### **STCP Amendment Proposal Form**

#### **PA026**

#### 1. Title of Amendment Proposal

STCP 03-1 - Incorporation of Outstanding Change Requests

#### 2. Description of the Proposed Amendment (mandatory field)

Incorporation of the following Change Requests that were outstanding at BETTA Go-Live:

C241.

This Change Request is attached at Attachment 1 to this STCP Amendment Proposal Form.

Minor changes to the Headers and Footers within the document are also proposed. These changes serve to ensure that the name of the STCP and its Issue Number and date are clearly visible on all pages.

The following text has also been inserted before each of the Flow Diagrams within the STCPs clarifying that the text of the STCP has precedence in the event there is any disparity between the text and the flow diagrams:

"Note that the Process Diagrams shown in this Appendix [B] 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."

This statement was included in some but not all STCPs during drafting and its inclusion here allows a consistent approach to be taken across all STCPs.

All of the above changes are reflected within the change-marked STCP attached as Attachment 2 to this STCP Amendment Proposal Form.

## 3. <u>Description of Issue or Defect that Proposed Amendment seeks to Address</u> (mandatory field)

Prior to Go-Live a number of changes to "signed off" STCPs were identified by the User Groups. The incorporation of these Change Requests before Go-Live was not however deemed by the same User Groups as critical for Go-Live and it was agreed between the Parties that such Change Requests should be considered and where appropriate incorporated within the STCP following Go-Live. This STCP Amendment Proposal therefore summarises the outstanding Change Requests for this STCP and outlines draft legal text that would give effect to those outstanding Change Requests.

#### 4. Impact on the STC (information should be given where possible)

Effects on STCP 03-1 Post Event Analysis and Reporting Issue 001 are as detailed in the Change Marked version attached at Attachment 2 to this STCP Amendment Proposal.

**5.** <u>Impact on other frameworks e.g. CUSC, BSC</u> (information should be given where possible)

NONE

6. Impact on Core Industry Documentation (information should be given where possible)

**NONE** 

## 7. <u>Impact on Computer Systems and Processes used by STC Parties</u> (information should be given where possible)

NONE

8. <u>Details of any Related Modifications to Other Industry Codes</u> (where known)

NONE

## 9. <u>Justification for Proposed Amendment with Reference to Applicable STC Objectives</u> (mandatory field)

Although these changes were not deemed as critical for Go-Live it is the view of the proposer that should these Change Requests now be incorporated within STCP 03-1 this would better facilitate the following Applicable STC Objectives:

- the development, maintenance and operation of an efficient, economical and coordinated system of electricity transmission
- protection of the security and quality of supply and safe operation of the GB
   Transmission System insofar as it relates to the interactions between transmission licensees
- promotion of good industry practice and efficiency in the implementation and administration of the arrangements described in the STC.

<b>Details of Proposer</b> Organisation's Name	National Grid Company plc
Capacity in which the Amendment is being proposed	CTC Down
(i.e. STC Party or other Party as designated by the Authority pursuant to STC section B7.2.2.1 (b))	STC Party
Details of Proposer's Representative	
Name	Mark Duffield
Organisation	National Grid Company plc
Telephone Number	01926 654971
Email Address	mark.duffield@ngtuk.com
Details of Representative's Alternate	
Name	Ben Graff
Organisation	National Grid Company plc
Telephone Number	01926 656368
Email Address	Ben.Graff@ngtuk.com
A44 - alama and a /V - a /N - a /V - a	

#### Attachments (Yes/No): Yes

If yes, title and number of pages of each attachment:

Attachment 1: Original Change Requests

Attachment 2: Revised legal text for STCP 03-1: Post Event Analysis and Reporting

