

## Company Directive

### STANDARD TECHNIQUE: NC2M/5

#### Relating to Inspection, Recording and Commissioning Using The Inspection and Monitoring Regime

##### Policy Summary

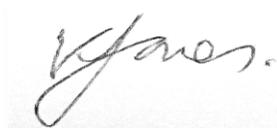
This document describes the procedure under Competition in Connection for inspecting all new design and point of connection work that includes site construction work and to ensure the installed assets are accurately recorded. This document will provide guidance for the use of the Inspection and Monitoring Regime.

It should be read in conjunction with POL: NC2 which provides an overview of the New Connections procedure.

**Author:** Kyle Smith

**Implementation Date:** March 2022

**Approved by**



**Kester Jones**  
Connections Strategy Manager

**Date:** 14<sup>th</sup> March 2022

Target Staff Group	Planners, Technicians and TM's responsible for ICP connections work
Impact of Change	Amber – Changes affect staff who create and undertake inspections
Planned Assurance checks	Reports created each month for Projects and NS Managers

*All references to Western Power Distribution or WPD must be read as National Grid Electricity Distribution or NGED*

**NOTE:** The current version of this document is stored in the NGED Corporate Information Database. Any other copy in electronic or printed format may be out of date. Copyright © 2022 National Grid Electricity Distribution

## **IMPLEMENTATION PLAN**

### **Introduction**

This document has been amended to reflect that the document has superseded NC2H/2. This has also been amended to reflect the revised guidance on multiple inspections.

### **Main Changes**

Incorporation on guidance of how to complete inspections.  
Revised guidance on where multiple inspections can be carried out under one inspection.

### **Impact of Changes**

- Multiple inspections will now be able to be carried out under one inspection provided the criteria are met.
- Clarity on method of completing inspections.

### **Implementation Actions**

The changes to this Standard Technique are to be communicated to all staff involved in Competition in Connections activities.

A narrated power point presentation has been provided to assist with this – see link below.

[\\Avodcs01\techncal\Connection\\_Agreements\Kyle\NC2M\\_ST\\_Update\NC2M\\_PowerPoint\\_presentation.pptx](\\Avodcs01\techncal\Connection_Agreements\Kyle\NC2M_ST_Update\NC2M_PowerPoint_presentation.pptx)

### **Implementation Timetable**

March 2022

## REVISION HISTORY

Document Revision & Review Table		
Date	Comments	Author
March 2022	<ul style="list-style-type: none"> <li>• 2.5 Self-approved design submission</li> <li>• 2.26 Amended for failure categories</li> <li>• 2.27 Addition for multiple inspection category failures</li> <li>• 3.7 Multiple inspection for one category guidance</li> <li>• 3.8 Multiple inspection under one visit guidance</li> <li>• New inspection guidance:               <ul style="list-style-type: none"> <li>4.0 Inspection of underground cables</li> <li>5.0 Inspection of underground jointing</li> <li>6.0 Ground mounted plant site inspections</li> <li>7.0 Overhead lines</li> </ul> </li> <li>• 8.4 addition of charge for out of hours inspection</li> <li>• 9.1 Addition of Audits for self-inspect CB's</li> </ul>	Kyle Smith
February 2020	<p>2.2 Reference to a schedule of Inspection charges to be included with the connection offer has been removed not required</p> <p>2.21 reference to inspection and monitoring manual removed</p> <p>2.22 chargeable removed</p> <p>4.0 amended for re-inspections</p> <p>4.1WPD will not charge for site inspections added</p> <p>Reference to charging for inspections removed</p> <p>Reference for charging for inspections in the scheme costs removed</p> <p>4.2 Reference for charging for visits removed</p> <p>4.3 Reference to re-visits added</p> <p>4.3 Charges for failed ICP inspections added</p> <p>4.4 Reference to billing in advance for inspections removed</p> <p>Table of cost allocations amended</p> <p>4.5 Reference to not charging for SIL1 and SIL 2 removed</p> <p>4.6 Inspection level 1 to 3, Sil1 and SIL2 allocation of cost removed</p> <p>4.7 Reference to not charging removed</p> <p>Old Section 5 re-inspection charges remove</p> <p>5.13 Reference to section 1.3 removed</p> <p>Old 6.14 The requirement to work out any additional charges or refunds removed</p> <p>New 6.5 Keeping information in scheme file removed</p> <p>Storing of information in Crown docs added</p> <p>Requirement for inspectors to send defect details to Connection Policy removed</p> <p>Requirement for Connection Policy to record defects removed</p>	Paul B Smith
03/09/2018	<ul style="list-style-type: none"> <li>• Clarification for the recording of adoptable assets has been added.</li> </ul>	Paul B Smith
22/08/2016	<ul style="list-style-type: none"> <li>• Minor topographical changes made throughout the document and further clarification added.</li> </ul>	Paul B Smith
03/09/2015	<ul style="list-style-type: none"> <li>• This ST has been changed to include the new connections Code of Practice requirements that will include inspection and recording of WPD New Connections work.</li> </ul>	Paul B Smith
15/09/2014	New document	Paul B Smith

