

Energisation Request. Unless the ICP have been granted permission, by Leep, to use their own energisation request form, then the ICP shall submit all energisation requests as per the instruction below.

Part 1 of this Annex is to be completed, by the ICP's designated SAP/AP, then an e-copy submitted for approval, to the Leep PM. **Please Note.** To approve and schedule any energisations, associated with laying and extending of the LV Main. Leep will require a minimum of 10 working days notice.

Note 1. Connections of residential plots, commercial services, or lateral services (Portrait schemes) **do not require** an Energisation Request. See Note 2.

Note 2. Where the ICP is installing a service (plot, commercial or lateral), post works, they must submit a cut out document, capturing the details, shown at Annex H, or use a similar company report, recording the commissioning and supply point testing results. The ICP shall also update their As Laid, sending a copy with the cut out (Supply Point Test (SPT)) certificate. All forms to be sent to Leeps PM.

Part 2. Leep LV Control will complete the approval section, at Part 2 and add guidance and comments, if appropriate. Following the approval decision, Leeps PM will return the partially completed Annex F to the ICP, in readiness for the ICP completing the work. Where approval for an ICP form is granted then an authorising email with the initial request attached accordingly, will be sufficient permission for the works to commence.

Part 3. Following the **mains** energisation, the ICP's designated SAP/AP is to complete Part 3 of the Annex F and return an e-copy, to the Leep PM, complete with the 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, as per Annex H. **Where an ICP has permission to use their own paperwork, similar local forms will be returned post works.**

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 10 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 the drawings.



Part 1. ICP /Customer Energisation Request (LV mains extension and installation only). To be completed, by the ICP's Designated SAP/AP. Please submit an e-copy, for approval, to the Leep PM.
Please Note. To approve and schedule any energisations, Leep will require a minimum of 10 working days notice.

ICP / Customer
name:

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Site name and
location:

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Details of plant and / or circuits to be
energised:

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Proposed date and time for energisation:

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Before energisation the ICP's Designated SAP/AP must have signed approval, at Part 2, by Leeps LV Control.

Part 2. LV Control Review and Approval - LV Leep Control. Leep LV Control are to complete this approval section, and add guidance and comments, if appropriate. Then return the partially completed Annex F back to Leeps PM, who will forward this to the ICP, in readiness for the ICP undertaking the work.

Request Status:	Approved/Rejected (Delete appropriate)		
Name	Signed	Date	Approval Ref (Taken from LV Control Schedule):

Additional Comments	

Part 3 - Declaration by ICP/Customer Representative or Customer's Authorised Person. Following the energisation, the ICP's Designated SAP/AP is to complete Part 3 of the Annex F and return an e-copy, to the Leep PM. Additionally, complete and return a scale map (1:500), 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, as per 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 10 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.

ICP Declaration. With reference to the Plant/Apparatus identified above I confirm that:

1. The installation complies in every respect with the requirements of The Electricity at Work Regulations 1989, The Electricity Safety Quality & Continuity Regulations 2002, and the current edition of the IET Wiring Regulations where applicable.
2. **Pre & Post Energisation Testing.** Appropriate tests have been completed to ensure the installation is safe for energisation e.g. insulation resistance testing, pressure testing, sheath testing, functional testing of protective devices, etc. Please refer to Annex D, for test Acceptable Quality Levels (AQL's).
3. **Cut-Out Certificate (Annex H) & Records of LV Main Commissioning & Testing.** Annex H is to be completed and attached to this Annex by the ICP's Designated SAP/AP. Annex H is to record all measurements specific to Supply Point Testing and recording commissioning and test results for all sections of installed LV main. For audit purposes a copy is to be retained on site and an e-copy sent the Leep PM. For Acceptable Test Quality Levels (AQL's), please refer to Annex D.
4. All persons under my control or involved in work on, or the operation of, the plant / Apparatus identified above have been notified that the installation must be treated as Live.
5. A copy of the IDNO/Customer interface network diagram is attached identifying circuits to be energised.
6. For Primary Energisations only, confirmation the substation is correctly built and has been inspected, it is secure and watertight with approved doors and locking facility.
7. All earths, tools and equipment have been removed from the section of the installation to be energised and any Safety Documents for that section cleared and cancelled.

Name and signature of ICP's Designated SAP/AP:

Name: _____ **Phone no.** _____

Additional information and comments: _____

Name: _____ **Signed:** _____

Designations: _____ **Date:** _____

Date & time for energisation: _____
