



• Note this is not an exhaustive requirement list and it is the responsibility of the ICP, COMER & Leap to implement appropriate additional measures, in order to maintain a SSoW.

Annex I to ACOP28 V2.0 - 20 Oct 25
Responsibility Chart

PM's to Note the activities listed below are to complement the existing PM activities required to deliver a site to full handover.

Where COMER is assigned
read as COMER/Repairing
Contractor

											Process Interfaces - Upstream & Downstream			
Serial	Activity in Brief	Activity in Detail	Owner	Company	Activity Status	Remarks	Responsible	Accountable	Consulted	Informed	Input From from	Output to		Comments
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)	Leap	Prerequisite		Designated Engineer (DE)	ICP			PM	ICP		
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 Leaps TOC and notify the PM, in writing, of their nominee.	ICP	3rd Party	Prerequisite		ICP			PM	Designated Engineer (DE)	PM		
3	Leap PM to forward Annex B	PM to forward Annex B, which includes details of ICP's nominated AP/SAP to LV Control.	PM	Leap	Prerequisite		PM			LV Control	ICP	LV Control		
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	Leap	Prerequisite		PM	Developer	Leap Legal		N/A	Leap Legal		
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	Leap	Prerequisite		ICP			PM	N/A	PM		
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	Leap	Prerequisite		PM			OM	N/A	OM		
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	Leap	Prerequisite		PM			N/A	N/A	N/A		
8	Provide Site Drawings	Furnish the Leap PM with a PDF and Dwg copy of the entire site, showing both HV and LV circuits.	ICP	3rd Party	Prerequisite		ICP			PM	N/A	PM		
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	Leap	Prerequisite		PM			LV Control	N/A	LV Control		
10	Produce LV Mimic	Produce LV mimic and save copy in a locked LV Control file.	LV Control	Leap	Prerequisite		LV Control			N/A	PM	N/A		
BAU - Pre & Post Energisations Actions														
11	ICP Requests Energisations for the Installation & Energisation of all sections of LV Mains. Note 1. Unless the ICP have been granted permission, by Leap, 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		ICP - SAP/AP Designate			PM	N/A	PM		
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	Leap	Energisation Activity		LV Control			PM	N/A	PM		
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	Leap	Energisation Activity		LV Control			PM	N/A	PM		
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	Leap	Energisation Activity		PM			Head of UK Energisations	N/A	Head of UK Energisations		
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	Leap	Energisation Activity		LV Control			PM	N/A	PM		
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 Leap 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	Leap	Energisation Activity		PM			ICP	LV Control	ICP		
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	Leap	Energisation Activity	As per typical PM to OM HOTO - OM to be invited to attend	PM			OM	N/A	OM		
18	Primary HV Energisation. Note 4. I. Subject to approval from Leap, Leap 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 Leaps SAP or in the absence of both the nominated COMER.	At the Primary Energisation, the Leap SAP or ICP SAP or COMER (See Note 4) shall work with the DNO to Tap the transformer.	Leap SAP or ICP SAP or COMER See Note 4	3rd Party	Energisation Activity		COMER			PM	PM	N/A		
19	Primary HV Energisation & Closure of LV Links.	At the Primary Energisation, the COMER shall install Leap locks to the tap changer, then close and lock the LV Links.	COMER	3rd Party	Energisation Activity		COMER			PM	PM	N/A		
20	ICP Post Energisation Activity - Complete & Return Part 3 of the Energisation Request. Note 1. Unless the ICP have been granted permission, by Leap, 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		ICP - SAP/AP Designate			PM	N/A	PM		
21	ICP, following all: pilot, commercial or Lateral service energisation are to notify and update Leap 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 Pilot 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		ICP - SAP/AP Designate			PM				

