

[Add heading page]

## Introduction

[add text]

[Explanation of format: I have tried to identify anywhere in the CoP where there is an obligation of DNOs. In those cases I have copied the text from the CoP and encapsulated it in the blue box ie all the blue boxes contains text directly from the CoP. The box below is for each DNO to complete as they see fit. This could include text, references to documents, web links etc. How these are completed can then change over time but would be outside the change control process.]

Note some of the text in the blue boxes will need if the other modifications for self determination and design approval also change the text. Also the proposed tables in the two modifications may also need to be added in if they are in the final version.

As a review process there are basically two questions:

1. Does the basic format work?
2. Is all the text in the blue boxes relevant?
  - a. In some instances eg 4.5.3 it may be considered as unnecessary]

## Change Control

[add version control log]

DRAFT

### 4.3 The Connection Application

*4.3.2 On receiving a Connection request, the DNO will provide the Customer with a detailed explanation of the competitive Connections market and ICPs that may be available in their Distribution Services Area.*

*4.3.3 In addition, each DNO will ensure that its website contains consistent and clear information for Connection Customers that enables them to access the competitive Connections' market.*

*4.3.4 Where the Customer makes a request to the DNO for a Connection in a Relevant Market Segment, the DNO shall provide the Customer with a Convertible Quotation. The Customer can either accept the Convertible Quotation or provide the Point of Connection to an ICP in order to obtain a competitive quote for the Contestable Works. The Customer can then choose whether it wants the DNO or an ICP to carry out all or some of the Contestable Work.*

*4.3.5 As part of producing a Convertible Quotation the DNO will determine:*

- the Point of Connection to its Distribution System;*
- whether any reinforcement of the existing Distribution System is required;*
- whether part of the Distribution System needs to be diverted;*
- the Convertible Quotation the DNO issues shall contain details of:*
  - *the charges for the Non-Contestable Works;*
  - *the charges for Contestable Works;*
  - *the work and costs of providing the new Connection; and*
  - *the options the Customer has for accepting the quotation or progressing with an ICP.*

*4.3.6 The charges for the Non-Contestable Works in a Convertible Quotation shall be comparable irrespective of whether an ICP or the DNO undertakes the Contestable Works.*

#### **4.5 Determining whether ICP can undertake assessment of POC**

*4.5.2 The DNO will publish circumstances, and the reasons why, where an Accredited ICP cannot undertake the assessment of the Point of Connection. The ICP will be unable to determine the Point of Connection because the DNO:*

- *has not made sufficient information available; and/or*
- *has stated that only it can undertake the assessment.*

*4.5.3 Circumstances where Accredited ICPs can elect to determine the Point of Connection to the DNO's Distribution System are likely to be where:*

- *the load to be connected can be assessed by the ICP;*
- *the DNO is able to make available all of the information required to make the assessment;*
- *the ICP holds the appropriate accreditation; and*
- *there are no interactive projects that would affect the ability to assess the Point of Connection.*

#### **4.6 DNO Input Services where the ICP determines the POC**

*4.6.1 The DNO will make available access to such information as the ICP is reasonably likely to require in order to assess the Point of Connection. This information will be available on an equivalent basis as it is to the DNO, normally on a 24/7 basis. The information will enable ICPs to either:*

- self-select a Point of Connection in combination with the Standard Design Matrix (see section 4.9 below); or*
- carry out assessment and design of the Point of Connection using the DNO's standards and process utilizing the technical competency of the ICP's design team (see sections 4.10, 4.12 and 4.15 below).*

*4.6.2 Such information may include, where appropriate:*

- *geographical network records showing the location, size and type of assets;*
- *load information for the Distribution System, including guidance on the rules to be applied when allocating demand diversity of new and existing Customers to circuits; and/or*
- *relevant design standards and documents (e.g. the Energy Network Association's engineering recommendation G81).*

