

Policy for Safe Configuration Management of Shared Networks Operated under Leep Transfer of Control (ToC) Governance - Portrait Sites

ACOP Reference		
27 (Full Scope)		
OWNER	REVIEWERS	APPROVER
Head Technical	Designated Engineer	Director of Operations
20 - Oct -25	20 - Oct -25	20 - Oct -25

DOCUMENT NUMBER	Click here to enter text.
CURRENT VERSION	V2
PREVIOUS DOCUMENT NUMBER	V1 - First Issue 01-Aug-25

VERSION HISTORY

VERSION	DATE	REVISION DESCRIPTION
V1.0	01/08/25	First version of document
V2.0	20/10/25	2nd Edition - Annex A & PM Role & Responsibilities amendments

Table of Contents

1	Introduction	2
2	Scope	2
3	Benefit & Flexibility	3
4	Associated Documents	3
5	Definitions & Interpretations	3
6	Abbreviations	7
7	General Conditions & Requirements	8
8	Considerations Particular to OFGEM	8
9	Technical Assurance	9
10	Roles & Responsibilities	9
10.1	Intentionally Blank	9
10.2	Intentionally Blank	9
10.3	PM	9
10.4	LV Control	11
10.5	Developer	11
10.6	ICP	11
10.7	COMER/Repairing Contractor	13
11	Enquiries	15
	Annexes	15

1 Introduction

1.1 This procedure provides instruction and guidance, to developers and their installing Independent Connection Provider (ICP)s, on the safe management and configuration control of Low Voltage (LV) mains and services, which are being progressively energised as the development is built out.

2 Scope

2.1 The scope of this Approved Code of Practice (ACOP) is limited to developments where the entire scheme can be built, energised and metered prior to the first occupation by a resident, or commercial customer. It is typically applied to multioccupancy, high rise developments, but not exclusively. It can, in some cases, be applied to landscape developments, providing there is no residential or commercial occupation, following the installation of the meters. **Not within the scope**, of this ACOP, are sites, which are typically landscape and jointed off underground mains. For landscape housing developments, refer to Leep Utilities ACOP 28. Also to be noted is that this code of practice is limited to the development phase, and endures to facilitate the installation, energisation and finally metering of services, prior to residential or commercial occupation, whereupon the entire ownership of the site will transfer from the ICP to Leep.

2.2 For portrait sites, the governance of this ACOP and policies therein will be rescinded at a point where the first metred property, becomes occupied. It can, where the design permits, and LV circuits are connected to independent blocks of communal housing or singleton commercial properties, be segregated, such that individual feeders, in the LV pillar can be handed over to Leep. This arrangement will accommodate for single transformers which may have multiple outgoing circuits, connected to independent buildings. These circuits will now be regulated, with emergency callout facilitated by Leeps Control, Operate, Maintain and Provision of Emergency Response (COMER) engineer(s) /Repairing Contractor. **To note**, the ICP or developer will have no further access to these LV ways or lateral circuits. On handover these circuits will be adopted by Leep and any extension or additions to these circuits will require approval from Leep and undertaken under an Operation Isolation & Earthing (OIE) certificate. This discussed in more detail at **Para 5.15**.

2.3 **To be noted.** For developers and their installing ICP, to operate under this regime, the developer will need to waiver their OFGEM Guaranteed Standards of Performance GSOPs' to compensation. This will enable the developer to install meters and the ICP undertake all their commissioning testing, prior to handing the block over for occupation (final handover takeover)). The Leep PM will secure a simple email, from the developer, to acknowledge the GSOP waiver.

2.4 This practice will enable an ICP, with NER's accreditation and Leep approval, to operate under Leeps Transfer of Control (ToC), permitting Limited Live Works¹ and dead operations on LV circuits and apparatus.

¹ **Limited Live Works.** Are subject to Leep Control Engineer approval and as a prerequisite will require the ICP's SAP /AP to apply to Leep and submit a Justification for Live Working Risk Assessment. Full details at Para 10.6.

2.5 For portrait sites, the governance of this ACOP and policies therein will be rescinded at a point where the first metred property, becomes occupied. It can, where the design permits, and LV circuits are connected to independent blocks of communal housing or singleton commercial properties, be segregated, such that individual feeders, in the LV pillar can be handed over to the COMER/Repairing Contractor. This arrangement can also be applied and accommodate for single transformers which may have multiple outgoing circuits, but only when connected to independent buildings, in a process is known as Interim Handover Takeover. The Project Manager, for the site, will work with the developer, and the ICP, and make the assessment as whether the site will operate under this portrait instruction or ACOP 28, the Landscape regime.

3 Benefit and Flexibility

3.1 Application of this ACOP will enable developers, via their ICPs, to have a degree of control over their LV mains and services. Giving them the flexibility of installing, energising, testing & metering their services, without having to rely on assistance from the Independent Network Operator (IDNO), who without this practice, would need to attend every energisation. It will permit the ICP, under ToC, to operate safely under their own codes and rules and avoid multiple energisation visits from Leep.

