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MP166 ‘Adverse Weather Planned Maintenance Process’

Business requirements – version 0.2

Annex A

About this document

This document contains the business requirements that support the solution(s) for this Modification Proposal. It sets out the requirements along with any assumptions and considerations. The DCC will use this information to provide an assessment of the requirements that help shape the complete solution.

1. Business requirements

This section contains the functional business requirements. Based on these requirements a full solution will be developed.

| Business Requirements | |
|-----------------------|--|
| Ref. | Requirement |
| 1 | The DCC is to be able to postpone and reschedule High Impact Planned Maintenance for adverse weather without having them treated as Unplanned Maintenance. |
| 2 | The DCC is to provide fallback dates in line with timescales for Planned Maintenance |
| 3 | The DCC is to proactively communicate any changes to Planned Maintenance as a result of adverse weather with Service Users |
| 4 | The DCC is to report on instances of invocation to Operations Group (OPSG) |

2. Considerations and assumptions

This section contains the considerations and assumptions for each business requirement.

2.1 General

The DCC will only be able to enact this Adverse Weather process based on amber or red weather warnings published by the Meteorological Office (Met Office). Upon notification of an amber or red weather warning, the DCC will review the impacts upon any affected High Impact Planned Maintenance windows before deciding whether or not to postponement the maintenance window.

The process will be maintained as a DCC document. This document is subject to refinement but any changes must be made in consultation with the OPSG. The criteria used to make a decision to postpone upon notification of an amber/red adverse weather warning will be detailed in the DCC's process document. The document must also contain information on the standard fallback windows and decision to fallback to window 48 hours later or seven days, as well as detail about the communication methods and content for each scenario.

2.2 Requirement 1: The DCC is to be able to postpone and reschedule High Impact Planned Maintenance for Adverse Weather without having them treated as Unplanned Maintenance.

The DCC will assess the impacts of any amber or red weather warnings published by the Met Office. The adverse weather process will only affect High Impact Planned Maintenance windows. The DCC will be able to decide whether to proceed or postpone all works within the window. The DCC will not be able to proceed with certain maintenance works and postpone others.

2.3 Requirement 2: The DCC is to provide fallback dates in line with timescales for Planned Maintenance.

The timescales which the DCC are required to provide dates for Planned Maintenance are codified within the Smart Energy Code (SEC). High Impact Planned Maintenance windows must be notified to Service Users 20 working days in advance. The DCC must adhere to the same timescales to provide the fallback windows for potential postponed maintenance windows. These are currently being proposed as 48 hours, and seven days after each High Impact Planned Maintenance window. These potential fallback windows will be communicated out with the initial Planned Maintenance notification.

2.4 Requirement 3: The DCC is to proactively communicate any changes to Planned Maintenance as a result of adverse weather with Service Users.

The DCC must communicate in writing with Service Users to advise of a postponement, and to confirm the rescheduled maintenance window. Wherever possible this will be made 24 hours in advance of the maintenance window. However, the DCC must maintain the ability to postpone at any time to be able to react to updated weather reports from the Met Office.

2.5 Requirement 4: DCC to report on instances of invocation to OPSG.

The DCC must report to the OPSG any instances where the adverse weather process is invoked. This report must contain the justification for the decision, detail of any communication issued and timescales, and any known benefits, impacts or issues to Users or consumers by the decision to move the Planned Maintenance activity.

3. Glossary

This table lists all the acronyms used in this document and the full term they are an abbreviation for.

| Glossary | |
|----------|-----------------------------|
| Acronym | Full term |
| DCC | Data Communications Company |
| OPSG | Operations Group |
| SEC | Smart Energy Code |