

1. SCOPE

This document details SP Energy Networks' Registration of Connection Enquiries and Management Process for Contestable Unmetered Connection Projects using the RAdAR System.


2. ISSUE RECORD

This is a Controlled document. The current version is held on the EN Document Library.

It is your responsibility to ensure you work to the current version.

Issue Date	Issue No	Author	Amendment Details
September 2015	Issue 3	Pam Baker	Revisions to account for the changes to website links and document ownership
November 2018	Issue 4	Pam Baker	Revisions to account for changes to website links, reference documents and addresses
February 2022	Issue 5	Bev Hudson	Revisions to process changes, document references and housekeeping changes
August 2024	Issue 6	Nichola Gaffney	General housekeeping and formatting modifications

3. ISSUE AUTHORITY

Author	Owner	Issue Authority
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4. REVIEW

This is a Controlled document and shall be reviewed as dictated by business change but at a period of no greater than 3 years from the last issue date.

5. DISTRIBUTION

This document is not part of a Manual maintained by Document Control and does not have a maintained distribution list but is published on the SP Energy Networks website.

6. CONTENTS

1. SCOPE	1
2. ISSUE RECORD	1
3. ISSUE AUTHORITY	1
4. REVIEW	1
5. DISTRIBUTION	1
6. CONTENTS	2
7. DEFINITIONS AND ABBREVIATIONS	4
7.1 Definitions	4
7.2 Abbreviations	4
8. RELATED DOCUMENTS	5
8.1 Energy Networks Association Documents	5
8.2 SP Energy Networks Technical Framework Documents:	5
8.3 SP Energy Networks Operating Regime Document:	5
8.4 SP Energy Networks Approved Equipment	6
8.5 SP Energy Networks Quality Document:	6
8.6 SP Energy Networks Auditing Document:	6
8.7 SP Energy Networks Completion Process	6
9. GENERAL	6
10. INTRODUCTION	7
10.1 RAdAR Conventions and Formats:	7
10.1.1 Notifications	7
10.1.2 Naming Conventions	9
11. UNMETERED WORK APPLICATION	9
11.1 Contestable Unmetered Connection Application Information	9
11.2 Contract Documents:	10
12. SIGNED AGREEMENTS	10
13. PROPOSED (RADAR) DESIGN APPROVAL	10
14. CONSTRUCTION NOTIFICATION	11
14.1 Prerequisites	11
14.2 Whereabouts Notification	11
15. CONTESTABLE FINAL CLOSING JOINT WORKS BY ICP	12
15.1 Terms for the Completion of Contestable Final Closing Joints by ICPs	12
15.2 Request to Connect to the SP Network form (contestable final closing joint works)	13
15.2.1 <i>New Connections Whereabouts Confirmation:</i>	13
15.3 Disconnections and Transfers	14
16. CONDITIONS PRECEDENT REQUIREMENTS	14
17. CONDITIONS PRECEDENT	14
17.1 Pre-Conditions Precedent	14
17.2 Conditions Precedent Information	15
18. ICP CONTESTABLE WORKS COMPLETION	15
18.1 Interim Live Jointing Completion	15

18.2	Final Live Jointing Completion	16
19.	PROJECT CLOSURE AND HANDOVER	16
19.1	Commencement of Warranty	17

7. DEFINITIONS AND ABBREVIATIONS

7.1 Definitions

The following definitions shall apply throughout this document:

Applicant	A prospective customer electricity suppliers, independent connection providers, licensed electricity distributors or any other person requesting connection services
Tri-partite Adoption Agreement	the agreement entitled Tri-Partite Adoption Agreement between SPEN, the Authority and the Contractor which incorporates the General Conditions
Handover	A point where all contestable work is complete, transfer of title, ownership, operation and maintenance responsibilities as defined in the Tri-Partite Adoption Agreement has been transferred to the licence holders SP Distribution plc or SP Manweb plc
Independent Connection Provider (ICP)	A NERS-accredited contractor undertaking design and construction works in association with housing and industrial and commercial sites (referred to by Ofgem as the 'Applicant')
NERS Accreditation	National Electricity Registration Scheme operated by Lloyds Register on behalf of the UK Distribution Network Operators (DNOs). Lloyds perform technical assessment of the Service Providers (ICPs) which elect to be assessed for accreditation for contestable works associated with the installation of electrical connections
SP Energy Networks (SPEN)	The network operator for the Distribution Licence holders SP Distribution plc and SP Manweb plc

