

ICP’s & IDNO’s

Training Authorisation & Substation Key Request Process

Training Academy

2020

**Training & Authorisation Requests**

ICP & IDNO Guidance

This document has been produced to provide some general guidance and clarification regarding the process to be followed by an ICP or IDNO who requires training and/or electrical authorisation from Electricity North West Limited, before connecting to/working on the Electricity North West Limited network.

General Guidance:

When we receive your request for training/authorisation we will endeavour to provide you with the earliest dates possible.

For planning and resource purposes we set our Training Programme 12 months in advance, leaving a set number of ‘gaps’ to provide flexibility and allow us to react to any ad hoc requests that we receive. Something to bear in mind when requesting training/authorisation from Electricity North West Limited is that the training and interview slots are offered out on a ‘first come, first served’ basis, therefore the more notice you are able to give would normally mean you have a greater selection of dates to choose from.

We aim to respond to any correspondence within 5 working days and keep you up to date with any progress.

In line with our current processes:

* All required paperwork to book training places should be returned to us 6 weeks before the training commences (where possible).

*NB: In exceptional circumstances we are sometimes able to waive the requirement for 6 weeks notice for booking training. We would always advise that you contact us as soon as possible explaining exactly what it is that you require, and we will do our best to accommodate you.*

* All required paper work for authorisation must be returned to us before we book you an interview slot. This enables us to perform the relevant checks; offer appropriate advice and ensure that interview is the right option for you/your staff member as quickly as possible.

For Substation Access and Keys;

* Attend and complete the ‘H100 Basic electrical safety including substations’ training course
* Complete 5 substation visits with an authorised person, to provide evidence at interview
* Apply for an interview and keys – detail the authorisation code and key access required on the forms below
* The Academy admin team will perform checks, training and interview dates will be offered and arranged
* Providing requirements are met and successful completion of training and interview, keys will be issued for collection from the Academy, Blackburn

If unsure of the code required, please telephone or email the Academy for assistance;

Contact Details

Email: TheAcademy@enwl.co.uk

Telephone Number: 08433 114747

Paperwork required

When requesting training we will normally provide you with the dates we have available and ask you to complete and return the following to us:

* Application form

*NB: Upon receipt of this correctly completed form, we will then contact you via phonecall or email to confirm the booking*.

 When requesting authorisation we will normally ask you to complete/provide the following:

* CV and/or proof of prior experience/training/authorisation
* Authorisation request form (renewal or new code request)
* First Aid Certificate & any other relevant Certificates
* Photo

*NB: You will be advised of what is required when requesting the Authorisation. A blank copy of the Application Form has been included in this booklet for your reference. If you are unsure as to which part to complete, please contact us for advice.*

*An appendix is attached showing the Jointing Course and interview pathway*

*Please note that if you delay in returning the relevant paperwork for booking training or authorisation interviews it may result in us having to offer you alternative dates.*

Cancellations policy

Any confirmed booking for training courses will be fully chargeable if cancelled within 21 days prior to the course start date.

Contact Details

Email: TheAcademy@enwl.co.uk

Telephone Number: 08433 114747

**Application Form**

**Please select which category/categories your application relates to**

\* Mandatory Field/Section

|  |  |  |  |
| --- | --- | --- | --- |
| A | **Training Requests – (Section 1\* and 2\*)** | B | **Authorisation Request – (Sections 1\* and 3\*)** |
| C | **Authorisation Renewal, Code Withdrawal, or Change of Company – (Sections 1\* and 4\*)** | D | **Key Request – (Sections 1\* and 5\*)** |

Section 1 \* – Applicant and line manager details – Must be completed for all types of application

|  |
| --- |
| Applicant |
| **Full Name** |  |
| **ENWL Staff Number or N.I. Number and X number if known (Contractors)** |  |
| **Employer (contractors only)** |  |
| **Craft** |  |
| **email** |  | **Telephone** |  |
| Line Manager **(Please tick if ICP)** |  |  |
| **Name** |  |
| **Job Title** |  |
| **Company Name and Address** |  |
| **email** |  | **Telephone** |  |
| **I confirm that the candidate has sufficient technical knowledge and/or experience to avoid danger and is conversant with Section 7 of the Health and Safety at Work etc. Act 1974 and the requirements of the Electricity at Work Regulations 1989** |
| **Signature** |  | **Date** |  |

