



WORKING WITH INDEPENDENT CONNECTION PROVIDERS

OPERATIONAL SAFETY MANUAL - SECTION 13.3

PR-NET-OSM-085	Working with Independent Connection Providers - Operational Safety Manual - Section 13.3		Applies to	
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1 Introduction

- 1.1 This document defines the **Approved** procedure for working with an accredited **Independent Connection Provider (ICP)** who is authorised to carry out **Contestable Work** on the downstream side of a **Point of Connection (PoC)** to the **System** under the **Competition in Connections Code of Practice (CinCCoP)**.
- 1.2 Compliance with the following procedure **Shall** enable staff and **Approved** contractors to work safely and reduce the risk of injury to themselves and their colleagues and to prevent damage to the **System** so far as is reasonably practicable.

2 Scope

- 2.1 The scope of this **Approved** procedure **Shall** be limited to **SSEN-D** nominated persons and the **ICP** who hold the appropriate competence and authorisation to work on contestable electrical installations that, following agreement, are to be adopted by **SSEN-D**.
- 2.2 The procedures included have been developed to minimise incidents associated with human error by ensuring that:
- A consistent approach is maintained for the management of **ICP Contestable Work**
 - Damage to **SSEN-D** owned equipment is prevented so far as is reasonably practicable
 - At all times consideration is given to the operating characteristics of the **System** and the Dangers imposed

3 References

The documents detailed in Table 3.1 - Scottish and Southern Electricity Networks Documents, and Table 3.2 - External Documents, should be used in conjunction with this document.

Table 3.1 - Scottish and Southern Electricity Networks Documents

Reference	Title
PR-NET-OSM-006	SSEN Distribution Operational Safety Rules – Operational Safety Manual – Section 1.1
PR-NET-OSM-028	Switching Terminology and Approved Abbreviations - Operational Safety Manual - Section 4.4
WI-NET-OSM-011	Nomination and Authorisation of Independent Connection Providers
PR-NET-OSM-111	Networks Operational Nomination and Authorisation
PR-PS-910	ICP Option 3 Operating Procedure
TEM-NET-COM-015	SEPD Network Access Agreement
TEM-NET-COM-016	SHEPD Network Access Agreement
FO-PS-1082	Temporary Loan of SSEPD Equipment and Keys
FO-NET-OSM-006	Safety Rules Declaration - Operational Safety Manual - Section 5.2.1
WI-NET-OSM-002	Personal Protective Equipment and Workwear for Live Environments
N/A	SSEN SHE Handbook (Held in Safety, Health and Wellbeing SharePoint Site)

Table 3.2 - External Documents

Reference	Title
ESQCR	Electricity Safety, Quality and Continuity Regulations 2002 (as amended)
ENA MDSR	ENA Model Distribution Safety Rules
CICCoP	SSEN-D Competition in Connections Code of Practice

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4 Definitions

- 4.1 The words printed in bold text within this document are either headings or definitions. Definitions used within this **Approved** procedure are defined within the list presented immediately below, or within Section 2 of the **Operational Safety Rules (OSR)**.
- 4.2 **Competition in Connection Code of Practice (CiCCoP).**
The **Competition in Connections Code of Practice** governs the way in which Distribution Network Operators (DNOs) provide input services to facilitate competition in the electricity connections distribution market.
- 4.3 **Contestable Work**
Work undertaken by the accredited **ICP** involving the connection of electrical equipment by the **ICP** to the **System** at the **PoC** in accordance with the formal Connection Offer. **Contestable Work** includes the installation of cables, substations and other plant associated with the new connection.
- 4.4 **Independent Connection Provider (ICP)**
A company, accredited under the National Electrical Registration Scheme (NERS), that is authorised to provide electricity connection to the **System** in accordance with the requirements and specification specified by **SSEN-D** and the **CiCCoP**.
- 4.5 **Operational Safety Rules (OSR)**
The **SSEN-D** Distribution set of rules, as read with related documents and procedures, that provide generic safe systems of work on the **System** therefore ensuring the health and safety of all who are liable to be affected by any **Danger** that might arise from the **System**.
- 4.6 **Point of Connection (PoC)**
The point (or points) of physical connection between the **System** and electrical installations that are independently owned.