# Contents

- 1.0 INTRODUCTION .....5
- 2.0 INSPECTION REGIME .....5
- 3.0 INSPECTION OF CONNECTION ASSETS CONSTRUCTED BY AN ICP .....8
- 4.0 INSPECTION OF UNDERGROUND CABLES (All voltages).....8
- 5.0 INSPECTION OF CABLE JOINTING .....10
- 6.0 GROUND MOUNTED PLANT - Site Inspections.....10
- 7.0 OVERHEAD LINES .....11
- 8.0 CHARGES FOR RE-INSPECTIONS .....12
- 9.0 DESIGN AND SITE AUDITS .....13
- 10.0 UNACCEPTABLE WORKING PRACTICE .....14
- 11.0 RECORDS.....15
- 12.0 PROCEDURE FOR ADOPTING ASSETS FOLLOWING SUBMISSION OF A COMPLETION CERTIFICATE .....16
- 13.0 REJECTION FOLLOWING SUBMISSION OF A COMPLETION CERTIFICATE.....17
- 14.0 MAKING LIVE THE ICP’S CONTESTABLE WORKS .....17
- 15.0 REPORTING .....18
- 16.0 FURTHER GUIDANCE.....18
- APPENDIX A .....19
- APPENDIX B.....20
- APPENDIX C.....20
- APPENDIX D .....20
- APPENDIX E.....20
- APPENDIX F.....20

## **1.0 INTRODUCTION**

- 1.1 This document describes the procedure under Competition in Connection for inspecting an ICP and WPD Connections Business (CB) work. The process will ensure that the installed assets are accurately recorded when handed over for adoption and have been constructed to satisfactory standards in accordance with WPD Policy and Standard Techniques.
- 1.2 It should be read in conjunction with POL: NC2 which provides an overview of the New Connections procedure.
- 1.3 An ICP can submit a network for WPD to adopt upon energisation. When an ICP installs the contestable assets the risk of serious or fatal injury due to difficulties with the hand-over and adoption process between the ICP and WPD, is considered below. Difficulties could foreseeably result in:
- Connection of unknown apparatus due to poor communication and records;
  - Connection of unrecorded apparatus due to inadequate records;
  - Connection of assets which are damaged or in an unsatisfactory condition;
  - Confusion over the status of apparatus, including ownership;
  - Confusion over operational responsibility such as fault response actions.

## **2.0 INSPECTION REGIME**

- 2.1 WPD shall undertake inspections of all ICP and WPD contestable works at all voltages.
- 2.2 The number of inspections required shall vary according to the size and complexity of the scheme and the inspection level for the relevant activities held by the relevant Connections Business.
- 2.3 Inspections shall not be directly chargeable within Connection Offers. Charge may be applied for abortive visits and re-visits in accordance with section 8 of this document.
- 2.4 At the Design Approval Stage the Planner shall use the Inspection Calculator in the CROWN system to determine the number of inspections required for a specific scheme. The number of inspections shall be calculated from a plan supplied by the ICP or WPD of the contestable work to be undertaken which are to be adopted by WPD. When the details are recorded in the CROWN system the Inspection Calculator will provide the number of inspections and visits required.
- 2.5 Self-Approved Designs carried out by an ICP shall be sent into WPD to allow for the number of inspections to be calculated from the documentation supplied.

**NOTE: Where the Connections Business is an ICP, the ICP Details activity must be completed and the relevant ICP selected from the drop down list prior to triggering the Inspection Calculator.**

- 2.6 For WPD LV and HV work CROWN Routing and Tracking will calculate the required inspections from the SWE details contained in the scheme.
- 2.7 Prior to work starting, the ICP shall supply WPD with the program it intends to follow to construct the contestable work and thereafter supply an updated version in the event of any material change.
- 2.8 The Inspector shall use the Inspection Draw Down in CROWN to enter the program of work submitted by the ICP with their design determine the number of inspections and visits required from the programme of work submitted by the ICP for the specific project. Where it is practicable to combine a number of inspections under one visit it shall be done. The number of Inspections and visits shall be recorded within the CROWN system.
- 2.9 WPD will be under no obligation to forewarn the ICP of its intention to visit site and carry out an inspection.
- 2.10 WPD will make a site visit to carry out inspections in accordance with the Inspection Regime and the program of works submitted by the ICP. If the ICP amends the construction programme without informing WPD, and as a consequence an inspection is not made during the site visit then WPD shall charge the ICP the standard inspection charge for the abortive visit. An additional visit shall be raised in the CROWN system.

