

STCP 11-3 Issue 004 TO Outage Change Costing

STC Procedure Document Authorisation

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

STC Procedure Change Control History

Issue 001	29/03/2005	BETTA Go-Live Version
Issue 002	26/05/2005	Issue 002 incorporating PA005
Issue 003	05/10/2005	Issue 003 incorporating PA033 and PA037
Issue 004	17/12/2009	Issue 004 incorporating changes for Offshore Transmission

1. Introduction

1.1. Scope

- 1.1.1. This procedure describes the processes for managing any costs payable by NGET to a TO associated with requests by NGET for a change to a TO Outage, not caused by that TO, and any Knock-on Outages.
- 1.1.2. Only changes to TO Outages resulting from NGET initiated Outage Change requests after Plan Freeze (in Week 49) may be subject to a cost payment by NGET.
- 1.1.3. For the purposes of this document, TOs are:
 - SPT;
 - SHETL; and
 - All Offshore Transmission Licence holders as appointed by OFGEM

In the event that specific conditions or exceptions are made in the document relating to an Onshore TO or Offshore TO these will be prefixed appropriately

1.2. Objectives

- 1.2.1. The objective of this process is to provide for efficient co-ordination and data exchange between NGET and TOs in relation to the management of costs related to NGET requests for a change to a TO Outage after Plan Freeze.
- 1.2.2. To meet this objective, this process specifies the following:
 - the information exchange required between NGET and each TO related to Outage Change requests;
 - the information exchange required between NGET and each TO related to Outage Change Cost Estimate requests;
 - NGET responsibilities to record details of Outage Change Costs and Outage Change Cost Estimates submitted by the TO, and any linkage between Outages and Knock-on Outages; and
 - the responsibility of each TO to prepare and submit Outage Change Cost Estimates and out-turn costs as reasonably requested by NGET.

2. Key Definitions

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

- 2.1.1. **Outage Change Costs** means those actual additional costs, including administrative costs, reasonably incurred by a TO as a result of an Outage Change requested by NGET, including but not limited to:
 - the removal of an Outage from the current Plan Year or that Outage Plan issued in Week 49 for the subsequent Plan Year;
 - achieving a requested change to the stated ERTS of an Outage in the current Plan Year or that Outage Plan issued in Week 49 for the subsequent Plan Year;
 - the additional costs incurred in changing outage start or finish times / dates including delays;
 - the additional costs incurred in returning an item of Plant or Apparatus on planned Outage to service early;
 - the additional costs incurred in moving an Outage to an alternative date within the current Plan Year or that Outage Plan issued in Week 49 for the subsequent Plan Year; and
 - any Knock-on Outage costs.

- 2.1.2 **Knock-on Outage** means an Outage that will need to change as a direct or subsequent result of an Outage Change request and which may or may not itself incur Outage Change Costs.
- 2.1.3 **Outage Change Cost Estimate** means a forecast of the Outage Change Costs provided at an individual Outage Change Costs level, where practicable.
- 2.1.4 **Link Code** means the alphanumeric used with the initiating Outage, made up of the Outage number assigned to the initiating Outage in the NGET Outage Database together with a two letter suffix, used to identify the specific Outage Change under consideration and any linked Outages.
- 2.1.5 **Outage Change Code** means the Unique Change Identifier Code used to associate Knock-on Outages with the initiating Outage.
- 2.1.6 **Unique Change Identifier Code** means the STCP 11-2 Appendix C5 change code used by NGET to record the reason for the Outage Change.

3 Procedure

3.1 Change Requests to TO Outages

- 3.1.1 Changes to a TO Outage may be requested by either the TO or NGET in planning or Control Phase. Outage Change requests may include but are not limited to:
- a change to a TO Outage start and / or finish date and / or time;
 - removal of a TO Outage from within the current Plan Year or that plan issued in Week 49 for the subsequent Plan Year;
 - an increase/decrease to the ERTS time associated with a TO Outage; or
 - an addition of a new TO Outage.
- 3.1.2 Outage Change requests will be implicit if the TO has incurred a cost due to a change to the planned outage start or restoration times when this change was not attributable to the TO. The processes by which additional costs related to NGET requests for Outage Change requests are to be managed are described below.

