Interim OTR Advice for New Generators Seeking Testing Windows

Issue and End Dates

Commencement	End Date	Next Review
14/02/2022	No end date	01/07/2025

Issued by

Senior Manager System Control

1 Intent

Power and Water is anticipating significantly increased demand for (overlapping) approval of on-grid testing of new connections. The following approach provides guidance to participants in the regulated networks on the intended mechanism for equitable access for all participants seeking such test windows.

This advice is to complement the information provided in the following Power and Water documents:

- Plant Outage Procedure, available at https://ntesmo.com.au/library/procedures
- Outage / Testing Request (OTR) Form as provided by System Control
- Project-specific Deliverables Checklist as provided by System Control

2 Definitions

Approved	(With regards to the OTR and test window) When formal Risk Notification has been issued.
Participant	A licensed system participant
Reserved	Test window is tentatively held for the participant, pending approval

3 Testing Window Allocation

The proposed method for allocating access to the regulated networks for on-grid testing is detailed below.

For each test window, the participant:

- Is to submit documentation listed in the System Control issued Deliverables Checklist at least 15 business days before proposed start date of testing.
- Must have a Power and Water approved test plan already in place.
- Is to submit an OTR at least 10 business days before proposed start date of testing.

System Control Operations Planning will then follow-up to discuss and allocate the requested or next available window that suits the participant's requirements. This window will be reserved for the participant while the Deliverables Checklist is reviewed and as the Risk Notice is prepared. Each site will be allocated only one testing window at any given time, and the length of the allocated window will be no more than what is reasonably required to complete the project's current stage of approved testing (typically two weeks maximum).

2.1 OTR and Deliverables Specifics

The process to request a testing window is described below:

- An OTR (using the Power and Water supplied template) is to be submitted that outlines the testing to be undertaken and preferred dates for testing.
- An OTR for an additional test window will only be reserved (and subsequently approved) after the completion (or cancellation) of the existing approved test window. For example, until Hold Point 1 testing is completed or cancelled, any requests for future testing windows will not be reserved for the site and the requested testing window will remain available for other participants to reserve.
- The required lead time for submitting an OTR is dependent on the items requiring review:
    - Ensure a discussion with System Control Connections Engineer has taken place which details testing requirements and testing duration.
    - A minimum of 10 business days is required for assessment of the OTR itself, which includes allowance for a nominal 5 business day stakeholder notification period.
    - In order for the OTR to be approved, all items specified in the Deliverables Checklist must be satisfied. The Connections Team turnaround time for review of submitted documentation (e.g. hold point report) is 10 business days unless otherwise advised (more complex documents may require a longer lead time).
    - This review can be conducted partly in parallel with the OTR review process, meaning that such reports must be received **at least** 15 business days prior to the proposed test window. Any material issues arising from the review may result in loss/postponement of the test window and potential reallocation to another participant. It recommended to submit the pre-requisite documentation a minimum of 20 business days in advance to allow time for addressing issues.
- An OTR can be submitted prior to the submission of the required documents to the Connections Team. However if those documents have not been received within the required lead time, the reserved test window will be de-allocated and made available for other participants.
- Once the OTR is submitted, the Outage Planning team will perform a preliminary assessment for the proposed date and reserve the requested window (if available). In the event that the requested window is unavailable, Outage Planning will determine the next available window and liaise with the participant.
- Once the Deliverables Checklist has been met, and all required documents approved by the Connections team, approval of the test window will be notified via the issuing of a Risk Notification.

The minimum timing for submissions and review periods is shown in Figure 1.

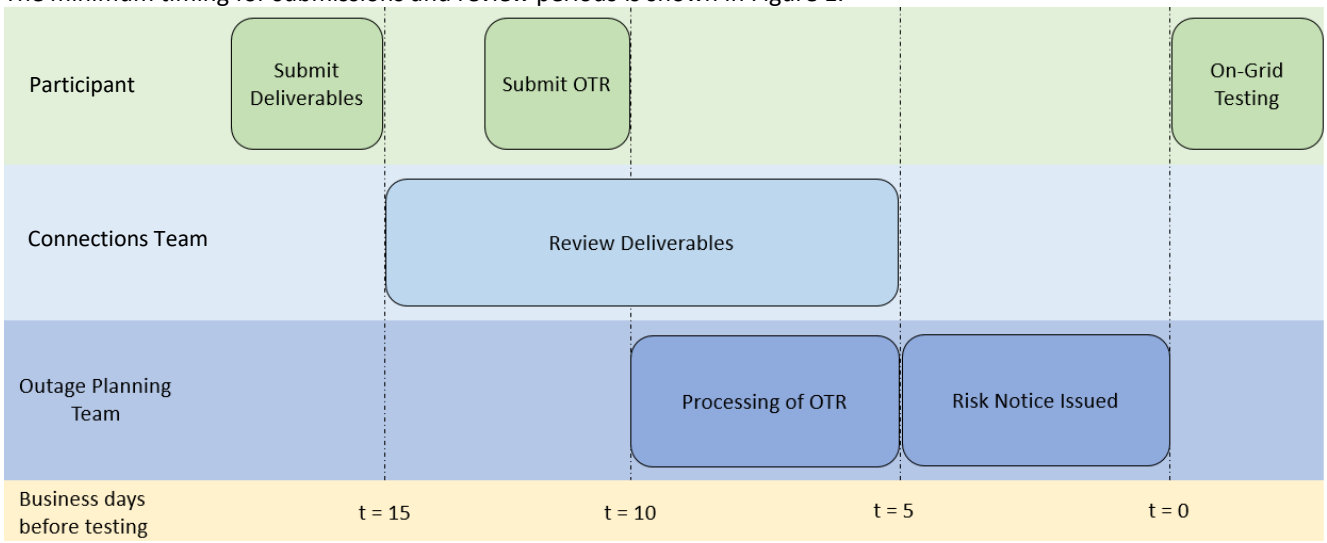

Figure 1: Minimum Timing for Submissions and Review Periods

2.2 OTR Extensions

The participant must endeavour to finalise all testing within the allocated test window. Extensions to testing windows are not automatically granted, and will be dependent on planned/forced outages on the system and existing test bookings from other participants. If testing is not completed within the allocated window and extension not possible, a new test window must be requested.

2.3 Deferment of Allocated Test Window

In the event that the participant becomes aware that they will be unable to make use of the test window or remaining parts thereof, they shall promptly advise System Control. Likewise, if system conditions prevent the testing window from being utilised, the participant shall be advised that it is rescinded. Reallocation of the window to another participant or project shall be at System Control's discretion.

2.4 Emergency and Forced Outages of Existing Assets

Emergency or forced outages of existing generators or network assets which provide system security will take priority for testing and outages. If an emergency/forced outage occurs that will impact the testing, the testing window may either be:

- Postponed until a remedy is available; or
- Rescheduled to the next suitable and available window.

While System Control endeavour to mitigate such events from causing disruption to planned testing, there are times when priority works must take precedence to prevent the power system from entering a non-reliable, non-secure state.