



CE Electric UK

ICP Live Jointing Requirements Unmetered Connections

Summary of requirements to
facilitate ICP live jointing on
unmetered connection schemes
involving service transfers and
disconnections

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CONTENTS

| | |
|--|-----------|
| 1. Introduction..... | 3 |
| 2. ICP Unmetered Live Jointing Trial Entry Requirements | 5 |
| 3. ICP Safety Management System | 5 |
| 4. CEUK ICP Live Jointing Authorisation Process | 10 |
| 5. ICP Unmetered Live Jointing Scope of Works..... | 11 |
| 6. Unmetered Live Jointing Trial – Operating Procedure..... | 13 |
| 7. Unmetered Live Jointing Schedule of Non-Contestable Activity And Costs ... | 17 |
| 8. ICP Live Jointing Operational Management Process | 18 |
| 9. Incident Control Process | 18 |
| Appendix 1 – Schedule of Non-contestable Activity And Costs | 20 |
| Appendix 2 – Unmetered Live Jointing Process Overview Flow Diagram | 21 |
| Appendix 3 – Daily Whereabouts Report..... | 22 |
| Appendix 4 – Completion & Handover Certificate | 23 |

1. Introduction

1.1. CEUK ICP Unmetered Live Jointing Trial

CEUK and its licensed businesses YEDL & NEDL have a statutory obligation to manage all safe working and access to their distribution networks. To facilitate increased competition in connections Ofgem has asked that we enable Independent Connections Providers (ICPs) to undertake live LV jointing of service transfers and disconnections on existing unmetered street furniture connections (e.g. public lighting columns and traffic signs).

All live LV jointing is currently non-contestable work. The mechanism by which CEUK intends to investigate the opening up of this non-contestable activity to competition and offer ICPs access to it, is through a CEUK controlled live jointing trial.

This unmetered connection live jointing trial will run in parallel with the ongoing trial we have in place for metered housing connections and where ever possible will have common requirement with those detailed in the current ICP Live Jointing Trial - Housing Requirements Document.

It should be noted that in offering both of these trials, ICPs may now apply to undertake these works for a client, often in direct competition with CEUK's offer to that client. The customer therefore is given choice.

We intend to offer the unmetered connection trial in both the YEDL/NEDL distribution services areas. Take up will however be dependant on the demand from participating ICPs and the availability of suitable programmes of work from their respective clients.

This document has been prepared to give guidance to ICPs on CEUK's requirements for allowing access to live LV jointing on its LV distribution network. Also the regime of audits and inspections that the ICP must succeed in passing, in order to progress to the point of having minimal supervision and intervention from CEUK.

ICPs should note that CEUK aims to apply an "all or nothing" approach to approving sites for ICP live jointing. An ICP should not expect CEUK to undertake any contestable service transfer and disconnection work on an unmetered connection scheme approved for live jointing.

CEUK intends to work closely with all participating ICPs to develop these requirements through experience of the trial and to give those ICPs with the auditable capability of managing and undertaking live working the opportunity to progress to higher levels of access and lower levels of periodic audit.

This initial version of CEUK requirements is intended to establish a baseline which allows all ICPs reasonable access to participate in the trial, without increasing risks to the safety of any person working on CEUK's distribution network, to any CEUK customer's supply or to the distribution network itself.

1.2. Statutory Obligations

There are two Statutory Instruments that legislate on the construction and operation of electricity networks or installations. The Electricity Safety, Quality and Continuity Regulations 2002 were introduced in January 2003 and replaced the Electricity Supply Regulations, which were revoked at that time.

1. The ESQC Regulations are specifically written for generators, distributors, suppliers and meter operators.
 - Regulation 3 states that distributors shall ensure that their equipment is (a) sufficient for the purpose for and circumstances in which it is used: and (b) so constructed, installed, protected (both electrically and mechanically), used and maintained as to prevent danger, interference with or interruption of supply, so far as is reasonably practicable etc.
 - Regulation 25 states, inter alia, that no person shall make or alter a connection from a distributor's network to a consumer's installation, a street electrical fixture or to another distributor's network without that distributor's consent, unless such consent has been unreasonably withheld etc.
2. The Electricity at Work Regulations 1998 was brought into force to provide an environment safe from electrical hazards in all workplaces.
 - Regulation 4 requires that every work activity shall be undertaken in such a way as not to give rise, as far as reasonably practical, to danger.
 - Regulation 16 requires that any person who may be exposed to the risk of danger shall have adequate technical knowledge or experience, or be under a degree of supervision.

Both legislative documents require a **safe system of work** to be in place to manage work activities on electrical networks.

The main elements of such a safe system of work are:

- Management of Work Activities
- Identification of Roles and Responsibilities
- Training, Competence and Authorisation of Staff
- Risk Assessments and Method Statements
- Monitoring and Supervision
- Accident Prevention and Investigation
- Continual review

It is implicit within the regulations that the policy and procedures that relate to a safe system of work shall be written, clearly and unambiguously, communicated to all staff and regularly reviewed and updated. All documents shall be controlled and individual policies and procedures shall be approved.

All ICPs shall have a safety management system (SMS) which fulfils the requirements of the Electricity Safety, Quality and Continuity Regulations and the Electricity at Work Regulations and this SMS shall be approved by Lloyds under the National Electricity Registration Scheme (NERS) before any ICP jointers are authorised for live working on CEUK networks.