3.2 Outage Changes

- 3.2.1 NGET may request an Outage Change from a TO for reasons such as, but not limited to:
- a change in weather forecast that could affect the integrity of the National Electricity Transmission System (NETS) ;
 - a change in network configuration necessary to maintain NETS SQSS ;or
 - information from another party resulting in a change to an Outage that affects a TO
- 3.2.2 If NGET believes an Outage Change may be required, NGET shall contact the relevant TO to discuss the potential Outage Change and, where appropriate, any Outage Change options. If, following discussions with the TO, NGET decides that an Outage Change is required, NGET shall submit a request for an Outage Change Cost Estimate using the pro-forma in Appendix B. If NGET accept the Outage Change Cost Estimate, NGET shall ask for Outage Change requests from the TO.
- 3.2.3 The TO will provide Outage Change requests for the initiating Outage and any Knock-on Outages identified by either NGET or the TO for the chosen option in accordance with STCP 11-1 Outage Planning.

- 3.2.4 Each Outage Change request shall identify NGET as the Outage initiator in accordance with the codes provided in Appendix C of STCP 11-2 Outage Data Exchange, Appendices E1 and E2 illustrate how codes and links are used with initiating and Knock-on Outage changes.
- 3.2.5 The TO shall submit the Outage Change Cost Estimate to NGET made up of a forecast of Outage Change Costs in the form of the pro-forma in Appendix C and shall include:
- the forecast costs associated with the Outage Change request; and
 - associated administrative costs; and
 - where the TO considers it practicable, separate costs and Outage Change details for any Knock-on Outage changes identified by the TO or NGET; or
 - where the TO considers it not practicable, the Outage Change Cost Estimate for all the Knock-on Outage changes shall be included in the costs of the initiating Outage, and the Knock-on Outages shall be recorded as linked but as zero cost Outages.
- 3.2.6 The Outage Change Cost Estimate, as determined by the TO, shall be on the basis of:
- a fixed cost; or
 - a variable out-turn cost; or
 - a combination of these cost types; or
 - the TO confirming that the Outage can be changed at zero cost.
- 3.2.7 On receipt of a request for an Outage Change Cost Estimate (Appendix B) from NGET, the TO shall use reasonable endeavours to submit an Outage Change Cost Estimate, Appendix C:
- in the 4-49 week ahead period: within 7 Business Days of receipt; and
 - less than 4 weeks ahead (including the Control Phase): as soon as reasonably practicable.
- However, all Parties agree that the timing of the submission of an Outage Change Cost Estimate to NGET by the TO will depend on the complexity and timescales of the request.
- 3.2.8 As soon as reasonably practicable NGET will assess the potential implications of the requested change. This may include NGET, if appropriate:
- liaising with affected parties; or
 - notifying the TO of further Knock-on Outages within the TO's Transmission System.
- 3.2.9 NGET shall submit any queries relating to an Outage Change Cost Estimate to the relevant TO as soon as reasonably practicable, which shall normally be within 2 Business Days of receipt of that Outage Change Cost Estimate.
- 3.2.10 The TO shall respond as soon as reasonably practicable to any such queries received from NGET regarding an Outage Change Cost Estimate.
- 3.2.11 When providing fixed costs to NGET within an Outage Change Cost Estimate, a TO shall specify the period for acceptance of these fixed costs which, where practicable, shall be not less than 7 Business Days from submission of the Outage Change Cost Estimate to NGET by the TO.
- 3.2.12 Where further TO Knock-on Outages have been identified by NGET or the TO, NGET shall request that the TO revise its original Outage Change Cost Estimate to include the additional Knock-on Outages. If necessary a number of iterations of Sections 3.2.2 to 3.2.11 may be required before a complete assessment of the original Outage Change request can be completed.

3.2.13 NGET shall use reasonable endeavours to complete each iteration of the assessment of the Outage Change Cost Estimate.

- in the 4-49 week ahead period: within 5 Business Days of receipt; and
- less than 4 weeks ahead (including the Control Phase): as soon as reasonably practicable.

However, all Parties agree that the completion of the Outage Change request assessment process by NGET shall depend on the complexity and timescales of the request.

3.2.14 On completion of its assessment of the full implications of the original Outage Change request, NGET shall either approve or reject the Outage Change request (including any associated Knock-on Outage changes of which NGET has been notified). This decision shall be confirmed to the TO in writing by completing the pro-forma in Appendix C as soon as reasonably practicable. Less than four weeks ahead, if additional costs are incurred between the TO's submission of the costs for the Outage Change and NGET's approval of the Outage Change then these costs shall be added to the original Outage Change Cost.

