

1. SCOPE

This document details SP Energy Networks Project Completion and Handover Process for Contestable Works by Independent Connections Providers (ICPs) on behalf of SP Distribution plc & SP Manweb plc.


2. ISSUE RECORD

This is a Controlled document. The current version is held on the Energy Networks Document Library.

It is your responsibility to ensure you work to the current version.

Issue Date	Issue No.	Author	Amendment Details
December 2013	Issue 1	Alastair Oldfield	This document supersedes ASSET-04-025 and accounts for the introduction of RAdAR
August 2017	Issue 2	Alastair Oldfield	Minor title changes
May 2022	Issue 3	Alastair Oldfield	No Amendments made
August 2024	Issue 4	Nichola Gaffney	Owner updated and review of website links, reference documents, etc

3. ISSUE AUTHORITY

Author	Owner	Issue Authority
Nichola Gaffney Senior Analyst	Bev Hudson Process and Compliance Manager	Andrew Churchman DGM North Wales  Date: 06/08/2024

4. REVIEW

This is a Controlled document and shall be reviewed as dictated by business / legislative change but at a period of no greater than 3 years from the last issue date.

5. DISTRIBUTION

This document is not part of a manual and does not have a maintained distribution list but is published to the SP Energy Networks website.

6. CONTENTS

1. SCOPE	1
2. ISSUE RECORD.....	1
3. ISSUE AUTHORITY	1
4. REVIEW	1
5. DISTRIBUTION	1
6. CONTENTS	2
7. DEFINITIONS AND ABBREVIATIONS	3
7.1 Definitions	3
7.2 Abbreviations	3
8. RELATED DOCUMENTS.....	4
9. GENERAL	4
10. PROCESS IN DETAIL	5
10.1 Project or Project Phase Completion by ICP	5
10.2 Singular Project Phase	5
10.3 Distinct Project Phases	5
10.4 Completion of Project Completion and Handover Certificate	5
10.5 Construction	5
10.6 Documentation.....	5
10.7 Wayleaves	6
10.8 Finance	6
10.9 File Closure.....	6
10.10 Upload Closure and Handover Details to Radar	6
10.11 Design and Construction Audits	7
10.12 Dispute Process.....	7
10.13 Warranty Period	7
11. APPENDICES	8
11.1 Appendix 1 - Project Closure and Handover Process Diagram	8
11.2 Appendix 2 - Sample Project Completion and Handover Certificate	9

7. DEFINITIONS AND ABBREVIATIONS

7.1 Definitions

The following definitions shall apply throughout this document.

Handover	Transfer of title, ownership, operation, and maintenance responsibilities as defined in the Construction & Adoption Agreement.
Authorised Person	A competent person who has been nominated by an appropriate officer of SP Energy Networks to carry out duties specified in writing.
Commissioning Requirements	The tests as detailed in the Construction and Adoption Agreement that have to be passed prior to issue of a Make Live Certificate or a Completion Certificate.
RAAdAR	Register of Adopted Asset Requests IT System. Is an IT system designed to facilitate the transfer of documentation associated with Connection activities.
ICP	A Lloyds Accreditation approved Independent Connection Provider undertaking design and construction works in association with housing, industrial, and commercial sites.
SP Energy Networks (SPEN)	The network operator for the Distribution License Holders SP Distribution plc and SP Manweb plc.
Statutory Consents	All consents, licences, permissions, and approval of any kind required under any statute or subordinate legislation including planning permission, building regulation approval and Street Works Licences.

7.2 Abbreviations

The following abbreviations shall apply throughout this document:

CDM	The Construction (Design and Management) Regulations 2015.
NRSWA	The New Roads and Street Works Act, 1991.

8. RELATED DOCUMENTS

This document is one of a suite of specifications relating to this subject area and should be read in conjunction with:

(a) **Electricity Association Documents:**

Engineering Recommendation G81 - Framework for design and planning, materials specification and installation and record for low voltage housing estate installations and associated, new, HV / LV distribution substations.

