Document Ref: STCP 11-2 Outage Data Exchange

STC Procedure Document Authorisation

Company	Name of Representative	Signed off (date)
Ofgem		
NGT		
SP		
SHETL		

STC Procedure Change Control History

Issue 1	02/03/2005	First Issue
Issue 2	16/03/2005	Includes Change Request C219
Issue 3	22/03/2005	Correction of error in Implementation Of CR C219

Outstanding issues to be resolved post company sign-off

Dispute resolution process

1 Introduction

1.1 Scope

1.1.1 This procedure describes the data exchange requirements between NGC and the TOs to facilitate the Outage planning process.

1.1.2 For the purposes of this STCP, the TOs are:

- SPT; and
- SHETL.

1.1.3 NGC shall use the NGC Outage Database (currently known as TOGA) to manage and maintain details of the Outage plan and manage the process of Outage change. This database will be available to each TO.

1.1.4 This procedure allows for a TO to use the NGC Outage Database interactively (via screens) and to exchange Outage data with NGC via a file transfer process.

1.1.5 This procedure should be read in conjunction with STCP11-1 Outage Planning and the TOGA System Interface Specification, Issue 4.0, dated 8/12/04.

1.2 Objectives

1.2.1 The objective of this procedure is to set out the requirements for exchange of information between NGC and the TOs to facilitate the process in STCP11-1 Outage Planning.

2 Key Definitions and Interpretation

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

2.1.1 A set of key definitions and terms used for the purposes of this document are listed in Appendix D.

3 The NGC Outage Database

3.1.1 NGC shall hold the master Outage Plan data list in the NGC Outage Database. Each new request for an Outage shall be based on a Basic Outage.

3.1.2 For each Outage Request, the NGC Outage Database shall contain:

- a unique Outage Identification (that can be generated either automatically by the NGC Outage Database, or be provided by the Party entering the record);
- Basic Outage Data (as set out in Appendix A); and
- Additional Outage Data (as set out in the TOGA System Interface Specification).

3.1.3 Details and formats of available fields for data transfers to/from the NGC Outage Database are those listed in TOGA System Interface Specification, Issue 4.0, dated 8/12/04.

3.1.4 Data can be entered into the NGC Outage Database by a TO via one of the three available methods described in section 4.

3.1.5 The NGC Outage Database provides for a change process, which allows an audit trail to be maintained and allows the history of any Outage to be tracked.

3.1.6 NGC shall maintain an up to date NGC Outage Database user guide, that shall be made available to each TO both online and as a hard copy.

4 Outage Data Exchange

4.1 General Process

4.1.1 A master list of Basic Outages shall be held in NGC Outage Database. Each TO shall provide Basic Outage Data for all of that TO's Basic Outages. NGC shall enter additional Basic Outage Data, as appropriate.

4.1.2 The Basic Outage Data listed in Appendix A shall be provided and/or maintained by the responsible Party as described in Appendix A. The TO shall provide new Basic Outage Data as and when new Basic Outages are required.

4.1.3 TO submission of changes to existing Basic Outages and new Basic Outages shall be flagged by the TO for NGC to accept and/or add relevant data.

4.1.4 The master list of Basic Outages shall be available for downloading by all Parties in a flat file format.

4.1.5 NGC will maintain a list of status codes that are required as part of the Outage data exchange process. This list may be updated as required to meet the requirements of all parties. The current list is contained in Appendix C.

4.1.6 If NGC is unable to place an Outage on the dates requested by a TO, that Outage shall have a Request Status that indicates that the Outage is under NGC assessment. If, as a result of this assessment, NGC puts forward change proposals, these proposals shall be available for the TO to view in the NGC Outage Database. NGC shall also send the change proposals electronically to a TO for agreement or further discussion, if requested.

4.1.7 If a TO agrees to NGC's proposed changes they shall resubmit the Outage with the proposed changes for confirmation of approval from NGC.

