

Standard Asset Data

Network Asset Numbering

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STANDARD ASSET DATA

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SAD 0009 Network Asset Numbering

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Network Asset Numbering

1.0 PURPOSE

To be an overarching reference document that sets out in detail, the numbering requirements for all network assets including:

1. distribution and transmission structures and feeders, and;
2. transmission/zone substation and switching station equipment.

2.0 SCOPE

This instruction shall be read in conjunction with standards in the references.

It includes the numbering requirements for new and existing network assets.

Examples have been included in aid to illustrate the Network Asset Numbering standard conventions.

This standard does not including requirements for Asset Numbering of fibre and pilot cables (Please refer to SDI 519).

3.0 REFERENCES

Internal

- Board Policy 4.0 – Environment
- Company Policy 9.2.5 - Network Asset Design
- Company Policy 9.6.1- Network Connection
- Company Policy 9.6.5 - Contestable Works
- Company Policy 9.6.9 - Facilities Access (Shared Infrastructure)
- Company Policy 15.3.1 - Information Management
- Company Procedure GAM 0036 –Management of Drawing Records
- Company Procedure GAM 0104 - Network Asset Information
- Mains Construction Instruction MCI 0005 – Overhead distribution construction standards manual
- Mains Construction Instruction MCI 0006 – Underground distribution: Construction standards manual
- Standard Asset Data SAD 0001 – Project drawing standards
- Substation Design Instruction SDI 519 – Communications in substations
- Substation Design Instruction SDI 528 – Substation signs and equipment labels
- Substation Maintenance Instruction SMI 113 – Distribution and field transmission data asset structure and nameplate details
- Substation Maintenance Instruction SMI 119 – Transmission and zone substation data asset structure and nameplate details

External

- *Electricity Supply Act 1995 (as amended)*
- *Work Health and Safety Act 2011*
- ENA National Electricity Network Safety Code (Doc 01-2008)
- Procedures for Risk Management in the Electricity Distribution Industry - EC2 - December 1991
- TransGrid Operating Manual OM 902
- AS 1100.101 – Standard ISO Sheets and metric scales.
- AS 1100.- 101 Technical drawing – General principles

4.0 DEFINITIONS AND ABBREVIATIONS

AN **Asset Number** – In GIS with the same value as Plant Number except no equipment class or leading 0 prefix. Typically the number that is placed on the asset.

EEL Ellipse Equipment Loader

Network Asset Numbering

Ellipse	The Company Equipment Register
EN	Equipment Number - In GIS/ELLIPSE is unique number associated with the Equipment, or sub-equipment
GIS	Geographical Information System
HV	High Voltage
HVC	High Voltage Customer
L3ASP	Level 3 Design Accredited Service Provider, accredited by the NSW Department of Fair Trading.
LV	Low Voltage
ON	Operating Number , is part of the SPN for Transmission/Zone Substations and is an Alternative Reference in Ellipse, also known as Operating ID .
PN	Plant Number - In ELLIPSE is the asset number made of the equipment class as a prefix and alpha/numeric number with leading 0's and a unique number format depending on the equipment class.
SPN	Structured Plant Number – In GIS is the same as the Plant Number.

5.0 ACTIONS

5.1 Asset Numbering

Asset Number is a convention used to identify Network Assets in the field and in the Equipment Register (Ellipse). They form part of a unique reference code to track the complete life cycle of a Network Asset from its purchase, to when it's commissioned, its operational life and finally its disposal. The Asset Number will track all the maintenance history.

Each asset class has a unique number sequence as per the table below, with leading 0's, where required.

Equipment Class	Prefix	Asset Types	Value Size	Type	Ellipse Use
Transmission, Zone, Customer Substations and Transgrid bulk supply points	TZ	Transmission and Zone substations	4 digit number from 9500 to 9999	Numeric	SPN + ON
Transmission Feeders	FD	Transmission Feeders	From Transgrid	Alphanumeric	SPN
Transmission Field Switches, HV Field Switches, Distribution Substation Switches	SW	Field Switches	6 digit alpha numeric, but restricted to 5 digits for operational reasons	Alphanumeric	SPN + ON
Circuit Breaker	CB	Circuit Breaker	6 digit numbering	Alphanumeric	SPN + ON
Distribution Substation	DS	Distribution Substation	5 digit number from 1 to 89999	Numeric	SPN + ON
Transformer	TX	Transformer	5 digit number from 1	Numeric	SPN + ON