- Part 1: Design and Planning.
- Part 2: Materials Specification.
- Part 3: Installation and Records.
- Part 4: Framework for Design of I & C underground connected loads up to and including 11kV.
- Part 5: Framework for materials specification for I & C underground connected loads up to and including 11kV.
- Part 6: Framework for installation and records for I & C underground connected loads up to and including 11kV.

(b) **SP Energy Networks Technical Framework Documents:**

- Design and Planning Framework for low voltage housing estate installations and associated new HV/LV distribution substations (Ref. ESDD-02-012).
- Application of Overhead Line Switchgear and Protection Systems (Ref. ESDD-02-011).
- Materials Specification Framework for low voltage housing estate installations and associated new HV/LV distribution substations (Ref. EPS-03-027).
- Installation and Records Framework for low voltage housing estate installations and associated new HV/LV distribution substations (Ref. EPS-02-005).

(c) **SP Energy Networks Process Documents:**

- Recording of Electrical Assets by Contractors (Ref. BUPR-22-015).
- Register of Adopted Asset Requests (RAdAR) for Contestable Connection Projects (CON-04-005).
- Register of Adopted Asset Requests (RAdAR) for Contestable Unmetered Connection Projects (CON-04-004).
- Inspection and Monitoring of networks constructed by an Independent Connections Provider (Ref. ASSET-04-020).

All authorised designs must comply with both the requirements described within this document and those detailed above.

9. GENERAL

The data and guidance contained within this document remains the property of SP Energy Networks and may not be used for purposes other than that for which it has been supplied. It may not be reproduced either wholly or in part, in any way whatsoever, nor may it be used by, or its contents divulged to, any other person whosoever, without the prior written permission of SPEN.

SPEN reserves the right to change the data contained within this document without notification. SPEN accepts no responsibility for any inaccuracies in, or omissions from the document.

10. PROCESS IN DETAIL

10.1 Project or Project Phase Completion by ICP

When an ICP is satisfied that a Project, or Project phase as detailed in the Construction and Adoption Agreement, has been completed in accordance with the Construction & Adoption Agreement, an overall project Completion and Handover Certificate shall be issued to SPEN in respect of the Project or Project phase.

10.2 Singular Project Phase

Where the project does not comprise of distinct phases or payment milestones then one completed Handover Certificate will be uploaded onto the RAdAR Project.

10.3 Distinct Project Phases

In certain instances, a project may comprise of distinct phases or payment milestones. These phases shall be agreed at the design stage with SPEN and shall be recorded within the project Construction and Adoption Agreement and project file documentation as appropriate.

The ICP Design Engineer shall create a master drawing clearly showing the distinct phases of the project. Each agreed phase of the works shall be accompanied by a completed Handover Certificate uploaded into the “*Project Closure*” Module of the RAdAR Project at the completion of each phase. The closure of each distinct phase will be confirmed as “*Complete*” at the closure of the overall project.

10.4 Completion of Project Completion and Handover Certificate

This shall be completed once for the overall project or project phase. Each item of the certificate must be initialled, and the overall certificate signed by the project manager confirming the requirements have been met in full. The requirements for each of the section are detailed below.

10.5 Construction

1. The Contestable Works, or such part thereof, have been constructed, installed, commissioned, tested, and completed in accordance with the Approved Design and using materials and workmanship in accordance with the Construction and Adoption Agreement.
2. The ICP has rectified all defects or other matters previously notified to the ICP.
3. All Exit Points from which an electricity supply may be taken are registered in accordance with the specifications and procedures listed in the Construction and Adoption Agreement.
4. Confirm individuals possessing appropriate training, knowledge and experience have constructed, installed, commissioned and if applicable made networks live in accordance with all applicable procedures while employed by Lloyds / NERS appropriately approved organisations.
5. Substation checklist, if applicable, is completed.
6. Any SPEN plant, apparatus, cable or conductor has been returned to SPEN.
7. All reinstatements have been completed the requirements of the New Roads and Street works met in full.

