

Schedule of Work (SoW) Template Guidance

April 2026

A framework-style agreement for the adoption of assets was introduced by SP Electricity North West in response to stakeholder requests and working collaboratively with stakeholders. This was briefed at an ICE event and went live from 1st April 2019.

Following stakeholder feedback and internal reviews the process was enhanced and briefed to stakeholders in November 2021. Effective from 1st December 2021 the agreements have been renamed as follows:

Master Agreement (MA)

– formerly Master Adoption Agreement (MAA)

Schedule of Work (SoW)

– formerly Bilateral Adoption Agreement (BAA)

The latest versions of the MA and SoW templates are published on the SP Electricity North West website and can be found by following the link below:

<https://www.enwl.co.uk/get-connected/our-services/connection-agreements/>

Schedule of Work (SoW)

The SoW documents the assets to be adopted by SP Electricity North West installed by an Independent Connection Provider (ICP) on behalf of a customer.

The SoW also provides SP Electricity North West with an indemnity on those assets for a period of two years following energisation.

The SoW is site specific and is required to be completed for each accepted Point of Connection (POC) offer.

Please submit a completed Statement of Work template with your design submission to the competition in connections mailbox cic@enwl.co.uk. Do not sign your SoW until you have received your design approval.

The fields to be completed are highlighted in the template. Please do not amend any other text.

The next slides contain an explanation for each section of the SoW.

- Enter the date the SoW was created or amended

- Enter ICP name

- Enter Customer name

- Enter site known as name

A field code is used to populate the footer on page 2 onwards

Take care when entering text to avoid deleting the style reference

- Enter SP Electricity North West project reference

- Enter the SoW version number, e.g. One

SCHEDULE OF WORK
FOR ADOPTABLE ASSETS

DATED **DD/MM/YY**

SP Electricity North West

and

ICP

and

CUSTOMER

SITE SPECIFIC SCHEDULE OF WORK
FOR
A DISTRIBUTION CONNECTED SYSTEM
AT

SITE: **SITE NAME**

ENWL Reference: **REFERENCE**

Document Version: **VERSION**

- Do not date

This will be completed by SP Electricity North West at the time of signature

- Provide ICP name, company number and address as documented with Companies House

- Provide Customer name, company number and address as documented with Companies House

- Provide the date your organisation signed into a Master Agreement (MA) with SP Electricity North West

This date does not change between agreements unless you are asked to sign into a new MA.

This Schedule of Work is dated

and made between:

Electricity North West Limited (a company registered in England and Wales with number 2366949) whose registered office is at Borron Street, Portwood, Stockport, Cheshire, SK1 2JD ("Electricity North West"); and

ICP (a company registered in country with company number number) whose registered office is at address (the "ICP"); and

CUSTOMER (a company registered in country with company number number) whose registered office is at address (the "Customer")

Background

(A) The Customer has appointed the ICP to carry out and complete Contestable Works. Electricity North West Limited and the ICP have entered into a master agreement dated DD/MM/YYYY (the "Master Agreement").

(B) In consideration of the ICP and the Customer complying with its obligations under the Master Agreement Electricity North West Limited has agreed to Adopt the Contestable Assets that form part of the Contestable Works.

1. Applicable Terms

1.1. Unless otherwise defined in this Schedule of Work, terms used in this Schedule of Work shall have the meaning given to them in the Master Agreement.

1.2. The terms of the Master Agreement are incorporated into and form part of this Schedule of Work, as varied and amended by the other provisions of this Schedule of Work.

2. Joint and Several Liability

2.1. In this Agreement, any obligation of the ICP shall be deemed to include the Customer having the same obligation and any warranty, representation or undertaking of the ICP shall be deemed to include the Customer giving the same warranty, representation or undertaking. In addition, the ICP and the Customer ("Co-obligors") shall be jointly and severally liable for their obligations under this Agreement. Electricity North West Limited may take action against, or release or compromise the liability of, a Co-obligor, without affecting the liability of the other Co-obligor.

3. Additional Terms

3.1. Any additional site-specific terms agreed

3.2. All additional or amendments to terms of the Agreement must be referred to Legal.

Signature Page

- Enter ICP name

As per Main Page

- Enter Customer name

As per Main page

- Do not sign, do not ask your customer to sign until your submitted design and SoW is returned approved

SIGNED BY

Signature.....

Print Name.....

Designation.....

For and on behalf of Electricity North West Limited

SIGNED BY

Signature.....

Print Name.....

Designation.....

For and on behalf of ICP

SIGNED BY

Signature.....

Print Name.....

Designation.....

For and on behalf of CUSTOMER |

SITE NAME
Schedule of Work v1.8

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Annex A – Specification

- This is a mandatory declaration that the ICP has followed all SP Electricity North West standards, procedures, policies and specifications in relation to the assets installed and to be adopted.

Annex B – Design and Drawings

- This annex is mandatory and provides details of the approved design and construction drawings showing all assets to be adopted.

- Provide the approved design reference.

- Provide the approved drawing reference and attach the document as a picture or as an embedded PDF document.

Annex C – Programme

- This mandatory annex should provide details of the proposed or indicative programme dates for the ICP works.
- Proposed dates should be provided for each phase of the development.

Annex D – Adoption Plan

- The adoption plan provides an overlay of land ownership and boundaries in relation to the location of assets in the approved design.
- Please provide the adoption plan reference and attach as a picture or embedded PDF document.
- This annex is mandatory. However, If an adoption plan was not required at design approval please enter 'Not Required'

Annex E – SP Electricity North West Works

- This mandatory annex should detail any and all work to be carried out by SP Electricity North West.
- Annex G (Costs) should align with the works detailed in this annex.
- Examples have been provided, please delete or amend as appropriate.

Annex F – ICP Works

- This mandatory annex should detail any and all work to be carried out by the ICP.
- If annexes B & C are sufficiently detailed, then this annex could simply refer to those documents.

Annex G – Costs

- This mandatory annex should detail all the costs paid to SP Electricity North West in line with the Connections Common Charging Methodology, as published on the SP Electricity North West website and updated from time to time.
- The breakdown of costs are provided on the accepted POC offer.
- Enter the relevant costs in the highlighted areas only including VAT.
- Amend other highlighted text as appropriate.
- Include the non- contestable costs.

Annex H – Consents

- This mandatory annex provides declaration that consents relating to land rights, wayleaves and any other consents will be confirmed by the ICP prior to energisation

Annex I – Commissioning Requirements

- This mandatory annex provides declaration that all commissioning requirements as may be specified in SP Electricity North West policy and procedures will be completed and evidence provided by the ICP prior to energisation.
- This should also include P283 commissioning certificates where applicable

Annex J – Completion Certificate

- LV Connections only
- This mandatory annex provides declaration that completion certificates will be provided by the ICP within 5 working days of energisation.

Annex K – As-Laid Drawings

- This mandatory annex provides declaration that accurate As-Laid drawings will be provided by the ICP within 5 working days of energisation.

Ensure your Company has signed and returned a Master Agreement (MA) to the contracts team, contracts@enwl.co.uk. This must be signed by an authorised signatory prior to submitting a SoW.

Complete a SoW for each accepted POC connection offer and submit along with your design submission to our competition in connections team, cic@enwl.co.uk. The SoW can be in Word or PDF format at this stage.

If submitting in PDF format, please retain the Word version to allow amended should your design be rejected.

Do not sign until your design has been approved.

If no SoW is provided with your design submission you are still required to submit one prior to any energisation or live working requests being approved. We require up to an additional 10 working days to review the SoW against your approved design.

The SoW must be returned signed by the ICP and the Customer to the contracts team, contracts@enwl.co.uk prior to any energisation or live working requests being submitted.

Any negotiation of special terms requested by an ICP in relation to the standard SoW template need to be referred to the Commercial and Legal departments and may incur a cost.