### **Self-Inspection Levels**

- 2.11 The WPD Inspection Regime consists of three levels of Inspection; Inspection Level 1 will attract the highest number of site Inspections and Level 3 the lowest.
- 2.12 Where an ICP is at Inspection Level 3 they can apply to join the Self-inspection Regime. When a request is made in writing the Connections Policy Team will send an invitation to the ICP.
- 2.13 The invitation shall provide details of the regime; this will be in the form of an Extension to Contestability agreement (EOC) which the ICP must sign and is supplemental to the Framework Network Access and Adoption Agreement (FNA&AA). The ICP must be party to the FNA&AA in order to enter into the supplemental EOC. The ICP will be required to submit a list of categories and Activities that they wish to be considered under the self-inspection regime. This list will be included in the EOC. ICP's may only nominate Activities where they have attained inspection level 3 for a continuous 12 months period.
- 2.14 The invitation for an ICP to undertake Self-Inspection is at the discretion of the nominated DM based upon the ICP's previous performance.

- 2.15 The Self-inspection Regime will allow the ICP to undertake site inspections of their own work. The inspections undertaken by the ICP shall meet the requirements of WPD Policy and Standard Techniques.
- 2.16 To ensure that the assets adopted by WPD are to a satisfactory standard, a Self-Inspection Level (SIL 1) and (SIL 2) has been established.
- 2.17 All ICP schemes shall be calculated on the Inspection Calculator; the calculator will add the individual quantities to the total for the ICP by Activity and apply the appropriate inspection percentage rate.
- 2.18 Where an ICP joins the Self-inspection regime, they shall be allocated to SIL 1.
- 2.19 At SIL 1 and SIL 2 there will be a low number of Inspections. CROWN will calculate the number of self-inspections to be undertaken by the ICP. In addition, Crown will determine whether or not WPD should also undertake an inspection to audit that the ICPs self-inspected works remain of a satisfactory standard, meeting the requirements of WPD Policy and Standard Techniques.
- 2.20 All WPD Connections work will be inspected in the same way as the ICP work and recorded using the CROWN system.

#### **Movement to a higher inspection level**

- 2.21 Subject to the Inspection and Monitoring Regime where poor performance is recorded within the CROWN system the Connection Business (CB) will move to a higher level of inspection. The SIL 1 provides an opportunity for WPD to carry out a greater number of inspections by Activity. It will also provide a CB with an opportunity to resolve the poor performance where they have been moved back from SIL2 to SIL1.
- 2.22 Provided the poor performance is resolved to the satisfaction of the DM, the CB will remain at SIL 1.
- 2.23 When the issues are resolved and an improved performance is recorded, CROWN will move the CB back to SIL2 using the qualifying count detailed within the Inspection Regime Table.

#### **Movement from Self-inspection to higher Inspection level**

- 2.24 Where a CB continues to have performance issues and CROWN calls for the CB to move to Inspection Level 3, the nominated DM shall undertake an investigation with the CB.
- 2.25 Subject to the requirements of the Poor Performance Flow chart, the DM can allow a CB to continue at SIL 1, or move them back to Inspection Level 3.
- 2.26 Where a CB has been moved from self-inspect to Inspection Level 3, only the activity which has been failed shall be moved back to Inspection Level 3.
- 2.27 Where a CB has 3 or more Category 1 failures within a period of time, WPD may choose to revert multiple or all inspection categories back to inspection level 3.

