SA Power Networks

Three yearly Compliance Review

Large Embedded Generation



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Three-Yearly Compliance Review Guide

For Customers and Consultants, Large Embedded Generation Installations.

Purpose and scope

This guide outlines the process for completing the three-yearly compliance review of a customer's Large Embedded Generation (LEG) installation.

The review assesses whether the installation continues to operate in accordance with the approved **Compliance Management Program (CMP)** submitted during the commissioning phase, including its testing, monitoring, documentation and reporting requirements.

The review process supports the ongoing safe, reliable and compliant operation of customer installations connected to the SA Power Networks' network.

Timing and responsibilities

Customer responsibilities

The customer is responsible for ensuring the three-yearly compliance review is completed in accordance with their approved CMP. This may require engaging a consultant, electrician or other suitably qualified specialist to undertake technical testing, monitoring and inspection activities:

- Completing the tests, monitoring and inspections required under their approved CMP.
- Collecting and retaining the required evidence, data and reports.
- Coordinating any SA Power Networks-supported testing where required, including remote monitoring or power-quality testing.
- Submitting the completed compliance review documentation to SA Power Networks at least two months before the three-yearly compliance review due date.
- Ensuring the three-yearly compliance review is completed to SA Power Networks' satisfaction as part of ongoing operation.



Customers should aim to submit all information **at least two months before** their three-yearly compliance due date. This allows sufficient time for SA Power Networks' review and helps avoid the review extending beyond the due date.

SA Power Networks' responsibilities

SA Power Networks will:

- Issue reminder emails in the lead-up to the three-yearly compliance review due date.
- Provide relevant compliance requirements, guides and templates through the reminder email and associated links.
- Review submitted documents, data and test results.
- Where required, coordinate with the customer to undertake testing with SA Power Networks Network Operations Centre (NOC) staff.
- Advise the customer of the review outcome and, where applicable, any actions required to address non-compliance.

Required testing and monitoring activities

Customers must complete the testing and monitoring activities specified in their approved CMP. The applicable requirements are set out in the **Testing and Monitoring Methodology** section of the CMP. These may include the following, as applicable, note that SA Power Networks will advise you at your 6 months reminder which tests are deemed required.

- Functional testing of controls and operational arrangements
- Injection testing of protection relay
- Monitoring and verification of agreed performance requirements
- Remote monitoring and control tests
- Set-point verification tests
- Power quality testing

SA Power Networks supported testing – booking requirements

Where testing requires SA Power Networks involvement, customers (or their representatives) are responsible for arranging the testing as outlined below. Results from SA Power Networks-supported testing do not need to be separately submitted as part of the compliance review.

Remote monitoring, control and set-point tests

Where a remote monitoring, remote control or set-point test is required:

1. Contact the SA Power Networks Major Customer team to request a suitable test date and time. When requesting the test, include the customer name, site address, LEG installation reference (e.g. EG or NC numbers) provided in the reminder.
2. SA Power Networks will coordinate the required NOC involvement and confirm the agreed test arrangements.
3. The customer or their representative (e.g. consultant) will need to be available onsite and by Microsoft Teams or phone at the scheduled time to participate in the test and work through the required remote monitoring, remote control or set-point test with SA Power Networks.
4. Allow a minimum of **15 business days' notice** for scheduling.
5. The test typically takes approximately **one hour** but may take longer if issues are encountered. If testing cannot be completed during the scheduled session, a further test will need to be arranged.

Power quality testing

Where power quality testing is required:

1. Contact the SA Power Networks Major Customer team to arrange power quality testing. When requesting the test, include the customer name, site address, LEG installation reference (e.g. EG or NC numbers) provided in the reminder.
2. SA Power Networks will coordinate a suitable time with the customer (or their representative) for installation of an SA Power Networks power quality logger at the site.
3. The customer will need to provide access to the site for installation and removal of the logger.
4. The logger will generally need to remain installed for **seven days**. SA Power Networks will collect and assess the power quality data as part of the compliance review.

5. **Allow up to two months to arrange the logger installation**, subject to equipment availability and site location. Customers should therefore contact the Major Customer team as soon as possible – two months before the compliance due date at the latest.

Required information and data

The information, data and evidence required for the three-yearly review are specified in the **Documentation** column of the CMP.

Depending on the approved CMP, this may include:

- Completed test results and test reports
- Visual evidence/confirmation (photographs) where required. Photographs should include date and location information, either within the image or its associated metadata
- Commissioning records, where required

Customers should ensure submitted material is complete, clearly labelled and traceable to the relevant CMP requirement.

Evidence and submission expectations

Evidence must be provided in accordance with the **Documentation** column of the approved CMP.

