
	© ISO New England Inc. 2022	<b>Procedure: Major New Equipment Commissioning Check List Procedure</b> Revision Number 7 Effective Date: December 19, 2022 Valid Through: December 19, 2024
	Process Name: Maintain System Security	
	Procedure Number: RTMKTS.0060.0015	
	Procedure Owner: Michael Zeoli	
	Approved By: Manager, Operations Analysis & Integration	

# SOP-RTMKTS 0060.0015 - Major New Equipment Commissioning Check List Procedure

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## 1. Objective


	The objective of this procedure is to provide the directed actions for proper execution of the New Equipment Commissioning Checklist.
	Completion of the Checklist supports:
	The accurate and complete operational implementation of the selected network project (Project).

## 2. Background


	ISO New England (ISO) is responsible for accurately maintaining a power system model for use in the EMS. This model includes topology, characteristics of the various power system facilities, and equipment ratings. Various application programs use the power system model, which include the state estimator, system security, restoration simulator, market software and loss calculator.
	Market Participants provide future Project information to ISO in accordance with the ISO New England Inc. Transmission, Markets, and Services Tariff; Section I General Terms and Conditions: Section I.3.9 Review of Market Participant's Proposed Plans and Planning Procedures by submitting an initial or revised Proposed Plan Application (PPA) for review and acceptance by ISO and reviewed by the NEPOOL Reliability Committee (RC).
	In order for ISO to perform its required reliability functions, the operational implementation process must be as complete and accurate as possible and any outstanding issues identified and resolved prior to the energization of the Project. To facilitate this objective, the Major New Equipment Commissioning Checklist (Checklist) will be used to monitor the operational implementation of the Project.

## 3. Responsibilities

	1. Each of the following groups are responsible for participating in the performance of this Checklist procedure:
	<ul style="list-style-type: none"> <li>Control Room Operations</li> </ul>
	<ul style="list-style-type: none"> <li>Operations Performance, Training and Integration (OPTI)</li> </ul>
	<ul style="list-style-type: none"> <li>Operations Support Services (OSS)</li> </ul>
	<ul style="list-style-type: none"> <li>Power System Modeling Management (PSMM)</li> </ul>
	<ul style="list-style-type: none"> <li>System Restoration Working Group (SRWG)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Transmission Planning</li> </ul>
	<ul style="list-style-type: none"> <li>• Transmission Services and Resource Qualification</li> </ul>
	2. Each group participating in the performance of the Checklist procedure is responsible for designating a representative and alternate to serve on the Checklist Review Committee.
	3. The Checklist Review Committee is responsible for:
	<ul style="list-style-type: none"> <li>• In accordance with the criteria in Section 5.1.1.2, reviewing and selecting each PPA for Project tracking utilizing a Checklist.</li> </ul>
	<ul style="list-style-type: none"> <li>• Updating the progress of Checklists on the EtQ Reliance Portal</li> </ul>
	<ul style="list-style-type: none"> <li>• If a Project reaches the implementation date prior to completion of the checklist, determining the following: <ul style="list-style-type: none"> <li>○ If an action plan is necessary</li> <li>○ Committee member(s) responsible for preparing an action plan</li> </ul> </li> </ul>
	4. PSMM is responsible for completing their Checklist items and coordinating the execution of any interdependent tasks with the appropriate groups.
	5. OSS is responsible for completing their Checklist items and coordinating the execution of any interdependent tasks with the appropriate groups.
	6. OPTI is responsible for completing their Checklist items and coordinating the execution of any interdependent tasks with the appropriate groups.
	7. The SRWG member designated as a Checklist Review Committee representative is responsible for:
	<ul style="list-style-type: none"> <li>• Completing their Checklist items</li> </ul>
	<ul style="list-style-type: none"> <li>• Coordinating the execution of any interdependent tasks with the BRICK Restoration Simulator and the LCCs/TOPs and Master/Local Control Center Procedure No. 18 - System Restoration Plan (M/LCC 18)</li> </ul>
	8. The Manager, Control Room Operations (or designee) is responsible for:
	<ul style="list-style-type: none"> <li>• Designating the Control Room System Operator(s) to attend Checklist Review Committee Meetings</li> </ul>
	<ul style="list-style-type: none"> <li>• Discussing operational implementation changes with OSS representative</li> </ul>
	<ul style="list-style-type: none"> <li>• Informing OPTI representative of any training requirements</li> </ul>