### **3.0 INSPECTION OF CONNECTION ASSETS CONSTRUCTED BY AN ICP**

- 3.1 The inspection should be carried out by a WPD Inspector appointed by the local Network Services Team Manager, who shall ensure that the person appointed has sufficient knowledge and training for them to be able to perform the job satisfactorily and that they are briefed on the nature of the project, agreed design, materials and installation specifications.
- 3.2 The WPD Inspector shall liaise with the ICP and establish who their nominated contact is for coordinating inspections and serving notices etc.
- 3.3 The WPD Inspector must record all inspections using the appropriate Inspection Report. Completed Inspection Reports should clearly show the date, and time of the checks and the identity of the checker. Upon completion the Inspection Report shall be entered in the Crown system. A copy of the inspection report shall be sent to the ICP.
- 3.4 Where WPD are to make the connection and the ICP offers up assets for adoption they must first have completed all necessary tests and provided WPD with a Completion Certificate with written confirmation of satisfactory test results.
- 3.5 The apparatus shall be tested and pre-commissioning checks carried out by the WPD Inspector and staff or contractors in accordance with WPD Policy before being energised.
- 3.6 In all other circumstances where the ICP is to make the connection to the pre-existing WPD distribution system the requirements of ST: NC2L shall be followed.
- 3.7 If multiple inspections are required within a short period of time, which are to be done by the same company, team and are the same inspection category, these may be able to be done as one inspection and retrospective pass will be granted for the other inspections. This is provided that the works carried out by the ICP are to be identical in every way other than the location. Difference in any materials being used, jointed, terminated or constructed would require multiple inspections.
- 3.8 If multiple inspection categories are required under one enquiry, these may be carried out during one inspection provided all categories have been witnessed by the WPD inspector during the visit.

### **4.0 INSPECTION OF UNDERGROUND CABLES (All voltages)**

#### **4.1 Before the cable is laid;**

The WPD Inspector must check that the make of cable, size and type complies with the accepted specification. The Manufacturers Delivery Note for the cable is ideal for this purpose.

#### 4.2 After the trench has been excavated, but before the cable is laid;

The WPD Inspector must check the following:

- The cable route is in accordance with the Construction drawing and any Easement or Wayleave drawing.
- The trench is in the correct position in any footpath so as to comply with NJUG specifications.
- The trench depth and width.
- The bottom of the trench is free of rubble or sharp stones, and an adequate layer of suitable bedding has been laid.
- All ducts comply with WPD specification and have been laid in the specified locations.
- Ducts are undamaged and are not obstructed.

#### 4.3 During Cable Laying;

The Inspector should be present when the first length of cable of each type to be installed is being laid. Provided the inspection is satisfactory, there is no need to observe each cable laying operation during the course of the project, but observations should be carried out in accordance with the Inspection Regime. The Inspector shall check:

- Either that the cable is pulled off the drum and laid by hand, or:
- If a winch or vehicle is used to pull the cable, rollers and skid plates are used in the trench. A cable stocking, fitted with a swivel, must be used to connect the tow rope to the cable. (see ST:CA6A/7)
- The tow rope is fitted with a dynamometer, and the maximum pulling tension for the cable is not exceeded.
- The minimum bending radius of the cable is maintained.
- The cable is correctly spaced from other cables and other utility services, in accordance with NJUG specifications.
- Earth wires are laid in accordance with the Construction drawings.
- After laying the cable is backfilled to tape level and the correct marker tape laid. N.B. marking of LV cable is mandatory.

**NOTE: These first three checks can be performed in one visit if required.**

## **5.0 INSPECTION OF CABLE JOINTING**

5.1 All cable jointing carried out by the ICP must be in accordance with the practices laid down in the agreed specification.

5.2 The WPD Inspector should check the following points:

- Jointing materials comply with WPD specification or the agreed equivalent.
- Jointing practice is in accordance with the agreed specification.
- Adequate and safe joint holes exist where WPD is to make the joint.
- Service connections made to the correct phase as specified on the design.
- Mains joints made 'Colour True' or Bn - 1, Bk - 2, Gy - 3, unless agreed otherwise.
- Cable terminations made with correct phase connections.
- Termination equipment including multi-service distribution boards, cut-outs, metering panels and secondary wiring are correctly installed.

## **6.0 GROUND MOUNTED PLANT - Site Inspections**

6.1 **After installation on site;**

The WPD Inspector shall check all switchgear and transformers, either before or after jointing, for the following:

- The plant complies with the WPD specification and is of agreed type and rating.
- The workshop test certificate is provided.
- There are no oil leaks or visible damage, including the paint finish.
- SF6 equipment pressure gauges show satisfactory readings.
- All LV fuse carriers are present, but with fuses removed.
- All operating handles are provided.
- All free standing plant is bolted to the plinth, using correct bolts and bolt anchors.
- All lid and cable box cover bolts are tight.
- Contractors padlocks fitted.
- All labels, locks, seals and signs have been applied as appropriate.

**NOTE: WPD shall free issue substation name/number signs, danger of death signs)**

## **6.2 On completion of substations;**

The Inspector should check:

- The substation access has been completed in accordance with design.
- Any reinstatement or site surface finish is satisfactory.
- Site security measures are satisfactory and WPD locks fitted prior to energisation.
- Buildings, pocket substation enclosures or panels are undamaged.
- All doors, gates and bolts are operating correctly.