2. ICP Unmetered Live Jointing Trial Entry Requirements

2.1. ICP Organisation

Before an ICP can enter the CEUK unmetered live jointing trial, the ICP organisation must have the following approvals in place:-

- ICPs must be approved under the Lloyds NERS for the activities being undertaken.
- ICPs must have an SMS that has been approved by Lloyds.
- The ICP nominated authorising officer will identify competent individuals and “authorise” them for live working on behalf of the ICP.
- The ICP nominated authorising officer will recommend the named individuals to CEUK Safety for authorisation to work on the CEUK LV distribution system.
- ICPs must have a valid CEUK Network Access Agreement for live working in respect of whichever of the two distribution services areas we have allowed access for them to operate in.
- ICPs must employ qualified supervisors to oversee sites where live LV jointing is to be undertaken.

2.2. ICP Employees

- Individual staff employed by ICPs, or their nominated contractors, to undertake live LV jointing must be certified as competent for the activity under the ICP’s own SMS.
- Individual staff must be initially authorised by CEUK in respect of its own distribution safety rules (DSRs) for Network Access Agreement level 1 and 2.
- Individual staff must be “authorised” by the ICP in respect of its own DSRs for Network Access Agreement level 3.
- The DSRs authorisation issued by CEUK will be restricted and dedicated to the allowed live jointing practices specified in this document.
- Individuals must be in possession of a NERS “passport” for live LV working.
- Nominated individuals must complete trade testing where required to do so by CEUK.
- Authorisation certificates and DSRs must be retained in the possession of the authorised person and carried at all times on site.

3. ICP Safety Management System

3.1. Safety Policy & Procedure Document Control.

The ICP shall have a safety policy statement that relates directly to the SMS.

The person/s responsible for producing health and safety documentation on behalf of the ICP and its subcontractors shall be clearly identified. The individual/s shall have sufficient knowledge and experience to be able to effectively execute their duties.

The SMS shall specify the procedure to control the issue of safety related documents (internally & externally produced) including a defined distribution list, signature for receipt, identification and withdrawal of superseded documents. Responsibility for reviewing the effectiveness of the SMS internal policy and procedures shall be clearly identified and records maintained of reviews. A review of the ICP's procedure will be undertaken periodically by Lloyds in order to satisfy themselves that the ICP's live jointing accreditation is still valid. CEUK reserve the right to periodically inspect the ICP's SMS documentation and procedures and to audit their application on site at any time.

CEUK will take into account any securing by ICPs of OHSA 18001 accreditation for their safety management systems or ISO 14001 for their environmental management systems in determining the need for its own audit of the SMS.

3.2. Risk Assessments and Method Statements

A procedure shall be put in place by the ICP or its contractors for undertaking and documenting generic and site-specific risk assessments.

The risk assessments must address safety issues with respect to the work being carried out at each site. A risk assessment of electrical danger must always be completed and documented before commencement of live jointing at each work zone.

Site-specific risk assessments must be reassessed each day that live working activity is to be undertaken to ensure that any change in environment or any new risk is identified and the control measures remain relevant.

Staff undertaking risk assessments shall be trained appropriately and all risk assessments must be documented with records maintained in line with the ICP's SMS.

3.3. Personal Protective Equipment (PPE)

The ICP shall have a procedure in place to ensure that suitable PPE is made available for the work being carried out for both directly employed and sub-contract staff. The procedure shall also clearly identify how the suitability of electrical safety PPE is to be assessed and approved, in line with industry best practice.

PPE must be maintained in good condition, correctly used and routinely inspected. Records shall be kept of PPE issue together with routine inspections undertaken and any comments on condition.

ICPs must consult with CEUK Safety on alternative PPE to that approved under CEUK DSRs during the initial authorisation stages of the trial. CEUK will not, however, formally "approve" any alternatives preferred by the ICP under its own procedures.

3.4. Control of Electrical Safety Tools and Insulated Equipment.

The ICP shall have a procedure in place for the control of tools and test equipment used for the work to be carried out for the purpose of providing a safe environment for operatives. The procedure shall cover routine inspection, testing and replacement of tools.

The procedure shall identify the responsibility for the approval, supply, control and issue of tools and equipment used by directly employed and sub-contract staff.

The methods used to assess the suitability of tools and equipment by the ICP shall also be identified. The responsibility for carrying out routine inspections and formal testing / calibration shall be identified, together with the test standards to be used. A suitable register shall be maintained identifying test equipment by unique serial numbers, together with details of the location where the equipment is held or the individual to whom it has been issued. The register shall also record dates of routine inspections and calibrations, together with comments on condition and a repair history.

The procedure shall identify how tools and equipment shall be stored to prevent damage or deterioration both in a depot and whilst in transit in or on vehicles. Provision must also be made for tools and equipment that are not fit for service to be held in quarantine, which must be a separate area to serviceable tools and equipment, and not generally accessible to operatives. The procedure shall also identify how tools and equipment that are no longer serviceable are to be replaced.

ICPs may consult with CEUK Safety on alternative tools and insulated equipment to those approved under CEUK DSRs. CEUK will not, however, formally “approve” any alternatives preferred by the ICP under its own procedures.

CEUK reserves the right to inspect the safety tools and insulated equipment in use during any live working activity and make comment or recommendations to the ICP and Lloyds on its findings.

3.5. ICP Authorisation & Assessment Process.

CEUK DSRs define a competent or authorised person as someone with adequate training, experience and knowledge who has been assessed and authorised in writing to undertake specific tasks on electrical plant or equipment. Where an ICP recommends a person for authorisation under CEUK DSRs, the ICP should provide sufficient evidence to support the recommendation.

The ICP shall have a robust procedure for authorising individuals to work live on LV network assets on its behalf. The selection process must identify minimum levels of knowledge, training and experience that are required and shall assess candidates in a structured way against a set of specified criteria. The training in live jointing skills shall be provided by a recognised training establishment or cable manufacturer. The selection process must be fully documented and records maintained for all individuals, even if they are unsuccessful.

3.6. ICP Employee Training

The ICP shall have in place procedures for the provision of training to staff to be authorised for undertaking live LV jointing and also the management of live LV working.

The method of providing training shall be identified and evidence of training certificates is to be made available on request.

The ICP shall have procedures in place to periodically review an individuals' authorisation, taking into account the frequency and experience of actual live jointing undertaken.

No person must be in the process of being trained or providing training whilst carrying out live working on the CEUK network.

3.7. ICP Authorisation Procedure & Records

A written procedure shall be in place for the assessment and authorisation of staff. The procedure shall identify the responsibilities of the Assessing Officer and Authorising Officer under the Electrical Management System (EMS). It must be demonstrable that the authorisation process is free from commercial pressure.

The Authorising Officer shall be provided with the candidate's SMS assessment file, which must include the signed recommendation for authorisation. The Authorising Officer must satisfy themselves that the candidate has the necessary competence and ability to work safely on or near the relevant distribution networks and that the candidate understands the limitation of the authorisation being given before also signing to certify their approval.

The limit of the authorisation must be clear and a validation period shall be defined, the recommended maximum permissible period being three years, with an annual review to ensure that the duties and activities performed within the review period are commensurate with the assigned authorisation/competence. In the event that the authorised person has not performed the responsibilities for which they have gained the authorisation within the review period, the authorisation/competence should be considered for withdrawal or additional test / assessment performed in order to reinstate the authorisation level. This would be equally applicable to craftsmen, for instance a joiner who may not have performed a particular joint type for which they had an authorisation within the review period. Under such circumstances it would be necessary for them to perform such a joint under supervision to regain authorisation.

3.8. ICP Sub-Contractor Management

An ICP shall have a policy in place that describes the control and use of subcontract staff.

An ICP cannot discharge all responsibilities for live working to a sub-contractor, since it must at all times act as the principal body undertaking the live working and remain responsible for issuing and removing individual authorisations where appropriate.

Sub-contractors must fully comply with the principal ICP's policies, procedures and SMS, either through compliance with their own NERS approved SMS or through full integration into the ICP's organisation as an employed "labour-only" contractor. All sub-contractor staff employed by an ICP for live jointing shall be subject to the same safe working inspection and quality audit regime required of the principal ICP and their current Network Access Agreement.

The control of work undertaken by sub-contractors and its supervision should be the same as if for the ICP's own staff undertaking similar works. The sub-contractor

employees will be required to possess NERS passports and appropriate ICP and CEUK DSR authorisation.

3.9. ICP Site Monitoring and Audit

Routine day to day monitoring of all live jointing activity shall be carried out as an inherent duty of the ICP's qualified supervisor, who must possess NERS accreditation for the role.

A procedure shall be in place which describes the responsibility for and the process of how site safety management system monitoring is undertaken for qualified supervisors, directly employed staff and sub-contract staff. The responsibility for undertaking site monitoring and formal site audits shall be identified and the staff assigned these duties shall have the necessary knowledge and experience. The frequency of formal site authorisation audits shall be defined and a programme produced to ensure that all individuals are audited within a review period, which shall be a maximum of one year. Account should be taken of the schedule and frequency of audits planned by CEUK as set out in **Appendix 1 Schedule of Non-Contestable Activity and Costs**.

The review period will be shorter for newly authorised staff or those jointing on the CEUK network for the first time.

The procedure shall outline a range of remedial actions that are matched to the severity of any non-conformances that are identified during site audits, which may include retraining, increased frequency of site audits or both. Site audits shall monitor the level of conformity with the SMS and include detailed inspections of: work instructions, method statements, site-based risk assessments, safety documents, safety clearances, electrical tools and test equipment. The procedure shall contain a sample audit sheet together with a non-conformance close-out procedure and a process for monitoring trends of quality and safety. A review process shall be in place, which monitors the overall effectiveness of the audit procedure. Records shall be maintained of audits, audit findings, close-out actions and reviews.

3.10. Accident Investigation and Reporting

A procedure shall be in place that describes the responsibility for accident investigations involving the distribution system, relevant safety rules or the SMS and the manner in which they are investigated and reported. These procedures should also demonstrate compliance with the Electricity Safety Quality and Continuity Regulations.

All accidents, incidents and near misses shall be investigated by the ICP. All such investigations involving the CEUK distribution system shall be reported to CEUK Group Safety Team and then to Lloyds. Incidents that require reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) shall be notified to the Health and Safety Executive by the ICP with a copy to CEUK Safety.

Responsibilities within the organisation shall be identified and the level of an investigation shall be commensurate with the severity of the incident. In all cases the person undertaking an investigation or leading a panel of enquiry shall have sufficient knowledge and experience to undertake these duties.

CEUK Safety shall be given the opportunity to attend all panels of enquiry involving the distribution network. The methods shall be identified for recording accident investigations and the responsibility for ensuring both that enquiry recommendations are implemented and reviewed and that learning points are communicated to managers and employees.

4. CEUK ICP Live Jointing Authorisation Process

The key stages within CEUK's live jointing authorisation process are set out below and apply to jointers and jointers' mates:-

1. ICP has achieved Lloyds accreditation under the National Electricity Registration Scheme.
2. ICP can demonstrate a documented SMS is in place.
3. ICP carries out competency assessment and approval of a jointer for its live jointing procedures.
4. ICP nominates jointer for CEUK DSR restricted authorisation, with supporting evidence of competency, ICP approval and NERS passport, to CEUK Safety section.
5. CEUK reserve the right to undertake a trade test on the skills of the jointer(s) associated with relevant work on CEUK's network. This should not normally be required since the ICP should always provide sufficient evidence of their competence. If insufficient evidence is presented, CEUK also reserve the right to reject the request for authorisation or charge the ICP for any trade test undertaken.
6. CEUK Safety section issues a restricted unmetered connection live jointing version of its DSRs and authorisation certificate, which will be valid for three years.
7. CEUK will undertake an initial safe working and DSR compliance audit know as an "Authorisation Confirmation" audit on the first programmed live jointing undertaken by each ICP jointer, generally in line with the schedule presented in **Appendix 1**. This initial audit should also be attended by the ICP responsible person, so that confirmation of compliance with the ICP's own method statements can be assured.
8. Any non-compliance of CEUK DSRs will result in immediate suspension of an individual person's authorisation and any current live jointing activity pending formal investigation.

4.1. Suspension of Live Working

CEUK reserves the right to suspend any ICP live jointing activity which is in progress, where it believes that there is a significant and unavoidable danger to any person. Suspension of activity may also take place where there is risk of significant damage to CEUK distribution network assets, or unplanned interruption to CEUK customers'

supplies. Any such suspension of activity by a CEUK responsible person will be promptly reported to CEUK Safety and to the ICP's nominated qualified supervisor for the site.

Suspension of an individual's jointing activity will normally be imposed by the immediate withdrawal of their DSRs on site. This will be followed promptly by a written confirmation of the action from CEUK Safety. Lifting of an individual's suspension should normally follow as a recommendation from the incident investigation and the return of DSRs to the individual.

Suspension of all live jointing on a site should normally only occur as a result of the initial joint investigation by the CEUK responsible person & the ICP's qualified supervisors and should be followed promptly by written confirmation from CEUK Safety. Lifting of a suspension of all live jointing should normally follow as a recommendation from the incident investigation, and be confirmed in writing by CEUK Safety.

5. ICP Unmetered Live Jointing Scope of Works

5.1. The Scope of Live Jointing Work Permitted

Two levels of access to unmetered connection live LV jointing will be recognised in the CEUK Network Access Agreement, available to ICP organisations who meet the required entry criteria as presented in **Appendix 1**.

A Network Access Agreement shall be signed by both the ICP and CEUK's nominated representatives, before any site is to be accepted as an ICP live jointing site. The "access level" schedule within this agreement will be updated to reflect the current agreed status of the ICP organisation.

In addition to the general restrictions on the types of site allowed within each access level, site-specific limitations on live working activity may also be applied as part of CEUK's approval of the ICP's contestable work design.

5.1.1. Standard Requirements Across All Access Levels

- ICP live jointing on unmetered connection is limited to work on existing live unmetered service connection cables which are in sound condition up to a safe jointing and repair distance from the connection to the existing CEUK live LV main. This includes unmetered connects fed via time or photo-electric switched supplies from CEUK live mains or substations.
- The ICP's live working SMS shall ensure that any other CEUK network assets (dead or live) that exist within the working zone are clearly identified and avoided.
- Operational responsibility for and control of network assets to be worked on live must be clearly understood before commencement of work.
- On-site handover of operational responsibility and CEUK adoption of newly energised ICP installed LV unmetered service connection cables must be confirmed by exchange of the "Completion & Handover Certificate" duly signed by the ICP's

responsible person and returned to CEUK's records information centre on completion of the approved programme of works.

- All assets physically connected to the CEUK network must be taken as being under the operational control of CEUK Network Operations.
- CEUK reserves the right to trade test and audit individual ICP authorised operatives in performance of these tasks. All such audits and trade test shall follow standard procedures and be undertaken by competent CEUK staff or appointed agents.
- The ICP should plan and manage the approved programme of works to undertake dead LV jointing wherever possible in order to demonstrate compliance with Regulation 14 of the Electricity at Work Regulations 1998.
- In compliance with Regulation 14 of the Electricity at Work Regulations 1998, CEUK will offer a service to provide operational isolation and restoration of sections of unmetered connections for planned work potentially involving multiple live jointing activities by an ICP where this can be undertaken without reasonable disruption to existing customers' supplies and it is safe to do so. The ICP must formally request and pay for this service in advance during the programme of work approval process.

5.2. Permitted Unmetered Live Jointing Working Procedure Guide

The following are the only two permitted ICP live jointing procedures allowed within an unmetered connection programme of works:

1. "Service Disconnection"

The opening up, disconnection and then the installation of a permanent insulated end on an existing or ICP installed single phase unmetered connection service cable.

2. "Service Transfer"

The opening up, disconnection and then the installation of a permanent straight joint from an existing single phase unmetered connection service cable to a newly installed and terminated unmetered connection service.

NB - During the service transfer procedure the opened up and temporarily disconnected live service cable should be not be left unattended at any time and should be suitably protected from electrical and mechanical danger throughout. Where the service transfer activity cannot be completed within two hours of the existing live cable being opened up, a permanent insulated end should be applied.

The ICP must document and apply it's own detailed method statements and a SMS to cover these procedures, which shall then be applied at all times on site.

- The range of allowed live jointing work tasks are described in the following table. The ICP shall have documented working procedures covering all these defined tasks and these shall be applied on site at all times.

| Permitted Live Jointing Tasks | Description | Asset |
|--------------------------------------|--|--|
| Testing for dead | Testing of single phase service cables prior to fitting cut-outs to dead cables only | Single-phase concentric XLPE sheathed service cables greater than 4mm Cu equivalent csa conductor. |
| | Testing dead single phase cables for continuity and insulation prior to connection and energisation. | Single-phase concentric XLPE sheathed service cables greater than 4mm Cu equivalent csa conductor. |
| Testing for live | Opening up and testing existing service cables for the required voltage; polarity and earth continuity prior to the electrical disconnection of the service from the source LV supply. | Single-phase paper lead, XLPE or plastic sheathed service cables, more than 1 service joint distance from its connection to an existing LV main, with visible continuity to an existing unmetered street furniture service connection. |
| | Testing, for voltage presence, polarity, and earth loop impedance on completion of service transfer jointing activity. | <ul style="list-style-type: none"> • CEUK approved Street lighting cut-outs |
| Live jointing | LV single phase service to service straight joint | Single-phase paper lead, XLPE or plastic sheathed service cables, more than 1 service joint distance from its connection to an existing LV main, with visible continuity to an existing unmetered street furniture service connection. |
| | LV single phase service insulated end | |

6. Unmetered Live Jointing Trial – Operating Procedure

6.1. ICP Requirements to Access the Trial

For participation in the unmetered connection Live Jointing trial the ICP should have:-

1. secured individual CEUK DSR authorisation for those jointers due to undertake live jointing works.
2. sign onto the CEUK Unmetered Live Jointing Network Access Agreement and Adoption Agreement.
3. have passed a “credit risk assessment” permitting the use of their company orders for all due payments.
4. signed onto/comply with the CEUK Unmetered Live Jointing Requirements Document.
5. provided evidence of NER’s accreditation for the live jointing activity to be undertaken.
6. provide the name and contact details of the ICP’s responsible person (for safe systems of work and authorisations).

To facilitate ICP access to the trial and preparation of connection design proposal for each programme of works, CEUK will provide detailed LV mains records for the locations and existing unmetered connection points involved on request. Longer term,

it is expected that access to the relevant GIS and records information data systems in YEDL & NEDL will be made available.

6.2. Unmetered Live Jointing Scheme Selection Process

In general all unmetered connection schemes which involve at least five live service transfers and disconnections will be open to entry into the unmetered live jointing trial. However, it should be noted that where the total number of live jointing connections the ICP is intended to undertake in the overall programme of works remains very low, is widely dispersed or the timescale for the activity is un-predictable, the initial setup and QA costs may seem prohibitive.

It is therefore recommended that unless the ICP is able to commit to a volume of ICP live jointing activity which exceeds 50 connections and can be sustained for more than one month in the year to allow progress beyond Access Level 1, as shown in **Appendix 1**, then participation in the trial is not recommended.

ICPs wishing to participate in the unmetered live jointing must make clear their request in writing along with their request for design approval of the proposed connection scheme supporting the overall programme of works.

This programme of work will be used to estimate the number of safe working and asset installation audit visits required for the ICP's current achieved Access Level.

It should be noted that participation in this trial should not encourage live jointing activity where is not necessary. The ICP's proposed programme of works should seek to minimise the overall number of live jointing activities where it is safe and economic to do so.

6.3. Unmetered Live Jointing Trial Process Overview

The following describes the key stages in the process for seeking approval for a live jointing unmetered connections programme of works or individual scheme. A process flow chart to support this is presented in **Appendix 2**.

1. The application for a new unmetered connection scheme to be included in the live jointing trial should be submitted to our Unmetered Live Jointing Trial Co-ordinator at Dewsbury, where it will be logged in the enquiry management system CDA. This should consist of a design showing the detailed proposal of unmetered connection requirements for the whole scheme (including any proposed new non-contestable connections to existing LV mains) using CEUK mains records and the schedule of non-contestable unmetered connection charges. The proposal will include a self assessment of the corresponding non-contestable costs to established and estimated programme cost. This proposal will be know as the proposed "programme of works".
2. The programme of works should ideally relate to a quantity of defined unmetered connection activity in a given geographic location or collection of streets, having connection work dates within 30 days of each other. Larger schemes maybe broken down into smaller programmes of work along this basis.

3. The programme of works pack should contain the following information:-
 - The scheme summary details should consist of:
 - location (area/streets/postcodes).
 - PLA.
 - scheme name and client project number.
 - each lighting or street furniture reference number involved
 - contacts.
 - TMA notice references for each connection.
 - proposed start and finish on site date.
 - total number of PL transfers (ICP Live).
 - total number of disconnections (ICP Live).
 - total number of new connections to existing LV mains (CEUK Live).
 - total increase/decrease in connected load on completion of the scheme.
 - A company order covering the estimated cost of non-contestable charges for the scheme”.
 - The name of the ICP’s nominated responsible person and project co-ordinator.
 - The MPAN number of the end user customer responsible for the unmetered connections involved.
 - Confirmation of the party responsible for notifying CEUK of changes to the unmetered connection billing inventory.
4. If the proposed works only involve unmetered service transfers and disconnections which the ICP intends to undertake themselves, then the programme of works should be submitted (initially posted or e-mailed) to the nominated CEUK address four weeks before the required work dates. If however the programme of works includes non-contestable jointing such as new unmetered connections or connections to existing CEUK LV mains, then it should be submitted six weeks before the required connection dates.
5. The programme of works will be assessed by our unmetered Live Jointing Trial co-ordinator who will vet and technically approve the unmetered connection design proposal, make any necessary changes and the return it as an “approved design” with a confirmation of the actual non-contestable charges to be made against the ICP’s order. Where the variances are significant the Co-ordinator will contact the ICP’s designer to discuss and agree the changes.
6. Once the design has been approved and an invoice against the ICP’s order has been processed, the non-contestable works project will be authorised and released to our Connection Delivery Team and QA team to await notification of the required work dates from the ICP’s Daily Whereabouts Report as shown in **Appendix 3**, (submitted weekly).
7. If the project requires non-contestable jointing by CEUK staff, then a Connections Delivery team project co-ordinator will be appointed to liaise with the ICP’s own project co-ordinator. At least three weeks before the required work dates the Connection Delivery Co-ordinator should confirm by e-mail that actual CEUK jointing work dates have been scheduled or should be contacted to discuss and agree alternatives.

8. Connections Delivery Team may choose to assign the non-contestable jointing activity to any of the current contracted jointing resource service providers. This may include the ICP's own organisations if they are currently contracted by CEUK to provide these services. In using the ICP's own organisation, the commercial arrangements and contractual responsibilities for the provision of these services should remain unchanged.
9. Where CEUK non-contestable jointing works is required on the scheme, the ICP will still be responsible for undertaking all the associated highway excavation, signing and guarding and preparation of the joint hole ideally at least one day before the day of the work. This includes the serving of all required highway opening notices and all ongoing responsibility for reinstatement.
10. Where CEUK are only required to provide non-contestable QA services, the ICP's point of contact will be the QA inspection co-ordinator.
11. The ICP will complete and submit the Daily Whereabouts Report to the nominated QA Co-ordinator at least two weeks in advance of the ICP's unmetered live jointing activity or adoptable cable installation work.
12. Minor updates to this report may then be submitted to the QA co-ordinator no less than two days before the revised activity date but must also be supported with direct telephone communication with them on these changes.
13. The ICP may proceed with the works in accordance with the approved design and Daily Whereabouts Report.
14. The ICP is at all times responsible for the issue of all required highway opening notices, and for preparing and maintaining a safe working zone in the highway.
15. On completion of the agreed works the ICP will submit "as laid" mains records to CEUK Record Information Centre (RIC) within two days of the connection and energisation of those assets. Records of temporary unmetered service disconnection joints which are to be replaced within two days with a new service connection joint, do not need to be submitted unless this temporary arrangement overruns.
16. Mains records submissions will be sample audited by the QA Co-ordinator.
17. On satisfactory completion of the planned contestable and non-contestable connection works, all remedial works and the submission of as laid mains records, the ICP will submit to the QA Co-ordinator a signed Asset Adoption Handover form as shown in **Appendix 4** form for the whole scheme.
18. The QA Co-ordinator will sign onto this Asset Adoption handover form and return it to the Network Connection to file with the corresponding Adoption Agreement.
19. The CEUK Unmetered Live Jointing Co-ordinator will update the system CDA for non-contestable work completion and initiate a balancing invoice/payment for any approved variances or excess non-contestable costs incurred.

6.4. Control of the approved connection design proposal

With approval of the connection design and of the non-contestable costs, an invoice will be raised against the ICP's company order. The non-contestable works project will be then be authorised and released to CEUK's QA team and Connection Delivery team (only where non-contestable jointing is involved).

Confirmation of the design approval and project release will be sent via e-mail. This will include reference to the nominated QA Co-ordinator and Connections Delivery Co-ordinator where appropriate.

The approved connection design will be clearly stamped and dated as approved and will be returned by post.

Only the stamp approved design should be used in planning the connections activity. Any required changes to the approved design should be resubmitted to the Unmetered Connections Co-ordinator for re-approval and reauthorisation of CEUK non-contestable works project.

7. Unmetered Live Jointing Schedule of Non-Contestable Activity and Costs

The schedule of non-contestable costs associated with programmes of work submitted for participation in the unmetered live jointing trial, and how they should be calculated is presented in **Appendix 1**. This includes an indicative cost for CEUK to undertake the non-contestable jointing of unmetered service connections to existing LV mains, where these form part of the unmetered live jointing programme of works. It should be noted that these non-contestable jointing costs will differ from those presented in our Statement of Charges as the work content is different.

The schedule presented in **Appendix 1** will be subject to periodic change and so the current version will be made available and issued to participating ICPs.

Participating ICPs are expected to apply the schedule as part of preparing their unmetered connection design proposal and effectively self-quote the total CEUK non-contestable cost associated with it. In this way CEUK can limit its involvement to quote verification at design approval stage and so reduce the overall costs and timescale of the service.