4.1.8 If a TO does not agree to the proposed changes to the Outage Request, the TO shall contact NGC to discuss and resolve any issues. Once any changes are agreed then the TO shall resubmit the Outage Request to NGC for approval.

4.1.9 All Parties shall respond to all requests for Outage changes as soon as reasonably practicable, taking account of the time remaining from the request date to the Outage start date or date of change.

4.1.10 Any Party can download a list of Outages that have changed since that Party last requested such a list.

4.1.11 An audit trail shall be maintained for all changes to Outages contained within the NGC Outage Database..

4.2 Creating New Outages

4.2.1 Any request for a new Outage proposed as part of an Outage Request that has not been assigned a unique identification by the relevant TO shall have a unique identification automatically generated by the NGC Outage Database.

4.2.2 Requests for new Outages can be entered into the NGC Outage Database by a TO using one of the three methods described below:

4.2.2.1 By direct entry into NGC Outage Database. In such case:

- the TO shall choose the appropriate basic Outage data template in the NGC Outage Database, and add the necessary information; and
- this data shall be visible to NGC as an Outage Request.

4.2.2.2 Via electronic upload into NGC Outage Database. In such case:

- the TO shall produce a list of Outages in the appropriate format and containing the agreed data (including the Basic Outage Data reference);
- the TO shall upload the information into the NGC Outage Database; and

- each upload shall be assigned a unique identification by the NGC Outage Database.

4.2.2.3 Via electronic file transfer. In such case:

- the TO shall produce a list of Outages in the appropriate format and containing the agreed data (including the Basic Outage Data reference);
- the TO shall send a file electronically to NGC; and
- NGC shall ensure that such a file is loaded into the NGC Outage Database and forward any error file/ rejection to the relevant TO.
- the outcome of the Outage Request shall be flagged back to the TO in a flat file transfer.

4.3 Outage Requests

4.3.1 The TO shall provide requests for Outage changes in accordance STCP 11-1: Outage Planning. These shall include the Additional Outage Data detailed in the TOGA System Interface Specification Issue 4 dated 8/12//04.

4.3.2 The TO may submit more than one Outage Request for an item of Plant and Apparatus at the same time e.g. if an Outage is required on a circuit for both construction and maintenance at the same time this may be shown as two Outages.

4.3.3 When NGC agrees to an Outage Request, it shall move into the Outage Plan and, if requested, notification of this agreement shall be sent electronically to the TO(s).

4.4 Submitting an Outage Request (for a change to an existing Outage)

4.4.1 Outage Requests for existing Outages can be entered into the NGC Outage Database by a TO using one of the three methods described below:

4.4.1.1 By direct entry into NGC Outage Database. In such case:

- the TO shall choose the appropriate Outage record in the NGC Outage Database, take a copy to create an Outage Request and update the fields as required;
- once the Outage Request has been agreed by NGC, the appropriate Outage Status shall be set and the Outage shall form part of the Outage Plan.

4.4.1.2 Via electronic upload into NGC Outage Database. In such case:

- the process in 4.2.2.2 shall be followed, with the addition of the existing Outage identification; and
- this record shall be recognised as an existing Outage and the NGC Outage Database shall therefore apply the information to the correct record.

4.4.1.3 Via electronic file transfer. In such case:

- the TO shall send a file electronically to NGC directly from their own database; and
- NGC shall ensure that such a file is loaded into the NGC Outage Database and forward any error file /rejection to the relevant TO.
- Once agreed the outcome of the Outage Request shall be flagged back to the TO in a flat file transfer.

4.4.2 Regardless of the manner in which the Outage Request is entered into the NGC Outage Database:

- it shall be possible for either Party to track the progress of each request or batch of requests by entering the identification into NGC Outage Database.
- the Outage Request shall be submitted to NGC either with the actual/suggested dates required or a date range and duration (for NGC to propose a secure placement);
- NGC shall assess and attempt to place the Outage Request ;
- any Outage Requests submitted after Freeze date must be accompanied by a unique Outage change code and Change description.; and
- where appropriate, NGC shall provide a regular update of changed Outages as agreed with each TO.

