

## SCHEDULE 5 – APPROVAL AND PERMISSION PROCEDURES

### 1. DEFINITIONS

In this Schedule 5, except where the context otherwise requires, the following terms shall have the meanings set opposite them:

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| <b>Applicant</b>                            | means a person who applies for approval pursuant to Paragraph 3.                       |
| <b>Approved Contractor</b>                  | means a contractor approved pursuant to Paragraph 3.                                   |
| <b>Competent Person</b>                     | means a person appointed by an Approved Contractor in accordance with Paragraph 4.1.   |
| <b>Certificate of Competence</b>            | means a certificate issued by an Approved Contractor in accordance with Paragraph 4.1. |
| <b>Permission</b>                           | means a permission issued in writing by the Company pursuant to Paragraph 5.           |
| <b>Quality Assurance Certification Body</b> | means a body assessed, validated and regulated by the UK Accreditation Service.        |
| <b>Works</b>                                | means Energisation Works, Re-energisation Works or De-energisation Works.              |

### 2. PRINCIPLES

2.1 Subject to the provisions of Clause 25 or Clause 41 (as applicable) and this Schedule 5, the User shall be entitled to procure the performance of Works on the Company's Distribution System by a person who is not an employee of the Company. This Schedule 5 does not apply to work carried out by a Meter Operator Agent pursuant to the relevant Meter Operation Services Agreement.

- 2.2 A Competent Person shall be recognised to be a suitable person to carry out Works on the Company's Distribution System in accordance with and to the extent specified in a Permission.
- 2.3 Where the User elects to have Works performed on the Company's Distribution System by an Approved Contractor rather than the Company, the Approved Contractor shall undertake to perform all the categories of Works in accordance with and to the extent specified in the Permissions held by its Competent Persons, and the Company shall only be obliged to undertake such categories of Works as are not so specified. The User shall remunerate the Company for undertaking any such Works by reference to the relevant charges set out in the Relevant Charging Statement, or by agreement where the charges for such Works are not set out therein.

### **3. PROCEDURE FOR APPROVING CONTRACTORS**

- 3.1 Where an Applicant has applied for approval as an Approved Contractor for the purposes of this Schedule 5, the Company shall appoint a Quality Assurance Certification Body to carry out an assessment of the Applicant's qualifications for approved status. The Applicant shall be advised of any assessment fees payable to the Company. The Quality Assurance Certification Body shall advise the Company and the Applicant of the results of the assessment, and the Company shall decide whether the Applicant may be approved together with the reasons for that decision.
- 3.2 An approval pursuant to Paragraph 3.1:
- (a) shall be valid for three years, during which period the Company may at any time carry out inspections of the Approved Contractor's work on site; and
  - (b) may be withdrawn at any time by the Company, subject always to the Approved Contractor being given a reasoned explanation.
- 3.3 The Company may accept an approval of an Applicant given by another supplier in accordance with the procedure stated in this Paragraph 3.

#### **4. PROCEDURE FOR RECOGNISING COMPETENT PERSONS**

- 4.1 A person shall be recognised by the Company as being a suitable person to perform Works on the Company's Distribution System if that person is employed by an Approved Contractor and has been appointed in writing by the Approved Contractor as a Competent Person, being someone who has successfully completed satisfactory training and examination in electrical safety awareness and appropriate technical knowledge, and who personally holds a Certificate of Competence issued by the Approved Contractor as evidence of a suitable qualification in all such respects.
- 4.2 A Certificate of Competence issued to an Approved Contractor's employee in accordance with this Paragraph 4 shall certify that employee's suitability to perform Works on the Company's Distribution System subject to a Permission. The Approved Contractor shall be responsible for giving the Company a copy of each Certificate of Competence issued by it, for reissuing or revoking each Certificate of Competence every three years, and for maintaining a record of all Certificates of Competence currently in force.
- 4.3 A Competent Person must have a valid Certificate of Competence available for inspection at all times when performing any Works on the Company's Distribution System.

#### **5. PROCEDURE FOR GRANTING PERMISSION**

- 5.1 The User shall be entitled to procure the performance of Works on the Company's Distribution System by a Competent Person, provided that the Competent Person has a valid Permission. The grant of a Permission to a Competent Person shall not be unreasonably withheld, provided that the Company shall always have a prior right to undertake a trade test and safety awareness assessment of that person and that the reasonable costs of exercising this right shall be paid by the Approved Contractor if requested by the Company.
- 5.2 The nature, scope, and extent of the Works which a Competent Person may undertake shall be at the Company's sole discretion. A Permission shall specify in writing the categories of Works which the Competent Person is allowed to undertake on the

Company's Distribution System, and the Competent Person's authority to undertake Works shall be limited to those categories alone and shall in no circumstances whatsoever extend to any other category of Works howsoever described.

5.3 Notwithstanding anything in Paragraph 5.2, the categories of Works specified in a Permission may (for example only and without limitation) include any of the following:

- (a) the withdrawal or replacement of fuse links in the service terminations;
- (b) the connection or severing of wiring between service terminations, meters and distribution boards;
- (c) attendance at or the performance of work in a Distribution System substation without the need for personal supervision;
- (d) the supervision or control of a working party which undertakes any of the above; and
- (e) the operating of high or low voltage switchgear.

## **6. DISPUTES**

6.1 The Company and the User shall attempt to resolve in good faith any dispute in relation to assessment fees payable to the Company pursuant to Paragraph 3.1. Where a dispute remains unresolved after 10 Working Days, either of the Company or the User may refer the dispute to the Authority for determination. Any determination by the Authority under this Paragraph 6 shall be final and binding