

# System Operations Division Conduct Peer Review of a Manual Security Constraint

## Document Location Map

📁 **Level 3 Document User Domain Procedures**

📁 **Outages and Constraints (OC) /**

📄 **PR-OC-213 Conduct Peer Review of a Manual Security Constraint**

Document Status: **Approved**

**COPYRIGHT © 2011 TRANSPower NEW ZEALAND LIMITED. ALL RIGHTS RESERVED.**  
*This document is protected by copyright vested in Transpower New Zealand Limited ("Transpower"). No part of the document may be reproduced or transmitted in any form by any means including, without limitation, electronic, photocopying, recording or otherwise, without the prior written permission of Transpower. No information embodied in the documents which is not already in the public domain shall be communicated in any manner whatsoever to any third party without the prior written consent of Transpower.*  
*Any breach of the above obligations may be restrained by legal proceedings seeking remedies including injunctions, damages and costs.*

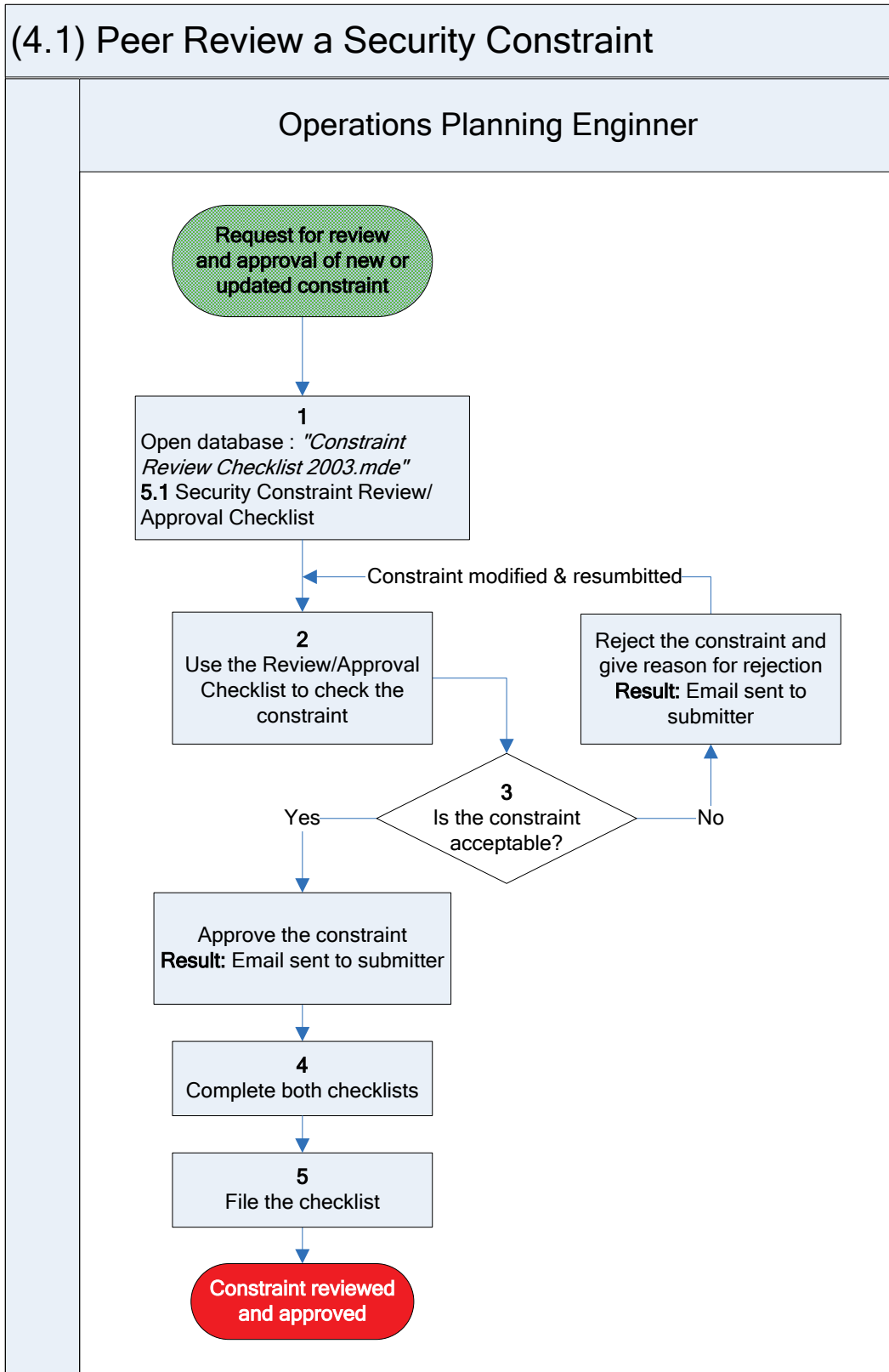
## Table of Contents

1	Procedure Summary Diagram .....	3
2	Purpose .....	5
3	Related Procedure/Processes .....	6
4	Procedures .....	7
4.1	Peer Review a Security Constraint .....	7
5	Appendix .....	8
5.1	Security Constraint Review/Approval Checklist .....	8
6	Document Information .....	10
6.1	Metadata .....	10

