

SITE RESPONSIBILITY SCHEDULES

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PURPOSE AND SCOPE

The application of Safety Rules and operational procedures on **Equipment** at the operational interface needs to be consistent and easily understood by staff. The Grid Code requires National Grid Electricity Transmission (NGET) to produce Site Responsibility Schedules (SRS) for all Connection Sites and to inform site operational staff, NGET and Users Control Engineers of agreed responsibilities for Plant and Apparatus at the operational interface (Grid Code Connection Conditions CC.7.3.1).

The format, principles and basic procedures for the preparation are detailed in Grid Code Connection Conditions Appendix 1 (CC.A.1).

As the SRSs are inter-company documents, Plant and Apparatus in the context of SRSs are as defined in the Grid Code not as defined in NGET Rules.

As NGET holds the transmission licence all SRSs shall refer to NGET.

PART 1 – PROCEDURAL

1 PROCESS

The process defines preparing, reviewing, approval and circulation of SRSs and the process for temporary and emergency changes to those schedules.

This Transmission Procedure describes the principles NGET will adopt in relation to SRSs.

During major construction it may be necessary to have many stages of work, each with an associated SRS. In these instances the SRSs should be progressed individually, dated to when the changes and the change control sheet should summarise the changes at each stage of work.

Where changes are identified that require urgent alterations to be made to the SRSs to reflect, for example, an emergency situation, these may be dealt with by Site and Control staff using the Emergency Process shown in Appendix A. A revised SRS will then be progressed on an urgent basis using the process shown in Appendices B and C. These Schedules will be prepared as soon as possible, and in any event within seven days of it being informed of or knowing the necessary alteration (Grid Code Connection Conditions CC.A.1.1.15)

The Grid Code does not provide for temporary changes to expedite work at Control boundaries. However where local procedures have been agreed with Users to move Safety Rule boundaries this shall be reflected in the SRSs.

1.1 Summary of Change Processes

	Non Urgent changes	Urgent changes
Temporary changes	As process flow chart. Appendix B or C	As process flow chart. Appendix A
New equipment and permanent changes	As process flow chart. Appendix B or C	As the process in Appendix A. Then as process flow-chart in Appendix B or C within 7 days.

2 PREPARATION OF SCHEDULES

This section is intended to provide general guidance on preparing SRSs. The principles NGET wish to adopt will require agreement with the Users who have an operational interface with NGET.

The defined format shall be used for all new schedules. Former schedules to previously defined formats will continue to be the definitive SRS until replaced. Once replaced, the SRS will take the new format with its Issue number being incremented from the previous SRS document. The new change control sheet shall contain all the previous Issue details. This ensures that changes can be traced.

When Companies change their name the SRSs only need be updated at the next required change. The process of "Novation" at an inter-company level defines that agreements to former company names are carried forward to the new company.

2.1 Site Responsibility Schedules - Outline

2.1.1 A Complex is made up of Connection Sites with any associated Power Station or Distribution Network Operator. The SRSs for a Complex shall be prepared separately for each Connection Site. At each Connection Site a separate SRS shall be prepared for

- a) HV Apparatus.
- b) LV Apparatus (Plant, Telecommunications and Measurements).

For example the St Johns Wood Complex will have St Johns Wood 400 kV S/S and St Johns Wood 275kV S/S as Connection Sites, each with its own set of SRSs as defined above.

In some cases, the 400kV, 275kV and 132kV Connection Sites are on the same compound. When this is the case, a single HV and LV SRS will be used to cover all the Connection Sites on the same compound. For example the Alverdiscott 400kV and 132KV Connection Sites are on the same compound, thus a combined HV and LV SRS for both Connection sites is used.

2.1.2 Each SRS shall consist of the following:

- a) Signature sheet provided for all parties with responsibilities at that site to sign.
- b) Each page shall bear a reference to the date of issue and the Issue number.
- c) Each page shall bear the page number and total number of pages of the SRS.
- d) Ownership Boundaries on the title page and definition of abbreviations on the footer of each page.
- e) The Schedule Pages describing the Equipment and responsibilities.
- f) Reference to any applicable notes shall be made from each appropriate line in the SRS.
- g) A change control sheet providing document history.

2.2 Issue of Emergency Site Responsibility Schedules

The normal process and time scales described may, in exceptional circumstances be reduced with the mutual agreement of all the signatories to the SRS. This process will be launched with the agreement of the ETAM Operations Delivery Manager or his nominated representative, who will ensure that all relevant parties are consulted and their needs taken into account.

The process is shown in the flow diagram in Appendix A.

Regardless of whoever instigates the change, the same standards of communication and consultation will apply.

When emergency changes are identified, the document will be hand amended with the following: current Issue number followed by suffix 'T', detailed amendments within the main body of the document and reasons for change in the change control sheet box including the Issue number and 'T' suffix. The document will then be circulated for approval.

Once the change has taken place, a formal re-issue of the SRS is required before any further emergency changes can be invoked.

If the emergency process is invoked during project delivery, it must be an agenda item at the “Project Review” to ensure that any lessons can be learnt.

3 RESPONSIBILITIES

3.1 Users

Each User shall, prior to the Completion Date under each Bilateral Agreement and/or Construction Agreement, supply to NGET a list of Managers who have been duly authorised to sign Site Responsibility Schedules on behalf of the User. NGET shall, prior to the Completion Date under each Bilateral Agreement and/or Construction Agreement, supply to that User the name of its Responsible Manager and each shall supply to the other any changes to such list six weeks before the change takes effect where the change is anticipated, and as soon as possible after the change, where the change was not anticipated. (Grid Code CC.A.1.1.16).

3.2 ETAM Operations Delivery Managers

The Delivery Manager or his nominated representative (usually the Team Leader), will escalate the level of contact with the Third Party commensurate with the experience to date of any issues associated with that Third Party responsibilities / performance in regard to SRSs defined in the Grid Code.

The Delivery Manager for the Complex will sign the SRS of behalf of NGET (Grid Code CC.A.1.1.9). The Delivery Manager will discuss any proposed solution to gain signatures with the Delivery Support Group and submit any ongoing issues for consideration at the Substations Manager monthly management meeting.

3.3 Team Leader

If nominated by the Delivery Manager, the Team Leader for the Complex has the responsibility to sign on behalf of NGET.

3.4 Site Manager

The Site Manager is responsible for defining the policy for Site Access SRS Technical Assistant

The SRS Technical Assistant will monitor the progress of updates to the SRS for a site

They will send out letters and keep records in a timely manner, to manage the Third Party signature response as per the tiered system that exists.

If experiencing difficulties gaining the appropriate response from any Third Party, the SRS Technical Assistant shall discuss the required actions with their Manager or the Delivery Manager for the site.

When all signatories have approved a SRS, the signed SRS will be delivered to all interested parties and continue to be held as “pending” on the COMIC database system. For a HV SRS, the Control Person Safety at the TNCC confirms through the control room when the “pending” HV SRS is to be in force. Upon this confirmation, the SRS Technical Assistant will make the SRS “Active” on the COMIC database system.

For a LV SRS, the site Control Person Safety confirms when the “pending” LV SRS is to be in force with either the TNCC Control Room or the SRS Technical Assistant. Upon this confirmation, the SRS Technical Assistant will make the SRS “Active” on the COMIC database system.

4 THE COMIC DATABASE SYSTEM SHALL BE USED TO MANAGE THE SRS ISSUE PROCESS AND IS THE DEFINITIVE SOURCE OF CURRENT SRS INFORMATION.

4.1 Control Persons

The Control Person Safety at the TNCC and the Control Person site representative of the Team Leader shall make logged instructions of the change of issue of SRSs at their respective sites. The SRS Technical Assistant shall be informed of the SRS Issue in force by Control Person.

5 GENERAL

The owner of **HV Equipment** is responsible for its operational and safety control. This may be carried out by the owner or provided by another party. The schedule will reflect the party responsible for carrying out the control function.

In the case of **LV Equipment**, the provision of the Control Person function should be the responsibility of the company whose Safety Rules applies.

Where overhead line towers carry **HV Equipment** belonging to more than one company a SRS shall be prepared. Ownership of the tower body will determine the site manager. Control boundaries will be at tower cross arms.

Where NGET extend existing bus bars owned by a DNO to enable voltage control **Equipment** to be added at that connection site the new bus bars will be owned by the DNO.

