

## ***Document Ref: STCP 3-1 Post Event Analysis and Reporting***

### ***STC Procedure Document Authorisation***

<b>Company</b>	<b>Name of Representative</b>	<b>Signed off (date)</b>
Ofgem		
NGT		
SP		
SSE		

### ***STC Procedure Change Control History***

#### ***Outstanding issues to be resolved pre company sign-off***

#### ***Outstanding issues to be resolved post company sign-off***

1. Definitions may form a separate 'STCP'

## **1 Introduction**

### **1.1 Scope**

- 1.1.1 This document describes the process required to provide post Event review and reporting, to meet statutory, licence and other obligations. In addition, it details the mechanism for post Event liaison and provision of relevant data and information to produce reports.
- 1.1.2 This process applies to Parties for post Event analysis, liaison and reporting, following Events on the GB Transmission System.
- 1.1.3 This procedure applies to NGC and each TO. For the purposes of this document, TOs are:
- SPT; and
  - SHETL.

### **1.2 Objectives**

- 1.2.1 This process specifies the roles and responsibilities of Parties with regard to post Event reports, including:
- reports to affected Users and third parties;
  - Incident investigation and reporting; and,
  - statutory reports and reports in fulfilment of licence condition.

## **2 Key Definitions**

### **2.1 None**

## **3 Procedure**

### **3.1 User and Third Party Reports**

- 3.1.1 NGC shall provide reports for Events on, or affecting the GB Transmission System, User's Systems or external interconnection to affected Users and other third parties in accordance with the NGC Licence, Grid Code and statutory obligations.
- 3.1.2 Each TO shall assist NGC in complying with 3.1.1 by providing, where available, reasonably requested information regarding an Event associated with that TO's Transmission System.
- 3.1.3 Each TO shall provide reports for all Events on, or affecting its Transmission System, to third parties in accordance with its Transmission Licence and statutory obligations.
- 3.1.4 NGC shall assist each TO in complying with 3.1.3 by providing, where available, reasonably requested information, regarding an Event associated with that TO's Transmission System.

### **3.2 Event Fault and Significant Incident Reports**

- 3.2.1 If NGC at any time becomes aware of an Event on the GB Transmission System or a User System, which has had, or may have, an Operational Effect on a TO's Transmission System, then NGC shall notify the affected TO(s) either verbally or in writing, as a matter of urgency.
- 3.2.2 If a TO at any time becomes aware of an Event on its Transmission System, which has had, or may have an Operational Effect on the GB Transmission or a User System, that TO shall notify NGC either verbally or in writing, as a matter of urgency.
- 3.2.3 Where appropriate, each party shall enter a fault report into their database. Each entry shall have a unique number.
- 3.2.4 The affected TO(s) shall provide NGC with the relevant TO fault report number to assist tracking between the TO and NGC fault reporting systems if the TO deems a fault report necessary.
- 3.2.5 NGC shall provide each TO with the relevant NGC fault report number to assist tracking between the TO and NGC fault reporting systems.
- 3.2.6 Each Party may (irrespective of whether or not it has received a notification under sub-paragraph 3.2.1 or 3.2.2), at its discretion, determine that an Event is a Significant Incident. If deemed a Significant Incident the Party may request that, where relevant, NGC or any Transmission Owner(s) (whose Transmission System(s) has been or may be affected by the Significant Incident) prepare and submit a Significant Incident report (SIR) (Appendix A) in accordance with sub-paragraph 3.2.7.
- 3.2.7 Each Party (the "Responding Party") shall, if requested to do so by another Party (the "Requesting Party"), pursuant to sub-paragraph 3.2.6, prepare and submit a written report to the Requesting Party, as soon as reasonably practicable, in relation to a Significant Incident which shall include, without limitation, the following information:
- a description of the Significant Incident (including without limitation, any associated Services Reduction or Service Reduction Risk);
  - the time and date of the Significant Incident;

14/03/05

- the location(s) of the Significant Incident;
- Plant and/or Apparatus directly involved (and not merely affected by the Event(s) giving rise to the Significant Incident);
- a response to any question(s) raised by the Requesting Party in relation to the Event or Significant Incident; and,
- any other information reasonably requested by the Requesting Party in relation to the Event or Significant Incident.

3.2.8 Each Party shall, where reasonably requested to do so by another Party, provide assistance in answering any reasonable questions from, or providing information (in the case of NGC) to a User, or in the case of any Party, to any other Party, in relation to an Event or Significant Incident on such TO's Transmission System.

