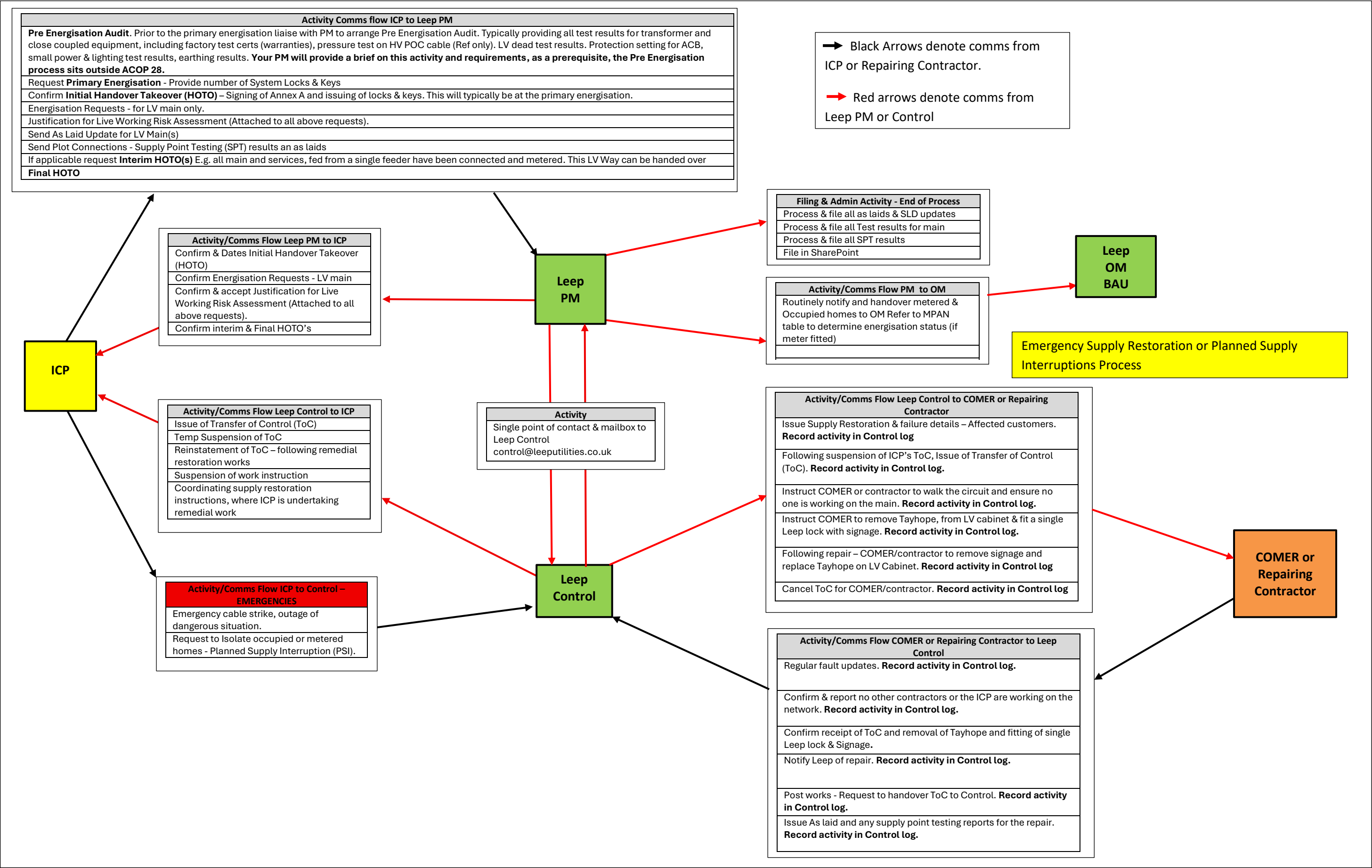

ACOP 28 Aide Memoir – Roles & Responsibilities.

Introduction. This aide memoir contains specific guidance instructions for all parties involved in the planning and delivery of ACOP 28 activities, as defined in Annex I of the document.