3.2.15 NGET will record Outage Change Cost data. The TO providing an Outage Change Cost Estimate will have access to that data.

3.2.16 For the avoidance of doubt, all TO Outage Changes associated with the original NGET Outage Change request agreed between NGET and the TO will be subject to a cost payment by NGET in accordance with Section 4 of this procedure and STCP 13-1 Invoicing and Payment. These costs shall be fixed, variable out-turn, or a combinations of these cost types (as determined by the TO), or the TO shall confirm there are zero costs. Administrative costs associated with all rejected NGET Outage Change requests shall also be subject to a cost payment by NGET.

3.2.17 NGET shall pay to the TO the Outage Change Costs and any additional costs as set out in the Outage Change Estimate out-turn.

3.3 Outage Changes submitted in Control Phase

3.3.1 This section applies to Outage Changes submitted in the Control Phase or where the procedure in Section 3.2 is not completed by the start of the Control Phase.

3.3.2 In the event that NGET requires or causes a change to a TO Outage in the Control Phase the procedure in Section 3.2 shall be followed as far as possible. However, it is recognised that in the Control Phase, a TO may be unable to provide an Outage Change Costs Estimate to NGET; or the procedures detailed in Section 3.2 may not have been completed before the change has to be implemented for operational reasons. In such circumstances, following discussions with the TO Control Engineer, the NGET Control Engineer shall approve the Outage Change in the Control Phase by submitting a request for an Outage Change Cost Estimate using the pro-forma in Appendix B and the affected TO shall be reimbursed, in accordance with Section 4, for reasonably incurred additional costs associated with an Outage Change (including, without limitation, any Knock-on Outages) and any additional costs notified to NGET.

3.3.3 In the event that NGET causes a delay to the start or finish time of a TO outage, which is deemed by the TO to have incurred a material cost, the TO shall request NGET control to submit a request for an Outage Change Cost Estimate using the Pro-forma in Appendix B.

3.3.4 All Parties shall notify their respective day staff of any Outage Changes made in the Control Phase as soon as reasonably practicable. The Outage Change procedures of Sections 3.2 and 4.0 will then be progressed in retrospect by NGET and TO day staff, including completion of the pro-forma in Appendices B and C.

4 Payment for Outage Changes

- 4.1.1 Outage Change Costs and any additional costs shall be cost-reflective and should be agreed by NGET and the TO and provided in the form of the pro-forma in Appendix C. These costs shall be fixed, variable out-turn, or a combinations of these cost types (as determined by the TO), or the TO shall confirm there are zero costs. At the time of submission of the Outage Change Cost Estimate NGET and the TO shall agree a date by which the TO shall submit an invoice.
- 4.1.2 In accordance with STCP 13-1 Invoicing and Payment and Other Charges in Schedule 10 of the STC:
- NGET shall provide a purchase order number to the TO when approving or cancelling the Outage Change request;
 - the TO shall issue an invoice to NGET quoting the appropriate NGET purchase order number; and
 - the TO invoice will also quote the Unique Change Identifier Code used in the Outage Cost Pro-forma (Appendix C).
- 4.1.3 The TO will despatch the invoice to recover the cost of an Outage Change by the date agreed and specified in accordance with the pro-forma in Appendix C. All invoice dates will be no later than the 30 April immediately following the Financial Year for which the Outage Change relates, and would normally be no later than 2 months after the latest date involved in the Outage Change.
- 4.1.4 If NGET change an outage during the Control Phase without the completion of the planned work, any additional costs incurred by the TO for rescheduling the Outage shall be added to the cost of the Outage Change.