Network Asset Numbering

Equipment Class	Prefix	Asset Types	Value Size	Type	Ellipse Use
Power transformer	PX	Power Transformer	5 digit number from 1	Numeric	SPN + ON
Generator	GN	Generators connected to the network	5 digit number from 1	Numeric	SPN + ON
LV Pillars	LV	LV Pillar, LV cubicle	6 digit alpha numeric for main LV Pillars	Alphanumeric	SPN + ON
LV Pillars	LV	LV service Pillars	7 digit alpha numeric	Alphanumeric	SPN + ON
Columns	LV	LV Columns	6 digit alpha numeric	Alphanumeric	SPN + ON
Poles	PL	Poles	6 digit alpha numeric	Alphanumeric	SPN + ON
Structures	Sequential numbering from 1 to xx 2 pole and 3 pole structures add a suffix of X, Y or Z for differentiation Additional structures inserted into the line can be numbered with a suffix of A, B etc for differentiation			Nameplate data against Poles or towers	
Towers	PL	Towers	6 digit alpha numeric	New and renumbered Poles - Both SPN and Operating ID Old Poles - SPN and old pole numbered Operating ID	SPN + ON Or SPN + old ON
Streetlight	CP	Street Light Control Point	4 digit number 0000 to 9999	Numeric	SPN + ON
Streetlight	SL	Streetlight	6 digit number from 1	Numeric	SPN + ON
LFI	LI	LFI	6 digit number from 1	Numeric	SPN + ON
Air Craft Marker Ball	AB	Air Craft Marker Ball	6 digit number from 1	Numeric	SPN + ON

Network Asset Numbering

5.2 Exclusions

See scope - Asset Numbering of fibre and pilot cables (Please refer to SDI 519).

5.3 Distribution Equipment Asset Numbering

5.3.1 General

All assets are assigned a unique equipment and structured plant number and are associated with the equipment's purpose, position/location and will not change through the entire asset lifecycle. The equipment number must not be reused.

5.3.2 Assigning asset identification numbers

It will be the responsibility of the designing ASP (for contestable projects), or the responsible Endeavour Energy Project Manager/Officer (for internal works), to obtain the relevant asset or apparatus numbers.

5.3.3 Asset identification

Endeavour Energy's policy is for all poles, columns, structures and apparatus, with the exception of street light brackets & lanterns that form part of the network, to have asset identification (structured plant) numbers affixed.

The equipment numbers are unique to each asset or piece of apparatus and must not be transferred from one asset to another. When an asset or piece of apparatus is removed, its equipment number must **not** be re-issued. When an asset or apparatus is replaced, such as a condemned pole, the new asset must be issued with a new plant number (As shown on the asset) and a new equipment number. This will also apply to any apparatus on the pole, for example, an air break switch or a luminaire. If the old switch is transferred from the old pole to the new, the apparatus number must be transferred; if a new switch is installed, a new apparatus number must be obtained and affixed.

These numbers will be issued by Endeavour Energy to ASPs, (designers) so that they can be shown on project drawings and affixed to the assets at the time of installation.

It will be the responsibility of the relevant Contestable Works Officer or Endeavour Energy Project Manager that all the required column and asset identification numbers are shown on the project drawings.

5.3.3.1 Distribution Substation Asset Suffix

For Distribution Substations the convention for the Structure Plant Number for equipment applies the same distribution substation number with a prefix for the following equipment types:

EGI	Description	Plant No Suffix
BUSSECTUNIT	Bus Section - A unit generally incorporating a load break switch that provides isolation or connection between two sections of busbar on a switch-board	HBUS
CABLETERMUNI	Cable Term - A cable termination unit that incorporates a fuse.	CABU
CB	Circuit Breaker - A switching device for isolating supply under faulted and load conditions.	HVCB