22	ICP Post Energisation Activity - Test results, Cut-Out Documents & Drawings. Note 5. Unless the ICP have been granted permission, by Leap, 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: Drawings. In addition to the Leap 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 Leap 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 Leap PM, in addition and to accompany, also send the AG 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 Leap 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's. 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. 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 - SAPI/AP Designate	3rd Party	Energisation Activity	To ensure safe digging practices the ICP is to provide a copy of their As Laid's, on a regular basis, to their developer/site groundworkers and the Leap PM. As Laid's need to be published no later than 2 weeks after the new section of main or services have been laid or installed.	ICP - SAPI/AP Designate			PM	N/A	PM		
			ICP - SAPI/AP Designate		Energisation Activity		ICP - SAPI/AP Designate							
			ICP - SAPI/AP Designate		Energisation Activity		ICP - SAPI/AP Designate							
			ICP - SAPI/AP Designate		Energisation Activity		ICP - SAPI/AP Designate							
23	PM to Process Cut-Out Certificates	Following ICP completing and notifying Leap 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	Leap	Energisation Activity		PM			OM	ICP	OM		
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	Leap	Energisation Activity		PM			LV Control	ICP	LV Control		
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	Leap	Energisation Activity		LV Control			PM	N/A	PM		
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	Leap	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.	PM			OM Manager	PM	OM Manager		
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	Leap	Energisation Activity		PM			ICP - SAPI/AP COMER OM	LV Control	ICP - SAPI/AP COMER OM		
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's, 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	Leap	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.	PM			LV Control COMER OM	ICP - SAPI/AP	LV Control COMER OM		
Enduring Activity Associated with ACOP28														
29	LV Control to Journal all LV Control Actions	Maintain a legal record, chronologically journaling all LV Control actions. Duty LV Control copied in.	LV Control	Leap	Enduring		LV Control			N/A	N/A	Duty LV Control		
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 Leaps 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	Leap	Enduring		PM			Notified Parties - As per specific activity	N/A	N/A		
31	PM site Visits	Visit the site as per their PM directives and undertake assurance and snagging visits.	PM	Leap	Enduring		PM			N/A	N/A	N/A		
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 - SAPI/AP Designate	Leap	Enduring		ICP - SAPI/AP Designate			N/A	N/A	N/A		
33	ICP - Public Liability & Indemnity Insurance	Have and maintain appropriate levels of Public Liability and Indemnity Insurance.	ICP	Leap	Enduring		ICP			PM	N/A	N/A		
34	Appointment & Continuance of the SAPI/AP Designate	The ICP shall: For SSoW and continuity, the ICP is to maintain the role of Designated Senior SAPI/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 Leaps DE to undertake a technical assurance review, for the incumbent SAPI/AP Designate.	ICP	Leap	Enduring		ICP			PM	N/A	PM		
35	ICP - Competent and or Authorised Personnel	Only persons, under control and deemed competent and or authorised, by the SAPI/AP Designate, are permitted to work on the network, as indicated within the boundaries Annex A.	ICP - SAPI/AP Designate	Leap	Enduring		ICP - SAPI/AP Designate			N/A	N/A	N/A		
36	ICP - Electrical Operations - OSR's	The ICP operates and undertakes LV electrical operations under their own OSR's.	ICP - SAPI/AP Designate	Leap	Enduring		ICP - SAPI/AP Designate			N/A	N/A	N/A		

[illegible]

56	PM SHE Related Incidents	The PM is to forward all reported Accidents and Incidents, raised by the ICP or COMER to Leap Head of SHEQ.	PM	Leap	Event Triggered		PM		Leap Hd SHEQ	Leap Hd SHEQ	N/A	Leap Hd SHEQ		
57	PM Final HOTO	Prior 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	Leap	Event Triggered		PM		OM		N/A	RD File		
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	Leap	Event Triggered		PM		Head of UK Energisations		N/A	Head of UK Energisations		
59	PM to arrange Removal & Exchange of Locks	The PM is to arrange the removal of the ICP locks and the Tayhope Murtu-Latch, replacing these with Leap locks, and return the ICP locks and latch to the ICP.	PM	Leap	Event Triggered		PM			ICP COMER	N/A	ICP COMER		
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 Leap PM and will involve the removal of all ICP locks, Tayholes, replacing with Leaps locks. PM is to hand site fully over to the COMER.	PM	Leap	Event Triggered	From this point forward the ICP will have no access to the substation, or any connected LV circuits.	PM			ICP COMER	N/A	ICP COMER		
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 on the substation notice board, with a 2nd copy held in the LV pillar.	PM	Leap	Event Triggered		PM			OM COMER	N/A	RD File OM COMER		
62	ICP - Incident Management	In addition to the CDM and REDCOR reporting requirements, report all accidents and incidents, for associated works, within the scope of this ACDP, to the PM at Leap.	ICP	Leap	Event Triggered		ICP			PM	N/A	PM		
63	ICP - Incident Management	Following safe evacuation and cordoning off, report all cable strikes, damages and supply interruptions, immediately, to Leaps 24hr Customer Contact line: 0333 005 0271.	ICP	Leap	Event Triggered		ICP			PM Leaps 24hr Customer Contact line - 0333 0054 0271	N/A	PM Leaps 24hr Customer Contact line - 0333 0054 0271		
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	Leap	Event Triggered		LV Control			ICP - SAPI/AP COMER	N/A	ICP - SAPI/AP COMER		
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	Leap	Event Triggered		LV Control			ICP - SAPI/AP COMER	N/A	ICP - SAPI/AP COMER		
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	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 be staffed and cleared via LV Control.	COMER			LV Control	N/A	N/A		
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	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 be staffed and cleared via LV Control.	COMER			LV Control	N/A	N/A		
68			Checksum				Checksum							