

# STCP Amendment Proposal Form

PA025

## **1. Title of Amendment Proposal**

STCP 01-1 – Incorporation of Outstanding Change Requests

## **2. Description of the Proposed Amendment (mandatory field)**

Incorporation of the following Change Requests that were outstanding at BETTA Go-Live:

C233.

This Change Request is attached at Attachment 1 to this STCP Amendment Proposal Form.

Minor changes to the Headers and Footers within the document are also proposed. These changes serve to ensure that the name of the STCP and its Issue Number and date are clearly visible on all pages.

The following text has also been inserted before each of the Flow Diagrams within the STCPs clarifying that the text of the STCP has precedence in the event there is any disparity between the text and the flow diagrams:

“Note that the Process Diagrams shown in this Appendix [B] are for information only. In the event of any contradiction between the process represented in this Appendix and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.”

This statement was included in some but not all STCPs during drafting and its inclusion here allows a consistent approach to be taken across all STCPs.

All of the above changes are reflected within the change-marked STCP attached as Attachment 2 to this STCP Amendment Proposal Form.

## **3. Description of Issue or Defect that Proposed Amendment seeks to Address (mandatory field)**

Prior to Go-Live a number of changes to “signed off” STCPs were identified by the User Groups. The incorporation of these Change Requests before Go-Live was not however deemed by the same User Groups as critical for Go-Live and it was agreed between the Parties that such Change Requests should be considered and where appropriate incorporated within the STCP following Go-Live. This STCP Amendment Proposal therefore summarises the outstanding Change Requests for this STCP and outlines draft legal text that would give effect to those outstanding Change Requests.

## **4. Impact on the STC (information should be given where possible)**

Effects on STCP 01-1 Operational Switching Issue 001 are as detailed in the Change Marked version attached at Attachment 2 to this STCP Amendment Proposal.

## **5. Impact on other frameworks e.g. CUSC, BSC (information should be given where possible)**

NONE

## **6. Impact on Core Industry Documentation (information should be given where possible)**

NONE

<p><b>7. <u>Impact on Computer Systems and Processes used by STC Parties</u> (information should be given where possible)</b></p> <p>NONE</p>
<p><b>8. <u>Details of any Related Modifications to Other Industry Codes</u> (where known)</b></p> <p>NONE</p>
<p><b>9. <u>Justification for Proposed Amendment with Reference to Applicable STC Objectives</u> (mandatory field)</b></p> <p>Although these changes were not deemed as critical for Go-Live it is the view of the proposer that should these Change Requests now be incorporated within STCP 01-1 this would better facilitate the following Applicable STC Objectives:</p> <ul style="list-style-type: none"> <li>the development, maintenance and operation of an efficient, economical and co-ordinated system of electricity transmission</li> <li>protection of the security and quality of supply and safe operation of the GB Transmission System insofar as it relates to the interactions between transmission licensees</li> <li>promotion of good industry practice and efficiency in the implementation and administration of the arrangements described in the STC.</li> </ul>

<p><b>Details of Proposer</b> Organisation's Name</p>	National Grid Company plc
<p>Capacity in which the Amendment is being proposed (i.e. STC Party or other Party as designated by the Authority pursuant to STC section B7.2.2.1 (b))</p>	STC Party
<p><b>Details of Proposer's Representative</b> Name Organisation Telephone Number Email Address</p>	<p>Mark Duffield National Grid Company plc 01926 654971 <a href="mailto:mark.duffield@ngtuk.com">mark.duffield@ngtuk.com</a></p>
<p><b>Details of Representative's Alternate</b> Name Organisation Telephone Number Email Address</p>	<p>Ben Graff National Grid Company plc 01926 656368 <a href="mailto:Ben.Graff@ngtuk.com">Ben.Graff@ngtuk.com</a></p>
<p><b>Attachments (Yes/No): Yes</b> If yes, title and number of pages of each attachment: Attachment 1 : Original Change Requests Attachment 2 : Revised legal text for STCP 01-1: Operational Switching</p>	

**Notes:**

- Those wishing to propose an Amendment to the STC should do so by filling in this "Amendment Proposal Form" that is based on the provisions contained in Section 7.2 of the STC.
- The Committee Secretary will check that the form has been completed, in accordance with the requirements of the STC, prior to submitting it to the Committee. If the Committee Secretary accepts the Amendment Proposal form as complete, then she/he will write back to the Proposer informing them of the reference number for the Amendment Proposal and the date on which the Committee will consider the Proposal. If, in the opinion of the Committee Secretary, the form fails to provide the information required in the STC, then he/she may reject the Proposal. The Committee Secretary will inform the Proposer of the rejection and report the matter to the Committee at their

next meeting. The Committee can reverse the Committee Secretary's decision and if this happens the Committee Secretary will inform the Proposer.

The completed form should be returned to:

Lilian Macleod  
STC Committee Secretary  
Commercial Frameworks  
National Grid Company plc  
NGT House  
Warwick Technology Park  
Gallows Hill  
Warwick, CV34 6DA

Or via e-mail to: [STCTeam@uk.ngrid.com](mailto:STCTeam@uk.ngrid.com)

## Attachment 1: Incorporated Outstanding Change Requests

ID	Raised On	Originating Body	Description	Affected Category 2 Documents	Business Owner	CDA Owner	Status	DG1	Last Updated	Comments
C233	03/06/2005	CRUG	Changes required to reflect the agreed comments as described in the CDA Consistency Form dated 31st March 2005 relating to STCP1-1 Operational Switching. For a breakdown of the comments see the consistency form.	STCP 01-1	Mike Lee	Nadim Al-Hariri	Accepted	X	3 Jun 05	3 June 05: CR raised 3 June 05: OPUG accepted the CR

**Change Request**

(Yellow Shaded Boxes For CDA Use Only)

<b>CDA CR ID</b>	C233	<b>Status<sup>1</sup></b>	Accepted
<b>Company CR ID</b>		<b>Associated CR's</b>	
<b>Description of Change</b>			
Changes required to reflect the agreed comments as described in the CDA Consistency Form dated 31st March 2005 relating to STCP1-1 Operational Switching. For a breakdown of the comments see the consistency form.			
<b>Reasons for Change</b>			
To implement the agreed changes in the CDA Consistency form			
<b>Affected Category 2 Document(s)<sup>2</sup></b>		<b>DG's Informed</b>	
STCP1-1 Operational Switching, Issue 2		CRUG	
<b>Originating Body<sup>3</sup></b>		<b>HLIA ID</b>	
<b>Raised On</b>	3 <sup>rd</sup> June 2005	<b>DLIA ID</b>	
<b>Business Owner</b>	Mike Lee	<b>Time Impact<sup>4</sup></b>	
<b>CDA Owner</b>	Nadim Al-Hariri	<b>Effort Impact<sup>5</sup></b>	
<b>&lt;Group&gt; Agreed Action – &lt;Date&gt;</b>			
<b>Change Request Source Document</b>			
STCP1-1 Consistency Form.doc			
<b>Document Version Included In</b>			
<b>To Be Included In</b>	<input type="checkbox"/> Testing	<input checked="" type="checkbox"/> STCP Drafting	<input type="checkbox"/> Post "Go-Live"

<sup>1</sup> One of *Raised*, *HLIA Submitted*, *DLIA*, *DLIA Submitted*, *Accepted*, *Rejected* or *Pending*.

<sup>2</sup> Identifies the directly affected Category 2 documents. A full list of affected Category 1 & 2 documents will be identified by the HLIA.

<sup>3</sup> One of DG1, DG2, DG3, DG4, Ofgem/DTI or Companies.

<sup>4</sup> One of **Red** (impact on critical path), **Amber** (impact on plan but not critical path) or **Green** (no impact on plan)

<sup>5</sup> One of **High** (>5 Working Days), **Amber** (>1 and <5 Working Days) or **Green** (<1 Working Day)

## Category 2 Document Consistency Form

<b>Consistency Form Status</b>		Issued		<b>Consistency Form Version</b>		I1.0	
<b>Document Name</b>	STCP1-1 Operational Switching				<b>Version</b>	<b>Issue 2</b>	
						15/03/05	
					<b>Review Ref</b>	1	
<b>Reviewer</b>	Nadim Al-Hariri				<b>Date</b>	31/03/05	
<b>Checked by</b>	Tony Mason				<b>Date</b>	31/03/05	
<b>Category 2 Documents – Detailed Level Processes and STCPs</b>							
<b>C:</b> Indicates documents have been checked for consistency and <b>no action required</b> .							
<b>A:</b> Indicates documents have been checked for consistency and <b>action may be required</b> .							
<b>N:</b> Indicates documents are related but <b>are unavailable</b> to be checked for consistency.							
<b>D G</b>	<b>Id</b>	<b>Issue</b>	<b>STCP/ DL</b>	<b>Name</b>	<b>Action</b>		
1	1-1	-	-	Internal Consistency	<b>A</b>		
0	-	Designated	-	SO-TO Code	<b>C</b>		
1	11-1	-	STCP	Outage Planning	<b>N</b>		
1	8-2	-	STCP	Live Trip & DAR Testing	<b>N</b>		
1	4-5		STCP	Provision of Control Telephony	<b>N</b>		

**Key:****Cat** (Category of comment)

I Inconsistency comment

C Other type of comment

Q Question

**Type** (Type of comment)

O Inconsistent with Other doc.

D Inconsistent within review doc.

