

STCP Amendment Proposal Form

PA020

1. Title of Amendment Proposal

STCP 06-3 – Incorporation of Outstanding Change Requests

2. Description of the Proposed Amendment (mandatory field)

Incorporation of the following Change Requests that were outstanding at BETTA Go-Live:

C237

This Change Request is attached at Attachment 1 to this STCP Amendment Proposal Form.

Minor changes to the Headers and Footers within the document are also proposed. These changes serve to ensure that the name of the STCP and its Issue Number and date are clearly visible on all pages.

The following text has also been inserted before each of the Flow Diagrams within the STCPs clarifying that the text of the STCP has precedence in the event there is any disparity between the text and the flow diagrams:

“Note that the Process Diagrams shown in this Appendix [B] are for information only. In the event of any contradiction between the process represented in this Appendix and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.”

This statement was included in some but not all STCPs during drafting and its inclusion here allows a consistent approach to be taken across all STCPs.

All of the above changes are reflected within the change-marked STCP attached as Attachment 2 to this STCP Amendment Proposal Form.

3. Description of Issue or Defect that Proposed Amendment seeks to Address (mandatory field)

Prior to Go-Live a number of changes to “signed off” STCPs were identified by the User Groups. The incorporation of these Change Requests before Go-Live was not however deemed by the same User Groups as critical for Go-Live and it was agreed between the Parties that such Change Requests should be considered and where appropriate incorporated within the STCP following Go-Live. This STCP Amendment Proposal therefore summarises the outstanding Change Requests for this STCP and outlines draft legal text that would give effect to those outstanding Change Requests.

4. Impact on the STC (information should be given where possible)

Effects on STCP 06-3 System Incident Management Issue 001 are as detailed in the Change Marked version attached at Attachment 2 to this STCP Amendment Proposal.

5. Impact on other frameworks e.g. CUSC, BSC (information should be given where possible)

NONE

6. Impact on Core Industry Documentation (information should be given where possible)

NONE

<p>7. <u>Impact on Computer Systems and Processes used by STC Parties (information should be given where possible)</u></p> <p>NONE</p>
<p>8. <u>Details of any Related Modifications to Other Industry Codes (where known)</u></p> <p>NONE</p>
<p>9. <u>Justification for Proposed Amendment with Reference to Applicable STC Objectives (mandatory field)</u></p> <p>Although these changes were not deemed as critical for Go-Live it is the view of the proposer that should these Change Requests now be incorporated within STCP 06-3 this would better facilitate the following Applicable STC Objectives:</p> <ul style="list-style-type: none"> • the development, maintenance and operation of an efficient, economical and co-ordinated system of electricity transmission • protection of the security and quality of supply and safe operation of the GB Transmission System insofar as it relates to the interactions between transmission licensees • promotion of good industry practice and efficiency in the implementation and administration of the arrangements described in the STC.

<p>Details of Proposer Organisation's Name</p>	National Grid Company plc
<p>Capacity in which the Amendment is being proposed (i.e. STC Party or other Party as designated by the Authority pursuant to STC section B7.2.2.1 (b))</p>	STC Party
<p>Details of Proposer's Representative Name Organisation Telephone Number Email Address</p>	<p>Mark Duffield National Grid Company plc 01926 654971 mark.duffield@ngtuk.com</p>
<p>Details of Representative's Alternate Name Organisation Telephone Number Email Address</p>	<p>Ben Graff National Grid Company plc 01926 656368 Ben.Graff@ngtuk.com</p>
<p>Attachments (Yes/No): Yes If yes, title and number of pages of each attachment: Attachment 1: Original Change Requests Attachment 2: Revised legal text for STCP 06-3: System Incident Management</p>	

Notes:

1. Those wishing to propose an Amendment to the STC should do so by filling in this "Amendment Proposal Form" that is based on the provisions contained in Section 7.2 of the STC.
2. The Committee Secretary will check that the form has been completed, in accordance with the requirements of the STC, prior to submitting it to the Committee. If the Committee Secretary accepts the Amendment Proposal form as complete, then she/he will write back to the Proposer informing them of the reference number for the Amendment Proposal and the date on which the Committee will consider the Proposal. If, in the opinion of the Committee Secretary, the form fails to provide the information required in the STC, then he/she may reject the Proposal. The Committee Secretary will inform the Proposer of the rejection and report the matter to the Committee at their

next meeting. The Committee can reverse the Committee Secretary's decision and if this happens the Committee Secretary will inform the Proposer.

The completed form should be returned to:

Lilian Macleod
STC Committee Secretary
Commercial Frameworks
National Grid Company plc
NGT House
Warwick Technology Park
Gallows Hill
Warwick, CV34 6DA


Or via e-mail to: STCTeam@uk.ngrid.com

Attachment 1: Incorporated Outstanding Change Requests

ID	Raised On	Originating Body	Description	Affected Category 2 Documents	Business Owner	CDA Owner	Status	DG1	Last Updated	Comments
C237	03/06/2005	CRUG	Changes required to reflect the agreed comments as described in the CDA Consistency Form dated 18th February 2005 relating to STCP6-3 System Incident Management	STCP 06-3 Issue 001	Mike Lee	Nadim Al-Hariri	Accepted	X	03-Jun-05	03 June 05: CR raised 03 June 05: CRUG accepted the CR

Change Request

(Yellow Shaded Boxes For CDA Use Only)

CDA CR ID	C237	Status¹	Accepted
Company CR ID		Associated CR's	
Description of Change			
Changes required to reflect the agreed comments as described in the CDA Consistency Form dated 18th February 2005 relating to STCP6-3 System Incident Management. For a breakdown of the comments see the consistency form.			
Reasons for Change			
To implement the agreed changes in the CDA Consistency form			
Affected Category 2 Document(s)²		DG's Informed	
STCP6-3 System Incident Management, Issue 1		CRUG	
Originating Body³		HLIA ID	
Raised On	3 rd June 2005	DLIA ID	
Business Owner	Mike Lee	Time Impact⁴	
CDA Owner	Nadim Al-Hariri	Effort Impact⁵	
<Group> Agreed Action – <Date>			
Change Request Source Document			
 STCP6-3 Consistency Form.doc			
Document Version Included In			
To Be Included In	<input type="checkbox"/> Testing	<input checked="" type="checkbox"/> STCP Drafting	<input type="checkbox"/> Post "Go-Live"

¹ One of *Raised*, *HLIA Submitted*, *DLIA*, *DLIA Submitted*, *Accepted*, *Rejected* or *Pending*.

