Institute of Commissioning & Assurance (ICxA)

Model Readiness Reporting Schedule

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A regulator approves a major capital investment on the basis of a cost, a schedule and an in-service date. Customers begin to pay for the asset when it enters service, or bear the cost of delay when it does not. During construction the regulator usually receives reports on expenditure and progress. It rarely receives evidence of whether the asset and the utility will be able to energize, commission and operate it on the date approved. ICxA calls that subject readiness.

This schedule sets out reporting a regulator could attach to the approval of a major project, so that the prudence of the path to the in-service date can be seen during construction and not only reviewed afterwards.

What readiness covers

Readiness is the condition in which sufficient evidence is available for a decision to proceed (ICXA-10001 cl. 8.1). It applies at every point of commitment in a project, not only at the end: readiness to commit, to proceed, to integrate and to operate. It covers the asset and its systems, which must be designed, procured, built, tested and integrated so that each system works with the others. It covers the organization that will operate the asset: its people, its organization, its care of the asset, and its systems and processes. It also covers the interfaces and contracts between the parties, and the evidence and governance on which each decision rests.

How the schedule works

1. The regulator selects the entries that matter for the project. Not every entry suits every project.
2. The utility reports evidence. The regulator, or a reviewer it appoints, forms its own view.
3. Each project defines its own stage-gates, readiness criteria and readiness conditions under the ICxA Standards. The reporting follows what the project has defined.
4. Low readiness early in a project is expected. The reporting shows whether readiness is maturing when the project's own plan requires.
5. Any consequence of a report, including for cost recovery, is the regulator's decision under its own powers. The schedule does not set one.

Part 1. With the application or at approval

Ref	Report	What the utility reports	ICxA reference
RR-01	Readiness baseline	Where the project stands against each of the ICxA readiness criteria (A01 to F04), across the asset and its systems, the operating organization, contracts and interfaces, and evidence. Gaps reported at this stage are expected and are carried into the plan in RR-02.	ICxA Readiness Audit Criteria
RR-02	Readiness maturity plan	The stage-gates the project has defined, the criteria and conditions that apply at each, the criteria the utility treats as material, and dated readiness milestones.	ICXA-10001 cl. 6.3; ICXA-10002 cl. 4 to 6
RR-03	Readiness governance	Who produces readiness evidence, who evaluates it independently, who authorizes progression, and how responsibilities are divided across contractors, suppliers and the operator.	ICXA-10001 cl. 5.3; ICXA-20101 cl. 6.1, 6.2; ICXA-20201 cl. 5.1, 5.2

Ref	Report	What the utility reports	ICxA reference
RR-04	Operating outcomes reconciled	A reconciliation of the operating outcomes and ramp-up assumed in the application to the project's outcome requirements and performance guarantees.	ICXA-10001 cl. 4.1, 6.2

Part 2. During procurement and construction

Ref	Report	What the utility reports	ICxA reference
RR-05	Periodic readiness report	With each progress report: status against the plan for systems completion and for operational readiness, readiness reviews held and their outcome, conditions outstanding, and material readiness risks.	ICXA-20101 cl. 6.7; ICXA-20201 cl. 9.1
RR-06	Readiness milestone report	At each dated readiness milestone: whether the criteria scheduled for that date have been demonstrated, and the corrective plan for any that have not.	Readiness maturity plan (RR-02)
RR-07	Material change notice	Notice of a change to scope, technology, contracting structure, operator, operating model, system boundaries, schedule logic or operating assumptions that may affect a material criterion, with a reassessment.	ICXA-10001 cl. 6.4

Part 3. At commissioning and entry into service

Ref	Report	What the utility reports	ICxA reference
RR-08	Systems ready before start-up	For each critical system, before it is first energized or started up: stage-gate evidence is complete, integrated testing with connected systems is prepared, a readiness review is recorded with a recommendation, and no blocking deficiency is open.	ICXA-20101 cl. 6.7, 9.2 to 9.4, Annex B
RR-09	Operating organization ready before start-up	People, organization, asset, and systems and processes capability for start-up has been demonstrated, not only planned.	ICXA-20201 cl. 7.1, 7.2.1, 9.1
RR-10	Transfer of operational control	After each transfer of a critical system to the operator: the readiness review, operational acceptance and authorization records, with conditions and deferred items listed.	ICXA-20201 cl. 9.1, 9.3; ICXA-10001 cl. 8.3

Part 4. After the in-service date

Ref	Report	What the utility reports	ICxA reference
RR-11	Stabilization report	Operating performance over the stabilization period against the ramp-up assumed in the application, and the status of open readiness actions that affect performance.	ICXA-20201 cl. 9.3

What the reporting does and does not show

Readiness reporting is evidence of whether readiness is maturing as the project requires. It cannot establish that start-up will succeed, and it is not a certification that a project is ready. The decision to start up or to transfer operational control remains with the utility and its operator.

The schedule is adapted from the Readiness Conditions Schedule in the ICxA Lender Readiness Implementation Pack, so a utility that also reports to lenders produces its readiness evidence once.

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