#### **4.9 POC assessment Using Standard Design Matrix**

*4.9.1 Some Point of Connection designs can be determined using a Standard Design Matrix. To facilitate this, the DNO shall publish an up-to-date Standard Design Matrix for use by the ICP. Figure 3 below sets out the key process steps in using the Standard Design Matrix.*

*4.9.2 To allow the ICP to use the Standard Design Matrix the DNO will provide the following;*

- *the process to be applied when using the Standard Design Matrix;*
- *a Standard Design Matrix that will assist in assessing the capacity that can be connected to an existing network;*
- *capacity data to be used within the Standard Design Matrix; and*
- *geographical network data to allow the ICP to check where the Point of Connection is to be located on the DNO's Distribution System.*

#### **4.10 POC assessment by using the technical competence of the ICP**

*4.10.1 For some Points of Connection not covered by 4.9 a higher level of technical competence will be needed due to additional requirements of the capacity required or the DNO's network constraints. In these situations the ICP designer will have to utilise the DNO's records and standards to achieve a Point of Connection that can be used.*

#### **4.11 Information Exchanges**

*4.11.1 The ICP and DNO shall each use their reasonable endeavours to exchange information required to determine the Point of Connection. The information from the ICP will be provided at the following stages:*

- *Point of Connection Notice – when the ICP commences investigating a Point of Connection;*
- *Point of Connection Issue – when the ICP issues a quotation to a Customer; and*
- *Point of Connection Acceptance – when the Customer accepts the quotation issued by the ICP.*

*4.11.4 The DNO will ensure that all relevant information is made available to the ICP either on-line or on request.*

Market Segment	Self Determination Available	Comment	Volume of DNO Quotes Issued	Volume of SLC15 Quotes Issued	Number Self Determined by Standard Design Matrix	Number Self Determined by Technical Competence
LV						
HV						
EHV						
132kV						
DGLV						
DGHV						
Unmetered						

DRAFT

#### **4.13 Connection Design**

*4.13.2 In designing the Connection the ICP shall take account of any reasonable requirements of the DNO, and all of the DNO's design standards in place at the time. All relevant design standards and specifications, such as G81, will be made available.*

*4.13.3 Where the Connection Works are to be adopted by an IDNO, the DNO shall not require unduly onerous boundary requirements between the IDNO's network and the DNO's Distribution System. Where the DNO requires additional assets to be provided at the boundary (other than those it would require if it was connecting the Connection Works to its own Distribution System) the DNO shall set out the reasons.*

#### **4.14 Use of Link Boxes for LV Connections**

*4.14.1 Where a link box is required at the connection boundary between the DNO's Distribution System and the network of an IDNO, the link box shall be considered to be in addition to the Connection's minimum scheme (as described in the Connection Charging Methodology and Statement):*

- *where the link box is requested by the ICP or the IDNO, the link box will become the property of the IDNO;*
- *where the link box is requested by the DNO, the link box will become the property of the DNO; and*
- *The cost of providing the link box will be funded by the party that is to own the link box (as described above).*

#### **4.15 Boundary Metering**

*4.14.1 Where the DNO requires boundary metering to be fitted between the DNO's Distribution System and the network of an IDNO, then the boundary metering and the accommodation for such metering shall be considered as being in excess of the minimum scheme (as described in the Connection Charging Methodology and Statement).*

*4.14.2 In such circumstances, all costs covering boundary metering, including any related costs such as legal advice, must be funded by the DNO.*

## 4.16 Design Approval

*4.16.2 This section 4.16 does not apply to unmetered connections except where mains extensions are required.*

*4.16.3 DNOs will set out the criteria by which ICPs can carry out their own design approval.*

*4.16.4 Where an ICP, having met the criteria set out by the DNO, undertakes design approval of the Connection Works the ICP shall not require design approval from the DNO. However, the ICP may still ask the DNO to approve or validate the design.*