Approving Manager

|  |
| --- |
| **This section to be completed by the framework contract manager for subcontractors or ENW manager for non-framework contractors** |
| **Name** |  |
| **Job Title** |  |
| **I confirm that the authorisation requested is required by the applicant to carry out work for Electricity North West. I have examined and approved the supporting documents as valid proof of the candidate’s competency to carry out this work.** |
| **If approving a key request please give reason keys are required** |  |
| **Signature** |  | **Date** |  |

Section 2 - General Booking Form

For ENWL training request, please complete course title, course code and candidate details

|  |  |  |
| --- | --- | --- |
| **Company Information** |  |  |
| **Company Name & Address:** | Contact Name: | Tel No:Email: |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \*Course Title: |  |  | \*Course Code: |  |
| Date of Course: |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| (Contractors Only) Invoice Address: (if different from above) |  |  |
| **Purchase Order No** **\*Cost Centre/IJO(Please note bookings will not be confirmed unless a Purchase number Order/Cost Centre has been supplied)** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **\*Delegate Name** | **National Insurance Number** | **Job Title** | **Cost per delegate Ex. VAT** | **Authorisation Codes** |
|  |  |  |  |  |
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|  |  |  |  |  |
| **For Office use Only JG/Sept 20****Customer No:****Sundry Billing Number:****Invoice Number:** | **Total cost (ex VAT)** | £ |
| **VAT @20%** | £ |
| **Total Cost** | £ |
| **Declaration:** **I accept the STANDARD TERMS OF TRAINING attached.****Signed :**  |  **Print Name**  | **Date** |

 Section 3 – Authorisation Requests

|  |  |  |  |
| --- | --- | --- | --- |
|  Initial Code Request | Tick |  Additional Code | Tick |

|  |
| --- |
| Supporting Documents required (not required from ENWL staff) - please tick to confirm documents attached to request (\*Mandatory – applications will not be processed without this paperwork) |
|  | **Current First Aid Training / Certificate \*** |  | **Relevant Training Records / Certificates \*****Eg. Pole top/Tower rescue if applicable** |
|  | **Digital Photo – passport-style head-shot \*** **(initial authorisation applications only)** |  |
|  | **CV detailing experience \*** **(initial authorisation applications only)** |  | **Copy of Authorisations (other DNO’s) (If applicable) (initial authorisation applications only)** |
|  |
| ENWL Training / Assessment Completed (eg LVJ002 Service LV Cable Jointing) |
| **Course Reference/Title:** |  | **Date of Course** |  |
| **Course Reference/Title:** |  | **Date of Course** |  |
| **Course Reference/Title:** |  | **Date of Course** |  |

|  |
| --- |
| Authorisation Codes being applied for – Please also indicate if a P code (under personal supervision) is being applied for \*  |
|  |  |  |  |  |  |  |
| Supporting Statement |  |
| I confirm that the relevant formal/on-job training has been completed. ( Y/N ) |  |
| \*For LV/HV Authorised Person, please provide on-job modules before/at the time of application |

Section 4 – Authorisation Renewal, Code Withdrawal, Change of Company

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Renewal** |  | **Code Withdrawal** |  | **Change of Company ( please state below)** |  |
|  **Relevant Formal Refresher Training Courses Attended / Provide current certificates where applicable\*** |
| **Course Reference/Title:** | CC008 or equivalent - Emergency First Aid at Work\* | **Date** |  |
| **Course Reference/Title:** |  | **Date** |  |
| **Course Reference/Title:** |  | **Date** |  |

|  |
| --- |
| **Please list Codes to be withdrawn (i.e. there is no longer a business need for code(s) due to a change of duties, etc.).** |
|  |  |  |  |  |  |  |
| **Not to be used when moving from a code under personal supervision to a full code.** |

|  |  |  |
| --- | --- | --- |
| Previous Company Name |  |  |
| Date left previous company |  |  |

 Section 5 – Substation Key request



**STANDARD TERMS AND CONDITIONS**

1 **DEFINITIONS**

. The following definitions shall have effect unless the context otherwise dictates:

**Contract**: The Contract between ELECTRICITY NORTH WEST LIMITED and the Customer for the provision of Services which shall consist of these Conditions, ELECTRICITY NORTH WEST LIMITED’s quotation or proposal or any documentation referred to in it, and the Customer’s booking form. If there shall be any inconsistency between the documents comprising the Contract they shall have precedence in the order set out above;

**Customer**: The person, firm or corporation for whom any Service is undertaken by ELECTRICITY NORTH WEST LIMITED in accordance with the Contract;