#### Notes:

- 1. Those wishing to propose an Amendment to the STC should do so by filling in this "Amendment Proposal Form" that is based on the provisions contained in Section 7.2 of the STC.
- 2. The Committee Secretary will check that the form has been completed, in accordance with the requirements of the STC, prior to submitting it to the Committee. If the Committee Secretary accepts the Amendment Proposal form as complete, then she/he will write back to the Proposer informing them of the reference number for the Amendment Proposal and the date on which the Committee will consider the Proposal. If, in the opinion of the Committee Secretary, the form fails to provide the information required in the STC, then he/she may reject the Proposal. The Committee Secretary will inform the Proposer of the rejection and report the matter to the Committee at their

next meeting. The Committee can reverse the Committee Secretary's decision and if this happens the Committee Secretary will inform the Proposer.

The completed form should be returned to:

Lilian Macleod STC Committee Secretary Commercial Frameworks National Grid Company plc NGT House Warwick Technology Park Gallows Hill Warwick, CV34 6DA

Or via e-mail to: STCTeam@uk.ngrid.com

### **Attachment 1: Incorporated Outstanding Change Requests**

ID	Raised On	Originating	Description	Affected	Business	CDA	Status	DG1	Last	Comments
		Body		Category 2	Owner	Owner			Updated	
				Documents						
C241	03/06/2005		Changes required to reflect the agreed comments as described in the CDA Consistency Form dated 24th March 2005 relating to STCP3-1 Post Event Analysis and Reporting. For a breakdown of the comments see the consistency form.	STCP 03-1	Mike Lee	Nadim Al- Hariri	Accepted	X		3 June 05: CR raised 3 June 05: CRUG accepted the CR

BETTA CDA Date: 3<sup>rd</sup> June 2005

#### **Change Request**

(Yellow Shaded Boxes For CDA Use Only)

CDA CR ID	C241		Status <sup>1</sup>		Accepted	d
Company CR ID			Associa	ted CR's		
Description of Char	nge	•		•		
Changes required to 24th March 2005 rela comments see the co Reasons for Change	nting to STCP3-1 Fonsistency form.					
To implement the agr		ne CDA Cor	nsistency	form		
Affected Category 2	2 Document(s) <sup>2</sup>		D	G's Inform	ed	
STCP3-1 Post Event Issue 1	Analysis and Rep	orting,	С	RUG		
Originating Body <sup>3</sup>			Н	LIA ID		
Raised On	3 <sup>rd</sup> June 2005			LIA ID		
<b>Business Owner</b>	Mike Lee			ime Impact		
CDA Owner	Nadim Al-Hariri		E	ffort Impac	:t <sup>5</sup>	
<group> Agreed Ac</group>	ction – < <i>Date</i> >					
Change Request So	ource Document					
STCP3-1 Consistency Form.doc						
Document Version	Included In					
To Be Included In		☐ Testing		▼ STCP [	Orafting	Post "Go-Live"

<sup>&</sup>lt;sup>1</sup> One of Raised, HLIA Submitted, DLIA, DLIA Submitted, Accepted, Rejected or Pending.

<sup>&</sup>lt;sup>2</sup> Identifies the directly affected Category 2 documents. A full list of affected Category 1 & 2 documents will be identified by the HLIA.

<sup>&</sup>lt;sup>3</sup> One of DG1, DG2, DG3, DG4, Ofgem/DTI or Companies.

<sup>&</sup>lt;sup>4</sup> One of Red (impact on critical path), Amber (impact on plan but not critical path) or Green (no impact on plan)

<sup>&</sup>lt;sup>5</sup> One of High (>5 Working Days), Amber (>1 and <5 Working Days) or Green (<1 Working Day)

BETTA CDA Date: 24<sup>th</sup> March 2005

#### **Category 2 Document Consistency Form**

Consistency Form	Status	Issued	Consistency F	orm Version	I1.0
Document Name	STCP3 Reporti	-1 Post Event Analysising	and	Version	Version 1 14/03/2005
				Review Ref	1
Reviewer	Tony M	lason		Date	24/03/05
Checked by	Nadim	Al-Hariri		Date	24/03/05

#### Category 2 Documents - Detailed Level Processes and STCPs

C: Indicates documents have been checked for consistency and no action required.