## **7.0 OVERHEAD LINES**

7.1 Inspection of overhead lines requires a visit at three distinct points of construction:

### **7.2 During pole erection;**

The Inspector should check a proportion of the poles erected in accordance with the Overhead Inspection Regime. When checking each pole the Inspector should confirm:

- The pole sizes are correct in accordance with pole schedule.
- All materials are in accordance with WPD specification.
- Pole pits are correctly excavated and on pegged positions.
- Backfill is adequately rammed.
- Stay pits are correctly excavated.
- Stays are correct spread and bisecting angles on angle poles.
- Earth trenches have been correctly excavated and earths laid.

### **7.3 During conductor erection;**

The WPD Inspector should observe at least part of the conductor erection operation for compliance with the method statement and accepted overhead line construction practice. It is particularly important to ensure the correct tension has been set by use of a dynamometer and temperature charts.

#### 7.4 **On completion of all construction;**

A two-man inspection should be made, as a proportion of all poles must be climbed. The following list is a guide and not intended to be exhaustive:

- A visual check of all components.
- Measurement of ground clearances.
- That danger notices and anti-climbing guards have been fixed to all poles.
- Visual inspection of all tree clearance. A check that tree clearance is in accordance with POL: OH1/8.
- A pole top climbing inspection of at least 20% of all poles on the line to check binders, compression joints, insulators, any bolted connections and correct installation of joints on ABC low voltage systems.
- A visual check and impedance test of transformer and steelwork earthing.
- A 5kV Megger test of all transformers. The ICP must provide a test certificate for all transformers not supplied by WPD.
- Correct setting of transformer LV taps.
- Correct operation of pole mounted switchgear.
- Correct setting of arcing gaps.

#### 8.0 **CHARGES FOR RE-INSPECTIONS**

8.1 WPD will not charge for initial site inspections as detailed in This Inspection Regime.

8.2 Where a re-inspection is required as a result of identifying a defect during a previous inspection, or any of the reasons stated below a charge shall be made.

- The work not meeting the required standards or;
- Where agreed inspections are not carried out due to the ICP not being on site or;
- The work has been previously completed without allowing WPD opportunity to inspect or;
- Where pre-arranged inspections have been cancelled with less than 5 working days' notice

- 8.3 The charge will be based on a Technician or Project Engineer hourly rate and include traveling and inspection times. The average visit duration shall be deemed to be 3 hours.
- 8.4 Where the works are requested outside of normal working hours and an inspection is generated, this will be charged at the appropriate out of hours rate.
- 8.5 The Inspector shall record the number of inspections carried out and book the time as detailed below. Where re-visits or aborted visits are undertaken the inspections shall be allocated and charged for as detailed below.

	Inspection			
	MU	Acct	Prod	Project
Inspection of ICP Connection Assets	Team MU	8661	7438	000000
Inspection of WPD Connection Assets	Team MU	8661	7439	000000
Charges for Failed ICP Inspections	Team MU	8661	7431	000000

## 9.0 DESIGN AND SITE AUDITS

- 9.1 Where a CB can self-inspect designs and/or works, WPD will still be required to undertake Audits on this work under the inspection and monitoring regime.
- 9.2 Where Crown calls for an Audit of a WPD Design or POC, the Team Manager (TM) shall undertake the Audit or nominate an appropriately competent Planner to do so.
- 9.3 The Audit shall be made in accordance with the following documents:
- WPD/ICP Design Approval-LV/HV Demand Connections (ST: SD1F);
  - Checklist for Confirmation of Compliance to ST: SD5B.
- Audit forms are located in the SharePoint shared area – Policy Connections – CiC – IMR.
- 9.4 The TM/Planner shall Audit the design and annotate the appropriate document as detailed in ST: SD1F with the results.
- 9.5 The TM/Planner shall pass the results of the Audit to the Team Support to record in CROWN. Where serious deficiencies are found the design or POC shall be returned to the appropriate CB to be corrected.
- 9.6 Where deficiencies are found, they shall be recorded within CROWN.

- 9.7 The standard of work shall meet the appropriate WPD Standard Technique or Company procedures.
- 9.8 All inspections shall be recorded within the CROWN system and a copy of the inspection emailed to the ICP.
- 9.9 Where a TM, Distribution Manager or the Safety Team is required to undertake site visits they shall include quality inspection & monitoring of WPD work. The findings shall be recorded as required by the - I&MR.

