

National Electricity Registration Scheme (NERS)

Guidance Notes for Control and Management of National Operations

1. Purpose

The purpose of this process is to ensure that service providers are able to demonstrate that they can operate effectively, efficiently and safely in all Distribution Network Operator's (DNO's) areas. Service providers must be able to demonstrate that they are able to:

- Effectively mobilise their workforce and/or sub-contractors
- Ensure that all the host DNO's requirements are met
- Assure the safety and quality of their workforce and sub-contractors
- Ensure that all relevant information is handed over to the adopting DNO on completion of the works.

Service Providers may be transferred from the DNO Evaluation Scheme to the National Electricity Registration Scheme (NERS) upon request, subject to agreement to the associated terms and conditions. This will result in all approvals, both competency and regional, being directly transferred to NERS.

Evidence of compliance with this guidance document will enable service providers to extend their existing DNO regional approvals, under the DNO Contractor Evaluation Scheme, to approval to compete for contestable work, on a national basis, under the NERS.

2. Scope

The Control and Management of National Operations covers only those scopes of work for which the service provider has been assessed and approved under the National Electrical Registration Scheme (NERS). For example a service provider wishing to carry out work on a 33kV substation must have been assessed and accredited for that category (or Project Management of that category) under NERS. Service providers may sub-contract any part of the works to subcontractors, who have themselves, been accredited under NERS, or 'labour only' subcontractors, for the work to be undertaken.

3. Mobilisation

The service provider will be required to demonstrate a mobilisation process and procedure that defines how works will be carried out on a nationwide basis. This procedure should include as a minimum:

- Establishment of site – how will the service provider set up the site facilities including offices, welfare, reporting systems etc.
- Project Management – who will be responsible for overall control of the works

- Staffing of Project – how will the service provider ensure adequate resource to complete the project:
 - direct staff
 - NERS approved sub-contractors
 - 'labour only' subcontractors
- CDM requirements – ability & experience to manage projects under CDM regulations
- Site induction – how will staff be inducted onto the project including host DNO requirements.
- NRSWA requirements – issue of notices if required

4. Host DNO Requirements

The service provider will be required to demonstrate that they are able to meet all the requirements of the host DNO throughout the project life cycle. To demonstrate an awareness of the relevant host DNO specifications a matrix shall be developed using the model detailed in Appendix 1 of this guidance document which shall be populated with all the host DNO specifications relevant to the work to be undertaken on the project. A matrix shall be completed for each region in which the Accredited Service Provider is planning to operate. The matrix shall be updated on a regular basis and this process shall be documented.

5. Safety and Quality Assurance

The service provider shall be required to demonstrate that they can adequately assure the safe and competent performance of the site staff, whether direct or sub-contract. This will generally be achieved by a regular site audit by appropriately qualified staff. A management audit process shall also be in place. The site audit should include as a minimum:

- Staff adequately trained for works undertaken eg winch operation
- Staff adequately authorised for works undertaken eg DNO authorisation
- Staff adequately certified for works undertaken eg, Passport system etc
- Valid work pack including job instruction, drawings, method statements, risk assessments, utility plans etc.
- Host DNO Codes of Practices etc available, current and in use
- Tools and equipment approved, in good condition and with a valid calibration/test sticker if appropriate
- Correct PPE available, in use and in good condition.
- Plant/equipment installation meets all legal, technical and contractual requirements e.g. cable depth and cover, NRSWA requirements, DNO specifications.

In addition the management audit should include checks that site audits are being completed, deficiencies closed out, records are being maintained eg as laid drawings, commissioning records etc.

The periodicity of the site and management audits should be defined with sub-contractors being audited to the same level of direct staff.

6. Project Handover

The service provider will be required to demonstrate that they have adequate procedures and processes in place to ensure that, on completion of the project, all relevant information is handed over to the adopting DNO in the required format. This should include a transmittal procedure for all documentation.

7. Surveillance Visits by LR

In order to assure DNO's that all processes and procedures are in place, LR will conduct surveillance visits on service providers' projects as part of NERS. Service providers will be required to supply to LR, on request, details of all projects underway in order to facilitate these surveillance audits. LR reserves the right to audit any service provider's site without prior notification.

Appendix 1. Contestable Works - DNO Specification Matrix.

Scopes of Contestable Work	Range	(Name of DNO)	G81 specifications			
		Design	Materials	Installation	Asset Recording	Commissioning & Testing
Design						
Cable networks to Dom props	LV					
Cable networks to Ind/Comm	LV					
O/h networks	11kV					
	33kV					
	132kV					
Cable networks	11kV					
	33kV					
	132kV					
Substation	LV					
	11kV					
	33kV					
	132kV					
Cable installation	LV					
	11kV					
	33kV					
	132kV					
Cable Jointing						
(including service termination)	LV					
	11kV					
	33kV					
	132kV					
O/H Woodpole	LV					
	11kV					
	33kV					
	66kV					
	132kV					
O/H Steel Tower	33kV					
	66kV					
	132kV					
Substation Installation	LV					
	11kV					
	33kV					
	132kV					
Civil works						

Note. Earthing requirements maybe incorporated in documents listed above within the matrix or maybe represented by stand alone documents.

Their location should be detailed

Prepared By:	Reviewed By:	Last Review Date:
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