A: Indicates documents have been checked for consistency and action may be required.

N: Indicates documents are related but are unavailable to be checked for consistency.

D G	ld	Issue	STCP/ DL	Name	Action
1	3-1	Issue 1	-	Internal Consistency	Α
0	-	Designated	-	SO-TO Code	С
1	2-1	29/7/04	STCP	Alarm and Event Management	С
1	1-1	15/11/04	STCP	Operational Switching	С
0	-	09/03/04	-	STC Procedure Drafting Guidelines	С

#### Key:

Cat (Category of comment)Type (Type of comment)Sevty (Impact Severity)I Inconsistency commentO Inconsistent with Other doc.H(igh) e.g. Process will not workC Other type of commentD Inconsistent within review doc.M(edium) e.g. Work-a-round requiredQ QuestionF Clarification/Format/ GrammaticalL(ow) e.g. Cosmetic

Eff (Effort to correct) H(igh) More than 4 hours

M(edium) More than 10 minutes but less than 4 hours

L Up to 10 minutes

#### **Consistency Form Status**

Author Review - Sent to Author for review

Owning DG Review - Sent to owning DG for agreed actions

Other DG Review - Sent to other DG's affected for agreeing actions

Issued - Issued

BETTA CDA Date: 24<sup>th</sup> March 2005

	egory 2 cument	Internal Consistency			Version	on	N/A
ld	Sect	Comment	Cat	Typ e	Sevt y	Effo rt	Proposed/Agreed Action
1	Typos	1.2.1 (second bullet) – Incident should be lower case.  1.2.1 (second bullet) – semi-colon should replace the comma.  1.2.1 (third bullet) – "condition" should read "conditions".  3.2.1 – missing apostrophe. Should be "on a TO's Transmission System"  3.2.3 – "party" should be capitalised.  3.3.1 – sections "3.3.1.2 – 3.3.1.6" should be "3.3.2 – 3.3.6"  3.3.6 - "party" should be capitalised.  3.4.1.1 – "SIR's" and "FSIR's" should be re-written "SIRs" and "FSIRs"  3.5.1.1 (1st line) – should read "STC Section C, Part Three, paragraph 4.2,"  3.6.5 – sections "3.6.4 or 3.6.5" should read sections "3.6.3 or 3.6.4"  3.4.1.2 – place a comma after "plant" and capitalise "plant"	C	F	L	L	Proposed Action: Not required for Go live. Change request required. Agreed Action: Made changes as appropriate (those highlighted not made)
2	3.2.2	requires updating.  Should the TO notify the other TO, in addition to NGC, if it is understood that an Event affects the other TO's Transmission System or would this be the responsibility of NGC under 3.2.1?	Q				Proposed Action:  Agreed Action:  no change
3	3.2.4	3.2.3 states that a fault report must be entered by each Party into their database. However, this section suggests that a fault report may not be necessary. Which is correct?	I	D	L	L	Proposed Action: Not required for Go live. Change request required. Agreed Action: Comment no longer applicable
4	4.1.1	Remove the square brackets and rewrite to:  "Any dispute may be referred to the Authority in accordance with Section H of the STC"	I	D	L	L	Proposed Action:  Not required for Go live. Change request required.  Agreed Action:  Section removed

BETTA CDA Date: 24<sup>th</sup> March 2005

	egory 2 cument	Internal Consistency			Version	on	N/A
ld	Sect	Comment	Cat	Typ e	Sevt y	Effo rt	Proposed/Agreed Action
5	Appendix C: Definitions	The following definitions are missing: GB Transmission System (STC) Party(ies) (STC) Users (STC) User System (STC) Operational Effect (STC) Transmission System (STC) Responding Party Requesting Party Services Reduction (STC) Service Reduction Risk (STC) Plant (STC) Apparatus (STC) Authority (STC) Transmission Licence (STC)	I	D	L	L	Proposed Action: Not required for Go live. Change request required. Agreed Action: added
6	Other	These comments are the outstanding issues noted against the STCP when sent for sign-off. They are repeated here to maintain the management of all issues that require agreement:  1. Definitions may form a separate 'STCP'.					removed