5 Outage Change Cost Monitoring

5.1 TO

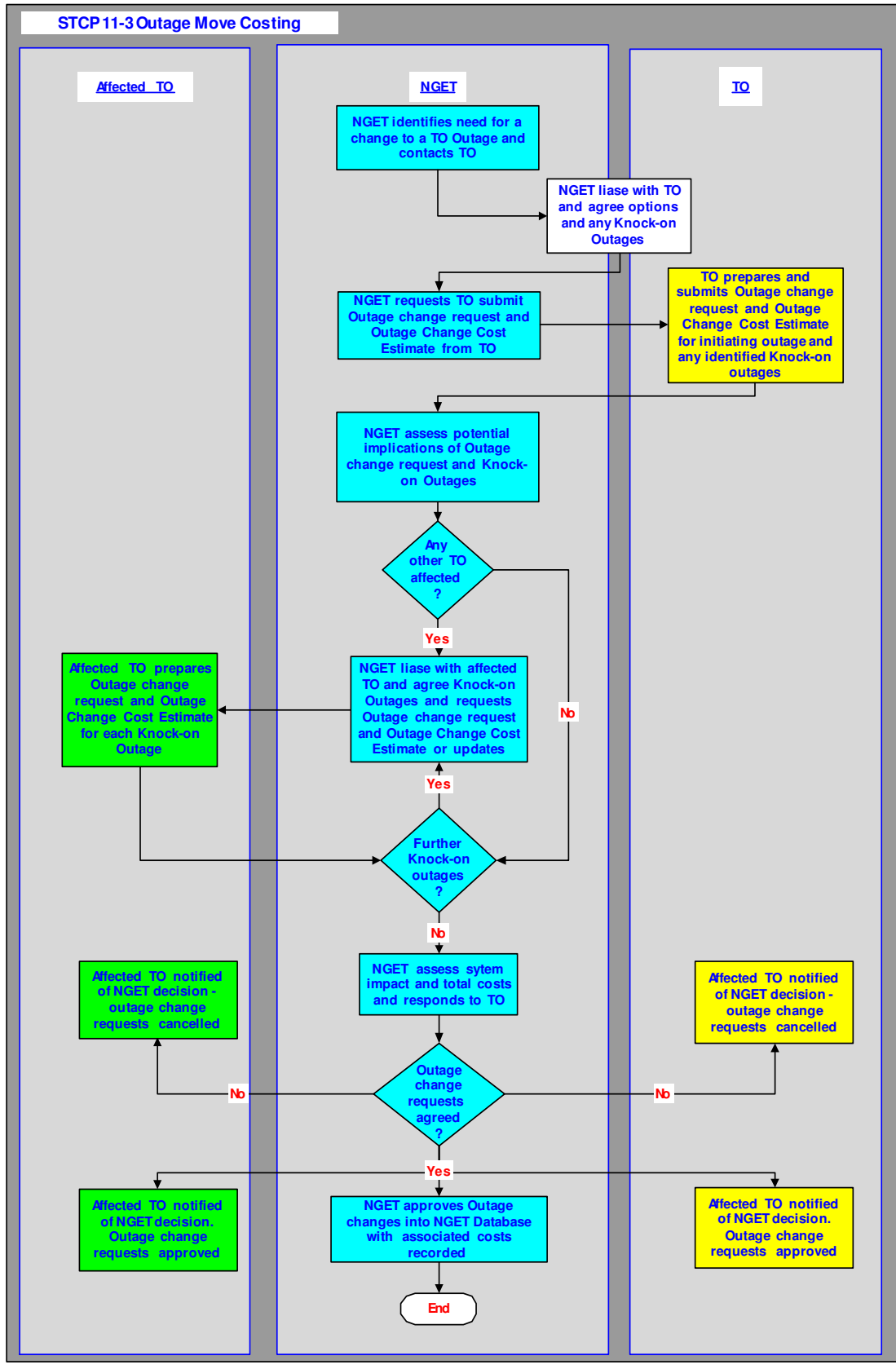
- 5.1.1 Each TO shall monitor all variable Outage Change Cost Estimates submitted by that TO to NGET for which out-turn has not yet been achieved.
- 5.1.2 Each month the TO shall inform NGET in writing of any significant changes or potential significant changes to the Outage Change Cost Estimates. A significant change is a change that differs to the last value given to NGET by the greater of either 10% of the previous value or a change in excess of £10,000.

5.2 NGET

- 5.2.1 NGET shall maintain a record of all Outage Change requests made, Outage Change Cost Estimates received and actual Outage Change Costs.
- 5.2.2 NGET shall maintain a record of any initiating Outage and its links to all Knock-on Outages (for both the initiating TO and any affected TO).

Appendix A Flow Diagram

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 A and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.



Appendix B: Request for Outage Change Cost Estimate.

(A single Pro-forma is to be completed by NGET for a change to an outage in planning or control phase)

Date

Issue No.

