    |  |
| <b>Fax Number:</b>    |  |
| <b>Date Received:</b> |  |