The CEUK quotation offer will not be contractually made, until the ICP's own estimate has been verified in writing or e-mail by CEUK's nominated person. Minor variances to the ICP's estimate may be made without reference, however cost variance in excess of 10% of the ICP's estimate and corresponding company order, will normally be subject to discussion and agreement and where appropriate cancellation and renewal of the order.

8. ICP Live Jointing Operational Management Process

8.1. Operational Notification of ICP Live Jointing Activity

Following receipt and confirmation of the overall programme of works, ICP's QA Co-ordinator shall notify CEUK Network Operations Report Centre of the existence of an ICP unmetered live jointing scheme, using a standard report showing both the geographic and electrical network location. The report will also show the expected duration of the ICP live jointing site and the ICP's site co-ordinator contact details. Network Operations Report Centre will note the details so that they are automatically displayed to a dispatcher, if ever an incident or no supply call is tagged to the immediate vicinity or LV network associated with the ICP live jointing site.

Network Operations Report Centre do not require informing of each daily live jointing activity since their normal incident reporting and dispatch procedures currently manage the risk of staff working live on the LV distribution network in the vicinity of an operational event.

The CEUK QA Co-ordinator shall keep the Network Operations Report Centre informed of any changes to the duration of live jointing at the site, and also of when all live jointing has ceased. This will be confirmed after receipt of the ICP's final Completion & Handover Certificate as shown in **Appendix 4**.

8.2. Operational Handover and Adoption of Unmetered Service Connections

Operational responsibility for all assets and service connections connected and energised from the CEUK LV network will remain with CEUK at all times. Adoption of ICP installed assets will be deemed to have taken place as soon as they are connected physically or electrically to the CEUK distribution system whether live or dead at the time.

Handover of all ICP installed assets offered for adoption in the approved programme of works will be confirmed by the exchange of the Completion and Handover Certificate after the last connection has been completed, all as-laid records have been submitted to CEUK Records Information team and all QA remedial works have been completed.

Adoption of these assets will be retained, subject to all the requirements of Unmetered Connections Agreement having been met.

9. Incident Control Process

- For the purpose of this guidance an operational incident includes any encountered abnormal electrical condition or event causing electrical danger or unplanned supply interruptions arising from any person's actions or accidents involving assets connected to the CEUK network.
- For the purpose of this guide a "live" jointing activity is deemed to have commenced as soon as there has been any disturbance of the protective coverings of a cable which is connected to the CEUK network, (e.g. scoring for opening up of a PVC cable sheath).

- If an operational incident occurs during an ICP live jointing activity, normal CEUK operational control and incident investigations procedures will be initiated. The ICP's jointer on site or their supervisor should immediately suspend all live jointing work on the site and notify CEUK of the incident using the **emergency contact telephone numbers 0800 668877 for NEDL and 0800 375675 for YEDL** , providing all requested information to the operator. Unless requiring hospital treatment, the individuals involved in the incident and their supervisor should remain on site until the arrival of a CEUK authorised person, to assist with handover of responsibility and any remedial/repair work necessary.
- At the discretion of the CEUK's authorised person, and with the agreement of the ICP's responsible supervisor, the ICP may be allowed to resume any incomplete jointing activities where it is safe to do so and permitted under the ICP's & CEUK procedures.

Appendix 1 – Schedule of Non-contestable Activity and Costs

Appendix 1 ICP Unmetered Live Jointing Trial - Schedule of Non Contestable Activity and Costs
Version 06 - 11/08/2008

| | | | |
|---|--------------------------------|--|--------|
| Frame Work Adoption & Network Access Agreement | Standard Agreements | Per set of standard agreements (unmodified) | No Fee |
| | Non Standard Agreements | Additional cost per modified version of either agreement | £150 |

| Administration & Inspection | | Entry Level | Level 2 | Level 3 |
|---|--|--|---|----------------|
| Inspection Rate - % of requested units | | # The first 2 Live Jointing Jobs by each ICP jointer | 5% | 2% |
| Charges | *Administration, QA & Safety Inspection visits ** | £120 per job | £10 per unit £40 minimum fee per request | £7 per unit |
| | Additional Inspection Visits | £100 | | |

| CEUK Non Contestable Live Jointing To LV Mains | Rate |
|--|------------------------|
| Live service joint to LV main (2 man Team. ICP prepared joint hole & reinstatement) | ##£84-86 per hour |
| Typical Unit Rate based on 2 hours including travel. (Fixed price rates maybe agreed where volume & location criteria can be agreed) | £170 (indicative only) |