3.2 **To be noted.** Prior to a developer and their ICP entering into a ToC arrangement, the ICP, will need to be assessed by Leep for competency (Sect 9 refers).

4 Associated Document. For purposes of amendments, this document is linked to the following ACOP:

- ACOP 28 Full Scope - Safe Configuration Management of Shared Networks Operated under Leep Transfer of Control (ToC) Governance - Landscape sites.

5 Definitions & Interpretations

5.1 **Mandatory and Non-Mandatory Terms.** In this document the following terms have the stated meanings.

- **Shall:** Indicates a mandatory requirement.
- **Should:** Indicates a strong preference and is used to denote best practice or where a new requirement is being introduced.
- **May:** Indicates an option which is not mandatory.

5.2 **Live Work.** As defined in the Electricity at Work Regulation (1989), Live Work refers to work on live, un-insulated conductors and apparatus, which are energised at hazardous voltages or working in closer proximity, defined as 'near', where near shall mean within 800mm of the live apparatus.

5.3 **Dead Work.** Apparatus and conductors deemed dead are considered to be at or about zero volts and disconnected from any live system.

5.4 **Transfer of Control (ToC).** Transfer of Control (ToC) enables Leep to transfer and relinquish control to either the ICP or the COMER/Repairing Contractor, as appropriate. **To Note.** No Party whether Leep staff under Internal Control & Maintenance (ICM), the ICP or COMER/Repairing Contractor is to work on the network without the issue and receipt of a ToC document. Jurisdictions and SSOW, for all network, handed over under Leeps ToC, will be under the control of the ICP's nominated SAP/AP.

5.5 Leep LV Control. For portrait sites Leeps LV Control will hold the latest copy of the Network Boundary & Ownership Document, which is shown at Annex A.

5.6 Nominal Voltages. For the purposes of this ACOP, all specified nominal voltages will be 230 Volts and 400 Volts for 1 PH and 3PH systems respectively. However, network voltages, for circuits under test, can be within -6%, +10%. This gives an allowed voltage range of 216.2 volts to 253.0 Volts.

5.7 Model Distribution Safety Rules (MDSR). The MDSR provides a set of generic rules that Electricity Companies may use as the foundation of their safety management system for operations on their networks (defined as System in these Rules). They were originally written using experience gained over many years of operating electricity networks and are now regularly reviewed in the light of recent events and the introduction of updated equipment and new technology. Where practical, revisions have been included as a result of pro-active risk assessments of new circumstances in addition to lessons learned reactively. ICP Contractors, working under the ICP's SAP/AP will be expected to either use the ENA generic MDSR rules or have their own amended operational safety rules.

5.8 Leep Asset Ownership. Once energy flows via any close coupled plant or apparatus and the transformer is live. The asset comes under Leeps control and ownership, essentially adopted from the developer.

5.9 Intentionally Blank.

5.10 Incumbent Distribution Network Operator (DNO). The incumbent DNO is the network operator who own the upstream network, from which Leep are connected to.

5.11 Point of Connection (POC). For the purposes of this ACOP the POC is the boundary connection which connects Leeps network to the DNO's network. Predominately, due to the load, most POCs are HV, however there are occasionally LV POCs offered in designs.

5.12 Primary Energisation. This energisation is signified by the close coupled plant or apparatus, invariably an RMU, being energised by the DNO, who then take control of this asset. At the Primary Energisation the DNO will close the fused switch or breaker and energise the sites transformer. Unless the building ICP, has a capacity to respond to a 3Hr call out and operate like a full COMER/Repairing Contractor. The primary energisation, of the transformer, will always be in attendance of a Leep SAP (ICM model) or the designated COMER/Repairing Contractor for the site².

5.13 Primary Energisation and Provision of Locks - Leep PM. At the primary energisation Leep will provide a x2 Tayhope Multi-Latches and x2 locks: one for the substation front door and the other for the LV pillar (system lock). Leep will fit their locks to the secondary position, thus permitting joint access for both the ICP, Leep authorised staff and Leeps designated COMER/Repairing Contractor. The COMER/Repairing Contractor will be responsible for emergency repairs and planned maintenance but only after the muti occupancy building or commercial outlets are handed over, and just prior to occupation.

² Subject to the size of the development and locality, there may be occasion where Leeps SAP's take over the network and are also responsible for the emergency callouts and servicing.

5.14 High Voltage (HV) Ownership. Following the energisation of the transformer the Leep or COMER/Repairing Contractor SAP (nominated SAP) will check ESQCR volts, working with the DNO and tap the transformer accordingly. The nominated SAP will ensure no circuit ways in the LV pillar are fused or breakers closed, where the outgoing circuit is connected via an Air Circuit Breaker (ACB). The nominated SAP will then close the LV links (disconnectors) and energise the bars, then the nominated SAP will apply Leep system locks to the LV links. Should the ICP require complete LV isolation³, via the links, then, in the first instance, they must contact their Leep PM, to arrange the nominated SAP to attend. **Note** for this activity it will attract additional charges.