Appendices:

- A. **Information Flow Diagram** - Hand Over takeovers, Energisation Request's, GIS As Laid Updates, Service Plot Connections.
- B. **ICP** - 20251013 - Annex I to ACOP 28 - RACI Chart.
- C. **PM** - 20251013 - Annex I to ACOP 28 - RACI Chart.
- D. **COMER or Repairing Contractor** - 20251013 - Annex I to ACOP 28 - RACI Chart.
- E. **OM** - 20251013 - Annex I to ACOP 28 - RACI Chart.
- F. **Control** - 20251013 - Annex I to ACOP 28 - RACI Chart.
- G. **DE** - 20251013 - Annex I to ACOP 28 - RACI Chart.

ACOP 28 Communications Process Flow



Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
		Note this is not an exhaustive requirement list and it is the responsibility of the ICP, COMER & Leep to implement appropriate additional measures, in order to maintain a SSoW.				Annex I to ACOP28 Responsibility Chart
Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
	Pre Requisite					
2	ICP To complete Annex B & Nominate their AP/SAP	ICP to complete Annex B and designate their Senior SAP/AP, who will receive control under Leeps ToC and notify the PM, in writing, of their nominee.	ICP	3rd Party	Prerequisite	
5	ICP to Prep LV Pillar for Primary Energisation	As per Para 10.1 . ICP to tail up and Pot End all outgoing ways, in their LV pillar, thus avoiding future shutdowns. PM to confirm action complete.	ICP	Leep	Prerequisite	
8	Provide Site Drawings	Furnish the Leep PM with a PDF and Dwg copy of the entire site, showing both HV and LV circuits.	ICP	3rd Party	Prerequisite	
	BAU - Pre & Post Energisations Actions					
11	ICP Requests Energisations for the Installation & Energisation of all sections of LV Main. Note 1. Unless the ICP have been granted permission, by Leep, to use their own energisation request form, then the ICP shall submit all energisation requests using Annex F to the ACOP. Note 2. Energisation Requests ONLY required for extending and energising LV Mains.	The ICP shall inform the PM of any planned LV mains installs & energisations, using the Energisation Request form, shown at Annex F (See Note 1). Ideally these are to be submitted 10 days prior to any required energisation. All energisation requests are to be accompanied with Annex G - Justification for Live Working Risk Assessment.	ICP - SAP/AP Designate	3rd Party	Energisation Activity	
18	Primary HV Energisation. Note 4. i. Subject to approval from Leep, Leep may authorise the ICP's SAP, to take control of the HV from the DNO. ii. This activity, subject to availability, will be undertaken by a Leeps SAP or in the absence of both the nominated COMER.	At the Primary Energisation, the Leep SAP or ICP SAP or COMER (See Note 4.) shall work with the DNO to Tap the transformer.	Leep SAP or ICP SAP or COMER See Note 4	3rd Party	Energisation Activity	
20	ICP Post Energisation Activity - Complete & Return Part 3 of the Energisation Request. Note 1. Unless the ICP have been granted permission, by Leep, to use their own energisation request form, then the ICP shall submit all energisation requests using Annex F to the ACOP.	Following completion of the agreed works, the ICP to update Part 3 of the Energisation Request form, shown at Annex F and send a copy to the PM. If Note 1 applies and the ICP is using their own energisation request, the PM will feedback by email attaching the original request to the email.	ICP - SAP/AP Designate	3rd Party	Energisation Activity	
21	ICP, following all: plot, commercial or Lateral service energisation are to notify and update Leep PM. Note 5. Where the ICP is using their own Cut-Out document (Supply Point Test SPT)), this form will be submitted in lieu.	ICP Plot Connections - for all plots, commercial or lateral connections the ICP is to Complete the cut out certificate, shown at Annex H or if Note 5 applies, use their Supply Point Testing (SPT) Form.	ICP - SAP/AP Designate	3rd Party	Energisation Activity	

Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
22	ICP Post Energisation Activity - Test results. Cut-Out Documents & Drawings. Note 1. Unless the ICP have been granted permission, by Leep, to use their own energisation request form, then the ICP shall submit all energisation requests using Annex F to the ACOP. Note 5. Where the ICP is using their own Cut-Out document (Supply Point Test SPT)), this form will be submitted in lieu.	The ICP shall provide copies of all newly energised LV mains and services, test results, and updated drawings to the PM. See below for guidance:	ICP - SAP/AP Designate	3rd Party	Energisation Activity	To ensure safe digging practices the ICP is to provide a copy of their As Laid, on a regular basis, to their developer/site groundworkers and the Leep PM. As laids need to be published no later than 2 weeks after the new section of main or services have been laid or installed.
Drawings. In addition to the Leep LV mimic, the ICP shall maintain, timely, Single Line Drawings (SLD)/As Laid and records of all energised SECTIONS of LV MAINS and associated plot and service connections . For LV Mains extensions only, a copy of this record must be posted in the LV enclosure and or on the substations notice board. This will ensure, it is accessible to ICP, COMER or Leep authorised staff, should they attend. In Addition, an electronic copy of the SLD/As Laid (in PDF/DWG format), should be submitted to the PM. Similarly drawings are also required for all Plot connections, commercial connections. Following the ICP completing the requested works, the ICP are to complete Part 3 of the Annex F (Note 1 may apply) and return an e-copy, to the Leep PM, in addition and to accompany, also send the AS Laid scale map, showing the existing, and additional lengths of LV main and any service joints. This return should be submitted along with the Cut-Out certificate, which documents the test results for the newly commissioned main and services at Annex H. Please Note The scale map, returned in Part 3, is primarily for the purpose of updating the LV mimic. It remains the responsibility of the ICP to provide timely GIS mapping dating showing the scaled lay of mains, joints and services. This data should be sent to the Leep PM within 5 Wkg Days of completing the work. To assist with timely cable records and in accordance with HSG 47, additionally the ICP are to furnish the developer and the site groundworker, with all updated As Laid.		ICP - SAP/AP Designate	Energisation Activity			
Commissioning, Testing and Warranties. In addition to any remedial works identified by the PM, during periodic site inspections, the ICP Shall undertake both dead and live commissioning testing, as per the Acceptable Quality Levels (AQL), specified in Annex D. The PM will also advise on what other test certificates and warranty documents are required as part of the handover and adoption process. Please Note. The ICP can use their own exportable format for recording the results but must undertake, as a minimum, the tests specified at Annex D. All Commissioning, Testing and Warranties will be requested, by the PM, during the course of the build and certainly prior to any final HOTO.		ICP - SAP/AP Designate	Energisation Activity			
Cut-Out Certificates. The ICP are to complete a Cut-Out certificate and submit this to the PM . The cut-out certificate is shown at Annex H. See Note 5.		ICP - SAP/AP Designate	Energisation Activity			
Enduring Activity Associated with ACOP28						
32	ICP Asset and infrastructure - Responsibilities	The ICP shall be responsible for the safe operation of assets and infrastructure, which are downstream of the boundary, as defined in Annex A.	ICP - SAP/AP Designate	Leep	Enduring	
33	ICP - Public Liability & Indemnity Insurance	Have and maintain appropriate levels of Public Liability and Indemnity Insurance.	ICP	Leep	Enduring	
34	Appointment & Continuance of the SAP/AP Designate	The ICP shall: For SSoW and continuity, the ICP is to maintain the role of Designated Senior SAP/AP, for the duration of the build (until the final HOTO). In the case of staff changes, the ICP is to give good notice, to the PM. This will enable Leeps DE to undertake a technical assurance review, for the incumbent SAP/ASP Designate.	ICP	Leep	Enduring	

Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
35	ICP - Competent and or Authorised Personnel	Only persons, under control and deemed competent and or authorised, by the SAP/AP Designate, are permitted to work on the network, as indicated within the boundaries Annex A.	ICP - SAP/AP Designate	Leep	Enduring	
36	ICP - Electrical Operations - OSR's	The ICP operates and undertakes LV electrical operations under their own OSR's.	ICP - SAP/AP Designate	Leep	Enduring	
37	ICP - Electrical Operations - Codes of Practice and RAMS	The Designated SAP/AP is to ensure that all LV operations, undertaken by the ICP are in compliance the ICP OSR's. Have their own Approved Codes of Practice or task specific Risk Assessment and Method Statements (RAMS), and operate under their jurisdiction, when exercising their duties on the LV networks.	ICP - SAP/AP Designate	Leep	Enduring	
38	ICP - SAP/AP Designate	The Designated SAP/AP is to ensure that they operate and employ an LV Control, or designated employer, in this role, in order to maintain SSoW.	ICP - SAP/AP Designate	Leep	Enduring	
39	ICP - Observe Caution, Isolation and Danger Notices	Ensure all competent and or authorised staff, permitted to work on the network, observe any Caution Notices or Points of Isolation installed by the COMER or Leeps SAP/AP.	ICP - SAP/AP Designate	Leep	Enduring	
40	ICP - Observance of Safety and isolation Locks	Ensure all competent and or authorised staff, permitted to work on the network, shall not interfere with any operational locks, safety lock or LV locks (applied to the LV Links), installed by the COMER or Leeps SAP/AP.	ICP - SAP/AP Designate	Leep	Enduring	
41	ICP - Generation and Retention of RAMS	Shall for all works, live or dead, undertake, then document, and retain a job specific RAMS.	ICP - SAP/AP Designate	Leep	Enduring	
42	ICP - Justification for Live Working and Risk Assessments	Where the ICP's AP/SAP is undertaking live works, on existing live networks, then the AP/SAP is to undertake a Justification for Live Working Risk Assessment, either using the format at Annex G or a similar company document. Unless a copy of this form is requested in the Responsibility Chart - Annex I, then the ICP must attach and retain a copy of this assessment to all their job specific RAMS. This risk assessment is to balance the economic cost of working dead against the risk to life or serious injury, when working live.	ICP - SAP/AP Designate	Leep	Enduring	
43	ICP - Provision of PPE and Approved Tools	Ensure all competent and or authorised staff, permitted to work on the network, shall: Have & use LV Approved PPE and clothing. Have & use approved technical procedures. Have & use approved LV tools and Test Equipment (GS38). have & use approved repair or installation kits, Original Equipment Manufacturer (OEM).	ICP - SAP/AP Designate	Leep	Enduring	
	Event Triggered Activity Associated with ACOP28					
62	ICP - Incident Management	In addition to the CDM and RIDDOR reporting requirements, report all accidents and incidents, for associated works, within the scope of this ACOP, to the PM at Leep.	ICP	Leep	Event Triggered	
63	ICP - Incident Management	Following safe evacuation and cordoning off, report all cable strikes, damages and supply interruptions, immediately, to Leeps 24Hr Customer Contact line: 0333 005 0271.	ICP	Leep	Event Triggered	
	Supply Restoration Event	N/A - No Duties				

Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
leep utilities Note this is not an exhaustive requirement list and it is the responsibility of the ICP, COMER & Leep to implement appropriate additional measures, in order to maintain a SSoW. Annex I to ACOP28 Responsibility Chart						
Pre Requisite						
3	Leep PM to forward Annex B	PM to forward Annex B, which includes details of ICP's nominated AP/SAP to LV Control.	PM	Leep	Prerequisite	
4	Developer Approval to Waiver GS Stds for unoccupied residential and commercial properties.	PM to contact Developer, requesting written confirmation to forgo compensation for GS Std failures, where unoccupied homes have been isolated, during ICP maintenance. Para 10.5 refers. Signed acknowledgement of the arrangement. From the developer to be copied to the legal file and sent to Legals.	PM	Leep	Prerequisite	
6	Assign COMER	In prep for the Primary Energisation, and in an assurance role, the PM is to ensure there is an appropriate HV COMER designated , notified and under COMER contract. The PM will use the same approach as any other handover, namely via the Head of Electrical Connections, with the site OM, who is responsible to set up this COMER.	PM	Leep	Prerequisite	
7	Ensure ICP are Rdy for Primary Energisation	Ensure the site has tailed up all outgoing ways, in their LV pillar, thus avoiding future shutdowns and all snagging which could prevent the energisation has been completed and closed out.	PM	Leep	Prerequisite	
9	Provide Site Drawings	Furnish the LV Control with a PDF and Dwg copy of the entire site, showing both HV and LV circuits.	PM	Leep	Prerequisite	
BAU - Pre & Post Energisations Actions						
14	PM notify Head of Energisations (See Note 3). Note 3. Applicable only to the Initial Handover Takeover only.	Liaise with the Head of UK Energisations and provide notice of the primary energisation.	PM	Leep	Energisation Activity	
16	GO NOGO for the Planned Energisation. PM to forward LV Control response to submission of Energisation Request and Live Working Risk Assessment.	Following LV Control processing the Energisation Request (Annex F), the PM will then send all LV Control responses for energisations or isolations, back to the ICP. The response from Leep LV Control, namely approved or not, will be detailed in the Part 2 of the Energisation Request. The response from LV Control will be Go or NOGO. Where an ICP is using their own energisation request, the PM will feedback by email attaching the original request to the email.	PM	Leep	Energisation Activity	
17	PM Attend Primary Energisation	Where the energisation has been approved. PM to Attend the primary energisation and ensure that the appropriate locks and signage are fitted to the substation, substation door, the LV pillar, LV links and the tap changer.	PM	Leep	Energisation Activity	As per typical PM to OM HOTO - OM to be invited to attend
23	PM to Process Cut-Out Certificates	Following ICP completing and notifying Leep of the agreed energisation, the PM will collate and electronically file, all cut-out certificates, in the RD project file. The cut-out certificate is shown at Annex H. PM to notify OM of all energised main and services. Note 5 may apply.	PM	Leep	Energisation Activity	
24	PM to Process Completed Energisation Request (Part 3)	Following the ICP completing the agreed energisation, the ICP will return the Energisation Request (Annex F) where Part 3, will now contain a scaled drawing, showing the newly energised LV main and services. PM to file copies and send the Completed Energisation Request (Part 3 of Annex F) to LV Control. This will enable LV Control to update the LV mimic, down to a level to show which homes are energised.	PM	Leep	Energisation Activity	

Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
26	PM to Handover Responsibility for Regulated Residential Homes and Commercial Businesses to the Respective OM.	For all regulated homes and commercial business or any section of live main which has at least one regulated connection, then the OM will be responsible for BAU activity.	PM	Leep	Energisation Activity	OM to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any BAU maintenance or repairs are to be staffed and cleared via LV Control.
27	PM to Circulate LV Mimic Updates.	To underpin SSOW, the PM shall circulate all updated copies of the mimic, issued by LV Control to: ICP, COMER Contractor & the respective OM Manager	PM	Leep	Energisation Activity	
28	PM to monitor the ICP's forecast for plot and commercial service connections and on a weekly basis. Update records and circulated records to LV Control.	To underpin SSOW, the PM is to request, on a weekly basis, all updated SLD and As Laid, from the ICP. Copies are to be circulated to: LV Control, ICP, COMER Contractor & the respective OM Manager. The PM is save all drawing updates in the RD project file.	PM	Leep	Energisation Activity	For version control the document naming convention should be: Date (Year/Month/Day) - Drawing Reference - Version No For example: 20241202-PN Daly 625-432hC - Ver 1.
Enduring Activity Associated with ACOP28						
30	Less an electrical emergency or power outage, PM is the Single Point of Contact Duties.	For the duration of the project, the PM will be the single point of contact for the site, and forward all energisation or isolation requests , raised by the ICP, to Leeps LV Control. The PM will receive and process all applications for energisation, checking the accuracy of the data, submitted by the ICP. The Energisation Request, is shown at Annex F and the accompanying Justification for Live Working Risk Assessments - Annex G. Following this check the PM is to forward these to LV Control. The PM will also acknowledge receipt of all requests with the ICP and save a copy to the RD project file. Where the PM is acting Deputy in Lieu, for LV Control, the PM will assume the duties of LV Control.	PM	Leep	Enduring	
31	PM site Visits	Visit the site as per their PM directives and undertake assurance and snagging visits.	PM	Leep	Enduring	
Event Triggered Activity Associated with ACOP28						
56	PM SHE Related Incidents	The PM is to forward all reported Accidents and Incidents, raised by the ICP or COMER to Leep Head of SHEQ.	PM	Leep	Event Triggered	
57	PM Final HOTO	ØPrior to the last energisation the PM is to attend a final HOTO visit, with the respective OM Manager, to ensure the installation is built out as per design and ready for entry into operational service. The PM is to request and retain copies of all commissioning, testing, manufacturing data, asset data and warranties and upload these to the RD file.	PM	Leep	Event Triggered	
58	PM to Liaise with Head of UK Energisations	Liaise with the Head of UK Energisations and provide notice of the Final HOTO and entry into service under full COMER.	PM	Leep	Event Triggered	
59	PM to arrange Removal & Exchange of Locks	The PM is to arrange the removal of the ICP locks and the Tayhope Mutlu-Latch, replacing these with Leep locks, and return the ICP locks and latch to the ICP.	PM	Leep	Event Triggered	
60	COMER to take full Control - Final HOTO	On full handover of the site, when the ICP hands over the last LV circuit/service the COMER will take control of the entire site. This activity will be initiated by the Leep PM and will involve the removal of all ICP locks, Tayhopes, replacing with Leeps locks. PM is to hand site fully over to the COMER.	PM	Leep	Event Triggered	From this point forward the ICP will have no access to the substation, or any connected LV circuits.
61	PM to Request and Promulgate final SLD's & As Laid	The PM is to request a final copies of the SLD, and As Laid, which are then to be uploaded to relevant RD project folder. With an electronic copy emailed to the COMER. As part of the standard HOTO, this final copy of the SLD, along with all other substation literature, is to be displayed ion the substation notice board, with a 2nd copy held in the LV pillar.	PM	Leep	Event Triggered	
Supply Restoration Event						
N/A - No Duties						