² Identifies the directly affected Category 2 documents. A full list of affected Category 1 & 2 documents will be identified by the HLIA.

³ One of DG1, DG2, DG3, DG4, Ofgem/DTI or Companies.

⁴ One of **Red** (impact on critical path), **Amber** (impact on plan but not critical path) or **Green** (no impact on plan)

⁵ One of **High** (>5 Working Days), **Amber** (>1 and <5 Working Days) or **Green** (<1 Working Day)

Category 2 Document Consistency Form

Consistency Form Status		Issued		Consistency Form Version		I1.0		
Document Name		STCP6-3 System Incident Management			Version		Version 1 15/12/2004	
					Review Ref		1	
Reviewer		Tony Mason			Date		18/02/05	
Checked by		Nadim Al-Hariri			Date		18/02/05	
Category 2 Documents – Detailed Level Processes and STCPs <i>C: Indicates documents have been checked for consistency and no action required.</i> <i>A: Indicates documents have been checked for consistency and action may be required.</i> <i>N: Indicates documents are related but are unavailable to be checked for consistency.</i>								
D G	Id	Issue	STCP/ DL	Name	Action			
1	6-3	Issue 1	-	Internal Consistency	A			
0	-	Designated	-	SO-TO Code	C			
1	11-1	Issue 2	STCP	Outage Planning	C			
1	2-1	29/7/04	STCP	Alarm and Event Management	A			
1	1-1	15/11/04	STCP	Operational Switching	C			
1	6-1	Issue 1	STCP	Black Start	C			
1	9-2	Final draft	STCP	Public and Site Safety	C			
0	-	09/03/04	-	STC Procedure Drafting Guidelines	C			

Key:

Cat (Category of comment)
 I Inconsistency comment
 C Other type of comment
 Q Question

Type (Type of comment)
 O Inconsistent with Other doc.
 D Inconsistent within review doc.
 F Clarification/Format/ Grammatical

Sevty (Impact Severity)
 H(igh) e.g. Process will not work
 M(edium) e.g. Work-a-round required
 L(ow) e.g. Cosmetic

Eff (Effort to correct)

H(igh) More than 4 hours
 M(edium) More than 10 minutes but less than 4 hours
 L Up to 10 minutes

Consistency Form Status

Author Review - Sent to Author for review
 Owing DG Review - Sent to owning DG for agreed actions
 Other DG Review - Sent to other DG's affected for agreeing actions
 Issued - Issued

Category 2 Document		STCP2-1 Alarm and Event Management			Version		Issue 1 29 th July 2004
Id	Sect	Comment	Cat	Type	Severity	Effort	Proposed/Agreed Action
1	General	STCP2-1 should have a section linking it to STCP6-3 with a statement such as: "where an Event or alarm is determined to be a Significant Incident then follow the process described in STCP6-3 System Incident Management"	I	O	L	L	Proposed Action: Possible change to STCP2-1. Agreed Action: Flag to STC Committee

Category 2 Document		Internal Consistency	Version		N/A		
Id	Sect	Comment	Cat	Type	Sevty	Effort	Proposed/Agreed Action
1	Typos	<p>1.2.1 – “Serious Incidents” should read “Significant Incident”</p> <p>1.2.1 (7th bullet) – “Incident” should be in lower case</p> <p>1.2.1 (9th bullet) – “Islanding” should read De-synchronised Island</p> <p>1.2.3 – “Islanding” should be replaced with “a De-synchronised Island”</p> <p>1.2.3 0 “STCP6-2: Power Island Management” should read “De-synchronised Island Management”</p> <p>2.1.1 – remove the rogue “2.1”</p> <p>2.1.1 GB Transmission System Warnings definition – missing “t” in to.</p> <p>3.1.2 – remove () after “SIC(s)”</p> <p>After 4.2.1 – formatting, create gap between sections</p> <p>4.2.2 (3rd line) – remove extra space before “each Party”</p> <p>4.2.5 – “appendix” should be capitalised</p> <p>4.2.6 – create space between “Times” and “and”</p> <p>4.2.7 – “Returning” and “Adoption” should be in lower case</p> <p>4.2.7 – formatting, remove indent after bullets</p> <p>4.3.2 – “Both Parties should” should read “Both Parties shall”</p> <p>4.3.6 3rd line – rogue “J”</p> <p>4.5.2 (1st line) – “his” should be “its”</p> <p>Appendix D4 – Remove “Process” after “Outage Planning”</p>	C	F	L	L	<p>Proposed Action:</p> <p>Not required for Go live. Change request required.</p> <p>Agreed Action:</p> <p>agreed</p>
	2.1.1	Replace all GC references within the definition for GB Transmission System Warnings with OC7.4.8.4. This section directly refers to the other sections.	C	F	L	L	<p>Proposed Action:</p> <p>Not required for Go live. Change request required.</p> <p>Agreed Action:</p> <p>agreed</p>
	3.1.3	The exchange of Duty Manager details is exchanged when requested or as appropriate. Shouldn't the details be exchanged on change and on request?	Q				<p>Proposed Action:</p> <p>Agreed Action:</p> <p>No change</p>
	3.1.4	Media relations staff need to be contacted quickly so shouldn't these contact details be exchanged?	Q				<p>Proposed Action:</p> <p>Agreed Action:</p> <p>No change</p>

Category 2 Document		Internal Consistency	Version		N/A		
Id	Sect	Comment	Cat	Type	Severity	Effort	Proposed/Agreed Action
	4.2.1	<p>GB Transmission System Warning – Risk of System Disturbance warning is by definition a warning sent to Users.</p> <p>Suggest rewording this paragraph to “When NGC issues a GB Transmission System Warning - Risk of System Disturbance warning to User(s) then NGC shall also copy this warning to any relevant TO.”</p> <p>Currently the wording obliges NGC to copy warnings for any part of the GB Transmission System (e.g. SW England) to all TOs.</p>	Q				<p>Proposed Action:</p> <p>Agreed Action: agreed</p>
	Parties – multiple places	<p>3.1.5 (4th and penultimate lines) – “Parties” here refer to entities that are not Parties to the STC so should be lower case</p> <p>4.2.2 - In this instance I believe the word “parties” should be in upper case</p> <p>4.5.1 – the only possible other Party referred to here would be the Other TO. If it is referring to entities other than Parties to the STC then this should be in lower case.</p>	I	D	L	L	<p>Proposed Action:</p> <p>Not required for Go live. Change request required.</p> <p>Agreed Action: agreed</p>
	3.1.1 (2nd bullet), 4.2.9, 4.3.6, 4.4.4	<p>These are in square brackets and therefore appear to be outstanding issues that have not been included on the outstanding issues log at the front of the document.</p>	C	F	L	L	<p>Proposed Action:</p> <p>Address the issues, as appropriate, and remove the brackets.</p> <p>Agreed Action: agreed</p>
	Definitions in Appendix D2 and D3	<p>The following are missing or incorrect:</p> <p>Significant Incident (STC definition preferable to GC definition)</p> <p>Transmission Owner (missing - STC)</p> <p>Transmission System (missing – STC)</p> <p>Control Centre (missing – GC)</p> <p>Party/Parties (missing – STC)</p> <p>Outage (missing – STC)</p> <p>Operational Switching (missing – GC)</p> <p>Event (STC definition preferable to GC definition)</p>	C	F	L	L	<p>Proposed Action:</p> <p>Update definitions</p> <p>Not required for Go live. Change request required.</p> <p>Agreed Action: agreed</p>