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	9. Transmission Planning is responsible for assembling PPAs which have been approved by ISO
	10. OPTI is responsible for appointing a Checklist Process Facilitator to perform other responsibilities as assigned herein.
	11. The Checklist Process Facilitator is responsible for:
	<ul style="list-style-type: none"> <li>• Creating and monitoring the Project Checklists</li> </ul>
	<ul style="list-style-type: none"> <li>• Maintaining the Checklist Tracking</li> </ul>
	<ul style="list-style-type: none"> <li>• Maintaining the Checklist Review Committee Membership document</li> </ul>
	<ul style="list-style-type: none"> <li>• Scheduling quarterly Checklist Review Committee meetings</li> </ul>
	<ul style="list-style-type: none"> <li>• If an action plan is necessary, performing the following,: <ul style="list-style-type: none"> <li>○ Notifying committee member(s) responsible for preparing an action plan</li> <li>○ Receiving the completed action plan</li> <li>○ Delivering the completed action plan to the Manager, Control Room Operations,</li> </ul> </li> </ul>

#### 4. Controls


	1. The Checklist Review Committee performs a quarterly review of ISO approved PPAs and records the results of the Committee review in the EtQ Reliance Portal.
	2. The Checklist Review Committee performs a periodic review of each current Checklist and reports on the status of each current Checklist at the quarterly Checklist Review Committee meetings.

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## 5. Instructions


### 5.1 Review and Selection of I.3.9 Applications for Validation

5.1.1 Quarterly Review by the Checklist Review Committee	1. The Checklist Review Committee shall perform a quarterly review of each ISO approved PPA.
	2. The Checklist Review Committee shall select each PPA to be tracked based on criteria agreed upon by the Committee (Project size, number of handoffs, number of parties affected, impact scope, etc.).
	3. The Checklist Review Committee may determine a Project to be sufficiently large with enough cross-functional impact, to warrant Project oversight and management by PMO.
	A. Any Project meeting such criteria shall be forwarded to PMO for Project management consideration.
	4. The Checklist Review Committee shall update the EtQ Reliance Portal with identification of each Project selected for Checklist tracking
	5. The Checklist Review Committee shall identify in meeting materials of any other Project reviewed but the committee determined that the scope of that Project did not warrant Checklist tracking.

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## 5.2 Management of Checklist Documents

5.2.1 Create a Project Checklist	1. The Checklist Process Facilitator assigned by the Committee shall schedule Checklist Review Committee meetings and verify that the information to be discussed during the meeting has been prepared. (Typically I.3.9 information approved by ISO.)
	2. The Transmission Planning member shall update the <a href="#">approval status of Proposed Plan Applications</a> document
	3. Committee members shall provide any additional Project information they may have that was <b>not</b> included by the Checklist Process Facilitator.
	4. The Checklist Process Facilitator shall record the results of the Checklist Review Committee meeting in the EtQ Reliance Portal noting, for each Project reviewed when tracking is required.
	A. A reason for <b>not</b> tracking Projects shall be provided in the meeting materials
	5. The Committee shall identify timelines related to their area of responsibility which shall be used to identify the overall timeline for each Project.
	6. Each Committee member shall report status of their responsibilities for each Project during the Checklist Review Committee meetings.
5.2.2 Monitor Checklist Progress	1. The Checklist Process Facilitator shall periodically review the progress of each Project Checklist and engage the respective groups to assist in resolving any timing or timeliness issues.

