

System Amendment Request Form

Guidance Notes (version 20.1)

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12 February 2020

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1 Home Page

electricity north west		SYSTEM AMENDMENT REQUEST (SAR)		SATS No.	0
YOUR DETAILS		SUBMITTED DOCUMENTATION			
NAME		DRAWINGS		DECOMMISSIONING	
TODAYS DATE		DOC 1A BEFORE/AFTER DIAGRAM	DOC 1B LARGE BEFORE DIAGRAM	DECOMM A FAULT EQUIPMENT	
DEPDT					
CONTACT No.					
AMENDMENT DETAILS		DOC 1C LARGE AFTER DIAGRAM	DOC 1D AS LAD	DECOMM B POLES/TOWERS	
SUBSTATION NAME		INFORMATION			
SUBSTATION NUMBER		DOC 2 SITE & SUBSTATION	DOC 8A WOODPOLE	DOC 14 PROTECTION SETTINGS	
VOLTAGE					
AREA		DOC 3 GROUNDPOLE MOUNTED SWITCHGEAR	DOC 8B TOWERS	DOC 15 DINS	
DATE OF WORK					
PRIMARY SUBSTATION		DOC 4 RING MAIN UNIT & METERING	DOC 8C FAULT PASSAGE INDICATORS	DOC 16 SPARE	
SATS NUMBER					
AMENDMENT		DOC 5A TRANSFORMERS	DOC 9 BATTERY & CHARGERS	DOC 17 SPARE	
DESCRIPTION OF WORK					
SWITCHING PRG No		DOC 5B VOLTAGE TRANSFORMERS	DOC 10 G&P & AUX TRANSFORMERS	DOC 18 SPARE	
COST CODE					
PROJECT NUMBER	i	DOC 6A LV CABINETS/BOARD & WAYS	DOC 11 G&P - TX COOLER	DOC 19 SPARE	
PLEASE ENTER RELEVANT CODE AGAINST ONE OF THE FOLLOWING COST CODE OPTIONS					
		DOC 6B LINK BOXES	DOC 12 G&P TX TAP CHANGER	P.C.A.F PRE-COMMISSIONING AUDIT FORM	
		DOC 7 OVERHEAD LINE	DOC 13 G&P TRANSFORMER N.E.R		

EMAIL DATA MANAGEMENT

PRINT COMPLETED DOCS

REMOVE ALL DATA

CLEAR DOC

The Home Page is the first page of the SAR Form.

The details entered on the left will be replicated throughout the report so these will not need to be entered on every document filled in.

The Project Number should be entered using the dropdown to select the leading character such as D – Project Number.

Each document of the SAR Form has a button on the home page that when clicked will move you to that document. The background of these buttons will also be filled in if the document has been updated. The filled colour will reflect how complete this document is using a traffic light system, Red Yellow and Green. Any buttons in black are not currently active and are spare documents.

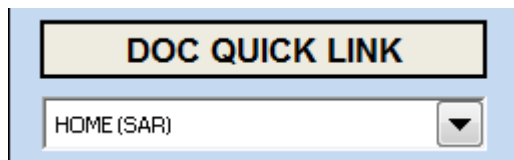
On the top right we have four macro buttons:

1. Email Data Management – This macro will create a copy of the current document and attach this to an email to Data Management and yourself. This macro will then clear the original document returning this to a blank version. There is a warning on this macro that if you continue the current document will be cleared.
PLEASE DO NOT CHANGE THE SUBJECT OF THE EMAIL AS THIS IS NEEDED BY DATA MANAGEMENT!
2. Print Completed Docs – This macro will print out all the documents which have been completed.
3. Remove All Data – This macro will clear the document

4. Clear Doc – This macro will clear the current document. This macro is repeated on each document.

2 Navigation

On all the document pages there is the DOC Quick Link dropdown which is used to move between documents. The dropdown is a list of all the documents in the SAR Form which when selected will move you to that document.

