Introduction

The **Design** module includes what was known as Binders 4 and the signed agreements part of binder 6 in CRAM. It also includes the 'phased design approvals'.

Note: Binder 6 was previously 'signed agreements' and 'live works' – 'Live Works' is now within the Construction module.

This handout shows the steps that the Design Engineer would follow upon receipt of the Design Works when submitting a **'Metered'** design approval. This can only be done when the following have been received by the DNO:

Note: The design of the contestable works must be recieved within **30 days** of payment.

Once the design has been checked by Admin, the design engineer should check the design.
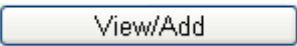
Design Check

- From the **Design Requests Register**, click on the required project number
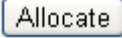 333333

There are four parts to this process:
  - ○ Design Acceptance Check
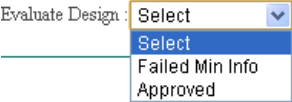 - ○ Design Additional Info Check
  - ○ Process App
  - ○ Assign PDM

Design Acceptance Check

Check Design

- Click Designer

- View the attached documents by clicking
All Documents

  View/Add
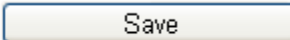 & ensure they match the requirements

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- Your name should be shown in

  Allocated Designer *: Darren Giannelli   [Allocate]

  if not, click Allocate and choose your name from the drop-down list.

- There are two possible outcomes for the technical   minimum   information

  Evaluate Design : Select
  Select
  Failed Min Info
  Approved

Design Acceptance Rejected

- If the Design has failed min info, then enter a reason for this.

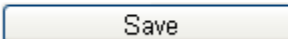 **Save/Submit**

  [Save]

- Click

The ICP will receive notification to advise the Design Acceptance has been rejected and will need to re-submit their application to proceed with the request.
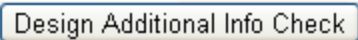
Once the ICP sends the updated information, it reverts back to the Admin 'min info' check.

Design Acceptance Passed

- If the design has passed min info checks select approved, then

  Save/Submit

  [Save]

- Click

- Click [Design Additional Info Check]

- Do you require any further information?
  ○ Yes ○ No

Additional Information Required

- If additional information is required, click

  ⦿ Yes

- Click [Next]

Important: Only one additional information request can be made at a time. You must wait for this request to be completed before requesting more additional information (if required). So please request for as much information as possible.

  Specify all additional information required *:
-
- Make sure you pause the clock

  Pause clock *: ⦿ Yes ○ No

- Click [Next]

- Click [Save]

The ICP must upload any additional documents within **20 working days**. Failure to do this will result in the application being automatically cancelled.

See next section for instructions once the additional information has been received.

Additional Information Received

When the additional information has been sent, a notification will be received.

- Follow the **Design Acceptance Check** steps overleaf to continue with the process

No Additional Information Required

- If additional information is not required,
  ⦿ No
  click

- Click **Next**

- Click **Save**

3-Process App

- Click **Designer**

- Choose whether the application is

  - ☐ Approved
  - ☐ Technical Rejection
  - ☐ Exempt

  Date Actioned : 22/11/2013 14:38:51

  Comments /Reasons :

- **Note**: Exempt is only to be selected if we are processing the design approval beyond the SLC15 timescale and there is a legitimate reason for this as documented within the SLC15 criteria.

- **Note**: Technical Rejection enables the DNO to formally reject the ICP's design for technical reasons enabling the ICP to resubmit a changed design.

- Type in any **Comments /Reasons**

Save/Submit

- Click **Save**

Notification will be issued to inform the ICP that the design has been approved sucessfully.

Assign Project Delivery Manager

4-Assign PDM

- Click **PDM**

- Click **Allocate** and choose the

Allocated Team Manager (PDM) *

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- Choose **Estimated Project Start Date**
  Estimated Project Completion Date

- Type in any **General Comments**

Request

- Click **Save/Submit**

What happens next?

This then generates a notification to the PDM to inform that the project has been allocated to them. Additional notification is issued to Admin, for information only.

Once the design has been approved, the Applicant needs to sign the adoption agreement and if applicable, the connection agreement. They will upload a copy and send the original in the post back to the DNO. The DNO signs also and a hard copy is sent back in the post to the applicant.

This is the end of the process in the design module. The process now moves into Construction for the onsite works to commence, and where the ICP's need to issue us with weekly whereabouts.

Cancelling a Design approval request

ICP'S can cancel a design request at any time, if they do this they will need to start the design process from the beginning and resubmit their application. Their application reference will reappear in the application reference drop down list, once their original application has been cancelled.

ICP's will also be required to cancel and resubmit a design request if they are changing the design and therefore require to upload a variation of the design.

SP ENERGY NETWORKS

DNO Guide

Design Engineer

Design Module

RAdAR
Register of Adopted Asset Requests

WebNet