

INSTRUCTION # AW 009/2012

Installation & Replacement of Service Cables

A&W Frameworks

INTERIM INSTRUCTION

Issued by: Brett Hovingh
Manager Asset & Works

Date: 13 September 2012

DOCUMENT CONTROL

Document Owner (May also be the Process Owner)	Name: Robert Kerrigan Position: Asset Strategy Engineer Date: 30 August 2012
Approved By *	Name: Brett Hovingh Position: Manager Asset and Works Date: 30 August 2012
Authorisation ** Process Owner is hereby vested with authority and responsibility to manage the process end to end.	Name: Brett Hovingh Position: Manager Asset and Works Date: 30 August 2012
Date Created/Last Updated	13 September 2012
Review Frequency ***	Not Applicable
Next Review Date ***	Not Applicable

* Must be the Process Owner and is the person assigned authority and responsibility for managing the whole process, end-to-end, which may extend across more than one division and/or functions, in order to deliver agreed business results.

** This person will have the power to grant the process owner the authority and responsibility to manage the process from end to end.

*** Frequency period is dependent upon circumstances– maximum is 5 years from last issue, review, or revision whichever is the latest. If left blank, the default will be 1 year unless otherwise specified.

STAKEHOLDERS The following positions must be consulted if an update or review is required:	NOTIFICATION LIST The following positions must be notified of any authorised change:
District Managers	Network Asset Management Coordinators
Asset & Works - Capability	Power System Officers
Asset & Works - Compliance	Works Delivery Coordinators
Asset & Works - Processes	

1. OVERVIEW

When Customer Service Cables (CUSA's) are installed or replaced they are required to achieve compliance with current Regulations, Codes, Standardards and Instructions. Specific information about the installation, including heights of the services at the point of attachment, is required to be measured and recorded. Records are required so that Horizon Power can understand the level of non compliance, develop and implement solutions. They are also required to demonstrate to regulating authorities that Horizon Power recognise and are managing the issues.

2. PURPOSE

The purpose of this Instruction is to:

- Gather and update CUSA missing records, such as cable installation heights, for CUSA's worked on (new, replacements & alterations) since July 2006.
- ensure ongoing compliance for CUSA's with current Regulations, Codes, Standardards and Instructions for all new, replacement or altered installations.

3. Background

A review of CUSA's has shown that from our total population of 18,469 CUSA's a total of 9,161 (50%) have been installed since July 2006 when Horizon Power was formed. Of those installed since July 2006 there are 389 with a recorded Point of Attachment (POA) height less than 2.5 m and 308 with no height recorded equating to 7.6% of the installations.

For these Customer Services Horizon Power cannot demonstrate that the installations are compliance with all current Regulations, Codes, Standardards and Instructions. Figure 1 shows the number of CUSA's by town