F Clarification/Format/ Grammatical L(ow) e.g. Cosmetic

**Sevty** (Impact Severity)

H(igh) e.g. Process will not work

M(edium) e.g. Work-a-round required

**Eff** (Effort to correct)

H(igh) More than 4 hours

M(edium) More than 10 minutes but less than 4 hours

L Up to 10 minutes

**Consistency Form Status**

Author Review - Sent to Author for review

Owning DG Review - Sent to owning DG for agreed actions

Other DG Review - Sent to other DG's affected for agreeing actions

Issued - Issued


Category 2 Document		Internal Consistency	Version		N/A		
Id	Sect	Comment	Cat	Type	Sevty	Effort	Proposed/Agreed Action
1	3.1.2	This implies that the identification of Operational Switching requirements prior to the Control Phase is done outside this procedure. What is the other process that identifies Operation Switching requirements prior to handover other than Outage Planning?	Q				Proposed Action: Agreed Action: No change
2	3.1.2 and elsewhere	Suggest replace "Outage, Outage change request" with "Outage Request".  "Outage Request" is defined in STCP11-1 as an Outage Proposal or an Outage change request.	I	O	L	L	Proposed Action:  Use the term Outage Request as defined in STCP11-1  If agreed add to Other STCP definitions in Appendix E.  Agreed Action: No change
3	2.1	Missing Definitions in this document:  Transmission Status Certificate (TSC)  Return TSC  Isolation TSC	I	D	L	L	Proposed Action:  Insert definitions.  Agreed Action:  Definition for TSC added, not needed for others
4	Typo	3.9.2 & 3.2.3, 5 <sup>th</sup> Bullet – Replace "NGC Control" with "NGC control")  3.8.2.3 – spurious para number 3.8.1.1 to be removed.  3.10.2.1 – this should be 3.10.3 and the remaining para renumbered accordingly  3.10.5 – Remove The before STCP8-1.	C	F	L	L	Proposed Action:  Agreed Action:  AGREED
5	1.1.1	The scope implies that STCP1-1 covers activities in the Control Phase only. The processes described include Planning Phase activities.	I	D	L	L	Proposed Action:  Clarify the scope of this document includes some Planning Phase activities.  Agreed Action:  See comment 1

Category 2 Document		Internal Consistency			Version		N/A
Id	Sect	Comment	Cat	Type	Sevty	Effort	Proposed/Agreed Action
6	3.3.4	There is nothing in STCP4-5 which details the tape recording of telephone conversations. If still required replace with  "All telephone instructions shall be tape-recorded by NGC and the relevant TO."	I	O	M	L	Proposed Action:  Revise wording as suggested.  Agreed Action:  agreed
7	General	There is a difference in definition of "Operational Effect " in the STC and the Grid Code. The STC Definition is "an effect which causes the GB Transmission System to operate (or be at a materially increased risk of operating) differently to the way in which it would or may have normally operated in the absence of such effect" The Grid Code Definition is "Any effect on the operation of the relevant other System which causes the GB Transmission System or the System of NGC or the other User or Users, as the case may be, to operate (or be at a materially increased risk of operating) differently to the way in which they would or may have operated in the absence of that effect."  The main difference in relation to this procedure is that the STC restricts the effect to the GB Transmission System whilst the Grid Code definition includes User Systems. The STC definition naturally takes precedence over the Grid Code definition in the STCP. This STCP refers to Operational Effects on User Systems.	I	O	M	M	Proposed Action:  Review the definition of Operational effect and if it requires the use of the Grid Code definition then either  1. Create anew defined term for this STCP e.g "GC Operational Effect" which refers to the Grid Code definition or  2. Amend the definition in the STC to line up with the Grid Code definition  Consider the effect to definitions in Appendix E.  Agreed Action:  Grid Code definition to be used.
8	3.4.6.4	If a TO alters his Plant and/or Apparatus prior to returning the Plant/Apparatus to service then this may require a change to his <b>Services Capability Specification</b> .	I	O	L	L	Proposed Action:  Refer to the need for the TO to update his SCS if necessary using the update process in the SCS.  Agreed Action:  No change
9	3.4.6 / 3.4.7	In 3.4.2, para 3.4.2.2 requires the TO to confirm existing OCLs prior to releasing Plant/Apparatus. Should there be the same requirement when the plant is being returned to service?	I	D	L	L	Proposed Action:  Amend as suggested  Agreed Action:  Remove 3.4.2.2, covered by 3.4.2.1



Category 2 Document		Internal Consistency	Version				N/A
Id	Sect	Comment	Cat	Type	Sevty	Effort	Proposed/Agreed Action
10	3.4.2.5	3.4.2.5 is split into 2 paras in the corresponding parts of 3.4.6 (paras 3.4.6.5 & 3.4.6.6) and 3.4.7 (Paras 3.4.7.9 & 3.4.7.10).	C	F	L	L	Proposed Action: Amend as suggested  Agreed Action: AGREED
11	3.4.6.5 – 3.4.6.10	Suggest that “ return TSC” should be “Return TSC” as in 3.4.7.9 - 3.4.7.14	C	F	L	L	Proposed Action: Amend as suggested  Agreed Action: No change
12	3.7.1 / 3.7.3 / 3.2.3	As this process only deals with the TO Transmission Systems and the definition of System is User System or GB Transmission System , change “System re-configuration” to “TO Transmission System re-configuration”	I	O	L	L	Proposed Action: Amend to TO Transmission System  Agreed Action: AGREED
13	3.7	This section does not have the equivalent start and completion paragraphs as in section s 3.4.2 (paras 3.4.2.8 & 3.4.2.10), 3.4.6 (paras 3.4.6.9 & 3.4.6.10) and 3.4.7 (paras 3.4.7.13 & 3.4.7.14). This section seems to just describe out the Switching Method is agreed but does not detail how it is executed as in sections 3.4.2, 3.4.3 and 3.4.7.	I	D	M	L	Proposed Action:  Insert equivalent paragraphs to indicate when a TO initiates the actions and informs NGC of completion of the actions  Agreed Action:  No change – ref to earlier sections for ‘doing’
14	3.8	How is the Voltage control switching method completed? It appears to be an open-ended Switching Method but no documented mechanism for completion or termination.	C	F	M	L	Proposed Action:  Clarify how the Switching Method is terminated e.g. Does the TO continue until NGC cancels the Switching Method and/or provides a new Switching Method.  Agreed Action:  No change
15	3.12.1	This does not allow busbar Protection Apparatus to be released under a TSC only under a verbal Switching Method.. Is this intended?	Q				Proposed Action:  Agreed Action:  ( ) added and 3.12.1 combined with 3.12.2
16	3.12.2, 1 <sup>st</sup> sentence	Is this meant to refer to testing or work on busbar Protection Apparatus or on all other non-busbar Plant and Apparatus? This sentence could be deleted as it does not add anything to the constraints already set in 3.12.1.	C	F	L	L	Proposed Action:  Either Clarify or delete sentence.  Agreed Action:  Removed – see change 15

Category 2 Document		Internal Consistency	Version		N/A		
Id	Sect	Comment	Cat	Type	Sevty	Effort	Proposed/Agreed Action
17	3.9.1.2, last line	3.9.1.2, – Change “Transmission System” to “System”. The definition of System includes both User System and GB Transmission System. The rest of the para refers to System.	I	D	L	L	Proposed Action: Replace Transmission System with System in this paragraph. <b>Agreed Action:</b> AGREED
18	3.14.2	Should “GB Transmission System” be “System”? (see comment 17). If so also see comment 7.	Q		M	L	Proposed Action: <b>Agreed Action:</b> AGREED
19	3.15.1	STCP8-2 refers to back to this process whilst this process refers back to STCP8-2.	I	O	M	M	Proposed Action: Decide and record in this section which elements of this procedure needs to be used for STCP8-2 <b>Agreed Action:</b> removed
20	3.6.1.3 / 3.6.1.5	3.6.1.3 requires a TSC to be completed (in all cases but if necessary after the completion of the switching). 3.6.1.5 only requires the TSC to be completed if the Plant/Apparatus cannot be immediately returned to service. Which is correct?	Q		M	L	Proposed Action: Clarify and correct. <b>Agreed Action:</b> They don't conflict. See ref added to 3.6.1.5
21	3.6.2.5	If the fault is not permanent but the To wants to work (or test) the Plant .Apparatus is a TSC required. The procedure is silent on this. (Note this is referred to in the swim lane although it is incorrectly mapped)	I	D	L	L	Proposed Action: Clarify the actions required if the TO wants to work on the Plant bit it is not a permanent fault. <b>Agreed Action:</b> No change
22	Appdx E – Definitions	Attached is a modified Appendix E with the Abbreviations and Definitions used from the STC/Grid Code.  Consistency Form attachment - definitio	C	F	L	L	Proposed Action: Amend Appdx E with the Attached document <b>Agreed Action:</b> <b>agreed</b>

Category 2 Document		Internal Consistency			Version		N/A
Id	Sect	Comment	Cat	Type	Sevty	Effort	Proposed/Agreed Action
23	Swim Lane	<p>Modified Swim Lane provided for Planned release and return to service of Plant and Apparatus.</p>  <p>STCP1-1 Consistency Swim Lane attachmer</p> <p>Modifications to Unplanned – Emergency Switching depend on the response to comments above</p> <p>Modifications to Unplanned –Post Fault Switching depend on the response to comments above</p> <p>No Swim Lanes for the following processes: System Reconfiguration Voltage Control Protection Apparatus Intertrip and/or Protection Signalling Channels Busbar Protection Apparatus Risk of Trip</p>	I	D	M	M	<p>Proposed Action: Amend Swim lanes with comments provided.</p> <p><b>Agreed Action:</b> Agreed – <b>to be added</b></p>
24	Front Cover - Remaining Issue	<p>For Completeness the remaining issue on the STCP Front Cover is repeated here: Dispute resolution process</p>					<p>Proposed Action: This appears to be resolved in the document already. If so remove from the Front Sheet</p> <p><b>Agreed Action:</b> Removed – left in</p>

**Attachment 2: Revised Legal Text for STCP 01-1 Operational Switching**

**Document Ref: ~~STCP 1.1~~ STCP 01-1 Issue 002**  
**Operational Switching**

**STC Procedure Document Authorisation**

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

<b><u>Company</u></b>	<b><u>Name of Party Representative</u></b>	<b><u>Signature</u></b>	<b><u>Date</u></b>
<del>National Grid Company plc</del>			
<del>SP Transmission Ltd</del>			
<del>Scottish Hydro-Electric Transmission Ltd</del>			

**STC Procedure Change Control History**

~~Issue 1 — 15/11/2004. First issue.~~

~~Issue 2 — 18/03/2005 Includes CR C217~~

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

~~1. Dispute resolution process~~

4

<u>Issue 001</u>	<u>18/03/2005</u>	<u>BETTA Go-Live Version</u>
<u>Issue 002</u>	<u>22/06/2005</u>	<u>Issue 002 incorporating PA025</u>

# 1 Introduction

## 1.1 Scope

1.1.1 In the Control Phase, appropriate co-ordination between NGC, TOs and Affected Users is essential during the Operational Switching process. This document specifies the responsibilities of NGC and TOs in relation to Operational Switching of Plant and/or Apparatus on the TOs' Transmission Systems and the procedures to be followed by each Party:

- NGC shall be responsible for directing the configuration of the GB Transmission System;
- TOs shall be responsible for instructing Operational Switching on their Transmission Systems; and
- TOs shall be responsible for the management of any part of their Transmission Systems released from operational service under a Transmission Status Certificate (TSC).

1.1.2 For the purposes of this document, the TOs are:

- SPT; and
- SHETL.

1.1.3 This document excludes the obligations and processes associated with the testing of Plant and/or Apparatus on the TOs' Transmission Systems. These are specified in STCPs 8-1 to 8-4.

## 1.2 Objectives

1.2.1 The objective of this document is to provide for efficient co-ordination between NGC and TOs in relation to Operational Switching on the TOs' Transmission Systems.

1.2.2 To meet this objective, this document specifies the following:

- the responsibilities of NGC and TOs in relation to Operational Switching on the TOs' Transmission Systems;
- the requirements for exchange of information between NGC, TOs and Affected Users related to Operational Switching; and
- the lines of communication to be used.