## Revision History

Revision	Date	Change	Section
V01	24/3/09	Supersedes PR-SH-044 Replace "related procedure" chart. (NCS) General update to procedure.	
V02	11/2/11	Name change	

# 1 Procedure Summary Diagram



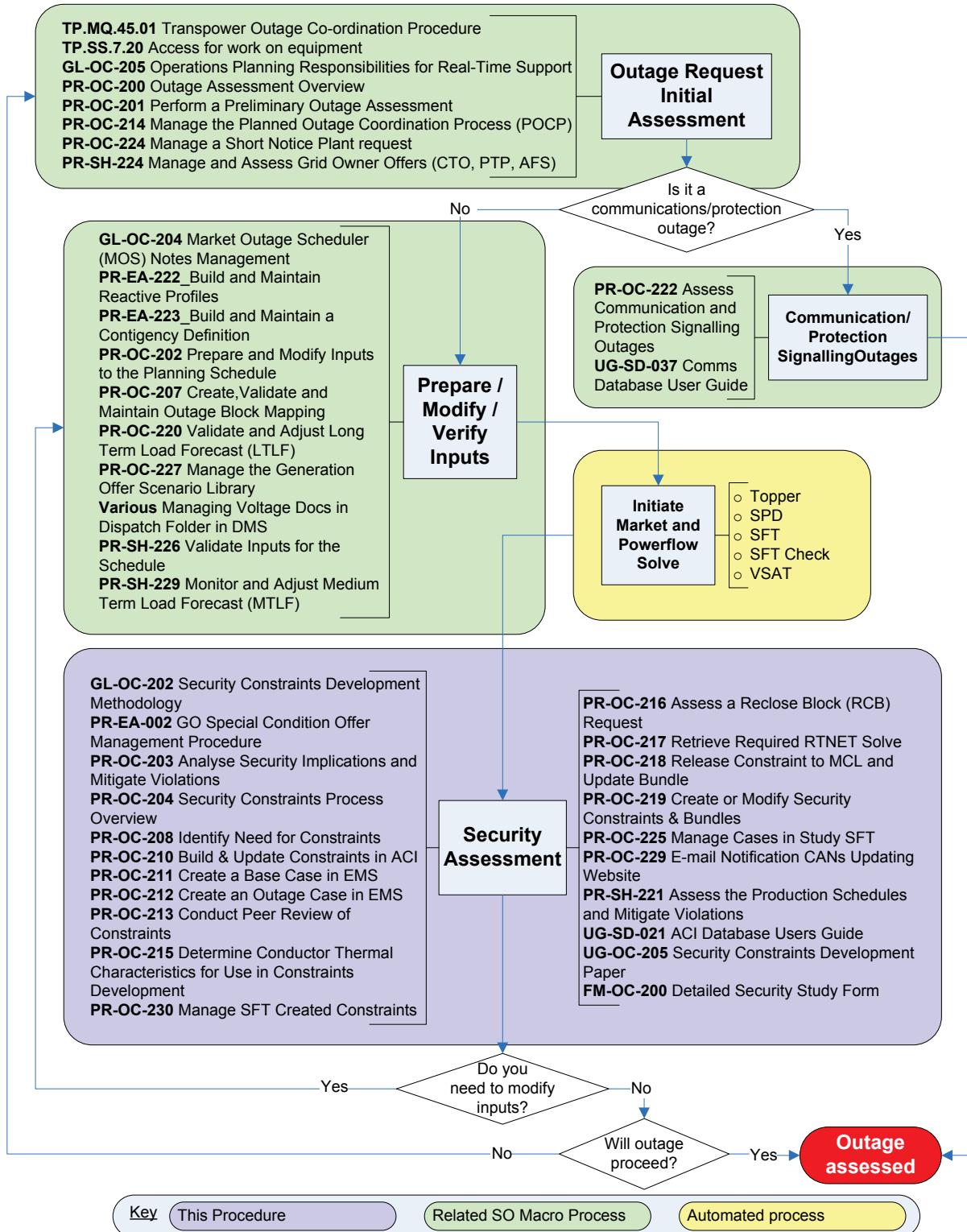
NOTE – The diagram above shows how the process in the Conduct Peer Review of a Manual Security Constraint; document number PR-OC-213, supports the Outages and Constraints (OC) Macro Process of the DMS.