Page 1 of 1

Activity	Input	Notes
Outage information - completed by NGET		
Name of Requester		Name of NGET engineer requesting the change
Outage Number		As assigned in NGET database
Circuit description		Circuit name/description
Date of Outage Change Cost Estimate Request		Date Outage Change request made by NGET
Reason for proposed change/cancellation		
Indicative new date and time / ERTS		NGET shall give indication of a new proposed start and end date and time or new ERTS time
Control Phase Only Outage Change Approval	Control Phase Only	Name of NGET engineer approving the change in the control phase
Any additional information		Any additional information that NGET feel will be useful to enable the TO to cost the outage
Receipt information - completed by TO		
Date received by TO		Date Outage Change request received by TO
Name of TO engineer		
TO reference number		

Appendix C: Outage Change Costs Pro-forma

Outage Change Cost Estimate (complete this section on page 1 only)

Date Issue No. Page of

From Name & Company		Name & Company of person submitting estimate
Unique Change Identifier Code		Unique Outage number + suffix (See App.C8/C9)
Outage Change Cost Estimate	£	Total cost of initiating Outage + all Knock-on (£)
Outage Move Invoice date		Normally no later than 2 months after latest date involved in Outage Change

Outage Change Costs for

.....cct

Activity	Input	Notes
Outage information - completed jointly by TO / NGET		
Brief description of Outage Change request		Changed item
Date of change request		Date Outage Change request made by NGET
Outage Number		As assigned in NGET database
Outage Type	Initiating / Knock -on *	Is this the Initiating or a Knock-on Outage
Unique Change Identifier Code or Link Code		Unique Outage number + suffix (See App.C8/C9)
Outage Change Code		NGET code from App C5 of STCP 11-2. Use OK for Knock-on Outages.
Cost information - completed by TO		
Cost Type	Variable / Fixed / Zero *	TO determines costs as Variable, Fixed or Zero
Duration applicable for Fixed Costs	Business Days	Duration for which any fixed costs estimate will apply
Outage Change Costs	£	TO additional cost of changing this Outage
Admin Costs	£	TO admin costs associated with this request
Total Outage Change Costs	£	Total TO additional cost of changing this Outage
Decision information - completed by NGET		
Date received by NGET and by whom	NGET	Date cost information received by NGET and recipient name
Decision	Approve / Cancel *	NGET approve or cancel the Outage request
NGET Order Number		Order number for approved Outage Change
Confirmed to TO Date and name (NGET)	NGET	Date decision confirmed to the TO and by whom