4.4.3 An Outage Request will only become part of the Outage Plan when it has been agreed by NGC.

4.4.4 Where the TO disagrees with an NGC initiated change and an alternative cannot be agreed NGC may, where operational circumstances dictate, implement the Outage Request.

4.5 Services Reductions of greater than 3 hours duration.

4.5.1 It shall be possible to separately identify Services Reductions that result in Plant and/or Apparatus being out of service for greater than 3 hours duration within the NGC Outage Database and run a report on these entries.

4.5.2 The TO shall normally enter, by any agreed method in section 4.2 and within 24 hours of the Event, Services Reductions that result in in Plant and/or Apparatus being out of service for greater than 3 hours duration. If this is not possible, NGC will enter these Services Reductions into the NGC Outage Database.

4.6 Fast Track Outage Requests

4.6.1 This process may apply where the TO and NGC have talked and agreed an Outage Request verbally.

4.6.2 The Outage Request provided by the TO shall be recorded in the NGC Outage Database, with the reason for the change.

4.6.3 This fast track process is for use in exceptional circumstances and should not be used when the normal process shall suffice.

5 Dispute Resolution

[text to be added.]

Appendix A - Basic Outage Data

The list of data stored against a Basic Outage record is shown below. Two data downloads are available:

- A full list; or
- Basic data reference.

This information shall be transferred between the TO and NGC or vice versa for each Outage Request. The full list with format information is in TOGA System Interface Specification, Issue 4.0, dated 8/12/04.