Category 2 Document		Internal Consistency	Version		N/A		
Id	Sect	Comment	Cat	Type	Severity	Effort	Proposed/Agreed Action
	Definitions in Appendix D4	<p>Islanding – this should “De-synchronised Island”. STCP6-2 refers to the Grid Code definition</p> <p>Operational Switching – STCP11-1 refers to the Grid Code definition</p>	C	F	L	L	<p>Proposed Action: Update definitions</p> <p>Not required for Go live. Change request required.</p> <p>Agreed Action: agreed</p>
	Other	<p>These comments are the outstanding issues noted against the STCP when sent for sign-off. They are repeated here to maintain the management of all issues that require agreement:</p> <ol style="list-style-type: none"> 1. Dispute resolution process – further details if needed. 2. Treatment of references to the Grid Code 3. Review of text needed following publication of conclusions on current OC7 consultation 					removed

Attachment 2: Revised Legal Text for STCP 06-3 System Incident Management

~~Issue 002 – 22/06/2005~~

~~Document Ref: STCP 6.3 Version 0001~~STCP 06-3 Issue 002 **System Incident Management**

STC Procedure Document Authorisation

<u>Company</u>	<u>Name of Representative</u>	<u>Signed-off (date)</u>	
<u>Ofgem</u>			
<u>NGT</u>			
<u>SP</u>			
<u>SSE</u>			

<u>Company</u>	<u>Name of Party Representative</u>	<u>Signature</u>	<u>Date</u>
<u>National Grid Company plc</u>			
<u>SP Transmission Ltd</u>			
<u>Scottish Hydro-Electric Transmission Ltd</u>			

STC Procedure Change Control History

~~Issue 001 – 15/12/04~~

~~-15/12/04~~

~~(to follow STEG agreed format)~~

~~-format)~~

~~Outstanding issues to be resolved post company sign-off~~

~~-sign-off~~

~~1.~~

~~1. Dispute resolution process – further details if needed~~

~~2.1.~~

~~2. Treatment of references to the Grid Code~~

~~2. _____ Code~~

~~3. Review of text needed following publication of conclusions on current OC7 consultation.~~

[STCP 06-3 System Incident Management Issue 001](#)[STCP-6-3_issue15122004.doc](#)[STCP 06-3 System Incident Management](#) STCP 06-3 System Incident Management Issue 002 (tracked changes)

[Issue 002 – 22/06/2005](#)

[STCP 06-3 System Incident Management Issue 001](#)[STCP-6-3_issue15122004.doc](#)[STCP 06-3 System Incident Management](#) STCP 06-3 System Incident Management Issue 002 (tracked changes)

[Issue 002 – 22/06/2005](#)

Issue 1	15/12/2005	BETTA Go-Live version
Issue 2	22/06/2005	Issue 002 incorporating PA020

Introduction

1.1 Scope

- 1.1.1 This procedure applies to NGC and each TO and describes:
- the processes required to manage Significant Incidents or those incidents that have the potential to become Significant Incidents on or affecting a Transmission Owner's (TO's) Transmission System; and
 - the arrangements required for enhanced communication including the activation of System Incident Centres, when Significant Incidents have occurred or are anticipated to occur or affect the TO's Transmission System.
- 1.1.2 For the purposes of this document, TOs are:
- SPT; and
 - SHETL.

1.2 Objectives

- 1.2.1 The objective of this STCP is to specify the roles and responsibilities for the management of Serious Incidents which may arise from such events as (the following is not an exhaustive list):
- adverse weather;
 - accumulation of snow / ice;
 - terrorist threat / action;
 - major asset loss;
 - major safety Incident;
 - Black Start;
 - Islanding;
 - voltage and or load reduction; and
 - partial system shutdown.
- that has had, or may have a widespread impact on any part of a TO's Transmission System.
- 1.2.2 In the case of Black Start this STCP should be read in conjunction with STCP6-1: Black Start.
- 1.2.3 In the case of Islanding this STCP should be read in conjunction with STCP6-2: Power Island Management.
- 1.2.4 An Affected TO or NGC may decide to set up a System Incident Centre (SIC) in response to, or in anticipation of, a Significant Incident. Further objectives of this STCP with regard to the SIC are to define:
- the functions of the SIC;
 - the associated communication channels of the SIC;
 - the instances where a SIC would be invoked;
 - the minimum facilities to be made available in each SIC; and
 - the equipment testing and exercise procedures for each SIC.

2 Key Definitions and Interpretation

~~STCP 06-3 System Incident Management Issue 001~~~~STCP-6-3_issue15122004.doc~~~~STCP 06-3 System Incident Management~~STCP 06-3 System Incident Management Issue 002 (tracked changes)

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2.1.12.1 ~~2.1~~The following definitions apply for the purposes of this document:

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- “Affected TO” A TO whose Transmission System is affected by or may be affected by a Significant Incident
- 2.1.1 Affected TO
- “Duty Manager” A senior operational manager with sufficient authority to fulfil the obligations placed upon them by this STCP 6.3.
- 2.1.2 Affected TO means a TO whose Transmission System is affected by or may be affected by a Significant Incident.
- 2.1.3 Duty Manager means a senior operational manager with sufficient authority to fulfil the obligations placed upon them by this STCP 6.3.
- “GB Transmission System Warnings” A warning issued by NGC pursuant to OC7.4.8.5, OC7.4.8.6, OC7.4.8.7 or OC7.4.8.8 of the Grid Code
- 2.1.4 GB Transmission System
- “Other TO” A TO other than an “Affected TO”
- 2.1.5 Warnings means a warning issued by NGC pursuant to OC7.4.8.4 of the Grid Code.
- 2.1.6 Other TO means a TO other than an “Affected TO”
- System Incident Centre (SIC) Facilities set up in the event of an incident or emergency on the GB Transmission System to support the relevant Control Centre
- 2.1.7
- 2.1.8 System Incident Centre (SIC) means facilities set up in the event of an incident or emergency on the GB Transmission System to support the relevant Control Centre