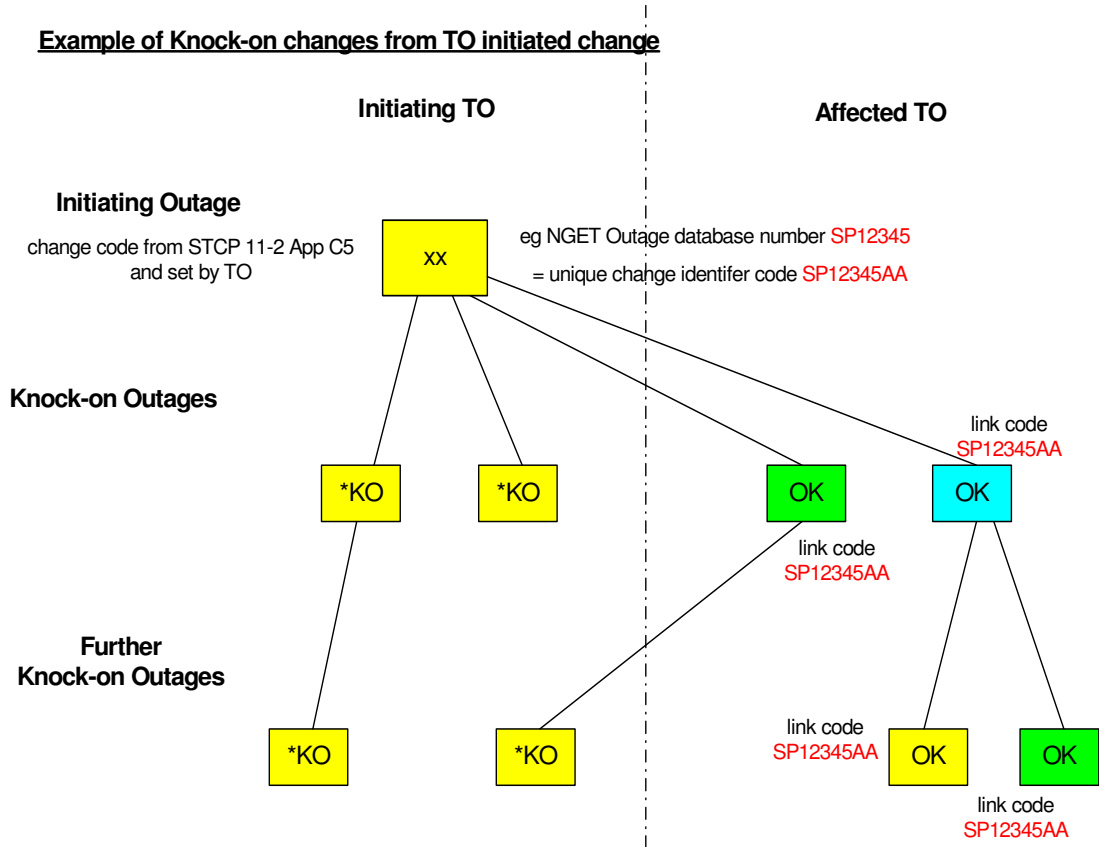
* delete as applicable

Appendix D: Guidance to completing pro-forma

- D.1 The pro-forma is in two parts, the Outage Change Cost Estimate and the Outage Change Costs. The Outage Change Cost Estimate need only be completed once for the total costs involved for the initiating Outage plus identified Knock-on Outages. An Outage Change Costs section shall, where practicable, be completed for the initiating Outage and for each Knock-on Outage.
- D.2 The Outage Change Cost Estimate can only be completed when the individual Outage Change Costs for the initiating Outage and any identified Knock-on Outages have been completed. The initial Outage Change Cost Estimate shall be Issue number 1.
- D.3 Where only a single Outage Change request is involved (i.e. no Knock-on Outages) the single pro-forma sheet can be used to record all the details of the initiating Outage Change request.
- D.4 Where more than one Outage Change is involved a number of the pro-forma sheets may be required. The first page should be used to record the Outage Change Cost Estimate for all the Outages involved and the Outage Change Costs for the initiating Outage. Where practicable a further sheet should be used for recording Outage Change Cost for each Knock-on Outage and on these the Outage Change Cost Estimate section may be left blank except for the Unique Change Identifier Code.
- D.5 Where it is not practicable to provide separate Outage Change Costs for the initiating and Knock-on Outages a total Outage Change Cost Estimate will be shown on the first page of the submission. However, an Outage Change Costs section shall still be completed for each Outage Change and the Cost Information sub-section shall indicate the cost type as zero except for the initiating Outage which will indicate the total Outage costs of initiating plus any Knock-on Outages.
- D.6 When making an Outage Change request NGET shall indicate the reason for change using the Outage code applicable to the initiating Outage. All Knock-on Outages from an NGET initiated change shall have an Outage Change Code of 'OK' in accordance with STCP 11-2 Appendix C5.(See example in Appendix D2.)
- D.7 Where a change request affects another TO (irrespective of if it is an NGET or TO initiated change) NGET will liaise with the affected TO and agree the Outage Change Codes as 'KO'. In this case all affected TO changes will be considered as Knock-on Outages. (See example in Appendix D1).
- D.8 The Unique Change Identifier Code applied to the initiating Outage will be made up of the Outage number as used in the NGET Outage Database plus a two letter suffix. The two letter suffix shall be assigned by the TO at the time of the request, starting with AA for each new Outage request. This Unique Change Identifier Code will be applied to the initiating Outage and as the Link Code to all Knock-on Outages.
- D.9 If the same Outage is subsequently involved in a further change the two letter suffix will be incremented (e.g. to AB then AC etc.) and this will form the Link Code to any Knock-on Outages.
- D.10 Where further Knock-on Outages are identified following an Outage Change Estimate submission then NGET shall request that the TO revise the Outage Change Cost Estimate. The Issue number of the revised estimate shall also be incremented.

