

DNO - Design Module

Admin & Designer Guide

Version 2

SP Energy Networks



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DNO Login

This document shows the processes for the **Admin** and the **Designer** at the Design stage.

Background

Once a quotation has been issued by SPEN, whether it be licensed dual offer or a POC, and has been accepted then payment should be made on acceptance.

Once the quote has been accepted, the design of the contestable works must be received within 30 days to be approved. If the Applicant has selected to self-approve the design it will be "acknowledged".

If the Applicant has decided to complete Self-Determination of POC they would have completed the relevant POC form and also identified which other works they would be requesting SPEN to complete

This document shows the '**Design**' process.

Important: The 'Issue formal offer status' must be **ISSUED** & the 'ICP Offer Acceptance' status needs to be **ACCEPTED** before the ICP can issue the design.

Self-Determination Design

If an ICP has made the selection to self-approve, SPEN would check all documents uploaded via the "View All" Documents button.

If happy with the design then click

Acknowledgement

View/Acknowledge

Which takes the designer to the window

Self Determination Design Acknowledgement Status

N999999 - TEST

| General Information (hide) | |
|--|-----------------------|
| Project No : | N999999 |
| Applicant's Name : | Scottish Power |
| Submission Type : | Fully Adopted |
| Site Name : | TEST |
| Site Address : | TEST |
| Requested Load : | 100 (tVA) |
| POC Classification : | 1a - LV Demand |
| DA Classification : | LV demand |
| Type : | Metered |
| Date Submitted : | 11/01/2016 13:37:00 |
| OS Grid Ref (X,Y) : | 123456.654321 |
| Quotation Ref : | SELF_DESIGN_001_11-01 |
| Design Ref : | SELF_DES_11016 |
| DA Status : | Original |

| Status |
|--|
| Acknowledge Design : <input type="checkbox"/> |
| Acknowledgement Comments : <input type="text"/> |
| <input type="button" value="Save"/> |

The designer can the "acknowledge" receipt of the design and add any comments if

necessary. Then click the "Save" button.

Standard – SPEN completing Design Approval

Admin

The Admin role has one process to complete within the Design Module

- Check Min Info

This will automatically register the application using the existing project Number from the POC.

Check Minimum Information

Log into the DNO application

- Click Design
- Click Register

The Register lists all applications, colour-coded with the most recent at the top. You can 'search' the register to narrow down the results by opening up the search area [Search \(Show\)](#)

- Click on the required application by clicking on the hyperlink (TBR – to be registered)

You can see the application status.

Back to Register

Back

View

All Documents

Application Form

Condition Precedent

View/Edit

1-Check & Register App

Admin

2-Design Check

Designer

3-Process App

Designer

4-Assign PDM

PDM

Design Acceptance Application Details

333333 - Stan Williams

General Information [\(show\)](#)

| Stage | Group | Design Acceptance | Status | Date Actioned | Comments |
|-------|-----------|------------------------|----------|---------------------|----------|
| 0 | Applicant | DA Request | Original | 04/06/2013 14:10:00 | |
| 1 | Admin | Min Info Checked | | | |
| 2 | Designer | Design Check Status | | | |
| | | Additional Information | | | |
| 3 | Designer | Design Approval Status | | | |
| 4 | Designer | PDM assigned | | | |

The first step for an application received in RAdAR is for Admin to check that the application passes the minimum information check.

You can view notes from the ICP, the Application form and any attachments by

Documents



clicking on View All/Application Form

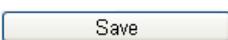
Based on that information you then need to decide whether to approve the application.

Register App

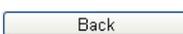
- Click 

In the 'Design Acceptance' page:

| Field | Description |
|--|---|
| No of working days Elapsed before Actioned | TBC |
| Date Application Received | Date and time that the application was received in RAdAR |
| Min Info checked by | Name of the person who has checked the application |
| Select admin personnel | Name of person who will be responsible for the admin duties on the project |
| POC Formal Offer Acceptance Received | YES – Accepted initial minimum info check NO – Fail initial minimum info check |
| Minimum applications information received | YES - Accepted initial minimum info check NO - Fail initial minimum info check |
| Reason for failure | Reason for failure if No selected, please select from drop down list |
| Comments | Free text box for you to enter further information Note: if min info has failed then you must enter specific information as to why |

- Click 

Note: When selecting 'Save', you will be confirming 'acceptance' or 'failure' of the initial minimum information check

- Once you have 'saved', click 

A notification will be sent to the ICP to advise whether the application has passed or not, if it has failed then they will be asked to re-submit.

