

STCP 03-1 Issue 004 Post Event Analysis and Reporting

STC Procedure Document Authorisation

Company	Name of Party Representative	Signature	Date
National Grid Electricity Transmission plc			
SP Transmission Ltd			
Scottish Hydro-Electric Transmission Ltd			

STC Procedure Change Control History

Issue 001	14/03/2005	BETTA Go-Live Version
Issue 002	04/07/2005	Issue 002 incorporating PA026
Issue 003	25/10/2005	Issue 003 incorporating PA034 & PA037
Issue 004	23/09/2008	Issue 004 incorporating PA051

1 Introduction

1.1 Scope

- 1.1.1 This document describes the process required to provide post Event review and reporting, to meet statutory, licence and other obligations. In addition, it details the mechanism for post Event liaison and provision of relevant data and information to produce reports.
- 1.1.2 This process applies to Parties for post Event analysis, liaison and reporting, following Events on the GB Transmission System.
- 1.1.3 This procedure applies to NGET and each TO. For the purposes of this document, TOs are:
- SPT; and
 - SHETL.

1.2 Objectives

- 1.2.1 This process specifies the roles and responsibilities of Parties with regard to post Event reports, including:
- reports to affected Users and third parties;
 - incident investigation and reporting; and
 - statutory reports and reports in fulfilment of licence conditions.

2 Key Definitions

2.1 For the purposes of STCP03-1:

- 2.1.1 **Event** is as defined in the Grid Code as at the Code Effective Date and for the purposes of this STCP only, not as defined in the STC.
- 2.1.2 **Operational Event** is as defined in the Grid Code as at the Code Effective Date and for the purposes of this STCP only, not as defined in the STC.
- 2.1.3 **Requesting Party** means the party requesting an incident report
- 2.1.4 **Responding Party** means the party responding to a request for an incident report

3 Procedure

3.1 User and Third Party Reports

- 3.1.1 NGET shall provide reports for Events and Possible Relevant Interruptions on, or affecting the GB Transmission System, User's Systems or external interconnection to affected Users and other third parties in accordance with the NGET Licence, Grid Code and statutory obligations.
- 3.1.2 Each TO shall assist NGET in complying with 3.1.1 by providing, where available, reasonably requested information regarding an Event or a Possible Relevant Interruption associated with that TO's Transmission System.
- 3.1.3 Each TO shall provide reports for all Events and Possible Relevant Interruptions on, or affecting its Transmission System, to third parties in accordance with its Transmission Licence and statutory obligations.
- 3.1.4 NGET shall assist each TO in complying with 3.1.3 by providing, where available, reasonably requested information, regarding an Event or a Possible Relevant Interruption associated with that TO's Transmission System.

3.2 Event Fault and Significant Incident Reports

- 3.2.1 If NGET at any time becomes aware of an Event on the GB Transmission System or a User System, which has had, or may have, an Operational Effect on a TO's Transmission System, then NGET shall notify the affected TO(s) either verbally or in writing, as a matter of urgency.
- 3.2.2 NGET shall as soon as it becomes aware of an Event on the Transmission Owner's System which has led to a Possible Relevant Interruption of an Affected User, notify the relevant TO(s) either verbally or in writing, as a matter of urgency.
- 3.2.3 If a TO at any time becomes aware of an Event on its Transmission System, which has had, or may have an Operational Effect on the GB Transmission or a User System, that TO shall notify NGET either verbally or in writing, as a matter of urgency.
- 3.2.4 Where appropriate, each Party shall enter a fault report into their database. Each entry shall have a unique number.
- 3.2.5 The affected TO(s) shall provide NGET with the relevant TO fault report number to assist tracking between the TO and NGET fault reporting systems if the TO deems a fault report necessary.
- 3.2.6 NGET shall provide each TO with the relevant NGET fault report number to assist tracking between the TO and NGET fault reporting systems.
- 3.2.7 Each Party may (irrespective of whether or not it has received a notification under sub-paragraph 3.2.1 or 3.2.3), at its discretion, determine that an Event is a Significant Incident. If deemed a Significant Incident the Party may request that,

where relevant, NGET or any Transmission Owner(s) (whose Transmission System(s) has been or may be affected by the Significant Incident) prepare and submit a Significant Incident report (SIR) (Appendix B) in accordance with sub-paragraph 3.2.9.