Delegation of authority (DOA) contracts exists between and Third Parties. The DOA allows temporary transfer of control of busbar disconnectors at or immediately after the control boundary, in order that on-load changeovers can be carried out or safety precautions applied or removed under the instruction of one controlling party. See Appendix E for an example.

Multi User Switching (MUS) agreements are agreements between one or more DNOs or a DNO and NGET that allows the operational or safety switching by the DNO and/or NGET Authorised Person (AP) or Senior Authorised Person (SAP) on Equipment in a shared complex. It is not designed to be used for routine switching of either party's Equipment but for maintenance purposes when the other party is not present at the complex during the maintenance period. The "Remarks" section of the SRS document will State what Equipment is covered by the MUS agreement with a detailed description in the Notes section. See Appendix E for an example.

NGET staff will normally work to NGET Safety Rules when carrying out work on sites controlled by NGET and also when working on NGET owned **Equipment** on sites controlled by another company.

In England and Wales, any User entering and working on its **Equipment** on a NGET site will work to the Safety Rules of NGET (Grid Code CC.7.2.1). If the User wishes to work under their own rules, they may, with a minimum of six weeks' notice, apply in writing to NGET to apply their Safety Rules to the **Equipment** concerned (Grid Code CC.7.2.3). Such changes shall be reflected in the SRS.

NGET operational procedures will apply to equipment controlled by NGET. Operational procedures apply individually to Connection sites and may cover both local and remote operation.

6 FORMS AND RECORDS

- | | |
|----------------|--|
| UKBP/TP 136.01 | An Emergency SRS Initiation Form (Appendix D), shall be completed when enacting an emergency SRS change. |
| UKBP/TP 136.02 | SRS Proforma – HV Apparatus |
| UKBP/TP 136.02 | SRS Proforma – LV, Plant, Civil and T&M Apparatus |
- (Appendix F shows examples of HV and LV SRSs. These should be used when preparing new schedules for connection sites. The SRS Technical Assistant will publish new / amended SRSs and update the [COMIC](#) database, which records the definitive SRSs applicable for all substations.)

PART 2 - DEFINITIONS AND DOCUMENT HISTORY

7 DEFINITIONS

Terms used within this procedure, in the context of The Grid Code and NGET Safety Rules, have the definitions from those documents.

The NGET Safety Rules term **Equipment** has the similar meaning as the Grid Code terms Plant and Apparatus. NGET Safety Rules terms are shown in BOLD.

7.1 Grid Code Definitions

7.1.1 Apparatus

All equipment, in which electrical conductors are used, supported or of which they may form a part.

7.1.2 Plant

Fixed and movable items used in the generation and / or supply and / or transmission of electricity, other than *Apparatus*.

7.1.3 User

A party whose **System** is connected to the NGET **System**.

7.2 Definition of SRS Columns Headings

7.2.1 Items of Plant / Apparatus (**Equipment**)

Care should be taken when defining Plant / Apparatus to ensure that the items listed are Plant / Apparatus. Some site assets e.g. buildings may be defined in leases with Users on the site.

HV Schedules can be Substation Generic Circuit based, Equipment specific or Bay Generic. Substation Generic. Circuit based schedules are used when all equipment on that connection site is controlled by one user. Bay Generic schedules are used when all equipment on a circuit is controlled by one user. For each Control Person the SRS will group the circuits under the heading "All Equipment on the following circuits". For NGET sites this shall replicate the circuit name from the current Operations Diagram. In cases where all the Equipment on a connection site or on a circuit is not owned and/or controlled by one User, Equipment specific or a Hybrid (Combination of the various formats) Bay generic HV schedules will be used. See Appendix G for examples.

Where there is no interface with any other HV control person for that Connection Site, the first column of the SRS may state "All HV Equipment" provided that no other party than NGET has any responsibilities for that HV schedule. There shall be no other entries or notes for this form of generic SRS HV Schedules. This form of SRS is good industry practise not a Grid Code requirement as there is no User interface.

For joint User sites the circuit names will be defined from the User's Operations Diagram.

Where the boundary is not as defined in the CUSC, the boundary shall be defined using a note referenced from the individual line of the SRS.

A separate entry shall be made when there is a change to one of the responsibilities listed.