7.2 Abbreviations

CDM	The Construction (Design and Management) regulations 2015
CFCJW	Contestable Final Closing Joint Works, involving the connection of a new asset to an existing SPEN network. (Previously known as EoCW – Extension of Contestable Works)
RAdAR	Register of Adopted Asset Requests
DNO	Distribution Network Operator
ICP	Independent Connection Provider
NERS	National Electricity Registration Scheme
NRSWA	The New Roads and Street Works Act 1991
SPEN	SP Energy Networks

8. RELATED DOCUMENTS

This document is one of a suite of specifications relating to this subject area and should be read in conjunction with:

8.1 Energy Networks Association Documents

Competition in Connections Code of Practice

Engineering Recommendation G81 - Framework for design and planning, materials specification and installation and record for low voltage housing estate installations and associated, new, HV / LV distribution substations

- Part 1: Design and Planning
- Part 2: Materials Specification
- Part 3: Installation and Records
- Part 4: (Design & Planning) – Framework for design and planning of industrial and commercial underground connected loads up to and including 11kV
- Part 5: Framework for material specifications for industrial and commercial underground connected loads up to and including 11kV
- Part 6: Framework for installation and Records of industrial and commercial underground connected loads up to and including 11kV
- Part 7: Framework for contestable diversionary and reinforcement underground and overhead works not exceeding 33kV and HV/LV distribution substations

8.2 SP Energy Networks Technical Framework Documents:

- Framework for Design & Planning of LV Housing Developments, Including U/G Networks and Associated HV/LV Substations (Ref. ESDD-02-012)
- Materials Specification framework for greenfield low voltage housing estate underground network installations and associated new HV/LV distribution substations (Ref. EPS-03-027)
- Installation and Record framework for low voltage housing developments, underground network and associated new HV/LV distribution substations (Ref. EPS-02-005)
- General Conditions for the Adoption of Contestable Works for Unmetered Supplies to Street Furniture
- New Connections Independent Connection Provider (ICP) Approval Policy (Ref. ASSET-01-015)

8.3 SP Energy Networks Operating Regime Document:

- Declaration of Test Results: New LV Cable Installations 1ph + Mains Form (Ref. CON-09-001)
- Completion Certificate For New Cable Installations (Ref. CON-09-002)
- Entering/Exiting the Live Working Regime Form (Ref. CON-09-003)
- Authorisation Procedures. (Ref. OPSAF-13-001)

8.4 SP Energy Networks Approved Equipment

- Requirement for Third Party LV Cable Jointing Systems. (Ref. CAB-04-008).

8.5 SP Energy Networks Quality Document:

- Recording of Electrical Assets by Contractors (Ref. BUPR-22-015).

8.6 SP Energy Networks Auditing Document:

- Inspection and Monitoring of Networks Constructed by Independent Connection Providers. (Ref. ASSET-04-020).

8.7 SP Energy Networks Completion Process

- Project Completion Process for Contestable Works (Ref. CON-04-006).

Please refer to the SP Energy Networks website specifications page for further associated documents in the Connection Process section here:

www.spenergynetworks.co.uk/pages/documents.aspx

9. GENERAL

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10. INTRODUCTION

The RAdAR system is used by SPEN to facilitate the transfer of information between applicants, (ICP's, Consultants, Individual Customers, DNO's, IDNO's and Affiliates & Related Parties). It is an internet-based collaborative IT system which enables documents to be posted and shared with registered users. RAdAR is configured to restrict access to enable applicants to view information on their applications. RAdAR provides full visibility for applicants to manage and progress connections projects from application, quotation, and design approval, through construction to energisation and handover & adoption of the new network.

All applications for Contestable Unmetered Connection Projects are required to be processed via the RAdAR system. New applicants will be required to request access to the RAdAR system by downloading and completing the application form on the SPEN website:

www.spenergynetworks.co.uk/pages/trackign_your_project.aspx

Submitting it to either:

CIAdminNorth@scottishpower.com
CIAdminSouth@scottishpower.com

This document details the business process followed by Applicants/ICPs for contestable unmetered connection projects. This process includes the timing of the transfer of information, how that information is configured in the RAdAR system, and details of the requirements for each stage of the application.

