

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

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

DOCUMENT NUMBER	LENL/OPS/COP/028
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	2
4	Associated Documents	2
5	Definitions & Interpretations	3
6	Abbreviations	7
7	General Conditions & Requirements	8
7.5	Installation of LV Pillar Terms	9
8	Considerations Particular to OFGEM	9
9	Technical Assurance	10
10	Roles & Responsibilities	10
10.1	Intentionally Blank	10
10.2	Intentionally Blank	10
10.3	PM - Role & Responsibilities	10
10.4	LV Control - Role & Responsibilities	10
10.5	Developer - Role & Responsibilities	11
10.6	ICP - Role & Responsibilities	11
10.7	COMER/Repairing Contractor - Role & Responsibilities	14

11 Enquiries	16
Annexes	17

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 particular to developments which are being progressively built out, over a landscape design. It will also accommodate for hybrid sites, where there is a mix of portrait (elevated multi occupancy) and landscape buildings. This practice will enable an ICP, with NER's accreditation and Leap approval, to operate under Leeps Transfer of Control (ToC), permitting Limited Live Works¹ and dead operations on LV circuits and apparatus. Central to the coordination and control of the site will be Leeps LV Control Engineer. As the development grows into the site, it is Important to note, that Live LV mains, on many new developments, will invariably have common circuits with a mix of metered customers (Regulated) and sections of live LV main, which are connected to regulated mains and are being extended into site, for future plot connections. Due to the inherent dangers of working live, this procedure, allied with an LV Control are fundamental to maintaining a Safe System of Work (SSOW).

The process, for the day-to-day management and then subsequent handover, is discussed within the document, under the Roles and Responsibilities Section (Sect 10).

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). Without this practice, Leap would need to attend every energisation or equally as fraught, sanction the ICP, under Leeps rules (DSR and full ACOPS). Where the ICP to operate under Leeps rules, then this would involve Leap PM's issuing remote job packs (RAMS and instructions) for all works, giving significant potential for loss of control. ACOP 28 will permit the ICP, under ToC, and via Leeps LV Control, to operate safely under their own codes and rules and avoid multiple energisation visits from Leap.

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 Leap for competency (Sect 9 refers).

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

- ACOP 19 - Approved LV & HV Personal Safety Equipment, PPE, Safety Goggles, Helmets & Visor etc.

¹ **Limited Live Works.** Which involve installation and energisation of new LV Main is always subject to Leap Control Engineer approval and as a prerequisite will require the ICP's SAP /AP to apply to Leap and submit a Justification for Live Working Risk Assessment. Full details at Para 10.6. The process for notification and reporting, for other live work is detailed in the ACOP.

- ACOP 24 - Work on or Adjacent to Low Voltage System.
- ACOP 27 - Safe Configuration & Management of Portrait sites under Transfer of Control (ToC).

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 **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.

5.5 **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.

5.6 **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.

5.7 **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 Leap, who in turn will issue the statutory Ofgem notice of a planned supply interruption.

5.8 **Mixed Occupancy Network.** As the LV main extends into site, invariably the oldest section will have Regulated Customers. The progressive extension of LV mains, comprising of Regulated Customers and unoccupied metered homes is known as a Mixed Occupancy Network.

5.9 Internal Control & Maintenance (ICM). The ICM model permits Leeps SAP to take over the site at the Initial HOTO, where the HV is connected (at the POC) and the transformer is energised. **ICM cannot be applied to Landscape Sites.**

5.10 Restoration. Under ACOP 28, Restoration is defined as the repair of circuits, which due to abnormal, fault conditions, **Regulated Customers** are off supply. Dependent on the capabilities of the ICP, the location and nature of the fault (No of affected customers), this will dictate if the ICP can safely deal with the repair or whether the Control, Operation, Maintenance and Repair (COMER) /Repairing Contractor needs to be called to site. The ICP or party holding the ToC must contact Leeps LV control to discuss a repair strategy, prior to any remedial works. Leeps LV Control will control and coordinate the repair and if required cancel and reissue the Transfer of Control (ToC) document, to the best equipped party, accordingly.