# 2 Key Definitions

## 2.1 For the purposes of STCP1-1:

2.1.1 **Affected User** means a User whose System, in the reasonable opinion of either NGC or the relevant TO, will or may be subject to an Operational Effect caused by an Operation on a TO's Transmission System.

2.1.2 **Switching Method** means the high level methodology that identifies the actions required by NGC of the TO in a clear and unambiguous manner.

2.1.3 **Planning Phase** means the period covered by the Operational Planning Phase and the Programming Phase.

2.1.4 **Transmission Status Certificate (TSC)** means the form in Appendix C for Operational Switching.

### **3 Procedure**

#### **3.1 Overview**

- 3.1.1 Following the handover of Outages and/or Operational Switching requirements from the Planning Phase to the Control Phase, TO and NGC control staff shall discuss the Operational Effect (or potential Operational Effect) of the Outages and/or Operational Switching requirements, prior to real-time.
- 3.1.2 If an Outage, Outage change request or Operational Switching requirement not included in the handover, is required during the Control Phase, TO and NGC Control staff shall discuss the Operational Effect (or potential Operational Effect) as soon as possible after the requirement is identified.
- 3.1.3 An Outage, Outage change request or Operational Switching requirement may be made or provided verbally, where it is necessary and expedient to do so. Such a request shall be confirmed in writing as soon as reasonably practicable by the Party making it.
- 3.1.4 NGC shall separately record any Service Reduction (if greater than 3 hours duration) or Outage in the Outage database.

#### **3.2 Use of a Switching Method**

- 3.2.1 This document covers the use of:
- a Switching Method utilising a TSC; and
  - a Switching Method utilising a verbal Switching Method.
- 3.2.2 A TSC shall always be used:
- when removing equipment from operational service to allow the TOs to establish Safety Precautions; or
  - if either Party does not agree to the use of the verbal Switching Method.
- 3.2.3 If a TSC is not required, a verbal Switching Method may be used. Situations when a verbal Switching Method may be used include:
- where an emergency situation exists requiring immediate Operational Switching and there is insufficient time to follow the TSC procedure in 3.4;
  - where post fault actions are implemented;
  - where GB Transmission System re-configuration is required that does not need any part of a TO Transmission System to be removed from operational service to allow the TOs to establish Safety Precautions;
  - where Operational Switching is required for voltage control;
  - to release Protection Apparatus associated with Plant and/or Apparatus not released under a TSC (i.e. retained under NGC ~~Control~~;control);
  - to release intertrip and/or Protection signalling channel whilst the associated Plant and/or Apparatus remains in operational service;
  - to release a DAR scheme;
  - to release busbar Protection Apparatus; or
  - where work is required on Plant and/or Apparatus remaining in service under a risk of trip.
- 3.2.4 Where work is required on Protection Apparatus (other than busbar protection) associated with Plant and/or Apparatus that has been released under a TSC, this Protection Apparatus shall be deemed to be transferred to the TO under the relevant TSC.
- 3.2.5 Throughout this procedure operational liaison between NGC and the TOs shall take place as required.



### **3.3 Establishing a Switching Method**

- 3.3.1 When using a TSC to establish a Switching Method for Operational Switching on a TO's Transmission System, the relevant Parties shall complete the TSC in a clear and unambiguous manner clearly identifying, where appropriate, the boundaries of the part of the System released from operational service. The guidelines in Appendix B and the standard terms listed in Appendix D shall be used.
- 3.3.2 The communication of TSCs shall be by fax unless a fax is unavailable, then the contents of the TSC shall be conveyed by telephone and read back by the recipient to ensure both copies are identical.
- 3.3.3 If a TSC is not used and the Parties agree to the use of a verbal Switching Method, the Switching Method shall be given verbally by NGC to the TO. NGC and the relevant TO shall each record the Switching Method. The TO shall then confirm both copies are identical by reading back the Switching Method to NGC.
- 3.3.4 For the avoidance of doubt, all telephone instructions ~~are~~ shall be tape-recorded ~~in accordance with STCP 4-5 Provision of Control Telephony by NGC and the relevant TO.~~

### **3.4 Planned Operational Switching of Plant and/or Apparatus (other than Protection Apparatus and associated equipment).**

#### **3.4.1 General**

3.4.1.1 This section covers the procedures to be followed for:

- planned Operational Switching for the release of Plant and/or Apparatus, including cross TO:TO or TO:NGC boundary circuits and/or additions to the Plant and/or Apparatus previously released;
- full return to service of Plant and/or Apparatus; and
- partial return to service of Plant and/or Apparatus.

#### **3.4.2 Planned Operational Switching for the release of Plant and/or Apparatus**

3.4.2.1 Prior to planned Operational Switching on a TO's Transmission System, the Party requesting that Operational Switching, shall contact the other relevant Parties to discuss the Operational Switching of Plant and/or Apparatus. The timing of the initial discussion will be dependent on the complexity of the Operational Switching and shall, in any case, allow sufficient time for NGC and the relevant TO to evaluate the following:

- the proposed Switching Method;
- in the case of NGC, GB Transmission System re-configuration requirements;
- in the case of the relevant TO, the impact on their Transmission System;
- requirements for modifications to Plant and/or Apparatus e.g. changes to Protection Apparatus;
- issues or restrictions (including Operational Capability Limits (OCLs)) on Transmission Plant and/or Apparatus associated with the proposed Operational Switching; and/or
- other operational information relevant to the Operational Switching.

~~3.4.2.2 Prior to the planned Operational Switching, the TO shall confirm existing OCLs or supply NGC with appropriate OCLs.~~

3.4.2.2 Prior to the planned Operational Switching time, NGC shall also contact Affected Users In accordance with GB Grid Code OC7 to discuss:

- any Operational Effect on the Affected Users' Systems;
- requirements for re-configuration of the Affected Users' Systems; and/or
- any issues/restrictions associated with the Affected Users' Systems that may have an Operational Effect on the Switching Method and/or the resulting System configuration.

3.4.2.3 NGC shall inform the Affected User(s) of the approximate start time of the Operational Switching and that the relevant TO shall become the operational contact with the Affected User(s) at the affected site for the duration of the Operational Switching.

3.4.2.4 NGC shall develop the proposed Switching Method for the release of the Plant and/or Apparatus required for the Outage(s), taking into account any operational issues or requirements raised by the TO(s) or Affected User(s).

3.4.2.5 NGC shall complete part 1, 1.1,1.2 and 2.1 of the TSC and fax the TSC to the relevant TO as soon as reasonably practicable.

3.4.2.6 On receipt of the TSC the relevant TO shall check the Switching Method and, if necessary, inform NGC of any required alterations. If a change to the TSC is required, either:

- both Parties shall verbally agree any required change(s) to the TSC, modify their copies of the TSC accordingly and initial the agreed change(s); or
- NGC shall prepare a new TSC, completing and faxing the new TSC as described in 3.4.2.5.

3.4.2.7 If the change(s) to the Switching Method are significant, it may be necessary for NGC to notify Affected User(s) of the proposed change(s) and discuss any relevant issues listed in Section 3.4.2.3 with Affected User(s) prior to preparing a new TSC. The Switching Method shall be developed taking into account any further operational issues or requirements raised by the relevant TO or Affected User(s).

3.4.2.8 Prior to commencing the Operational Switching programme (developed by the TO to meet the aims of the Switching Method), the relevant TO shall contact NGC and each Party shall complete part 1.3 of the TSC, by exchange of names, date and time. The relevant TO shall then:

- have control of that Plant and/or Apparatus stated in the TSC;
- become the point of operational contact for the Affected User(s) at the affected site for the duration of the Operational Switching;
- notify the Affected User(s) of the change in operational contact from NGC to TO; and
- implement the Operational Switching programme.

3.4.2.9 During an Operational Switching sequence to switch out Plant and/or Apparatus detailed in part 2.1 of the TSC, the TO may decide to leave the respective boundary;

- disconnector(s) closed, open, or open and isolated as required; or
- circuit breaker(s) open or open and isolated as required.

3.4.2.10 On completion of the Operational Switching programme, the TO shall notify the Affected User(s) of its completion and inform the Affected User(s) that their operational contact is now NGC. The TO shall then notify NGC that the Operational Switching programme has been completed.

3.4.2.11 Part 2.2 of the TSC shall be completed by both Parties through exchange of names, date and time, which transfers operational control of the Plant and/or Apparatus detailed in part 2.1 to the relevant TO. Earthing devices shall not be applied or safety documents issued until part 2.2 of the TSC has been completed.

### **3.4.3 Change of Conditions**

3.4.3.1 If a change of conditions (as described in section 3.16) requires the Operational Switching to be delayed or stopped, either NGC or the relevant TO (as appropriately agreed between the Parties at the time) shall inform the Affected User(s) as soon as practicable.

#### **3.4.4 Cross Boundary circuits**

3.4.4.1 Where a circuit crosses a TO:TO or TO:NGC boundary, NGC shall contact all TOs that may be affected and Affected User(s) prior to establishing the Switching Method. A separate TSC will be agreed and issued to each relevant TO following the procedure in section 3.4.2. In Part 1.2 of each TSC, reference shall be made to the requirement for operational liaison with other relevant Parties and the number(s) of the related TSCs. Part 2.1 shall state the full Plant and/or Apparatus released and any boundaries relevant to that particular Party.

#### **3.4.5 Additions to the Plant and Apparatus previously released**

3.4.5.1 Where necessary to extend the Plant and Apparatus released to the TO the procedure in section 3.4.2 shall be followed and either:

- a new TSC covering the enlarged zone shall be issued, prior to the cancellation of the original TSC (the preferred approach); or
- a new TSC may be issued that adjoins the existing TSC.

#### **3.4.6 Planned Operational Switching for the Full Return to Service of Plant and/or Apparatus**

3.4.6.1 As soon as reasonably practicable prior to the full return to service of Plant and/or Apparatus, the relevant TO shall inform NGC of the impending return to service of any Plant and/or Apparatus. The TO shall provide NGC with any appropriate information. Both Parties shall evaluate the following, where appropriate:

- the proposed Switching Method;
- in the case of NGC, GB Transmission System re-configuration requirements;
- in the case of the relevant TO, the impact on their Transmission System;
- requirements for modifications to Plant and/or Apparatus e.g. changes to Protection Apparatus;
- issues or restrictions (including Operational Capability Limits (OCLs)) on Transmission Plant and/or Apparatus associated with the proposed Operational Switching; and/or
- other operational information relevant to the Operational Switching.

3.4.6.2 After receipt of this notification and prior to the planned Operational Switching time, NGC shall contact Affected User(s) in accordance with GB Grid Code OC7 to discuss:

- any Operational Effect on the Affected Users' Systems;
- requirements for re-configuration of the Affected Users' Systems; and/or
- any issues/restrictions associated with the Affected Users' Systems that may have an Operational Effect on the Switching Method and/or the resulting System configuration.