10.1 RAdAR Conventions and Formats:

10.1.1 Notifications

RAdAR keeps applicants up to date with progress of requests by automatically generating email notifications as an enquiry progresses through the various stages. The Applicant will be required to check the application in RAdAR.

Status

Modules have associated status as follows:

POC Module

Issue Formal Offer Status	Description
Pending	Awaiting Admin & Design min info checks and additional info if required. Application remains pending until is progressed to issue of contract documents.
Failed Min Info	The minimum amount of information required to process an application has failed to be provided.
Issued	A formal offer is issued by SPEN and will be available to view on RAdAR.
Paused	Application paused awaiting additional information from applicant.
Exempt	Any applications not included within the SLC15 reports will be set to this status.
Completed	Any unmetered applications once the contract documents have been issued will be set to this status.

Design Module

Design Acceptance Status	Description
Pending	Awaiting Admin & Design min info is checked. The designer will be in the process of going through the design application.
Approved	The design application is checked by the designer and approved.
Failed Min Info	The minimum amount of information required for a design to be approved, has failed to be provided.
Rejected	The design application will not have met the criteria required for a design to be approved. Specific reasons will be commented on by the designer once rejected.
Paused	Design Approval paused awaiting additional Information from applicant.

Connection Module

Approval Status	Description
Pending	The connection request is awaiting action from SPEN. The request will either be approved or rejected.
Approved	The connection request and associated conditions precedent have been approved and an agreed connection date has been made.
Rejected	The connection request is rejected due to associated conditions precedent not being met. Comments will be made as to which ones.
Exempt	Connection request is exempt from any reporting and outwith the SLC15 standards.
SPEN Complete	Connection completed by SPEN.
ICP Complete	Closing Joints completed by ICP under CFCJW works.
Failed SPEN	Connection not completed and failed as a result of the DNO.
Failed ICP	Connection not completed and failed as a result of the ICP.
Cancelled SPEN	Connection request cancelled by SPEN.
Cancelled ICP	Connection request cancelled by ICP.
Deferred	Connection deferred and undertaken outwith of the SLC15 timescales with the consent of both parties, SPEN and ICP.

Project Closure Module

Approval Status	Description
Open	Awaiting ICP Submission for Closure.
Closed	Following approval of SP confirmation that project has been formally closed on RAdAR.
Requested Closure	ICP Requests closure by selecting the Project and requesting Closure.

10.1.2 Naming Conventions

Document Uploads

A naming convention for all documents has been established. Post POC, the Project Number should also be included:

At POC Request

RAdAR Module, Description, Version Number

e.g., POC Site Layout Plan 1:500 V1

e.g., POC Site Boundary Plan 1:2500 V1

Post POC Request

RAdAR Module, Project Number, Description, Version Number

e.g., Design S000100 Cable Layout Plan V1

11. UNMETERED WORK APPLICATION

This document has been written to reflect applications for unmetered street lighting projects in the main. However, other unmetered street furniture projects, e.g. bus stops, advertising hoardings, car park metering, etc., will follow the same process, although these will be subject to a project-specific contract and associated inspection charges.

As soon as a customer approaches a NERS accredited ICP regarding an unmetered connection project the ICP submits an initial application to carry out contestable unmetered works to register their interest.

The ICP completes an online Contestable Unmetered Connection Application via the RAdAR system and submits to SPEN together with the Live Working Area plan. Once submitted an auto generated email will be sent to one of the following email addresses:

CICAdminNorth@scottishpower.com (Scotland)

CICAdminSouth@scottishpower.com (England & Wales)

11.1 Contestable Unmetered Connection Application Information

When an application is made to undertake Unmetered Connections via RAdAR a unique Enquiry Number will be generated, and a Project Number assigned to the scheme once the Minimum Information had been assessed. The following details must be included within the application to make it a Compliant Request:

- ICP details - registered company address, contact details – office and mobile telephone numbers, email addresses, etc.
- Approved equipment details. (Joining methodology).
- List of SPEN-approved jointers and authorisations. (Where known)
- Evidence from Lloyds Register of extension of NERS scope accreditation.
- Live Working Area plan. (Format - 1:2500 scale, A0 size).
- Entering the Live Working Regime form – completed.
- CDM form.
- Details confirming any site meetings and discussions with the customer should also be provided.

