

Roles and Responsibility. Summary of Annexes:

Leep PM Roles & Responsibilities.	Annex I -1
LV Control Tab	N/A refer to Para 10.4
Developers	N/A refer to Para 10.5
ICP Roles & Responsibilities.	Annex I -2
COMER/Repairing Contractor Roles & Responsibilities.	Annex I -3

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10.3.1 In prep for the Primary Energisation (Initial HOTO), ensure there is an appropriate Leap SAP (ICM model) or HV COMER/Repairing Contractor (subject to Leap availability) booked to take receipt of the live transformer and LV pillar.

10.3.2 For all Interim HOTO activities, ensure there is an appropriate HV COMER/Repairing Contractor designated, notified and under COMER/Repairing Contractor framework contract. PM to attend and ensure that the Leap SAP or AP is booked to attend the handover. The PM is to ensure an updated Annex A is held by Leap, the ICP and the COMER/Repairing Contractor and a hardcopy posted to the substation notice board.

10.3.3 During the entire project build, visit the site as per their PM directives and undertake assurance and snagging visits.

10.3.4 Prior to the Initial HOTO, ensure the site has tailed up all outgoing ways, in their LV pillar, thus avoiding future shutdowns (see Para 8.4).

10.3.5 Liaise with the Head of UK Energisations and provide notice of the primary energisation (Initial HOTO) and all other HOTO's.

10.3.6 Attend the primary energisation, along with Leaps SAP or HV COMER/Repairing Contractor (Para 5.33 refers), witnessing that the appropriate locks and signage is fitted to the substation, substation door, the LV pillar, LV links and the tap changer.

10.3.7 **System Locks.** Issue sufficient **system locks** to the ICP's SAP or AP. These locks will be issued to secure MSDB's, Splitter boxes or any other plant or apparatus which has lockable access. The quantity of locks and keys issued should be recorded on the signed Annex A document. For audit purposes, the PM is to also notify Leap Control.

10.3.8 Where applicable and as per the detail of **Para 5.15**, update and promulgate the amended copy of **Annex A**, to this document, to both the ICP and Leaps SAP or and COMER/Repairing Contractor contractors. **This Annex will only require updating**, during the period between the Primary Energisation and the Final HOTO, when the site has individually handed over LV ways, in the LV pillar (**Interim HOTO**). For most developments, where all LV ways are handed over simultaneously, at the Final HOTO, then **Annex A** will remain unchanged for the entire buildout phase.

10.3.9 Where the site has control of dedicated pillar ways, and is progressively releasing these, upon occupation of the connected services, via the PM (Interim HOTO). Then the PM is to amend the copy of Annex A (See Sub Para 10.3.2).

10.3.10 The PM is to forward all reported Accidents and Incidents, raised by the ICP or the COMER/Repairing Contractor to Leap Head of SHEQ and Cc both Leaps HoT and DE.

10.3.11 Less booking into site, on an emergency response (for Interim HOTO sites), the PM will be responsible for all communication between ICP, COMER/Repairing Contractor, and the OM Manager.

10.3.12 Prior to the last occupation, PM 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 and warranties and upload these to Richdesk. This is PM BAU and full details are not included within this ACOP.

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10.3.13 As appropriate, whether; Initial, Interim or Final HOTO, liaise with the Head of UK Energisations and provide notice and installation of a COMER/Repairing Contractor framework for any Interim or Final HOTO.

10.3.14 The PM is to arrange, with Leep AM, the removal of the ICP locks and the Tayhope Mutli-Latch, replacing these with Leep locks, and return the ICP locks and latch to the site.

10.3.15 The PM is to request, from the ICP, a final copy of the SLD, which is to be uploaded to relevant site folder. With an electronic copy emailed to the COMER/Repairing Contractor. As part of the standard HOTO, the current copy of the SLD, along with all other substation literature, is to be displayed in the sub and a 2nd copy held in the LV pillar.

10.3.16 **Stakeholders - Annex E.** Prior to the Initial HOTO and ideally at the start of the project the PM is to circulate then complete the site point of contact details, Annex E refers. The PM is to mail the completed Annex E to all stakeholders.

10.3.17 Signature to waiver GSOP compensation, for live metered properties, which remain unoccupied. The PM is to draft a simple email for approval and signature by the developer. Para 2.3 refers.