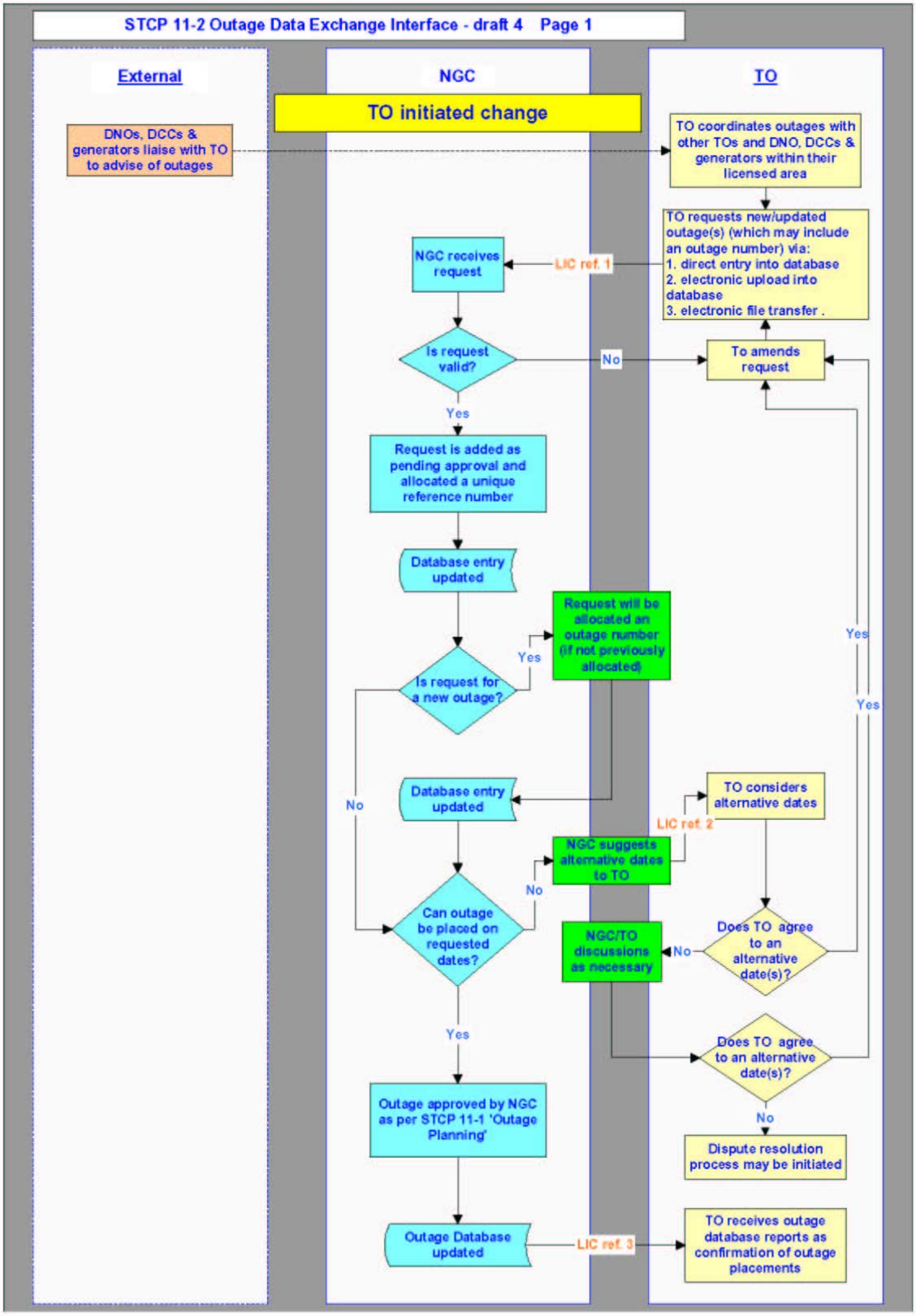
Field	Responsibility for provision	Description
Basic Reference	By Agreement	Reference identification associated with basic Outage data. This is currently used by the TO to link initial plan build Outage Requests to their work management system. When creating a single Outage this reference is found and shall provide basic template for an Outage Request. The format shall include the first Substation code and a unique identification associated with each circuit.
Status	NGC	Status of basic Outage
Outage Equipment Description	By Agreement	Full description of circuit out of service
Outage Type	NGC	Standard or comment
Branch Assets	NGC	The code used to identify each element of the Outage (NGC NASAP)
Substations involved	TO	List of substations affected by the Outage
NGC Significance	NGC	A flag from A to E indicating the significance. A=MIS, B= TO Outages at interface sites, C= Customer Outages at interface sites, D = Customer Outages that may affect operation of GB Transmission System, E = Outages of no interest to NGC.
External interested parties	NGC	Indicates which Outages need to be notified to external parties under Grid Code OC2
External party comments	NGC	
NGC interested parties	NGC	NGC internal groups
TO interested parties	TO	Optional field to indicate which TO groups may be interested in the Outage
Operational comments	TO and NGC	Generic comments relevant to both Licensees whenever the Outage is taken out of service
Licensed Area		Default to supplying TO
Valid From	TO	Date from which the basic data record becomes active. For a new circuit would normally be the date that the circuit is expected to come under safety rules.
Valid To	TO	Used to indicate when a record is no longer valid.

