



**1. SCOPE**

This document details PowerSystems policy for enabling New Connections Contractors to undertake Contestable works within the Companies licensed areas.

**2. ISSUE RECORD**

**This is a controlled maintained document .**

**All copies printed via the Intranet or photocopied will be deemed uncontrolled.**

<b>Issue Date</b>	<b>Issue No</b>	<b>Author</b>	<b>Amendment Details</b>
February 2004	1	A.Graham	Initial Issue

**3. ISSUE AUTHORITY**

<b>Author</b>	<b>Owner</b>	<b>Issue Authority</b>
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**4. REVIEW**

This document shall be subject to review no later than three years from the issue date.



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## **6. DEFINITIONS AND ABBREVIATIONS**

<b>Company:</b>	Refers to SP Distribution Ltd, SP Transmission Ltd and SP Manweb plc.
<b>Contestable Work:</b>	Design, Project Management, Cable Laying (LV, 11kV, 33kV, 132kV), Cable Jointing (LV, 11kV, 33kV, 132kV), Overhead Lines (wooden pole/steel tower) up to 132kV, Substation Installation (up to 132kV), Associated civil engineering works including excavation, backfilling and permanent reinstatement. <b>Note: Each voltage rating detailed in brackets represents a separate registration category with the NERS/Lloyds scheme.</b>
<b>Equipment:</b>	Switchgear, transformers, cables, overhead lines, surge arresters, voltage transformers, current transformers, unit substations, protection relays, batteries, telecoms, scada, unit substations.
<b>Independent Assessors:</b>	Independent technical auditor appointed by PowerSystems or NERS Advisory Panel.
<b>NERS Fully Accredited:</b>	New Connections Contractor who has successfully demonstrated that they have the competence and procedures to undertake Contestable work for which accreditation is sought and have demonstrated this capability to the Independent Assessors.
<b>NERS Partially Accredited:</b>	New Connections Contractor who has successfully demonstrated that they have adequate policies, procedures, method statements and competencies for the scope of work for which the accreditation is sought, but does not have the track record. Partial Accreditation enables the New Connections Contractor to tender for work. Once work has been awarded, the New Connections Contractor must advise the Independent Assessors in order that an



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assessment covering the scope of work for which registration is sought can be carried out.

**New Connections Contractor:** Independent contractor wishing to undertake Contestable Work with the Companies licensed area.

**New:** Approved Equipment which has not previously been connected to the system and which has been routine tested in a Manufacturing facility with a Quality management System in accordance with the relevant standard prior to installation.

**PowerSystems:** SP PowerSystems Ltd, operator of network assets on behalf of the Company.

**SP Distribution plc:** The Distribution Licence Holder for the distribution service area formerly known as ScottishPower.

**SP Manweb Ltd:** The Distribution Licence Holder for the distribution service area formerly known as Manweb.

**SP Transmission Ltd:** The Transmission Licence Holder for the transmission service area formerly known as ScottishPower.



**7. RELATED DOCUMENTS**

**Lloyds Register:**

‘Scheme for the Assessment of Competence of Service Providers Carrying out Contestable work.’

## **8. INTRODUCTION**

PowerSystems has actively contributed to the development of competition in the New Connections market and has successfully utilised the Lloyds Contractor Accreditation scheme to facilitate an independent, open and transparent means of assessment of New Connections Contractors. In 2003, the Lloyds Contractor Accreditation scheme was adopted by Ofgem as the basis for the National Electricity Registration Scheme (NERS) and this will ultimately replace the former Lloyds Contractor Accreditation scheme over the following months (>January 2004). This document details the criteria which require to be met by New Connections Contractors prior to undertaking contestable work within the Companies licensed geographical areas.

**Prior to commencing any Contestable work, all New Connections Contractors require to gain the appropriate Accreditation for the Contestable work to be undertaken. New Connections Contractors who sub-contract work shall:**

- **Have suitable Lloyds Accreditation project management Approval for the sub contracted work.**
- **Sub Contract work to appropriately accredited Lloyds Accredited, New Connections Contractors.**

**Deviations from the above shall result in the withdrawal of PowerSystems Approval.**

There are two means of Assessment by which New Connections Contractors can be assessed and three accreditation's which can be awarded which allows a New Connections Contractor to undertake contestable work. This is outlined in Appendix 1 and detailed below:

- Lloyds Accreditation, detailed in Section 8.1 see Note in section 8.1
- Full NERS Accreditation, detailed in Section 8.2
- Partial NERS Accreditation, detailed in Section 8.3

More information regarding the schemes can be obtained from Lloyds Register, contact:

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**From 1st January 2004 it is anticipated that all New Connections Contractors applying to gain accreditation for the first time shall be required to undertake the assessment on the nationally recognised NERS scheme.**

### **8.1 Lloyds Accredited, New Connections Contractors**

Lloyds Accredited, New Connections Contractors who have been audited by Lloyds Register and have subsequently received PowerSystems/Lloyds certified Approval can undertake the appropriate Contestable work, within the Companies licensed areas.

**Note: In future it is anticipated that PowerSystems will only accept New Connections Contractors who are Approved under the NERS scheme, consequently it is PowerSystems intention to fully migrate all New Connections Contractors where possible to the NERS scheme during 2004.**

### **8.2 NERS Fully Accredited, New Connections Contractors**

NERS Fully Accredited, New Connections Contractors complying with the Lloyds Register document 'Scheme for the Assessment of Competence of Service Providers Carrying out Contestable work' shall be enabled to undertake contestable works within the Companies licensed areas. New Connections Contractors shall only undertake work for which they have received the appropriate accreditation.

### **8.3 NERS Partially Accredited, New Connections Contractors**

NERS Partially Accredited, New Connections Contractors complying with the 'Scheme for the Assessment of Competence of Service Providers Carrying out Contestable work' document may be allowed at the discretion of the Engineering and Transmission Operations Manager, or his nominated representative, to undertake Contestable Work within the companies licensed areas. New Connections Contractors shall only undertake work for which they have received the appropriate accreditation. **PowerSystems reserves the right to impose additional requirements on Partially Accredited New Connections Contractors, including as a minimum:**

- proactively gain the appropriate NERS Full Accreditation on the first Contestable Works undertaken within the Companies licensed areas.
- proactively ensure that the installation meets all PowerSystems technical and installation requirements prior to adoption.
- Provide suitable opportunities for PowerSystems nominated persons to undertake site audits both random and planned.



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**Further requirements may be required at the discretion of the Transmission Operations Manager, or his nominated representative, dependent on the network risk and complexity of the contestable work being undertaken.**



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**APPENDIX 1: CONTRACTOR ACCREDITATION FLOW CHART**