

Meeting: STCP 19.4 - Commission and De-Commission Working Group Meeting 1

Date of meeting: 19th August 2014

Venue: National Grid, Wokingham

Prepared by: Sade Onajobi

Attendance Chair - Mark O'Connor (MOC)
Technical Sec - Sade Onajobi(SO)
Technical experts
Graham Wood (GW) - SSE,
Milorad Dobrijevic (MD), Fiona Moir (FM) – SP,
Nicola Bruce (NB) - NGET

Title	Description	Who	Action Status
ITEM 1 TOR Review	<p>MOC explained the trigger for the Working Group meeting following complain by Campbell Macdonald.</p> <p>GW asked why there was no representative from the Data Management team (Andrew Kensley's Team) on the working group.</p> <p>NB confirmed that information required by the CND will be passed on accordingly.</p>		
	<p>MOC: Changes in the STCP should be fed to the offshore team as well. This was a concern raised by legal.</p> <p>MD enquired if there is a different chapter/section for the offshore regime, MOC to check and confirm.</p> <p>Include Angela Quinn in section 4 of the TOR.</p> <p>Include Fiona Moir from SP in section 4 of the TOR.</p> <p>Include Andrew Kensley's in section 4 if the TOR</p> <p>Section 9 of the TOR should include STCP 11.1, 19.3 (And other STCP's) as they may be reviewed by this panel aswell.</p> <p>Also the communications with TO's & customers should be covered within the scope.</p>	<p>MOC</p> <p>MOC</p> <p>MOC</p> <p>MOC</p> <p>MOC</p>	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p>

	<p>NB expressed a need for reviewing the decommissioning report and a general review of the process and associated documentation to decide if it's still fit for purpose.</p> <p>GW & MD commented that going forward, National Grid should intervene and stop the TO from commissioning if the required documentation is not in place and there should be a penalty for work that proceeds without necessary documentation.</p>	NB/MOC	On-going
ITEM 2 Overview of STCP 19.4	<p>NB mentioned that the STCP covers the relevant aspects of the commissioning and decommissioning process however raised concerns on certain aspects such as the exchange of Data, decommissioning, commissioning outages if bar is required, lack of analogues & digital certificates, ops diagrams, Site Responsibility Schedules, time scales for data submission, KPI's.</p>		
ITEM 3 Commissioning Practices in SHET	<p>GW pointed out that reference to STCP 18:1 is not applicable as the STCP has no information relating to commissioning and decommissioning.</p> <p>SHETL intends to use method statements where applicable instead of full switching programmes.</p> <p>HVSCC process needs to be reviewed in terms of when it should be submitted to NGET and how it is submitted.</p> <p>Acceptance certificates, exceptions and the part 1 & 2</p>	ALL	On-going
ITEM 4 Commissioning Practices in SPEN	<p>MD mentioned that projects at the Boundary of Influence should have similar time lines, progress monitoring (shared tracker) and ensuring that both TO's follow the STCP. All parties agreed to use the Beaulieu – Denny project as the test on this</p>	SHET/SP T	On-going

	working group		
ITEM 5 Challenges	<ul style="list-style-type: none"> • Exchange of Data • Decommissioning • Commissioning outages if bar is required • Lack of analogues & digitals • Ops diagrams • Site Responsibility Schedules • Time scales for data submission • KPI's • Commissioning Panel Meetings and Minutes 		
ITEM 6	Review the content of the SAM and NAP meetings	NB	Complete
ITEM 7 Reviews Required	STCP 11.1, 2, 3 needs reviewing		
	For SP	MD	On-going
	For NGET	NB	On-going
ITEM 8	Speak to KD regarding STCP 18.1 and understand connection with STCP 19.4	MOC	Completed
ITEM 9	SHET and SPT to provide examples of final HVSCC with associated documentation	MD	Complete
		/GW	On-going
ITEM 10	STCP 11.2 to be reviewed and changed for electronic submission	MOC	On-going
ITEM 11	Check the SRS on all the SHET and SPT sites as an audit review	MD/GW	On-going
	NGET to check with Stephen Drivers team to confirm what NGET has received.	NB	On-going
ITEM 12	Check STCP 04-1 & 04-4 timescales align with the requirement of STCP 19-4	NB	On-going
ITEM 13	Appendix E pages 20-23 to be reviewed and circulated to SHET & SPT for comments	NB	Complete
ITEM 14	Confirmation required if SPT should be referred to as SPT PLC or SPT Ltd	FM	Complete

	Confirmation required if SHETL should be referred to as SSE Power Distribution Ltd	GW	Complete
ITEM 15	Section 3.1.2 of STCP 19.4 requires rewording	NB	Complete
ITEM 16	Section 3.1.7 of STCP 19.4 refers to STCP 11.1, check that the reference is applicable	NB	Complete
ITEM 17	Section 3.2.9 of STCP 19.4 requires rewording	NB	Complete
ITEM 18 Next Meeting Date	Tuesday 23 rd September, National Grid Wokingham, 10:00 – 16:00	ALL	Complete