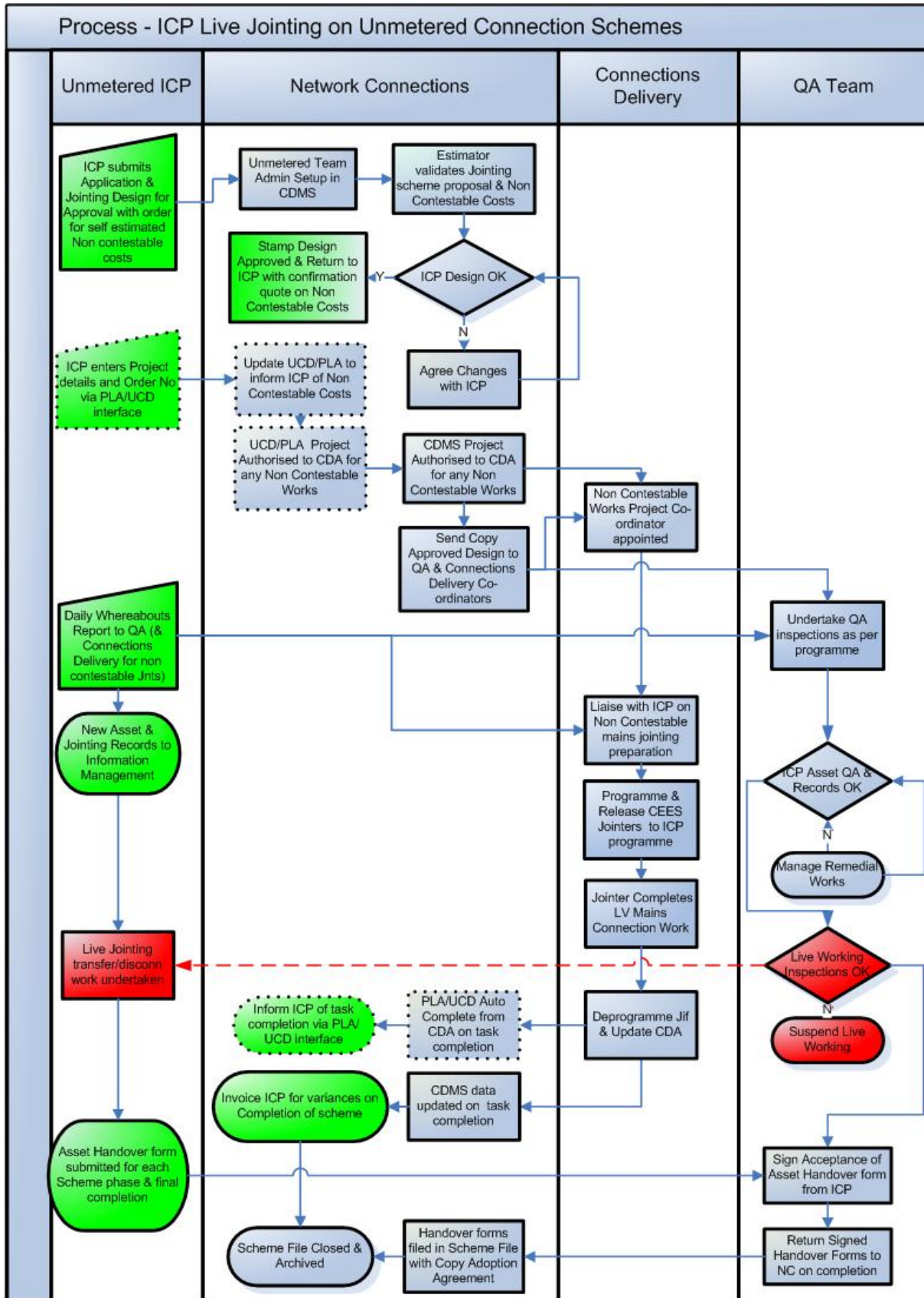
All cost are based on normal working hours. Premium rates of 150% for Sat & Evenings and 200% for Sun and Bank Holidays will apply These rates may vary, rates applying at the time of application will be charged.

* includes costs for administration of enquiry quote, payment, and adopted asset records management

** Reduced rates are proposed with the introducing of CEUK's webased online self quoting and call off request process. This will be driven by ICP demand # The Entry level audit visit will inspect the whole service transfer and disconnection job not just of the live jointing task

Rates vary slightly between licensed areas of YEDL & NEDL. Aborted visits will be charged at the corresponding rate for the planned activity.

Appendix 2 – Unmetered Live Jointing Process Overview Flow Diagram



Appendix 4 – Completion & Handover Certificate



COMPLETION & HANDOVER CERTIFICATE

NOTIFICATION OF COMPLETION

This certificate is issued in accordance with the Adoption Agreement between YEDL/NEDL and

(Company Name) _____

at Site Name & Location _____

I hereby certify that with effect from: Time: _____ Date: _____

the following section of works at the above location has been installed and commissioned in accordance with the agreement and that I have supplied all relevant information and records for the assets involved.

This section of works is now ready to be energised or because of its proximity to other apparatus must be regarded as energized, and is offered for adoption. Only the works described in this certificate and its attached schedules shall be undertaken on or near this section of works and any live working shall be undertaken in accordance with the current Network Access Agreement.

I can confirm that I have informed all relevant working parties and supervisors involved on this site that the works specified below are to be consider connected and/or energised from the YEDL/NEDL distribution network and that all future work shall be done in accordance with their procedures and agreements.

DESCRIPTION OF SECTION OF WORKS (attach corresponding Connection Call Off Form/s)

These are/are not (delete as appropriate) the final assets to be connected and adopted on this site.

Signed _____ For the Independent Connections Provider

ACCEPTANCE OF OPERATIONAL HANDOVER & ADOPTION

Being the YEDL/NEDL nominated responsible person for this site, I acknowledge receipt of this certificate and confirm that operational responsibility for this section of works transferred to YEDL/NEDL on the date specified above and is now subject to their operational control and agreed procedures. In accordance with the terms of the Adoption Agreement the assets described in this section of works are adopted.

Signed _____ For YEDL/NEDL

Time: _____ Date: _____