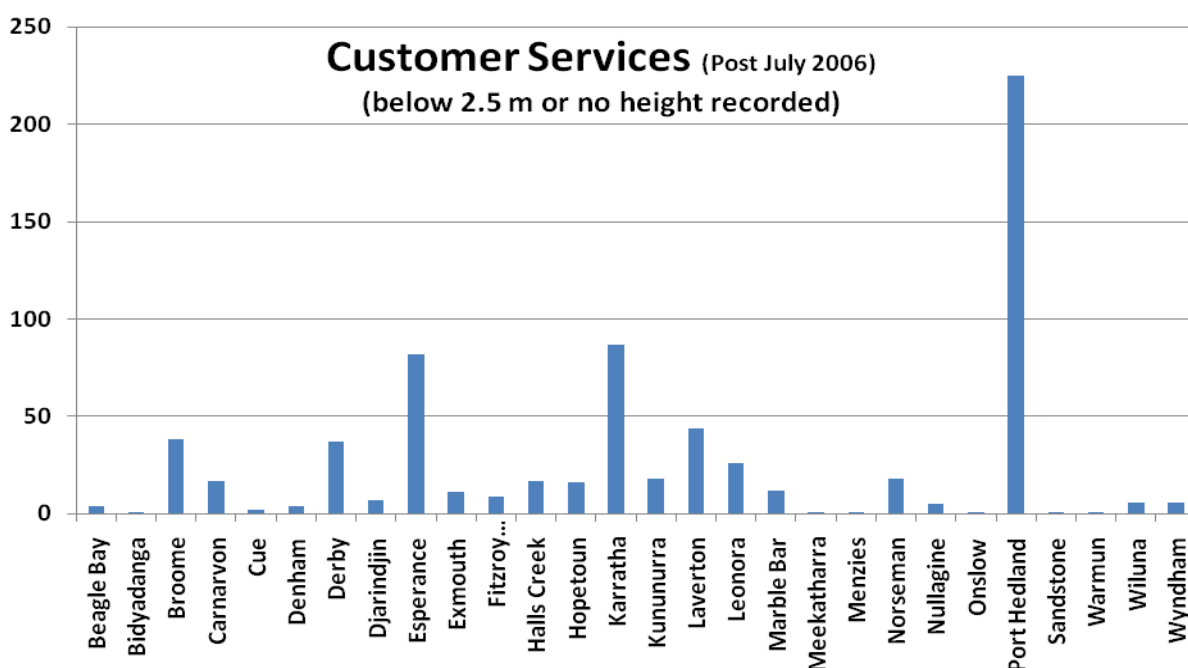


Figure 1: CUSA's below 2.5 m or no height recorded

A review of current Field Instructions (FI's) has found the FI's contain sufficient information for services to be installed correctly to achieve clearance requirements however some improvements to FI's are required. Specific FI's that relate to the installation of CUSA's are:

- FI 5.8 *Installation and Replacement of Service Cables*- This instruction includes the requirement to complete the CUSA data sheet, included with the LV Connection Test Form, to ensure adequate data gathering and recording of the installations parameters.
- FI 3.17 *Pole & Tower Failures*- This instruction includes minimum ground to conductor clearances including Elsewhere (eg PA at house) of 2.7 m.

4. Energy Safety

In recent discussions Energy Safety have advised that they are aware of the difficulties associated with addressing POA or service leads that are lower than 2.5 m.

Horizon Power have undertaken to identify the extent of the issue and to develop approved Energy Safety remedies.

Works to address low POA's are not to be done until exemptions and remedies are developed, approved and rolled out to the Districts.

5. Instructions

1. Where DFMS records show CUSA service heights are missing for CUSA's, with an installation date post July 2006, measurements are required to be taken and records updated in DFMS.

Required by: WDC's
Date Required: 30 Dec 2012

2. Develop a solution to address low (< 2.5 m) MCB's or service cable loops without relocating the MCB.

Required by: A&W Processes
Date Required: Dec 2012

3. Liaise with Energy Safety to gain exemptions and approval for the solution developed by A&W Frameworks.

Required by: A&W Frameworks
Date Required: Dec 2012

6. Safety Bulletin

Issue a A&W Capability to issue a Safety Bulletin to:

1. Address the requirement to reinforce the requirement to follow FIPSM FI 5.8 *Installation & Replacement of Service Cables* and FI 3.17 *Pole & Tower Failures*.
2. Require each District to ensure that data gathered and recorded on CUSA Data Sheets (see reverse side of LV Connection Test Form) during a CUSA installation, alteration or repair is updated into Horizon Power asset data base (currently DFMS) in a timely fashion after the work is completed.
3. Update FI 5.8 to include:
 - o all Service Cable clearances including the requirements of the WAER for a minimum of 2.5 m for the MCB or service leads and maximum of 7 m for the POA
 - o allowable service cable span lengths
 - o reference to where the CUSA data sheet can be found

Required by: A&W Capability
Date Required: 30 Dec 2012