A SPEN Designer assesses the information uploaded within the Contestable Unmetered Connection Application within the RAdAR Project.

Once all the information has been received and assessed as adequate, SPEN uploads completed contract documents listed below into the RAdAR Project.

11.2 Contract Documents:

- Tri-partite Agreement (www.spenergynetworks.co.uk/pages/construction_adoption_agreements.aspx)
- Schedule 6a Handover/Completion Certificate. (CON-09-002).
- Schedule 6b Commissioning Certificate. (CON-09-001).
- General Conditions.
- Entering Live Working Regime Form. (CON-09-003)

SPEN approves the “*Unmetered POC Request*” generating an email notification to the ICP confirming the approval of the application and availability of the contract documents in the “*POC Module*” of the RAdAR Unmetered Project.

12. SIGNED AGREEMENTS

On receipt of the “*Unmetered POC Request*” approval, the ICP downloads the tri-partite adoption agreement, CDM form and Entering Live Working Regime form to complete. The adoption agreement must be signed by both the customer and the ICP.

Once signed by both parties, the ICP uploads the signed tri-partite agreement and both forms into the “*POC Module*” of the RAdAR Project.

On receipt of the signed documents the system will generate an email notification to SPEN who then checks the tri-partite agreement and signatures. If the document is satisfactory, SPEN countersigns the tri-partite agreement and re-uploads the signed document into the “*Post Process Docs*” section “*POC Module*” within the RAdAR Project. The ICP receives an email notification informing of the document upload.

(See www.spenergynetworks.co.uk/pages/construction_adoption_agreements.aspx for an example of a Tri-Partite Agreement).

SPEN also sends a hard copy of the signed tri-partite agreement to the ICP through the post.

The contract is deemed to have been set up.

13. PROPOSED (RADAR) DESIGN APPROVAL

A site is defined as a 2km² OS grid square.

A minimum of 15 working days prior to commencement of construction works, the ICP completes a Proposal Schedule form for contestable work (disconnections, transfers, and connections), including a Schedule of Works. The ICP also prepares a 1:1250 scale – Apparatus to be connected plan for each unmetered item.

Based on standard charges, the ICP calculates the costs and provides an indication of the charges on the Proposal Schedule. The ICP also provides SPEN with an Order Number.

If the ICP chooses not to carry out contestable final closing joint works and requires a new connection as part of the scheme, there are two options available:

- Apply for a ‘licensed’ new connection.

- Apply for a non-contestable new connection via the CON-04-005 process.

For Disconnection/Transfer work where the ICP identifies units where network isolation by SPEN is required. The ICP requests isolation via their Proposal Schedule providing ten working days' notice per SLC15. To enable SPEN to calculate and confirm associated charges at the Design Approval.

If, however, the ICP chooses to carry out contestable final closing joint works the Proposal Schedule must indicate which units are to be connected by the ICP.

Any new connections highlighted on the Proposal Schedule must be approved and the documentation countersigned by a SPEN Engineer and uploaded into the "Post Process Docs" in the "Design Module" of the RAdAR Project.

The ICP creates a "Design Request (Unmetered)" within the Design Module of the RAdAR Project, uploading the Proposal Schedule and Adoption Plans. On receipt of a new "Design Request (Unmetered)" SPEN evaluates the Proposal Schedule and Apparatus to be Connected plans and assesses the charges.

If the documents and authorisations for each ICP jointer are satisfactory, SPEN confirms the proposal and any requirements for isolation by approving the new "Design Request (Unmetered)". This is subject to all relevant SP authorisations being met.

The ICP receives an email notification confirming approval of the "Design Request". SPEN prepares and submits invoice to the ICP to recover relevant Non-Contestable charges associated with the proposed schedule. This is uploaded into the Design Module for action by the ICP.

SPEN will confirm an order number has been received from the ICP to enable us to process payment before the Connection is undertaken by the ICP.

14. CONSTRUCTION NOTIFICATION

14.1 Prerequisites

A Design must have been approved by SPEN and any non-contestable costs paid for by the ICP prior to submitting Weekly Whereabouts.

