

Instruction of Simultaneous Tap Change by National Grid ENCC via Fax

Please note the Operational Broadcast System (OBS), previously used for simultaneous tapping, is not currently in use. This process replaces the OBS method.

Notification of simultaneous tap change will be sent via fax manual fax from National Grid ENCC to power station control rooms detailing the nature (i.e. direction), the number of taps required and the designated time the tap(s) should take place.

The fax will be sent well in advance and in all cases at least 30minutes prior to the designated time of the tap(s) and should be acknowledged by fax return back to National Grid by the power stations.

This acknowledgement indicates that control rooms have received the instruction and intend to comply with its contents at the designated time. Where a fax has been sent but no acknowledgement received by National Grid then a phone call will be made to the control room requesting an acknowledgement.

Instructions apply to all notified synchronised generators at the recipient power station with MVAR capability. ENCC may not necessarily send an instruction to all Power Stations but may instruct on a geographic basis, or even an individual basis.

Embedded generators will not receive simultaneous tap instructions.

Format of Fax for Simultaneous Tap Change Instruction

Incident = XXXX where XXXX will be a unique number

Voltage Change : either **UP** or **DOWN** this is provided to ensure each power station taps in the appropriate direction and gives the intended change in volts at the high voltage terminals. It is not necessarily the direction of tapping which will depend on each power station's electrical configuration.

No of taps: this will be a positive number and gives the number of individual tap instructions to be sent to a given generating set.

Tap Change Time and Date info : the time will be in the format **HH:MM** where HH is the hours in 24 hour clock convention and MM the minutes. Simultaneous tap changes will be carried out at the start of the notified minute according to the Rugby clock in each control room. Date info will be in the format Monday 14 10 2010.

The fax should then be signed and returned to National Grid. In the event no acknowledgement fax is received National Grid will contact the power station control room via telephone requesting one.

There will be no further communications following acknowledgement of the instruction and power stations should tap all instructed generating units at the intended time.