5.11 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, under normal running conditions, be under the control of the ICP's nominated SAP/AP. During Abnormal running arrangements, where regulated customers are off supply, the ToC, held by the ICP, may be cancelled (**see Para 5.6**) and the repairing party, the COMER/Repairing Contractor (if best equipped), will be issued ToC. The cancellation, issue and reissue of the ToC, during the restoration works, will be under the coordination of Leeps LV Control.

5.12 LV Control. Leeps LV Control maintains a mimic of the entire development, and records energisation of the mains and services, which extend, from the respective substation, into the site. LV Control will assess all ICP energisation requests, and their supporting paperwork, and subject to review will approve or decline works accordingly. LV Control is also responsible for coordinating all network restoration activity.

5.13 LV Control Engineer. The LV Control Engineer or Duty Control Engineer, during OOH (Out of Hours) callouts, is a Leep appointed position, responsible for the control of the LV mains and services. They are the approving body, on Leeps networks, for all energisations, temporary isolations and during an OOH call, coordination of all emergency supply restoration works. The LV Control Engineer is to update, file and promulgate a copy of the current mimic to all parties (ICP, COMER/Repairing Contractor, Leep SAP/AP's, Leep PM and Leeps OM Manager). To assist with updating the mimic, the ICP will be responsible for providing timely and event triggered network updates, sent to Leep PM for forward issue to LV Control.

5.14 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. Remote from the substation, installation of LV main and services will be qualified as adopted as and when they are occupied and take on the status of Ofgem regulated services.

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

5.16 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.

5.17 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 the designated COMER/Repairing Contractor for the site². Note for Leep, Portrait sites cannot operate under the ICM model.

5.18 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, planned maintenance (including servicing), and all network which connects, and services Regulated Customers.

5.19 High Voltage (HV) Ownership. Following the energisation of the transformer the COMER/Repairing Contractor will check ESQCR volts, working with the DNO and tap the transformer accordingly. The COMER/Repairing Contractor 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)). Where breakers are fitted, these are to be open, racked out and locked off. The COMER//Repairing Contractor will then close the LV links (disconnectors) and energise the bars, then 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 COMER/Repairing Contractor to attend. **Note** for this activity it will attract additional charges.

5.20 Ownership Boundary. The boundary between the COMER/Repairing Contractor 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, for the entire duration of the build. Noted this is unlikely to be the case during the build of a Landscape development, where cable strikes albeit infrequent, are often inevitable. The Ownership Boundary, for your site, and the demarcation, identifying the COMER/Repairing Contractor to ICP boundary, will be shown and published using Annex A. As the LV main extends into site, invariably the oldest section will eventually have Regulated Customers connected. Annex A is too simplified to record the progressive extension of LV mains and is unable to differentiate between Regulated Customers and unoccupied metered homes (an arrangement known as Mixed Occupancy). Once the LV main is extended beyond the substation tail, there is no ability to locate where (in approx. metres) the boundary resides, when referring to Annex A, other than show it at the fuse way on the respective pillar way. To overcome this issue, the site mimic will record all sections of Live LV main, with the Annex A boundary nomenclature, used to identify the Mixed Occupancy boundary. To assist with updating the mimic, the ICP will be responsible for providing timely and event triggered network updates, sent to Leep PM for forward issue to LV Control.

Note 1. During the build, should a circuit be fully built out, energised, metered and occupied, then as per the details of Para 5.23 (Interim HOTO), this circuit can be identified on Annex A and handed over, via the PM to Leep.

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.

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

Note 2. Each Substation shall have its own Annex A.

5.21 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. For the Initial HOTO, Leap will require a notice period of 20 wkg days. **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. During the Initial HOTO, Leap'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.

5.22 Hybrid Developments. Hybrid developments are ones comprising both commercial and residential properties. These properties can be exclusively Landscape or comprise of a mix of Landscape and Portrait (multi occupancy) build.