### **3.3 Follow Up System Incident Report**

3.3.1 Where deemed necessary by NGC or the affected TO(s), a Follow Up System Incident Report (FSIR) (in a form contained within Appendix B) shall be produced by the relevant Party (as described in sections 3.3.1.2 – 3.3.1.6), providing updated details on the associated SIR. A Party has up to ten working days to request an FSIR from the date of issue of an SIR.

3.3.2 An FSIR will be produced in response to the SIR where necessary, but it does not preclude an FSIR being produced for any Event that requires follow up investigation.

3.3.3 NGC or a TO can request that another Party provide an FSIR, and it is that other Party's responsibility to produce a report, normally within 4 weeks. The FSIR must not be passed on directly to any other TO, User or third party. NGC is responsible for circulating the relevant information contained within the FSIR to those who received, or would have been entitled to receive, the original SIR. NGC may also use the relevant information contained within the FSIR to produce a follow up Significant Incident Report for Users.

3.3.4 Where an Event affects more than one TO, NGC will produce an FSIR that contains relevant information received from each TO. NGC shall agree with each TO what information can be included in the report to ensure appropriate levels of confidentiality are maintained. If Parties can not agree, the standard disputes procedure shall be invoked.

3.3.5 Where an Event on a User's System affects a TO's Transmission System, NGC shall request further relevant information from the User to generate an FSIR for the affected TO. Such an FSIR will not be passed on directly to any other TO, User or third party by either NGC or the affected TO.

3.3.6 On inter-TO circuits, the TOs may agree to produce a combined FSIR. In such cases, the TOs shall agree which party will produce the FSIR. If Parties can not agree, the standard disputes procedure shall be invoked.

3.3.7 Each Party will nominate a post Event liaison contact to facilitate the production of FSIRs.

14/03/05

### **3.4 Post Event Liaison**

- 3.4.1.1 General NGC ~ TO liaison shall take place as required between the nominated contacts detailed in 3.3.7 to facilitate the production of SIR's, FSIR's and other non-routine reports where necessary. NGC - TO liaison meetings shall take place as agreed between the parties to review Events and information exchange for the production of SIRs and FSIRs.
- 3.4.1.2 The liaison meetings shall also review post Event plant technical and performance issues.

### **3.5 Investigations**

- 3.5.1.1 Where appropriate, the Parties may, as set out in STC Section C, Part Three 4.2, agree to a joint investigation following an Event. Prior to a joint investigation, the terms of reference and procedure shall be agreed by all participating Parties. If Parties can not agree, the standard disputes procedure shall be invoked.

### **3.6 Statutory & Licence Condition Reports**

- 3.6.1 Each TO shall have in force a statement approved by the Authority setting out the form of their Transmission Licence condition reports.
- 3.6.2 NGC shall have in force a statement approved by the Authority setting out the form of their Licence condition reports.
- 3.6.3 Parties shall assist each other in collating information in order to meet the obligations detailed in 3.6.1 and 3.6.2.
- 3.6.4 Where a Party is aware that a report detailed in 3.6.1 or 3.6.2 has implications for another Party, the originating Party shall provide a draft copy of the relevant report for comment before submission to the Authority.
- 3.6.5 Where any notification is provided by a Party, pursuant to 3.6.4 or 3.6.5, the receiving Party shall ensure appropriate levels of confidentiality are maintained, in accordance with the provisions relating to confidentiality within the STC.

### **3.7 Provision, Access And Retention Of Data**

- 3.7.1 NGC and the TO will retain relevant operational data such as control room logs and Transmission Status Certificates for a period of not less than one year from the date of issue, for use in an investigation.
- 3.7.2 NGC and the TO shall have voice recording systems installed, with appropriate procedures in place to ensure confidentiality. All recordings shall be kept for a minimum of one month.