14.2 Whereabouts Notification

The ICP submits a new Whereabouts into the "Construction Module" of the RAdAR project by selecting "Unmetered Whereabouts Register" and "Add New". Completing and submitting these details will generate an email notification to SPEN so that they may "Assign" an Asset Inspector to the visit. The Whereabouts must be provided by 11:59pm on Thursday of the week prior to works commencing.

The Proposal Schedule can still be used to communicate the whereabouts; this is done via the "Design Module" of the Project.

A POC/Connection Reference can be raised via the "Add Connection" button in the "Conditions Precedent" section for the relevant RAdAR Project. The Proposal Schedule uploaded within this Conditions Precedent can then be viewed by the Asset Inspector/Designer. The as-laid plans and test results can then be submitted to this POC/Connection Reference when completed as per Contestable Works Completion.

The ICP must indicate when submitting the Whereabouts, the work type for each unit location, i.e. disconnection, transfer or contestable final closing joint works (CFCJW).

The ICP may only change the planned connection date for CFCJW Works through prior agreement from SPEN.

- SPEN Asset Inspectors prepare audit programmes for the following week on Thursday/Friday of the previous week. Audits are carried out on site per *ASSET-04-020 "Inspection and Monitoring of Networks Constructed by Independent Connection Providers"*.

15. CONTESTABLE FINAL CLOSING JOINT WORKS BY ICP

15.1 Terms for the Completion of Contestable Final Closing Joints by ICPs

- The ICP must provide SPEN with 10 days' notice for LV contestable final closing joint works in line with SLC15 Standards.
- The Request to Connect to the SP Network form and the associated plan are applied on a daily basis, i.e., one signed form and one plan will be issued, and must be in the possession of each jointing team, for every day that the ICP is working on the network.
- An ICP may only change the planned connection date with prior agreement from SPEN.
- The ICP jointing team(s) must be in possession of both the signed Request to Connect to the SP Network form and the signed Apparatus to be Connected plan whilst carrying out CFCJW work.
- If ICP field staff experience any anomalies on the network, the nominated SPEN contact must be contacted immediately.
- If it is necessary for SPEN operational staff to facilitate ICP access to the SPEN network, e.g. substations, this will be arranged by the SPEN nominated contact and a charge will be levied accordingly.
- If not already included within the Proposal Schedule, the following will be subject to additional charges:
 - LV network operations to facilitate the ICP jointing.
 - Access and standby provision.
 - Cable identification.
- For life or limb emergencies, including loss of supply, ICP field staff are to contact the SPEN Control Room on:

Scotland – 0141 776 2877

England & Wales – 0151 609 4999

15.2 Request to Connect to the SP Network form (contestable final closing joint works)

From the Proposal Schedule/Whereabouts form, the ICP identifies the units where CFCJW connections are to be completed. The ICP must provide SPEN with at least 10 working days' notice of the proposed connection date for LV connections, in line with SLC15 Standard 3(a).

The ICP makes an Unmetered Connection Request Application by submitting a "*Connection Request*" via the "*Connections Module*" within the relevant RAdAR Project.

A "*Request to Connect (Unmetered)*" request is selected. To do this the following steps must be completed via the "*Conditions Precedent*" section:

- Confirm Construction and Adoption Agreement signed.
- Live Working Regime Form signed and returned by SPEN.
- A Design Request submitted and Approved by SPEN.

Once these have been completed then the ICP can "*Add Connection*" within Conditions Precedent in the "*Design Module*" of the relevant RAdAR Project.

On receipt of the "*Connection Request*" SPEN confirms that this is a compliant request, by ensuring that the Minimum Information has been sent in. SPEN verifies that the apparatus is ready to be connected on site. SPEN checks the programme to ensure the SPEN nominated contact is available to attend site on the proposed date of connection.

To approve the proposed connection date, the SPEN nominated contact approves the connection request and confirms the Agreed Connection Date, or schedule of dates. The SPEN contact then prints the plan uploads counter-signs and updates their contact details the Connections Module of the relevant RAdAR Project.