5.15 Ownership Boundary. The Ownership Boundary, for your site, and the demarcation, identifying the Leep to ICP boundary, is shown at **Annex A. To Note.** For safe control, it is essential that this document is kept up to date and no one party, operates on any network(s) outside their defined ownership boundary. The boundary between Leep and the developers ICP will initially be located at the locked LV links. Providing there is no requirement to restore a network fault, the ICP, under ToC, will be responsible for all the outgoing LV Ways and circuits. The Ownership Boundary, for your site, and the demarcation, identifying the COMER/Repairing Contractor to ICP boundary, is shown at Annex A.

If there is no requirement for an Interim handover takeover, then the boundary between Leep and the ICP network, will remain, for the duration of the build, at the locked LV links, which is recorded in Annex A. If a build requires an interim handover takeover, for example one transformer and LV pillar services x2 blocks (Block A & B), and Block A is ready for occupation. Then these outgoing ways (fused way or ACB), within the common LV enclosure, can be handed over in their entirety, from the ICP, via the PM, to Leep. This circumstance is defined in **Para 2.2 and Para 5.18.**

5.16 Regulated Customers. Regulated customers are defined as occupied residential and commercial properties. Unless under emergency conditions, these homes shall not be isolated without notifying LV Control at Leep, who in turn will issue the statutory Ofgem notice of a planned supply interruption.

5.17 Initial Handover - Takeover (HOTO). The initial HOTO is the process of the ICP, liaising with the PM, then requesting the energisation of transformer and connected LV circuits. The process is initiated by the developer instructing their SAP/AP, from the ICP but then coordinated by the PM and approved by Leeps LV Control. Leep will attend the initial HOTO and request, all commissioning and test results for all handover items, from the LV pillar, via risers, MSDB's and lateral services. Annex D and Annex H refer. The ICP will also need to update their SLD to shown all installed circuits, complete with ownership boundaries. The initial HOTO, and energisation of the HV, will require additional activity, and test results (design packs and drawings). These will be identified by the Leep PM and require completion prior to energisation. The PM will work directly with the ICP to confirm that the site is ready for HV energisation and Initial HOTO. For the Initial HOTO, Leep will require a notice period of 20 wkg days. During the Initial HOTO, Leep's SAP or representative will 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.

Please note issue of the initial energisation date will be subject to the PM, witnessing the ICP closing out all the outstanding pre-energisation works.

³ For example, to install an additional pillar way (scope creep).

5.18 Interim Handover - Takeover (HOTO). An interim HOTO, is where a single transformer, and its connected LV pillar, for example, services x2 blocks (Block A & B), and Block A is ready for occupation. Then these outgoing ways (fused way or ACB controlled), within the common LV enclosure, can be handed over in their entirety, from the ICP, via the PM, to Leep. **To note**, the ICP or developer will have no further access to these LV ways or lateral circuits. On handover these circuits will be adopted by Leep and any extension or additions to these circuits will require approval from Leep and undertaken under an Operation Isolation & Earthing (OIE) certificate. Under this circumstance, Leeps attendance will be chargeable. Leep will attend all interim handovers and request, all commissioning and test results for all handover items, from the LV pillar, via risers, MSDB's and lateral services. Annex D and Annex H refer. The ICP will also need to update their SLD to shown all installed circuits, complete with ownership boundaries. Leep will apply signage to these circuits (showing they are under our control) and require an updated Annex A, signed and retained by both Leep & ICP SAP or AP. The latest copy of Annex A is to also be published on the Substation notice board. Unless there are multiple requirements, the attendance, by Leep, for the purposes of an Interim HOTO, may not be chargeable. Subject to visit numbers, Leep will have the final say on whether activity is chargeable. For the Interim HOTO, Leep will require a notice period of 10 wkg days.

5.19 Final Handover - Takeover (HOTO). The Final HOTO is the process of the ICP, liaising with the PM, then providing notification that the site is completely built out and all residential and commercial services have been connected and energised. Leep will attend the final HOTO and request, all commissioning and test results for all handover items, from the LV pillar, via risers, MSDB's and lateral services. Annex D and Annex H refer. The ICP will also need to update their SLD to shown all installed circuits, complete with ownership boundaries. From this point, in time, the ToC, issued to the ICP, will be permanently cancelled and full control, operation, maintenance and repair will be handed over to Leeps COMER/Repairing Contractor. For the Final HOTO, Leep will require a notice period of 10 wkg days. Attendance, by Leep, for the purposes of an Interim HOTO, will not be chargeable.

5.20 Occupied. Any premise(s), whether residential or commercial, which is/are energised, metered and occupied and under the regulated repair responsibility of Leeps Asset Management team (OFGEM GSOP's).

5.21 Coordination and Control. The process for coordination and control, as per specific role, whether: developer, ICP, or Leeps COMER/Repairing Contractor, is defined under the Roles and Responsibilities section (Sect 10). To assist with safe operation and efficient handover of the site, all parties are asked to make themselves aware, not only of their own responsibilities, but those of the other parties too.

