



# **An Introduction to the Operational Notification and Compliance Process Including Timescales for New Generation Connections**

**Issue 01 - October 2017**

## Contents

	Page
<b>Introduction to the Compliance Process</b>	<b>1</b>
<b>Compliance Toolkit</b>	<b>2</b>
<b>Overview of Timescales</b>	<b>4</b>
<b>Offshore</b>	<b>6</b>
<b>Useful Website links</b>	<b>7</b>
<b>Appendix 1 – Example Compliance Statement</b>	<b>8</b>
<b>Appendix 2 – Example Operational Notification and Compliance Checklist</b>	<b>9</b>

Disclaimer: This document has been prepared for guidance only and does not contain all the information needed to complete the Operational Notification and Compliance Process. Please refer to the Compliance Processes section of the Grid Code together with your Bilateral Agreement and Construction Agreement, if applicable. Please note that while this guidance document has been prepared with due care, National Grid does not make any representation, warranty or undertaking, express or implied, in or in relation to the information contained in this guide and accordingly the contents should not be relied on a such.

## 1. Introduction to the Operational Notification and Compliance Process

This document summarises the Operational Notification and Compliance Process (ONCP) facilitated by National Grid in respect of new generation connections. The ONCP embraces the requirements of the Compliance Processes section of the Grid Code and the specific requirements of Bilateral Agreements.

The latest version of the Grid Code can be accessed via the National Grid website and the link provided in the “Useful Website Links” section of this document.

Whilst this document focusses on new generation connections, the guidance may also be considered to represent best practice and be applied in respect of new demand connections.

All customers that are party to either a Bilateral Connection Agreement (BCA), Bilateral Embedded Generation Agreement (BEGA) or Bilateral Embedded Licence exemptable Large power station Agreement (BELLA) and Construction Agreement, where applicable, with National Grid in respect of a new generation connection will be required to demonstrate compliance with the relevant requirements of these agreements together with the relevant requirements of the Grid Code prior to receiving Operational Notifications for their connection.

There are three types of Operational Notification issued by National Grid in respect of new generation connections, which are referred to within the Grid Code, as follows:

- **Energisation Operational Notification (EON):** This is required for first energisation of a new connection when connecting directly to the National Electricity Transmission System.

Note, an EON will not be issued by National Grid to customers that are party to either a BEGA or BELLA as energisation will be managed between the host Distribution Network Owner and the customer.

- **Interim Operational Notification (ION):** This is required for first export (either reactive power or active power). The ION will include a schedule of unresolved issues that will need to be satisfactorily completed following commencement of export of reactive and active power and prior to a Final Operational Notification being issued. The ION may also include Operational Restrictions that will apply to the new connection until satisfactorily addressed.
- **Final Operational Notification (FON):** This is issued when all issues identified within the ION have been satisfactorily addressed.

## 2. The “Compliance Toolkit”

National Grid will initiate and chair a series of Operational Notification and Compliance Panel Meetings to facilitate the ONCP. The timing of these meetings is as referred to in section 3 of this document.

The focus of these meetings will be ensure that the customer has fulfilled its obligations and that National Grid is able to issue the appropriate Operational Notification in line with customer aspirations.

Several documents will be issued to the customer by National Grid prior to the first Operational Notification and Compliance Panel Meeting, these are as summarised below:

- **Compliance Statement** –This lists the requirements of the Grid Code and the site specific requirements of the Appendix F (Site Specific Technical Requirements) to the BCA, BEGA or BELLA as applicable. The customer will complete this to confirm their compliance with the relevant requirements providing supporting comments as appropriate. The Compliance Statement will make reference to the version of the Grid Code referenced at the time of preparation and this can be used as a reference point against which the requirements of any subsequent Grid Code updates and their applicability to a new generation connection can be assessed. Example Compliance Statements have been provided in Appendix 1.
- **Operational Notification and Compliance Checklist (ONCC)** – This is a high-level checklist of key milestones and activities for the customer to complete through the ONCP and prior to the issue of an EON, ION and FON. A number of example ONCCs have been provided in Appendix 2.
- **User Data File Structure (UDFS)** – This is a blank folder structure which is to be populated by the customer to demonstrate compliance with the items identified within the Compliance Statement and ONCC. The customer will submit the UDFS to National Grid for review. Submissions can be made using National Grid’s web based facility and access details will be provided once the ONCP commences.
- **Additional Compliance Process templates:**
  - **User Self Certification of Compliance** - The customer will be required to complete and sign this document and submit together with the final Compliance Statement prior to the issue of an EON, ION and FON.
  - **Notice of Intention to Synchronise** – This is submitted by the customer prior to commencing export of reactive power and / or active power and requests the issue of an ION.