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- 10.6.1 Designate their Senior SAP/AP, who will receive control under Leeps ToC.
- 10.6.2 The ICP's designated SAP/AP shall ensure the ICP undertakes LV electrical operations, accordingly:
- 10.6.3 Only persons, under control and deemed competent and or authorised, by the ICOP's SAP/AP Designate are permitted to work on the LV network, as identified, within the boundaries shown in Annex A.
- 10.6.4 The ICP is to operate under their own DSR's and codes of practice.
- 10.6.5 The ICP shall 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.
- 10.6.6 Where the ICP's AP/SAP is undertaking live works, on existing live networks, and in accordance with **ENA SHE01 (Version 3)**, then the AP/SAP shall undertake a **Justification for Live Working Risk Assessment**, either using the format at Annex G but importantly one which complies to ENA SHE 01. The site must attach and retain a copy of this assessment to all their job specific RAMS. This type of documentation would be typically requested as part of Leeps technical assurance activity.
- 10.6.7 The designated ICP SAP/AP shall ensure that all LV operations, undertaken by the ICP are in compliance with the ICP OSR's and the ICP have their own Approved Codes of Practice or task specific Risk Assessment and Method Statements (RAMS), and operate a SSOW, under their jurisdiction, when exercising their duties on the LV networks.
- 10.6.8 The Designated SAP/AP shall operate and employ an LV Control, or designated employee, in this role, in order to maintain SSOW.
- 10.6.9 The Designated SAP/AP shall observe any Caution Notices or Points of Isolation installed by the COMER/Repairing Contractor or Leap.
- 10.6.10 The ICP shall not interfere with the LV locks, applied to the LV Links, by the Leap or Leeps COMER /Repairing Contractor.
- 10.6.11 The ICP shall observe all instructions issued by Leeps LV Control or SAP in Lieu, these are to include the issue and rescinding of the ToC document. **Note.** Without the issue of the ToC the ICP cannot work on the network.
- 10.6.12 For all works, live or dead, the ICP Designated SAP/AP shall undertake and retain this with the job specific RAMS.
- 10.6.13 The ICP Designated SAP/AP shall always produce a Risk Assessment (RA) for all live works. This RA is to balance the economic cost of working dead against the risk to life or serious injury, when working live. **See Sub Para 10.6.6** Justification for Live Working Risk Assessment.

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10.6.14 The ICP Designated SAP/AP shall ensure the use of LV Approved PPE and clothing.

10.6.15 The ICP Designated SAP/AP shall ensure the application of approved technical procedures.

10.6.16 The ICP Designated SAP/AP shall ensure the use of approved LV tools and Test Equipment (GS38). Tools and test kit to be calibrated.

10.6.17 The ICP Designated SAP/AP shall ensure the use of approved repair or installation kits, Original Equipment Manufacturer (OEM).

10.6.18 The ICP shall report all accidents and incidents, for associated works, within the scope of this ACOP, to the PM at Leep.

10.6.19 For all cable strikes, damages and supply interruptions, following safe evacuation and cordoning off, the ICP shall report all cable strikes, damages and supply interruptions, immediately, to Leeps 24Hr Customer Contact line: 0333 005 0271.

10.6.20 **Annex A.** The ICP Designated SAP/ICP shall ensure that all authorised and competent staff, working on the network, are briefed on any Annex A boundary changes.

10.6.21 **Drawings.** The ICP shall maintain Single Line Drawings (SLD) and records of all energised circuits. A copy of this record must be posted in the LV enclosure. This will ensure, it is accessible to the COMER/Repairing Contractor or Leep authorised staff, should they attend. An electronic copy of the SLD, should also be available, on request from the Leep (PM).

10.6.22 **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 request by the PM, for all circuits handed over at both the Interim and Final HOTO.

10.6.23 **Notification of HOTO's.** Prior to all HOTO's, the ICP shall notify the PM, giving at least 10 working day's notice. The PM will liaise directly with site to finalise and visit and confirm the extent of HOTO paperwork. The Initial HOTO visit, by the PM, will typically have been preceded by multiple assurance visits, which will have been arranged outside this process. **Note.** Where the site is individually energising pillar ways, as defined in **Para 5.15**, the ICP will need to follow the above HOTO process, prior to every handover. This will ensure that pillar ways, which service either occupied residential, or singleton commercial properties, are handed over to the COMER/Repairing Contractor. Stakeholders contact details are shown at **Annex E**.

