



Newsletter for ICPs and IDNOs

We're excited to publish our third newsletter for Independent Connection Providers and Independent Distribution Network Operators, letting you know the progress and improvements we have made.

As part of our overall connection strategy, we have focussed on continuously improving the service you receive from us. To support this we have been working hard on delivering modernised platforms for monitoring and inspection reports, explaining how and when to gain access to our networks.

In this newsletter edition we will mainly be focussing on:

- Our new inspection and monitoring process and online tracking tool
- ICP & IDNO Authorisation

Our New inspection and monitoring process and online tracking

We have now set up an internal Network Business Team, including the appointment of inspectors dedicated to carrying out site inspections. The inspections will be conducted on a relative sample of all works undertaken by both ICPs and SSEPD's own staff.

ICPs are encouraged to be pro-active in notifying the SSEPD Team Manager who is responsible for overseeing the scheme, when their works will be starting and when they are going to be ready for inspections, this will ensure that the process is not onerous on the ICP.

Works should not start without a programme being presented to the SSEPD Manager.

The ICP will need to provide updated programme(s) to the Manager to ensure they have the correct information to provide to the Inspector.

Important initial stages of the process are:

- Programme of works being supplied to SSEPD Team Manager
- Design Notification/Approval & signed adoption agreement





Registration to the on-line inspection service

SSEPD provide an online registration and monitoring process for Alternative Providers Quality Inspections. In order to access the website the Alternative Provider is required to set up a master account for the online web service. This will allow access to their inspection results and copies of the on site inspection form. Alternative providers will need to complete the following;

1. Got to the SSEPD website; www.ssepd.co.uk/CompetitionInConnections
2. Set up an e-mail address which will be a master account for your organisation; please can you create an account using your domain within the address (for example inspections@ICPltd.com)
3. Register this account on the SSEPD website as an Alternative Provider.
4. E-mail Inspections@sse.com the e-mail address you have created and registered on the website. Please state that you wish this account to be set up as your master account to access the inspection page of the website. Please include your Lloyds registration number.
5. Your application will then be processed and you will receive a response confirming success of your registration for inspections or identifying any issues.
6. Once you have received a confirmation of a successful registration you will receive details outlining how you can access and view this information.

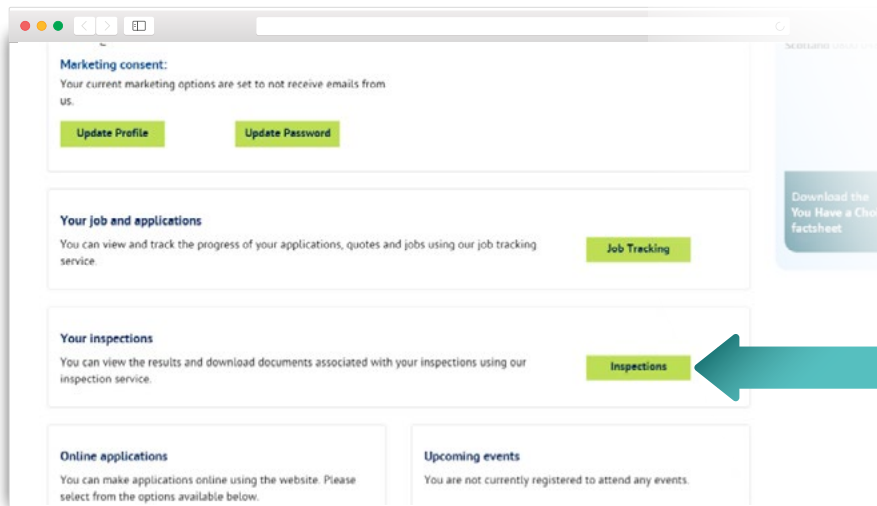
The master account will be the only account that can access the inspection for the entire organisation; therefore, the Alternatives Provider will need to distribute this information within their organisation securely. SSEPD require to apply Alternative Providers inspections and reports at a master account level to ensure inspection levels reflects performance as an organisation.