ICP jointing team(s) must be in possession of both the signed Request to Connect to SP (Unmetered) form and the signed Apparatus to be Connected plan whilst carrying out contestable final closing joint works on site. ICP staff must hold the appropriate SPEN authorisation for work being undertaken.

15.2.1 New Connections Whereabouts Confirmation:

To confirm the ICP's attendance on site as planned, the ICP submit the Weekly Whereabouts via the "*Construction Module*" of the relevant RAdAR Project by 11.59pm Thursday of the week prior to the planned connection date to SPEN. Once the whereabouts have been submitted an auto generated email will be sent to SPEN at the following addresses:

CiCAAdminNorth@scottishpower.com (Scotland)

CiCAAdminSouth@scottishpower.com (England & Wales)

The ICP may only change the planned connection date through prior agreement from SPEN.

SPEN may choose to attend site on the agreed connection date in accordance with its Inspection and Monitoring process. On completion of the connection by the ICP, SPEN updates the RAdAR Project "*Connection Date*" and the "*Connection Status*" field within the "*Connection Request*".

The SLC15 timing stops when the Actual Connection Date is entered into "*Connection Request*" in the relevant **RAdAR Project**. This along with the Actual Connection Status and any relevant comments is populated by the relevant SPEN nominated contact.

15.3 Disconnections and Transfers

For any Disconnections and Transfers to be undertaken as part of the contract by the ICP, the ICP needs to “Add Connection” in the Design Module for each Group of Disconnections/ Transfers. The Conditions Precedent can then be uploaded against this POC/Connection Reference.

N.B There is no requirement for a separate signed approval to be gained before commencement of Disconnection/Transfer works. In accordance with the Approved Schedule at Design Request, this work is managed through the submission of the Whereabouts.

Where agreed at proposed design approval SPEN provides isolation of SPEN networks apparatus as requested within the timescales and the ICP carries out their contestable works. Where isolation is not identified at Design a variation estimate and payment will be required pre-construction works. On completion of the contestable works, the ICP notifies SPEN for the network to be re-energised, which is carried out as required.

16. CONDITIONS PRECEDENT REQUIREMENTS

The conditions precedent requirements are to be met in full as detailed in section 17 except when the contestable final closing joint works meet the following criteria.

- Where the works are limited to that of undertaking an LV closing joint to energise an LV mains extension no greater than 25mtrs in length or a service connection. The requirement to meet with items C, D and E of conditions precedent will be relaxed.

In these particular circumstances the provision of conditions C, D, E will not be required in advance of the final closing joint works being undertaken as it will be acceptable for these to be submitted with the jointing records in accordance with section 18.

We note that generally due to the nature of un-metered connections the specific requirements to meet with conditions precedent prior to the works is not applicable.

17. CONDITIONS PRECEDENT

The provision of final works, contestable jointing connections are all dependent on SPEN’s conditions precedent criteria being met by ICPs. This is required in advance of the works being undertaken unless acceptable under the relaxed rules see section 16.

17.1 Pre-Conditions Precedent

Within the Conditions Precedent of each RAdAR Project there sits a Pre-Conditions Precedent section which outlines the conditions that must be met in full prior to any connection request.

This will remain open for the full project lifecycle, and once all connections are made this will be set to “Confirmed” to approve the Pre-Conditions for that particular RAdAR Project.

There is only one set of Pre-Conditions per RAdAR Project.

17.2 Conditions Precedent Information

ICPs are required to upload the following documentation into the RAdAR project in the Conditions Precedent section for each particular connection in order to meet SPEN's conditions precedent criteria: Only required where assets to be installed require separate legal consents and/or fall outside arrangements in Section 16.

- A. Confirmation of legal consents granted to SPEN (Where Applicable).
- B. Audit failures notified on RAdAR – details of remedial works completed (Where Applicable).
- C. CON-09-002 Completion certificate for new cable installation.
- D. As-laid drawings (for contestable final closing joints, proposed as-laid drawings are required).
- E. Electrical Test results (for contestable connections).

ICPs must meet all of SPEN's conditions precedent criteria a minimum of five working days prior to the connection date provided by SPEN.