- **Certificates of Readiness** – There are a number of certificates of readiness that are submitted by the customer, as follows:

For customers who will connect directly to the National Electricity Transmission System, these are:

- Certificate of Readiness to Commence the Commissioning Programme
- Certificate of Readiness to Complete the Commissioning Programme,
- Certificate of Readiness to Energise High Voltage Equipment.

For customers who will connect to a distribution system, this is:

- Certificate of Readiness to Use the Transmission System.

### 3. Overview of Timescales

The below time line provides a high level overview of the Compliance Process. It does not cover all process steps required to demonstrate Compliance. For more detailed timescales on specific documents or milestones please refer to the Operational Notification and Compliance Checklist (ONCC) or your Contract Compliance Manager.

**24-18 months prior to energisation/export** – Following the customer signing the Bilateral Agreement, the Electricity Connections Contract Manager will provide the contact details of the allocated Contract Compliance Manager (if they have not already been in contact).

**18-12 months prior to energisation/export** – The inaugural Operational Notification and Compliance Panel meeting to be held. This is arranged and chaired by the National Grid Contract Compliance Manager. Attendees will include the customer (or representative), National Grid Contract Compliance Manager, National Grid Generator Compliance Engineer (where required) and a representative from the Relevant Transmission Owner. The “Compliance Toolkit” documents will be provided in advance of this meeting. The agenda of the meeting will be to introduce the scheme and also the Compliance Process and documentation.

**12 months prior to energisation/export** – Balancing and Settlement Code registrations with Elexon to be commenced by the customer. It is advised that contact is made with Elexon 12 months in advance. Please refer to the guidance note provided on the Elexon website contained in the “Useful Website Links” section of this guide.

**9 months prior to energisation/export** – The generator Control Point to be confirmed by the customer via return of National Grid Registration Form (which can be requested via the Contract Compliance Manager). If this is to be a new Control Point that will require communication facilities to be established, the National Grid Registration Form must be returned to National Grid at this point. Please refer to the National Grid Registration Form guidance note on the National Grid Compliance website (link has been provided at the end of this guide) for details of how to obtain and complete the form. If an established Control Point, or Control Point Service Provider is being used, this form should be submitted 6 months prior to anticipated export date.

**6 months prior to energisation/export** – UDFS to be submitted by the customer to National Grid and the Relevant Transmission Owner for review, along with a compliance statement. A follow up Operational Notification and Compliance Panel meeting will be arranged to discuss the content of the UDFS revision and any feedback. Guidance notes for Data Registration Code submission, and Generator Compliance Connection Conditions can be found on the National Grid Compliance Website (the link is provided at the “Useful Website Links” section of this guide). These documents will help for preparation of the required schedules and reports to be included within the UDFS.

**6-3 months prior to energisation/export** – Further UDFS revisions to be submitted by the customer to National Grid for review. Final submission is to be submitted 3 months prior to first energisation / export date.

**2 months prior to energisation/export** – National Grid and Relevant Transmission Owner complete the review of the final UDFS revision. Any feedback that is provided must be addressed by the customer.

**1 month to 1 week prior to energisation/export** – The customer signs and submits the User Self Certification of Compliance and Certificates of Readiness to National Grid. The Relevant Transmission Owner will counter sign where required, and also submit their authorisation for National Grid to issue the Operational Notification. Data communication links will be validated with the customer's Control Point by National Grid where required by the Bilateral Agreement, and Operational Metering will be confirmed.

**28 days prior to synchronisation** – The customer submits a Notice of Intention to Synchronise prior to commencing export of reactive power and / or active power and requests the issue of an ION.

**1 week prior to energisation/export** – Elexon issue their Approval to Energise to the customer and National Grid, confirming all Balancing and Settlement Code registrations with Elexon have been completed.

**1 week prior to energisation/export** - EON/ION issued to the customer by National Grid with an effective from date stated.

Note: Energisation/Export can commence from the effective from date stated in the relevant Operational Notification.

**After ION** – Depending on the site specific detail of the Bilateral Agreement and size/type of the generator, witnessed testing will be required to be undertaken with National Grid. This will be advised upon during Operational Notification and Compliance Panel meetings, and items required to be satisfied prior to the issuing of the FON will be stated within a schedule of unresolved issues attached the ION.

**Achieving FON** – Once all of the items listed within the ION schedule have been satisfactorily completed and the customer has submitted a final Compliance Statement accompanied by a final User Self Certification of Compliance and final UDFS submission including any updated and / or new submissions as may be applicable, a FON can be issued, signifying completion of the Operational Notification and Compliance process.

## 4. Offshore Process

The Compliance Process time line for offshore projects is broadly similar to that summarised in section 3 of this guidance document. For more detailed timescales on specific documents or milestones for offshore projects, please refer to the Operational Notification and Compliance Checklist (ONCC) which your allocated Contract Compliance Manager will provide specifically for your offshore connection.

Generator build offshore projects are subject to OTSDUW Arrangements, as defined in Grid Code, whereby certain aspects of the design, consenting, construction, installation and/or commissioning of transmission assets are capable of being undertaken by a customer prior to the transfer of those assets to a Relevant Transmission Licensee under an Offshore Tender Process. When the customer is acting in such a capacity, they will be referred to as the OTSDUW User.

The site specific technical requirements applicable to the customer at the Offshore Grid Entry Point, as defined in the Grid Code, will be specified in the Appendix F to the relevant bilateral agreement. The site specific technical requirements applicable to the customer, in their capacity as OTSDUW User, at the Transmission Interface Point, as defined in the Grid Code, will be specified in the Appendix OF to the relevant construction agreement.

For offshore connections, two separate Compliance Statements will be provided by the allocated Contract Compliance Manager: one to the customer for completion with respect to their compliance requirements at the Offshore Grid Entry Point and one to the customer, in their capacity as OTSDUW User, for completion with respect to their compliance requirements at the Transmission Interface Point.

A single ONCC will be provided which specifies a high-level checklist of key milestones and activities for the customer to complete through the Compliance Process in their role as both wind farm owner and OTSDUW User. The range of examples of ONCC's in appendix 2 of this guidance document includes an example specific to Generator build offshore projects.

The ION is split into ION Part A and ION Part B respectively in offshore connections. ION Part A is required for commissioning of any dynamic reactive compensation equipment for export of reactive power. ION Part B is required for first export of active power from the wind farm.

The customer will be issued with a Completion Notice at the time of issue of the ION Part B to initiate the asset transfer (to an OFTO) process. Under any scenario whereby the issue of the ION Part B is staged, the Completion Notice will be issued at the time of issue of the final stage of the ION Part B.

Further guidance on the asset transfer process can be found on Ofgem's website which can be accessed via the link provided in the "Useful Website Links" section of this document:



## 5. Useful Website Links

National Grid Compliance Guidance Notes -

<http://www2.nationalgrid.com/UK/Services/Electricity-connections/Compliance/>

National Grid – New Connections - <http://www2.nationalgrid.com/uk/services/electricity-connections/new-connection/>

National Grid – New Connections Contract Guidance Notes -

<http://www2.nationalgrid.com/uk/services/electricity-connections/policies-and-guidance/>

Grid Code - <http://www2.nationalgrid.com/UK/Industry-information/Electricity-codes/Grid-code/The-Grid-code/>

Elexon – Market Entry - <https://www.elexon.co.uk/reference/market-entry-and-exit/market-entry/>

Elexon – Balancing Mechanism Unit - <https://www.elexon.co.uk/reference/technical-operations/balancing-mechanism-units/>

Elexon – Guidance notes library - <https://www.elexon.co.uk/bsc-related-documents/bsc-guidance-notes/>

Ofgem – Asset Transfer Process - <https://www.ofgem.gov.uk/ofgem-publications/87040/gccdecisiondocument020414finalforpublication.pdf>

**6. Appendix 1 - Example Compliance Statements (NOT TO BE USED, EXAMPLE ONLY – CONNECTION SPECIFIC DOCUMENT TO BE REQUESTED FROM CONTRACT COMPLIANCE MANAGER).**

1 – Generic Directly Connected Synchronous Compliance Statement (PDF embedded below)

2 – Generic Directly Connected Non Synchronous Compliance Statement (PDF embedded below)

## **7. Appendix 2 – Example Operational Notification and Compliance Checklists (NOT TO BE USED, EXAMPLE ONLY – TO BE REQUESTED FROM CONTRACT COMPLIANCE MANAGER)**

1 – Generic Direct User (PDF embedded below)



2 – Generic Embedded User (PDF embedded below)

3 – Generic Interconnector (PDF embedded below)

4 – Generic Offshore (PDF embedded below)