## **4 Dispute Resolution**

- 4.1.1 [Dispute resolution procedure inline with STC XXXXXX]

14/03/05

## **5 Appendices**

### ***Appendix A: Standard Forms/Certificates***

#### **Significant Incident Report**

Format for guidance only

NGC – TO Significant Incident Report

TO \_\_\_\_\_

Fax No \_\_\_\_\_

#### **SIGNIFICANT INCIDENT**

Incident No \_\_\_\_\_

Time of Significant Incident \_\_\_\_\_

Date of Significant Incident \_\_\_\_\_

Location \_\_\_\_\_

Party requesting Significant Incident Report \_\_\_\_\_

Plant / Apparatus directly involved \_\_\_\_\_

(and not merely affected by the incident)

Description of Significant Incident

---

---

---

14/03/05

---

---

---

---

---

---

---

**Demand (in MW) and/or generation(in MW)**

Interrupted and duration of interruption\_\_\_\_\_

**Generation Unit-frequency  
response**\_\_\_\_\_

(MW correction achieved subsequent to the Significant Incident)

**Generating Unit-MVAr performance**

\_\_\_\_\_

**Estimated time and date of return to  
service**\_\_\_\_\_

**Appendix B - Template For Follow Up Significant Incident Report**

**Follow-Up Significant Incident Report FSIR  
nnn/yy/Company**

**Title.**

**Date of Occurrence**

**Introduction**

- Very brief description on what happened (cct tripped, coincident with,)
- Circuit topology (words or diagram)

**Event Description and Findings**

- Previous Events leading up to Event.
- Event time and effect/result.
- Coincident Events?
- What RTS and how. What did not.
- Tests performed (trip test, oil sample taken etc)
- Specific occurrence 1 likely cause.
- Specific occurrence 2 likely cause.
- 
- Specific occurrence and likely cause.
- Other findings

**Operational Impact**

- losses of supply?
- If yes then when restored and how much?
- OOS times
- Ongoing risk of trip, generation at risk, demand at risk

**Actions**

- Agreed action. **Name, Department, Target Date**

Prepared by:

Name

Date

## **Appendix C: Definitions**

### **Abbreviations**

#### **All defined in STC:**

- SO System Operator
- TO Transmission Owner
- SYS Seven Year Statement
- NGC National Grid Company plc

### **Definitions (other than those listed in Key Definitions)**

#### **STC definitions used:**

Significant Incident

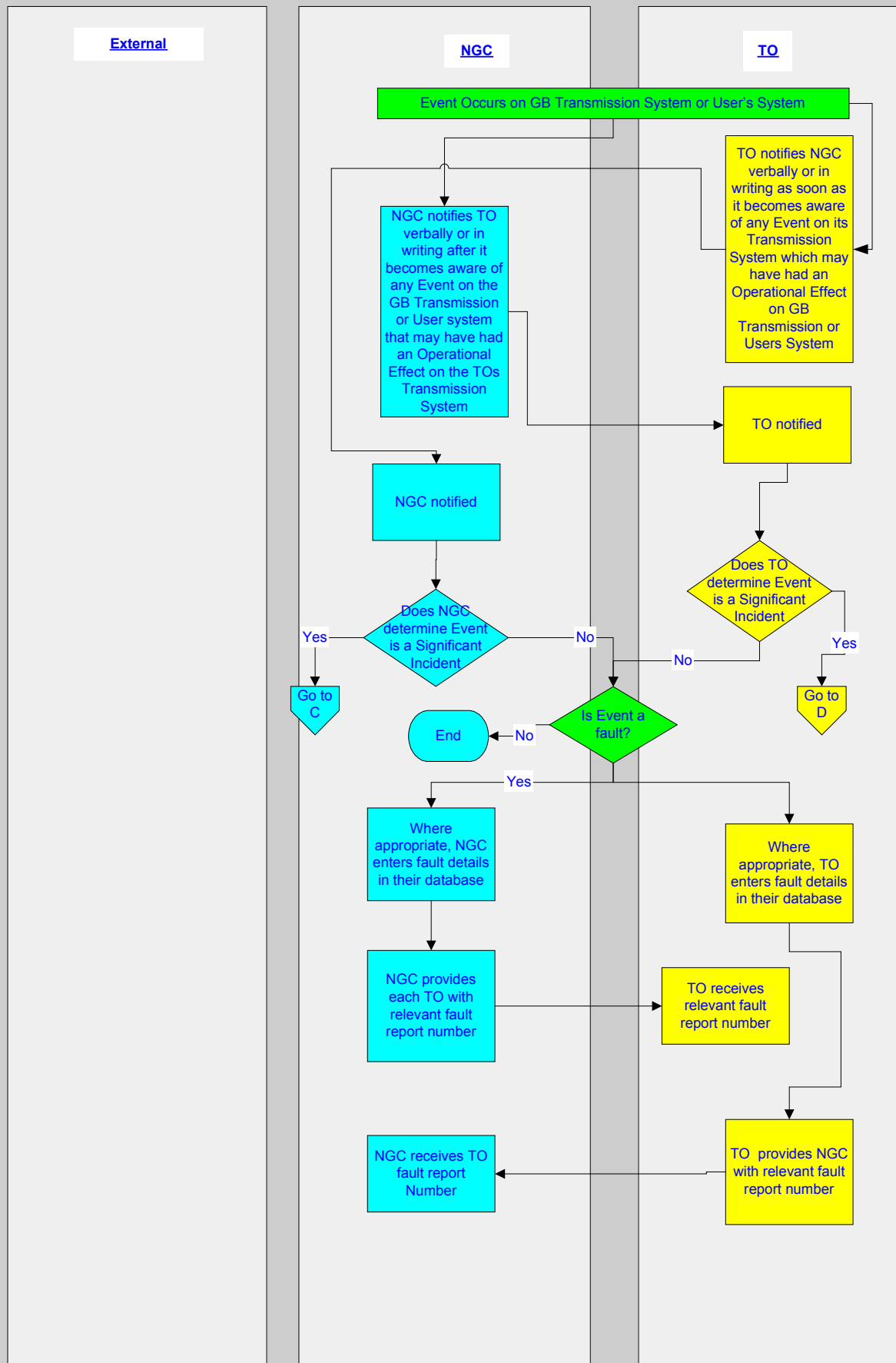
#### **Other STCPs:**

STCP1-1: Transmission Status Certificate

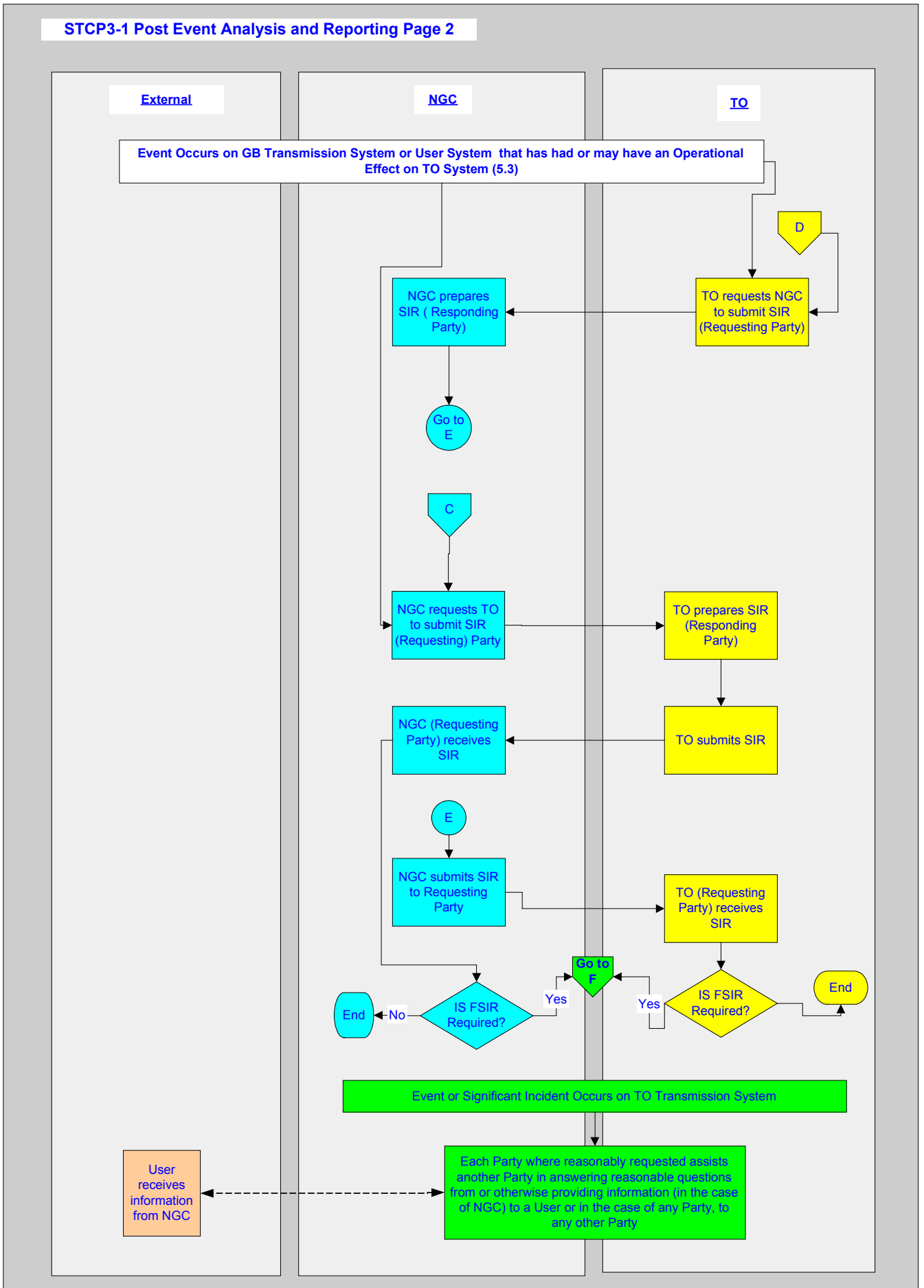
#### **Grid Code definitions used:**

Event

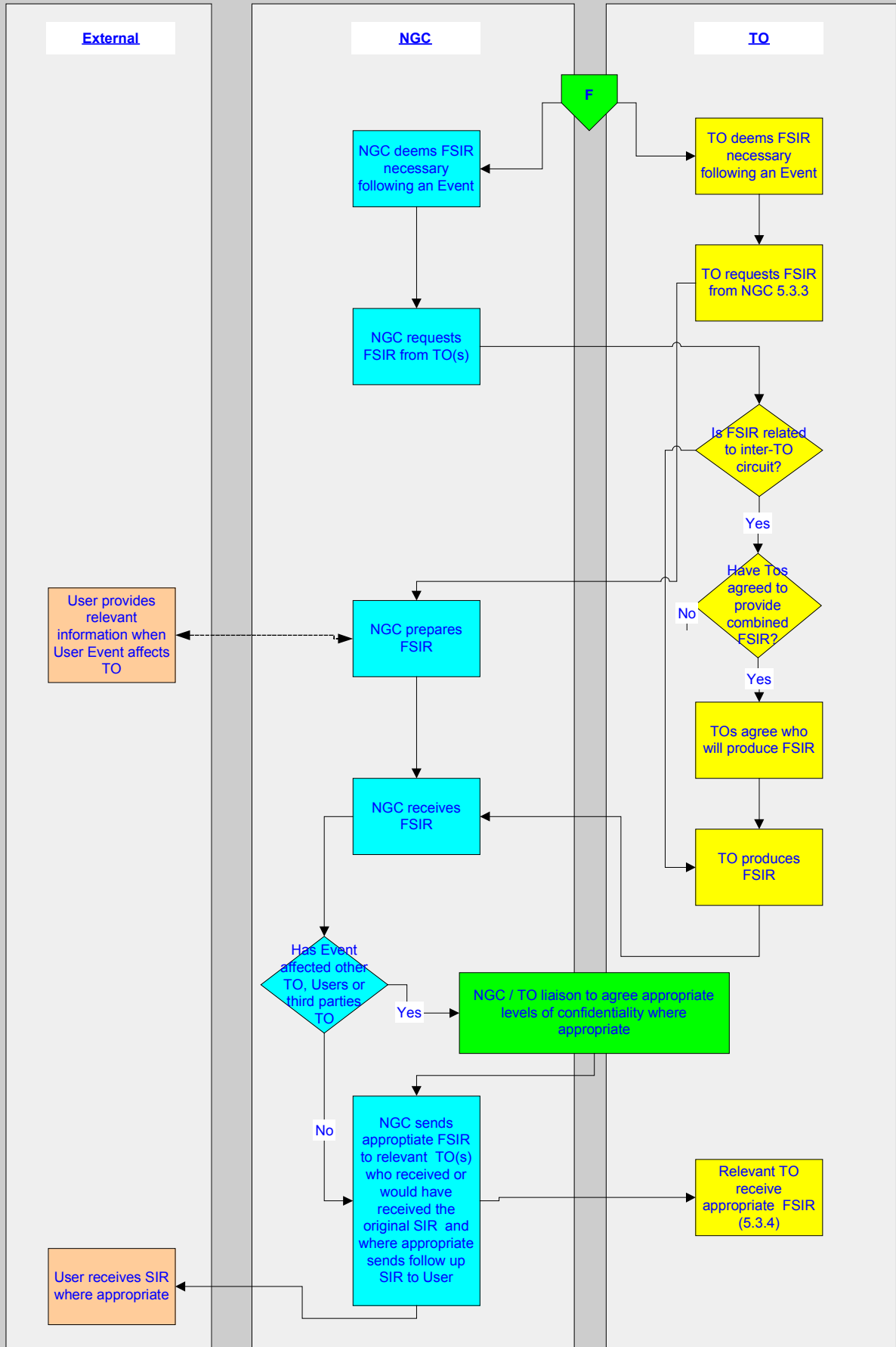
STCP3-1 Post Event Analysis and Reporting Page 1