5.22 Hybrid Developments. Hybrid developments are ones comprising of both commercial and residential properties.

5.23 Internal Control & Maintenance (ICM). The ICM model is applied to portrait sites and providing there is no Interim HOTO, requiring a COMER/Repairing Contractor to attend any restoration for regulated customers, ICM permits Leeps SAP to take over the site at the initial HOTO, when the HV is connected (at the POC) and transformer is energised. Where Leep staff are not available for the Initial HOTO then the HV COMER/Repairing Contractor will undertake this activity. **Note** at this stage a COMER/Repairing Contractor framework is not required, the COMER/Repairing Contractor is only attending as the designated Leep SAP, in lieu of our staff.

6 Abbreviations

6.1 The table below includes the abbreviations utilised within the document & common abbreviations within the Electrical Industry.

DOCUMENT ABBREVIATIONS			
Abbreviation	Full Version	Abbreviation	Full Version
AP	Authorised Person	MDSR	Model Distribution Safety Rules.
LV	Low Voltage	COMA	Control, Operation and Maintenance Agreement
HV	High Voltage	COMER	Control, Operate, Maintain and Provision of Emergency Response. COMER can be replaced with the designated Repairing Contractor.
PM	Project Manager	POC	Point of Connection
ACOP	Approved Code of Practice	MDSB	Multi Distribution Splitter Board
OSR	Operational Safety Rule (Company Specific). Derivative of MDSR	HOTO	Hand Over - Take Over
DSR	Distribution Safety Rules (Leeps OSR)	MSDB	Multi Service Distribution Board
HDCO	Heavy Duty Cut Out	SLD	Single Line Diagram
AQL	Acceptable Quality Level	RA	Risk Assessment
RAMS	Risk Assessment and Method Statement	OEM	Original Equipment Manufacturer
ICP	Independent Connection Providers	IDNO	Independent Network Operator
SSoW	Safe Systems of Work	ToC	Transfer of Control
OOH	Out of Hours	SAP	Senior Authorised Person
ICM	Internal (Leap) Control & Maintenance		

7 General Conditions & Requirements.

7.1 Revoking the ToC Arrangements. Leep reserve the right to revoke the ToC arrangements, subject to the magnitude of concern, either temporarily or permanently. Noting this is not an exhaustive list, some of the reasons could be attributed to:

- Minor or major safety breaches.
- Inability to demonstrate competence or provide supporting evidence of spec qualifications.
- Loss of NER's accreditation.
- Loss of control under the ICP's designated SAP/AP.
- Insolvency.
- Failure to provide evidence of adequate Public Liability and Indemnity Insurance.
- Failure to renew Public Liability and Indemnity Insurance.
- Developer replaces a previously assessed ICP. Hence the new ICP requires assessing for technical assurance.

7.2 Installation of LV Pillar Terms or ACB Connections. Prior to the primary energisation, and to avoid additional shutdowns, requiring both attendance from the COMER/Repairing Contractor and the Incumbent DNO, which will attract additional charges, all the LV pillar terms or ACB connections are to be made off and connected. Also, the reciprocating end of this cable (first leg out) must be safely terminated and initially locked off, in the first: MSDB, Mod 156 fused metering cabinet or HDCO. Where there is no reciprocating enclosure, then it will be acceptable to pot end the cable at least 3m outside the substation. All Pot ended tails must be a minimum of 300W/C. The selection of 3c or 4c will be as per their approved design. Pot ends are to be left deenergised.

Note for High EPR Sites. Where sites are defined as high EPR, with HV - LV earth segregation, the ICP shall ensure, when installing cable tails with pot ends fed from spare fuse ways of the LV boards, the tails should be of sufficient length to ensure that the Earth Electrode in the pot end is not at risk of transfer potential from the HV Earthing System.

8. Considerations Particular to OFGEM Standard Licence Conditions

8.1 Isolation of Regulated Mains. For Leep to maintain their regulatory obligations, with Ofgem, **unless under emergency conditions**, no regulated customers can be isolated without due consideration and approval from Leep. If regulated networks require isolation, then the ICP's working on behalf of the developer, shall provide notice of all planned supply interruptions, to the PM. These requests shall be raised, by the ICP SAP/AP, and sent direct to Leeps PM. To note and for planned works (less emergency), only Leep SAP/APs or Leeps COMER/Repairing Contractor can undertake this work.

8.2 Isolation of Non-Occupied LV Main. A non-occupied main is a section of LV main, with or without residential or commercial services connections, where all homes and businesses, connected to that main, remain unoccupied. In this circumstance the ICP's SAP/AP, operating under Leeps ToC, is permitted to plan safe isolation and undertake dead operations, without the requirement to notify Leep. Isolation for the purposes of this activity, shall be limited to removal of the feeding circuit fuse or opening and racking out the breaker, within an LV enclosure or Multi Service Distribution Board (MSDB). Note the concession to temporarily isolate unoccupied sections of main, to facilitate dead works, does not negate the requirement for the ICP's SAP/AP to complete and retain a copy the Justification for Live Working Risk Assessment. The ICOP's SAP/AP must also be cognisant of proximity of adjacent live circuits, when working on dead circuits and ensure there is sufficient clearance and phase barriers to work safely.