Attachment 2: Revised Legal Text for STCP 03-1 Post Event Analysis and Reporting

# **Document Ref: STCP 3-1STCP 03-1 Issue 002** Post Event Analysis and Reporting

#### STC Procedure Document Authorisation

Company	Name of Representative	<del>)</del>	Signed of	ff (date)
Ofgem				
NGT				
<del>SP</del>				
SSE				
Company	Name of Party Representative	<u>Si</u>	<u>gnature</u>	<u>Date</u>
National Grid Company plc				
SP Transmission Ltd				
Scottish Hydro-Electric Transmission Ltd				

#### STC Procedure Change Control History

Outstanding issues to be resolved pre company sign-off

#### Outstanding issues to be resolved post company sign-off

Definitions may form a separate 'STCP'

Issue 001	14/03/05	BETTA Go-Live Version
Issue 002	22/06/05	Issue 002 incorporating PA026

#### 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 NGC 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 None

#### 3 Procedure

#### 3.1 User and Third Party Reports

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

#### 3.2 Event Fault and Significant Incident Reports

3.2.1 If NGC 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

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- Transmission System, then NGC shall notify the affected TO(s) either verbally or in writing, as a matter of urgency.
- 3.2.2 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 NGC either verbally or in writing, as a matter of urgency.
- 3.2.3 Where appropriate, each <u>partyParty</u> shall enter a fault report into their database. Each entry shall have a unique number.
- 3.2.4 The affected TO(s) shall provide NGC with the relevant TO fault report number to assist tracking between the TO and NGC fault reporting systems if the TO deems a fault report necessary.
- 3.2.5 NGC shall provide each TO with the relevant NGC fault report number to assist tracking between the TO and NGC fault reporting systems.
- 3.2.6 Each Party may (irrespective of whether or not it has received a notification under sub-paragraph 3.2.1 or 3.2.2), at its discretion, determine that an Event is a Significant Incident. If deemed a Significant Incident the Party may request that, where relevant, NGC 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 A) in accordance with sub-paragraph 3.2.7.
- 3.2.7 Each Party (the "Responding Party") shall, if requested to do so by another Party (the "Requesting Party"), pursuant to sub-paragraph 3.2.6, prepare and submit a written report to the Requesting Party, as soon as reasonably practicable, in relation to a Significant Incident which shall include, without limitation, the following information:
  - a description of the Significant Incident (including without limitation, any associated Services Reduction or Service Reduction Risk);
  - the time and date of the Significant Incident;
  - the location(s) of the Significant Incident;
  - Plant and/or Apparatus directly involved (and not merely affected by the Event(s) giving rise to the Significant Incident);
  - a response to any question(s) raised by the Requesting Party in relation to the Event or Significant Incident; and,
  - any other information reasonably requested by the Requesting Party in relation to the Event or Significant Incident.
- 3.2.8 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 NGC) to a User, or in the case of any Party, to any other Party, in relation to an Event or Significant Incident on such TO's Transmission System.