## 2 Purpose

<b><i>Purpose and Objectives</i></b>	This procedure outlines the steps to follow when carrying out a peer review of a newly-created or updated constraint.
<b><i>External Policy/ Rules &amp; Regulations</i></b>	N/A
<b><i>Related Internal Policies, Processes and Procedures</i></b>	<p>The following documents will provide useful additional and background information:</p> <ul style="list-style-type: none"><li><b>GL-OC-202</b> Security Constraints Development Methodology.doc</li><li><b>PR-OC-204</b> Security Constraint Process Overview.doc</li><li><b>PR-OC-208</b> Identify Need for Constraints.doc</li><li><b>PR-OC-210</b> Build &amp; Update Constraints in ACI.doc</li><li><b>PR-OC-215</b> Determine Conductor Thermal Characteristics for use in Constraints Development.doc</li><li><b>PR-OC-218</b> Release Constraint to MCL and Update Bundle.doc</li><li><b>PR-OC-219</b> Create or Modify Security Constraints &amp; Bundle Names (<i>Post MSP</i>)</li><li><b>SP-SH-200</b> Security Constraints Naming Conventions. (<i>Pre MSP</i>)</li><li><b>FM-OC-001</b> Security Constraint Review-Approval Checklist.dot</li><li><b>FM-OC-002</b> Security Constraint Development Checklist.dot</li></ul>

### 3 Related Procedure/Processes

#### Outage Assessment Process Documents



## 4 Procedures

### 4.1 Peer Review a Security Constraint

<b>Inputs</b>	You have received an email asking for review and approval of a new or updated constraint.
<b>Outputs</b>	The constraint is reviewed and approved.
<b>Checking SPD Branch Synchronisation</b>	<p>ACI synchronises with SPD daily to ensure SPD branch names are current. An SPD branch may not be current if a new one has not been loaded into SPD. If this is the case, the SPD branch can be created in ACI and then over-ridden by the new one when it is created in SPD.</p> <p>All other SPD branches are time-stamped and their names do not change.</p>
<b>Responsibilities</b>	Operations Planning Engineer
<b>Instructions</b>	

Step	Action						
1	Run Access 2003. Open file "Constraint Review Checklist 2003.mde" from folder <a href="#">\\wnfs1\Opp\Security Services\Process Documentation\Constraints Review</a> Login, then "Open Constraint Reviews in Edit mode for user: <Username>"						
2	<p>According to the items on the Security Constraints Review/Approval Checklist, check the constraint.</p> <p><b>Note:</b> When checking the constraint equation, check that the correct section of a circuit is in the equation, rather than that the name is correct.</p>						
3	<p>Is the constraint acceptable?</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td> <ul style="list-style-type: none"> <li>press the 'Approve Constraint Action' button, and</li> <li>continue with step 4.</li> </ul> </td> </tr> <tr> <td>No</td> <td> <ul style="list-style-type: none"> <li>specify the reason(s) for the rejection</li> <li>press the 'Reject Constraint Action' button, then</li> <li>when the constraint has been modified and resubmitted, return to step 2.</li> </ul> </td> </tr> </tbody> </table> <p><b>Result:</b> Email sent to the Operations Planning Engineer who created or modified and submitted the constraint, advising 'Accepted' or 'Rejected'.</p>	If	Then	Yes	<ul style="list-style-type: none"> <li>press the 'Approve Constraint Action' button, and</li> <li>continue with step 4.</li> </ul>	No	<ul style="list-style-type: none"> <li>specify the reason(s) for the rejection</li> <li>press the 'Reject Constraint Action' button, then</li> <li>when the constraint has been modified and resubmitted, return to step 2.</li> </ul>
If	Then						
Yes	<ul style="list-style-type: none"> <li>press the 'Approve Constraint Action' button, and</li> <li>continue with step 4.</li> </ul>						
No	<ul style="list-style-type: none"> <li>specify the reason(s) for the rejection</li> <li>press the 'Reject Constraint Action' button, then</li> <li>when the constraint has been modified and resubmitted, return to step 2.</li> </ul>						
4	<p>Complete the:</p> <ul style="list-style-type: none"> <li>Security Constraint Review/Approval Checklist</li> </ul>						