5.23 Interim Handover - Takeover (HOTO). An interim HOTO, can be used to accommodate Hybrid Developments. For example, where a single transformer, and its connected LV pillar, services x2 blocks (e.g. Blocks A & B), and Block A is ready for occupation. This enables these outgoing ways (fused or ACB controlled), within the common LV enclosure, to be handed over in their entirety, from the ICP, via the PM, to Leap. **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 Leap and any extension or additions to these circuits will require approval from Leap and undertaken under an Operation Isolation & Earthing (OIE) certificate. Under this circumstance, Leaps attendance will be chargeable. Should the ICP request an Interim HOTO, Leap will require 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. Leap will apply signage to these circuits (showing they are under our control) and require an updated Annex A, signed and retained by both, Leap & ICP SAP or AP. The latest copy of Annex A is to also be published on the Substation notice board. For the Interim HOTO, Leap will require a notice period of 10 wkg days. Unless there are multiple requirements, the attendance, by Leap, for the purposes of an Interim HOTO, may not be chargeable. Subject to visit numbers, Leap will have the final say on whether activity is chargeable. For the Interim HOTO, Leap will require a notice period of 10 wkg days.

5.24 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. At this point the ToC, issued to the ICP, will be permanently cancelled and full control, operation, maintenance and repair will be handed over to Leap – COMER/Repairing Contractor. For the Final HOTO, Leap will require a notice period of 10 wkg days.

5.25 Coordination and Control. The process for coordination and control, as per specific role, whether: developer, ICP, COMER/Repairing Contractor or Leap, 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.

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	RAMS	Risk Assessment and Method Statement
GSOP	Guaranteed Standards of Performance		

7 General Conditions & Requirements.

7.1 Developers Calling for Energisations. For developers and their installing ICP, to operate under this ACOP, and energise LV mains and services, then the developer will need to instruct the ICP's designated Senior Authorised Person/Authorised Person (SAP/AP), who has local control status, for the sites LV Network. For all installation or extension of LV mains, the ICP shall raise and submit energisation request forms, as shown at Annex F. This process is detailed in Para 10.5 and is a requirement to avoid loss of control and importantly maintain a SSOW. Under this ACOP, the ICP are granted autonomy, on residential or commercial service plot connections, and as such, are not required to provide formal notice of this work. However, there is still a requirement to report these connections, as per Para 10.6.7.2 (Record keeping LV plots and Services).

7.2 Regulated Residential & Commercial Properties - COMER/Repairing Contractor Cover. Where homes and commercial business are occupied, they will be regulated, under Ofgem guaranteed standards, and will require 24Hr emergency cover. This emergency cover will be provided by the nominated COMER/Repairing Contractor (no cost to the developer or ICP). Full contact details, for the COMER/Repairing Contractor, are shown at Annex E. For the COMER/Repairing Contractor to undertake works, on a site, where ToC is held by the ICP, Leaps LV control will need to suspend ICP control and issue temporary control to the COMER/Repairing Contractor. Following all remedial work, to reinstate the fault, the ICP control will be reinstated. See details shown at Para 7.3.

7.3 Relinquishment of & Reinstatement of Control. Business as usual activity, namely energisation requests, should typically involve only the ICP, Leaps PM, and Leaps LV Control. However, should a residential or commercial customer, call our emergency line, in response to an unplanned outage, then Leap will need to prioritise the restoration of the supply(s) over new business connections work. Leap LV Control will contact the ICP or during out of hours, leave a voice mail and text with the SAP/AP. Leaps LV Control will rescind the ICP's control and issue temporary ToC to the COMER/Repairing Contractor. This control will be in effect, for the duration required to restore the supply. Leaps LV control will coordinate and instruct all affected parties. Leaps LV Control will be available on a 24Hr basis. For out of hours calls, Leaps Duty Operations Manager will be the initial point of contact for the LV Control Engineer. Para 5.10 provides some guidance on which party, whether the ICP or the COMER/Repairing Contractor is best placed to safely restore supplies. Leaps LV Control will make the decision on the repairing party.