5 General Responsibilities

- 5.1 Persons who are required to operate and undertake work on the **SSEN-D System, Shall** have a thorough understanding of the work and ensure on site risks are suitably assessed and appropriate control measures put in place before, during and after all activities.
- 5.2 **Persons Shall** ensure that at all times during the work (or associated testing) **General Safety** arrangements are maintained and that other work areas are not adversely affected by the activities for which they are responsible.

6 Authorisation

6.1 General Requirements

- 6.1.1 It **Shall** be the responsibility of the individual to ensure that any actions performed are within the bounds of their competency and authorisation level.
- 6.1.2 Competence and authorisation certificates **Shall** be retained personally and be made available upon request.
- 6.1.3 For **Low Voltage** and **High Voltage** work **ICPs** can choose to work under 3 different processes as detailed below.

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6.2 Option 1 - ICP Authorisation of ICP Employees and Contractors

6.2.1 **ICPs Shall** operate under their own Safety Management System (SMS), including the **ICP's Operational Safety Rules**, which must be of an equivalent standard to the ENA Model Distribution Safety Rules. An **ICP** is to submit a copy of their SMS to **SSEN-D** before first accessing the DNO System or in the event of any changes to that SMS (**CiCCoP** 5.2.6 & 5.2.7).

6.2.2 **ICPs** are responsible for determining the relevant competence requirements for the work to be undertaken and for the issue of an appropriate authorisation to their employees or contractors.

6.3 Option 2 - SSEN-D authorisation of ICP Employees and Contractors

6.3.1 **ICPs Shall** operate under **SSEN-D's OSR**.

6.3.2 The process is described in **SSEN-D** document PR-NET-OSM-111. This is available on the **SSEN-D** website.

6.3.3 Operational authorisations issued by other Distribution Network Operators will be accepted by **SSEN-D** as evidence of previous experience and will be considered during the authorisation process.

6.4 Option 3 - Transfer of Control

6.4.1 All processes under Option 1 **Shall** be met and the **ICP Shall** provide evidence that their employees and contractors are suitably authorised and experienced for operating under local control.

6.4.2 Under this option, without relinquishing operational control over its network, a DNO may temporarily assign to an **ICP** authority to conduct the necessary specified field operations within a pre-defined part of its network. Under these arrangements the **ICP** may be permitted to undertake certain limited duties to enable it to connect extension assets without reference to the DNO's control centre. It will perform these duties in accordance with its own SMS, including its Safety Rules **Shall** transfer control of a specified part of its **System** for the purposes of the **ICP's** activity.

6.4.3 **ICP** staff **Shall not** interfere with any Point of Isolation applied before the Transfer of Control.

6.5 Verification of Authorisation for Option 1 and Option 3

6.5.1 The **ICP Shall** notify which option they intend to work under and submit their intention to their **SSEN-D** Point of Contact. The **SSEN-D** Point of Contact **Shall** check that the **ICP** has the required level of accreditation if they are to work under options 1 or 3.

6.5.2 Authorisation means approval of individual **ICP** employees and their contractors, and recognition of the competence of such persons to carry out specified contestable activities on a DNO's Distribution **System**. Levels of authorisation **Shall** include those detailed in the Model Distribution Safety Rules and will be issued specifically for the activities to be undertaken at any given voltage level.

6.5.3 If the **ICP** has opted for option 1 or 3, the authorisation certification **Shall** be verified to confirm that it is appropriate for the works to be undertaken.

6.5.4 For **High Voltage** work where an **ICP Authorised Person** does not hold an **SSEN-D** authorisation, a copy of the relevant validated authorisation **Shall** be forwarded to the relevant Control Centre (Ops Manager) to be available for the day **Switching** is planned to commence.