3 System Incident Centre

- 3.1.1 NGC and each TO shall have in place procedures to ensure that each can set up a SIC when circumstances dictate. The key function of each SIC is to take on a supporting role to the respective Control Centre through:
- the communication of the Significant Incident and its progress to affected Parties, media and government organisations as appropriate;
 - the communication of the Significant Incident and its progress to affected Users as appropriate in accordance with the Grid Code;
 - the analysis of the Significant Incident impact and development of longer term operational plans for the management of the Significant Incident; and
 - the mobilisation and deployment of resources.
- 3.1.2 NGC and TOs shall be responsible for ensuring that an appropriate number of telephone lines, fax machines and other appropriate equipment are provided for use in their respective SIC(s). Such equipment shall be tested on a regular basis as agreed by NGC and TO, or in line with 3.1.5 as a minimum.
- 3.1.3 The name and contact details of a Party’s Duty Manager shall be held by each Party in their respective Control Centre, shall be updated by the relevant Party as appropriate and shall be made available on request to NGC or TO as appropriate.
- 3.1.4 NGC and each TO shall ensure that media relations staff for their organisations are available at all times and shall share information to produce timely and consistent media statements as and when required. All media statements relating to Significant Incidents affecting the Transmission System or GB Transmission System Warnings shall be agreed by NGC and an Affected TO prior to release.
- 3.1.5 NGC and each TO shall ensure that joint SIC exercises with each TO are carried out annually. The objective of such joint SIC exercises shall be to test the procedures outlined in this document and any other relevant internal procedures. Where such exercises do not involve external Parties either the TO or NGC (as agreed) shall lead in the planning of such exercises. All exercises that involve external Parties must be by prior notice and shall be co-ordinated by NGC.

4 Significant Incident Management Process

4.1 Weather Reports

- 4.1.1 NGC shall ensure that it receives appropriate weather reports including advanced severe weather warnings for Great Britain.
- 4.1.2 Each TO shall ensure it receives appropriate weather reports including advanced severe weather warnings for its respective licensed area.

4.2 Anticipated Significant Incidents

4.2.1 On receipt of a weather warning or acting upon other information as appropriate, NGC may issue a GB Transmission System Warning - Risk of System Disturbance warning to the TO(s). Where NGC issues a warning to Users {under OC7.4.8.8 of the Grid Code} NGC shall also copy this warning to the TO.

4.2.2 On receipt of such GB Transmission System Warning - Risk of System Disturbance warning each TO shall then evaluate the situation. Where deemed necessary by NGC or the TO each Party shall contact its Duty Manager. Each respective Duty Manager shall then evaluate the situation and make contact with other relevant parties where necessary. Each respective Duty Manager shall arrange for all non-operational communication to be directed away from their Control Centre(s) as required.

4.2.3 An Affected TO Duty Manager shall consider and review the need for SIC activation and advise NGC accordingly. NGC may request that an Affected TO activates its SIC but the final decision regarding the activation of an Affected TO's SIC rests with an Affected TO.

4.2.4 The NGC Duty Manager shall consider and review the need for SIC activation and advise an Affected TO accordingly. An Affected TO may request that NGC activates its SIC but the final decision regarding the activation of NGC's SIC rests with NGC.

4.2.5 The formal activation of a SIC shall be notified by faxed pro-forma (appendix B). Following the activation of a SIC, the content of this fax shall be updated as and when there are any changes to SIC information and such updates shall be communicated to each Party as appropriate. Where necessary NGC shall then inform as appropriate the Other TO, and affected Users using appropriate methods of communication that one or more SICs has been established.

4.2.6 Affected TO(s) shall review and provide updates on Outage Emergency Return to Service Times and circuit availability to NGC.

4.2.7 NGC shall review system configuration, circuit availability and develop an operational strategy. Actions may be agreed with an Affected TO using the processes specified in STCP1.1: Operational Switching, which may include:

- Returning circuits to service where appropriate; and/or
- Adoption of non-standard running arrangements to improve security.

For the avoidance of doubt the above list is non-exhaustive and other actions may be agreed between the Parties.

4.2.8 An Affected TO shall implement actions agreed pursuant to section 4.2.7 in accordance with STCP1.1: Operational Switching.

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~~4.2.9~~

~~4.2.9[NGC is responsible for communication with Users under the Grid Code, where appropriate, in order to advise Users of the anticipated Significant Incident and discuss contingencies.]~~

4.2.9 -contingencies.]

4.3 Unanticipated Significant Incidents

- 4.3.1 The procedure as detailed in this section 4.3 shall be followed for Significant Incidents on or affecting a TO's Transmission System where it is unlikely that NGC or a TO shall receive any advance warning.
- 4.3.2 Following receipt of information relating to a Significant Incident on or affecting the TO's Transmission System, the recipient (NGC or an Affected TO) shall inform the other Party without delay. Both Parties should record the receipt and exchange of such information.
- 4.3.3 The TO may take emergency action in accordance with STCP 9.2: Site and Public Safety.
- 4.3.4 Where appropriate NGC shall identify any further Operational Switching actions required and implement them, using the processes specified in STCP1.1: Operational Switching.
- 4.3.5 An Affected TO or NGC where appropriate, shall inform their respective Duty Manager of the information referred to in section 4.3.2. Each respective Duty Manager shall then evaluate the situation and make contact with other relevant Parties where necessary. Each respective Duty Manager shall arrange for all non-operational communication to be directed away from their Control Centre(s) as required.
- 4.3.6 The NGC Duty Manager (where appropriate) shall establish communication links to an Affected TO and Users. Where relevant, GB Transmission System Warnings shall be issued to the TOs and to Users in line with Grid Code requirements.] Where NGC issues a warning to Users [under OC7.4.8.8 of the Grid Code] NGC shall also copy this warning to the Affected TO.
- 4.3.7 An Affected TO Duty Manager shall consider and review the need for SIC activation and advise NGC accordingly. NGC may request that an Affected TO activates its SIC but the final decision regarding the activation of an Affected TO's SIC rests with an Affected TO.
- 4.3.8 The NGC Duty Manager shall consider and review the need for SIC activation and advise an Affected TO accordingly. An Affected TO may request that NGC activates its SIC but the final decision regarding the activation of NGC's SIC rests with NGC.