#### 3.3 Follow Up System Incident Report

- 3.3.1 Where deemed necessary by NGC or the affected TO(s), a Follow Up System Incident Report (FSIR) (in a form contained within Appendix B) shall be produced by the relevant Party (as described in sections 3.3.1.2 3.3.1.6), 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 NGC 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. NGC is responsible for circulating the relevant information contained within the FSIR to those who received,

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- or would have been entitled to receive, the original SIR. NGC 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 affects more than one TO, NGC will produce an FSIR that contains relevant information received from each TO. NGC 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, NGC 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 NGC 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 <a href="mailto:partyParty">partyParty</a> 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

- 3.4.1.1 General NGC ~ TO liaison shall take place as required between the nominated contacts detailed in 3.3.7 to facilitate the production of <a href="SIR's, FSIR's, FSIRs">SIRs, FSIRs</a> and other non-routine reports where necessary. NGC TO liaison meetings shall take place as agreed between the parties to review Events and information exchange for the production of SIRs and FSIRs.
- 3.4.1.2 The liaison meetings shall also review post Event plant technical and performance issues.

#### 3.5 Investigations

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3.5.1.1 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 NGC 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 or 3.6.5, 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 NGC 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 NGC 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.

#### **4Dispute Resolution**

4.1.1[Dispute resolution procedure inline with STC XXXXXX]

#### **Appendices** 4

Appendix A: Standard Form	s/Certificates	
Significant Incident Report		
Format for guidance only		
NGC – TO Significant Incident Repo	rt	
то	Fax No	
SIGNIFICANT INCIDENT		
Incident No		
Time of Significant Incident		
Date of Significant Incident		
Location		
Party requesting Significant Incide	ent Report	
Plant / Apparatus directly involved		
tana not merety anected by the inc	oiu <del>e</del> iit)	
Description of Significant Incident	t	

D 1 (2 ADAD	
	d/or generation(in MW)
Interrupted and durati	ion of interruption
Generation Unit-free response	quency
(B.0) A ( )	eved subsequent to the Significant Incident)
(MW correction achie	

#### Appendix B - 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

#### 14/03/05|ssue 002 - 22/06/2005

#### Appendix C: Definitions

#### **Abbreviations**

#### All defined in STC:

- SO System Operator
- TO Transmission Owner
- SYS Seven SYS Seven Year Statement

-NGC National NGC National Grid Company plc

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#### Definitions (other than those listed in Key Definitions)

#### STC definitions used:

Apparatus (STC)

**Authority (STC)** 

**GB Transmission System (STC)** 

Party(ies) (STC)

Plant (STC)

Operational Effect (STC)

Responding Party

**Requesting Party** 

Services Reduction (STC)

Service Reduction Risk (STC)

Significant Incident

Transmission Licence (STC)

Transmission System (STC)

Users (STC)

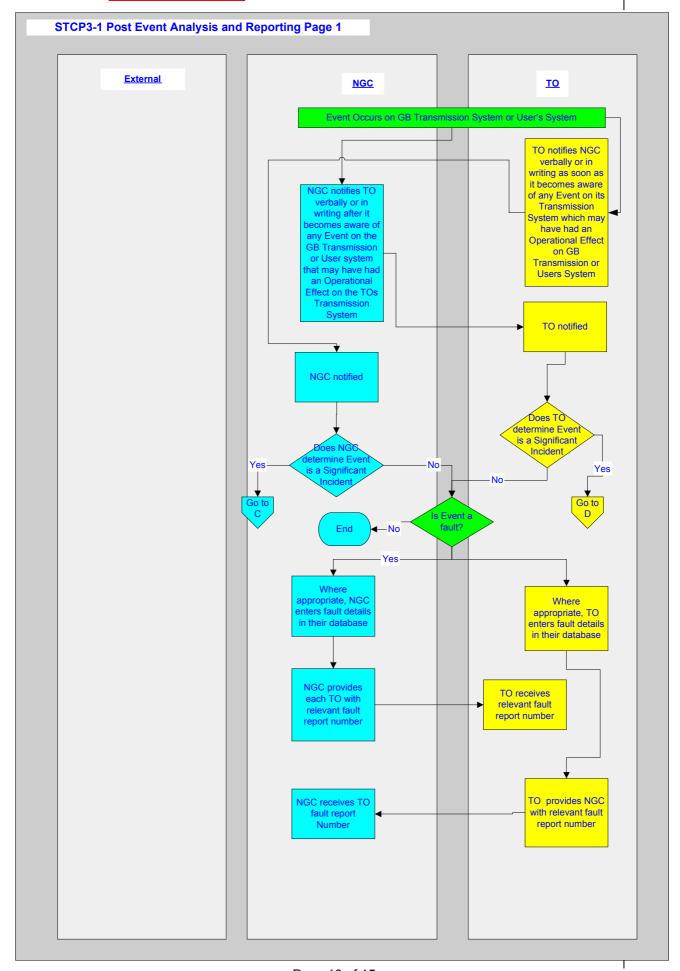
User System (STC)

#### Other STCPs:

STCP1-1: Transmission Status Certificate

#### **Grid Code definitions used:**

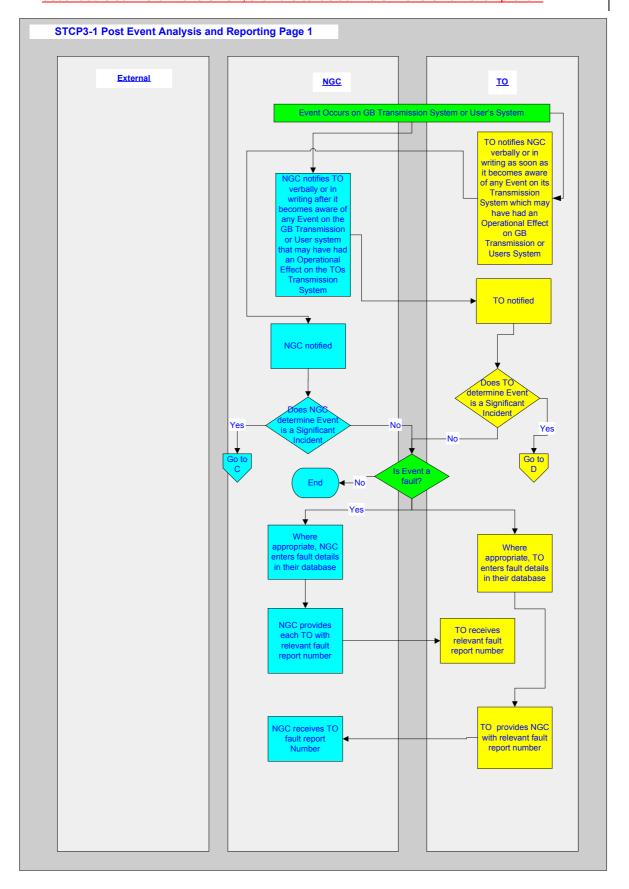