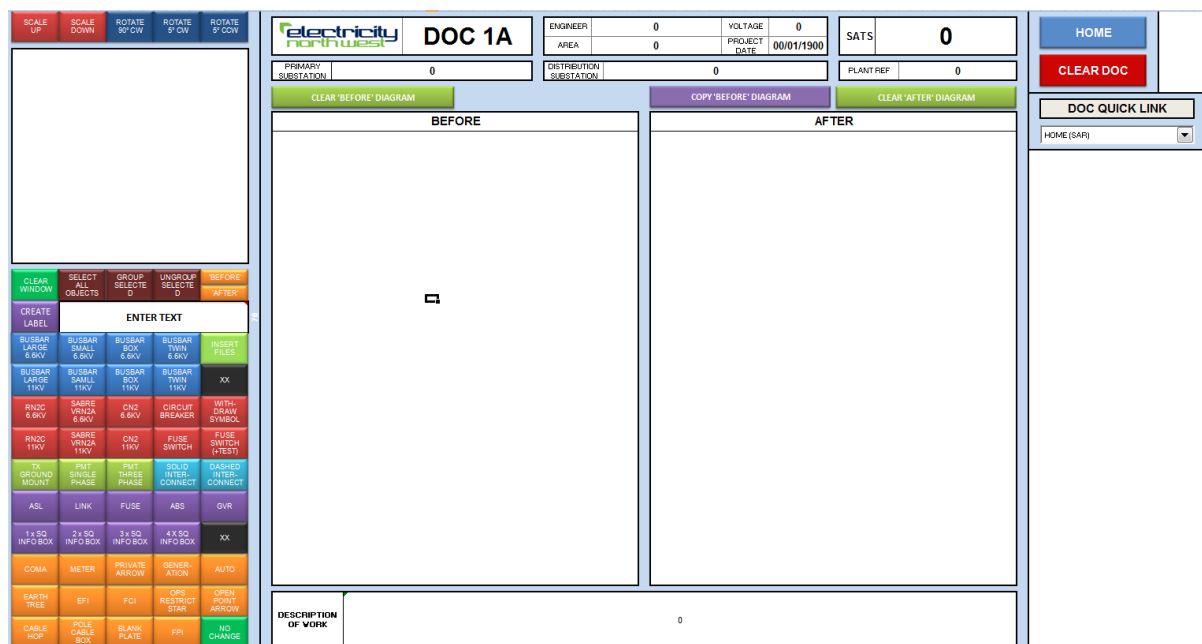


The Home button is used to move to the Home page of the SAR Form. The CLEAR DOC button is used to clear the current document. This will clear any entered data on the document.

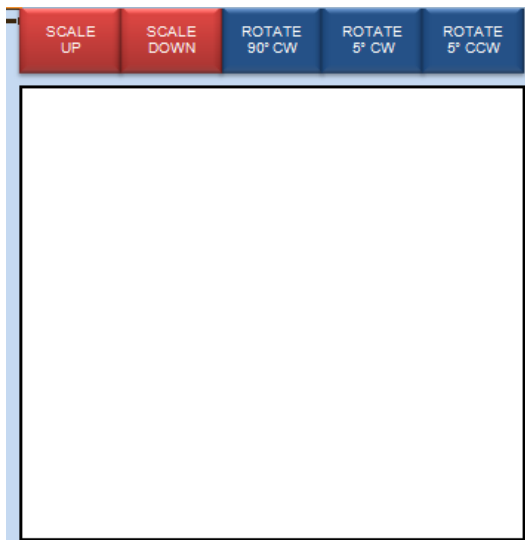
3 Drawings

Within the SAR Form there are three documents used to create the before and after diagrams (DOC1A/DOC1B/DOC1C).

These three documents are similar and share the same macros.



These documents allow the user to create drawings both before and after. The smaller box, work box, in the top left is used to load in the symbols on the electrical equipment and the macros can allow you to group multiple objects, change the rotation and scale before moving these over to the Before and After boxes. The scale up and scale down buttons are used to increase and decrease the size of the electrical symbols in the work box. The rotate buttons are used to rotate the symbols.



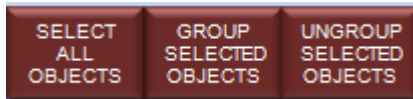
In the bottom left corner you can see a group of buttons. These buttons are used to load electrical symbols into the document such as 'BUSBAR LARGE 6.6KV'. The 'Create Label' button will create a label based on the text entered in the text box to the right. The text must be entered into the 'ENTER TEXT' text box.



The 'Insert Files' button is used to insert a file into the document. This will embed a file into the document which when clicked will open the inserted file, for example a PDF file.



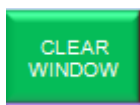
The brown buttons need to be used together. These buttons are to be used when multiple objects are loaded into the work box and need to be grouped together. To do this you need to use the 'Select All Objects' button and then 'Group Selected' so that these objects can be moved into either the Before or After box. These objects can be ungrouped using the 'Ungroup Selected' button.



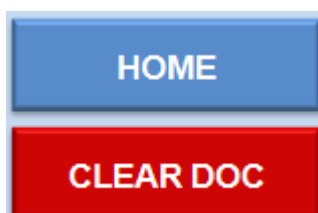
The 'Before' and 'After' buttons are used to move the objects from the work box to the before and after boxes. This means you don't need to drag the symbols over into the Before and After boxes.



The 'CLEAR WINDOW' button is used to clear the work box, removing any electrical symbols from the workbox.



The 'CLEAR BEFORE DIAGRAM' and 'CLEAR AFTER DIAGRAM' allow you to clear the before and after boxes respectively. The 'COPY BEFORE DIAGRAM' allows you to copy the Before diagram into the After diagram so that you don't need to repeat yourself.



4 Decommissioning

The decommissioning forms should be used to identify any equipment which has been removed from site.

4.1 DECOMM A – Decommissioning Information (Plant Equipment)

This document is used to detail any plant equipment which is to be decommissioned. The first table is used for all plant equipment at the site.

EQUIPMENT TO BE DECOMMISSIONED AT SITE						
PLANT REF	UNIT NUMBER (01 UNLESS SPECIFIED)	EQUIPMENT TYPE (PICK FROM LIST)	DRIVER	CONDITION	STATUS	REMOVED BY
		i	i	i	i	i

The second table is used to document any plant equipment which is to be decommissioned but is not specifically at the same site. For example, if a Feeder Pillar is located close to the substation and is decommissioned at same time. This would be entered in this table.

ANY OTHER EQUIPMENT TO BE DECOMMISSIONED						
PLANT REF	UNIT NUMBER (01 UNLESS SPECIFIED)	EQUIPMENT TYPE (PICK FROM LIST)	DRIVER	CONDITION	STATUS	REMOVED BY
		i	i	i	i	i

The last table is used to document any link boxes that are to be decommissioned.

LINK BOXES TO BE DECOMMISSIONED				
LINK BOX NUMBER	DRIVER	CONDITION	STATUS	REMOVED BY
	i	i	i	i

5 Information Pages

The information pages allow details of new equipment to be entered. Most of the sheets follow the same format and should be fully completed for each asset. If more space is needed, then a second SAR form should be submitted with the additional assets, but labelled with same SATS number, and a note made in the 'Description of Work' box on the front page that this document is a continuation.

Where a box title is in red, this means that the box contents are generated from data entered elsewhere in the form.

The forms are as follows:

Number	Name	Description
DOC 2A	Site and Substation	This document should be filled in where a new substation is built, or the nature of the substation is changed, for example a change from cable-connected to a compact substation, or moving an external substation indoors
DOC 2B	Site Earthing	Not yet used.
DOC 3	Ground/Pole Mounted Switchgear	This document should be used for all switchgear details, except Ring Main Units which are recorded in DOC 4. If the switchgear being fitted is not a standard type, or is the first installation of a new model, please contact Data Management as additional details may be required.
DOC 4	Ringmain Units	This document should be used for all new Ringmain Units and metering units. If the unit being fitted is not a standard type, or is the first installation of a new model, please contact Data Management as additional details may be required.
DOC 5A	Distribution Transformers	This document should be used for all HV/LV transformers (pole and ground mounted). If the unit being fitted is not a standard type, or is the first installation of a new model, please contact Data Management as additional details may be required.
DOC 6B	Voltage Transformers	This document should be used for all auxiliary power voltage transformers, such as those used to power RTUs and GVRs.
DOC 6A	LV Boards and Ways	This document should be used when an LV board is changed, or when the destination of LV ways is changed