PM Roles & Responsibilities - 20251020 - Annex I to ACOP 28 - RACI Chart 2 of 2.

Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
		Note this is not an exhaustive requirement list and it is the responsibility of the ICP, COMER & Leep to implement appropriate additional measures, in order to maintain a SSoW.			Annex I to ACOP28 Responsibility Chart	
Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
	Pre Requisite	N/A - No Duties				
BAU - Pre & Post Energisations Actions						
19	Primary HV Energisation & Closure of LV Links.	At the Primary Energisation, the COMER shall install Leep locks to the tap changer, then close and lock the LV Links.	COMER or Repair Authority	3rd Party	Energisation Activity	
Enduring Activity Associated with ACOP28						
45	BAU COMER Scheduled Maintenance - Upstream of Boundary A.	For COMER contractors, working on the shared network, the COMER shall; be responsible for the safe operation of assets and infrastructure, which are at or upstream of the boundary, as defined in Annex A. Note all scheduled works require permission and issue of ToC by Leeps LV Control.	COMER or Repair Authority	3rd Party	Enduring	OM to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any BAU maintenance or repairs are to staffed and cleared via LV Control.
46	BAU COMER Scheduled Maintenance - Downstream of Boundary A.	Downstream of the boundary, as defined in Annex A, be responsible for the emergency response and servicing of all occupied residential and commercial properties, and the entire length of any LV main, from the LV pillar to the P/E, where at least one residential or commercial customer is connected. Note all scheduled works require permission and issue of ToC by Leeps LV Control.	COMER or Repair Authority	3rd Party	Enduring	OM to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any BAU maintenance or repairs are to staffed and cleared via LV Control.
47	BAU COMER - Accidents and Incident Reporting	Report all accidents and incidents, for associated works, within the scope of this ACOP, to the PM at Leep.	COMER or Repair Authority	3rd Party	Enduring	COMER to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any BAU maintenance or repairs are to staffed and cleared via LV Control.
48	BAU COMER - Attending Site in Working Hours	During working hours, shall, attend only at the instruction of Leeps OM Duty Manager, remembering to book in and out of site and notify the ICP. As per the site points of contact, shown in Annex E. If attending, out of hours, liaise with the Duty OM manager, at Leep.	COMER or Repair Authority	3rd Party	Enduring	COMER to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any BAU maintenance or repairs are to staffed and cleared via LV Control.
49	BAU COMER - Electrical Operations - OSR's	The COMER shall operates and undertakes HV & LV electrical operations under their own OSR's.	COMER or Repair Authority	3rd Party	Enduring	COMER to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any BAU maintenance or repairs are to staffed and cleared via LV Control.
50	BAU COMER - Electrical Operations - Codes of Practice and RAMS	The COMER shall work under their own Approved Codes of Practice or task specific RAMS, and operate under their jurisdiction, when exercising their duties on their sections of the HV and LV networks.	COMER or Repair Authority	3rd Party	Enduring	COMER to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any BAU maintenance or repairs are to staffed and cleared via LV Control.
51	BAU COMER - Observe Caution, Isolation and Danger Notices	Ensure all competent and or authorised staff, permitted to work on the network, observe any Caution Notices or Points of Isolation installed by the COMER or Leeps SAP/AP.	COMER or Repair Authority	3rd Party	Enduring	

COMER or Repairing Contractor Roles & Responsibilities - 20251020 - Annex I to ACOP 28 - RACI Chart 1 of 2.

Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
52	BAU COMER - Observance of Safety and Isolation Locks	Ensure all competent and or authorised staff, permitted to work on the network, shall not interfere with any operational locks, safety lock or LV locks (applied to the LV Links), installed by the COMER or Leeps SAP/AP.	COMER or Repair Authority	3rd Party	Enduring	
53	BAU COMER - Generation and Retention of RAMS	Shall for all works, live or dead, undertake, then document, and retain a job specific RAMS.	COMER or Repair Authority	3rd Party	Enduring	
54	BAU COMER - Justification for Live Working and Risk Assessments	Where the COMER is undertaking live works, on existing live networks, then the AP/SAP is to undertake a Justification for Live Working Risk Assessment, either using the format at Annex G or a similar company document. This risk assessment is to balance the economic cost of working dead against the risk to life or serious injury, when working live. Copy to accompany the RAMS, prior to attending site.	COMER or Repair Authority	3rd Party	Enduring	COMER to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any BAU maintenance or repairs are to staffed and cleared via LV Control.
55	BAU COMER - Provision of PPE and Approved Tools	Ensure all competent and or authorised staff, permitted to work on the network, shall: Have & use LV Approved PPE and clothing. Have & use approved technical procedures. Have & use approved LV tools and Test Equipment (GS38). have & use approved repair or installation kits, Original Equipment Manufacturer (OEM).	COMER or Repair Authority	3rd Party	Enduring	COMER to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any BAU maintenance or repairs are to staffed and cleared via LV Control.
	Event Triggered Activity Associated with ACOP28	N/A - No Duties				
	Supply Restoration Event					
66	COMER - Emergency Response - Upstream of system boundary as defined in Annex A	Circuits downstream of Annex A Boundary - Undertake full emergency response duties for circuits fully handed over, as per their COMER contract. This will always include the HV element, up to and including the LV links.	COMER or Repair Authority	3rd Party	Event Triggered	COMER to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any emergency maintenance or repairs are to staffed and cleared via LV Control.
67	COMER - Emergency Response - Downstream of system boundary as defined in Annex A	Circuits Upstream of Annex A Boundary - Undertake full emergency response duties for circuits fully handed over, as per their COMER contract. These circuits will be deemed regulated, where regulated is defined as any section of main which is electrically connected to a metered and occupied residential home or commercial business.	COMER or Repair Authority	3rd Party	Event Triggered	COMER to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any emergency maintenance or repairs are to staffed and cleared via LV Control.

COMER or Repairing Contractor Roles & Responsibilities - 20251020 - Annex I to ACOP 28 - RACI Chart 2 of 2.

Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
		Note this is not an exhaustive requirement list and it is the responsibility of the ICP, COMER & Leep to implement appropriate additional measures, in order to maintain a SSoW.			Annex I to ACOP28 Responsibility Chart	
Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
	Pre Requisite	N/A - No Duties				
	BAU - Pre & Post Energisations Actions	N/A - No Duties				
	Enduring Activity Associated with ACOP28					
44	BAU Management for Regulated homes and Businesses.	For all regulated homes and commercial business or any section of lives main which has at least one regulated connection, then the OM will be responsible for BAU activity. To note all BAU work on the network must be authorised by Leeps LV Control.	OM Manager	Leep	Enduring	OM to Note. Operational Control for the entire network, irrespective of it being regulated or non regulated network remains with LV Control. Any BAU maintenance or repairs are to staffed and cleared via LV Control.
	Event Triggered Activity Associated with ACOP28					
	Supply Restoration Event					

OM Roles & Responsibilities - 20251020 - Annex I to ACOP 28 - RACI Chart 1 of 1.

Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
 Note this is not an exhaustive requirement list and it is the responsibility of the ICP, COMER & Leep to implement appropriate additional measures, in order to maintain a SSoW. Annex I to ACOP28 Responsibility Chart						
Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
	Pre Requisite	N/A - No Duties				
10	Produce LV Mimic	Produce LV mimic and save copy in a locked LV Control file.	LV Control	Leep	Prerequisite	
	BAU - Pre & Post Energisations Actions					
12	LV Control Review Energisation Requests - Sent from ICP (SAP/AP) via PM	Process, check, and as appropriate, authorise all Energisation Requests, shown at Annex F. Then as appropriate, either :authorise, comment or refuse the energisation. Sending the updated Annex F back to the PM. Where an ICP is using their own energisation request, the PM will feedback by email attaching the original request to the email.	LV Control	Leep	Energisation Activity	
13	Where Applicable (See Note 2) LV Control review the Live Working Risk Assessments - Sent from ICP (SAP/AP) via PM. Note 2. Energisation Requests ONLY required for extending and energising LV Mains.	LV control, is to review the Live Working Risk Assessment, which is shown at Annex G. Then as appropriate, either :authorise, comment or refuse the live works. Sending the updated Annex G back to the PM.	LV Control	Leep	Energisation Activity	
15	LV Control Issue the Energisation Request & Live Working Risk Assessment to PM	Return both the Energisation Request and the Live Working Risk Assessment to the PM. LV Control is to complete Part 2.	LV Control	Leep	Energisation Activity	
25	LV Control to Update Live LV Mimic.	LV Control, are to update the LV mimic and issue the PM with a PDF export of this update.	LV Control	Leep	Energisation Activity	
	Enduring Activity Associated with ACOP28					
29	LV Control to Journal all LV Control Actions	Maintain a legal record, chronologically journalling all LV Control actions. Duty LV Control copied in.	LV Control	Leep	Enduring	
	Event Triggered Activity Associated with ACOP28	N/A - No Duties				
	Supply Restoration Event					
64	LV Control - Supply Restoration Activity	For Supply Restoration activity LV Control to rescind ToC with the ICP and issue this to the COMER. Then notify the ICP and the COMER points of contact, shown at Annex E.	LV Control	Leep	Event Triggered	
65	LV Control - Supply Post Restoration Activity	LV Control to rescind ToC with the COMER and issue this to the ICP. Then notify the ICP and the COMER points of contact, shown at Annex E.	LV Control	Leep	Event Triggered	

Control Roles & Responsibilities - 20251020 - Annex I to ACOP 28 - RACI Chart 1 of 1.

Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
leep utilities Note this is not an exhaustive requirement list and it is the responsibility of the ICP, COMER & Leep to implement appropriate additional measures, in order to maintain a SSoW. Annex I to ACOP28 Responsibility Chart						
Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks
	Pre Requisite					
1	Technical Assurance Audit	Designated Engineer to request evidence to support technical assurance for the ICP. As per the requirements of Annex B refers.	Designated Engineer (DE)	Leep	Prerequisite	
	BAU - Pre & Post Energisations Actions					
	Enduring Activity Associated with ACOP28					
	Event Triggered Activity Associated with ACOP28					
	Supply Restoration Event					

Designated Engineer (DE) Roles & Responsibilities - 20251020 - Annex I to ACOP 28 - RACI Chart 1 of 1.