This at times may require the ICP to isolate at an upstream fuse or breaker (e.g. when working in MSDB's etc) . Jurisdictions and SSoW, for all works, once under Leap ToC, will be under the control of the ICP's SAP/AP.

8.3 Unoccupied Homes & Businesses. To facilitate the isolation of energised homes and businesses, which are unoccupied, as per the conditions specified in Para 8.2, the developer will need to waive their right to GS failure compensation, for the temporary isolations of circuits. This will only apply to and be permitted for sections of circuit which have zero occupancy. Any single occupancy will prohibit the ICP from undertaking an isolation.

9 Technical Assurance.

9.1 To enter into a ToC agreement, operate safely under ACOP 27, and to ensure that Leap exercise due diligence, the developers ICP will need to meet and provide some initial evidence to demonstrate their competency and ability to work on live networks. This work will invariably involve working in or on: substations, LV Pillars and MSDB's, where without assurance of competency, and safe systems of work, this would present's considerable risk to maintenance teams. A summary of these initial documents is detailed at Annex B, to this ACOP and will be requested by your PM and reviewed by both Leaps designated Engineer (DE) and Head of Technical (HoT), in preparation for issuing authority to the ICP contractor.

9.2 Follow on Site Audit. The site audit will provide full assurance and will be undertaken shortly after the ICP contractor is established and working on the site, under the ICPs safety rules and codes of practice (typically within 3 months). This audit will also involve a practical assessment to witness and confirm competency of ICP staff, with staff holding AP authorities, observed whilst undertaking live operations. Details of the onsite audit and supporting documentation, is listed in Annex C to this ACOP.

10 Roles and Responsibilities

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10.2 Intentionally blank.

10.3 PM Role and Responsibilities. In addition to the general day to day and handover activities, undertaken by the PM, the PM shall undertake the actions detailed below. Copy shown at Annex I-1.

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 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 Leeps 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 Leeps SAP or and COMER/Repairing Contractor. **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 Leeps 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.

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 Leap AM, the removal of the ICP locks and the Tayhope Mutli-Latch, replacing these with Leap 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.

10.4 LV Control Role and Responsibilities. For Portrait sites, and until Final HOTO, Leeps LV Control shall keep copies of all Annex A and accompanying SLD's.

10.5 Developer Role & Responsibilities. The developer will build out their site, as per their schedule and requirements, notifying Leep, via their ICP, 10 Working Days, prior to the required HV energisation (Initial HOTO). **Note.** All energised, metered properties fall under the OFGEM Standard License Condition and as such any temporary power outage would, in normal circumstances, enable the customer, in this case the developer, to request a GSOP Standards failure payment. In accordance with Para 2.3, Leep will require written consent to the forfeiture of the developer's regulatory right to raise a compensation claim for any GS failure. This forfeiture condition will endure for all residential and commercial properties, until a time when they are occupied by the owner occupier, whereupon the emergency response and maintenance will be undertaken by the COMER/Repairing Contractor contractor. These occupied properties, handed back by the ICP, at the Interim HOTO, will then be subject to the appropriate GSOP's.

10.6 ICP Role & Responsibilities. The ICP, working directly to the developer and their build program, whilst under ToC, and within the limits of authorisations issued by Leeps LV Control, will undertake dead and live operations on the LV network, within the boundaries defined in Annex A. For ICP's building out Portrait LV networks, under ToC, the ICP shall undertake the actions detailed below. Copy shown at Annex I-2.

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 Leep.

10.6.10 The ICP shall not interfere with the LV locks, applied to the LV Links, by the Leep 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.

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 Manufacture (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**.

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 Leep 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.

10.7 COMER or Repairing Contractor Roles & Responsibilities. For the COMER or Repairing Contractor, working on a potentially shared network, fed from a common LV feeder. A situation found after any Interim HOTO, then the **repairing party** shall undertake the actions detailed below. Copy shown at Annex I-3.

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 Leep.

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 Leep.

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 Leep 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 Leep.

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.

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.

11 Enquiries

11.1 For all enquiries on policy or procedure, in the first instance, please contact the project PM. Details held at Annex E.

Summary of Annexes:

Annex A - Network Boundary & Ownership Document.

Annex B - Technical Assurance.

Annex C - Technical Audit.

Annex D - Summary of Test and Appropriate Acceptable Quality Levels (AQL's).

Annex E - Point of Contacts.

Annex F - Intentionally Blank.

Annex G - Justification for Live Working Risk Assessment.

Annex H - Cut-Out Certificate & Records of LV Main Commissioning & Testing.

Annex I - Roles and Responsibilities - PM, ICP and COMER/Repairing Contractor.

