

## Goal

Ensure that faults and disturbances are recorded in a straightforward manner.

## Procedures

### References:

OESS	: Chapter 8: Follow-up of malfunctions and fault reports
Formulier	: TFRM-003 Template 12-hrs, 24-hrs en 5-day rap. 26-05-2020
Proces	: Starting up and performing fault reporting
Proces	: Processing malfunction reports

To fill out a report: Go to IV-plein ⇨ Incident en storings rapportages ⇨ IV-storingsrapportage <vanaf april 2019>. Choose top left 'bestanden', 'nieuw document'.

## Introduction

In the Netcode elektriciteit chapter 6, article 6.2.4.1 the grid operator will handle correspondence from the connected party within 10 working days. This correspondence includes the cause of the malfunction, the root cause analyses and the measures taken. To gather this information, the 12-hour, 24-hour and 5-day reporting line was developed within TenneT's asset management. For this report a fixed template <TFRM-003 Template 12-hrs, 24-hrs en 5-day rap. 26-05-2020> is used. This appendix explains who is responsible for what by means of a RACI and the criteria when a report has to be made.

## RACI

By means of the RACI method, the responsible functions are indicated in the table below:

Reports	R	A	C	I
12-hours report	Sr. CO	SNPCEI	-	-
24-hours report	NPCEI	SNPCEI	-	-
5-days report	NPCEI	MS	ME	-

Abbreviation	Title
Sr. BD	Senior Control Operator
IV	Senior Nominated Person in Control of the Electrical Installation
OIV	Nominated Person in Control of the Electrical Installation
OS	Maintenance Strategist
ME	Maintenance Engineer - GSO

## 12-hours report

TFRM-003 Template 12-hrs, 24-hrs en 5-day rap. 26-05-2020.

Basic principles	<ul style="list-style-type: none"> <li>• Failure of a grid component longer than 5 seconds;</li> </ul>
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	<ul style="list-style-type: none"> <li>• Failure of a compensating component longer than 5 seconds;</li> <li>• Failure of a HVAC<sup>1</sup>-component longer than 5 seconds;</li> <li>• Failure of the export-cable longer than 5 seconds;</li> <li>• Failure of a DC cable longer than 5 seconds;</li> <li>• Power outage of a producer longer than 5 seconds;</li> <li>• A disturbing voltage drop.</li> </ul>
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**24-hours report**

TFRM-003 Template 12-hrs, 24-hrs en 5-day rap. 26-05-2020.

On the basis of the 12-hours report, a 24-hours report is made.

Basic principles	<ul style="list-style-type: none"> <li>• Following up on the 12-hours report.</li> </ul>
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**5-days report**

TFRM-003 Template 12-hrs, 24-hrs en 5-day rap. 26-05-2020.

Basic principles	<ul style="list-style-type: none"> <li>• If the conclusion does not yet follow from the 24-hours report because:             <ul style="list-style-type: none"> <li>- The information from the protections relays has yet to be investigated;</li> <li>- The event-list has yet to be investigated;</li> <li>- Other underlying causes.</li> </ul> </li> </ul>
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<sup>1</sup> Heating, ventilation and airconditioning