- 3.2.8 Following a notification described in sub-paragraph 3.2.2, NGET may request that the Transmission Owner(s) whose Transmission System(s) has been or may be the cause of a Possible Relevant Interruption of an Affected User prepare and submit a Significant Incident report (SIR) (Appendix B) in accordance with sub-paragraph 3.2.9.
- 3.2.9 Each Party (the "Responding Party") shall, if requested to do so by another Party (the "Requesting Party"), pursuant to sub-paragraph 3.2.7, prepare and submit a written report to the Requesting Party, as soon as reasonably practicable, in relation to a Significant Incident or a Possible Relevant Interruption which shall include, without limitation, the following information:
- a description of the Significant Incident or the Possible Relevant Interruption (including without limitation, any associated Services Reduction or Services Reduction Risk);
 - the time and date of the Significant Incident or Possible Relevant Interruption and the estimated Interruption Period of the Possible Relevant Interruption;
 - the location(s) of the Significant Incident or the Possible Relevant Interruption;
 - Plant and/or Apparatus directly involved (and not merely affected by the Event(s) giving rise to the Significant Incident or the Possible Relevant Interruption);
 - a response to any question(s) raised by the Requesting Party in relation to the Event or Significant Incident or the Possible Relevant Interruption; and,
 - any other information reasonably requested by the Requesting Party in relation to the Event or Significant Incident or the Possible Relevant Interruption.
- 3.2.10 Each Party shall, where reasonably requested to do so by another Party, provide assistance in answering any reasonable questions from, or providing information (in the case of NGET) to a User, or in the case of any Party, to any other Party, in relation to an Event or Significant Incident or the Possible Relevant Interruption on such TO's Transmission System.

3.3 Follow Up System Incident Report

- 3.3.1 Where deemed necessary by NGET or the affected TO(s), a Follow Up System Incident Report (FSIR) (in a form contained within Appendix C) shall be produced by the relevant Party (as described in sections 3.3.2– 3.3.6), providing updated details on the associated SIR. A Party has up to ten working days to request an FSIR from the date of issue of an SIR.
- 3.3.2 An FSIR will be produced in response to the SIR where necessary, but it does not preclude an FSIR being produced for any Event that requires follow up investigation.
- 3.3.3 NGET or a TO can request that another Party provide an FSIR, and it is that other Party's responsibility to produce a report, normally within 4 weeks. The FSIR must not be passed on directly to any other TO, User or third party. NGET is responsible for circulating the relevant information contained within the FSIR to those who received, or would have been entitled to receive, the original SIR. NGET may also use the relevant information contained within the FSIR to produce a follow up Significant Incident Report for Users.
- 3.3.4 Where an Event or Possible Relevant Interruption affects more than one TO, NGET will produce an FSIR that contains relevant information received from each TO. NGET shall agree with each TO what information can be included in the report to ensure appropriate levels of confidentiality are maintained. If Parties can not agree, the standard disputes procedure shall be invoked.

- 3.3.5 Where an Event on a User's System affects a TO's Transmission System, NGET shall request further relevant information from the User to generate an FSIR for the affected TO. Such an FSIR will not be passed on directly to any other TO, User or third party by either NGET or the affected TO.
- 3.3.6 On inter-TO circuits, the TOs may agree to produce a combined FSIR. In such cases, the TOs shall agree which Party will produce the FSIR. If Parties can not agree, the standard disputes procedure shall be invoked.
- 3.3.7 Each Party will nominate a post Event liaison contact to facilitate the production of FSIRs.