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Name of Substation:

ANNEX A Ver & date: Ver: Date:

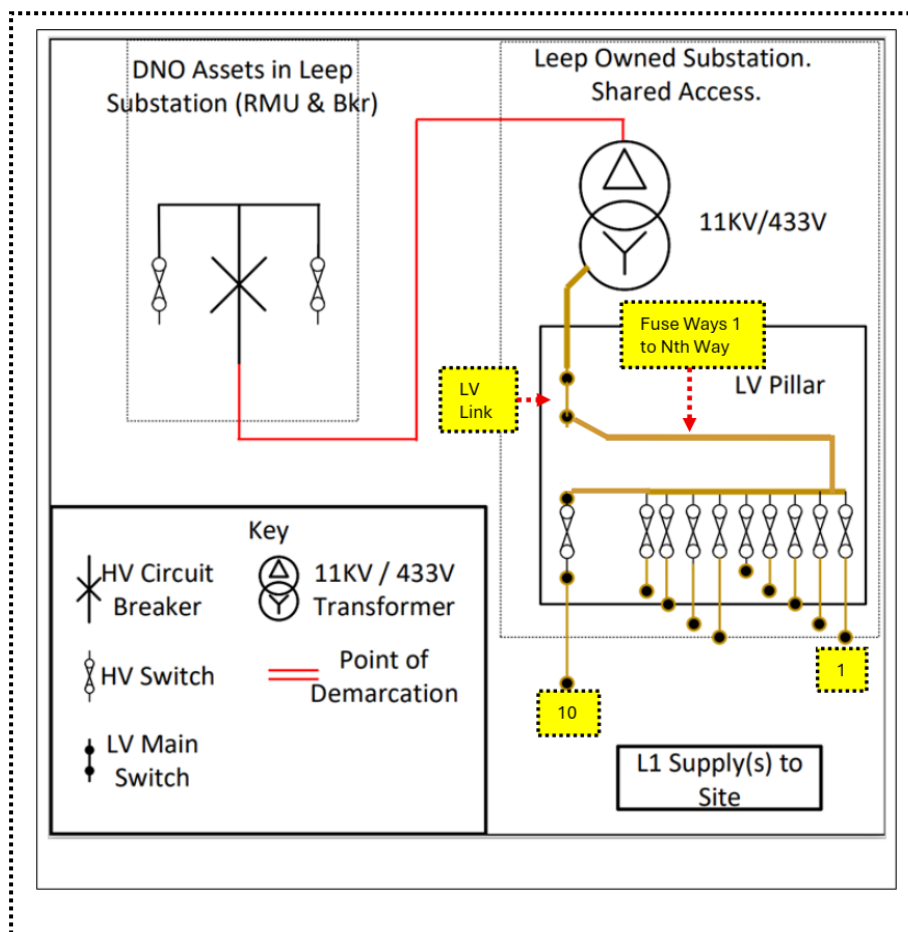
Name of ICP Contractor:

Annex A - 1 to ACOP27

Dated 20 Oct 25

Annex A. Annex A is used to record the ownership boundary between the ICP and Leep/COMER/Repairing Contractor. In most cases, following the Primary Energisation (Initial HOTO) **this Annex will not require updating**. However, where the ICP has control of dedicated pillar way(s), and is progressively releasing these, upon occupation of the connected services, via the PM, **then this Annex A must be updated for every subsequent Interim HOTO**.

Part 1. Recoding the Demarcation Boundary Lines



For Demarcation, annotate the drawing with the **Point of Demarcation** symbol  accordingly, presently shown as per the Initial HOTO, at the LV Links:

- The point of demarcation signifies the boundary between the Leep and the ICP.
- **PM** to move the point of demarcation as per the status of the network - Whether; Initial, Interim or Final HOTO.
- **PM** to ensure that the Annex A is emailed to all Stakeholders shown at Annex E and the latest hardcopy version is posted on the substation notice board.
- **Note. Leep, ICP and COMER/Repairing Contractor** parties are to observe the limits of the demarcation and shall only work within their designated Annex A boundaries.

No of System Padlocks handed over:

No of System Keys:

Recipient:

Date:

Name of Substation:

ANNEX A Ver & date: Ver: Date:

Name of ICP Contractor:

Annex A - 2 to ACOP27

Dated 20 Oct 25

Part 2. Acknowledgement of Demarcation Boundary Lines

I / We hereby agree to the points of demarcation stated in Part 1. System Information and included on the diagram of system, and to any particular shared access arrangements required.

I / We are fully aware that by signing this document we are assuming responsibility for the control of the Health and Safety requirements within our designated areas of control, and that it will be our responsibility to implement an adequate safe system of work whilst maintaining the network / system integrity to that of a standard that complies all legislation pertaining to the installation identified within this document.

Signed.....Name Representing the Company / Developer

Signed..... Name Representing the Contractor / ICP

Signed.....Name Representing the COMER/Repairing Contractor (where applicable)

Date on which all parties entered into this agreement.....

Part 3. Record of Initial & Interim HOTO - Demarcation Boundary Lines

Location of Leap/ICP boundary at Initial HOTO		Fuse ways under Control of ICP	Fuse ways under the Control of Leap	Date of Initial HOTO
Serial	Location of Leap/ICP Interim HOTO Boundary	Fuse ways under Control of ICP	Fuse ways under the Control of Leap	Date of Interim HOTO

Part 4. Cancellation of Demarcation Agreement. Cancellation of the supporting ToC document, following the occupancy of the final circuit(s), will signify the cancellation of Annex A.

