Business Process

BP_SO 8.7 Manage Unit Outage Requests

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1   ASSUMPTIONS

Assumptions made during the design of this process include:

- This is an All-Island business process, meaning the same process will be used across both jurisdictions on the island, Ireland and Northern Ireland. It can be conducted by the relevant team in either Dublin or Belfast.

2   PROCESS REFERENCES

2.1   RELATED RULES REFERENCES

The following table provides references to the documents that govern the design of this business process.

Document Title	Relevant Section	Description
SONI Grid Code	Operating Code No. 2 (OC2) and Scheduling and Dispatch Code No. 1 & 2 (SDC1 & SDC2)	The SONI Grid Code sets out the principles governing SONI's relationship with users and technical standards to be complied with by SONI and users. The Code specifies procedures for planning, connecting to and operating the transmission system during both normal and exceptional circumstances.
EirGrid Grid Code	OC2 Operational Planning and Scheduling and Dispatch Code No. 1 & 2 (SDC1 & SDC2)	The EirGrid Grid Code sets out the principles governing EirGrid's relationship with users and technical standards to be complied with by EirGrid and users. The Code specifies procedures for planning, connecting to and operating the transmission system during both normal and exceptional circumstances.
SEM-15-065	System Operation in the I-SEM	Sets out high level guidance related to the scheduling and dispatch process

2.2   RELATED DOCUMENTS

The following table provides a list of documents that are related to this business process.

Document Title	Relationship	Description
Balancing Market Principles Statement	Information	A Guide to Scheduling and Dispatch under the Revised Single Electricity Market Arrangements.

3 PROCESS CONTEXT

3.1 BUSINESS MODEL RELATIONSHIP

The 'Manage Unit Outage Requests' process sits within the 'Operational Planning' process group within the Transmission System Operator (TSO) processes. The Operational Planning processes cover the ongoing planning and management of transmission and generator outages, and ensuring that this information is correctly recorded.

3.2 BACKGROUND AND SCOPE

Background

Under their respective Grid Codes, the TSOs are required to:

- produce annual generation outage programmes ensuring that there is an appropriate margin of generating capacity over forecast demand. This is carried out in coordination with each other, generators, interconnectors and the Distribution System Operator (DSO) or Distribution Network Owner (DNO) as required; and
- manage changes to outage requests and requests for short notice outages in line with their respective Grid Codes.

The above requirements are set out in SONI Grid Code OC2 and EirGrid Grid Code OC2.

Scope

New outage requests or requests for changes to outages are covered by this process.

4 PROCESS OBJECTIVE

The objective of this process is to outline the activities required of generators in requesting generator outage requests and of the TSOs in processing generator outage requests outside of the annual process.

It sets out how obligations under the EirGrid and SONI Grid Codes are met, namely:

- SDC1 Scheduling and Dispatch Code No.1
- SDC2 Scheduling and Dispatch Code No.2
- SONI Grid Code Operating Code No.2
- EirGrid Grid Code OC2 Operational Planning

5 ROLES AND RESPONSIBILITIES

5.1.1 NEAR TIME

The following table provides a summary of the obligations of the Near Time team relating to Manage Outage Requests and the generator:

Role	Responsibility	Timeline Associated
Near Time (Process Owner)	- Review outage requests; - Assess feasibility of outage request against generation capacity margin and transmission system impact; - Liaise with generator as required throughout the process;	As required

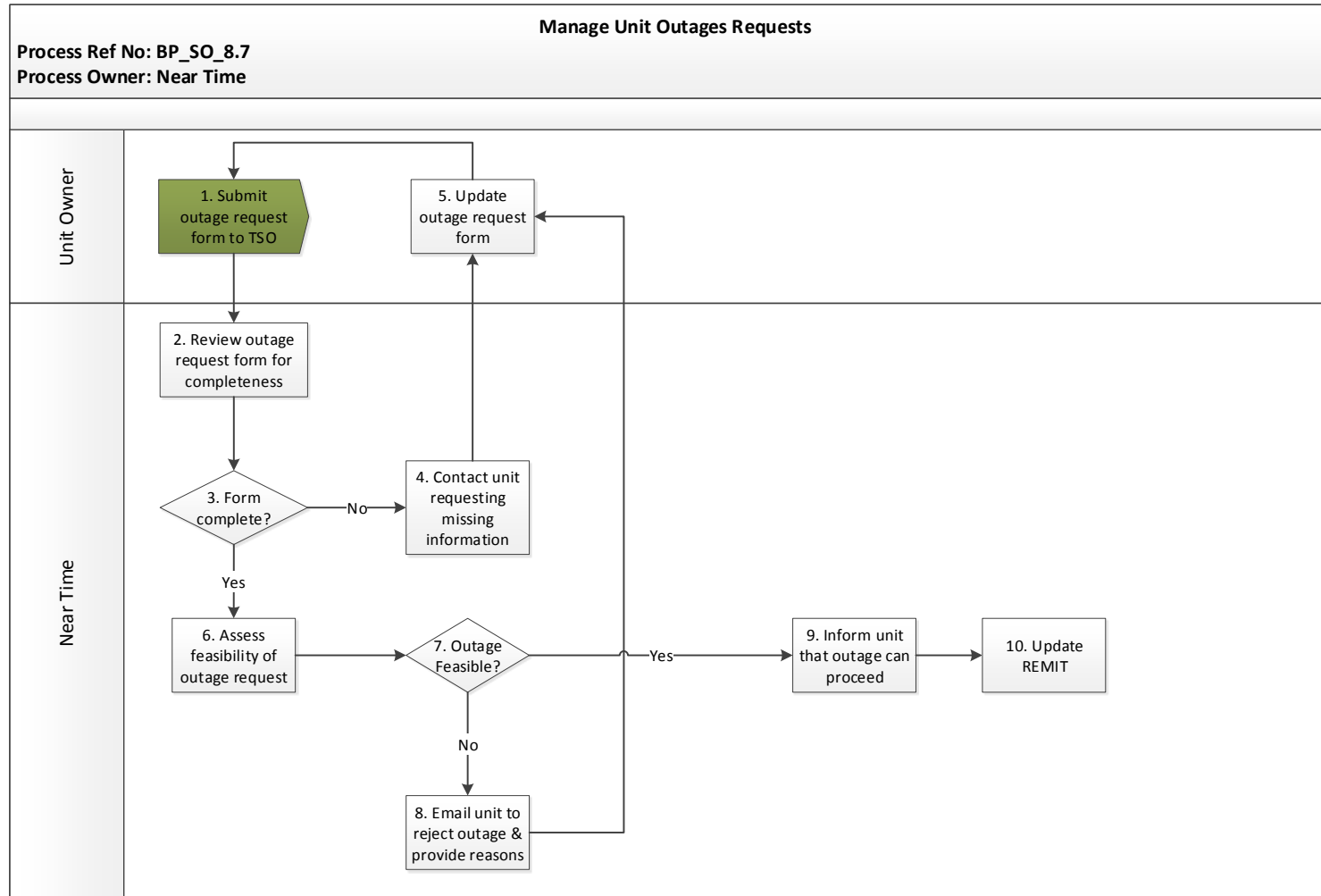|	• Comply with Grid Code.	

