

**Minutes of the 27th NERS Advisory Group Meeting
Held at LR Offices, Coventry on 19th May 2009**

Attendees:

Mike Cahill	Lloyds Register EMEA - Chairman
Bob Seldon	Lloyds Register EMEA
Graham Paling	Central Networks
Stephen Slavin	United Utilities
Kevin Smith	Scottish Power/Manweb
Paul B Smith	Western Power Distribution
Andy Dresser	GTC
Colin Jameson	ESP Electricity
Steve Bolland	Aslec
Bob Burnham	Morrison Utility Services
Eirwyn Thomas	PowerSystems UK Ltd

Apologies:

Roger Morgan	Ofgem
Bill D'albertanson	EDF Energy
Ian Cairns	CE Electric
Ian Oliver	Central Networks
Martin Gillick	Scottish & Southern Energy
Chris Bean	Power on Connections
Robert Waythe	Envoy

1.0 Introductions

Apologies had been received from members identified above. Steve Slavin from United Utilities was welcomed as the replacement for Howard Smith and Steve Bolland was welcomed as the Aslec representative replacing Brian Hartgrove.

2.0 Review of the minutes of the NERSAP Meeting of 21st January 2009

The minutes of the NERSAP meeting dated 21st January 2009 were accepted as being correct.

3.0 Review of actions from the NERSAP meeting of 21st January 2009

3.1 Extension of Cable Installation Scope of Work to Include Mains/Sub Mains Cables Within Flats

The progress of the ENA document G87: Specification for the Installation of Mains/Sub mains in Flats, had been delayed because the Health and Safety Executive and the Association of Meter Operators needed time to comment on the draft as they had not been included in the original list of organisations invited to comment. Scottish Power/Manweb had agreed to investigate the current status of the document and they advised that the document was a guidance document (confirmation of DNO practices) rather than a technical standard and that a revised draft was due to be published this month (May 2009).

Action: Scottish Power/Manweb to update the NERSAP at the next meeting

3.2 Multiple Trade Testing

Ofgem had established the requirements of the various DNOs in relation to trade testing and these are available for viewing on the LR website. DNOs advised that they reserved the right to require testing where considered necessary. Such testing would be limited and would not be required for scenarios where there was no reason to suspect competence e.g. change of jointer's employer from one contractor to another. Trade testing will always be required for the live jointing trials.

Action: Closed

3.3 Reporting of Accidents and Incidents

All present were supportive of the principles of reporting accidents and incidents to LR in order to provide access to all NERS Registered UCPs and DNOs/IDNOs. LR advised that so far they had not received any reports.

At this stage no guidance had been issued about the format of the information to be provided. It was proposed that LR prepare a template for UCPs and DNOs/IDNOs to use when reporting the information although the use of the template would be optional. It was accepted that the amount of information made available by individual companies (and the format in which the information was presented) would have to be at the discretion of the individual companies.

Action: All DNOs/IDNOs and UCPs to make reports of accidents and incidents available to LR for dissemination to other DNOs/IDNOs and UCPs where the information is considered to be of significant benefit to the wider community.

Action: LR to prepare a template for the reporting of accidents and incidents.

4.0 Status of NERS

LR advised the number of NERS approvals:

Total NERS approvals	89
Full NERS approvals	37
Full/Partial NERS approvals	40
Partial NERS approvals	12
New NERS applications	9

5.0 Status of Live Working Trials Update

DNOs provided an update as follows:

United Utilities - advised that there were no changes since the last NERSAP.

Western Power Distribution Ltd - advised that a third contractor was undergoing trials for street lighting transfers.

Scottish Power/Manweb - advised that there were 4/5 contractors carrying out connections. For street lighting trials two companies now approved and five had entered into tri-partite agreements.

Central Networks - advised that there were no contractors pursuing trials in the CN area but one street lighting contractor was interested in carrying out unmetered connections.

The representatives from CE Electric, EDF Energy and Scottish & Southern Energy were not present at the meeting.

The Aslec representative advised that the UCP take up of unmetered connection work was a very low proportion of the volume available and that they would like to see an increase.

6.0 NERSAP Memorandum of Understanding

Following discussions at previous meetings regarding the ratio of DNO/IDNO to UCP representation on the NERSAP LR had re-drafted clause 14.0 of the MoU to strengthen the requirement for a 3:1 DNO/IDNO / UCP ratio. This is the only change to the MoU which was due for review. The draft MoU was circulated and no comments were made during the meeting.

Action: LR to forward copies of the revised MoU to the DNOs signatories

7.0 Review of the Minutes of the UCP Forum held on 29th April 2009.

The actions from the UCP Forum dated 29th April 2009 were reviewed. Other than the items below and those already discussed in the meeting no new actions were generated.

7.1 Design Approval

Item 4.1 from the minutes of the NERS UCP Forum held on 29th April 2009 relating to Design Approval was discussed. The need for UCPs to approve designs had been questioned as DNOs required that designs be submitted to them (DNOs) for approval.

LR advised that the checking and approval of design was an integral part of good quality management procedures and the NERS assessment for Design included a check to identify that:

- UCPs had checked their designs for errors, and
- UCPs designs were approved by a UCP senior design staff with minimum qualification of Incorporated Engineer (IET).

Approval of designs by DNOs was a separate requirement and did not relieve UCPs of the responsibility for their own approval of designs.

It was felt that the confusion was partly brought about by the use of the term 'Approve'. This had also been raised at an ECSG meeting, however, this is unlikely to result in a change by the DNOs in the short term. Any further clarification at future ECSG meetings will be relayed to the NERSAP. Another option was for LR to consider amending the NERS guidance document.

Action: LR to re-consider the use of the term 'Approved' in the NERS scheme document.

7.2 Connecting onto Metering Circuit Breakers

Item 4.2 from the minutes of the NERS UCP Forum held on 29th April 2009 relating to Connecting onto Metering Circuit Breakers was discussed. The Powersystems UK Ltd representative advised that his company had been requested to terminate a cable circuit in a circuit breaker inside a substation. The cable circuit had been installed as contestable work and the metering circuit breaker was inside a substation which was already in commission. In order to carry out this additional work the company was involved in unplanned training and expense in order that the operatives could enter the substation. It was generally agreed that such terminations were the responsibility of the DNO and that this seemed to be an isolated case of misunderstanding.

7.3 NERS Passports

Item 4.3 from the minutes of the NERS UCP Forum held on 29th April 2009 relating to Passports was discussed. There was an action from the UCP Forum for UCPs to consider the NERS passport process within their own companies with a view to a discussion at the next UCP forum (to be held on 19th August 2009). LR advised that following complaints from some DNOs, that passports were not being made available or not being correctly completed, LR were awarding Major Deficiencies to UCPs who continued to fail to manage the passport process correctly. LR also advised that they are currently reviewing the NERS scheme documents in order to clarify the requirements for Passports and Competence Certificates. The changes proposed by LR will be e-mailed to UCP Forum members prior to the next UCP Forum meeting for consideration together with the UCPs own proposals. Agreement will then be sought at NERSAP.

8.0 Any Other Business

The Aslec representative raised the acceptability of sub contracting unmetered connections work. The NERS requirements for Project Management and for Control and Management were outlined. LR advised that the Project Management category in particular had caused confusion and that the intention is for the next review of the NERS scheme documents to include further clarification of the Project Management requirements.

9.0 Time and date of next meeting.

It was agreed that the next NERSAP would be held at 10.30 am on Wednesday 9th September 2009.