3.4.6.3 NGC shall inform the Affected User(s) of the approximate start time of the Operational Switching and that the relevant TO shall become the operational contact with the Affected User(s) at the affected site for the duration of the Operational Switching.

3.4.6.4 If required, the TO shall note any exceptions, such as changes to Plant and/or Apparatus within the released zone, in Part 3 of the original TSC and fax the original TSC to NGC. Part 3 of the original TSC will then be completed by both Parties through exchange of names, date and time signifying that the Plant and/or Apparatus is fully available for operational service (apart from any exceptions stated) and that operational control of the Plant and/or Apparatus has returned to NGC.

3.4.6.5 NGC shall develop the proposed Switching Method and complete a new TSC (the return TSC) for the return to service of the Plant and/or Apparatus taking into account any operational issues or requirements raised by the relevant TO or Affected User.

3.4.6.6 NGC shall complete parts 1, 1.1 and 1.2 of the return TSC and fax the return TSC to the relevant TO, as soon as reasonably practicable.

3.4.6.7 On receipt of the return TSC, the relevant TO shall check the Switching Method and, if necessary, inform NGC of any required alterations. If a change to the return TSC is required, either:

- both Parties shall verbally agree any required change(s) to the return TSC, modify their copies of the return TSC accordingly and initial the agreed change(s); or
- NGC shall prepare a new return TSC, completing and faxing the new return TSC as described in 3.4.6.6.

3.4.6.8 If the change(s) to the Switching Method are significant, it may be necessary for NGC to notify the Affected User(s) of the proposed change(s) and discuss any relevant issues listed in Section 3.4.6.2 with the Affected User(s) prior to preparing a new return TSC. The Switching Method shall be developed taking into account any operational issues or requirements raised by the relevant TO or Affected User(s).

3.4.6.9 Prior to commencing the Operational Switching programme (developed by the TO to meet the aims of the Switching Method), the relevant TO shall contact NGC and each Party shall complete part 1.3 of the return TSC, by exchange of names, date and time. The relevant TO shall then:

- have control of that Plant and/or Apparatus stated in the TSC;
- become the point of operational contact for the Affected User(s) at the affected site for the duration of the Operational Switching;
- notify the Affected User(s) of the change in operational contact from NGC to TO; and
- implement a Operational Switching programme.

3.4.6.10 On completion of the Operational Switching programme, the TO shall notify the Affected User(s) of its completion and inform the Affected User(s) that their operational contact is now NGC. The TO shall then notify NGC that the Operational Switching programme has been completed. Both Parties shall complete part 3 of the return TSC, by exchange of names, date and time.

### **3.4.7 Planned Operational Switching for the Partial return to Service of Plant and/or Apparatus**

3.4.7.1 As soon as reasonably practicable prior to the partial return to service of Plant and/or Apparatus, the relevant TO shall inform NGC of the impending return to service of any Plant and/or Apparatus. The TO shall provide NGC with any appropriate information. Both Parties shall evaluate the following, where appropriate:

- the proposed Switching Method;
- in the case of NGC, GB Transmission System re-configuration requirements;
- in the case of the relevant TO, the impact on their Transmission System;
- requirements for modifications to Plant and/or Apparatus e.g. changes to Protection Apparatus;
- issues or restrictions (including Operational Capability Limits (OCLs)) on Transmission Plant and/or Apparatus associated with the proposed Operational Switching; and/or
- other operational information relevant to the Operational Switching.

3.4.7.2 After receipt of this notification and prior to the planned Operational Switching time, NGC shall contact Affected Users In accordance with GB Grid Code OC7 to discuss:

- any Operational Effect on the Affected Users' Systems;
- requirements for re-configuration of the Affected Users' Systems; and/or
- any issues/restrictions associated with the Affected Users' Systems that may have an Operational Effect on the Switching Method and/or the resulting System configuration.

- 3.4.7.3 NGC shall inform the Affected User(s) of the approximate start time of the Operational Switching and that the relevant TO shall become the operational contact with the Affected User(s) at the affected site for the duration of the Operational Switching.
- 3.4.7.4 In part 3 of the original TSC under the heading 'exceptions', the TO shall identify:
- the Plant and/or Apparatus that shall remain on Outage; and
  - the operational status of the disconnectors or physical separation that shall become the new boundary from the live GB Transmission System.
- 3.4.7.5 The TO shall fax the original TSC to NGC.
- 3.4.7.6 NGC shall prepare and fax a new TSC (the Isolation TSC) with Part 2.1 completed, detailing the Plant and/or Apparatus that is to remain on Outage.
- 3.4.7.7 Part 2.2 of the Isolation TSC shall be completed by both Parties, by exchange of names, date and time. This document is then issued, leaving that Plant and/or Apparatus remaining on Outage under the TO's control.
- 3.4.7.8 Part 3 of the original TSC shall then be completed by NGC and the TO through the exchange of names, date and time, returning the stated Plant and/or Apparatus to NGC's control and cancelling that TSC.
- 3.4.7.9 NGC shall develop the proposed Switching Method and complete a new TSC (the Return TSC) for the return to service of the Plant and/or Apparatus that is not remaining on Outage, taking into account any operational issues or requirements raised by the relevant TO or Affected User.
- 3.4.7.10 NGC shall complete parts 1, 1.1 and 1.2 of the Return TSC and fax the Return TSC to the relevant TO as soon as reasonably practicable.
- 3.4.7.11 On receipt of the Return TSC, the relevant TO shall check the Switching Method and, if necessary, inform NGC of any required alterations. If a change to the Return TSC is required, either:
- both Parties shall verbally agree any required change(s) to the Return TSC, modify their copies of the Return TSC accordingly and initial the agreed change(s); or
  - NGC shall prepare a new Return TSC, completing and faxing the new Return TSC as described in 3.4.7.10.
- 3.4.7.12 If the change(s) to the Switching Method are significant, it may be necessary for NGC to notify the Affected User(s) of the proposed changes and discuss any relevant issues listed in section 3.4.6.2 with the Affected User(s) prior to preparing a new Return TSC. The Switching Method shall be developed taking into account any operational issues or requirements raised by the relevant TO or Affected User(s).
- 3.4.7.13 Prior to commencing the Operational Switching programme (developed by the TO to meet the aims of the Switching Method), the relevant TO shall contact NGC and each Party shall complete part 1.3 of the Return (or new Return) TSC, by exchange of names, date and time. The relevant TO shall then:
- have control of that Plant and/or Apparatus stated in the TSC;
  - become the point of operational contact for the Affected User(s) at the affected site for the duration of the Operational Switching;
  - notify the Affected User(s) of the change in operational contact from NGC to TO; and
  - implement a Operational Switching programme.
- 3.4.7.14 On completion of the Operational Switching programme, the TO shall notify the Affected User(s) of its completion and inform the Affected User(s) that their operational contact is now NGC. The TO shall then notify NGC that the Operational Switching programme has been completed. Both Parties shall complete part 3 of the Return (or new Return) TSC, by exchange of names, date and time.

### **3.5 Alarms and/or Events during Switching**

- 3.5.1 If, immediately prior to or during implementation of an Operational Switching programme, an unexpected alarm or Event occurs that the relevant TO believes has or may have an Operational Effect on the proposed Operational Switching programme, the TO shall contact NGC to discuss the implications and agree any actions that maybe required. STCP 2-1 Alarm and Event Management shall be followed as appropriate.
- 3.5.2 If, during Operational Switching, NGC becomes aware of any reason to stop or delay including changes of conditions (as described in section 3.16). NGC shall contact the relevant TO to discuss and agree any actions that may be required. STCP 2-1 Alarm and Event Management shall be followed as appropriate.
- 3.5.3 When ferro-resonance conditions are identified, the relevant TO shall endeavour (in accordance with TO procedures) to remove the ferro-resonance by:
- initiating any quenching schemes (automatic or manual); or
  - manually open the respective disconnectors(s), as appropriate.
- 3.5.4 As soon as is reasonably practicable the TO shall notify NGC of the occurrence of ferro-resonance conditions and any actions taken.

### **3.6 Unplanned Switching**

#### **3.6.1 Emergency Switching**

- 3.6.1.1 Emergency action shall be taken in accordance with STCP 9-2 Site and Public Safety.
- 3.6.1.2 In emergency situations, immediate Operational Switching of Plant and/or Apparatus on a TO's Transmission System may be required. The relevant TO may carry out Operational Switching to release the equipment concerned without reference to NGC and/or the Affected User(s) in accordance with the STCP 9-2 Site and Public Safety.
- 3.6.1.3 When time allows, the procedure outlined in section 3.4.2 shall be followed. However, it may be necessary for the TSC to be completed after the Operational Switching. In such cases, a verbal Switching Method shall be used.
- 3.6.1.4 The relevant TO will be responsible for operational contact with the Affected User(s) (where time allows) before completing the required Operational Switching.
- 3.6.1.5 ~~When the~~ **When a TSC has not been completed under section 3.6.1.3, when the** Plant and/or Apparatus cannot be immediately returned to operational service, a TSC will be issued as soon as reasonably practicable and in any case before a TO establishes Safety Precautions (if required).
- 3.6.1.6 Where relevant, the TO shall supply NGC with appropriate OCLs as soon as practicable.

#### **3.6.2 Post fault Operational Switching**

- 3.6.2.1 As soon as reasonably practicable after the automatic Operation of Protection Apparatus, removing any Plant and/or Apparatus from operational service, NGC shall contact the relevant TO to evaluate the Operational Effects.
- 3.6.2.2 NGC shall contact the Affected User(s) In accordance with GB Grid Code OC7 to discuss:
- any Operational Effect on the Affected Users' Systems;
  - requirements for re-configuration of the Affected Users' Systems; and/or
  - any issues/restrictions associated with the Affected Users, Systems that may have an Operational Effect on the GB Transmission System.
- 3.6.2.3 NGC shall take into account any operational issues or requirements raised by the Affected User(s) in its evaluation of the Operational Effects.

- 3.6.2.4 Following a fault, the relevant TO will provide the necessary information in accordance with STCP 3-1 Post Event Analysis and Reporting.
- 3.6.2.5 If the fault is a permanent fault and the faulted Plant and/or Apparatus remains out of service, NGC shall complete Part 2.1 of the TSC and fax the TSC to the relevant TO as soon as reasonably practicable.
- 3.6.2.6 If manual removal of Plant and/or Apparatus is required following the receipt of an alarm and/or site report, a verbal Switching Method shall be used, unless either Party requests the use of a TSC. In such case the procedure for planned Operational Switching in section 3.4.2 shall be followed.

