DNO Connection Module

SP Energy Networks

Contents

Background

This document shows the processes for the **Delivery team** at the Connection stage. It shows the process in RAdAR when a final connection request has been made by the ICP.

There are 4 steps to complete in the Connections module:
- Check minimum information
- Agreeing a date
- Confirming the Conditions Precedent have been received
- Confirming the completion of the connection date

Locating the project

- Click CONNECTIONS
- Click REGISTER

A list of 'submitted' connection requests are then shown.

- Click on the required 'Project Number'
- View the form and any attachments at the bottom of the screen

Check Minimum Information

- If the application does not pass minimum information , click **Request status * : Not Approved ▾**
- Type in your **Comments :** to confirm your reason
- Click **Save**

This sends a notification to the ICP to advise that the application has not been approved for minimum information checks. The ICP will need to re-apply.

Approve Minimum information

- To approve minimum information checks, click **Request status * : Approved ▾**
- Type in any **Comments :**
- Click **Save**

Approve connection request/agree connection date

- Approve or Not Approve the connection request

Connection Request Not Approved

- If the connection request has not been approved select Not Approved and add any comments to explain why the connection has not been approved. For example, the customer may have provided a plan, so minimum information checks has been approved. However, this plan may not be the correct plan, so the connection will not be approved at this stage. If this is the case the ICP will need to resubmit another connection request.

Connection Request Approved

- If the connection request can be approved select approve.
- Choose the **Agreed Connection Date :** from the calendar
- Add any comments
- Click Save

An email will be sent to the ICP confirming the agreed connection date

What happens next?

Once the form has been approved, the next step is for the ICP to ensure all Conditions Precedent have been met 5 working days before the connection. For

all request to connect to SP connection requests, part of the conditions precedent will only be required 5 working days post the connection date. Please see CON04005 for confirmation of what needs to be supplied and when.

Conditions Precedent

When you have received the ICP's final submission notification that information relating to Conditions Precedent has been received, you will need to confirm receipt of the information. Please note that for all request to connect connection requests, you will not receive the final submission notification until 5 days after the actual connection date. However you will still need to physically check that all required conditions precedent have been received before the connection can be carried out.

- Click CONNECTION
- Click REGISTER
- Click on the required 'Project Number'

  Conditions Precedent

  View

- Click
- Click on the **POC Reference** from the 'Existing Connections' Section
- View the information received (Uploaded Documents section)
- If you cannot approve the conditions precedent at this time leave the DNO confirmed box as 'Not Approved' and contact the ICP to discuss. If the requested information is still not received 5 days prior to the connection date please see below on how to update the conditions precedent status, to cancel the connection request, meaning the ICP will need to resubmit a new connection request.

- If you can approve Choose 'Approved' from the [DNO Confirmed :] drop-down box.
- Click [Update]

This then sends a notification to the ICP to confirm receipt of the information. Also once approved an email will also be sent to the Data Management section.

- Next Click back
- Process Application
  Click [Process]
- Update the Conditions Precedent status box, confirming whether conditions precedent has been confirmed or not, the date checks completed and any comments
- Click, [Update]

For request to connect to SP connection requests the conditions precedent status will stay as pending until up to 5 working days post connection date. After this you will then need to confirm whether conditions precedent has been met or not accordingly.

What happens next?

Once DNO has confirmed Conditions Precedent have been met, within 5 days of the connection, arrangements for the final connection will proceed.

If the ICP has completed the final closing joint themselves then they are required, within a maximum of 5 days of the connection, to upload the following completion documentation, for each connection request:

- The as-laid drawings (jointers sketch) associated with the closing joint works
- Associated electrical test results

For a live jointing site, in addition, the ICP is required to upload:

- Asset-04-015 appendix 2(a) completion certificates

See con04005 for a full explanation of what conditions precedent are required and when.

Notification will be received once these have been issued and the next step is to confirm the actual connection date and then 'Project Closure'.

Confirm actual connection date

For reporting purposes you need to record the date of the actual Connection date. To do this:

- Click Connection
- Click Register
- Click on the required **Project Number**
- Click on **Process Application** [Process]
- Scroll down to the actual connection status and complete accordingly
- Click Update

Project Closure

Once all of the connections have been made the project is ready to be closed.

- The ICP will request project closure through RAdAR when they believe all necessary documents have been provided to close the project
- Click PROJECT CLOSURE
- Click the required Project No
- Review the documents that the ICP has issued & mark project closure and handover steps as complete or n/a accordingly.

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- Once you have selected all of the appropriate radio buttons, click

Note: this may be done in stages and not all at the same time.

- This will update the ICP's screen to show which steps have been completed.

Note: this is read only for the ICP, all the ICP can do in this screen is upload documents.

- Once all radio buttons have been selected (with either 'Complete' or 'NA') click

This then makes the 'Project Status' drop-down box available.

- To close the project, choose

- and click