#### **Joint ICP and WPD site visits**

- 9.10 Some ICPs may wish to undertake joint site inspections with WPD staff to ensure that work is undertaken in compliance with agreed procedures and standards.
- 9.11 Where an ICP requests a joint visit, the ICP shall make the local WPD inspector aware of this at the time that they submit their program of work or by mutual agreement with the WPD inspector.

#### **Departures from Specification**

- 9.12 If any plant or materials are found by inspection not to comply with the agreed specification, this should immediately be drawn to the ICP's attention and recorded in line with The Inspection & Monitoring Regime.
- 9.13 The ICP will ensure that any departure from the WPD specification is rectified at their own expense. Where appropriate, the WPD Inspector should then make a chargeable re-inspection.

### **10.0 UNACCEPTABLE WORKING PRACTICE**

- 10.1 If poor working practice or poor workmanship is observed that may affect the safety or reliability of the completed assets, or WPD's ability to maintain the assets in the future, the ICP's nominated contact should be informed immediately that WPD will not adopt the asset unless the situation is rectified.
- 10.2 If other work of the same type has been completed but not inspected the ICP may be asked to demonstrate that other similar assets have been installed correctly.
- 10.3 If any serious defects are found during sampling, such as cable laying, jointing and pole top assemblies, at WPD's discretion all remaining work of that type may be subjected to inspection and re-inspection fees charged. The ICP will be liable for completion and the costs to meet WPD's specification.
- 10.4 The detailed process for the reporting and monitoring of the ICP's work is contained in The Inspection and Monitoring Regime Operating Manual.
- 10.5 A copy of the Inspection Report and any supporting evidence e.g. photos shall be stored in relevant Crown enquiry 'Docs'.

- 10.6 Any defect shall be recorded in the CROWN system and categorised as detailed in The Inspection and Monitoring Regime Operating Manual.
- 10.7 Poor performance shall be resolved following the procedures detailed within The Inspection & Monitoring Regime Operating Manual.

## **11.0 RECORDS**

- 11.1 If the ICP installs the assets it shall be their responsibility to provide WPD with accurate records of the installation. These records shall meet the requirements of ST: D06A the Recording of WPD Assets and its associated Standard Techniques.
- 11.2 This information has been made available for ICPs on the WPD Technical Information site.
- 11.3 The ICP shall ensure that the WPD Technician is in receipt of all appropriate information related to the apparatus to be connected to the WPD distribution system a minimum of 5 working days before the date of connection.
- 11.4 To ensure that the correct information is recorded the Technician shall send the As Constructed drawings as detailed in D06A to the Mapping Centre prior to the connection being made. The recording of the connection shall follow the requirements of ST: NC2L.
- 11.5 When the scheme is complete a [Commissioned Report](#) shall be submitted to the Mapping Centre by the Technician to ensure that the asset has been correctly recorded. The Crown enquiry can then be finished by completing the “Send As Commissioned Drg to Map Centre” activity.
- 11.6 The ICP shall be advised that charges will be made to cover WPD costs of corrective action if these standards are not met. Adoption cannot take place until satisfactory records of the assets to be adopted have been received by WPD.
- 11.7 When the record has been confirmed as satisfactory and has been added to the map, the WPD Mapping Centre shall immediately forward to the WPD Inspector, one complete set of the as-constructed records, schematic drawings (if appropriate) and cable records indicating the position of the requested connection.
- 11.8 In the case of incomplete or inaccurate recordings, the Mapping Centre shall immediately inform the WPD Inspector, providing reasons for the rejection. The WPD Inspector shall inform the ICP’s nominated contact by the quickest and most appropriate means, of the reason for the rejection and confirm in writing using the Defect Report as soon as reasonably practical.
- 11.9 Where the information provided by the ICP is discovered to be incomplete or inaccurate the apparatus shall NOT be connected to the WPD distribution system until any such issues are resolved to the satisfaction of the WPD Inspector.
- 11.10 If delays or abortive work are encountered as a result of the ICP submitting inaccurate or incomplete information, the ICP will be invoiced for any reasonable costs incurred.

- 11.11 Assets inspected by an ICP for adoption by WPD shall be submitted with relevant documentation confirming that the ICP has undertaken an appropriate Self-inspection.
- 11.12 All the inspections that are undertaken by WPD shall be recorded in CROWN.
- 11.13 The documentation provided in the ICP's Audit pack shall be stored locally.
- 11.14 When an ICP is working to the EOC all future work shall be covered by the extended warranty and recorded on EMU accordingly.

