

HVSCC options

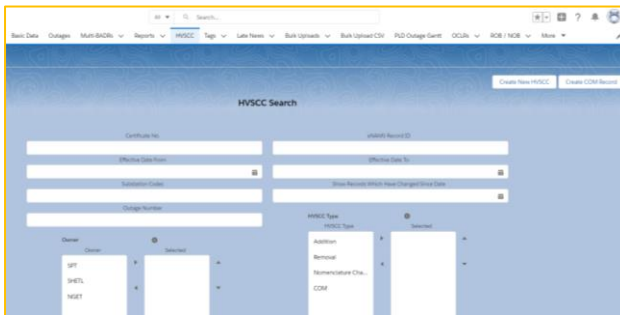
There are 3 types of HVSCC (essentially a change request):

- Commissioning (also called addition)
- Decommissioning
- Nomenclature change

HVSCC form

To create an HVSCC:

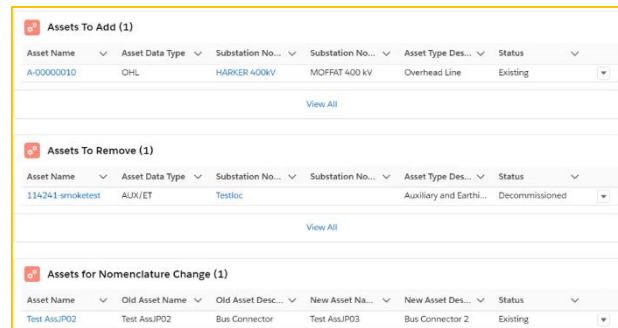
1. Click on **HVSCC** - at top right, click **Create New HVSCC**:



2. Select the appropriate HVSCC options. All mandatory fields have an (*) asterisk.
3. Ensure you select **Addition/Nomenclature Change** and/or **Removal**, if you select Addition, you will also need to complete **Commissioning Date**; click **Save**. A red validation message highlights any missing fields.
4. Scroll down/click **Related** tab in each relevant section click **Add Assets**; search for asset, select, **Add Assets**
5. For Nomenclature Change, click to the right of the added asset and select **Edit Nomenclature Details**
6. Enter **New Asset Name/Description**, click **Save**
7. Click **New** at **HVSCC Document Monitoring Requirement**, complete form and **Save**.
8. Click **Submit HVSCC** button - send to SO for approval
9. **SO** uses **HVSCC** search page to find and open HVSCC
10. **SO** approves via changing **Status** to **Planned**. Once Effective/Commissioning Dates are reached, the

HVSCC goes to **Active Status** and Assets will go to **HVSCC Status**

11. For commissioning: change **Status** to **Part Complete**, (optional; can go straight to Complete) then **Complete** once the HVSCC has been confirmed as complete. Nomenclature Change assets will show their new/old details; Associated Assets at this point go to HVSCC status and may stay there for weeks
12. If adding/removing assets, click **Decommission/Commission Assets** button at each asset section – the buttons disappear, and on pressing **F5** to refresh the screen, the Statuses of your assets are updated to **Existing** (added) and **Decommissioned** (removed):

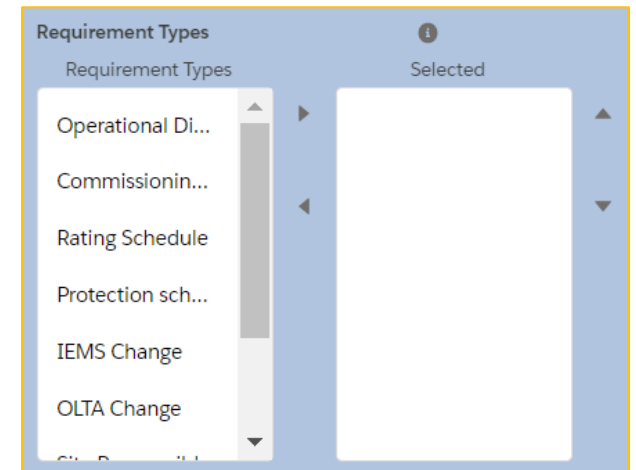


Note: HVSCC must be in Planned status to effect change to Assets (Addition/Removal/Nomenclature Change).

13. The **Status** of the HVSCC can be moved to **Archived** etc. to free up space in the system if necessary, otherwise it will be left in Complete Status.

HVSCC Search

1. When searching for HVSCCs, **Requirement Types** can be used as search queries, as pictured:



2. Complete search criteria and click **Search HVSCC**; the HVSCC Search results page shows a list of HVSCCs and their associated Requirement Types:

