



Assurances

EEA GUIDE

EEA.CO.NZ



Assurances

Summary of today's presentation.

Reason for the guide,

Introduction of Guide,

Consultation process,

Diagrams,

Components of a Sample Form.



Over time the SSPG have received a number of questions relating to Assurances



Most replies directed people to the following information.



Information in the SM-EI was referenced (Rule 3.502, 3.512).



The only other document was titled 'Assurances Advisory Bulletin'



This document was produced in 2008 and subsequently reviewed in 2013



The SSPG this year decided to produce a Guide to take the information contained in the Advisory Bulletin and format it into a Guide.



Alongside this review it was understood that Transpower were also reviewing the Assurance Process.

Transpower use the assurance process when working with connected parties, both Distribution Companies and Generating Companies.

This review was prompted by a number of assurance related incidents.

As with the SSPG review of all guides it was decided to check the content is still fit for purpose.

A working party of three members of the SSPG was formed representing each of the three interested groups.



The Guide has been produced based on the Advisory Bulletin with the addition of diagrams to provide more clarity.

The guide was loaded on the EEA website during August requesting comments.

Three comments were received and while these were very constructive it is rather concerning that so few comments were received.



It has also been decided to include more of the information contained in the SM-EI that forms the basis of the **Assurance** process and thus the guide will expand on these basic established principles.



SM-EI Content

Assurance definition

- Remember the definition in the SM-EI is that an **ASSURANCE** is,
 - “A statement made by the employee controlling equipment isolation points to the issuer of an Access or Test permit that safety measures have been applied and they will remain in place until the issuer instructs otherwise after agreement with the recipient of the permit”



SM-EI Content

Rule 3.502 – ASSURANCE REQUIREMENTS FOR ACCESS PERMITS

- a) Where not all the equipment isolation points are under the control of the issuer, the issuer before issuing the access permit ,shall obtain an assurance or assurances that:



SM-EI Content

Rule 3.502 – ASSURANCE REQUIREMENTS FOR ACCESS PERMITS

- b) An assurance shall be received and returned only by the issuer of the access permit.



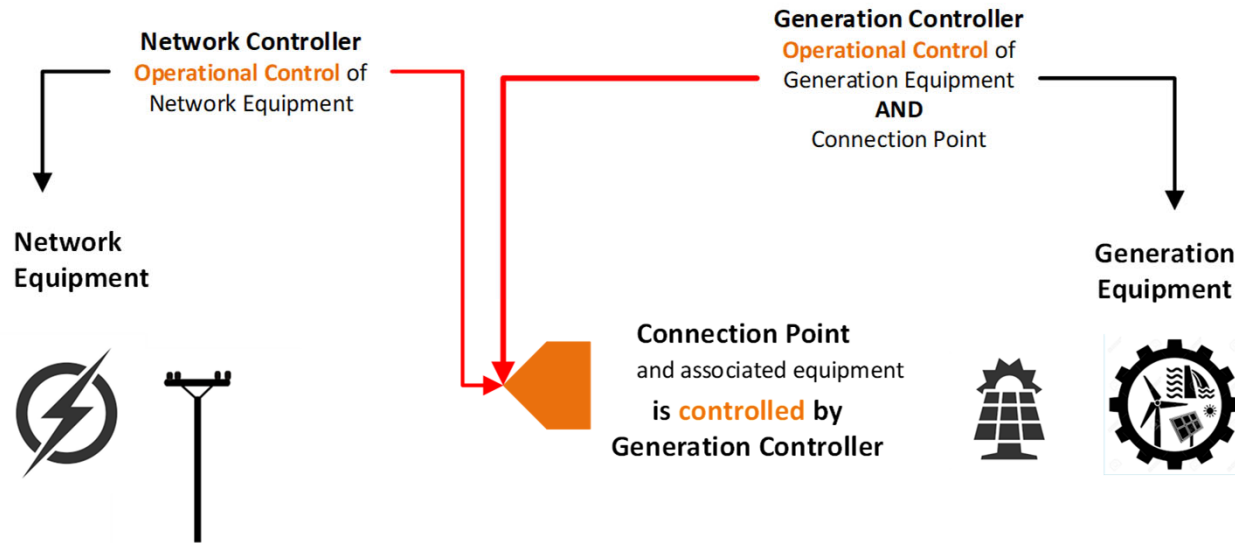
Decided to include diagrams to help clarify the assurance principle

A list of actions was also included to provide a step by step work indication of work flow



Assurance Principle 1

Controlled by Generation Controller
Access Permit required on Generation Equipment



Network Controller is:

- Sender of Assurance

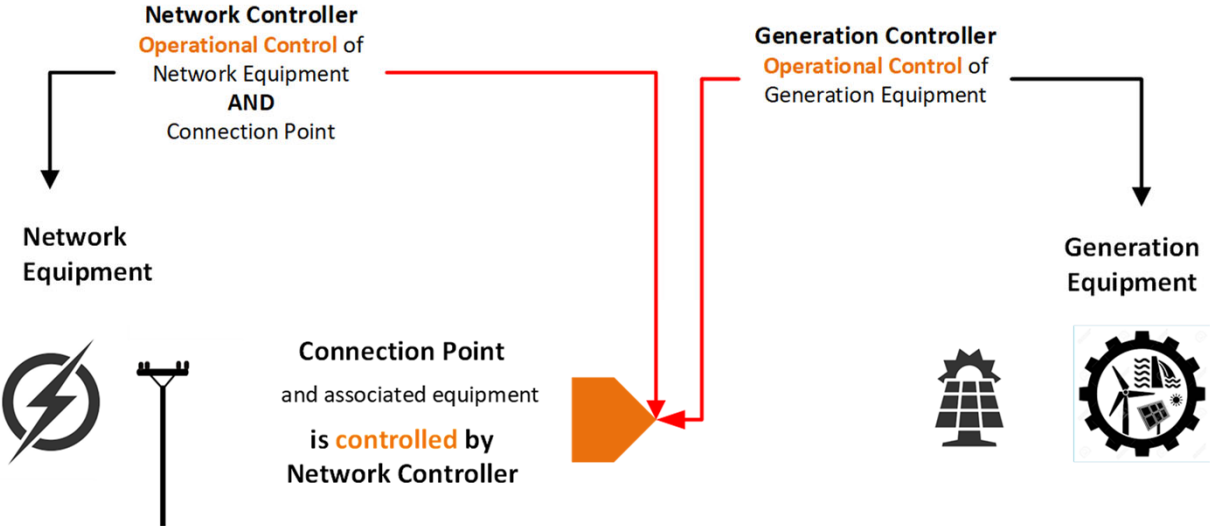
Generation Controller is:

- Receiver of Assurance
- Issuer of Permit



Assurance Principle 2

Controlled by Network Controller
Access Permit required on Network Equipment



- Network Controller is:**
- Receiver of Assurance
 - Issuer of Permit

- Generation Controller is:**
- Sender of Assurance



When the working party reviewed the comments it was decided that some items could have been better explained as to the origins and also not all the diagrams were that helpful.



One similar comment from all three was the desire to provide a common Assurance form.



Because an Assurance is the formal means of communication between controllers of different networks or equipment but sharing a common point of connection it has been decided to produce a sample form to include in the guide



If a common layout can be used then less confusion will arise as to the intended use of the Assurance

To support the request for a common form one of the commenters illustrated this by showing seven different layouts from seven companies.

While we realise each company have slightly different ways of handling Assurances the common requirements are still present.



A common form should include the following information

The Planned Date and time to receive the assurance

Contact details of the Sender and Receiver

The equipment covered by the assurance

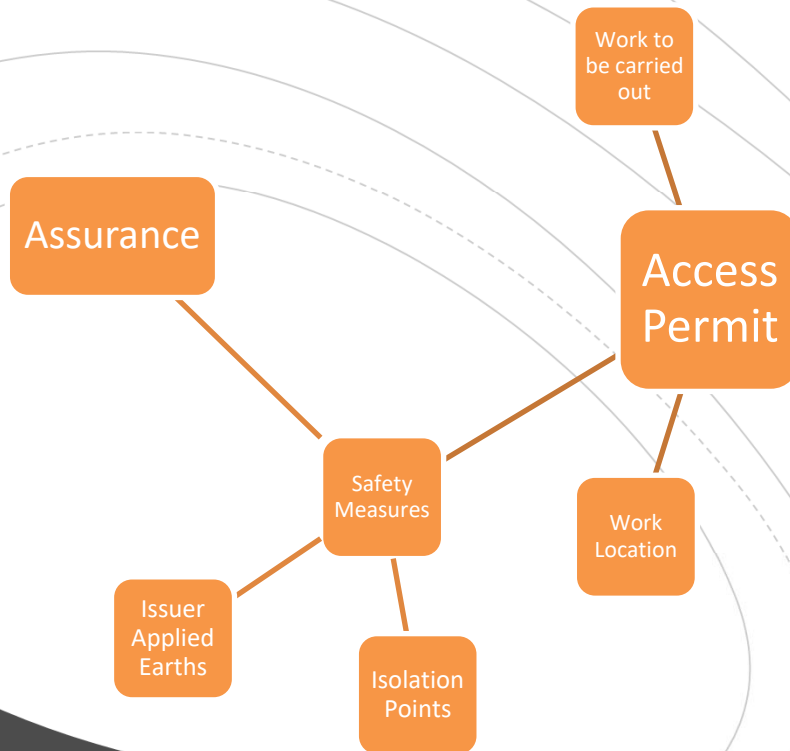
Any special conditions agreed at the planning stages

The state of the equipment;
Isolated and Earthed for an Access Permit or,
Isolated for a Test Permit.

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Components of an Access Permit





Any Questions Please

*Please check the document
when released for comment.
Remember it is your document*