7.4 Revoking the ToC Arrangements. Leap 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.

7.5 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, any section of LV main, with a single occupied home or commercial business, will render the entire section of main, from feeder to pot end as regulated. **Unless under emergency conditions**, regulated mains cannot be isolated without due consideration and approval from Leeps LV Control Engineer. The ICP's SAP/AP working on behalf of the developer, shall provide notice of all planned energisation or temporary supply interruptions. These requests shall be raised, by the SAP/AP, and sent direct to Leeps PM. Jurisdictions and SSOW, for all works, once under Leep ToC, will be under the control of the ICP's SAP/AP. A request for a temporary supply interruption may also be in support of LV works, which following completion of the Justification for Live Working Risk Assessment has been deemed that the circuit must be made dead and isolated to undertake the 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 service 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 Leeps LV Control. 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. It will also require a written agreement from the developer to forgo any GS standard failure payments (Para 10.5 refers), thus enabling the ICP, to isolate any sections of main under the aforementioned conditions, namely for energised, metered homes or businesses, that remain unoccupied. The 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. Jurisdictions and SSOW, for all works, once under Leep 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 (Para 10.5 refers). 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 and make Leap liable for any Guaranteed Standards of Performance (GSOP), compensation payments, if the supply was inadvertently disconnected or fail for a sustained period.

9 Technical Assurance.

9.1 To enter into a ToC agreement, operate safely under ACOP 28, 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, MSDB's and LV mains (jointing), 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 Leeps Head of Technical (HoT) in preparation for issuing authority to the ICP contractor. The audits will be scheduled, to meet availability, by either Leeps Designated Engineer or their representative.

9.2 Technical Audit. For purposes of technical assurance, Leeps approach is to firstly undertake an offsite audit, where the designated ICP, shall provide supporting evidence to provide initial assurance the contractor can operate under this code of practice. Details of the audit and supporting documentation is listed in Annex B, to this ACOP. The ICP will need to satisfy the requirements of this audit, if it wishes to undertake LV operations and receive ToC.

10 Roles and Responsibilities

10.1. Intentionally blank.

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 in the Responsibility Chart - Shown at Annex I.

10.4 LV Control Role and Responsibilities. LV Control shall ensure they undertake the actions detailed in the Responsibility Chart - Shown at Annex I.

10.5 Developer Role & Responsibilities. The developer will build out their site, as per their schedule and requirements, notifying Leep, via their ICP, 20 wkg Days, prior to the required energisation date for the initial HV POC connection, and 10 wkg days for any sections of LV main. Service connections for plots and commercial properties will be coordinated and installed under the control of the ICP. For energisation of main the ICP shall use the Energisation Request form, shown at Annex. F. This flexible approach will allow the developer, working with their ICP to: connect, meter and energise their electrical services, allowing full testing and certification prior to occupation. **Note.** All energised, metered properties fall under the OFGEM Standard License Condition and as such any temporary power outage would, in normal circumstance, enable the customer, in this case the developer, to request a GS Standards failure payment, since these services will be fully regulated and subject to GSOP standards and compensation. In accordance with Para 8.2 and 8.3, 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 Leeps COMER/Repairing Contractor contractor. The Leep PM will draft a simple signed acknowledgment, agreeing that where metered properties remain unoccupied, the developer then waives their rights to GSOP compensation.

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 LV networks, under ToC, the ICP contractor shall:

10.6.1 Designate their Senior SAP/AP, who will receive control under Leeps ToC.

10.6.2 The 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 ICP 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 tailored OSR's.

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 Justification for Live Working Risk Assessment. 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, or a local form which complies to ENA SHE01. The site must attach and retain a copy of this assessment to all their job specific RAMS. Where live works are associated with energising main (new or extensions), then this paperwork should be sent accompanying the records specified in **Para 10.6.7.4**. This type of documentation would be typically requested as part of Leeps technical assurance activity.

Please Note. There is no need to submit a **Justification for Live Working Risk Assessment**, in advance, to the Leep PM, for plot connections or general LV works which do not involve installation, extension or addition to the LV main.

10.6.7 ICP Record Keeping. Outlined below are the ICPS responsibilities for maintaining records.

10.6.7.1 Record Keeping - LV Operations. ICP's, COMER's/Repairing Contractors and Leap staff, with authority to work on live networks, are to retain their own paperwork. This will typically be for: servicing, maintenance and isolations of circuits with non-occupied homes.

10.6.7.2 Record Keeping - LV Plots and Services. Notwithstanding the requirement for all live works to be justified using the Justification for Live Working Risk Assessment, where the ICP is connecting plots and services, to an existing live main, then the Justification for Live working Risk Assessment, should be submitted retrospectively with a record of all plot connections. Plot connections, are to be recorded using Leeps cut-out certificate, shown at Annex H, or an appropriate ICP supply point testing form, which contains similar tests.

10.6.7.3 Record Keeping - LV Mains Extensions. Where the ICP is undertaking a mains extension, then a Justification for Live Working Risk Assessment is to be submitted, to the Leap PM, **prior to the works**. This is to accompany the ICP's energisation request, shown at Annex F. The Justification for Live Working Risk Assessment is shown at Annex G-2. If previously approved, Leap may permit the use of local forms in lieu of Annex F and G. To permit and authorise works, both forms shall be sent to the PM. Leeps control will need to assess and authorise the works. This ensures Leap remain in control, allowing LV Control and Leap to maintain timely records of live main, which is energised on site.

10.6.7.4 Record Keeping - Site As Laid. The ICP are to ensure the As Laid is updated **after all** LV mains lay or extension, and also when plots and services are connected. In addition, where the main is extended and energised, a copy of LV As Laid shall be updated and posted on the substations notice board. If live work is associated with plot connections only then an updated As Laid, should be submitted in addition to the reportable forms specified at **Para 10.6.6**, however, there is no requirement for the ICP's AP to update the substation As Laid drawing after plot connections. In addition, and to maintain safe digging techniques, the ICP will need to update the developers and groundworkers accordingly.

10.6.8 The Designated 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 under their jurisdiction, when exercising their duties on the LV networks.

10.6.9 Energisation of LV Main. The Designated SAP/AP shall be responsible for requesting all Energisations, for all planned LV installation, extension or addition to the LV main using the Energisation Request form, shown at Annex F (see Note 1). Ideally these are to be submitted 10 wkg days prior to any required energisation. All energisation work requests are to be accompanied with Annex G - Justification for Live Working Risk Assessment.

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.

10.6.10 The Designated ICP SAP/AP shall operate and employ an LV Control, or designated employer, in this role, in order to maintain SSOW.

10.6.11 The Designated ICP SAP/AP shall observe any Caution Notices or Points of Isolation installed by the COMER/Repairing Contractor or Leap.

10.6.12 The ICP shall not interfere with the LV locks, applied to the LV Links, by the COMER/Repairing Contractor.

10.6.13 The ICP shall observe all instructions issued by Leaps LV Control, these are to include the issue, temporary suspension and rescinding of the ToC document. **Note.** Without the issue of the ToC the ICP cannot work on the network.

10.6.14 For all works, live or dead, the Designated SAP/AP shall undertake, then document, and retain a job specific RAMS.

10.6.15 The 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.

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

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

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

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

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

10.6.21 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 Leaps 24Hr Customer Contact line: 0333 005 0271.

10.6.22 **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 and importantly only work within ICP designated boundaries.

10.6.23 **Drawings.** The ICP shall maintain Single Line Drawings (SLD) and records of all energised circuits, including domestic and commercial services. A copy of this record must be posted in the LV enclosure. This will ensure, it is accessible to the COMER/Repairing Contractor or Leap authorised staff, should they attend. Notwithstanding the requirements to send an SLD and As laid for all mains lay. In addition, the ICP shall send As Laid for service plots. This is to be submitted with all Annex H (supply point Cut-Out testing) documents. **Please Note. The ICP can use their own exportable format for recording the results but must record, as a minimum, the test results for the scheduled in Annex H.** An electronic copy of the SLD, that includes all main and services, should also be available, on request from the Leap (PM).

10.6.24 ICP Notification of Occupied Homes. Annex A is too simplified to record the progressive extension of LV mains, comprising of Regulated Customers (occupied) and unoccupied metered homes. To enable Leap to capture occupied service connections, on Mixed Occupancy Networks, additional detail on the As Laid and SLD is required. Annex A only indicates the Leap/ICP boundary but provides no information on live services, let alone occupancy. To refine the feedback and identify occupied homes, the ICP shall include this detail on all As Laid and SLD updates, with appropriate nomenclature (green dot at the service head) to ID the occupied homes. To assist Leap with updating the mimic, the ICP will be responsible for providing timely and event triggered network updates (As Laid & SLD's) sent to Leap PM for forward issue to LV Control.

10.6.25 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, for all circuits handed over at both the Interim and 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.