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4.3.9 The formal activation of a SIC shall be notified by faxed pro-forma (Appendix B). Following the activation of a SIC, the content of this fax shall be updated as and when there are any changes to SIC information and such updates shall be communicated to each Party as appropriate. Using appropriate methods of communication, NGC shall then inform (as appropriate) the TOs and affected Users that one or more SICs has been established. Where NGC issues information to Users, NGC shall also copy this information to the TOs.

4.4 Significant Incident Management

4.4.1 As events occur on or affecting a TO's Transmission System that lead to a Services Reduction, an Affected TO shall have responsibility for developing the Services Restoration Proposal and NGC shall have responsibility for directing the configuration of those parts of the Transmission System made available.

4.4.2 In practice, NGC and an Affected TO shall liaise and take into consideration each others concerns when developing a suitable operational recovery strategy. This shall include information with regard to asset condition, weather conditions, safety and deployment of resources, and operational conditions normally based on the following hierarchy:

- 1) Main Interconnected Transmission System security
- 2) Customer supply restoration
- 3) Commercial & market issues

4.4.3 System conditions may dictate that NGC and an Affected TO may agree to an alternative hierarchy to that in 4.4.2.

4.4.4 Should disputes arise with respect to a suitable operational recovery strategy every reasonable attempt to resolve the disagreement shall be made at the time. If agreement cannot be reached, the matter shall be referred to higher authority within each organisation to try to reach agreement. ~~Otherwise, the disputes process described in Section H of the STC shall be followed.~~

4.5 Standdown

4.5.1 As the situation improves, NGC may decide to close its SIC. The NGC Duty Manager or other appropriate manager, shall communicate this decision to the Affected TO and all other ~~Parties and Users~~ parties notified of the existence of the SIC. The formal notification of the stand down of NGC SIC shall be by fax (Appendix C).

4.5.2 As the situation improves in his licensed area an Affected TO may decide to close its SIC. An Affected TO Duty Manager shall communicate the decision to close the SIC to NGC who shall then inform all Parties and Users notified of the existence of the SIC. The formal notification of the stand down of an Affected TO's SIC and the return to normal communication channels shall be by fax (Appendix C).

5 Significant Incident Roles and Responsibilities

The table below is indicative of the action(s) that shall normally occur for a given Event. **It is included for guidance only.**

Event	NGC	TO
Advanced Warning of severe weather conditions received	Consider issuing System warning notice, Risk of System Disturbance Review staffing levels in E &W Liaise with SSE & SP Consider System configuration and circuit	Liaise with NGC Review staffing levels Inform key staff of situation Review Availability of circuits on outage.

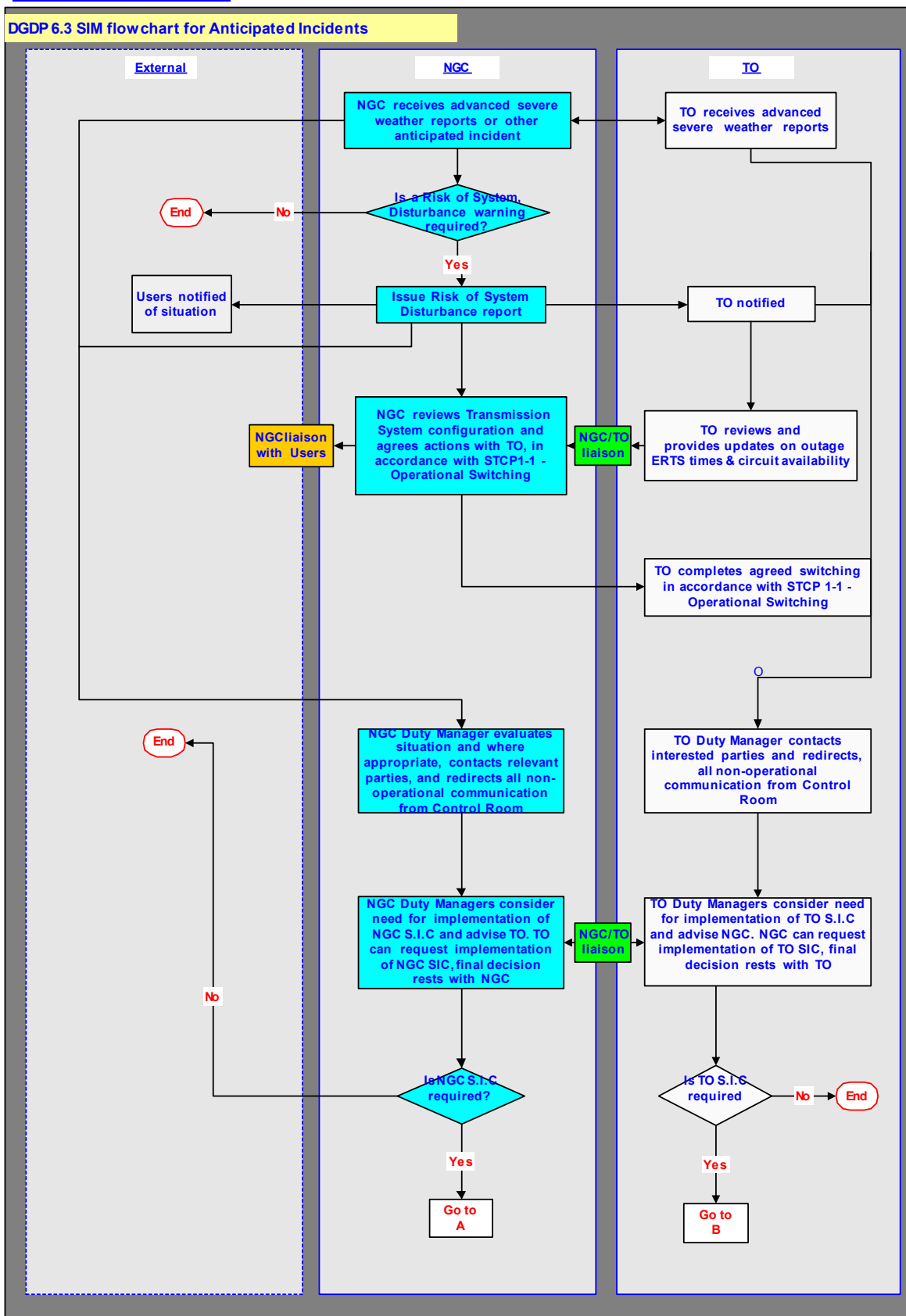
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Event	NGC	TO
	availability. Inform Duty Manager, consider setting up SIC.	Carry out agreed switching to re-configure System and/or return circuits to service. Inform Duty Manager, consider setting up SIC.
Localised or widespread System disturbance on SP and/or SSE Distribution network		Duty Manager / SIC role established. Mobilise resources. Manage asset availability. Liaise with NGC on Transmission issues.
Localised System disturbance on SP and/or SSE Transmission network.	Respond to TO escalation or Initiate response via Duty Manager / SIC role. Manage System security. Liaise with Ofgem /DTI/ other System users on transmission issues.	Where normal communication links are insufficient set up Duty Manager point of contact/ SIC role and establish communication with NGC Duty Manager / SIC. Mobilise resources. Manage asset availability.
Widespread System disturbance on SP and/or SSE transmission network	Respond to TO escalation or Initiate response via Duty Manager / SIC role. Manage System security. Liaise with Ofgem / DTI other System users on transmission issues.	Set up Duty Manager point of contact/SIC role and establish communication with NGC Duty Manager / SIC role. Mobilise resources. Manage asset availability
Widespread System disturbance in E&W transmission network that may affect the TO Transmission System	Establish Duty Manager / SIC role. Mobilise resources. Manage System security. Manage asset availability. Liaise with Ofgem/DTI other System users. Liaise with affected TO.	Consider setting up Duty Manager point of contact/SIC role and establish communication with NGC Duty Manager / SIC role. Mobilise resources if required.
Major asset failure or terrorist incident on SP / SSE Transmission System	Set up or receive request to set up Duty Manager /SIC role. Manage System security. Liaise with Ofgem/DTI and other users	Set up Duty Manager/ SIC role. Mobilise resources. Inform NGC Manage asset availability

