

Code of Practice 622

Issue 1 October 2022

Land Access Instructions



Amendment Summary

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1 Scope

This Code of Practice (CP) defines responsibilities and procedures for the management and communication of access arrangements agreed between Electricity North West Limited (ENWL) and third-party land-owners.

2 General

There are a number of locations where ENWL are subject to access restrictions imposed by land owners. These range from requests to access assets via a particular access point, to hostile land-owners, to legal restrictions in place limiting access. In addition, there are also some substations where access is via third party land for which there are specific access instructions.

Failure to comply with these restrictions presents a risk to relationships with land-owners, and potentially a safety risk where personnel are dispatched to assets on land where a land owner is known to be hostile. In addition, readily accessible information on the access arrangements for sites is essential for the efficient conduct of operational activities and fault response.

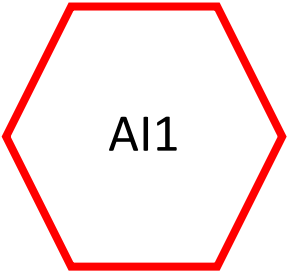

Warning of the presence of access information **Shall** be displayed on the geographical asset records and control room diagram displayed with Network Management System (NMS).

3 Land Access Instructions

A Land Access Instruction (AI) shall be issued where ENWL become aware of an agreement with a third-party landowner relating to access to ENWL asset, or incidents which result in ENWL taking a unilateral decision to limit access to a given parcel of land.

A Land Access Instruction shall take the form of detailing the area affected, and the details of any restrictions or instructions to access the land. Each Access Instruction shall be issued a unique reference number which shall not be reused after the instruction is withdrawn.

Access instructions shall be displayed within Geographical Information Systems (GIS) as warning flag, and within the Control Room diagrams as a red triangle with white fill as shown below.

	
<p>Control Diagram Symbol</p>	<p>GIS Symbol</p>

Operational staff **Shall** check the geographical records and familiarise themselves with any Land Access Instructions prior to accessing ENWL assets on third party land.

4 Control of Access Instructions

This control procedure covers the issue, amendment and withdrawal of Land Access Instructions.

4.1 Land Rights & Consents

- (a) Identify situations where a Land Access Instruction is required;
- (b) Generate the Land Access Instruction Document
- (c) Issue the Land Access Instruction to the policy library
- (d) Inform the Data Hub of the presence of the new Land Access Instruction and the geographical where it is to be applied.
- (e) Review existing Land Access Instructions where the situation at a site changes, and amend or withdraw the Access Instruction as appropriate
- (f) Inform the Data Hub of any updates or withdrawal of existing Land Access Instructions
- (g) Notify the System Operations OI Distribution list of the issue, amendment or withdrawal of Land Access Instructions.

4.2 Data Hub

- (a) Create a flag feature within the GIS database for new Land Access Instructions with a link to the file location of the Land Access Instruction document.
- (b) Remove Land Access Instruction flags from GIS when a Land Access Instruction is withdrawn.
- (c) Upload Land Access Instruction documents to the NMS library when informed of a change by Land Rights & Consents.
- (d) Inform the Network Management Hub of the issue or withdrawal of a Land Access Instruction.

4.3 Network Management Hub

- (a) Create a tag on the NMS Control Diagram for new Access Instructions with a link to the file location of the Access Instruction document.
- (b) Remove Land Access Instruction tags from the NMS Control Diagram when an Access Instruction is withdrawn.

5 Documents Referenced

DOCUMENTS REFERENCED	
	<i>None</i>

6 Keywords

System; Network; Land access; Record