If it has passed then the application will be automatically registered, using the same project number as the POC project number.

Note: Checking the minimum information on a resubmitted application is exactly the same as on a new one, but the 'Design Request Type' will be 'Resubmit'.

This is the end of the Admin role in RAdAR and the process now passes to the Design Engineer.

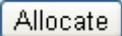
Design Engineer

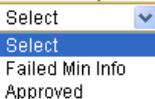
- From the Design Requests Register, click on the required project number **333333**

There are three parts to this process:

- Design Acceptance Check (technical minimum information) and Design Additional Info Check (request for additional information)
- Process Application
- Assign PDM

Design Acceptance Check

- Click  **Check Design**
- View the attached documents by clicking  **All Documents** & ensure they match the requirements
- Your name (the design engineer) should be shown in  Allocated Designer *:  Allocate if not, click  Allocate and choose your name from the drop-down list.

Evaluate Design: 

- Select
- Failed Min Info
- Approved

Design Acceptance Failed Min Info

If the Design has failed min info, then enter a reason for this.

Save/Submit

- Click 

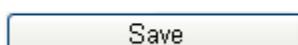
The ICP will receive notification to advise the Design Acceptance has been rejected and will need to re-submit their application to proceed with the request.

Once the ICP sends the updated information, it reverts back to the Admin 'min info' check.

Design Acceptance Passed

- If the design has passed min info checks select approved, then

Save/Submit



- Click 
- Do you require any further information? Yes No

Additional Information required

Having approved the technical minimum information, it is possible to request the ICP for further clarification associated with their design through the additional information option.

It is advisable not to click 'No' until you are ready to formally process the design approval.

- If additional information is required, upload any required documents by clicking on view/add all documents button, then click Yes
- Click

Important: Only one additional information request can be made at a time. You must wait for this request to be completed before requesting more additional information (if required). So please request for as much information as possible.

- Specify all additional information required *:
- Make sure you pause the clock Yes No
- Click
- Click

The ICP must upload the additional documents within **20 working days**. Failure to do this will result in the application being automatically cancelled.

See next section for instructions once the additional information has been received.

Additional Information Received

When the additional information has been sent, a notification will be received.

- Follow the **Design Acceptance Check** steps on page 6 to continue with the process

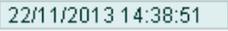
No Additional Information required

- If additional information is not required, click No
- Click
- Click
- Click BACK

Note: You cannot later request additional information if you have selected that no additional information is required.

Process Application

3-Process App

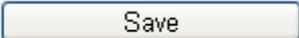
- Click 
- Choose whether the application is
 - Approved
 - Technical Rejection
 - Exempt
- Date Actioned: 
- Comments /Reasons: 

Note: Exempt is only to be selected if we are processing the design approval beyond the SLC15 timescale and there is a legitimate reason for this as documented within the SLC15 criteria.

Note: Technical Rejection enables the DNO to formally reject the ICP’s design for technical reasons enabling the ICP to resubmit a changed design.

- Type in any 

Save/Submit

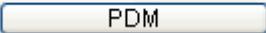
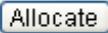
- Click 

Notification will be issued to inform the ICP that the design has been approved successfully.

Assign Project Delivery Manager

- Click BACK

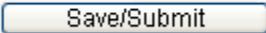
4-Assign PDM

- 
- Click  and choose the  which is the delivery coordinator/project manager who is responsible for the delivery of the connection.

- Choose  Estimated Project Start Date
- Choose  Estimated Project Completion Date

- Type in any 

Request

- Click 

This then generates a notification to the PDM to inform that the project has been allocated to them. Additional notification is issued to Admin, for information only.

What happens next?

Once the design has been approved, the Applicant needs to sign the adoption agreement and if applicable, the connection agreement. They will upload a copy and send the original in the post back to the DNO. The DNO signs also and a hard copy is sent back in the post to the applicant.

This is the end of the process in the design module. The process now moves into Construction for the onsite works to commence, and where the ICP's need to issue us with weekly whereabouts.

Cancelling a Design approval request

ICP'S can cancel a design request at any time, if they do this they will need to start the design process from the beginning and resubmit their application. Their application reference will reappear in the application reference drop down list, once their original application has been cancelled.

ICP's will also be required to cancel and resubmit a design request if they are changing the design and therefore require to upload a variation of the design.