5.1.1 UNIT OWNER

The following table provides a summary of the obligations of the Unit Owner relating to Manage Outage Requests and the generator:

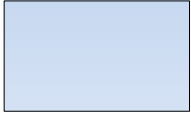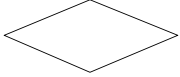| Role	Responsibility	Timeline Associated
Unit Owner	• Submit outage request; • Provide all necessary information required by EirGrid/SONI to process the outage request; • Comply with Grid Code.	As required

6 PROCESS DESCRIPTION

6.1 LEVEL 3 PROCESS

6.1.1 PROCESS MAP

Manage Unit Outages Requests

Process Ref No: BP_SO_8.7
Process Owner: Near Time

6.1.2 PROCESS STEPS

#	Step	Step Description	Responsible Role	Outputs	Indicative Timing/ Frequency	System
1	Submit outage request Form	The unit submits an outage request to the TSO Near Time department. Email addresses and links to forms are below. **EirGrid Forms:** Email completed form to outageplanning@eirgrid.com **Generator Outage Request** http://www.eirgridgroup.com/site-files/library/EirGrid/Form-GEN01-Generator-Outage-Request-.xlsx **Generator Outage Detail** http://www.eirgridgroup.com/site-files/library/EirGrid/Form-GEN04-Generator-Outage-Detail-Form_May%202016.docx **Wind Farm Outage Request** http://www.eirgridgroup.com/site-files/library/EirGrid/Form-GEN-05-Wind-Farm-Outage-Request-Form.docx **Interconnector Outage Request Form** http://www.eirgridgroup.com/site-files/library/EirGrid/Form-GEN07-Interconnector-Outage-Request-Form.docx **SONI forms:** Email completed form to generation-outages@soni.ltd.uk **Outage Notice** http://www.soni.ltd.uk/media/documents/Operations/Generators/yyyy-mm-dd-[Unit-Name]-[Outage-code].docx	Unit Owner	Form submitted	As required	Email

#	Step	Step Description	Responsible Role	Outputs	Indicative Timing/ Frequency	System
2	Review form for completeness	The Near Time department in the TSO will check the outage request form for completeness and liaise with the unit for clarifications or further information as required.	Near Time User	N/A	As required	N/A
3	Form complete to enable processing?	If the form is complete with all required information and can be processed, go to step 6. If it is incomplete and requires more information from the unit, go to step 4.	Near Time User	N/A	As required	N/A
4	Contact unit requesting missing information	Contact unit requesting missing information.	Near Time User	N/A	As required	N/A
5	Provide all necessary information	The unit submits all necessary information requestsed to allow processing.	Unit Owner	N/A	As required	N/A
6	Assess feasibility of outage request	Assess feasibility of outage request against generation capacity margin and transmission system impact.	Near Time User	N/A	As required	N/A
7	Outage Feasible?	If the outage is feasible, go to step 9. If it is not feasible, go to step 8.	Near Time User	N/A	As required	N/A
8	Email unit to reject outage & provide reasons	If the outage is not feasible, the Near Time department will email the unit to reject outage & provide reasons for rejecting it. The unit may decide to amend the outage request and resubmit.	Near Time User	Unit Owner informed of decision	As required	Email
9	Email unit informing them that the outage can proceed	Email unit informing them that the outage can proceed.	Near Time User	Unit Owner informed of decision	As required	Email
10	Update REMIT	Update outages in REMIT.	Near Time User	N/A	As required	

7 APPENDICES

7.1 PROCESS FLOWCHART KEY

FLOWCHART KEY	
Trigger	Trigger
	Process step
	Process decision / question
	Reference to another process
	Another business process to be implemented following current step (current step is a trigger for another process)
End	Process end
	System