*4.16.6 Where the design approval for Contestable Works is to be undertaken by an Accredited ICP, the ICP shall nevertheless submit the approved design to the DNO for inspection. As construction shall not need to wait to commence, such inspection shall not unduly delay the ICP in carrying out its works. Such inspection shall not exceed the level of inspection the DNO employs in its own connection services. To assist the inspection, the DNO may request the ICP to provide additional information. Where the inspection identifies non-conformance with the DNO's design standards or there was an issue with the POC, the DNO shall notify the ICP of such non-compliances and any required corrective actions. The DNO shall be entitled to re-inspect the design following completion of the corrective actions by the ICP.*

*4.16.8 If the DNO has any concerns as to the competency of the Accredited ICP this must be highlighted to the NERS service provider and the ICP.*

Market Segment	Self Approval Available	Comment	Volume of SLC15 Designs Approved	Number Self Approved
LV				
HV				
EHV				
132kV				
DGLV				
DGHV				
Unmetered				

DRAFT



## 4.18 Construction Works

*4.18.4 All construction work must be undertaken based on the specifications and standards of the DNO (which will be made available).*

## 4.19 Final Connection

*4.19.1 The DNO shall set out the processes for facilitating the provision and registering of MPANs for premises that will connect to Connection Works that the DNO will adopt.*

*4.19.2 The DNO will provide this service in the same manner that it would provide to either a customer directly or its own business.*

*4.19.3 The ICP will be provided with any data or contact details of the DNO's MPAN creation team.*

## 5.2. Authorisations

*5.2.2. Training and / or authorisations relating to G39 authorisations accepted by a given DNO shall be accepted by other DNOs*

*5.2.3. The following options for authorisation of ICP employees will be available, subject to agreement between the ICP and the DNO in consideration of the type of work being undertaken and in accordance with the specific DNO requirements for each option and published on its website:*

### Option 1 - ICP authorisation of ICP Employees and Contractors

*5.2.4 ICPs shall operate under their own Safety Management System (SMS), including the ICP's Safety Rules, which shall be of an equivalent relevant standard to the DNO's (in all cases the SMS should align to OHSAS18001 or equivalent).*

*5.2.5 ICPs are responsible for determining the relevant competence requirements for the work to be undertaken and for the issue of an appropriate authorisation to their employees or contractors. The relevant competence requirements shall include any network specific issues identified by the ICP following consultation and communication with the DNO on whose Distribution System the work is to be carried out.*

*5.2.6 ICPs shall provide, if requested, details of their SMS to the DNO before first accessing the DNO's Distribution System.*

*5.2.7 ICPs shall thereafter provide, when required, reasonable information regarding their ongoing SMS to a requesting DNO.*

*5.2.8 The DNO will be entitled to carry out reasonable checks on the application of the relevant SMS to demonstrate so far as reasonably practicable to the Health and Safety Executive (or other interested parties) that safety assurance is in place for any ICP working*

*on its Distribution System.*

*5.2.9 Either party shall make available to the other relevant policies, operational processes, local information and procedures as required to facilitate safe working on a DNO's Distribution System. This may be in writing or by personal briefing as may be appropriate, but in all cases the information exchanged shall be recorded and such records must be held for future reference by each party.*

*Option 2 - DNO authorisation of ICP Employees*

*5.2.10 ICPs shall operate under the DNO's Safety Management System, including the DNO's version of the Model Distribution Safety Rules.*

*5.2.11 The DNO will determine the relevant competence requirements and issue authorisations to the ICP's employees or contractors.*

*5.2.12 The DNO will be entitled to undertake appropriate checks to demonstrate, so far as is reasonably practicable, that the ICP's employee or contractor has an appreciation of network hazards and local procedures.*

*5.2.13 The DNO shall take account of authorisations issued by other DNOs in order to minimise circumstances where repeat authorisation assessments are required for work on different DNOs' Distribution Systems.*

*5.2.14 The charges to get authorised must be cost-reflective and opportunities to be authorised must be available on a sufficiently frequent basis.*