### **3.6.3 Return to Service of faulted Plant and/or Apparatus**

- 3.6.3.1 The relevant TO shall inform NGC as to whether the faulted Plant and/or Apparatus can be made available for operational service.
- 3.6.3.2 The procedure to be followed for returning faulted Plant and/or Apparatus to operational service is that stated in section 3.4.6 or 3.4.7, as appropriate.

### **3.6.4 Post Fault Actions**

- 3.6.4.1 Service Restoration Proposals may be agreed in advance between NGC and a TO in the Planning or Control Phase. (These may include post fault actions to secure Transmission System operation following an Event on the GB Transmission System.
- 3.6.4.2 Service Restoration Proposals may include post fault and/or special actions that are required as part of an Outage arrangement. These will be confirmed by NGC in real time with the appropriate provider. Any changes that could affect planned Outage arrangements should be agreed between TO and NGC as they become known.
- 3.6.4.3 When an Event occurs that has an associated post fault and/or special actions, NGC and the TO may use a verbal Switching Method. The TO shall then implement the agreed action and confirm completion to NGC.

## **3.7 System Reconfiguration**

- 3.7.1 Where GB Transmission System re-configuration is required by NGC or a TO, a verbal Switching Method may be used if no part of the TO Transmission System needs to be removed from operational service in order for a TO to establish Safety Precautions.
- 3.7.2 If Plant and/or Apparatus needs to be removed from operational service in order for a TO to establish Safety Precautions, the procedure in 3.4.2 shall be followed.
- 3.7.3 The Party requesting the ~~system~~GB Transmission System re-configuration shall contact the other Party to evaluate the required Operational Switching. The timing of the initial discussion will be dependent on the complexity of the Operational Switching process, and shall in any case allow sufficient time for NGC and relevant TO, to evaluate the proposed actions.
- 3.7.4 Prior to the planned Operational Switching time, NGC shall also contact the Affected User(s) In accordance with GB Grid Code OC7 to discuss:
- any Operational Effect on the Affected User's' Systems;
  - requirements for re-configuration of the Affected Users' Systems; and/or
  - any issues/restrictions associated with the Affected Users' Systems that may have an Operational Effect on the Switching Method and/or the resulting System configuration.
- 3.7.5 NGC shall inform the Affected User(s) of the approximate start time of the Operational Switching and that the relevant TO shall take over any operational contact with the Affected User(s) at the affected site for the duration of the Operational Switching.

- 3.7.6 NGC shall develop the proposed Switching Method for the re-configuration of the System, taking into account any operational issues or requirements raised by the TO(s) and/or Affected User(s).
- 3.7.7 A verbal Switching Method may be used. If so, the procedure in section 3.3.3 shall be followed.
- 3.7.8 The relevant TO shall check the Switching Method and, if necessary, inform NGC of any required alterations. If a change to the Switching Method is required, both Parties shall verbally agree any required change(s) to the Switching Method and modify their copies of the Switching Method accordingly.
- 3.7.9 If the change(s) to the Switching Method are significant, it may be necessary for NGC to notify Affected User(s) of the proposed changes and discuss any relevant issues as listed in 3.7.4 with Affected User(s) prior to agreeing a new Switching Method with the TO.

### **3.8 Voltage Control**

- 3.8.1 NGC has a responsibility for managing voltage control on the GB Transmission System. Switching of reactive Plant compensation, circuit(s) for voltage control and/or tapping transformers to control voltage levels may be initiated by NGC using a verbal Switching Method. If so, the procedure in section 3.3.3 shall be followed. NGC will liaise with the relevant TO to ensure that any actions in this respect are co-ordinated.
- 3.8.2 NGC and a relevant TO may agree voltage control actions to be undertaken by that TO. In such cases, NGC and that TO shall agree any required voltage targets by using a verbal Switching Method. The procedure in section 3.3.3 shall be followed. In such ~~cases:~~

~~cases:~~ 3.8.2.1 The relevant TO shall use reasonable endeavours to maintain the voltage within agreed dead bands, by tapping of the relevant transformers only.

3.8.2.2 The relevant TO shall notify NGC as soon as possible if the TO is unable, or likely to be unable, to maintain voltage within the agreed dead bands, by tapping of the relevant ~~transformers.~~

~~transformers.~~ 3.8.2.3 When agreed between NGC and the relevant TO, the TO shall take due consideration of the prevailing System conditions, including associated reactive power flows when maintaining the agreed voltage profile.

### **3.9 Protection Apparatus (other than Busbar Protection Apparatus)**

#### **3.9.1 Work on Protection Apparatus associated with Plant and/or Apparatus released to the Transmission Owner**

~~3.9.1.23.9.1.1~~ Operational responsibility and control for Protection Apparatus will rest with NGC unless control of a TO's Transmission System Plant and/or Apparatus has been transferred to the relevant TO using the TSC process (in section 3.4.2). Under these circumstances, operational responsibility for the associated Protection Apparatus will also transfer to the relevant TO.

3.9.1.2 The TO is responsible for ensuring that all necessary precautions have been taken to ensure that there is no impact on the live System prior to the commencement of, and during the Protection work. The TO shall retain responsibility for the management of associated Protection Apparatus, ensuring there is no impact on the live System, informing NGC as soon as reasonable practicable if there is, or likely to be, an impact on the live ~~Transmission~~ System.

#### **3.9.2 Work on Protection Apparatus associated with Plant and/or Apparatus not released to relevant TO (i.e. retained under NGC ~~Control~~ control)**



3.9.2.1 Where work or testing is required on Protection Apparatus associated with Plant and/or Apparatus that is not released to the relevant TO, a verbal Switching Method may be used. If so, the procedure in section 3.3.3 shall be followed.

3.9.2.2 In such cases, the relevant TO shall:

- inform NGC of any Operational Effect (or potential Operational Effect) of the work or testing on the associated Plant and/or Apparatus;
- take all necessary precautions to ensure that any potential Operational Effect on the GB Transmission System is minimised prior to the commencement of protection work;
- inform NGC where it is not possible to maintain all necessary precautions to ensure that any potential Operational Effect on the GB Transmission System is minimal through reasonable endeavours, thus increasing the likely Operational Effect on the live GB Transmission System; and
- ensure that the Protection Apparatus is restored to relevant OCL(s). Where it is not possible to restore the Protection Apparatus to normal service condition, the state of the Protection Apparatus on its return to NGC shall be recorded by the TO and NGC.

3.9.3 Where it is necessary to switch Protection Apparatus, or Protection blocking Apparatus out of service, or modify protection settings whilst the associated Plant and/or Apparatus is in operational service, a verbal Switching Method shall be used. The procedure in section 3.3.3 shall be followed.

3.9.4 STCP 8-1 Protection Testing will be followed as applicable.

### **3.10 Intertrip and/or Protection Signalling Channels**

3.10.1 When it is necessary to work on and/or test intertrip and/or Protection signalling channels whilst associated Plant and/or Apparatus remains in operational service the relevant TO shall inform NGC of all available relevant information regarding the Operational Effect (or potential Operational Effect) of the proposed action on the TO's Transmission System prior to the work taking place.

3.10.2 NGC shall consider the Operational Effects on the GB Transmission System.

3.10.3 NGC shall contact the Affected User(s) In accordance with GB Grid Code OC7 to discuss:

- any Operational Effect on the Affected Users' Systems;
- requirements for re-configuration of the Affected Users' Systems; and/or
- any issues/restrictions associated with the Affected Users' Systems that may have an Operational Effect on the GB Transmission System.

3.10.4 NGC shall take into account any operational issues or requirements raised by the Affected User(s) in its evaluation of the Operational Effects. If any operational issues are considered to be acceptable, NGC shall agree to the release of an intertrip and/or Protection signalling channels.

3.10.5 A verbal Switching Method may be used to release intertrip and/or Protection signalling channels. The procedure in section 3.3.3 shall be followed..

3.10.6 The relevant TO will then manage the testing and/or work. ~~The~~ STCP 8-1 Protection Testing will be followed as applicable.

### **3.11 Delayed Auto Reclose (DAR)**

- 3.11.1 If NGC or a TO requires a DAR scheme to be switched out of service for operational or safety reasons, they shall contact the TO or NGC, as appropriate, to request the DAR to be switched out of service. A verbal Switching Method may be used and the procedure in section 3.3.3 shall be followed.
- 3.11.2 Where the DAR scheme is associated with a TO-TO or TO-NGC cross boundary circuit, NGC shall co-ordinate the request to switch the DAR scheme out of service with the relevant Parties and issue a verbal Switching Method to each Party as appropriate.

### **3.12 Busbar Protection Apparatus**

~~3.12.4~~ Unless specifically released (through a verbal Switching Method), busbar Protection Apparatus will remain under the operational control of NGC at all ~~times~~.

~~3.12.23.12.1~~ ~~Subject to 3.12.1, busbar protection will remain under the control of NGC whilst testing and or work is being completed.~~ ~~times~~. No planned work or testing on busbar Protection Apparatus shall be carried out unless the TO has provided confirmation to NGC that they have a written method statement in place that sets out the actions to be taken to minimise the Operational Effects of the work or testing on the live GB Transmission System. Prior to the release or agreement for work and/or testing of the busbar Protection Apparatus, NGC and the relevant TO(s) will discuss:

- any measures to be taken as part of the method statement to mitigate any Operational Effects during testing and/or work;
- the acceptability of any Operational Effects, where it is not possible to mitigate against all Operational Effects during testing and/or work; and
- where appropriate, agree the any Operational Effects prior to releasing the busbar Protection Apparatus. This agreement should be recorded by both Parties.

3.12.2 Guidance on dealing with busbar Protection faults is outlined in STCP 2-1 Alarm and Event Management

### **3.13 Risk Of Trip**

3.13.1 When work is required on Plant and/or Apparatus remaining in service and it is not possible to remove all reasonable tripping risks to the System through reasonable endeavours, a formal risk of trip shall be agreed between the relevant TO and NGC. NGC shall only agree to a risk of trip if NGC:

- has the agreement of Affected Users; and
- is satisfied that the Operational Effect, if the trip occurred, would not result in unacceptable System operating conditions.

3.13.2 If Plant and/or Apparatus trips following agreement of a risk of trip, the TO should determine the cause of the trip and report the cause to the NGC as soon as reasonable practicable.

3.13.3 If the cause of the trip is as a result of the agreed action, the Plant and/or Apparatus affected by the trip may be put back into operational service using a verbal Switching Method. If so, the procedure in section 3.3.3 shall be followed.

3.13.4 Prior to issuing a verbal Switching Method, NGC shall contact the Affected User(s) In accordance with GB Grid Code OC7 to discuss:

- any Operational Effect on the Affected Users' Systems;
- requirements for re-configuration of the Affected Users' Systems; and/or
- any issues/restrictions associated with the Affected Users' Systems that may have an Operational Effect on the Switching Method and/or the GB Transmission System.