10.6.26. Report all accidents and incidents, for associated works, within the scope of this ACOP, to the PM at Leap.

For a summary of ICP responsibilities, please refer to Annex I.

10.7 COMER or Repairing Contractor Role & Responsibilities. For the COMER or Repairing Contractor, working on the shared network, and only under the issue and receipt of a ToC document, then the **repairing party** shall:

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 **repairing party** shall only operate within the boundaries indicated and shown on the site Annex A. The PM and Leaps Control will hold the latest version. A copy will be published by the PM.

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 Leaps OM Duty Manager, remembering to book in and out of site and notify the ICP. As per the site points of contact, shown in Annex E. If attending, out of hours, liaise with the Duty OM manager, at 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 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 The COMER/Repairing Contractors shall observe all instructions issued by Leeps LV Control, these are to include the issue and rescinding of the ToC document. **Note.** Without the issue of the ToC the COMER/Repairing Contractor cannot work on the network.

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.

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

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

10.7.18 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).

10.7.19 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).

10.7.20 The COMER/Repairing Contractor shall undertake full emergency response duties for circuits fully handed over, as per their COMER/Repairing Contractor framework contracts. This will always include the HV element, up to and including the LV links and all other LV areas which are upstream of the Leep/ICP boundary shown on the latest Annex A copy.

10.7.21 On full handover of the site, when the ICP hands over the last LV circuit/service, the COMER/Repairing Contractor will take control of the entire site. This activity will be initiated by the Leep PM and will involve the removal of all ICP locks, Tayhopes, replacing with Leeps locks.

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.

For summary of COMER/Repairing Contractor responsibilities details please refer to Annex I:

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 - Energisation Request.

Annex G - Justification for Live Working Risk Assessment.

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

Annex I - Summary and Links to Role and Responsibility Charts.

Name of Substation:

ANNEX A Ver & date: Ver: Date:

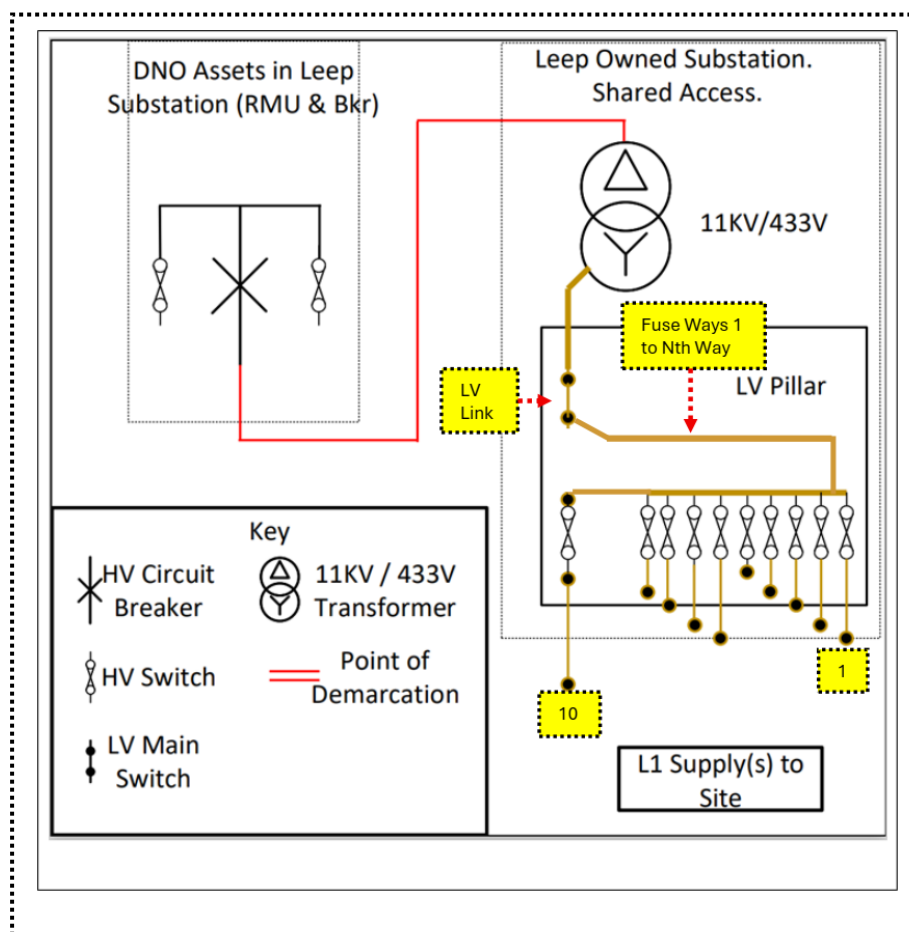
Name of ICP Contractor:

Annex A - 1 to ACOP28

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

No of System Padlocks handed over:

No of System Keys:

Recipient:

Date:

Name of Substation:

ANNEX A Ver & date: Ver: Date:

Name of TCOM Contractor:

Annex A - 2 to ACOP28

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

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 Distribution 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	
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 6 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.

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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@leaputilities.co.uk	Weekdays: 08:30Hrs to 17:00Hrs
7.	Leap LV Control Emergencies Only	Duty Control Engineer	0161 513 2736. This is for both in and out of hours.	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	TBC (Leap teams - forward)	Project.support@leaputilities.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.

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

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

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

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

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

Part 3. Following the **mains** energisation, the ICP's designated SAP/AP is to complete Part 3 of the Annex F and return an e-copy, to the Leep PM, complete with the scale map, showing the existing, and additional lengths of LV main and any service joints. This return should be submitted along with the Cut-Out certificate, which documents the test results, for the newly commissioned main and services, as per Annex H. **Where an ICP has permission to use their own paperwork, similar local forms will be returned post works.**

Please Note The scale map, returned in Part 3, is primarily for the purpose of updating the LV mimic. It remains the responsibility of the ICP to provide timely GIS mapping dating showing the scaled lay of mains, joints and services. This data should be sent to the Leep PM within 10 Wkg Days of completing the work. To assist with timely cable records and in accordance with HSG 47, additionally the ICP are to furnish the developer and the site groundworker with the drawings.

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

ICP / Customer
name:

.....

Site name and
location:

.....

.....

Details of plant and / or circuits to be
energised:

.....

.....

.....

.....

Proposed date and time for energisation:

.....

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

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

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

Additional Comments	

Part 3 - Declaration by ICP/Customer Representative or Customer's Authorised Person. Following the energisation, the ICP's Designated SAP/AP is to complete Part 3 of the Annex F and return an e-copy, to the Leap PM. Additionally, complete and return a scale map (1:500), showing the existing, and additional lengths of LV main and any service joints. This return should be submitted along with the Cut-Out certificate, which documents the test results for the newly commissioned main and services, as per Annex H.

Please Note The scale map, returned in Part 3, is primarily for the purpose of updating the LV mimic. It remains the responsibility of the ICP to provide timely GIS mapping dating showing the scaled lay of mains, joints and services. This data should be sent to the Leap PM within 10 Wkg Days of completing the work. To assist with timely cable records and in accordance with HSG 47, additionally the ICP are to furnish the developer and the site groundworker.

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

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

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

Name: _____ **Phone no.** _____

Additional information and comments: _____

Name: _____ **Signed:** _____

Designations: _____ **Date:** _____

Date & time for energisation: _____

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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 Leep 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 Leep 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 Leep 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		

Annex H to ACOP28**Dated 20 Oct 25**

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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Summary and Links to Role and Responsibility Charts. Responsibility Chart - Circulated as an attached Excel Document.

20250729 - Annex I to ACOP 28 - All Gps RACI Chart	Attached to Distributing Email
20250729 - Annex I to ACOP 28 - ICP RACI Chart	Attached to Distributing Email
20250729 - Annex I to ACOP 28 - PM RACI Chart	Attached to Distributing Email
20250729 - Annex I to ACOP 28 - LV Control RACI Chart	Attached to Distributing Email
20250729 - Annex I to ACOP 28 - COMER/Repairing Contractor RACI Chart	Attached to Distributing Email
20250729 - Annex I to ACOP 28 - OM RACI Chart	Attached to Distributing Email
20250729 - Annex I to ACOP 28 - HoT RACI Chart	Attached to Distributing Email

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