## **12.0 PROCEDURE FOR ADOPTING ASSETS FOLLOWING SUBMISSION OF A COMPLETION CERTIFICATE**

- 12.1 The procedure for handing over the assets for adoption shall be explained in detail to the ICP at an early stage in the planning process, the ICP shall be advised that all relevant information is available within the Techinfo site.
- 12.2 The ICP requiring a connection of apparatus to WPD's distribution system shall notify the WPD Inspector and WPD shall respond within the prescribed period in accordance with Standard License Condition 15. The ICP shall invite WPD to witness the commissioning tests. WPD shall agree with the ICP, a date for connecting the contestable work to WPD's distribution system and for making live.
- 12.3 Apparatus installed by the ICP shall only be connected to the WPD distribution system where all conditions precedent have been met and following the satisfactory submission by the ICP of a Completion Certificate (see Appendix A) and as-constructed plans. Adoption will take place upon energisation.
- 12.4 When the ICP is satisfied the contestable works have been installed in accordance with the FNA&AA and have passed the pre-commissioning tests they shall sign and issue to WPD the Completion Certificate which shall specify clearly the extent of the contestable work to be made live. The ICP shall append to the Completion Certificate copies of all relevant test and conformance certificates.
- 12.5 All Completion Certificates and related documentation shall be uniquely numbered using the CROWN reference then one, two etc. e.g. 114386/1. In this manner the suffix number should clearly relate to a specific part of the contestable work.
- 12.6 All electrical plant shall have an adequate test certificate which confirms that the pre-commissioning tests as detailed in the appropriate WPD Standard Techniques or in the relevant G81 Appendix have been complied with.
- 12.7 In the case of insufficient or inaccurate test details being received, or on arrival on site WPD find the electrical plant or apparatus does not conform to WPD specification, the WPD Inspector shall inform the ICP's nominated contact by sending a Defect Report providing the reason for rejection.

- 12.8 On receipt of the as-constructed plans, the Mapping Centre shall check the completeness and accuracy and, if acceptable, add it to the WPD record map without undue delay.
- 12.9 On scheme completion all documents submitted by the ICP and the results of any testing or inspection checks shall be filed with the construction file until the scheme is complete. The file must be retained for a minimum of six years.

### **13.0 REJECTION FOLLOWING SUBMISSION OF A COMPLETION CERTIFICATE**

13.1 WPD may refuse to connect assets offered by the ICP for any of the reasons given in Section 12.0, and may also issue a rejection notice on the following grounds;

- A program of work has not been provided
- There are omissions or late delivery of the Completion Certificate
- The as-constructed records are inaccurate or incomplete
- The network offered for connection has not been inspected by WPD in accordance with the Inspection Regime;
- The working area or site is deemed unsafe by WPD staff/contractors
- A Principal Contractor, site agent, site security or any other authorised person refuses access to site
- WPD staff are unable to gain sufficient access to a work location with tools or testing equipment
- Any other requirements of appropriate UK legislation affecting the installed assets are deemed by the WPD Inspector not to have been met

Where appropriate a WPD Rejection Notice shall be emailed to the ICP's nominated contact.

13.2 Where WPD is unable to connect and energise because of operational restrictions or force majeure the ICP's nominated contact should be informed in writing as soon as possible and an alternative date agreed for connection to WPD's distribution system.

### **14.0 MAKING LIVE THE ICP'S CONTESTABLE WORKS**

14.1 WPD shall only connect the ICP's contestable works to the distribution system following submission of a satisfactory Completion Certificate.

14.2 Immediately on the making live of the contestable works, WPD shall adopt and assume operational responsibility. The contestable works shall become part of the distribution system and the ICP shall treat the contestable works in all respects as the property of WPD.

- 14.3 Following making live the contestable works WPD shall complete the commissioning tests. If any of the contestable works do not pass the commissioning tests, WPD may
- a) on safety grounds, under ESQC Regulation 26, disconnect the contestable works from the distribution system until the ICP undertakes all work necessary to enable the contestable works to pass the commissioning tests; or
  - b) undertake such works and recover the cost thereof from the ICP
- 14.4 In exercising its rights under paragraph 14.3 a) and b), the WPD Inspector must as soon as is reasonable practicable notify the ICP, using the WPD Defect Notice (Energised) email, the reason for the failure to pass the commissioning test.
- 14.5 In deciding which path to take under paragraph 14.3 a) and b) WPD must consider the effect on WPD's customers connected to the distribution system and the logistics of handing back the contestable works to the ICP.
- 14.6 Where the ICP makes the connection to the distribution system they shall ensure that they meet the requirements of all appropriate WPD Policy and Standard Techniques that have been made available to them in the WPD Technical Information website.