10.6 Documentation

1. The ICP has delivered to SPEN that true, accurate and complete “as-laid plans” of the Contestable Works or the part thereof which is to be handed over, (as the case may be), in accordance with the SP Energy Networks BUPR-22-015.
2. Confirm the information appears correctly on SPEN asset registers.
3. The ICP has provided the CDM file (or section relating to the Contestable Works or the part thereof which is to be handed over, (as the case may be) to SP Energy Networks.

4. The ICP will confirm that, if required by SPEN, the Customer(s) has entered into an Agreement with SPEN in relation to the connection of that Exit Point to the Distribution System.
5. SPEN approved network design is uploaded to RAdAR.
6. Asset Quantities and number of service joints uploaded to RAdAR.

10.7 Wayleaves

- 1 Land Rights and Good Title has been provided to SPEN by the ICP over the Contestable Assets to be handed over in accordance with the requirements of the Construction and Adoption Agreement.
- 2 The ICP has obtained and passed to SPEN all of the Statutory Consents required in order to allow SPEN to subsequently maintain, repair, replace, renew or use, the Contestable Works.
- 3 As constructed record, W33/2 form uploaded into RAdAR.

10.8 Finance

The ICP shall confirm:

- 1 There are no outstanding debts or reservation of title in respect of the ICP's Works.
- 2 All applicable costs have been paid to SPEN (as indicated on RAdAR).
- 3 All additional work requested by SPEN has been paid.
- 4 Where ICP costs are to be passed to SPEN, all invoices have been received, checked and anomalies corrected.
- 5 SPEN notified for RAdAR Project to be closed.

10.9 File Closure

- 1 The ICP has warranted to SPEN that all necessary Intellectual Property Rights have been acquired in accordance with the Construction and Adoption Agreement.
- 2 Upon issue of the Closure Certificate, absolute unencumbered title to the ICP Works and all materials forming part thereof, will automatically transfer to SPEN.

Each section requires signed by the Project Engineer / Co-ordinator confirming the requirements have been met in full.

10.10 Upload Closure and Handover Details to Radar

The following documents shall be uploaded into the Conditions Precedent section within the RAdAR Project prior to project closure. A request to close the Project can then be forwarded by the ICP as per the RAdAR Metered Process CON-04-005.

- 1 Completed Project Completion and Handover Certificate.
- 2 Signed Acceptance Form.
- 3 Network Design Approved by SPEN.
- 4 All details of Wayleaves, Consents & S/S Site Acquired and Approved by SPEN.
- 5 As constructed record, W33/2 form.
- 6 Substation checklist, if applicable.
- 7 CDM file (or section relating to the Contestable Works or the part thereof which is to be handed over (as the case may be)) if applicable.
- 8 Customer(s) connection agreement if applicable.
- 9 MPANs of Industrial and Commercial Connections with a capacity above 72KVA.
- 10 Existing live working regime document as applicable.

10.11 Design and Construction Audits

Design and construction audits shall be conducted by SPEN in accordance with ASSET-04-020 Inspection and Monitoring of Networks Constructed by Independent Connection Providers. Monitoring and Auditing will be based on random sampling. Any required remedial actions subsequent to monitoring and auditing must be completed prior to the batch being released for payment.

Once SPEN has confirmed to the ICP projects have been closed in accordance with the Construction and Adoption Agreement, the required documents uploaded into RAdAR and confirmation the Non Contestable charges have been received by SPEN, the Project will be closed within RAdAR. No further work can be carried out on this project.

10.12 Dispute Process

Attempts should always be made to resolve problems between the 3rd Party ICP and SPEN designated engineers. If unresolved it should then progress through line management. Management shall escalate significant issues and frequently occurring problems with the 3rd Party ICP.