3.4 Post Event Liaison

- 3.4.1 General NGET ~ TO liaison shall take place as required between the nominated contacts detailed in 3.3.7 to facilitate the production of SIRs, FSIRs and other non-routine reports where necessary. NGET - TO liaison meetings shall take place as agreed between the parties to review Events and information exchange for the production of SIRs and FSIRs.
- 3.4.2 The liaison meetings shall also review post Event Plant technical and performance issues.

3.5 Investigations

- 3.5.1 Where appropriate, the Parties may, as set out in STC Section C, Part Three paragraph 4.2, agree to a joint investigation following an Event. Prior to a joint investigation, the terms of reference and procedure shall be agreed by all participating Parties. If Parties can not agree, the standard disputes procedure shall be invoked.

3.6 Statutory & Licence Condition Reports

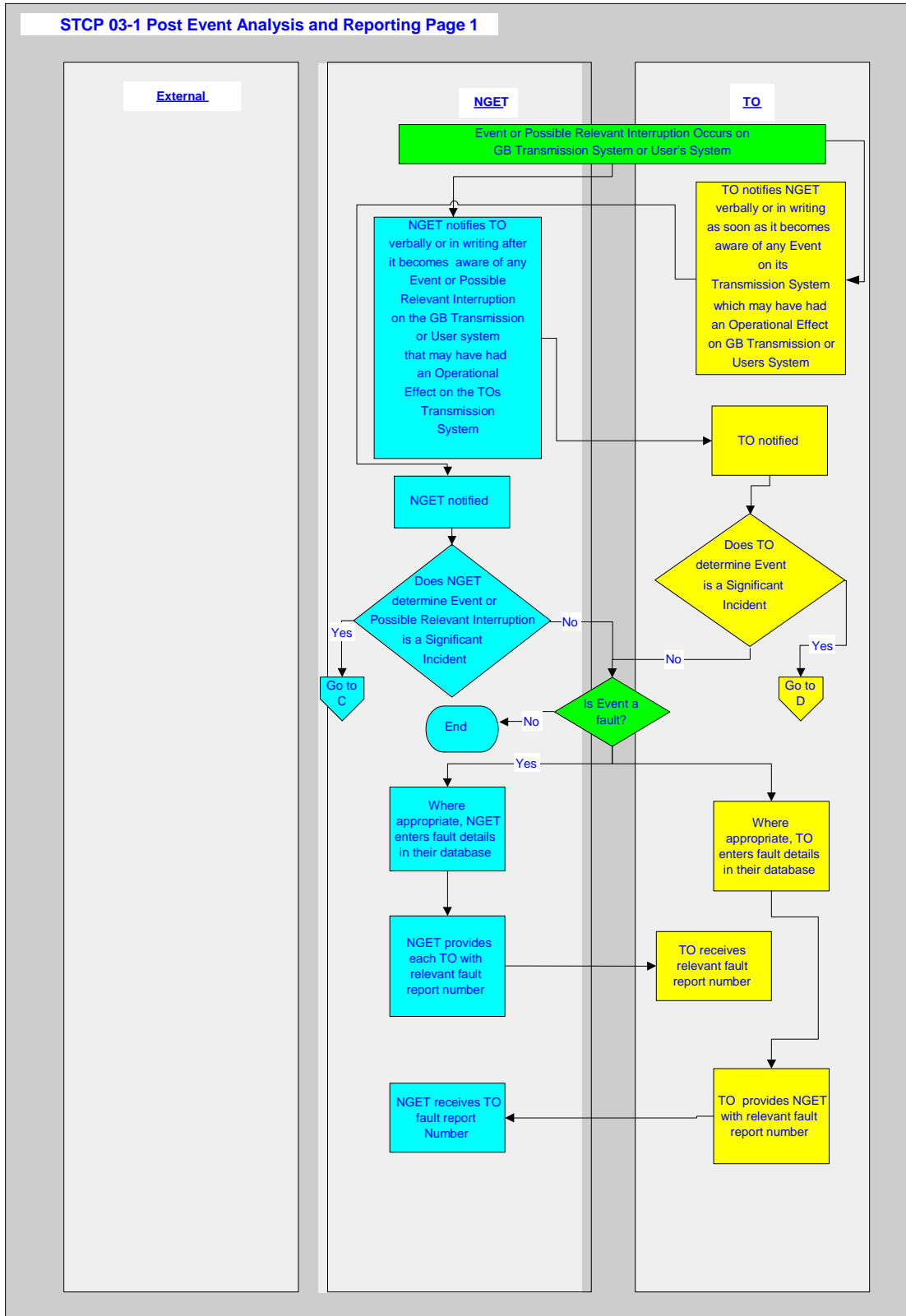
- 3.6.1 Each TO shall have in force a statement approved by the Authority setting out the form of their Transmission Licence condition reports.
- 3.6.2 NGET shall have in force a statement approved by the Authority setting out the form of their Licence condition reports.
- 3.6.3 Parties shall assist each other in collating information in order to meet the obligations detailed in 3.6.1 and 3.6.2.
- 3.6.4 Where a Party is aware that a report detailed in 3.6.1 or 3.6.2 has implications for another Party, the originating Party shall provide a draft copy of the relevant report for comment before submission to the Authority.
- 3.6.5 Where any notification is provided by a Party, pursuant to 3.6.4, the receiving Party shall ensure appropriate levels of confidentiality are maintained, in accordance with the provisions relating to confidentiality within the STC.