3.13.5 The verbal Switching Method shall take into account any operational issues or requirements raised by the TO(s) and/or Affected User(s).

3.13.6 All necessary precautions should be taken by the TO to avoid further inadvertent tripping.

### **3.14 Commissioning**

~~3.14.23.14.1~~ The process for commissioning of Plant and/or Apparatus is detailed in STCP19-4 Commissioning. If Operational Switching takes place as part of the commissioning process, and NGC and the relevant TO have agreed that a commissioning Operational Switching programme is correct and in sufficient detail, NGC may, if appropriate, agree that the TO may complete a number of steps at a time. This agreement, including the number of steps that shall be carried without further reference to NGC, will be recorded by both TO and NGC.

If the relevant TO conducts any commissioning and/or trip testing that may have an Operational Effect on the ~~GB Transmission~~ System, the process in 3.4.2 Planned Release of equipment on a TO's Transmission System shall be ~~followed~~.

### **~~3.15 Trip Testing~~**

~~3.15.13.14.2~~ Trip testing is outside the scope of this document and is detailed in STCP 8-2 Circuit Live Trip and DAR Testing, followed.

### **3.15 Change of Conditions**

3.15.1 If at any time NGC or the relevant TO becomes aware of a change of conditions that has a reason to delay or stop the Operational Switching or Outage they shall notify the other Party and either NGC or the relevant TO (as appropriately agreed between the Parties at the time) shall inform the Affected User(s) as soon as practicable. Changes of condition include:

- Operational changes;
- Changes in weather conditions;
- Change in resource availability;
- Safety issues; and
- Changes to commercial/market conditions

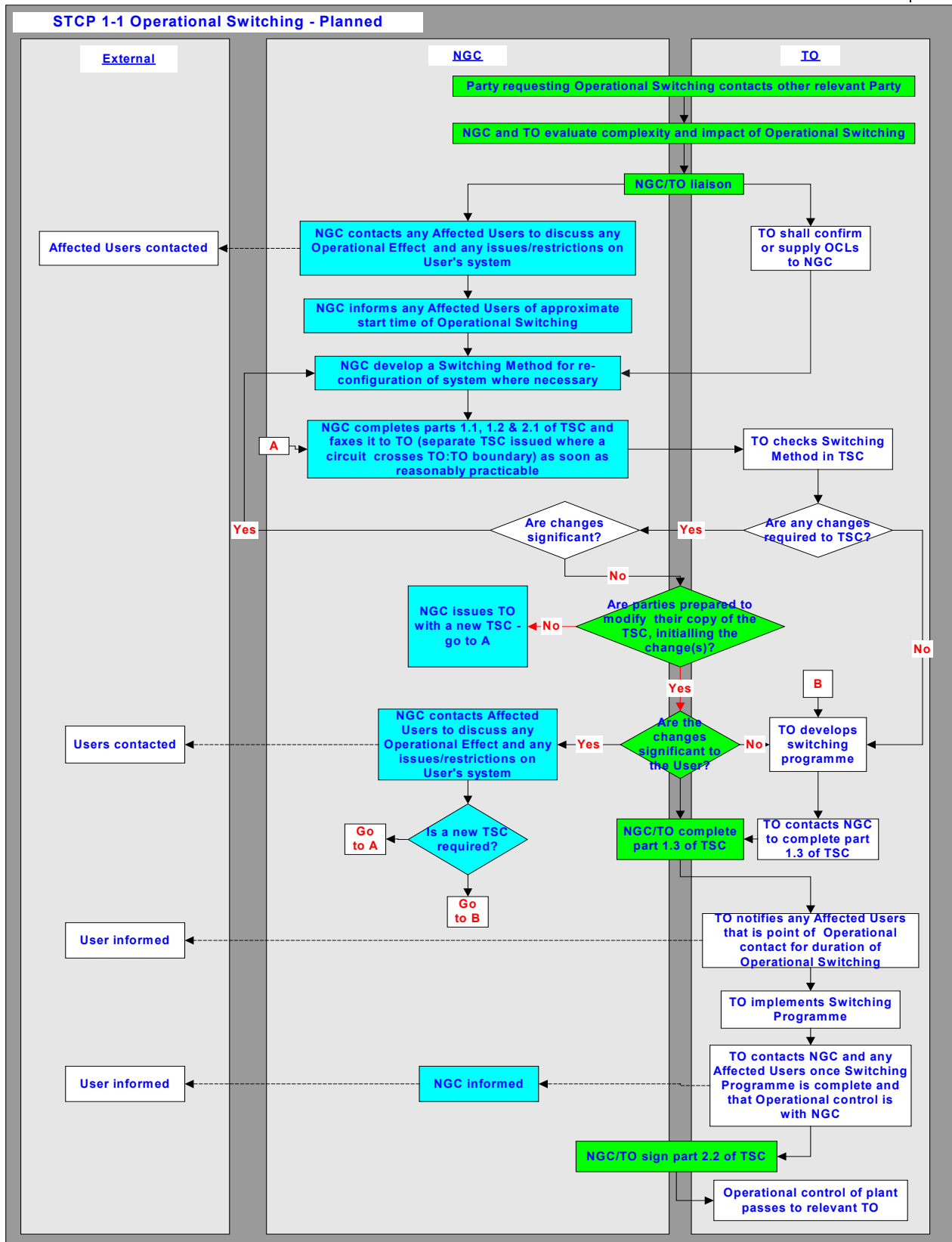
## **4 Dispute Resolution**

### **4.1 Objections**

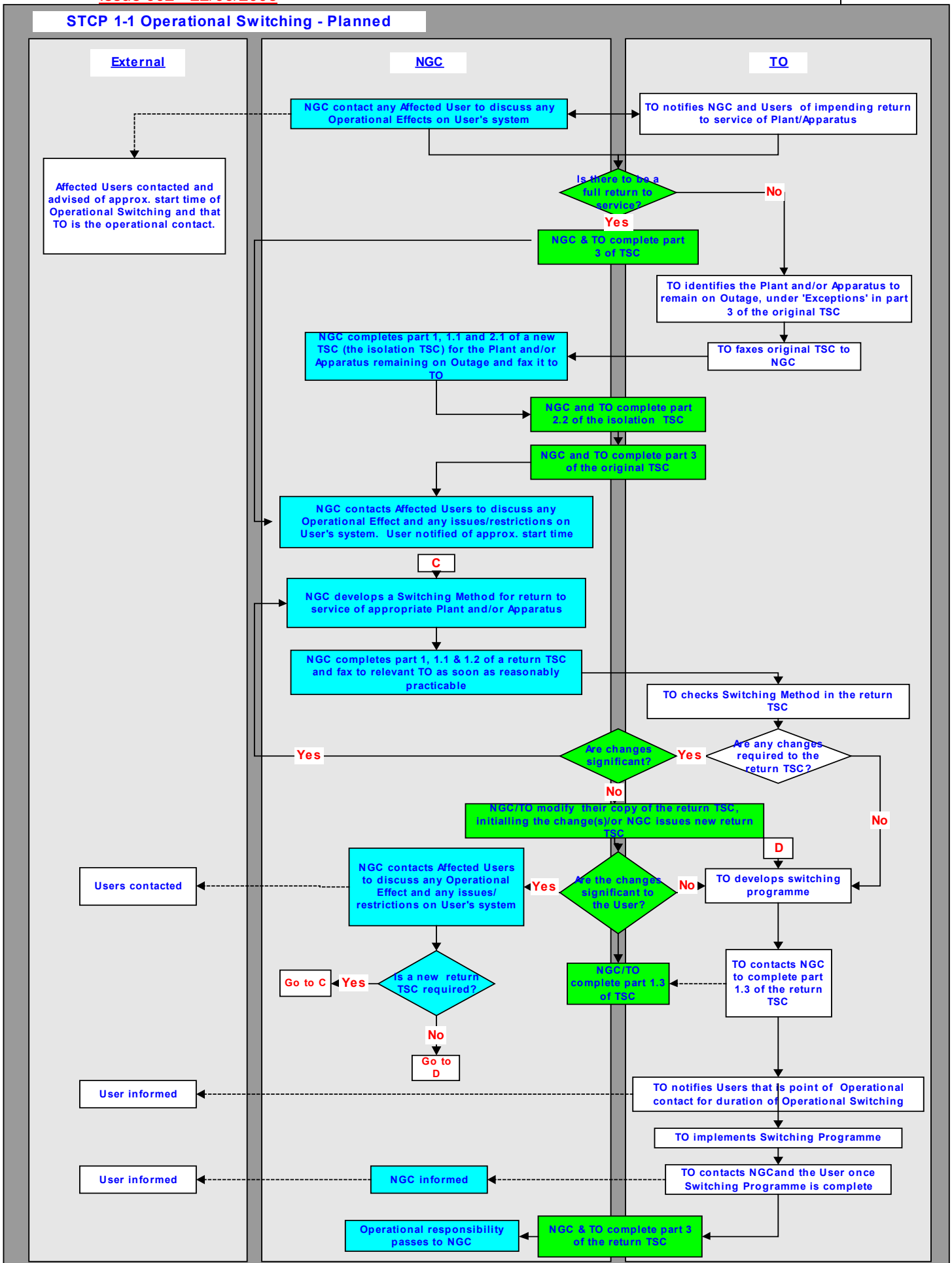
4.1.1 In the event of an objection or failure to agree by either Party, to an Operation or sequence of Operations, including a declaration that it would compromise the security of the GB Transmission System or place personnel in an unsafe environment, every reasonable attempt will be made to resolve the matter at the time. If the objection or failure to agree arises on safety grounds, then the proposed Operation shall not be carried out and an alternative Switching Method shall be proposed by NGC, where practicable. If the objection or failure to agree arises from operational or commercial concerns, NGC will, after considering the objection or failure to agree, decide if it is appropriate to continue with the operation or sequence of operations. A formal dispute may be raised by either Party.

## Appendix A - Operational Switching Process [Circuit release/return]

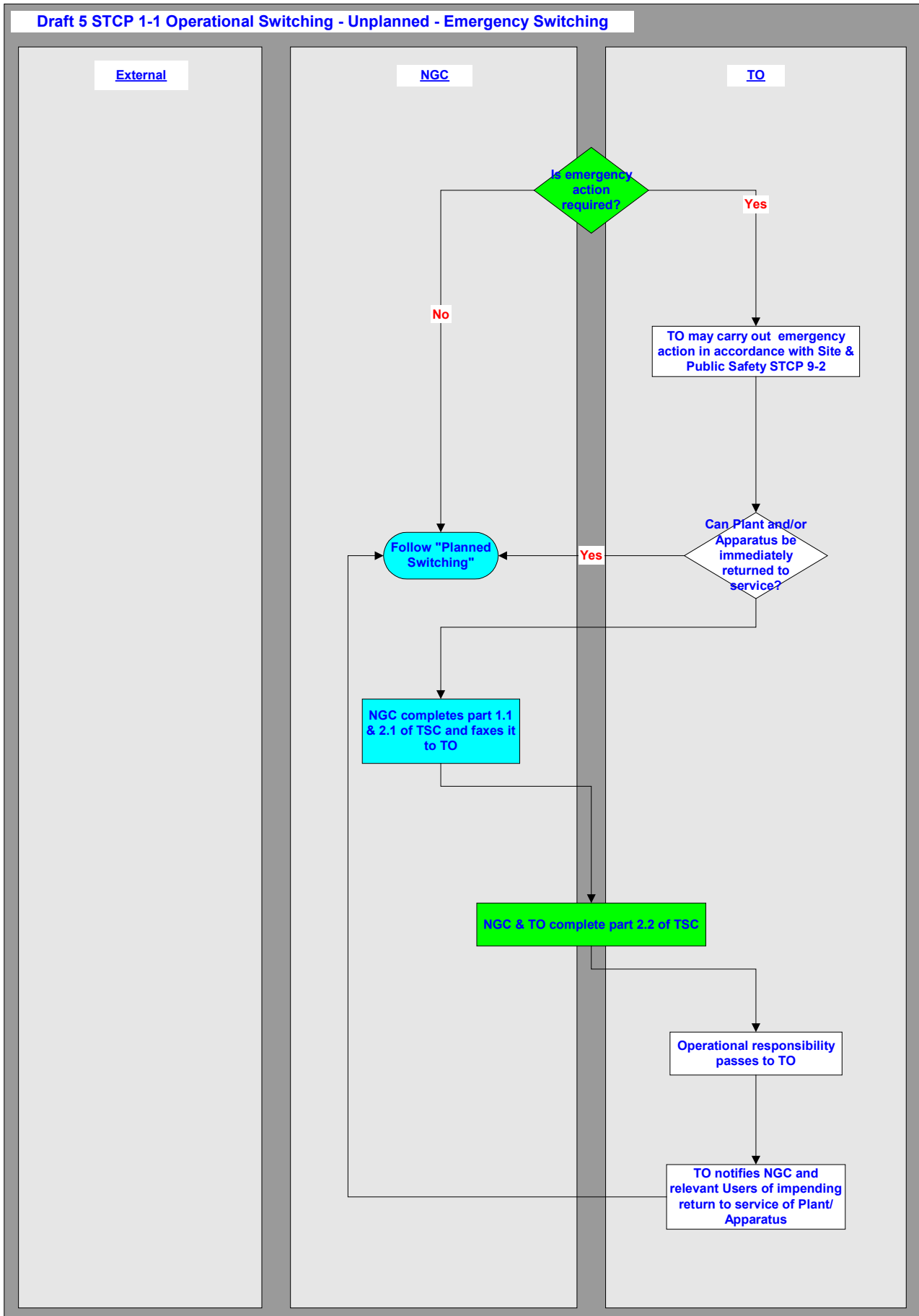
Note that the Process Diagrams shown in this Appendix A are for information only. In the event of any contradiction between the process represented in this Appendix and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.



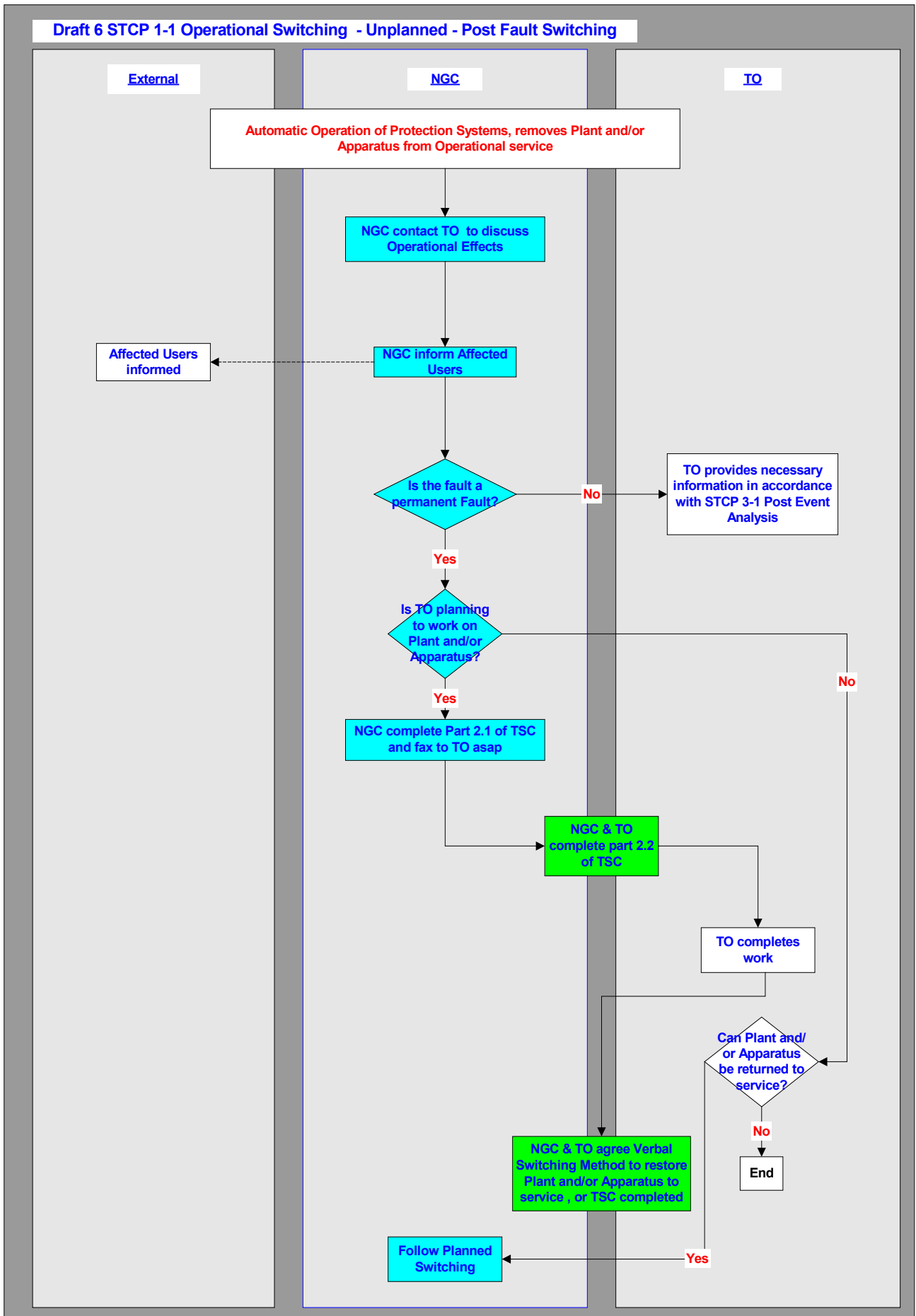
STCP 1-1 Operational Switching - Planned



Draft 5 STCP 1-1 Operational Switching - Unplanned - Emergency Switching



Draft 6 STCP 1-1 Operational Switching - Unplanned - Post Fault Switching



## **Appendix B - Transmission Status Certificate (TSC) Completion**

A Transmission Status Certificate (TSC) will be used to formally sanction the release of Plant and/or Apparatus, or for activities such as a complex re-configuration, transferring operational authority to the relevant TO for Operational Switching in accordance with an agreed Switching Method.

### **Transmission Status Certificate Pro-forma**

Each TSC will use a unique code, generated by NGC with a prefix of SST (for SHETL) or SPT (for SPT), as appropriate. If required, the TO may use their own additional code.

#### Part 1.0 Activity

To include details of the reconfiguration or Outage booking, E.g. Kilmarnock South SGT1 maintenance.

#### Part 1.1: System Identification

To include that part of the TO's Transmission System required on Outage, including any equipment that it is required for Operational Switching time. e.g. a transformer Outage may require the release of part of a mesh or a circuit for Operational Switching time.

The full circuit/ equipment name will be identified along with the appropriate voltage level. e.g. Bonnybridge – Cumbernauld 2 132kV circuit.

SHETL use a circuit identification code. This will be used in addition to the full circuit / Plant / Apparatus name. e.g. Beauly – Blackhillock HB1 275kV circuit

#### Part 1.2: Method

The method detailed in part 1.2 of the TSC is a high level methodology, which shall identify in a clear and unambiguous manner, the actions required by NGC of the TO. It relies on the expertise of the relevant TO to develop a detailed Operational Switching programme in line with the TO's safety rules and procedures. Where necessary to avoid doubt, the method shall be more specific (e.g. open CB X500).

It shall include the method of Operational Switching for the release of equipment detailed in 2.1 including the Operational Switching out and return to service of those parts of the TO's Transmission System not required on Outage, but required for Operational Switching time. It will;

- stipulate the order in which Operational Switching is to be carried out
- be unambiguous and in sufficient detail to allow the relevant TO to develop a formal, detailed Operational Switching programme for implementation.
- detail any requirements for selection/ de-selection of operational intertrips
- detail the requirement for any specific operational liaison with the Affected User(s).

Where the Outage involves a TO –TO or TO – NGC circuit, reference shall be made to the need for operational liaison between the relevant parties and to the TSC number relevant to the other party.

For operations on the SHETL Transmission System, the SHETL circuit code detailed in section 1.1 may be used in place of or in addition to the circuit name.



### Part 1.3 Start time

For planned Operational Switching, the TSC will normally be faxed to the relevant TO sometime prior to the reconfiguration or Outage commencing. The TO will contact NGC when staff have arrived on site and the TO is ready to proceed. Both Parties will then review the content of the TSC. If the content of the TSC is correct part 1.3 will be completed by exchange of names date and time, sanctioning the Operational Switching.

### Part 2.1 System Released

#### System Identification

The part of the TO's Transmission System required on Outage will be clearly defined geographically. The standard four-letter Substation code may be used to identify location.

In the case of operations on the SHETL System, the circuit code(s) may be used in place of the circuit name.

#### Boundaries

The boundary Plant (disconnect or circuit breaker) or disconnection point of the circuit at each geographical location will be identified. Wherever practicable the maximum possible amount of System should be released e.g. bus section and bus coupler switches should be included with a busbar and circuits isolated on busbar isolators. This will avoid the requirement for an additional TSC for work on additional equipment.

The relevant TO will have operational control of the boundary equipment. When operation of boundary equipment will have an impact on the live System the relevant TO will make NGC aware of the impending operation.

Any change in operational status of the boundary Plant and/or Apparatus (e.g. from open to closed) will be noted under Exceptions in part 3 when the circuit is handed back by the relevant TO.