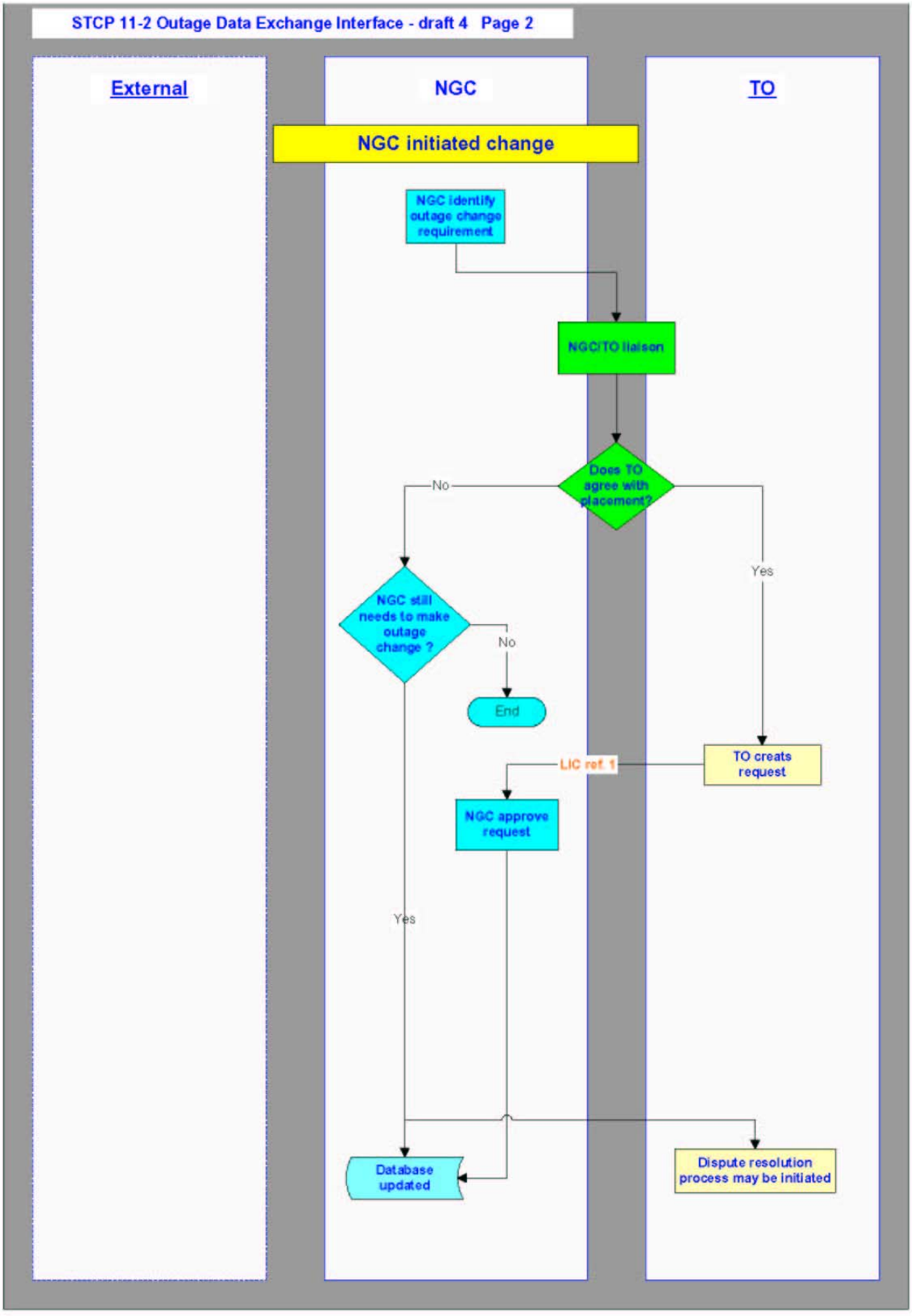
Last Updated Date	*System generated	Date on which last update occurred
Last updated by	*System generated	Party ID carrying out last update
Equipment Owner	NGC	Defaults to appropriate TO. This would be different if there are basic Outages for DNO assets. See Appendix C8 for available codes'
Basic Group	NGC	The same code as the basic Outage identification for the basic Outage that includes all combinations of a potential Outage.
Free Codes	TO or NGC	Optional. A definable code stored in NGC Outage Database that enables grouping of Outages to enable reporting. Usually applied when creating an Outage
Tower References	TO	Optional field that can be used to indicate Towers of special interest
Risk flag	NGC/TO	The indication that demand may be at increased risk during this Outage
Demand at Risk	NGC	Information about demand at risk during this Outage.

*System generated fields are completed automatically on submitting a change to the NGC Outage Database.

Appendix B Flow Diagram

Note that the Process Diagrams shown in this Appendix 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.