3.7 Provision, Access And Retention Of Data

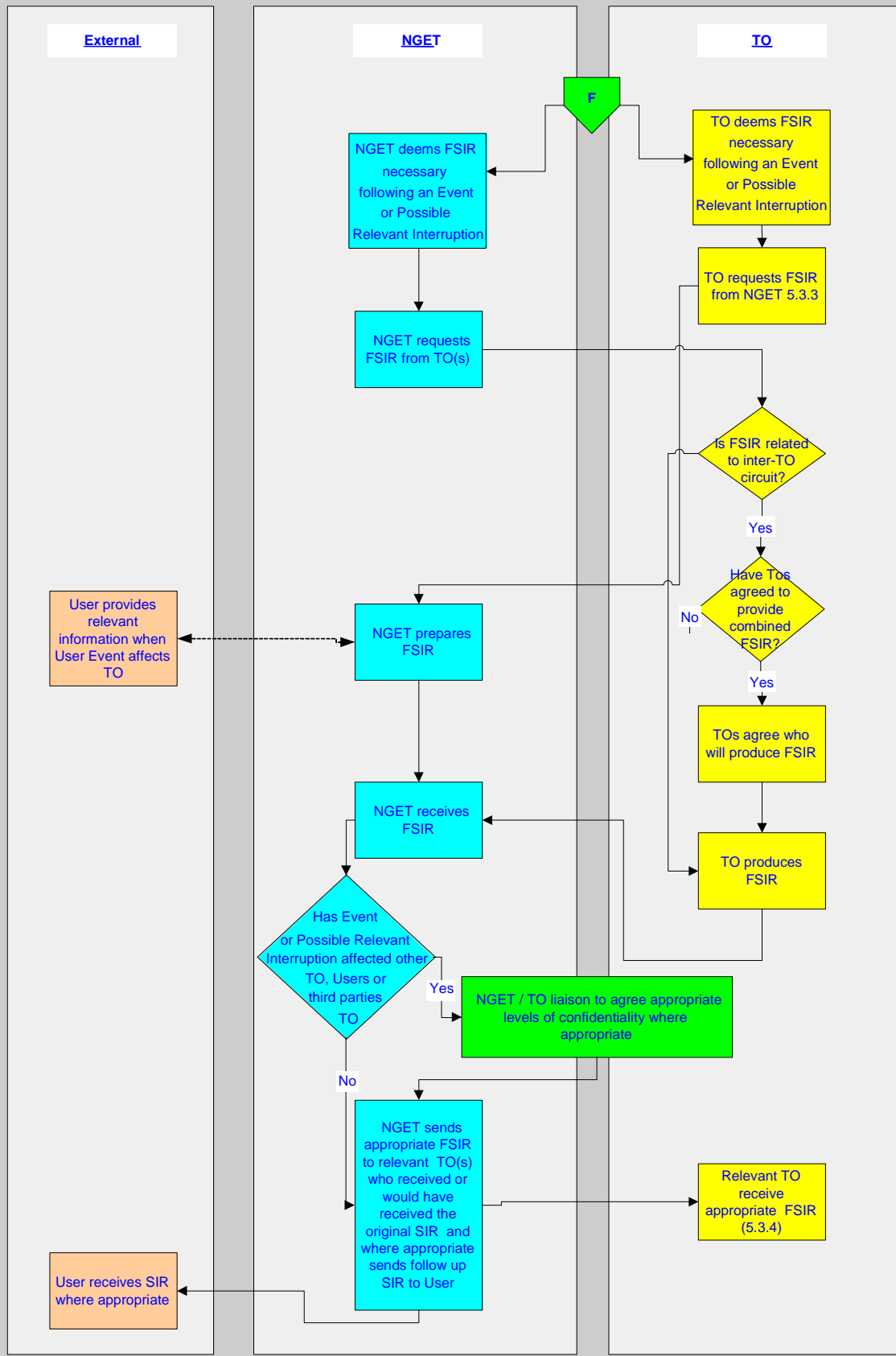
- 3.7.1 NGET and the TO will retain relevant operational data such as control room logs and Transmission Status Certificates for a period of not less than one year from the date of issue, for use in an investigation.
- 3.7.2 NGET and the TO shall have voice recording systems installed, with appropriate procedures in place to ensure confidentiality. All recordings shall be kept for a minimum of one month.