Log into the SSEPD website and go to the My Profile section

Log into the online web portal using the master account details.

Access to the Inspection section:



If the Inspection button is not available and the Alternative Provider have set up this account as the master account then please contact the **Inspection team** for assistance. Inspection@sse.com



Viewing your inspection data

Enter search criteria and then press the filter button.

Inspection Search

Below is the list of criteria to filter your inspections by.

Display results

Please note:

(R) next to any result indicates a re-inspection is required.

Inspection result filter:

- All = All results
- Pass = All Pass at first visits
- Fail = All Fails first time and all associated re-inspections

Job reference filter:

Enter the job number here to bring up the result for a particular result.

Inspections list

Reference	Date	Result	Inspection type	Voltage type	
EEN351-15	15/01/2016	Pass (R)	Jointing and Terminations	LV	View inspection >
EEN351-14	15/01/2016	Pass	Substations	LV	View inspection >
EEN351-13	15/01/2016	Fail (R)	Jointing and Terminations	LV	View inspection >
EEN351-10	15/01/2016	Pass	Cable Laying	LV	View inspection >
EEN351-12	14/01/2016	Fail (R)	Jointing and Terminations	LV	View inspection >
EEN351-11	12/01/2016	Fail	Jointing and Terminations	LV	View inspection >





Result of individual inspection

Under the inspection detail the summary of the result is recorded.

If this inspection is linked to another inspection due to a re-inspection due to a failure it will appear in the re-inspection list. You can click 'view Inspection' to take you to any linked inspection.

Within the same page; once the inspection form has been loaded the file will appear in the Inspection document section. Click on the file and open and/or save the document for review.

Inspection details	
Please find the details of your inspection listed below. Please contact us should you have any enquiries.	
Job reference	EEN351
Inspection reference	EEN351-11
Voltage type	LV
Inspection type	Jointing and Terminations
Date	12/01/2016
Result	Fail

Reinspections list					
Reference	Date	Result	Inspection type	Voltage type	
EEN351-12	14/01/2016	Fail (R)	Jointing and Terminations	LV	View inspection >
EEN351-13	15/01/2016	Fail (R)	Jointing and Terminations	LV	View inspection >
EEN351-15	15/01/2016	Pass (R)	Jointing and Terminations	LV	View inspection >

Inspection Documents

Below are any documents associated with your inspection.

EEN351-11.pdf

QAInspection

Where a failed inspection has been completed by the inspector they will identify corrective actions to be undertaken to remove the defective works. The Inspector will also inform the Site Manager of the defect and the corrective actions required.

The inspector will then arrange to re-inspect the works following the completion or arrangement to correct the defect to their satisfaction, in line with the relevant specification.

Inspection levels and frequency of inspection

General

SSEPD will inspect and monitor the Contestable Works at different levels dependant on the works content provided by the Alternative Provider;

	Level 1	Level 2	Level 3
LV Inspection level	40%	20%	2%
HV Inspection level	100%	50%	2%
EHV Inspection levels	100%	100%	100%

Re-inspections

The Alternative providers should note that all fails will result in a re-inspection. The re-inspection can also have a pass or fail result and a failed re-inspection will trigger another re-inspection result. This process will continue until the works have been corrected. The Re-inspection data will not count towards the level of inspection, the first inspection conducted will be used for all major reporting and analysis

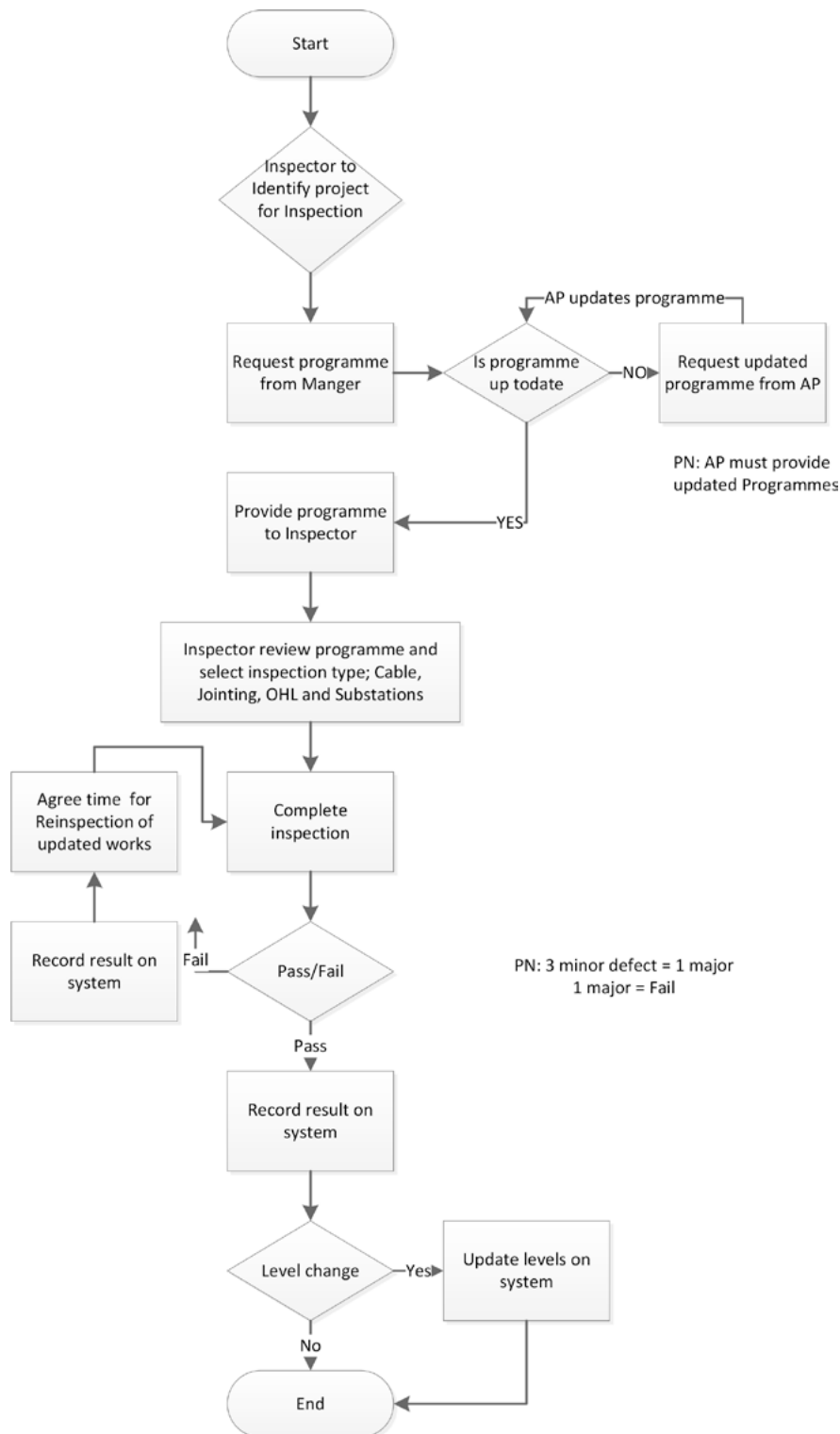
Limiting over inspection of an Alternative Provider

The first scheme identified for an Alternative Provider will always be inspected. From then the target number of inspection will be used. It should be noted that if an Alternative Provider only completes a limited number of projects it will appear to be over inspected. The next Inspection will not be indicated until the number of projects has been increased to result in indication for an Inspection being required.