STCP 11-2 Outage Data Exchange Interface - draft 4 Page 2
External
NGC
TO
NGC initiated change
NGC identify outage change requirement
NGC/TO liaison
Does TO agree with placement?
No
Yes
NGC still needs to make outage change ?
No
End
LIC ref. 1
TO creats request
NGC approve request
Yes
Database updated
Dispute resolution process may be initiated

Appendix C NGC Outage Database(TOGA) Codes

C.1 Request Outage status codes

Request Status	Request Description	*Final?
Initial (Set by TO)	Initial Outage request before submission to NGC. This is used while a TO is assessing its requests before submitting to the NGC. SP will not use this code, as SP's own systems will manage this.	No
With SO *Sent by TO to NGC*	With NGC for assessment. This is the NGC 'INBOX'. NGC will assess all Outages that are given this status whether for the first time or subsequent updates. Outages that have acceptable actual dates can be accepted directly into the plan by NGC.	No
Reassessment (Sent by NGC to TO)	With the TO for reassessment	No
Rejected (Set by NGC)	Outage request that will not be placed but may still required by TO. NGC shall discuss with TO before setting to this status.	Yes
Cancelled ((Normally set by TO but can be set by NGC)	An Outage request for a new Outage or a change to an existing Outage that is no longer required. If the request is for a change to an existing Outage the existing Outage will remain unchanged.	Yes
Agreed (Sent by NGC to TO)	Agreed by NGC but waiting final acceptance by TO. This is used where final confirmation of an Outage change is required from the TO. This could be where NGC is suggesting dates in response to a "window date" request from the TO. Note: When NGC sends back an Outage with new suggested dates that are different to the fixed dates actually requested, then NGC should use 'Reassessment'	No
Pending (set by TO)	Set when request Outage becomes a pending Outage before final acceptance by NGC. This status is used by the TO to indicate agreement with the final dates as suggested by NGC and is likely to occur after a status Agreed. This status will not occur for Outages received by file transfer as NGC will always accept Outage straight into plan if Outage dates are secure.	No
In Plan (Set by NGC)	The Outage Request is in the Plan. This is set automatically by agreeing any request Outage into the Plan	Yes

*Final?- If a status is Final then another request with a different request identification can be raised against a planned Outage with the same planned Outage identification.

C.2 Planned Outage status codes

Status	Description
Planned - Planned	An Outage that forms part of the plan. An Outage will first get this status when it goes into the plan for the first time either from an Outage Request or from a Request Status Pending Outage
Planned - Started	An Outage that has started and actual start dates have been entered. Note it is only possible to update the end date at this status.
Planned - Complete	An Outage that has been completed and actual start and end dates have been entered. Note it is NOT possible to update any dates at this status.
Planned – Not Taken	An Outage that has not been taken. Usually set to this status at short notice by NGC. If necessary the TO can then use an Outage Request to make suggestions for a new placement or make a new pending entry.
Planned – Cancelled	An Outage that has been cancelled but a record that is retained for history. An Outage is usually cancelled by the TO either by submitting a file request to cancel an Outage or by submitting via the screen a direct cancellation of a planned Outage to be agreed by NGC

C.3 Work types

The following are the available work types. Several of these can be used when creating an Outage.

Code	Description	Usual Status Main Circuit
AVC	SGT AVC out of service	In service
CLR	Clearance Outage	Out of service
COM	Commissioning work involving NGC	Out of service
CON	Construction work	Either
DAR	Outage of DAR scheme	In service
GEN	Generator Outage	Out of service
INS	Insurance inspection	Out of service.
OFC**	Over flying conductors	Out of service
OPS**	Operational switching	Either
PRO	Protection Outage	In service
PTT	On load trip test	In service
RAT	Rating restriction	In service
ROM	Routine maintenance (equipment Outage)	Out of service

Code	Description	Usual Status Main Circuit
ROT	Risk of trip	In service
RSS**	Requirement for safety switching	Out of service
SCO**	Transmission System construction Outage	Either
UCO	User construction Outage	Either
UNC	Unclassified	Either
ADR	Fault or unplanned repairs / maintenance	Either
DEP	Protection Depletion	In service
ANC	Ancillary equipment on site, air systems etc	In service
DOC	Comment entry for information only	In service