Appendix A: Flow Diagrams

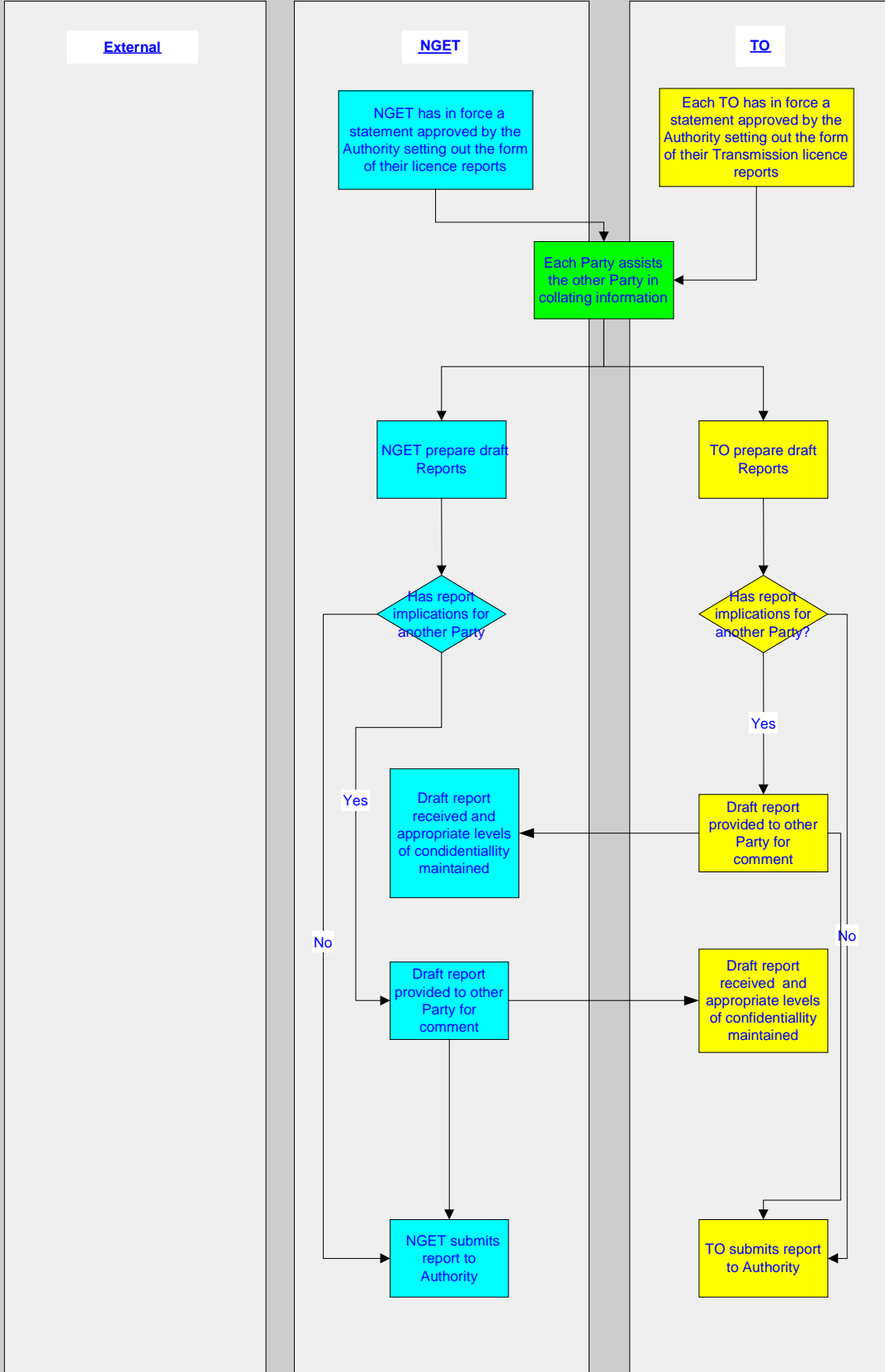
Note that the Process Diagrams shown in this Appendix A are for information only. In the event of any contradiction between the process represented in this Appendix and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.