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6.6 Obtaining SSEN-D Authorisation for Option 2

- 6.6.1 If the **ICP** chooses to work under option 2 the **SSEN-D** Point of Contact will act as the nominating manager, following PR-NET-OSM-111 and WI-NET-OSM-011 they will ensure that personnel in question have the relevant experience and training. Evidence should include accreditation by any NERs accredited organisation, other DNO Authorisations and portfolios of experience.
- 6.6.2 All nominations **Shall** be approved by an Authorising Officer before submission to SSE Learning and Talent for assessment and issue of certification. SSE Learning and Talent do not provide training for an **ICP**.
- 6.6.3 The **SSEN-D** Point of Contact will issue an **ICP** nominated person with all relevant **SSEN-D** Operational Procedures for the level of authorisation required in order for them to prepare for the assessment

7 Personal Protective Equipment

- 7.1 Persons who are required to work or carry out work on or near the **System Shall** wear suitably **Approved** Personal Protective Equipment (PPE). Furthermore, where warning labels or labels that identify a particular hazard exist, additional and appropriate PPE **Shall** be worn.
- 7.2 As a minimum, PPE **Shall** meet the requirements of WI-NET-OSM-002.

8 Records

- 8.1 Records involving agreed Safe Systems of Work and any information exchanged between **SSEN-D** and the **ICP Shall** be recorded for future reference.
- 8.2 In accordance with the Competition in Connections Code of Practice, **ICPs Shall** submit all records of cable, Plant etc. and test certificates to **SSEN-D** upon completion of their work.
- 8.3 The **SSEN-D** Point of Contact is responsible for submission of all **ICP** supplied documents (such as EOWeb/GIS, Asset Management System information etc.) to the relevant departments so that records may be updated.

9 General Requirements

- 9.1 In meeting the specified requirements of **SSEN-D**, the **ICP Shall** be permitted to gain access to a pre-determined, point or section of the **System** to carry out **Contestable Work**, for the purpose of making electricity connections to metered and unmetered supplies.
- 9.2 For the purpose of this procedure, **Contestable Work** includes:
- Installation of cables (at a specified voltage range)
 - Substation installation
 - Cable jointing
 - **System** connections
 - All excavation and re-instatement work associated with the above
- 9.3 The **ICP** is required to hold accreditation under the National Electricity Registration Scheme (NERS). The **ICP Shall** only undertake work for which they have received the appropriate accreditation.

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- 9.4 The **ICP Shall** have the appropriate safety management systems, method statements and competencies in place and be able to demonstrate that health and safety provision are appropriate for the work to be undertaken. The **ICP Shall** submit details of the safety management system before accessing the **System** or in the event of any change to the safety management system.
- 9.5 A formal agreement **Shall** be in the form of the signed Network Access Agreement:
- TEM-NET-COM-015 - SEPD Network Access Agreement
 - TEM-NET-COM-016 - SHEPD Network Access Agreement
- 9.6 Subject to agreement between the **ICP** and **SSEN-D**, the **ICP** is able to work under three different processes described in Section 6.
- 9.7 In order to appraise the **ICP** work, the **ICP Shall** provide suitable opportunities for the **SSEN-D** nominated person to undertake site audits both unplanned and planned.
- 9.8 Work undertaken by the **ICP Shall** meet **SSEN-D** technical and installation requirements prior to agreed adoption by **SSEN-D**. The **ICP Shall** develop, implement and maintain an inspection regime for the duration of the **Contestable Work**.
- 9.9 A log of all consent to connect activity **Shall** be recorded using the form in Appendix A. This may be on paper or electronic form and saved in the **SSEN-D** SharePoint system.