** codes requested and used by NGC (E&W TO)

C.4 TO Priority Codes

Priority	Description
1	Must Have – Includes urgent defect repairs, construction work associated with third party connections, work associated with Railtrack possessions
2	Other construction work and essential maintenance including overdue maintenance and non urgent defect repairs
3	Routine maintenance that will have a significant impact on resource if moved
4	Routine maintenance that can be flexible
5	Other work that is taken when an opportunity arises and can easily be moved with no impact on TO resource

C.5 Change codes

NGC Outage Database change codes must be unique and can be allocated for use in an individual Licensed Area or can allocated for use by all TO's in all Licensed Areas. The following codes are relevant to SPT and SHETL. Each TO will have a different letter applied where the * appears. SPT = P and SHETL=H.

Code	Description
*IJ	Planned work job content change
*AW	Additional work found during Outage
*KO	Knock on from TO initiated change
*MI	TO Other
*RT	Reinstated - Outage returned to the plan after being temporarily suspended.
*CT	Contractors problems
*PY	Incorrect Outage duration for work
*W	Weather related due to inability to carry out planed work by TO

Code	Description
*PR	No TO resource or equipment available
OF	System Security
OH	Customer requested change from DNO or DCC
OK	TO consequential change from NGC initiated change
OS	TO consequential change due to another TO
OO	NGC other
OW	Weather related due to system security.

C.6 Outage Identification Prefixes

Company	Outage Identification Prefix
Scottish Power	SP
Scottish Power's DNO	SD
Scottish & Southern	SH
Scottish & Southern DNO	HD

C.7 Party Codes

These are the codes that are used to indicate who is requesting the Outage or change to an Outage. They can be codes that refer to NGC, TO or an external party. The following table lists these codes. Note all users of the NGC Outage Database (TOGA) will have a party code assigned to them. (This list will be subject to update to include further external parties)

Code	Type	User
PLSP	TO	Scottish Power Planning Group
PLSH	TO	Scottish Hydro Electric Transmission
SPD	EXT	Scottish Power Distribution
SHEPDL	EXT	Scottish Hydro Electric Distribution
PLSCOT	NGC	NGC Outage Planning

C.8 Equipment Owner/ Power Station Codes

These are the codes that are used to indicate the ownership of an item or group of Plant and Apparatus.

Code	Owner
SPT	SP Transmission Ltd
SPD	Scottish Power Distribution
SHETL	Scottish Hydro Electric Transmission Ltd
SHEPDL	Scottish Hydro Electric Distribution Ltd

NGC	National Grid Company

Appendix D Abbreviations and Definitions

Abbreviations

TOGA	Transmission Outage and Generation Availability (currently the NGC Outage Database)
DCC	Directly Connected Customers
DNO	Distribution Network Operator(s)
STC	System Operator – Transmission Owner Code
SPT	SP Transmission Ltd
SHETL	Scottish Hydro Electric Transmission Ltd
NGC	National Grid Company plc

Definitions

In this STCP

Basic Outage Data	Those data items listed in Appendix A of this STCP
Additional Outage Data	Those data items listed in the TOGA System Interface Specification
Outage Identification	A unique identification identifying each Outage in the NGC Outage Database
Outage Request	An Outage Proposal or Outage change request
Outage Request Identification	A unique identification for each Outage Request submitted to the NGC Outage Database
Outage Status	The stage of the planning process which an Outage has reached. Refer to Appendix C1 status code list for details.
Basic Outage	A template for data held within the NGC Outage Database comprising a single item or group of Plant & Apparatus affected when an Outage is released for work.
TOGA System Interface Specification	The technical specifications and field format information for the NGC Outage Database as agreed from time to time between NGC and the TO

In other STCPs

STCP 11-1: NGC Outage Database

STC Definitions

Outage

Outage Plan

Outage Proposal

Services Reduction

Transmission System

Freeze Date