

Self Authorisation

Guidance for ICP's and IDNO's

Training Academy
2018



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>



Requesting Keys:

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

Keys will be issues on request, following a successful interview with a System Operations Engineer. To request keys please complete the 'Key Request' form (blank copy at the back of this pack) and forward to TheAcademy@enwk.co.uk.

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

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 include:

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

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 make contact with us via our NRC – Dispatch team who will notify the relevant people/provide the relevant team.

Phone number: 0161 228 2628

Emergency Contact Number:

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

Phone number: 0161 228 2628

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.

Key request Form

New	Replacement	Lost / Broken / Stolen
TT016 Abloy Electro-Mechanical (G&P) required?		Yes * <input type="checkbox"/> No <input type="checkbox"/>
*Hours of access required for Abloy electro-mechanical key – tick 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) *	50001 (Manchester Switchgear) ★
	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 <input checked="" type="radio"/> Must be HV Authorised Person <input type="checkbox"/> 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)