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DOF	Drop-Out Fuse - Pole mounted switchgear generally referred to as a DOF or EDO (Expulsion Drop Out)	DOFS
SWEARTH	Earthing Switch	ERSW
SWGAEARHV	Combination Switchgear Unit	UNIT
SWGAEARHVSS	Combination Switchgear Unit Switch Station	UNIT
SWFUSEUNIT	Switch Fuse Unit - A switch which has a fuse in series to isolate supply during overload situations and in which the switch and fuse are one composite unit	HFSU
SWUNIT	Switch Unit - A switch where the sole purpose is to isolate supply (no fusing) and may or may not be suitable for load break	HVSW
JOIN HV DIR	Join HV Direct to Transformer	DRCT
MDI	Maximum Demand Indicator	MDIM

The Structure Plant Number is defined as below:

SPN 1	SPN 2	SPN 3
DS26297	HFSU	-01

SPN 1 Is the Distribution Substation Number

SPN 2 Is the Plan No Suffix

SPN 3 Is an equipment number order beginning with 01, that includes a – and leading 0.

5.3.3.2 Retired/Replaced Network Equipment

Retired assets/apparatus must retain their identification numbers (equipment number and structured plant number). Should a retired asset or apparatus be placed back into service, for example, a condemned pole that has been shortened and is re-used for a service pole, then it must keep its old equipment number so that all its history is retained in Ellipse.

If all the equipment within the substation is replaced, but the substation remains in its original location (or within a couple of metres), the same substation number (plant number) will remain with new equipment numbers. However if a substation (either pole or padmount or kiosk) is replaced with a substation of different type to the original, a new substation number (plant number) shall be provided.

Where an asset is replaced or removed (for example during a fault and emergency conditions) the responsible Manager must within 1 week obtain new Structure Plan Numbers and populate the new asset details into Ellipse. The old asset is moved to “removed” or “scrapped” status.

If equipment is refurbished then it will retain its identification numbers.

5.4 Zone/Sub-Transmission Substation Equipment Asset Numbering

5.4.1 Structured plant number (SPN) system

Data entry in the Equipment Register shall be made in such a way that all transmission and zone substation assets are uniquely identified with a structured plant number (SPN). This number will be generated when all the relevant data is entered into the Equipment register.

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However, power transformers; including tap changer, motor box and winding; are treated as special equipment and, therefore, these structured plant numbers are different to other equipment.

The SPN provides details of where an asset is located in the network, the type of asset and its operating number. An example of a structured plant number for an incoming feeder bay CB at Kiama substation is: **9664SA01CB00KM12**.

SPN 1	SPN 2	SPN 3	SPN4	SPN 5
9664	S	A01	CB	00KM12

The definition of each component of the SPN is defined in the company standard SMI 119.

5.4.2 Service Pillars

All mains and service pillars shall be clearly identified as Endeavour Energy assets with numbers unique to each asset. A service pillar that is supplied by a service cable from a mains (or link) pillar shall be numbered with the numbers of the mains pillar which supplies it, suffixed with an "A". Where two (2) service pillars are supplied directly from single mains (or link) pillars by two (2) separate service cables, one shall be suffixed "A" and the other suffixed "B", and so on: for example, mains pillar 123457 feeds service pillars 123457A and 123457B.

A service pillar shall not supply another service pillar (i.e. service pillars shall not be cascaded).

In addition to the above labelling, link pillars (or mains pillars with switch) shall be prefixed with the letter "S".

Further details concerning construction requirements can be found in Company Standard MCI 0006.

5.4.3 Operational Number (SPN 5)

The operational number is a unique number that is assigned to equipment within a substation or switching station.

Also, this number is used as the last six (6) digits of the structured plant number (SPN) in the Ellipse database (refer to SMI 119 for further details of SPN numbers).

All new transmission and zone substation equipment shall have structured operational numbers as indicated in section 5.4.4.

The structured operational numbers shall also apply to existing transmission and zone substations where a new transformer bay, new section of busbar or other major augmentation of equivalent magnitude is being done, subject to the approval of the Network Security Manager – System Operations; as the re-numbering may have major implications on operational data. In this case, all existing equipment, along with the new equipment, shall use structured operational numbers at this substation.

Where approval is not given from the Security Manager – System Operations to apply the structured operational numbers to existing substations; or the work is of a minor nature such as a new feeder breaker installation or switchgear replacement then the existing operational numbering system shall be continued.