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10.6.24 Rescinding of ToC Arrangements. The ToC arrangement, and the practice detailed under this ACOP, will be cancelled upon the occupation of either residential or commercial customers connected to the LV network. All access and locks, including the Tayhope Multi-Latches will be removed and replaced by Leap locks. The ICP locks and Muti-Latches will be returned, by the Project Manager PM, at the final HOTO.

Note this is not an exhaustive requirement list and it is the responsibility of the ICP's Designated SAP/AP to implement any appropriate additional measures, in order to maintain a SSOW.

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- 10.7.1 Be responsible for the safe operation of assets and infrastructure, which are at or upstream of the boundary, as defined in Annex A.
- 10.7.2 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.
- 10.7.3 The COMER/Repairing Contractor shall only operate within the boundaries indicated and shown on the site Annex A. The PM and Leeps Control will hold the latest version. A copy will be published by the PM and posted on the substation notice board.
- 10.7.4 Report all accidents and incidents, for associated works, within the scope of this ACOP, to the PM at Leap.
- 10.7.5 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. Notifying parties as per the site points of contact, shown in Annex E. If attending, out of hours, liaise with the Duty OM manager, at Leap.
- 10.7.6 Operate under your COMER/Repairing Contractor tailored OSR's.
- 10.7.7 The COMER/Repairing Contractor shall have 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.
- 10.7.8 Operate and employ an LV Control, or designated employer, in this role, in order to maintain Safe Systems of Work.
- 10.7.9 Where the COMER/Repairing Contractor is undertaking live works, on existing live networks, and in accordance with **ENA SHE01 (Version 3)**, then the AP/SAP shall undertake a **Justification for Live Working Risk Assessment**, either using the format at **Annex G** but importantly one which complies to ENA SHE 01. The COMER/Repairing Contractor must attach and retain a copy of this assessment to all their job specific RAMS. This type of documentation would be typically requested as part of Leeps technical assurance activity.
- 10.7.10 At the Primary Energisation, work with the DNO to Tap the transformer.
- 10.7.11 At the Primary Energisation, install Leap locks to the tap changer, then close and lock the LV Links.
- 10.7.12 Observe any Caution Notices or Points of Isolation installed by the ICP or Leap.
- 10.7.13 During the period where there is joint ownership in the LV Pillar (Interim HOTO), the COMER/Repairing Contractor shall observe all instructions issued by Leeps LV Control or PM in Lieu and work within the ownership boundaries of the site-specific Annex A.
- 10.7.14 Before commencing any work in the LV pillar ensure they have a copy of the SLD.

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10.7.15 The COMER/Repairing Contractor shall use LV & HV Approved PPE and clothing.

10.7.16 The COMER/Repairing Contractor shall use approved technical procedures.

10.7.17 The COMER/Repairing Contractor shall use approved LV tools and Test Equipment (GS38). Tools and test kit to be calibrated.

10.7.18 The COMER/Repairing Contractor shall use approved repair or installation kits (OEM).

10.7.19 For all works, live or dead, the COMER/Repairing Contractor shall undertake, then document, and retain a job specific Risk Assessment and Method Statement (RAMS).

10.7.20 The COMER/Repairing Contractor shall always produce a Risk Assessment (RA) for all live works. This RA is to balance the economic cost of working dead against the risk to life or serious injury, when working live. (See Sub Para 10.7.9)

10.7.21 The COMER/Repairing Contractor shall undertake full emergency response duties for circuits fully handed over (Interim and Final HOTO), as per their COMER/Repairing Contractor framework contract. Where Leep have no SAP staff, operating under the ICM model, then this, from the point of Initial HOTO, will as a minimum, include the HV element, up to and including the LV links.

10.7.22 On full handover of the site, when the ICP hands over the last LV circuit/service (Final HOTO) the COMER/Repairing Contractor will take control of the entire site. This activity will be initiated by the Leep. The Leep PM will assist with the removal of all ICP locks, Tayhopes, replacing with Leeps locks.

Note this is not an exhaustive requirement list and it is the responsibility of the COMER/Repairing Contractor to implement any appropriate additional measures, in order to maintain a SSOW.

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