Number	Name	Description
DOC 6B	Linkboxes	This document should be used when an linkbox is changed, or when the destination of LV ways is changed.
DOC 7	Overhead Information Line	This document should be completed where the work involves an overhead line to provide context for other changes.
DOC 8A	Woodpole	This document should be used where a woodpole is installed or replaced.
DOC 8B	Tower	This document should be used where a tower is installed or replaced. It should also be used to record tower painting, or where a fall arrest system is fitted.
DOC 8C	FPIs	This document should be used to record new Fault Passage Indicators (ground-mounted, pole-mounted, or those directly attached to overhead lines)
DOC 9	Batteries and Chargers	This document should be used to record new or replaced batteries and chargers at substations.
DOC 10	G&P and Auxiliary Transformers	This document should be used to record new or replaced transformers connected to the Grid and Primary network
DOC 11	G&P Transformer Cooler	This document should be used to record new or replaced cooling systems associated with transformers connected to the Grid and Primary network.
DOC 12	G&P Transformer Tap Changer	This document should be used to record new or replaced tap changers associated with transformers connected to the Grid and Primary network.
DOC 13	Grid & Primary Neutral Earth Resistors	This document should be used to record new or replaced neutral earth resistors (NERs)
DOC 14	Protection Schemes	This document should be used to record protection schemes installed.

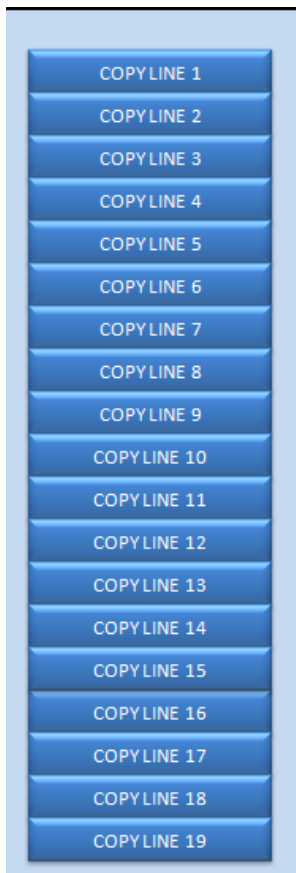
Number	Name	Description
DOC 15	DINIS	This document should be used to record changes to network modelling parameters following changes to the Grid and Primary Network.
DOC 16	G&P RTU INDAD Information	This document is specifically to record telemetry changes as a result of CLASS deployment.
DOC 17	Service Points	This document should be used to record new and amended customer connections, including the MPAN, service connection type, and the total capacity of electric vehicle charging and heat pumps connected at the point of commissioning.
DOC 18	Switch Labels	This document should be used wherever a network re-configuration requires that a switch destination label is changed.

The following documents have additional button to make completion of the form easier:

5.1 DOC 3 – Extensible / Pole Mounted Switchgear

On DOC 3 there are buttons available on the right which are used to copy the line above to the current line. This is useful if the Switchgear has the same details apart from a few attributes, this means that you don't need to type out the same from details on each line.

Once the row that is to be copied has been completed, use the 'Copy Line' button on the row below to copy the row to the below row.



5.2 DOC 8A – Woodpole Information

On DOC 8A there is a button, 'PREPOPULATE POLES', which can prepopulate any poles on DECOMM B which have been marked as replaced on to DOC 8A. If a pole on DECOMM B has been marked as 'Pole Replaced' this pole will be entered onto DOC 8A.

On Decomm B the Pole will need to be entered as pictured below. This is only for Poles which are marked as Pole Replaced.

STRUCTURED PLANT NUMBER											ITEMS DISPOSED						DECOMM CODES							
AREA	UNIT			VOLTAGE	LINE			POLE I.D. (6 DIGIT)				POLE SUFFIX (A, B, C ETC)	POLE REMOVED	POLE REPLACED	TOP CROSSARM	TEE CROSSARM	No. DF STAYS	LV ARRANGEMENT	DRIVER	CONDITION	STATUS	REMOVED BY		
2	8	0	1	1	H	1	1	0	0	0	1	1	2	8							i	i	i	i

On DOC 8A when the button 'PREPOPULATE POLES' is clicked this will enter Pole SPN onto the document. The macro will mark the Pole as replaced on DOC 8A. The Pole will be entered at the next available row. If the document is full a message box will be displayed informing you that DOC 8A has no available rows.

TYPE OF AMENDMENT?		DECOMMB REQUIRED		STRUCTURED PLANT NUMBER															
AREA		UNIT		VOLTAGE		LINE		POLE I.D. (6 DIGIT)						SUFFIX (A, B, C ETC)					
i	R	Y		2	8	0	1	1	H	1	1	0	0	0	1	1	2	8	