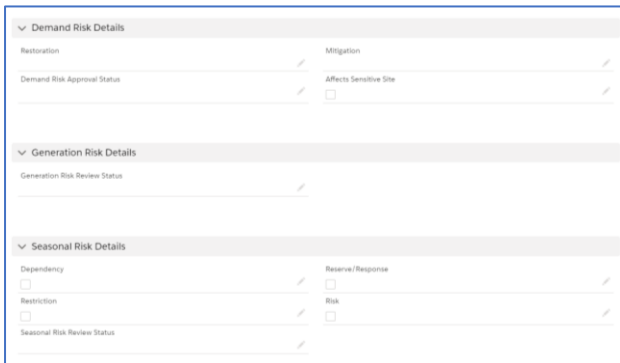## Sanctioning Review

Some ESO Network Access Planning Team Planners need to perform a Sanctioning Review on an Outage.

Off the back of a Sanctioning Review, it could be decided that an Outage should be cancelled or postponed.

1. On the **Details** tab of an Outage, scroll down and review any Demand, Generator or Seasonal Risks

   NOTE: Seasonal Risks are auto-flagged on Outages in winter; week 45 to week 9, where the Emergency Return to Service time is more than 18 hours:

2. If you determine a Sanctioning Review is needed, scroll up from above to the section **Sanction Review Details**:
   a. Tick the box **Sanctioning Review Needed**
   b. Select whether **Sanction Review Initiated By** SO or TO
   c. Select the **Sanction Review Initiation Date** (when there will be a meeting to discuss the Outage and whether it can go ahead)

   d. **Save** the Outage
   e. Once the Sanction Review has been completed, edit the section of the Outage again, complete the **Sanction Review Completion Date** and **Save** the Outage again.
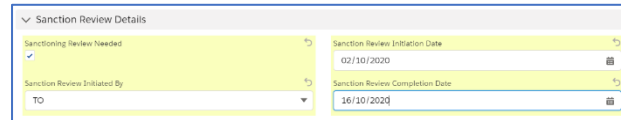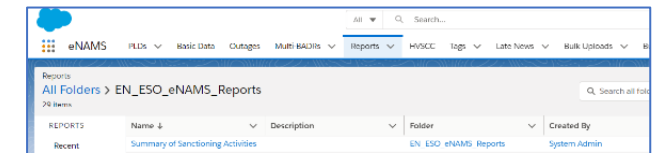

You should now decide whether or not the Outage should be cancelled or postponed and inform the relevant people.

KPIs

The dates and details entered are used to generate a KPIs report; this is accessed from the **Reports** tab, in the **ESO Folder**. The NAP Team can then use this report to track reviews on Outages performed by the Commercial Team.

Click Report **Summary of Sanctioning Activities**:

The report is displayed: