

**Network Adoption Process Flowchart (Metered Connections)**

**Note**

'Design Approval' carried out by SHEPD/SEPD Network Connections Designer; or

'Design Review' carried out where the ICP/IDNO opted for Self Design Approval.

The latter is depending on the Market Segment, in accordance with REF-NET-COM-001: POC Self Identification and Self Design Approval Guidance).

**Note**

MPANs can be requested/raised at this stage. Go to [www.ssen.co.uk/MPAN/](http://www.ssen.co.uk/MPAN/), to download our MPAN process guide for Independent Connection Providers.

**Network Access Agreement**

The Access Agreement is the agreement between the ICP and SHEPD/SEPD which grants the ICP access to the Distribution Network in the area where their project is.

Post Acceptance of the Connection Offer, where the ICP requires access to SHEPD/SEPD's Distribution Network, the Network Connections Designer will issue a Network Access Agreement to the ICP for signature and return.

The Access Agreement (where required) is commonly issued to the ICP with the Adoption Agreement.

**Programme of Works**

The initial Programme of Works is to be submitted in writing no later than 10 days prior to commencement of the Contestable Works and further programmes to be provided every 5 days thereafter detailing the daily Contestable Works to be undertaken for the following 10 days.

The programme of works shall detail the Contestable Works to be undertaken on the Site in each half-day period.

Design received and approved/agreed by the SHEPD/SEPD Network Connections Designer for Contestable Works (where applicable)

Job pack collated and passed onto the SHEPD/SEPD Delivery Project Manager (dedicated to your project)

The SHEPD/SEPD Network Connections Designer issues an Adoption Agreement to you (the ICP) for the works we will adopt; and

The SHEPD/SEPD Delivery Project Manager issues a Bilateral Connection Agreement (BCA) to the IDNO where there is an embedded network

You sign and return the Adoption Agreement to the SHEPD/SEPD Network Connections Designer who has issued it to you

The SHEPD/SEPD Network Connections Designer or Delivery Project Manager will countersign the Adoption Agreement and send it back to you countersigned

You submit your initial Programme of Works in writing (via email) to your SHEPD/SEPD Delivery Project Manager (within 5 days of signing and returning the Adoption Agreement)

You provide ongoing Programme of Works in writing (via email) to your SHEPD/SEPD Delivery Project Manager

You construct the Contestable Works (i.e. install the Sole Use Assets) to the approved/agreed design

**Inspection and monitoring**

Inspection and monitoring is managed by SHEPD/SEPD's Inspection Team, who is independent from SHEPD/SEPD's Operational Team, and carries out independent inspections of ICPs/IDNOs as well as SHEPD/SEPD's own Connections Delivery Teams (including Sub-contractors).

Your SHEPD/SEPD Delivery Project Manager issues a signed Completion Certificate to you

You countersign and return the Completion Certificate to your SHEPD/SEPD Delivery Project Manager

You notify your SHEPD/SEPD Delivery Project Manager of the Energisation date you require (10 days notice for LV) (20 days notice for HV or EHV)

5 days prior to Energisation date you provide evidence to your SHEPD/SEPD Delivery Project Manager that you have met the Adoption conditions

Have the Adoption conditions been met?

\*SHEPD/SEPD adopt the Contestable Works

SHEPD/SEPD do the final connection and energise, or you do the final connection and energise (self connect), then SHEPD/SEPD carry out and complete the Post-Energisation Commissioning Tests

**More information on the Agreements required**

1. If there is an embedded network, a Bilateral Connection Agreement (BCA) is issued to the Independent Distribution Network Operator (IDNO) for signature and return.
 

**Note:** For all sites connected at HV or at LV with generation export greater than 300kW, a Joint Operational Agreement (JOA) / Site Responsibility Schedule (SRS) will form part of the BCA (Schedule 1).

And/or
2. If there is embedded generation greater than 30kVA an Embedded Generation Connection Agreement (EGCA) is issued to the Generator for signature and return.
 

And/or
3. If there is a demand greater than 69kVA a Connection Agreement (CA) is issued to the Customer or Private Network Owner for signature and return.

**Information we DO require**

1. Outline of programme of works
2. CDM report
3. Health and Safety report
4. Risk assessment documents

**Information we DON'T require**

1. Ecological appraisal
2. Archaeological & heritage assessment
3. Flood risk reports (we do our own checks)
4. Topographic report
5. Geotechnical assessment

**Note:** This is not an exhaustive list.

**Energisation conditions**

1. For embedded networks, the Bilateral Connection Agreement (BCA) must be completed and signed by the IDNO or Private Network Owner and returned to us before energisation.
 

**Note:** The Joint Operational Agreement (JOA) / Site Responsibility Schedule (SRS) that forms part of the BCA must be completed and signed by the IDNO or Private Network Owner and returned to us before energisation for all sites connected at HV or at LV with generation export greater than 300kW.
2. For embedded generation, the EGCA must be completed and signed by the Generator and returned to us before energisation.
3. For demand customers the CA must be completed and signed by the Customer and returned to us before energisation.

**Section 9 of the Adoption Agreement**

EXTRACT:

"Clause 9.5 Adoption shall take place when all of the following conditions have been satisfied:

- (a) title of land (for substations) is vested with the Company;
- (b) all necessary Land Rights have been granted in favour of the Company;
- (c) Statutory Consents are vested with the Company;
- (d) full title guarantee is provided over assets to be adopted;
- (e) the relevant assets have been installed in accordance with the Approved Design using materials and workmanship in accordance with this Agreement;
- (f) all Exit Points and/or Entry Points which are to be Energised shall have been registered in accordance with Schedule 4;
- (g) receipt by the Company of as-laid plans of the assets to be adopted complete with any associated equipment manuals, test and specialist associated maintenance equipment;
- (h) receipt by the Company of a Completion Certificate signed and dated by the ICP;
- (i) the ICP warrants that all necessary Intellectual Property Rights have been acquired;
- (j) the Contestable Works comply with SLC15;
- (k) Energisation has been completed to the Company's reasonable satisfaction."

**Note:** The above extract is for information only. Full terms of the Adoption Agreement must be reviewed and adhered to.

For the avoidance of doubts, the "Company" is:

- Scottish Hydro Electric Power Distribution plc; or
- Southern Electric Power Distribution plc.

**Adoption conditions**

The adoption of the Contestable Works will only take place once all of the conditions listed in Section 9 of the Adoption Agreement (i.e. Commissioning, Completion and Adoption - Clause 9.5) have been met and any Connection Agreements (BCA/EGCA/CA as appropriate) have been completed, signed and returned to us.

\*SHEPD/SEPD:  
SHEPD – Scottish Hydro Electric Power Distribution plc  
SEPD – Southern Electric Power Distribution plc

**Post-Energisation Commissioning Tests**

We will notify you of any defects found in the adopted Contestable Works that result in failure of the Post-Energisation Commissioning Tests.

Faults shall be repaired by the DNO (i.e. SHEPD/SEPD) at the cost of the ICP unless agreed and recorded in the Commissioning Certificate.