



Code of Practice 306

Fitting Manual

Issue 10 August 2026

Section 0	Introduction
Section 1	General Requirements
Section 2	Substations - General
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Section 4	LV Equipment
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Section 7	Transformers
Section 8	Tapchangers
Section 9	Fitting Tasks
Section 10	Tools and Equipment

Amendment summary

Issue No/Date	Description
Issue 1 August 2021	Complete revision and reformatting of CP306 Prepared by: M A Kayes, M Lynch and P Twomey Approved by: Technical Policy Panel and signed on its behalf by Steve Cox, Engineering and Technical Director
Issue 2 April 2022	Section 1, 5, 6 and 9 updated as marked. Prepared by: M A Kayes Approved by: Technical Policy Panel and signed on its behalf by Steve Cox, DSO Director
Issue 3 May 2022	Section 9 updated as detailed in the Section 9 Index. Prepared by: M A Kayes Approved by: Technical Policy Panel and signed on its behalf by Steve Cox, DSO Director
Issue 4 June 2022	Section 9 new procedure FM9_004 issued. Prepared by: S Rushton Approved by: Policy Approval Panel and signed on its behalf by Steve Cox, DSO Director
Issue 5 July 2023	Section 5 FM5_003 updated following the issuing of a Policy Instruction on PPE required for oil sampling. Prepared by: Matthew Kayes Approved by: Policy Approval Panel (PAP) and signed on its behalf by Paul Turner, PAP Chair.
Issue 6 December 2023	Section 6 FM6_021 updated to clarify gas testing and the actions required. Section 9 FM9_004 updated to include additional guidance for Lucy FRMU and VRN/VRN2 ring main units. Prepared by: Simon Rushton Approved by: Policy Approval Panel (PAP) and signed on its behalf by Paul Turner, PAP Chair.

Issue 7 June 2024	Section 5 FM5_003 updated to include the Power Tech Labs System for oil sampling. Section 5 FM5_004 updated to include the Clor-N-Oil 50 PCB Testers. Prepared by: Matthew Kayes Approved by: Policy Approval Panel (PAP) and signed on its behalf by Paul Turner, PAP Chair.
Issue 8 July 2025	Section 5 FM5_003 updated to include New Section 13 added for Limited HV LTOS added for potentially PCB contaminated distribution sample taking with no sampling valves fitted. Limited authorisation code 371 for this task will be given. Sections 3 and 5 updated as a result to cover the additional risks. Section 9 has been updated to include the new Section 13. Prepared by: Matthew Kayes Approved by: Policy Approval Panel (PAP) and signed on its behalf by Paul Turner, PAP Chair.
Issue 9 January 2026	Sections 0, 1, 2., 3, 7, 8,9 and 10 updated into the new template. No technical changes have been made to these sections other than detailed below. Section 7 updated. FM7_001 updated to reference new FM8_004. Index updated. Section 8 updated to include new FM7_004 added for OLTC lid tightening. Index updated. Section 9 updated. FM9_003 updated to include the new HX44 installation process. FM9_004 updated for isolation requirements. New FM9_005 added for HX10 installation. Index updated. Prepared by: Matthew Kayes Approved by: Policy Approval Panel (PAP) and signed on its behalf by Paul Turner, PAP Chair.
Issue 10 August 2026	Section 9 FM_004 amended to include new clamp to stop the selector moving due to vibration and also new shims added for the drive rid clamp in Section 25 – AEI IB4 and new operating arm brackets in Section 26 – J3/J4. Prepared by: Adnan Ali Approved by: Policy Approval Panel (PAP) and signed on its behalf by Paul Turner, PAP Chair.

NOTE: This Amendment Summary records the issue and re-issue of the original CP306 Fitting Manual, as a whole manual. Amendments to individual documents, that occur between complete re-issue of the Manual, are summarised in the Amendment Summary of the relevant section.

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