*5.2.15 Each party shall make available to the other the relevant policies, operational processes, local information and procedures as required to facilitate safe working on a DNO's Distribution System. This may be in writing or by personal briefing as may be appropriate, but in all cases the information exchanged shall be recorded and such records must be held for future reference by each party.*

*Option 3 - Transfer of Control*

*5.2.16 The DNO shall transfer control of a specified part of its Distribution System for the purposes of the ICP's activity.*

*5.2.17 The ICP shall have full control of the specified part of the DNO's Distribution System and shall carry out the work in accordance with its own SMS, including its Safety Rules.*

*5.2.18 Each party shall make available to the other the relevant policies, operational processes, local information and procedures as required to facilitate safe working on the DNO's Distribution System. This may be in writing or by personal briefing as may be appropriate, but in all cases the information exchanged shall be recorded and such records must be held for future reference by each party.*

Market Segment	Option 1- ICP	Option 2 – DNO	Option 3 – Transfer of control	Comments
LV Works				
LV Operations				
HV Works				
HV Operations				
EHV Works				
EHV Operations				
Unmetered Works				
Unmetered Operations				

DRAFT

**6.2. Inspection**

*6.2.1. DNOs shall be entitled to inspect ICP works. However, DNOs should be mindful of their obligations in respect of competition in Connections, and should therefore consider appointing independent inspectors to undertake this activity. In any case, such inspection should not unduly restrict or delay the Accredited ICP from undertaking work and must be no more onerous than the quality assurance regime used for the DNO's own Connections' activities.*

*6.2.3. If the DNO identifies a non-conformance, the DNO shall specify what the non-conformance is and set out the corrective actions that need to be undertaken. On completion of the corrective actions, the ICP shall advise the DNO and the DNO shall be entitled to revisit the site and carry out a further inspection.*

	<b>Number of Inspections Made</b>	<b>% of inspections made</b>	<b>No of Connections made</b>	<b>Comments</b>
DNO				
ICPs				

**7.2 Land Rights**

*7.2.1 The DNO will publish criteria which trigger the need for Land Rights relating to assets they will adopt or require access to, which shall be no more onerous than those it would seek for its own Connections activities.*

*7.2.2 Subject to and in accordance with the terms of the agreed and applicable incorporated process, the IDNO will be able to negotiate on behalf of the DNO where IDNO and DNO dual use land right agreements are required so that they can secure the rights required for the connection and extension of the network.*

*7.2.3 DNOs shall provide model standard Land Rights documentation for use by ICPs. The ICP may prepare the legal documentation for the Land Rights for the signature or authorisation of the DNO.*

## 7.4 Adoption

*7.4.1 Once the Connection Works are energised, the DNO will adopt those network assets that are to form part of the DNO's Distribution System as per the design, under an Adoption Agreement.*

*7.4.2 The ICP will provide the DNO all as-laid drawings and test certificates as specified by the DNO. This information should be no more onerous than the information provided by the DNO's own Connections' activities.*

*7.4.3 The information may be provided electronically in a timescale similar to that of the DNO's own activities. Failure to provide the correct information in the timescale required will result in a referral to the NERS service provider for investigation.*

*7.4.4 DNOs will update new asset records into their graphical information system (GIS).*

## 9. Reporting Requirements

*9.1. Each DNO shall publish an annual report by the end of September each year to demonstrate their compliance with this code of practice. This report shall include reporting on the volume of inspections by the DNO on connections completed by all parties (including the DNO's own business or affiliates and competitors).*

*9.2. The report will include such detail on processes and procedures and available metrics to demonstrate the DNO is providing the equivalent level of service to independents as to them undertaking connection activities themselves for each of the Input Services.*

## 10. Dispute Resolution

*10.1. The DNO's complaints process will be used where any party considers that a DNO is not meeting their obligations under this code of practice. The complaints process will include appropriate levels of escalation within the DNO organisation. Each DNO shall publish their complaints resolution process on their website.*