Technical Assurance. As per Para 9, the ICP are requested to provide the following:

Serial	Evidence	Remarks	Requested by	Mailed to PM
1.	Nominate your appointed SAP/AP who will receive the Transfer of Control document from Leeps SAP. Please include all their professional and network authorisations and competencies. ***Where the ICP has the suitable authorised SAP, the ICP, under Leep written authorisation, can take receipt of the HV network, from the DNO, at the Initial HOTO.	E Copy Please Note. In order to corroborate competencies, Leeps SAP, will undertake a basic verbal assessment of typical LV operations, and time and opportunity permitting will request the SAP/AP to undertake some dead & live operations. For example, testing and commissioning circuits, fuse insertion, supply point testing.	Leep Designated Engineer (DE)	By ICP
2.	Copy of ICP Operational Safety Rules	E Copy	Leep DE	By ICP
3.	If applicable, within the companies SSOW, a Copy of the ICP's Approved Codes of Practice	E Copy	Leep DE	By ICP
4.	Examples of RAMS - General works	E Copy	Leep DE	By ICP
5.	Example of RAMS for Live works	E Copy	Leep DE	By ICP
6.	Example of Justification for Live Working Risk Assessment.	E Copy	Leep DE	By ICP
7.	List of Competent Personnel (CP)	E Copy	Leep DE	By ICP
8.	List of Authorised Personnel (AP)	E Copy	Leep DE	By ICP
9.	List of Senior Authorised Personnel (SAP)	E Copy	Leep DE	By ICP
10.	Copy of NERS accreditation	E Copy	Leep DE	By ICP
11.	Copy of any DNO recognised authorisation, held by designated AP and SAP personnel.	E Copy	Leep DE	By ICP

Please email your evidence to the project PM.

Project PM to forward all evidence to Leeps LV Control & HoT.

Technical Audit. As per Para 9.1, the ICP will be audited, by Leep, ideally within the first 3 months of undertaking the role of ICP, at the specific site. This inspection will be a site visit and ideally provide an opportunity to witness and safety audit: Live LV operations, including jointing, fuse insertion and supply point testing.

Summary of Test and Appropriate Acceptable Quality Levels (AQL's)

Serial	Test	Pass Criteria Wavecon LV Main/Service	Pass Criteria PILC LV Main/Service	Pass Criteria 1 & 3 Phase Services	Remarks
1.	Insulation Phase Earth	>100M Ohms	>10M Ohms	N/A	
2.	Insulation Phase to Phase	>100M Ohms	>10M Ohms	N/A	
3.	Continuity - All Conductors	Zero Ohms		Zero Ohms	Or within the milli Ohm per m ohmic value expected for the cable length under test.
4.	Confirmation of Circuit Destinations.	Refer to SLD		Refer to SLD	Confirmed during continuity testing at Serial 3.
5.	Rotation 3 Phase Supplies	Measure & Label Accordingly			
6.	Confirm Fuse is in Phase conductor (Polarity Testing)	Pass or fail			
7.	ELI - 100A Service Cut Out	N/A		SNE: 0.8 Ohm	
				CNE: 0.35 Ohm	
8.	ELI - 200A Heavy Duty Cut Out	SNE & CNE: 0.35 Ohm		N/A	
9.	ELI - 400A Heavy Duty Cut Out	SNE & CNE: 0.2 Ohm		N/A	
10.	ELI 600A Heavy Duty Cut Out and over (Solidal's)	0.15 Ohm		N/A	
11.	Voltage withing ESQCR limits	See remarks	See remarks	See remarks	230V within -6%, +10%. This gives an allowed voltage range of 216.2 volts to 253.0 Volts

Table A.1 Permissible Test Results for Newly Commissioned Circuits.

The test results, appropriate to the circuit or cut out under test, should be recorded on the cut-out certificate shown in Annex H. **Please Note.** ICP's are welcome to use their own test schedules.

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Stakeholder Point of Contacts (PoC). To be circulated and completed by the Leap PM. Completed copies distributed to ICP, Developer, LV Control and Head of Technical.

Project:					
Developer Name:					
ICP Details:					
COMER/Repairing Contractor Details:					
Appointed SAP/AP:					
Site Address:					
ICP Inception Date:					
ICP HOTO date:					

Ser	Role	Name	Mobile	email	Remarks
1.	Developer - site Point of Contact (PoC)				
2.	ICP - site PoC				
3.	COMER/Repairing Contractor PoC				
4.	Leap Customer Contact Centre	Customer Contact Centre	0333 005 0271	N/A	24/7 Service. Call this number out of hours (Wkg Hrs 08:00Hrs to 17:00hrs)
5.	1 st Point of Contact Wkg Hrs Leap PM				Wkg Hrs only (08:00Hrs to 17:00hrs)
6.	In the absence of PM Leap Business Operations Support Team	Leap Connections Team		Project.support @leap utilities.co.uk	Weekdays: 08:30Hrs to 17:00Hrs
7.	Leap LV Control Emergencies Only	Duty Control Engineer		control@leaputilities.co.uk	24/7 Service For reporting cable damages and to report customers off supply ONLY.
8.	2 nd Point of Contact Wkg Hrs Leap Project Support	Support Team	0161 513 2736. This is for both in and out of hours.	Project.support @leap utilities.co.uk	Wkg Hrs only (08:00Hrs to 17:00hrs)
9.	As Laid Update Email PM & pd SharePoint	Email PM	N/A	pdsharp@leaputilities.co.uk	As Laid issued for LV main and or service connections.