Event

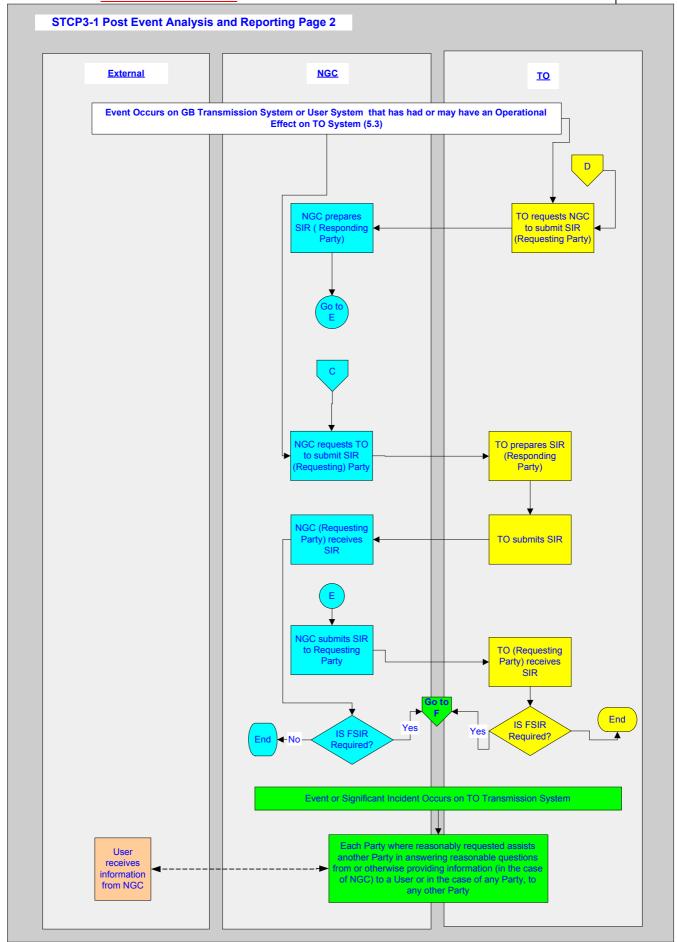


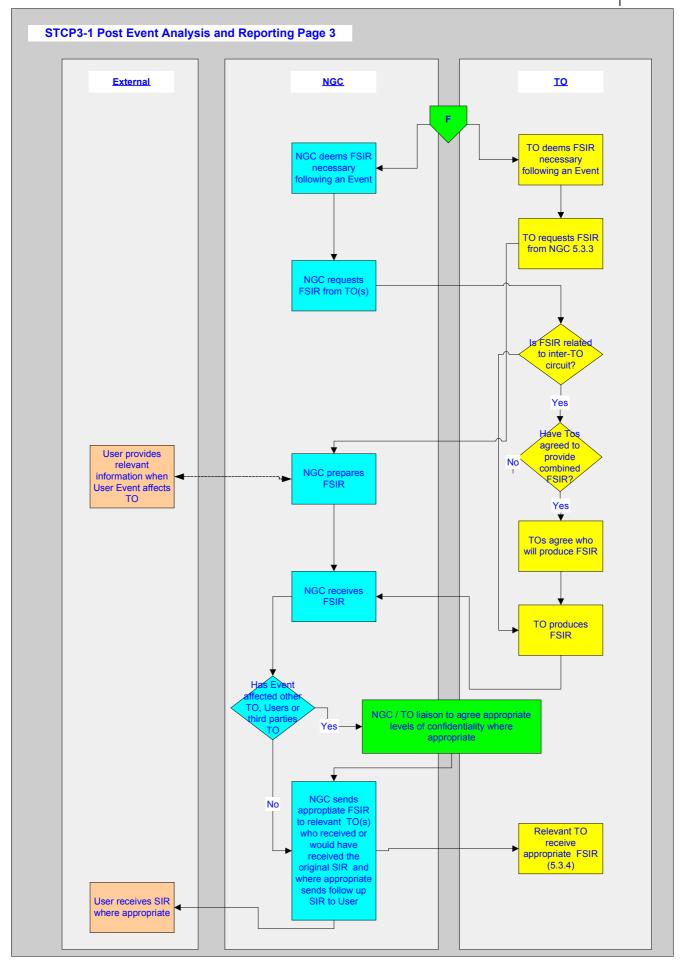
#### STCP 03-1 Post Event Analysis Final Draft