In the case of a partial return of Plant / Apparatus, the operational status (open or closed) of the Plant and/or Apparatus that forms the new boundary from the GB Transmission System will be noted under Exceptions.

#### Interface with other Transmission Owner/ User

Identification of a safety interface between the relevant TO, the Affected User(s) and / or other TO, shall be identified by the substation, Affected User name and circuit names. Four letter substation codes and the SHETL circuit code may be used where appropriate.

### 2.2 System Released from operational service

Once the items in part 2.1 have been checked and agreed by both Parties, formal release of the circuit shall be indicated by exchange of names date and time.

### Part 3: Certificate Cancellation

When returning equipment to operational service, the relevant TO shall return the equipment fully available, with all safety precautions removed. Any exceptions shall be identified. This shall include any part of the TO's Transmission System remaining out of service and changes in Plant and/or Apparatus state. The TSC shall then be faxed to NGC. An exchange of names, time and date will take place, confirming the availability of the Plant and/or Apparatus for operational service.

When the TSC is used solely to communicate a Operational Switching method, e.g. a complex re-switch not associated with an Outage, then completion of part 3 shall signify that the Operational Switching has been completed.

**Appendix C - Standard Forms / Certificates**

**Transmission Status Certificate. Document No:**

**TO Ref No:**

<b>1. Activity</b>
<b>1.1 System Identification</b>
<b>1.2 Method</b>
<b>1.3 Start Time</b> Time _____ Date _____ NGC _____ TO _____
<b>2.1 System Released</b> <ul style="list-style-type: none"><li>• System Identification</li><li>• Boundaries</li><li>• Interface with other Transmission Owners/System Users</li></ul>
<b>2.2 System Released from Operational Service</b> Time _____ Date _____ NGC _____ TO _____
<b>3. Certificate Cancellation</b> <ul style="list-style-type: none"><li>• Exceptions:</li></ul> Cancellation Time _____ Date _____ NGC _____ TO _____

**Transmission Status Certificate. Document No:** TSC SPT00001

**TO Ref No:**

**1. Activity**

Neilston SGT2 Maintenance

**1.1. System Identification**

Nielston – Windyhill 275kV cct  
Nielston 275/132kV SGT2 cct  
Neilston MC1

**1.2. Method**

- NEIL2 de-load SGT2 cct
- Switch out NEIL – WIYH 275kV cct de-energise from NEIL2
- NEIL2 Disconnect SGT2 cct
- Switch in NEIL – WIYH 275kV cct energise from NEIL2

**1.3. Start Time**

Time \_\_\_\_\_ Date \_\_\_\_\_ NGC \_\_\_\_\_ TO \_\_\_\_\_

**2.1. System Released**

- System Identification

NEIL 275/132kV SGT2 cct

- Boundaries

NEIL2 H13

NEIL1 286 284

- Interface with other Transmission Owners/System Users

N/A

**2.2. System Released from Operational Service**

Time \_\_\_\_\_ Date \_\_\_\_\_ NGC \_\_\_\_\_ TO \_\_\_\_\_

**3. Certificate Cancellation**

- Exceptions:

Cancellation Time \_\_\_\_\_ Date \_\_\_\_\_ NGC \_\_\_\_\_ TO \_\_\_\_\_



**Transmission Status Certificate. Document No:** TSC SST00002      **TO Ref No:**

**1. Activity**

Kintore – Kincardine XZ1 275kV Overhead line maint (SPT-SHETL Inter-connector cct)

**1.1 System Identification**

Kintore – Kincardine XZ1 275kV cct

**1.2 Method**

- Switch out XZ1 275kV cct de-energise from KINC2 in liaison with SPT (REF TSC - SPT 00002)

**1.3 Start Time**

Time \_\_\_\_\_ Date \_\_\_\_\_ NGC \_\_\_\_\_ TO \_\_\_\_\_

**2.1. System Released**

- System Identification  
    XT1 275kV cct
- Boundaries  
    KINT2 L26 L24
- Interface with other Transmission Owners/System Users  
    XZ1 275kV cct – with SPT

**2.2. System Released from Operational Service**

Time \_\_\_\_\_ Date \_\_\_\_\_ NGC \_\_\_\_\_ TO \_\_\_\_\_

**3. Certificate Cancellation**

- Exceptions:

Cancellation Time \_\_\_\_\_ Date \_\_\_\_\_ NGC \_\_\_\_\_ TO \_\_\_\_\_

**Transmission Status Certificate. Document No:** TSC SPT00002      **TO Ref No:**

**1. Activity**

Kintore – Kincardine XZ1 275kV Overhead line maint (SPT-SHETL Inter-connector cct)

**1.1 System Identification**

Kintore – Kincardine XZ1 275kV cct

**1.2 Method**

- Switch out KINT – KINC XZ1 275kV cct de-energising from KINC2 in liaison with SHETL (REF TSC - SST 00002)

**1.3 Start Time**

Time \_\_\_\_\_ Date \_\_\_\_\_ NGC \_\_\_\_\_ TO \_\_\_\_\_

**2.1. System Released**

- System Identification  
KINT- KINC XZ1 275kV cct
- Boundaries  
KINC2 L34 L36
- Interface with other Transmission Owners/System Users  
KINT – KINC XZ1 275kV cct with SHETL

**2.2. System Released from Operational Service**

Time \_\_\_\_\_ Date \_\_\_\_\_ NGC \_\_\_\_\_ TO \_\_\_\_\_

**3. Certificate Cancellation**

- Exceptions:

Cancellation Time \_\_\_\_\_ Date \_\_\_\_\_ NGC \_\_\_\_\_ TO \_\_\_\_\_

## **Appendix D – Trigger Phrases**

A formal understanding by all Parties of what each phrase used in the high-level code entails is vital to the safe and secure operation of the System. The trigger phrases shall encompass all actions and checks required, including operational liaison with Users, to fulfil both relevant TO responsibilities and those NGC responsibilities that will be discharged by the relevant TO in carrying out the operations specified in the method. For example, the responsibility to minimise voltage step change during a Operational Switching operation to de-load a transformer or circuit. The following trigger phrases are included for clarification of the Operational Switching process.

### **De- Load / Load**

(-----) (Substation) load / deload (-----) kV circuit

This term acts as a trigger phrase to ensure all the required checks and actions are completed before an operation is carried out to close/ open a CB or other suitable device to load/de-load equipment, in accordance with procedures and safety rules. It will normally be a single action at one location, applying to a circuit end or transformer circuit.

### **De-Energise / Energise**

(-----)substation energise / de-energise (-----) kV circuit

This term acts as a trigger phrase to ensure all the required checks and actions are completed before an operation is carried out, in accordance with procedures and safety rules. It encompasses all the operations required, at one location, to de-energise or energise a circuit or equipment.

### **Switch in /Switch Out**

Switch in /out (-----) / (-----) kV circuit energising / de-energising from (-----)substation

This term acts as a trigger phrase to ensure all the required checks and actions are completed before an operation is carried out, in accordance with procedures and safety rules. It encompasses all the operations required, at one or more locations, to de- load and de-energise, or energise and load a circuit or equipment, including which end to de-energise/energise from.

### **On load / Off load Select**

(-----) (Substation) On/Off load Select (-----) circuit(s) to (-----) BB

This term acts as a trigger phrase to ensure all the required checks and actions are completed before an operation is carried out to select a circuit or circuits from one busbar to another utilising either an on load or off load changeover. It encompasses all operations at a location to select a circuit or circuits from one busbar to another. The trigger phrase includes, where relevant, the operation to de-load and load the specified circuit(s) at the specified location to allow an off load changeover to be completed

### **Disconnect**

(-----) substation disconnect (-----) circuit

This term acts as a trigger phrase to open the relevant device(s) to segregate equipment (for example a transformer) or circuit before restoring the associated circuit or equipment to service, when only required for Operational Switching time.

### **Reconnect**

(-----) substation reconnect (-----) circuit



This term acts as a trigger phrase to close the relevant device(s) to segregate equipment (for example a transformer) or circuit before restoring the associated circuit or equipment to service, when only required for Operational Switching time.

**Select to [Test/In/Out] [Protection / DAR / Protection Channels / Intertrip schemes / channels]**

(-----) circuit select to [Test/ In/Out First/Second/ Third/ Main protection/ Intertrip/ DAR]  
(-----) substation select to test/in/ out First/Second/Third Main protection Zone 1 extension on  
(-----) kV circuit  
(-----) Select to test/in/out First/Second/Third Main protection blocking on (-----) kV circuit  
(-----) select to test/in/out (-----) operational intertrip scheme

This term encompasses the operations required, at one or more locations, to select Protection Apparatus, protection channels, operational intertrip and DAR systems in and out of service, as well as change the settings of Protection Apparatus by Operational Switching blocking systems or Zone extension systems in and out of service. It implies that the relevant TO Control Engineer will *Select the appropriate system and either switch it out of service or switch it in service.*

**Voltage Target**

(-----) substation(s) *Maintain Target Voltage xxx kV +/- deadband xxx kV*

This term encompasses all the operations required, including selection of appropriate voltage targets on AVC schemes and tapping transformers, at one or more locations, to maintain System voltage within the deadband of the agreed target voltage, specified using a verbal recorded method.

**Transformer Tapping**

On (-----) *Tap from position (x) to position (x)*

This method encompasses the operation(s) required, including Operational Switching in/out controlling schemes, at one or more locations, to select a particular tap position on primary transmission equipment. (including Supergrid Transformer, Grid Transformer, Quad Booster and Reactor).

**Trip and Auto Reclose Test**

(-----) substation(s) *Carry Out Trip & Auto Reclose Test on (-----) kV circuit from (----) Main Protection*

This term acts as a trigger phrase to ensure all the required checks and actions are completed before an operation is carried out to trip the relevant circuit in accordance with procedures and safety rules. It encompasses all the operations required, at one or more locations, to cause operation of the appropriate protection.

## Appendix E - Definitions

### Abbreviations

#### All defined in STC:

NGC  
SPT  
SHETL  
TO  
STC  
STCP  
GBSPT SP Transmission System Limited  
OCLSHETL Scottish Hydro-Electric Transmission Limited  
TO Transmission Owner  
STC System Operator Transmission Owner Code  
OCL Operational Capability Limits

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

#### STC definitions used:

Apparatus  
Event  
GB Transmission System  
NGC  
Operational Capability Limits  
Outage  
Party  
Plant  
Protection  
Service Reduction  
Service Restoration Proposal  
System  
Transmission Owner  
Transmission System

#### Grid Code definitions used:

Control Phase  
~~Event~~  
Intertrip Apparatus  
Operation \_\_\_\_\_  
Operational Effect  
~~Operational Planning Phase~~  
Operational Switching  
Programming Phase  
~~Protection~~  
Protection Apparatus  
Safety Precautions  
~~System~~