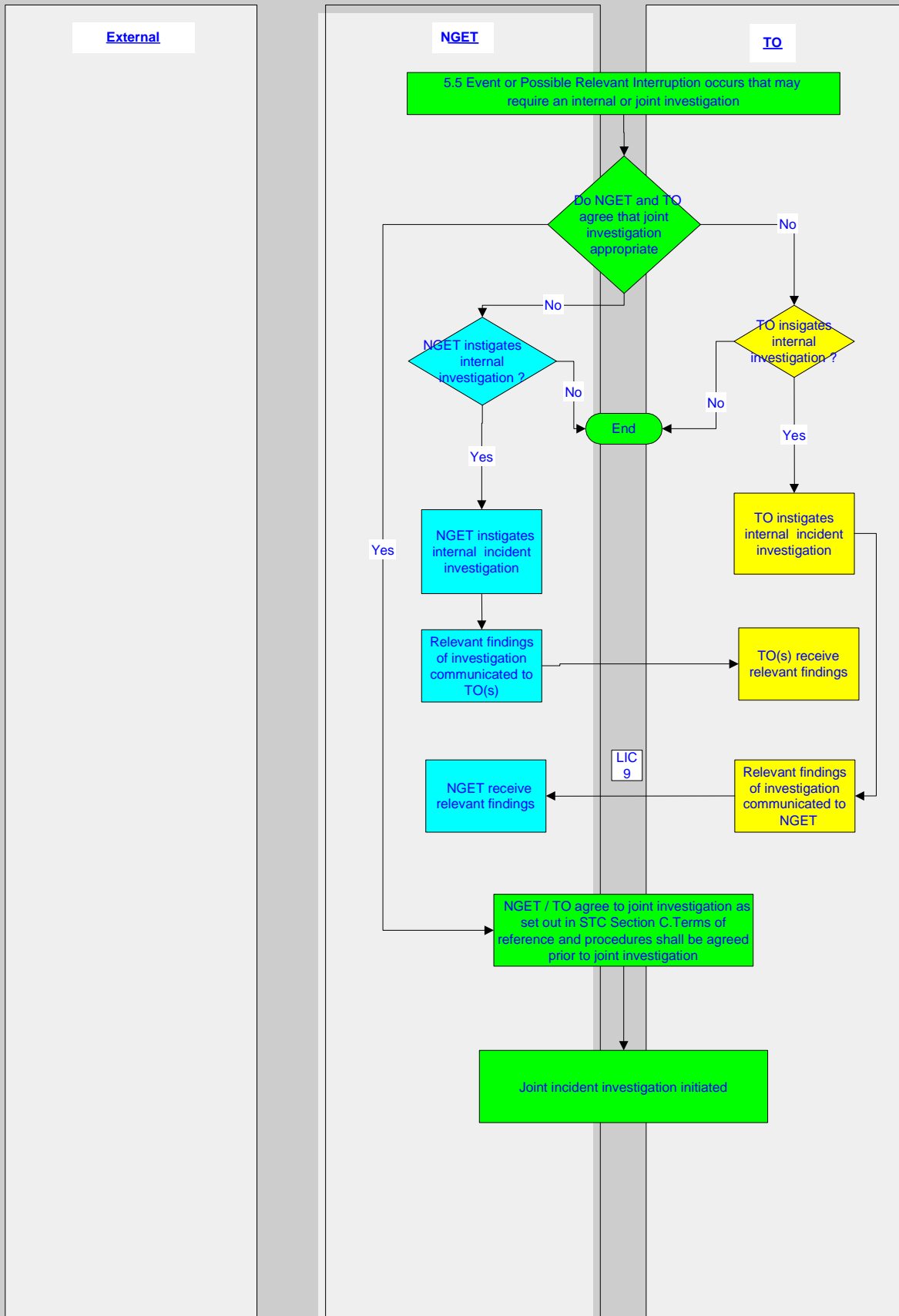
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Appendix B: Standard Forms/Certificates