10 Procedure

- 10.1 The **ICP** required to undertake **Contestable Work**, **Shall** be aware of the **Dangers** that might arise. The main **Dangers** include, electric shock, burns and serious injury arising from:
- Persons working on wrongly identified equipment
 - Electric shock from direct and indirect contact
 - Poor planning leading to a failure in the co-ordination of on-site work activities
 - Failure to adequately control vehicle movement in the vicinity of work
 - Fall from height (where applicable)
- 10.2 Prior to commencing the **Contestable Work**, the **ICP Shall** firstly notify **SSEN-D** of its intent to carry out the work and subsequently enter into a Network Access Agreement with **SSEN-D** and where applicable an Adoption Agreement.
- 10.3 Following the receipt of the **ICP** request for information, **SSEN-D Shall** within a reasonable period of time make available all technical information, diagrams and drawings allowing the **ICP** to carry out the design, construction, installation or commissioning of the **Contestable Work** without **Danger** so far as is reasonably practicable.
- 10.4 The **ICP Shall** issue its design plans outlining how it intends to carry out the **Contestable Work** in accordance with **SSEN-D** specification. **Contestable Work Shall** be carried out:
- In a suitable manner, with due skill, care and diligence and in accordance with good industry practice, using materials which conform to **SSEN-D** specification
 - In accordance with the specifications and standards set out in the Network Access Agreement
 - In accordance with all laws, bylaws, regulations, directives and regulations of any government or other competent authority and all relevant codes of practice, standards, rules and guidelines issued by regulatory or trade bodies
 - In a safe manner and not to the detriment of other users of the **System**

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- 10.5 The **ICP Shall**, within a reasonable period of receipt of a written request, supply **SSEN-D** with all technical information, diagrams and drawings relating to the design, construction, installation or commissioning of the **Contestable Works** as **SSEN-D** might reasonably request from time to time.
- 10.6 The **ICP Shall** not commence the **Contestable Work** until:
- The **SSEN-D Approved** design or an **ICP Approved** design is in place
 - The **ICP** has provided **SSEN-D** with a programme and works schedule
- 10.7 The **Contestable Work Shall** be carried out and completed in accordance with:
- The applicable **SSEN-D Approved** design or **ICP Approved** design
 - The applicable statutory consents
- 10.8 Following acceptance of the **ICP** design plans, **Contestable Work** may commence according to agreed timescales.
- 10.9 The **ICP Shall** be fully responsible for the **Contestable Work** until adopted, including works with associated excavation and reinstatement.
- 10.10 Subject to the requirements of Section 10.7, the **ICP Shall** initially be allocated to Level 1 of the inspection regime. Where the **ICP** meets the requirements of the defined inspection regime, it may, at the discretion of **SSEN-D**, be moved to the next level of the inspection regime as defined in Appendix B.
- 10.11 Where in the opinion of **SSEN-D**, the **ICP** materially fails any part of its inspection regime, **SSEN-D** reserves the right to demote the **ICP** to the previous level of the inspection regime.
- 10.12 **SSEN-D** reserves the right, without prior notification, to access any site it deems necessary to inspect any **Contestable Work** installed or carried out under the Network Access Agreement.
- 10.13 Where the **ICP** considers that the **Contestable Work** is complete it **Shall**, in accordance with previously agreed timescales, give written notice to **SSEN-D** stating the time and date that it intends to perform the final pre-energisation commissioning tests. **SSEN-D** reserves the right to witness such testing.
- 10.14 Where testing of the **Contestable Work** is complete and all pre-energisation commissioning test results are satisfactory, the **ICP Shall** give dated written notice to **SSEN-D** stating the **Contestable Work** is complete along with copies of all relevant tests and conformance certificates.
- 10.15 Upon receipt of the **ICP** written notice that the **Contestable Work** is complete and subject to **SSEN-D** being satisfied that all test results are satisfactory and where required any corrective work or similar is complete, a Completion Certificate **Shall** be issued. The Completion Certificate **Shall** be countersigned by all parties.
- 10.16 Adoption of the **Contestable Work Shall** take place only when all of the **SSEN-D** conditions have been satisfied.

11 SSEN-D Point of Contact Requirements

11.1 Provision of Local Information to the ICP

- 11.1.1 The **SSEN-D** Network Connections Designer and/or **SSEN-D** Point of Contact **Shall** provide the **ICP** with all necessary local Network Specific information.
- 11.1.2 Such information might be:

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- GIS (EO Web) – cable plans (the **ICPs** do have internet access to GIS plans but **SSEN-D** might require some addition information to be added specific to the local area).
- Support on our latest Network Adoption Process see flowchart on our website at <https://www.sse.co.uk/CompetitionInConnections/>.
- The provision of a Network Access Agreement issued by the Network Connections Designer.
- Local phasing issues – if any affected sites have nonstandard phasing.
- Brief on Control interaction.
- The current state of the relevant network. This may be by GIS or Network Management System (NMS) diagram as required.
- What testing is required, who will carry it out and where any results will be maintained.
- Agreed state of the network on completion of **ICP** works and its return / adoption by **SSEN-D**.