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### 5.3 Checklist Completion and Coordination among Groups

<b>5.3.1</b> <b>Group Responsibilities</b>	<p style="text-align: center;"><b>NOTE</b></p> <p>When completing the Major New Equipment Commissioning Checklist, it is permissible for a group to enter NA (for <u>N</u>ot <u>A</u>pplicable) in the date fields for task items that are <b>not</b> applicable.</p>
	<ol style="list-style-type: none"> <li>1. Each group shall be responsible for monitoring, tracking and completing its portion of the Checklist.</li> </ol>
	<ol style="list-style-type: none"> <li>2. Each group shall identify the prerequisites and interdependent tasks and coordinate the expected dates with the involved group. Expected dates will be highlighted in the Checklist.</li> <li>3. When all Checklist items have been completed, the EtQ Reliance Portal shall be updated with the Project completion dates by the responsible party.</li> </ol>
<b>5.3.2 Actions Regarding Incomplete Checklists</b>	<p>The goal of this process is to verify that every Checklist is completed prior to the implementation of the Project. Should a Project reach the implementation date prior to the completion of the Checklist, the following actions may be taken.</p>
	<ol style="list-style-type: none"> <li>1. The Checklist Process Facilitator shall provide the action plan for any incomplete Checklists to the Manager, Control Room Operations for resolution of the incomplete items.</li> </ol>
	<ol style="list-style-type: none"> <li>2. The Project in question may be referred by email to the Reliability and Operations Compliance group for action. Each email referral shall be stored in that Project Checklist in the comment section in the EtQ Reliance Portal, for that Project approval.</li> </ol>

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## 6. Performance Measures

This procedure is properly followed as evidenced by the following:

The timely and accurate completion of the Checklist for each selected Project

The records of Checklist completion in the EtQ Reliance Portal.

The reduction in new Project operational implementation issues from historical levels

The absence of Compliance filings


## 7. References

1. ISO New England Inc. Transmission, Markets, and Services Tariff; Section I General Terms and Conditions: Section I.3.9 Review of Market Participant's Proposed Plans
2. Planning Procedure No. 5-1: Procedure for Review of Market Participant's or Transmission Owner's Proposed Plans


## 8. Revision History

Rev. No.	Date	Reason	Contact
0	05/17/09	Initial procedure	Peter Harris
1	08/03/09	Modified step 3.2., step 3.4., step 3.7., step 3.8., step 3.9., & step 5.3.3.1.	Peter Harris
2	05/11/11	Changed frequency of meetings and added Transmission Planning to the group; Added Document Change section (5) to Attachment A; Changed pagination format	Michael Zeoli
3	04/15/13	Biennial review by procedure owner; Added Control Room Operations group responsibilities	Michael Zeoli
4	04/06/15	Biennial review by procedure owner; updated procedure owner name in Headers; Updated document to include change to utilize EtQ Reliance Portal rather than Excel Spreadsheets and SharePoint for document storage; Retired Attachment A	Michael Zeoli




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Rev. No.	Date	Reason	Contact
5	03/02/17	Biennial review by procedure owner; updated process owner title in headers; Added required corporate document identity to all page footers; Globally made minor editorial, grammar, punctuation, format and clarification changes consistent with current practices and management expectations; Updated Steps 3.10 and 5.3.3.2;	Michael Zeoli
5.1	01/15/19	Periodic review performed requiring no changes; Made administrative changes required to publish a Minor Revision;	Michael Zeoli
6	01/05/21	Periodic review by procedure owner; Update to section 2 and personnel/group titles	Michael Zeoli
7	12/19/22	Biennial review by procedure owner; Edited steps to detail the change in the way that the list of projects is developed; Changed what is entered into EtQ as entering the numerous small solar and battery projects would be an administrative burden.	Michael Zeoli

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## 9. Attachments

Attachment A - (Retired 04/06/15)

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