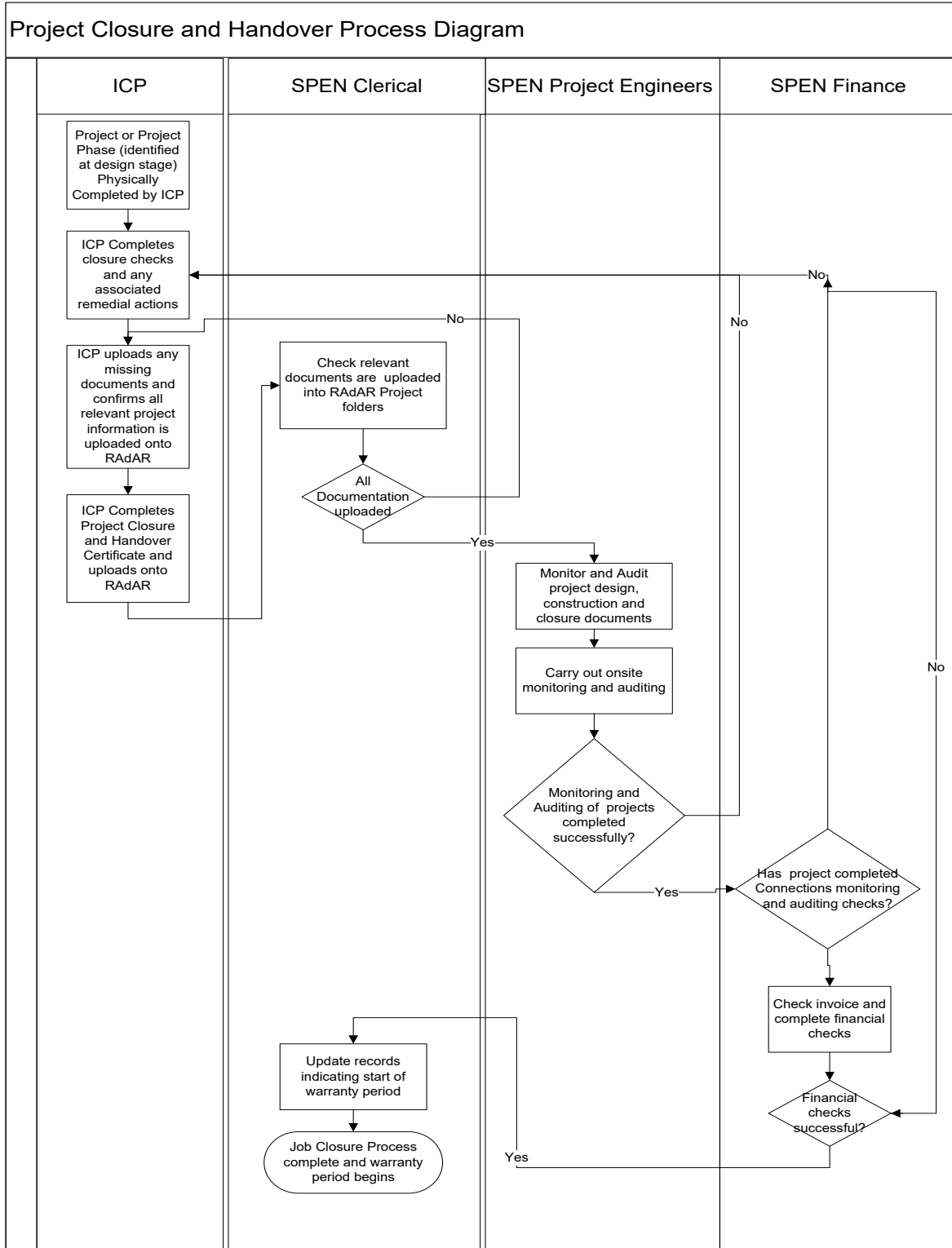
All correspondence relating to disputes shall be confirmed in writing (Email is acceptable) and every effort shall be made to address such disputes as quickly as possible. The Roles of Site Representative and Project Manager shall be declared by the 3rd Party ICP.