**ENWL**: ELECTRICITY NORTH WEST LIMITED

**Intellectual Property Rights:** any patent, copyright, trademark, design right, registered design right, trade name, database rights, knowhow and any other industrial or intellectual property right whether registered or unregistered including the right to apply for any of the foregoing in or relating to any material document, data or information designed, created, prepared or provided by ENWL or its personnel for or to the Customer for the purposes of the Contract

**Services:** The supply of the services defined in the ELECTRICITY NORTH WEST LIMITED quotation or proposal or (if none) the Customer’s order;

**Working Days**: Monday to Friday (inclusive) excluding weekends and statutory bank holidays.

**2 THE SERVICES**

2.1 ENWL shall provide the Services subject to these Conditions. The date or time of the performance of the Services shall be at the reasonable discretion of ENWL. All times, dates or periods given for the performance of Services are given in good faith but without any liability on the part of ENWL.

2.2. ENWL shall be entitled to delay or cancel performance of the Services or to reduce the amount of Services to be performed if and to the extent that it is prevented from or hindered in or delayed through any circumstances beyond its reasonable control, including but not limited to strike, lockout, inclement weather, power failure, failure/non availability of any site/Computer Facilities, war, or act of God.

**3 PRICE and PAYMENT**

3.1 Prices will remain valid for a period of 30 days from the date of the ENWL quotation.

3.2 The Customer shall pay for the Service in full in advance upon the return of ENWL’s booking form.

3.3 If written acceptance of the quotation is not received by ENWL within the 30 day period together with the payment, the price and delivery schedule specified in the quotation may be subject to change and ENWL will be under no obligation to provide the Services as quoted. .

3.4. Any sums which remain unpaid for a period of 14 days after the due date for payment shall without prejudice to ENWL’s other rights and remedies be subject to interest at the rate of 4% above the base rate from time to time of National Westminster Bank plc compounded daily on the amount outstanding until paid in full. The Customer shall not exercise any set off withholding, or any other similar right or claim.

3.5 If payment has not been received by way of cleared funds by the date of the event, ENWL reserves the right to prevent the Customers delegates from joining the event.

3.6 All prices quoted are exclusive of Value Added Tax which shall be added to all invoices at the rate applicable as at the date of invoice and shall be payable by the Customer.

3.7 In the event of cancellation by the Customer the following cancellation charges will apply:

1. more than 21 Working Days written notice payment of 50% of the price;
2. less than 21 Working Days written notice payment of 100% of the price;
3. The Customer may, as an alternative to cancellation, substitute delegates at any time before the start of the event, except that substitute delegates are not permitted for either Electrical Courses which are followed by a Competency Accreditation Assessment, or Electrical Refresher Competency Accreditation training events.

4 **INTELLECTUAL PROPERTY**

Copyright and all intellectual property rights in the course materials, logos, graphics and associated documentation is vested in ENWL and/or our course tutors and no part may be copied or reproduced in any way without the prior written consent of ENWL.

**5 SITE CONDITIONS**

5.1. Where ENWL is to provide the Customer with Services at an ENWL site, the following shall apply:

1. The facilities provided will be as set out in ENWL’s quotation save to the extent that these may be varied by written agreement between the parties and will (in the absence of specific provision to the contrary) exclude all meals and refreshments, incidentals and overnight accommodation;
2. The Customer will and will ensure that all persons attending the site will:

i) observe safety, fire and security regulations; and

ii) act in a seemly manner and obey the rules of the site and the instructions of any authorised representative of ENWL.

c) ENWL reserves the right to refuse entry or to eject from any ENWL site any person who in its opinion by his or her conduct breaches or is likely to breach the rules and regulation referred to in Condition 5.1 (b) or whose conduct prejudices or is likely to prejudice the proper, safe and secure running of the ENWL site, in which case no refund of fees or incidentals shall be allowed;

d) The Customer agrees and accepts that ENWL shall not be responsible for the safety of any vehicle or its contents parked in an ENWL site car park, or the driveways or anywhere in ENWL grounds and that ENWL will not be responsible for the safety or security of any personal belongings unless accepted for safe keeping by a responsible member of staff and a receipt given.