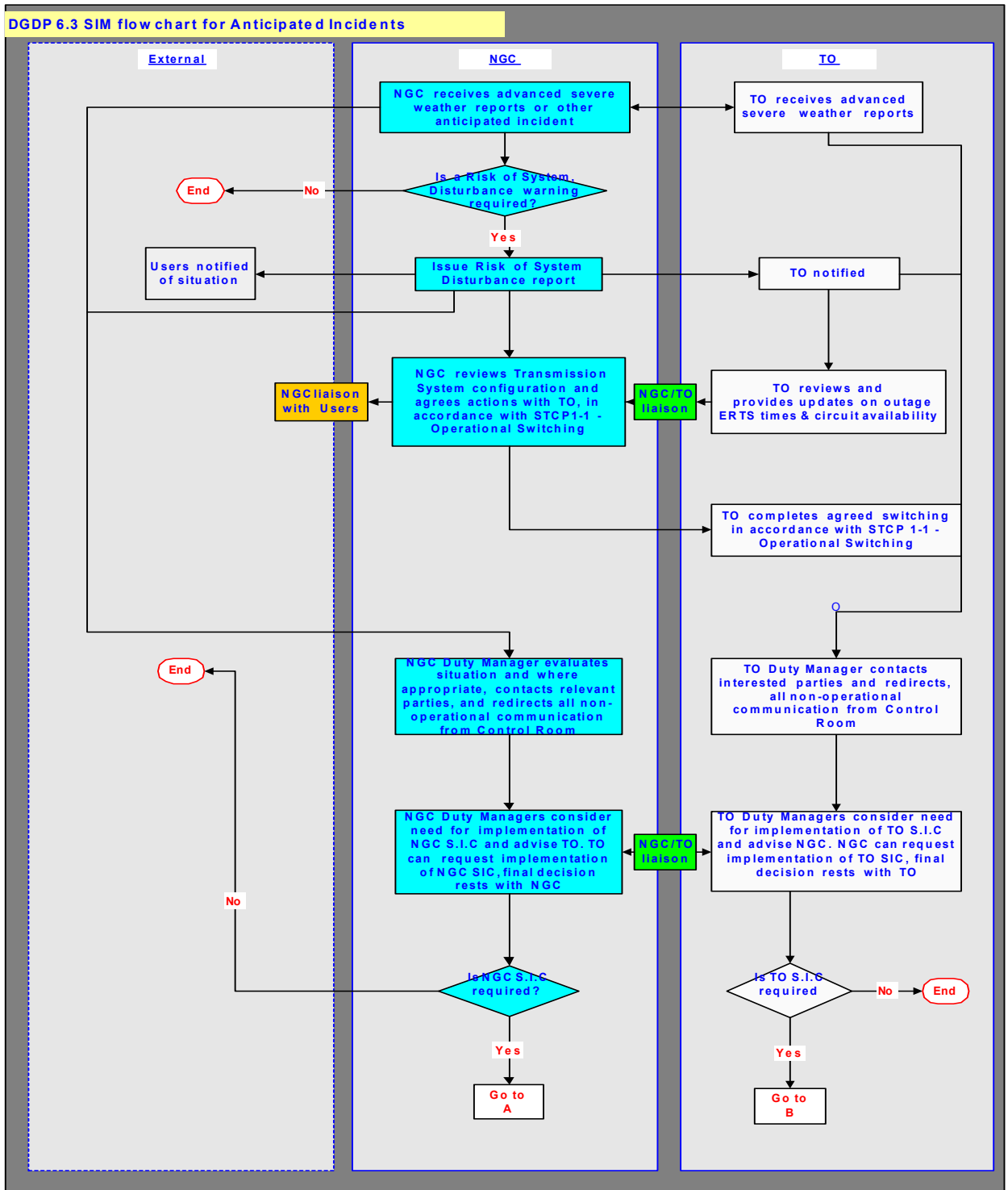
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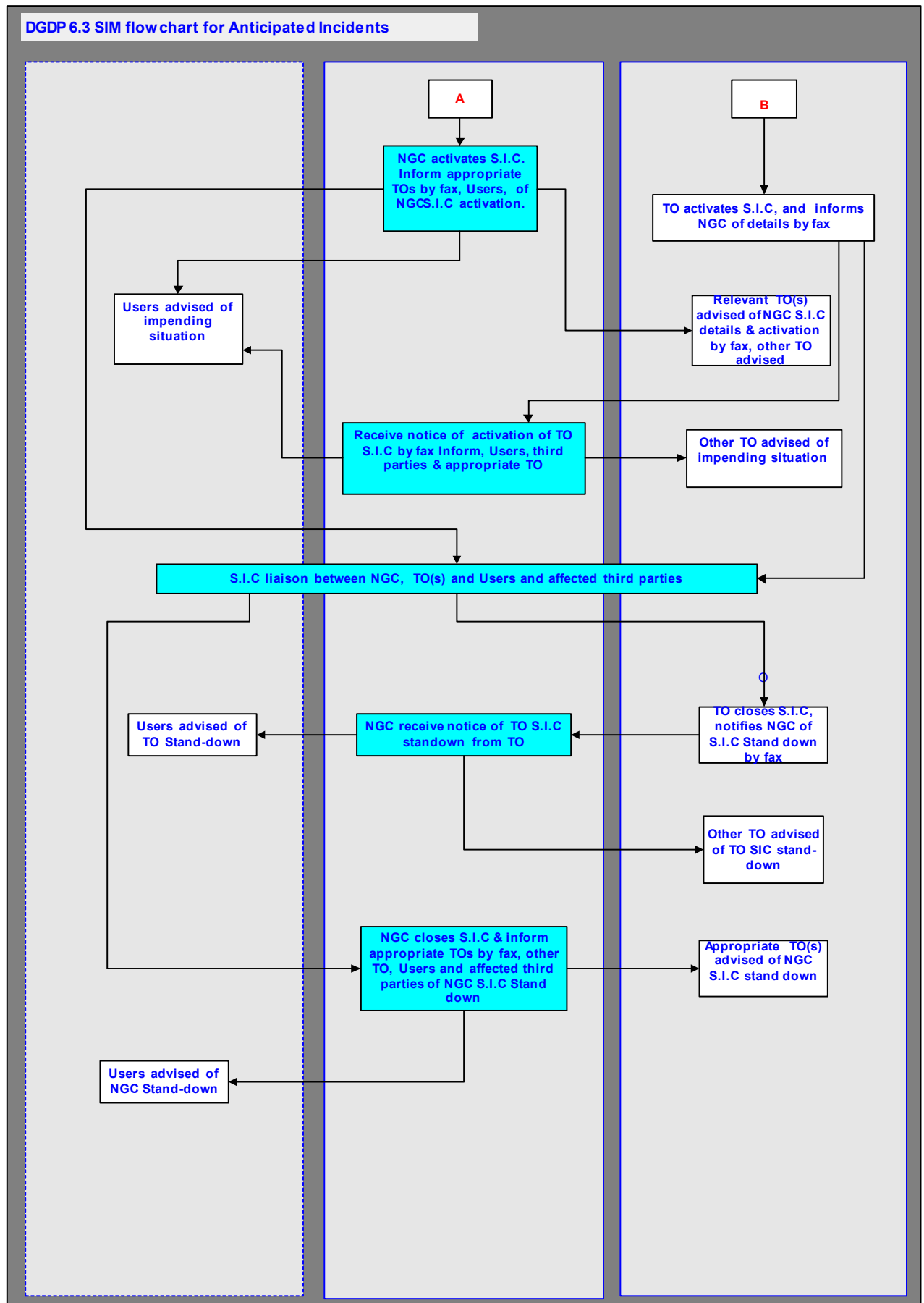