## **15.0 REPORTING**

- 15.1 All CB's who are registered to undertake work in the Connection Policy data base shall be sent a web focus report automatically. This report will provide the Inspection Level that the CB has been allocated following the previous months performance.
- 15.2 To ensure that the regime is consistent and mirrors the ICP community, a web focus report shall be produced for the performance of each WPD licensed area.

## **16.0 FURTHER GUIDANCE**

- 16.1 In circumstances where the ICP is unable to access the information that they require, or require clarification, they shall contact the:
- Policy Manager for all Network Policy Issues,
  - Safety and Training Manager for any Safety and Training issues;
  - Mapping Center Manager for any cable recording or mapping asset issues;
  - Policy Connections Manager for any commercial issues.
- 16.2 WPD Staff can obtain detailed guidance within The Inspection and Monitoring Regime; the manual can be accessed at NEWCON – CIC- I & MR or use the guidance documents at WPD Policy Information – Policy Dissemination – Inspection and Monitoring Regime.
- 16.3 All documentation required for the inspection process can also be accessed at: NEWCON – CIC – I and MR.

**WESTERN POWER DISTRIBUTION  
COMPLETION CERTIFICATE**



To Western Power Distribution :

For the attention of:				(WPD Inspector)	
WPD Reference Number		Request Number			
Site Address					
The programmed connection date for this electrical network is (DD/MM/YY):					
From					(Print Name)
Name of Connection Provider					(Company)
Telephone Contact Number					
Total number of documents attached (including these four):					

Please energise the following apparatus:

Access and testing can be carried out at:

The connection to the WPD Distribution System shall be **made Live** at: (location description)

I confirm that:

- This apparatus has been constructed in accordance with the Network Access and Adoption Agreement and the part which is now requested to be energised is shown on the attached records relating to the above address.
- All persons have been withdrawn and informed that no further work is permitted.
- All access points are locked off/sealed to prevent danger.
- No supplies shall be derived from any Exit Points until WPD has completed its post-energisation commissioning tests and an accredited supplier has registered against said Exit Points in accordance with the Retail Energy Code data 1 September 2021 (as amended)
- In the event any part of the apparatus covered by this Completion Certificate should fail WPD's post- energisation commissioning tests WPD may, at its reasonable discretion and following notification of the Connection Provider named above, undertake such works as are necessary to remedy the failure and recover the cost thereof from said Connector Provider.
- All necessary consents have been obtained and completed and copies provided.

I am competent and authorised as a representative of the Connection Provider to state that the electrical apparatus/plant above has been tested by us and is now fit for service. Test results are attached which confirm all appropriate pre-commissioning tests have been carried out. All works have been carried out in compliance with the Network Access and Adoption Agreement and complies with The Electricity, Safety, Quality and Continuity Regulations 2002 and where appropriate Engineering Recommendation G81 and WPD associated Framework Appendices.

I understand that formal adoption will only take place on energisation.

I understand that all of the equipment detailed above is now under the operational control of WPD **and is to be treated as LIVE.**

Signed ..... Hours Date

## APPENDIX B

### SUPERSEDED DOCUMENTS

This document supersedes ST: NC2M/4 dated February 2020 which has now been withdrawn.

This document supersedes ST: NC2H/2 dated November 2011 which has now been withdrawn.

## APPENDIX C

### RECORD OF COMMENT DURING CONSULTATION

[Link to internal audit and NSM comments Link](#)

## APPENDIX D

### ANCILLARY DOCUMENTS

The Electricity Act 1989 as amended by the Utilities Act 2000  
The Electricity (Connection Charges) Regulations 2002  
The Electricity Safety Quality and Continuity Regulations 2003  
Western Power Distribution (South West) plc's Distribution Licence  
Western Power Distribution (South Wales) plc's Distribution Licence  
Western Power Distribution (East Midlands) plc's Distribution Licence  
Western Power Distribution (West Midlands) plc's Distribution Licence  
Statement of Methodology and Charges for Connection to Western Power Distribution (South West) plc's Electricity Distribution System;  
Statement of Methodology and Charges for Connection to Western Power Distribution (South Wales) plc's Electricity Distribution System;  
Statement of Methodology and Charges for Connection to Western Power Distribution (East Midlands) plc's Electricity Distribution System;  
Statement of Methodology and Charges for Connection to Western Power Distribution (West Midlands) plc's Electricity Distribution System.  
POL HS9 and associated STs – CDM Regulations  
POL: NC1 New Connections  
WPD Manual of Earthing Practices

## APPENDIX E

### REVIEW DATE

This policy shall be next reviewed in February 2023.

## APPENDIX F

### KEY WORDS

Adoption Agreement, Connection, Specification, ICP, Inspection, SLC15.