Significant Incident Report

Format for guidance only

NGET – TO Significant Incident Report

TO _____

Fax No _____

SIGNIFICANT INCIDENT including a Possible Relevant Interruption

Incident No _____

Time of Significant Incident _____

Date of Significant Incident _____

Estimated Interruption Period _____
(where applicable)

Location _____

Party requesting Significant Incident Report _____

Plant / Apparatus directly involved _____
(and not merely affected by the incident)

Description of Significant Incident

Demand (in MW) and/or generation(in MW)

Interrupted and duration of interruption_____

Generation Unit-frequency response_____

(MW correction achieved subsequent to the Significant Incident)

Generating Unit-MVAr performance

Estimated time and date of return to service_____

Appendix C: Template For Follow Up Significant Incident Report

Follow-Up Significant Incident Report FSIR nnn/yy/Company Title.

Date of Occurrence

Introduction

- Very brief description on what happened (cct tripped, coincident with,)
- Circuit topology (words or diagram)

Event Description and Findings

- Previous Events leading up to Event.
- Event time and effect/result.
- Coincident Events?
- What RTS and how. What did not.
- Tests performed (trip test, oil sample taken etc)
- Specific occurrence 1 likely cause.
- Specific occurrence 2 likely cause.
- Specific occurrence and likely cause.
- Other findings

Operational Impact

- losses of supply?
- If yes then when restored and how much?
- OOS times
- Ongoing risk of trip, generation at risk, demand at risk

Actions

- Agreed action. **Name, Department, Target Date**

Prepared by:

Name

Date

Appendix D: Abbreviations & Definitions

Abbreviations

SHETL	Scottish Hydro-Electric Transmission Limited
SO	System Operator
SPT	SP Transmission Limited
SYS	Seven Year Statement
TO	Transmission Owner

Definitions

STC definitions used:

Apparatus
Authority
Code Effective Date
GB Transmission System
Interruption Period
NGET
Party(ies)
Plant
Possible Relevant Interruption
Operational Effect
Services Reduction
Services Reduction Risk
Significant Incident
Transmission Licence
Transmission System
Users
User System

Grid Code definitions used:

Event
Operational Event

Definition used from other STCPs:

Transmission Status Certificate STCP1-1: Operational Switching