Evidence may be provided in the body of the submission email and/or through supporting attachments, such as test results, photographic evidence and certificates. A separate compliance report is not required, provided the submitted information collectively addresses the applicable CMP requirements.

To support an efficient review, the submitted information should, as applicable:

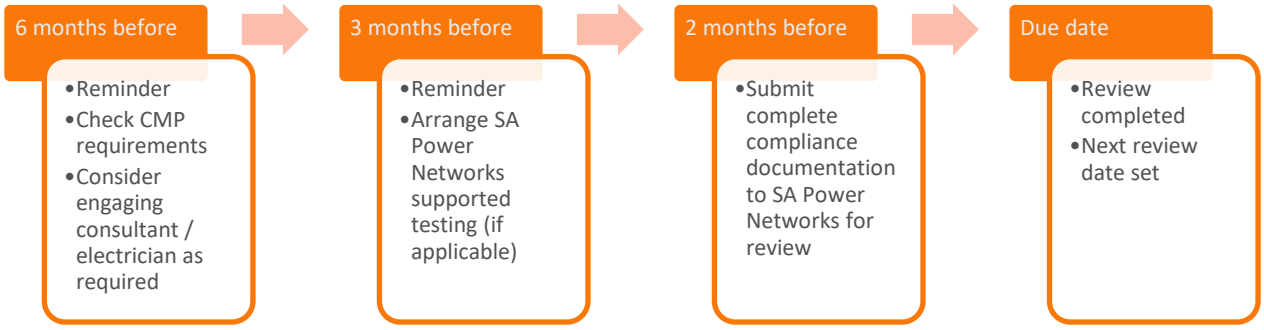
- Identify the customer site and relevant installation.
- State the date(s) of testing or monitoring.
- Describe the method used and the equipment involved.
- Include the relevant results, observations and conclusions, including whether the applicable compliance criteria have been met.
- Identify any exceptions, issues or non-compliances, if applicable.
- Include details of corrective actions taken, planned or required.

If SA Power Networks-supported testing is required, such as remote monitoring, control and set-point tests or power quality testing, please indicate the status of the testing as part of the submission (e.g. scheduled, underway or completed).

Where a requirement cannot be completed by the submission date, customers should contact the Major Customer team as early as possible to discuss the circumstances and next steps.

Planning your review

Customers and consultants should plan the compliance review well in advance of the due date.



Activity	Lead time / requirement
Power quality testing	Contact the Major Customer team as soon as possible. **Allow up to two months** to arrange logger installation, subject to equipment availability and site location. Logger is typically installed for **seven days**.
Remote control, monitoring or set-point testing	Contact the Major Customer team and allow at least **15 business days** for coordination with SA Power Networks NOC
Remote control, monitoring or set-point testing duration	Approximately **one hour**; allow longer if issues are encountered. Further testing may need to be arranged if the test cannot be completed.
Submission of compliance documentation	Endeavour to submit **at least two months before** the due date
SA Power Networks review of submitted information	SA Power Networks aims to review submissions within **two months** of receipt

Early engagement is particularly important where SA Power Networks NOC support or power quality logging is required. Relevant requirements will be identified in the 6- and 3-month reminder emails.

Submission process

Submit the completed three-yearly compliance review documentation by email to:
MajorCustomers@sapowernetworks.com.au

Please include:

- Customer name and site address
- LEG installation reference (e.g. EG or NC numbers included in the reminder), if available
- Three-yearly compliance review due date
- Completed CMP-related documentation
- Supporting evidence such as test results
- Details of any outstanding items or identified non-compliances

Your three-yearly compliance review must be completed by the applicable due date. To allow sufficient time for SA Power Networks to review your submission and for any outstanding matters to be addressed, customers should aim to submit complete documentation at least **two** months before the due date.

What happens after submission

Following submission, SA Power Networks will review the provided information, data and test outcomes. SA Power Networks aims to review submitted compliance documentation within **two months of submission**.
Review timeframes may be affected where:

- Information is incomplete or unclear
- Further testing or clarification is required
- SA Power Networks NOC testing needs to be scheduled
- A non-compliance requires investigation or corrective action

If the installation is compliant, SA Power Networks will advise the customer that the review has been successfully completed. The next three-yearly compliance review due date will then be set for **three years** from the applicable review date.
If an issue or non-compliance is identified, SA Power Networks will notify the customer of the item requiring attention. SAPN will work with the customer and/or their consultant to clarify the required actions and support resolution in a timely manner.

Depending on the issue, further information, testing, rectification or evidence may be required before compliance can be confirmed.

For more information and assistance

For questions about the three-yearly compliance review, booking SA Power Networks-supported testing, submission requirements or follow-up actions, contact:
SA Power Networks Major Customer team
Email: MajorCustomers@sapowernetworks.com.au