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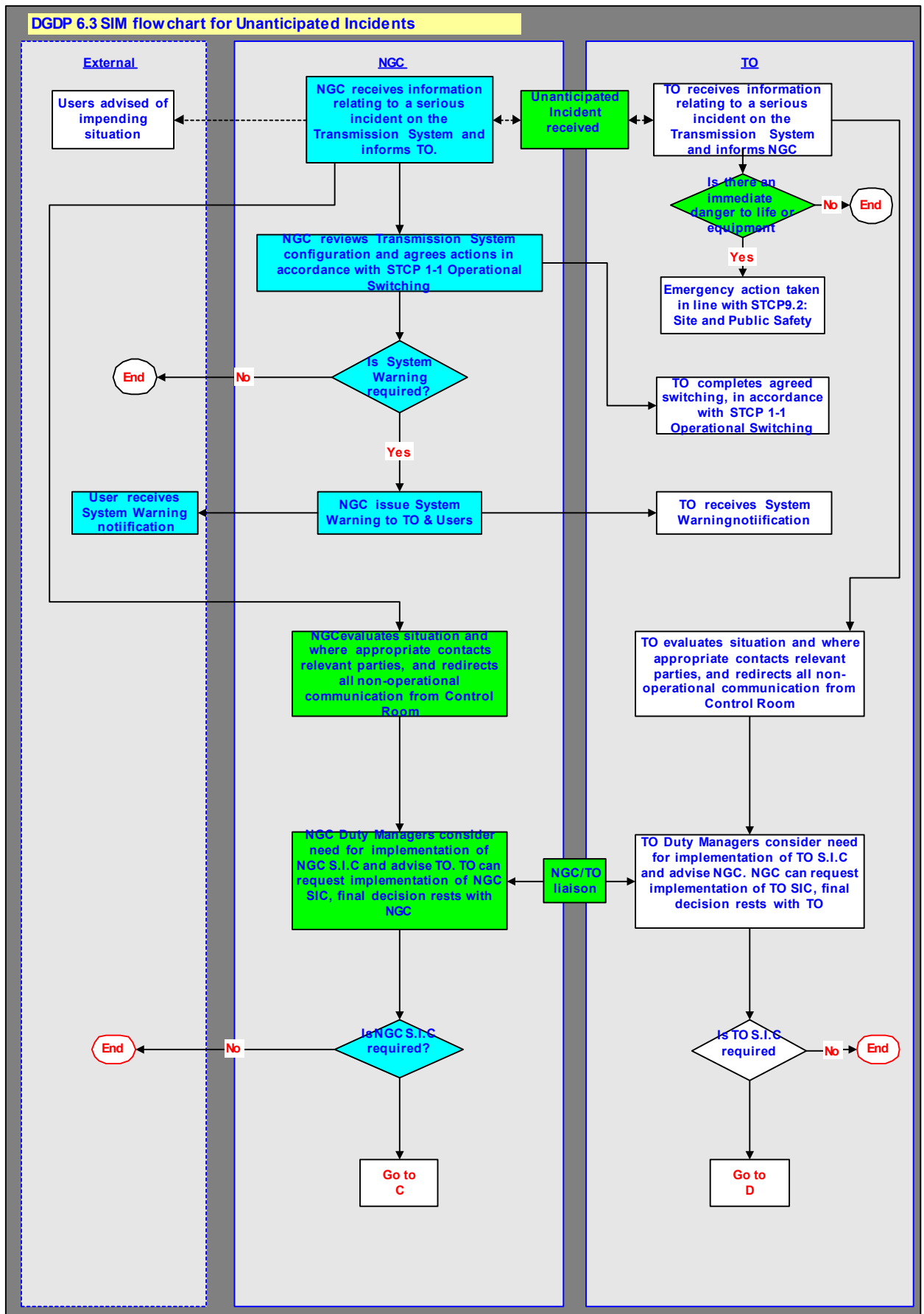
Appendix A