5.2. Where the Services to be provided by ENWL involve the use of ENWL’s personal computer training facilities (“**Computer Facilities**”), the following shall apply:

1. No software shall be loaded onto or copied from the network of any personal computer of the Customer onto the Computer Facilities;
2. Prior to the commencement of any event all removable data storage medium belonging to the Customer must be surrendered to ENWL for virus checking. The Customer shall not load any removable data storage medium onto the Computer Facilities without the removable data storage medium having been handed to ENWL for these purposes;
3. Technical support will not be available during the evenings or the weekends and ENWL will not be responsible for any consequent disruption caused by equipment failures (whether failure of the Computer Facilities or any personal computers belonging to the Customer);
4. The Customer shall not move, modify or otherwise interfere with ENWL equipment in any way without the express consent of a member of ENWL technical support staff;
5. In the event that any ENWL equipment is lost or damaged in any way then (without prejudice to any other remedy which ENWL may have, whether under these Conditions, or otherwise) the Customer shall pay to ENWL the full cost of replacing or (at the option of ENWL) repairing such equipment, save to the extent that the loss or damage is caused by the wilful or negligent act or omission of ENWL or any of its employees.

5.3. Where ENWL is to provide the Customer with Services otherwise than at an ENWL site, the following shall apply:

1. The facilities will be provided by the Customer at no cost to ENWL and will be as set out in the ENWL quotation or (if none) as may reasonably appropriate for the Services. Save to the extent that these may be varied by written agreement between the parties, the facilities will (in the absence of specific provision to the contrary) include such refreshment as is appropriate (e.g. morning coffee, lunch, afternoon tea), all other meals, incidentals and overnight accommodation for ENWL personnel. The price excludes the costs of accommodation, subsistence, travelling and any other ancillary expenses reasonably incurred by the individuals whom ENWL engages in connection with the Services, which shall be invoiced separately and paid by the Customer within 14 days of the date of the ENWL invoice and otherwise in accordance with Condition 3 and 6.
2. ENWL will and will ensure that all its personnel attending the site will:

i) observe safety, fire and security regulations as advised in advance to ENWL ; and

ii) act in a seemly manner and obey the rules of the site and instructions of the Customer’s authorised representatives;

c) The Customer shall promptly and in advance of the commencement of the Services inform ENWL of any health and safety hazards affecting the site or the local provision of the Services;

d) If the Services or any part of them are delayed or prolonged by any act or omission of the Customer or any inadequacy (temporary or otherwise) of the site or the facilities, ENWL shall not be liable for such delay or prolongation and the Customer shall pay ENWL’s reasonable charges (including profit) for any additional hours or costs incurred.

**6 LIABILITY**

6.1 Nothing in this agreement limits any liability which cannot legally be limited, including [but not limited to] liability for death or personal injury caused by negligence; fraud or fraudulent misrepresentation

6.2 Subject to clause 6.1 above, the aggregate liability of ENWL to the Customer under or in connection with the Contract whether in contract, tort (including negligence), breach of statutory duty, breach of warranty, non fraudulent misrepresentation, under any indemnity or otherwise howsoever in respect of any liability, loss, costs, claims, damage or expenses of whatsoever nature and howsoever caused shall be limited to and in no circumstances exceed the lesser of;

1. the total amount paid for the Services in accordance with the Contract; or
2. (where the Contract relates to Services which are performed on a series of separate occasions) the amount paid in respect of the particular Services which were performed negligently or in breach of contract or which resulted in the breach of warranty or breach of statutory duty or non fraudulent misrepresentation concerned or which is subject of an indemnity

6.3 ENWL shall not be liable (whether in contract, tort (including negligence), for breach of statutory duty, breach of warranty, non fraudulent misrepresentation, under any indemnity or otherwise howsoever) for any special or indirect loss or damage of any kind whatsoever and howsoever caused, for any loss of profits, loss of income, loss of business, loss of revenue, loss of production, loss of goodwill, loss of anticipated savings or loss of data,

6.4The Customer shall indemnify ENWL and keep ENWL fully indemnified from and against all losses, damages, demands, claims, charges, costs and expenses suffered or incurred by ENWL and for which it may be liable to any third party due to or arising from or in connection with:

* failure of the Customer to comply with any of the provisions of these Conditions; or
* the negligent or wilful acts or omissions of the Customer, its employees or agents; or
* any damage caused to the whole or any part of the ENWL site, premises or equipment by the wilful or negligent act or omission of the Customer, its employees or agents.
1. **NOTICES**

7.1 A notice given to a party under or in connection with this Contract shall be (a) in writing in English; (b) signed by or on behalf of the party giving it; (c) sent for the attention of the person, at the address specified in clause 7.2 (or to such other address or person as that party may notify to the other, in accordance with the provisions of this clause); and (d) either

(i) delivered personally; or

(ii) sent by commercial courier; or

(iii) sent by pre-paid first-class post or recorded delivery

With a copy emailed to **TheAcademy@enwl.co.uk**

7.2 The addresses for service of a notice are as follows:

(a) ELECTRICTY NORTH WEST LTD :

(i) address: Electricity North West Limited 304 Bridgewater Place, Birchwood Park, Warrington, WA3 6XG

(ii) for the attention of: The Company Secretary

(b) Customer:

(i) address: the invoice address shown on page 1 or the registered office of the Customer

(ii) for the attention of: the Contact name shown on page 1, or the Managing Director

7.3 If a notice or other communication has been properly sent or delivered in accordance with this Contract, it will be deemed to have been received as follows:

(a) if delivered personally, at the time of delivery; or

(b) if delivered by commercial courier, at the time of signature of the courier's receipt; or

(c) if sent by pre-paid first-class post or recorded delivery, on the second day after posting

(d) if deemed receipt under this clause is not within business hours (meaning 9.00 am to 5.30 pm on a Working Day), the notice is deemed to have been received when business next starts in the place of receipt.

**8 GENERAL**

8.1 This Contract supersedes any prior arrangement relating to the provision of the Services and embodies the entire understanding of the parties as to its subject matter and there are no promises, terms, conditions or obligations, oral or written, express or implied other than those stated here.

8.2 No variation to the terms of this Contract shall be valid unless made in writing and signed by authorised representatives of each party.

8.3. ENWL may at any time assign, transfer or novate all or any of its rights and obligations under this Contract to a third party.

8.4 Failure to exercise, or any delay in exercising, any right or remedy provided under this Contract or by law shall not constitute a waiver of that (or any other) right or remedy, nor shall it preclude or restrict any further exercise of that (or any other) right or remedy.

8.5 If a provision of this Contract (or part of any provision) is found to be illegal, invalid or unenforceable, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable. If such a modification is not possible, that provision or part-provision shall, to the extent required, be deemed not to form part of the Contract, and the validity and enforceability of the other provisions of the Contract shall not be affected.

8.6This Contract and any documents referred to in it constitute the whole Contract between the parties and supersedes any previous arrangement, understanding or agreement between them relating to the subject matter of this Contract. This Contract prevails over any documentation provided by the Customer other than as expressly referred to in this Contract, or implied by law, trade custom, practice or course of dealing.

8.7 Each party acknowledges that, in entering into this Contract and the documents referred to in it, it does not rely on any statement, representation, assurance or warranty (“**Representation”**) of any person (whether a party to this Contract or not) other than as expressly set out in this Contract or those documents. Each party agrees that the only remedies available to it arising out of or in connection with a Representation shall be for breach of contract as provided in this Contract. Nothing in this clause shall limit or exclude any liability for fraud.

8.8. This agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

8.9 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

**Jointing Course and Interview Pathway**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Course Duration | Minimum On-site duration under Personal supervision | Trade-test & interview or only interview |
| Safety Mates **CODE 173** | 3 Days | 2 weeks | Interview |
| Full Mates course **CODE 104** | 2 Weeks | 3 months | Interview |
| For all other DNO authorised Jointers Mates (Full)Trade Test | 3 days |  | Interview |
| For all other DNO authorised safety MatesTrade Test (Classroom) | 1 day |  | Interview |
| Mod 1 services course including services to mains **CODE 141** \*See Note | 5 Weeks | 3 months | Trade-Test & Interview for Service jointing only. Or stay under Personal supervision and attend Mod 2 Mains Course |
| Mod 2 mains Jointing **CODE 142**\*See Note | 4 Weeks | 3 Months | Trade-Test & Interview |
| HV Jointing Polymeric and Paper **CODE 140\***See Note | 5 weeks | 3 months | Trade-Test & Interview |
| HV Trade test | 1 Week |  | Interview |
| For all other DNO authorised JointersService/Service & Service mains Trade Test | 1 week |  | Interview |
| For all other DNO authorised JointersMains trade Test (will include some service jointing) | 1 Week |  | Interview |
| For all other DNO authorised JointersHV Trade Test, then if passed a conversion course onto ENWL Prysmian system | Trade Test - 1 weekConversion 2 weeks |  | Interview |

Interviews to be applied for by you with approximately a 6 week lead in time.

\* Before anyone can attend a jointing course to attain an authorisation under personal supervision they must have started their City and Guilds course, which must be completed and passed for them to attend a Trade Test