Annex E is to be completed and circulated to all stakeholders by Leaps PM.

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Justification for Live Working Risk Assessment. All live works shall have a formal Justification for Live Working Risk Assessment. ICP's, COMER's/Repairing Contractor's and Leap staff, with authority to work on live networks, are to retain their own paperwork. This will typically be for: servicing, maintenance and for plot connections (residential, commercial and laterals).

Where the ICP is undertaking mains extensions, then the Justification for Live Working Risk Assessment is to be submitted, to the Leap PM, with their respective energisation requests.

For the purpose of reporting, and providing that ICP form meets the requirements of ENA SHE01 (Version 3) guidance, then the ICP can use their own local form in lieu of using the Leap form, shown at Annex G-2.

See page G- 2

PART 1: LV Live Work or Testing Assessment		Yes	No
This document must be completed before any work is carried out on Live LV apparatus.			
- Could making the apparatus Dead cause danger to people? - Loss of customer supplies - Loss of supply to road or traffic signals			
If yes, can the LV network be re-arranged to eliminate this?			
Do you have required support personnel on site?			
Is the required PPE available and in good order?			
Do you have a pair of LV insulated gloves and leather over gloves?			
Do you have an Approved Procedure for the task?			
Do you have a Job Instruction for the live work?			
Have all the necessary control measures been identified and implemented?			
Has the apparatus been visually inspected and is in satisfactory condition			
Are you trained and competent for the task?			
Are you familiar with, and have you previously worked on, this type of apparatus?			
Are you confident that you will not be picking up excessive load? *			
Have you attended craft refresher training appropriate to the task in the past 4 years?			
Are you Competent in the current procedures for the task to be undertaken?			
<i>*Picking up high load current by manual connection of live conductors can be hazardous. It is important that this is assessed based on experience, number and type of customers, the time-of-day and any physical space restrictions.</i>			
If the answer to any of the conditions above is NO , work shall not proceed with the apparatus Live.			
If all answers above are YES , work may proceed with the apparatus Live - but does not have to.			
Date	Time		
Name	Signature		
If it is reasonable to work with the apparatus dead then do so			
PART 2: LV Live Work or Testing Assessment		Yes	No
This shall be used if the apparatus is to be energised temporarily for testing or energised permanently (Please highlight which), before the work is completed.			
Are you sure that testing can not reasonably be achieved by any method other than energisation?			
Are all members of the working party aware that the apparatus is to be energised?			
Has the On Site (Point of Work) Assessment been revised?			
Are all conductors adequately screened or shrouded where necessary to prevent danger?			
Are all persons a safe distance from the apparatus?			
If the answer to any of the questions above is NO , the apparatus shall not be re-energised.			
Part 1 and Part 2 must both be used if the apparatus that has been worked on is to be energised and to remain energised while further work is completed.			
Date	Time		
Name	Signature		

Cut-Out Certificate & Records of LV Main Commissioning & Testing. This Annex is to be completed by the ICP, recording 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 Leap PM. For Acceptable Test Quality Levels (AQL's), please refer to Annex D.

Annex H Example Cut-Out Certificate	Attached to Distributing Email
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Please Note. ICP's are welcome to use their own test schedules, but these must record the details shown in the embedded Annex H. Should an ICP wish to use Annex H, a copy is available, on request from the Leap PM.

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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

ACOP 27 - Leep PM Roles and Responsibility - Page 1 of 2

10.3.1 In prep for the Primary Energisation (Initial HOTO), ensure there is an appropriate Leep SAP (ICM model) or HV COMER/Repairing Contractor (subject to Leep 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 Leep SAP or AP is booked to attend the handover. The PM is to ensure an updated Annex A is held by Leep, 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 Leeps 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 Leep 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 Leeps 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 Leep Head of SHEQ and Cc both Leeps 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.

ACOP 27 - Leep PM Roles and Responsibility - Page 2 of 2

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.

Last Serial

ACOP 27 - ICP Roles and Responsibility Page 1 of 3

- 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.

ACOP 27 - ICP Roles and Responsibility Page 2 of 3

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**.

ACOP 27 - ICP Roles and Responsibility Page 3 of 3

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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ACOP 27 COMER or Repairing Contractor Roles and Responsibility Page 1 of 2

- 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.

ACOP 27 COMER or Repairing Contractor Roles and Responsibility Page 2 of 2

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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