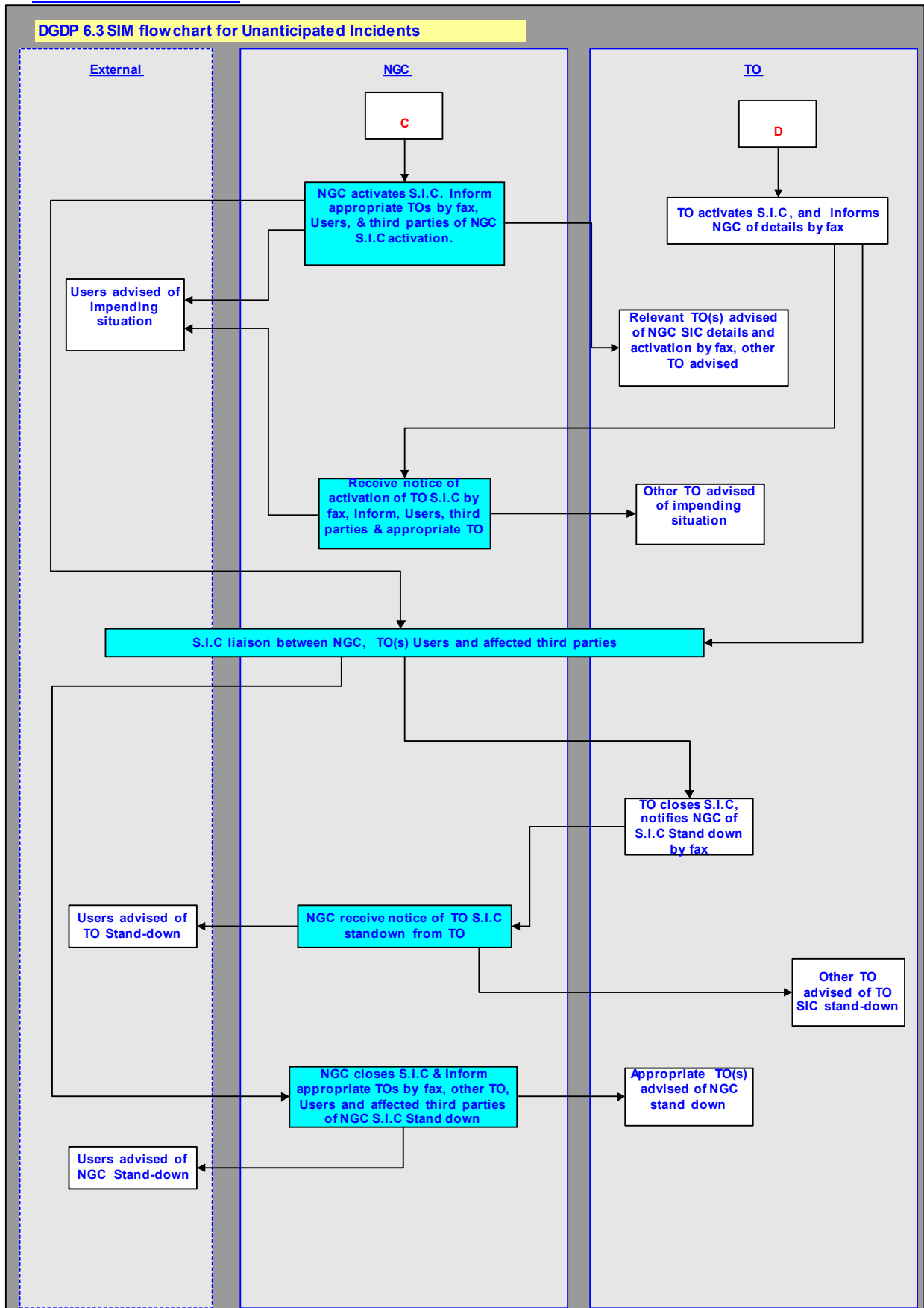


Note that the Process Diagrams shown in this Appendix A are for information only. In the event of any contradiction between the process represented in this Appendix and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail









Appendix B

SIC SET UP / UPDATE FAX PROFORMA

(Company)

To: _____

From: _____

**NOTIFICATION OF ACTIVATION OF THE

SYSTEM INCIDENT CENTRE**

(Location)

The _____ System Incident Centre has been activated.
It is manned by the following team, please use the telephone and fax numbers provided below for all communications with the System Incident Centre.
The System Incident Centre shall remain manned until further notice.

Name / Role	BT Telephone Number	CTN Telephone Number

Fax Number(s) for all positions

Date: _____ Time: _____

Signed: _____

END.

Appendix C

SIC STAND DOWN FAX PROFORMA

(Company)

To: _____

From: _____

STAND-DOWN OF THE

_____ **SYSTEM INCIDENT CENTRE**

(Location)

The _____ System Incident Centre has now been closed.
All communications should now revert to normal Operational channels.
Thank You for Your Co-operation.

Date: _____ Time: _____

Signed _____

END.

Appendix D – Definitions & Abbreviations

D.1 Abbreviations

ERTS	Emergency Return To Service
NGC	National Grid Company
SHETL	Scottish Hydro Electric Transmission Ltd
SPT	Scottish Power Transmission
STCP	System Operator –Transmission Owner Code Procedure
TO	Transmission Owner

D.2 Terms defined in the STC:

Emergency Return to Service Times

Services Restoration Proposal

Services Reduction

Customer

D.3 Terms defined in the Grid Code:

GB Transmission System Warning - Risk of System Disturbance

Black Start

User

Event

Significant Incident

D.4 Terms defined in other STCPs

Islanding	As defined in STCP6-2: Islanding
Main Interconnected Transmission System	As defined in STCP11.1: Outage Planning Processes
Operational Switching	As defined in STCP1.1:Operational Switching