

Self Authorisation

Guidance for ICP's and IDNO's

Training Academy
2020



Self authorisation Guidance for ICP's and IDNO's

This document has been produced to provide general guidance and information for ICP's and IDNO's who wish to opt for the Self-Authorisation route; as determined in the 'Competition in Connections Code of Practice' document. This information is intended to be supplementary to the policy detailed within the Code of Practice.

Self-Authorisation:

When opting for the Self-Authorisation route there are certain elements than an ICP/IDNO will need to ensure they have in place, including:

- Own Safety Rules
- Own SMS (Safety Management System)
- Proof of Compliance with Electricity at Work Regulations (1989)

We will not be responsible for checking these on behalf of the ICP/IDNO. However when opting for the Self-Authorisation route, we will ask the ICP/IDNO to complete an indemnity form (blank copy included at the back of this information pack) and return it to TheAcademy@enwl.co.uk

Requesting Records:

When requesting records from us, this will be done via the normal process i.e. via a secure login using the link below:

<https://www.enwl.co.uk/about-us/long-term-development-statement/secure-information-login>

Unusual Items:

Most of the items you will encounter on the network will comply with modern standards, however there are some cables present on the network that could be classed as unusual. These could include:

- Consac Cables
- Plain Lead Cables – LV & HV
- Steel Wire Armoured LV Cables
- Steel Tape Armoured HV Cables
- Concentric Cables

Please advise your staff that if they are not familiar with these types of cables they should Not perform work on them and they should step away and contact their line manager for advice.

We would expect that if this occurs, you, the ICP, will provide someone who is competent in dealing with these cables to complete the work. Alternatively you may wish to contact ENWL to provide a team. Contact details in these circumstances are provided on the next page.

Reporting and contact details:

There are times when unplanned or unusual events occur on the network as you are working, and we require you to report these. This can include (please note this list is by no means exhaustive)

- Damages to Cables
- 'Flashes' and 'Bangs'
- Fuse Neutrals
- Reverse Polarity
- Faulty Cables
- Injuries on Site
- Exposed conductors
- Faulty equipment

In these circumstances, or if you are unable to complete work due to any other 'unusual items' and require one of our teams to complete the work please ask your staff to contact their Line Manager in the first instance.

The Line Manager must then contact us via The HUB – Dispatch team who will notify the relevant people/provide the relevant team.

Contact Number:

Phone number: 0161 228 2628

If you have an emergency situation regarding the network please contact:

Contact Number:

Phone number: 105

Safety:

Safety is paramount in our industry. **PLEASE ALWAYS REMEMBER THAT IF IN DOUBT – WALK AWAY.**

Note: All ICP/IDNO staff should be advised to report back any safety issues to Line Managers. If a job is unable to be completed, Line Managers should then take appropriate steps to either make the job safe or contact the relevant people to complete the work.

Requesting Keys:

If you have opted to self-authorise there may be times you require substation keys.

Keys will be issued on request, following a successful interview with a System Operations Engineer.

To request keys please complete the 'Key Request' form below and forward to TheAcademy@enwk.co.uk.

A member of the Academy team will then arrange an interview and subsequent issues of the keys.

Key Request Form

(Internal Request Form for Electricity North West Staff)

New*		Replacement*		Please specify reason for replacement*			
NEW	YES	Lost / Broken / Stolen		Broken / Not opening locks			
TT016 Abloy Electro-Mechanical (G&P) required?				Yes		No	Tick
*Hours of access required for Abloy electro-mechanical key Please tick the appropriate box		Monday - Friday 7am – 6pm		24 hrs Monday - Sunday			
		Sunday - Saturday 7am – 6pm		Monday - Friday 6am – 10pm			
Mechanical keys Please tick the appropriate boxes		YN68 (All areas)		YN2080 (South Lancs)			
		JW951 (Manchester)		UOH (Lakes)			
		YN3488 (Peak)		YN63 (Mid Lancs)			
LV/HV Authorised Persons Mechanical keys Please tick the appropriate boxes		X56 (Switchgear - All areas) *					
		NAT240 (Mid Lancs West Switchgear) *		24132 (Peak 132kV Switchgear) <input type="checkbox"/>			
		NAT735 (South Lancs East Switchgear) *		LZZ945 (Lakes Switchgear) <input checked="" type="radio"/>			
		KA100 (South Lancs Switchgear) *		LBL606 (Lakes Switchgear) <input checked="" type="radio"/>			
★ Must be either Fitter, LV or HV Authorised Person ● Must be HV Authorised Person □ Must be 132KV Authorised Person							
Other (Please specify)							

Please return completed forms to: Electricity North West, Training Academy, 6 Dyneley Road, Blackburn BB1 3AB

Email: TheAcademy@enwl.co.uk

Telephone: 08433 114747 (Internal 24747)