11.2 ICPs Visiting Sites to access SSEN-D Equipment

- 11.2.1 For sites containing no equipment above 11 kV - Once authorised / accredited, **ICP** staff may access these sites without additional permission.
- 11.2.2 For sites containing equipment above 11 kV - Prior to an **ICP** attending site the **SSEN-D** Point of Contact must contact the Alarm Receiving Centre (ARC) and pass them details of the **ICP** staff involved and the sites they require access to.

11.3 Schedule of Works / Contact Details

- 11.3.1 All **ICPs** must provide the **SSEN-D** Point of Contact with a schedule of works containing dates and locations of the work being carried out.
- 11.3.2 The **SSEN-D** Point of Contact (or their representative) should attend site at the start of the work and agree when further attendance is required.
- 11.3.3 The **SSEN-D** Point of Contact **Shall** ensure that all parties have all necessary contact details should anything unforeseen arise.

11.4 Loan of Equipment

SSEN-D are not responsible for supplying the **ICP** with materials, test or NRSWA equipment unless specific arrangements have been made. Any loan and return of **SSEN-D** equipment will be facilitated by the **SSEN-D** Point of Contact and recorded on FO-PS-1082.

11.5 Supply of Locks and Keys

- 11.5.1 **SSEN-D Shall** supply company system and access locks where equipment is to be subsequently brought under the **Operational Safety Rules**.
- 11.5.2 Where the **ICP** requires **SSEN-D** keys to facilitate their work, the necessary keys will be handed over to the **ICP Senior Authorised Person** by the **SSEN-D** Point of Contact immediately prior to the work.
- 11.5.3 Specific details of the keys, including serial numbers where marked, **Shall** be recorded and signed for by the **ICP Senior Authorised Person** on FO-PS-1082.

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11.5.4 On completion of their work the **ICP Shall** return all **SSEN-D** keys to the **SSEN-D** Point of Contact who **Shall** record their return on FO-PS-1082.

11.5.5 **ICPs Shall not** retain any **SSEN-D** keys other than for the duration of any specific work.

11.6 System Operations

11.6.1 All planned work on the **SSEN-D High Voltage System** is conducted using an **Approved Switching** Schedule.

11.6.2 All schedules **Shall** be submitted via the Network Management System to the relevant Control Centre not later than 7 days before the **High Voltage Switching** is required.

11.6.3 **ICP** paper **Switching** Schedules **Shall** be entered into the Network Management System. This **Shall** be facilitated by the **SSEN-D** Point of Contact as required.

11.6.4 If the **ICP** work involves the installation of a new piece of **High Voltage** equipment which will eventually be on the **SSEN-D System** the Network Management **System** diagram will need to be updated in accordance with the current **System** Alteration Procedure. The proposed alterations **Shall** be submitted to the Cartographers in the **SSEN-D** Control Centre a minimum of 14 days before **High Voltage Switching** is required, via the **SSEN-D** Point of Contact.

11.6.5 The **SSEN-D** Point of Contact is responsible for ensuring that all switch labels at affected remote sites are changed as required.

11.6.6 Any equipment being installed comes under the **SSEN-D OSR** immediately before it is connected to the existing **System**, irrespective of voltage and including existing **System Earthing**. A Safety Rules Declaration (FO-NET-OSM-111) Section One **Shall** be completed once the site is ready to be energised.

11.6.7 Where an **ICPs** outage affects supplies to **SSEN-D** customers, **SSEN-D Shall** be responsible for the installation of **Low Voltage** back-feeds and mobile **Low Voltage** generation to maintain supplies to their customers.