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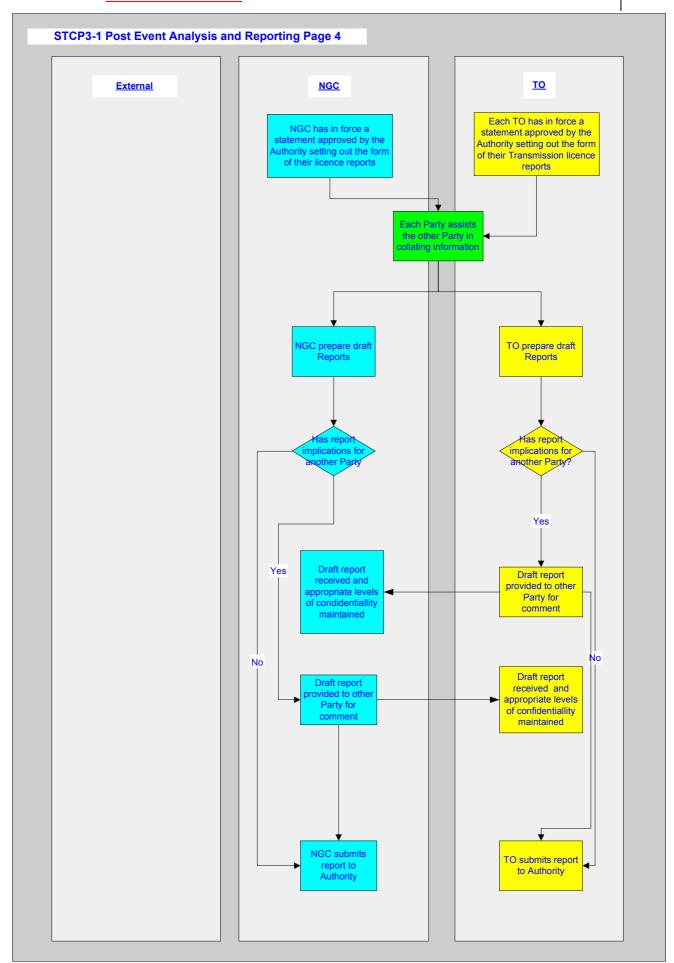
Note that the Process Diagrams shown in this Appendix D are for information only. In the event of any contradiction between the process represented in this Appendix and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.



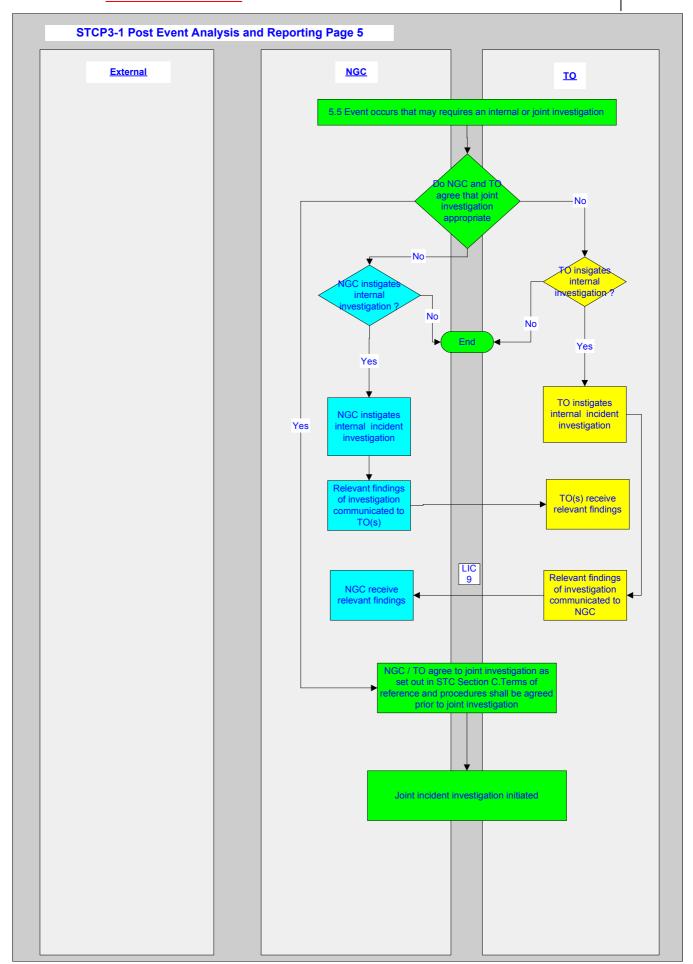




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