18. ICP CONTESTABLE WORKS COMPLETION

18.1 Interim Live Jointing Completion

No greater than 10 working days of the actual connection date for each contestable live joint, the ICP uploads the following completion documentation into the RAdAR project, as part of Conditions Precedent.:

- CON-09-002 Completion certificate for new cable installation.
- As-laid drawings (jointer's sketch) associated with live works.
- Electrical Test results.
- Audit failures notified on RAdAR – details of remedial works completed.

Once all of the documents above have been uploaded the ICP is to confirm that the Conditions Precedent is ready for Formal Approval from SPEN by ticking the "*Final Submission*" check box and submitting to the DNO.

Email notifications will be automatically generated to the following relevant mailbox when uploading any Conditions Precedent documents to the RAdAR Project:

Scotland

CIAdminNorth@scottishpower.com

England and Wales

CIAdminSouth@scottishpower.com

SPEN assesses the conditions precedent documentation.

If ICPs fail to provide all conditions precedent documents, SPEN will select "Not Approved" in the conditions precedent section within RAdAR for the relevant POC reference. SPEN will communicate with the ICP's to notify of any deficiencies.

All conditions precedent information documents required by SPEN must be uploaded within the condition precedent section of RAdAR for the relevant POC reference.

When the ICP meets all conditions precedent criteria SPEN approves the conditions precedent section within RAdAR for the relevant POC reference.

Auto generated emails notifications will be sent to the following relevant mailbox when conditions precedent documentation is Approved by SPEN:

Scotland

DataManagementNorth1@scottishpower.com

England and Wales

DataManagementSouth1@scottishpower.com

ICPs receive notification of a change to the project status.

18.2 Final Live Jointing Completion

On completion of **all** live works in the approved live working area, ICPs upload the following documents into the Conditions Precedent section of the RAdAR project, confirming that all live jointing works have been completed:

- As laid/constructed plant, equipment and overhead line and underground cable records.
- Exiting the Live Working Regime notification form.

From this point onwards, no further live work can be undertaken by ICPs.

The ICP is required to “Add Connection” in the Design Module and raise a POC/Connection Reference within the RAdAR project titled “Exit Live Work” to enable ICP to inform SPEN of proposal to Exit Live Working Site Agreement.

The ICP is to complete the “Exit Live Working Regime” Form (CON-09-003). The ICP uploads this form to the conditions precedent section of this connection request.

Once the Exit Live Working document has been uploaded the ICP Selects “Not Applicable” for the Individual conditions precedents. To confirm “Exit Live Work” conditions precedent as completed requesting Formal Approval from SPEN by ticking the “Final Submission” check box and submitting to the DNO.

SPEN assesses the conditions precedent documentation.

If an ICP fails to provide all conditions precedent documents to exit live working, SPEN will select “Not Approved” in the conditions precedent section within RAdAR for the relevant POC reference. SPEN will communicate with the ICP to notify of any deficiencies.

When the ICP meets all conditions precedent criteria SPEN will approve the conditions precedent section within RAdAR for the relevant POC reference.

ICPs receive notification of a change to the project status.

19. PROJECT CLOSURE AND HANDOVER

ICPs upload all the information specified in CON-04-006 *Project Completion Process for Contestable Works* into the Project Closure section of the RAdAR project.

When an ICP uploads documents to the Conditions Precedent section or the Project Closure Module of RAdAR, they must confirm that the documents are present as this will auto generate an email to the following addresses:

CICAdminNorth@scottishpower.com (Scotland)
CICAdminSouth@scottishpower.com (England and Wales)

SPEN checks that the appropriate Delivery Coordinator and/or Manager have been notified of the upload.

When all of the information has been uploaded by the ICP and submitted via the Conditions Precedent section then the ICP can request closure of the project.

SPEN assesses the information provided by the ICP, in the Project Closure Module.

Where the information supplied by an ICP is deemed by SPEN to be satisfactory the status of the project will be changed from “Open” to “Closed”. If the RAdAR project and/or closure information has been assessed as not meeting SPEN’s requirements the Project Closure Module of the RAdAR Project will be left as “Open” by SPEN and the ICP informed of the deficiencies.

The ICP will receive an email notification informing them of the completion of the contestable connection project.

The change in status of the project from “Open” to ‘Closed’ closes the RAdAR project preventing any further activity via that Enquiry/Project Number.

19.1 Commencement of Warranty

Once the Closure process has been completed the warranty period for defect correction will come into force.