In all circumstances there shall be no duplication of numbers on the network: and a combination of the new structured numbering system and the existing numbering system shall not be used within the same substation.

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5.4.4 Structured operational number

Structured operational numbers accommodate both small and large zone and transmission substations, allowing for a common method of substation equipment numbering to be used across the Endeavour Energy franchise area.

This system allows easy identification of:

- The substation.
- Equipment voltage.
- Bay.
- Equipment.

This structured, alpha-numeric number will reduce the likelihood of misreading or transposing digits as the first two (2) characters identify the substation site. Once at the site, the equipment can be identified by the last four (4) characters.

The structured number shall be unique for each individual item of operational equipment and it shall typically comprise of a combination of two (2) alpha and four (4) numeric characters as follows:

- Character one (1) and two (2) are alpha characters that identify the substation.

Example: Victoria Bay ZS would be identified as VB

This two (2) alpha prefix should have a resemblance to the substation name as shown above. Where there is another zone or transmission substation in the same suburb, then the use of the street name should be considered; as using compass directions in the title creates difficulty when allocating a suitable alpha prefix to the substation numbers.

- Character three (3) is a numeric character that identifies the nominal operating system voltage to which the equipment is connected.

Identifier	Nominal system voltage kV
0	≤ 6.6
1	> 6.6 and ≤ 11
2	22
3	33
4	66
5	132

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- Character four (4) and five (5) identifies the bay:

Identifier	Bays
00 - 09	Busbar/bus coupler Bay (<i>bus 1 = 01, bus 10 = 00</i>)
10 - 19	Sect 1 feeder bays (<i>bay 1 = 11, bay 10 = 10</i>)
20 - 29	Sect 2 feeder bays (<i>bay 1 = 21, bay 10 = 20</i>)
30 - 39	Sect 3 feeder bays (<i>bay 1 = 31, bay 10 = 30</i>)
40 - 49	Sect 4 feeder bays (<i>bay 1 = 41, bay 10 = 40</i>)
50 - 59	Transformer Bay (<i>tfr 1 = 51, tfr 10 = 50</i>)
60 - 69	Bus section bay (<i>b/s 1 = 61, b/s 10 = 60</i>)
70 - 79	Capacitor bay (<i>cap 1 = 71, cap 10 = 70</i>)(<i>cap. end only, if controlled by more than one [1] CB</i>)
80 - 89	Auxiliary switchgear bay (<i>bay 1 = 81, bay 10 = 80</i>)
90 - 99	Miscellaneous bay/auxiliary switchgear

- Character six (6) identifies the equipment.

Identifier	Equipment
0	Earthing switch (<i>circuit earth</i>)
1	Isolator - line
2	Circuit breaker
3	Isolator – Bus (<i>single bus, double bus A, b/s left</i>)
4	Isolator – Bus (<i>double bus B, b/s right</i>)
5	Earthing switch - CB (<i>line side</i>)
6	Earthing switch - CB (<i>bus side initial, double bus A, b/s left</i>)
7	Earthing switch - CB (<i>bus side additional, double bus B, b/s right</i>)
8	Miscellaneous (<i>such as voltage transformer</i>)
9	Miscellaneous (<i>such as voltage transformer</i>)
E	Earthing switch (<i>additional</i>)

5.4.5 Issuing of numbers

During the planning stages of a project, structured operational numbers for new substations and substations with major augmentations will be issued by the Transmission Substation Development Section; after giving consideration to the future need for additional bays or equipment.

If a structured operational number needs to be included into an existing sequence and the next consecutive number is not available, then the next available number is to be used regardless of whether it suits the existing sequence.

For minor additions to existing substations, the present numbering system at the substation shall be continued, for example, Ellipse generated operational numbers, or the former South

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Coast numbering system (comprising of a series of alpha-numeric operational numbers based on the substation identifier, the position of the equipment within the substation and equipment type) shall be used as appropriate.

5.4.6 Example of equipment numbering

The following example indicates how the structured number system is applied to a fictitious 132/11kV zone substation called Victoria Bay.