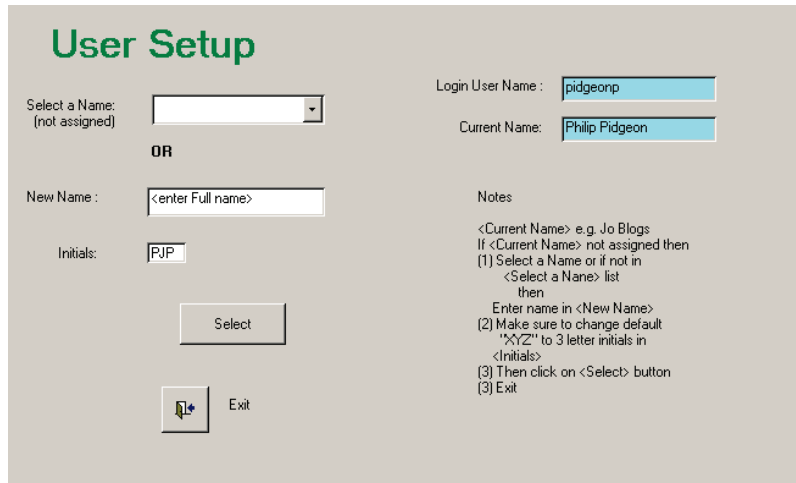
## 5 Appendix

**Checklists attached**

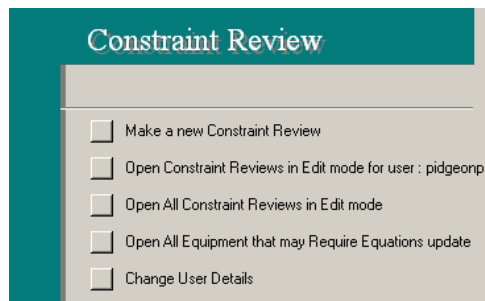
- **5.1 FM-OC-001 Security Constraint Review/Approval Checklist**  
(see over)

### 5.1 Security Constraint Review/Approval Checklist

Run Access 2003. Open file "Constraint Review Checklist 2003.mde" from folder [\\wnfs1\Opp\ Security Services\Process Documentation\Constraints Review](#)



After logging in and exiting the above form the following form is activated. Click on "Open Constraint Reviews in Edit mode for user: <Username>" (2<sup>nd</sup> item)



Fill in Security Constraints Review/Approval Checklist as below

Constraint Name	TKU_BUS_SPLIT_w_0_1A		
Reviewer:	Philip Pidgeon		
Date	10/10/2006	Notes Additional Information	<input type="checkbox"/>
<b>Existing Constraint ?</b>			
Scenario not already covered by another permanent or outage constraint (check related constraints)	<input type="checkbox"/>		
<b>Relationships</b>			
Relationship created to supersede existing constraint (if required)	<input checked="" type="checkbox"/>		
Relationship created with bundle (if required)	<input checked="" type="checkbox"/>		
Existing permanent constraint no longer applied in MDE and superseded (if applicable)	<input type="checkbox"/>	N/A	
<b>Constraint Data</b>			
Constraint name in acceptable format	<input checked="" type="checkbox"/>		
Constraint class	<input checked="" type="checkbox"/>		
Constraint Type	<input checked="" type="checkbox"/>		
Temperature	<input checked="" type="checkbox"/>		
Background	<input checked="" type="checkbox"/>		
Assumptions	<input checked="" type="checkbox"/>		
Grid Configuration	<input checked="" type="checkbox"/>		
<b>Results</b>			
Protected Circuit Reference Branch (SPD branch name) identified	<input checked="" type="checkbox"/>		
Contingent Circuit Reference Branch (SPD branch name) identified	<input checked="" type="checkbox"/>		
Conductor type of protected branch	<input checked="" type="checkbox"/>		
EMS Solution Report (VSAT solution report if voltage stability constraint)	<input checked="" type="checkbox"/>		
		<input type="button" value="Add a new record"/>	<input type="button" value="Undo"/>
		<input type="button" value="STOP"/>	<input type="button" value="Close Application"/>
		Please specify further action for followup (if any)	
		<div style="border: 1px solid black; padding: 5px; width: fit-content;">                 constraint approved             </div>	

## 6 Document Information

### 6.1 Metadata

#### Document ID Information

*Document ID number:* PR-OC-213  
*Document Title:* Conduct Peer Review of a Manual Security Constraint  
*Document Type:* Procedure  
*Issue no: (version)* V02  
*Document Status:* Approved  
*Severity of Consequences:* Moderate  
*Frequency of use* Daily  
*Level of Risk:* Very High

#### DMS Structure

*DMS Level:* Level 3 Document User Domain Procedures  
*Macro-Process:* Outages and Constraints (OC)  
*Process:*  
*Sub directory(s):* Not Used  
*Document Complexity Rating* 4W

#### Document Control

*Prepared by (Writer/Reviewer):* Dominic O'Grady  
*Approved by (Owner 1):* Grant Tuffery  
*Approved by (Owner 2):*  
*Approved by (Owner 3):*  
*Technical Review Required:* No  
*Published Date:* 11/02/11  
*Next Review Date:* 14/08/12  
*Review Period: (in months)* 18 months  
*Document Currency* 11/02/11 to  
*Primary User Group(s):* Ops Planning  
*Secondary User Group(s):*  
*Hardcopy Kept:* No  
*Hardcopy location:*  
*To be published on SO Web site* Yes