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HVSCC options

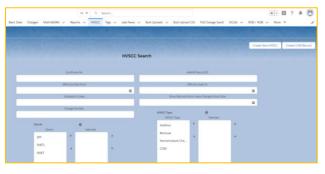
There are 3 types of HVSCC (essentially a change request):

- Commissioning (also called addition)
- Decommissioning
- Nomenclature change

HVSCC form

To create an HVSCC:

1. Click on HVSCC - at top right, click Create New HVSCC:



- 2. Select the appropriate HVSCC options. All mandatory fields have an (*) asterisk.
- Ensure you select Addition/Nomenclature Change and/or Removal, if you select Addition, you will also need to complete Commissioning Date; click Save. A red validation message highlights any missing fields.
- 4. Scroll down/click **Related** tab in each relevant section click **Add Assets**; search for asset, select, **Add Assets**
- 5. For Nomenclature Change, click 💌 to the right of the added asset and select **Edit Nomenclature Details**
- 6. Enter New Asset Name/Description, click Save
- 7. Click New at HVSCC Document Monitoring Requirement, complete form and Save.
- 8. Click Submit HVSCC button send to SO for approval
- 9. SO uses HVSCC search page to find and open HVSCC
- 10. **SO** approves via changing **Status** to **Planned**. Once Effective/Commissioning Dates are reached, the

 HVSCC goes to $\mathbf{Active}\ \mathbf{Status}$ and $\mathsf{Assets}\ \mathsf{will}\ \mathsf{go}\ \mathsf{to}\ \mathbf{HVSCC}\ \mathbf{Status}$

- 11. For commissioning: change **Status** to **Part Complete**, (optional; can go straight to Complete) then **Complete** once the HVSCC has been confirmed as complete. Nomenclature Change assets will show their new/old details; Associated Assets at this point go to HVSCC status and may stay there for weeks
- 12. If adding/removing assets, click Decommission/ Commission Assets button at each asset section – the buttons disappear, and on pressing F5 to refresh the screen, the Statuses of your assets are updated to Existing (added) and Decommissioned (removed):

Asset Name 🗸 🗸	Asset Data Type	 Substation No. 	V Substation No	✓ Asset Type Des ✓	Status	~
A-00000010	OHL	HARKER 400kV	MOFFAT 400 kV	Overhead Line	Existing	¥
			View All			
S Assets To Re	emove (1)					
Asset Name 🛛 🗸	Asset Data Type	 Substation No. 	🗸 Substation No	✓ Asset Type Des ✓	Status	~
114241-smoketest	AUX/ET	Testloc		Auxiliary and Earthi	Decommissioned	•
			View All			
Assets for N	omenclature Ch	ange (1)				
Assets for N						
Asset Name v	Old Asset Name	✓ Old Asset Desc	🗸 New Asset Na	✓ New Asset Des ✓	Status	~

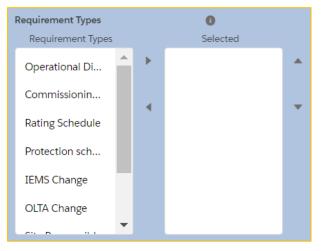
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Note: HVSCC must be in Planned status to effect change to Assets (Addition/Removal/Nomenclature Change).

13. The **Status** of the HVSCC can be moved to **Archived** etc. to free up space in the system if necessary, otherwise it will be left in Complete Status.

HVSCC Search

1. When searching for HVSCCs, **Requirement Types** can be used as search queries, as pictured:



2. Complete search criteria and click **Search HVSCC**; the HVSCC Search results page shows a list of HVSCCs and their associated Requirement Types:

											3)))	Create New HVS		Create COM Re
				HVSC	C Search									
sk														
8 recc	ords found													
w 10	✓ entries													
é	Record Id/ HVSCC Date/ Status	 Temp/Perm/ HVSCC Type 	Certificate	Record Type Description	0 OP-D	C-P	RAT	PROT	OLTA	SRS	OTH	IEMS	EAC	
	otatas			Description										
	HV-0000000				N	N	N	N	N	N	N	N N	v	
			65456454	HVSCC- Addition,Removal,Nomenclature Change	N N	N N N N	2	(Required) (Received)						
	HV-0000000 28/02/2020		65456454		N N N		N	(Required)						