Where possible the Alternative Providers should identify the number of projects for a given period and the approximate start and finish of each of these to assist in identification of schemes for Quality Inspection.

The Alternative Provider are free to request the movement of levels if they feel they meet the criteria and can request the review of there status (request can be sent to inspection@sse.com). At this point SSEPD will review the performance data and provide feedback either way to the Alternative Provider





ICP & IDNO Authorisation

As an Independent Connection Provider wishing to carry out New Connections work on SSEPDs Network you may choose to work under one of 3 options detailed in the Competition in Connections Code of Practice.

Option 1 - ICP authorisation of ICP Employees and Contractors

You will operate under your own Safety Management System (SMS). This includes working under your own Operational Safety Rules (OSRs). An ICPs Operational or Distribution Safety Rules may be based upon the Model Distribution Safety Rules issued by the Energy Network Association.

You are responsible for determining the relevant competence/skills required for the work to be undertaken and for the issue of an appropriate authorisation to their employees or contractors.

SSEPD will retain Control of the required network.

Option 2 - SSEPD authorisation of ICP Employees/Contractors

Under this option an ICP will operate under the SSEPDs OSRs. Relevant staff will also need to be authorised under the SSEPD rules.

The process to obtain this authorisation is described in SSEPD document available on the Company's ICP web site. Operational authorisations issued by other UK Distribution Network Operators will be accepted by SSEPD as evidence of previous experience and will be considered during the authorisation process; otherwise appropriate training / assessment will have to be undertaken.

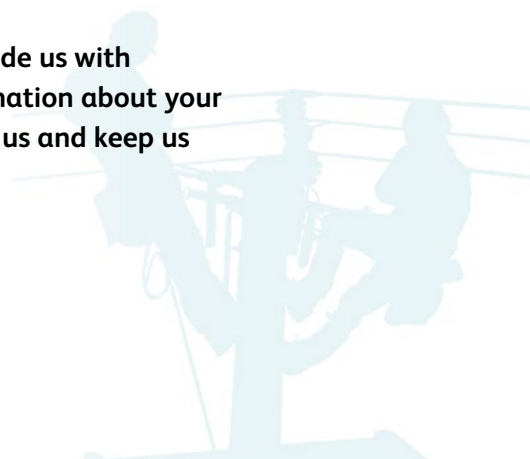
Option 3 - Transfer of Control

All processes under Option 1 must be met and you must provide evidence that your employees and contractors are suitable authorised and experience for operating under local control.

SSEPD will formally transfer Control of a specified part of its distribution system for the purposes of the connection.

You will have full control of the specified part of the network and carry out the work in accordance with your own SMS.

In order to take advantage of any of these 3 options you must first provide us with information of how you are going to proceed and, where relevant, information about your OSRs. You will also require to enter into a formal Access Agreement with us and keep us informed of your whereabouts and working at all times.





Authorisation

For the purposes of being authorised to carry out a connection to the SSE network staff must be suitably accredited. The Code of Practice states that:

Accreditation means accreditation awarded to an ICP under the National Electricity Registration Scheme (NERS).

ICPs accredited under NERS to undertake specific contestable activities shall be deemed to be competent to undertake such activity normally.

Support

SSEPD staff are available to support all ICPs in the successful completion of their work. If we can be of any assistance please get in touch via the SSEPD web site or talk to us whilst attending one of our ICP workshops or Connection Surgeries.

You can also contact our Major Commercial Contracts team who will put you through to the appropriate member of staff.

commercial.contracts@sse.com

To feedback on this Newsletter please email connectionsfeedback@sse.com

You can be kept up to date with SSEPD by following us on



Linkedin: Search 'SSEPD Connections engagement'



Twitter: (Scotland) twitter.com/hydropd | (South) twitter.com/southernelecpd



Facebook: (Scotland) facebook.com/hydropd | (South) facebook.com/southernelecpd

www.ssepd.co.uk/connections