11.6.8 The requirements for this should be identified as soon as possible by the **ICP**. This should be discussed with the **SSEN-D** Point of Contact prior to the submission of the draft **Switching** Schedule to the **SSEN-D** Control Centre and the necessary arrangements made.

11.6.9 The **SSEN-D** Point of Contact **Shall** inform the **ICP** of the state of the **Low Voltage** network prior to any alteration or connection work taking place.

11.6.10 Prior to any **High Voltage** connections or alterations **SSEN-D Shall** carry out the required **Switching** to establish a single point of **High Voltage** supply and where required, carry out the necessary Isolation and **Earthing** prior to the issue of an appropriate **Safety Document**.

12 Revision History

No	Overview of Amendments	Previous Document	Revision	Authorisation
01	New document created	TBC	1.00	Richard Gough
02				

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Appendix B ICP Inspections

1 General

SSEN-D undertakes sample quality assurance inspections of assets installed by **Independent Connection Providers (ICPs)** prior to adoption and also works delivered by our own staff and contractors. Inspections are carried out by our audit team within the Operational Safety group and are independent of the **SSEN-D** connections delivery function.

2 Scope

- 2.1 Inspections are undertaken using hand held devices with the quality assurance elements of the inspection form being identical, irrespective of who is undertaking the connections work, be it on behalf of **SSEN-D**, our contractors or an **ICP**.
- 2.2 For work being undertaken by **SSEN-D** staff or contractor's additional safety elements are also inspected to meet our obligations regarding health and safety legislation.
- 2.3 **ICP** work sites are not under the control of **SSEN-D** and it is therefore the duty of the **ICP** to have systems in place, such as their own inspections and audit regimes, to ensure compliance with their health and safety obligations.
- 2.4 All **ICP** site inspection reports are sent by email to the nominated **ICP** site manager and the appointed **SSEN-D** nominated point of contact.
- 2.5 Where non-conformances are identified, these **Shall** be clearly communicated to the **ICP**. Where an **ICP** disputes a non-conformance or non-conformances, the nature of the dispute **Shall** be notified to the appointed inspector. Where non-conformances are disputed it **Shall** be the intention of all parties to achieve a resolution as quickly as possible. Where necessary the **SSEN-D** disputes escalation process may be utilised.

3 Inspection Levels

- 3.1 **SSEN-D** reserves the right to inspect any works undertaken by an **ICP** that we are to adopt irrespective of their operating level. Additional inspections will not affect the inspection charges detailed in this document.
- 3.2 The number of inspection visits undertaken will be dependent upon two factors:
 - The scale and type of work being undertaken
 - The inspection level that the **ICP** is operating at. Table B.1 Shall be used to calculate the number of inspections

Table B.1 - Inspection Levels

Inspection Level	Performance Banding
Level 1	1.25 or greater average score or new ICP
Level 2	Between 0.75 and 1.24
Level 3	Less than 0.75

- 3.3 **ICPs Shall** move between inspection levels based on performance. Level 1 will attract the highest level of inspections and level 3 the lowest.
- 3.4 **ICPs** new to operating in the **SSEN-D** area will start at Level 1. Subject to satisfactory performance for a minimum of six months consideration will be given to movement within the inspection level structure at the next review.

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- 3.5 A review of **ICPs** operating levels will be undertaken twice a year, and a decision to move an **ICP** to a new inspection level will be considered based on past inspection performance.
- 3.6 The decision to move an ICP between inspection levels will be at **SSENs** discretion.
- 3.7 Persistent and routine failures will trigger an immediate review of an **ICPs** operating level. The **ICPs** performance and inspection level (including any changes) will be confirmed to the **ICP** in writing twice a year.
- 3.8 Movement between inspection levels will be based on average number of issues per inspection. If the **ICPs** average number of issues per inspection is less than 0.75 and satisfies the criteria of movement between inspection levels then the **ICP** will be moved to the inspection level (Level 1, 2 or 3) commensurate with their performance. If the **ICPs** average number of issues per inspection in between 0.75 and 1.25 then their inspection level will remain unchanged. However, if the **ICPs** average number of issues per inspection is greater than 1.25 then the **ICP** may be demoted to a lower level.