HV Overhead Lines and Cables connected to a site should be sufficiently detailed on the site **HV Schedule** so that the responsibilities within the site are clear.

A separate schedule shall be prepared for each section of overhead line route where more than one company has HV Equipment. This schedule should be included with schedules for each terminating complex.

The LV Apparatus schedule shall define items as they are labelled on site.

7.2.2 Equipment Owner

The entry in all cases will be the asset owner company.

7.2.3 Site Manager

The manager responsible for the site. They need not be the owner of the site, but the person who controls access to it.

A User will be Site Manager within the substation fence on any site they own or occupy by lease. There are Schedules in the leases which detail Tenant's and Landlord's equipment.

Tenant's Equipment is equipment within the lease site as at vesting (1990) and "means the plant and equipment and the structures supporting the same belonging to the tenant" - as listed in 1990 and added to subsequently with NGET's permission.

Landlord's Equipment was listed in 1990, was that within the lease area, but the definition for this specifically excluded buildings. So any buildings in the DNO lease area are their responsibility, but NGET are responsible for structures associated with our equipment in their area.

Seek guidance from the Property Section for a definition as what is covered.

The entry on all schedules to be the company and management unit.

7.2.4 Safety

a) Safety Rules

The entry will be the company whose Safety Rules normally apply for work on the Equipment. Only a single entry is allowed in this column.

b) Safety Co-ordinator

Control follows ownership unless contracted otherwise. The entry should be the company providing the Control Person (Safety) or Safety Co-ordinator. Where there are arrangements to transfer control a note shall be referenced from the Remarks column.

7.2.5 Operations

a) Operational Procedures

The entry should be the company whose operational procedures apply to the equipment.

b) Control or other Responsible Engineer - **Control Person (Operation)**

The entry should be the company providing the Control Engineer. Where there are arrangements to transfer control a note shall be referenced from the Remarks column.

7.2.6 Party Responsible for Undertaking Statutory Inspections, Fault Investigations and Maintenance.

The responsibility for procuring statutory inspections, fault investigations and maintenance normally follows ownership. But at many new Power Stations this responsibility may be transferred to an Operating Company. A review of connection terms may also mean that for connection assets, the connecting party may take over this responsibility from the owner.

7.2.7 Remarks

Define here local conditions / agreement for the management of the **Equipment** identified in the first column "Items of Plant / Apparatus". All notes shall be referenced to the **Equipment** defined in the first column.

7.2.8 Recommended Notes & Abbreviations

All notes and abbreviations will be referenced from the SRS signature page.

To enable each page to be read and understood independently, where possible abbreviations shall be shown at the bottom of the page.

7.3 Abbreviations

CUSC	Connection Use of System Code
DM	Delivery Manager
TL	Team Leader
DOA	Delegation of Authority
DNO	Distribution Network Operator
ENCC	Electricity National Control Centre, Wokingham
NGET	National Grid Electricity Transmission
TNCC	Transmission Network Control Centre
SRS	Site Responsibility Schedule
COMIC	Control of Modifications Information Catalogue
SO	System Operator

8 AMENDMENTS RECORD

Issue	Date	Summary of Changes / Reasons	Author(s)	Approved By (Inc. Job Title)
1	January 1999	New document	John Tweddle Network Services	Network Services General Manager
2	July 2005	Issue to NGT UK BP standard	Richard Scarth ES Network Operations Centre	Les Adams Substations Manager
3	May 2012	Document updated to reflect changes in process	Odili Aliboh Asset Management, Network Operations	Simon Thornton Asset Management, Planning and Network Performance Manager
4	December 2015	Document updated to reflect changes in responsible parties. Emergency Change process revised. Term 'Security Manager' and 'Occupier' removed.	Terry O'Sullivan TNCC	Zac Richardson Head of Operational Support

9 IMPLEMENTATION

9.1 Audience Awareness

Audience	Purpose Compliance (C) / Awareness (A)	Notification Method Memo / letter / fax / email / team brief / other (specify)
ETAM Operations	C	Email
Construction	C	Email
Transmission Network Control Centre	C	Email
Third Parties	C	Email
System Operations	C	Email

9.2 Training Requirements

Training Needs N/A / Informal / Workshop / Formal Course	Training Target Date	Implementation Manager
N/A	N/A	N/A