Appendix E1

Example of Knock-on changes from TO initiated change



Key

Cost type examples shown in colour



Zero cost - applied to all initiating TO changes



Zero cost)



Fixed cost) nominated by affected TO



Variable cost)

Change code category

use *KO code where * is suffix allocated to initiating TO in STCP 11-2 Appendix C5

Change code category

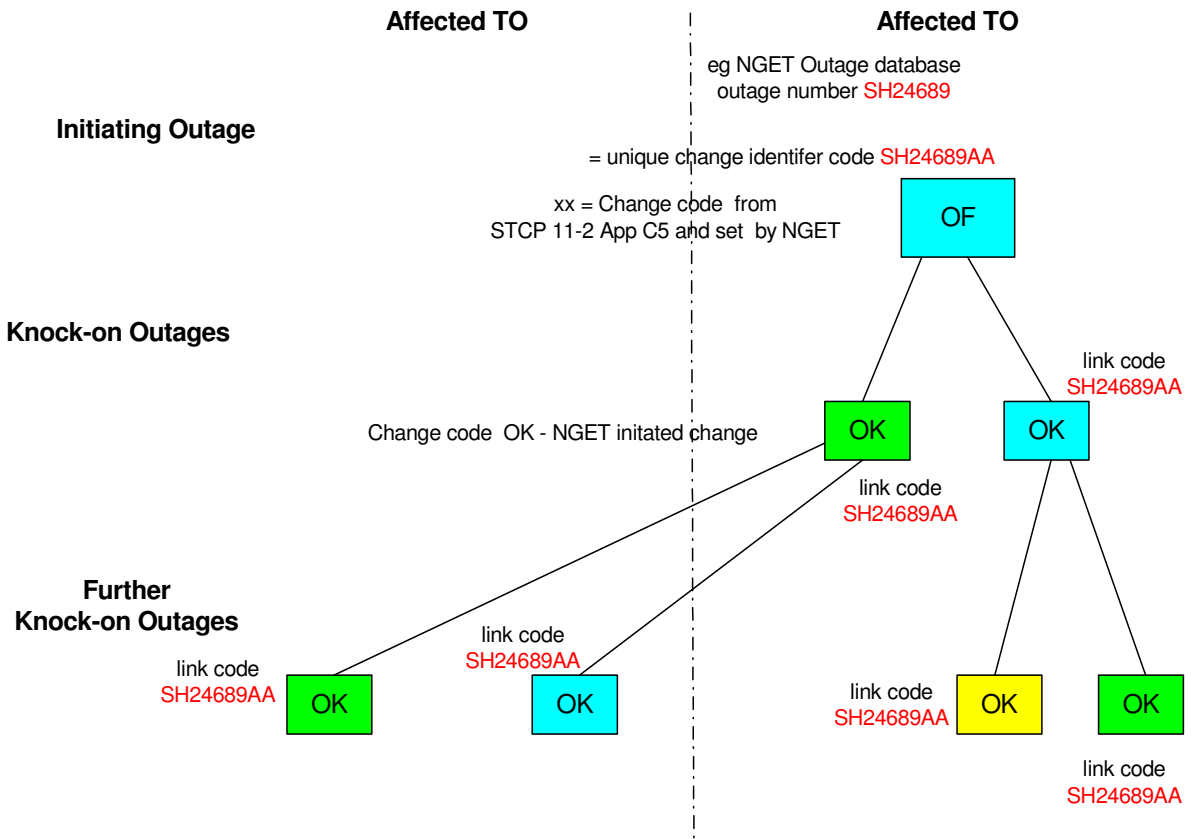
use OK code where change will be consequential change due NGET request

Unique change identifier code eg SP12345AA

a field where a code made up of the NGET database outage number for the initiating outage and the suffix that is unique for each change of the initiating outage is stored

Appendix E2

Example of Knock-on changes from NGET initiated change



Key

Cost type examples shown in colour - to be set by affected TO

- Zero cost
- Fixed cost
- Variable cost

Change code category

shown in cost type box - TO use code 'OK' where change is result of NGET initiated change

Unique change identifier code eg SH24689AA

a field where a code made up of the NGET database outage number for the initiating outage and the suffix that is unique for each change made to the initiating outage

Link code

a field where the the unique identifier code for the initiating change outage is stored for Knock-on Outages

Appendix F: Abbreviations and Definitions

Abbreviations

SHETL	Scottish Hydro-Electric Transmission Ltd
SPT	SP Transmission Ltd
TO	Transmission Owner

Definitions

STC Definitions

Apparatus
Business Day
Dispute
National Electricity Transmission System (NETS)
NGET
Outage
Outage Change
Outage Plan
Party
Plant
Transmission Owner
Transmission System
User

Grid Code Definitions

Control Engineer
Control Phase

Definition used from other STCPs:

NGET Outage Database	STCP 11-1
Opportunity Outages	STCP 11-1
Outage Request	STCP 11-2
Plan Freeze	STCP 11-1
Plan Year	STCP 11-1