10.13 Warranty Period


The warranty period as defined in the Construction and Adoption agreement will commence when SPPS issue is applicable or if no payment applicable the warranty period will commence when SPPS mark the RAdAR Project as Complete and Closed.


11. APPENDICES

11.1 Appendix 1 - Project Closure and Handover Process Diagram



11.2 Appendix 2 - Sample Project Completion and Handover Certificate

Project Completion and Handover Certificate			
ICP Name			
Company Name		RAAdAR Number	
Company Address		Handover Certificate	
		OS Grid Ref	
Number of Plots		Industrial Commercial	
		Housing	
Please confirm the following			
Section 1 Construction	Initials	Date	Comments
Construction Works have been installed and/or carried out in accordance with SPEN specifications, including the approved design, materials and workmanship as detailed in the Construction and Adoption Agreement and that all work is complete			
Construction Works have passed the commissioning tests in line with SPEN Construction Procedures (ICP shall append to the Handover Certificate copies of all relevant test and conformance certificates & upload into RAAdAR)			
All defects and matters previously identified have been rectified.			
All Exit Points which are to be energised and from which an electricity supply may be taken shall have been correctly registered and supply numbers allocated.			
Confirmation - All CDM details including S/S files are complete as applicable			
Apparatus installed by NERS approved ICPs and Sub Contractors			
S/S Checklist completed and attached			
All reinstatements complete, closing notices sent and all NRSWA requirements met in full if applicable			
Additional Comments			
Section 2 Documentation			
Initials	Date	Comments	
For Connection Projects, that SPEN have been provided with all information and the ICP has undertaken all necessary procedures to allow SPEN to recover connection and other charges.			
Signed Acceptance Form uploaded into RAAdAR by ICP			
Signed Connection Agreement - North any connection > 300kVA, South any connection directly from LV S/S and above - Completed			
Network design approved by SPEN uploaded in to RAAdAR			
Asset quantities and number of service joints uploaded into RAAdAR			
All as-laid drawings checked on PC Map Access against Approved Design per BUPR-22-015			
Plant & Circuit data results & / or system diagrams sent to Data Management and checked			
Additional Comments			

Project Completion and Handover Certificate				
				
Section 3 Wayleaves		Initials	Date	Comments
Confirmation - As Constructed Record and W33/2 form uploaded onto RAdAR				
Land Rights and Good Title has been provided to SP Power Systems by the ICP over the Contestable Assets to be handed over in accordance with the requirements of the Construction and Adoption Agreement				
The ICP has obtained and passed to SP PowerSystems all of the Statutory Consents required in order to allow SP PowerSystems to subsequently maintain, repair, replace, renew or use, the Contestable Works				
All Wayleaves, Consents & S/S Site acquired and approved by SPEN				
Additional Comments				
Section 4 Finance		Initials	Date	Comments
All additional work requested by SPEN paid.				
There are no outstanding debts or reservation of title in respect of the ICP's Works.				
All applicable costs have been paid to SPEN (as indicated on RAdAR)				
Where ICP costs are to be passed to SPEN all invoices have been received, checked and anomalies corrected.				
SPEN notified for RAdAR project to be closed				
Additional Comments				
SIGNED				Date
<i>by Finance Director</i>		<i>For and on behalf of Licensed Contractor</i>		
Section 5 Connection Asset Handover		Initials	Date	Comments
The ICP has warranted to SP PowerSystems that all necessary Intellectual Property Rights have been acquired in accordance with the Construction and Adoption Agreement				
Upon issue of the Closure Certificate, absolute unencumbered title to the ICP Works and all materials forming part thereof, will automatically transfer to SP Power Systems				
Additional Comments				
It is confirmed by those authorised signatories below that this project / phase is now complete and ready for closure. Upon the acceptance of this Handover Certificate by SPEN, absolute unencumbered title to the ICP's Works and all the materials forming part thereof, is automatically transferred into the property of SP Distribution Ltd / SP Manweb plc.				
SIGNED				Date
<i>by Project Manager</i>		<i>for and on behalf of Independent Connection Contractor</i>		