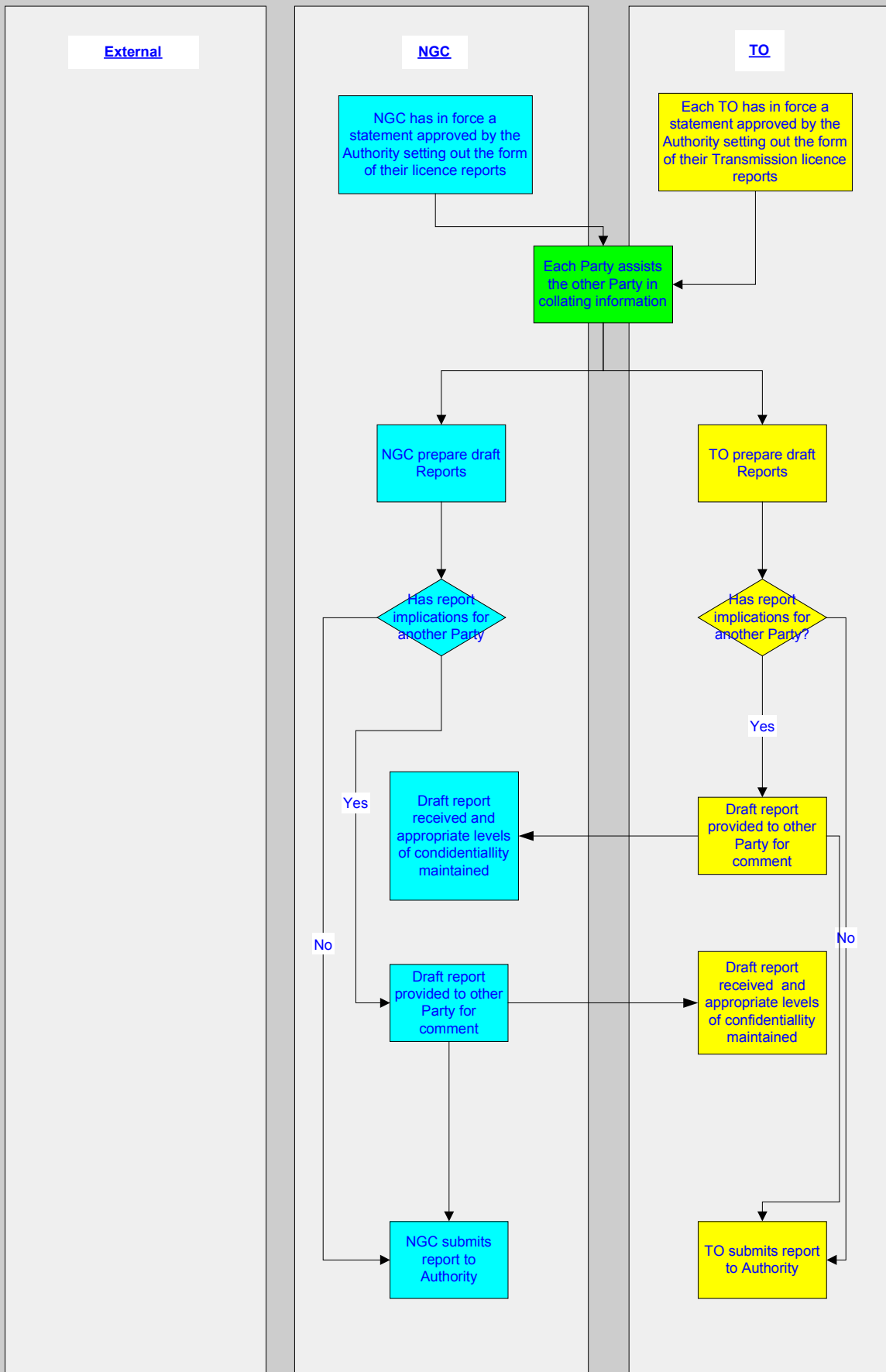
STCP3-1 Post Event Analysis and Reporting Page 2



STCP3-1 Post Event Analysis and Reporting Page 3



STCP3-1 Post Event Analysis and Reporting Page 4



STCP3-1 Post Event Analysis and Reporting Page 5