Substation name:	Victoria Bay
Highest equipment system voltage:	132kV
Bay position:	Capacitor bay
Bay number:	Capacitor no. 1
Equipment type:	Circuit breaker

The operational number is therefore as follows:

VB 5 7 1 2

Examples of typical single line diagram numbering/transformer labelling are shown in Figures 1 and 2.

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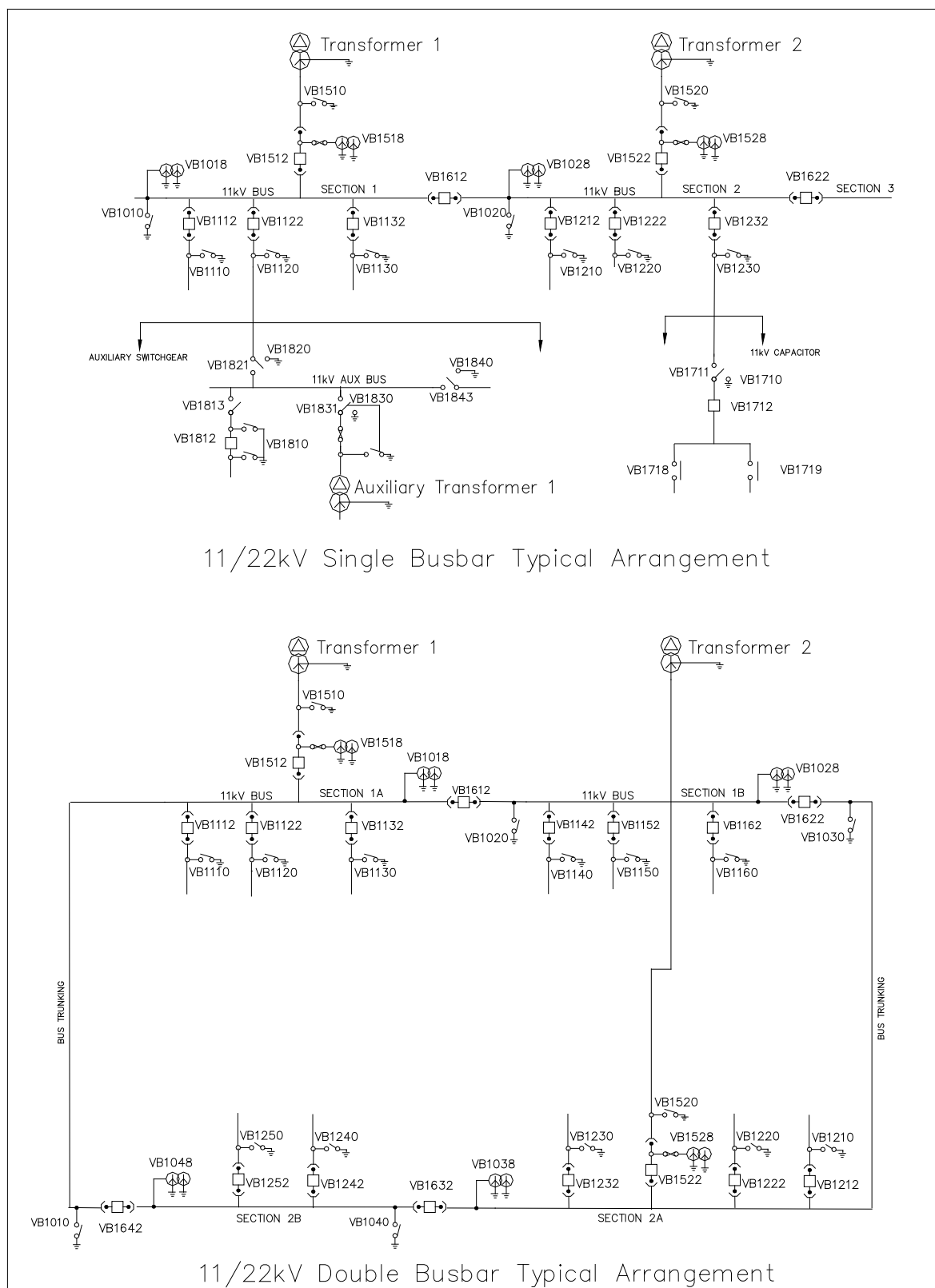


Figure 1: Structured number applied to the 11/22kV equipment at Victoria Bay zone substation

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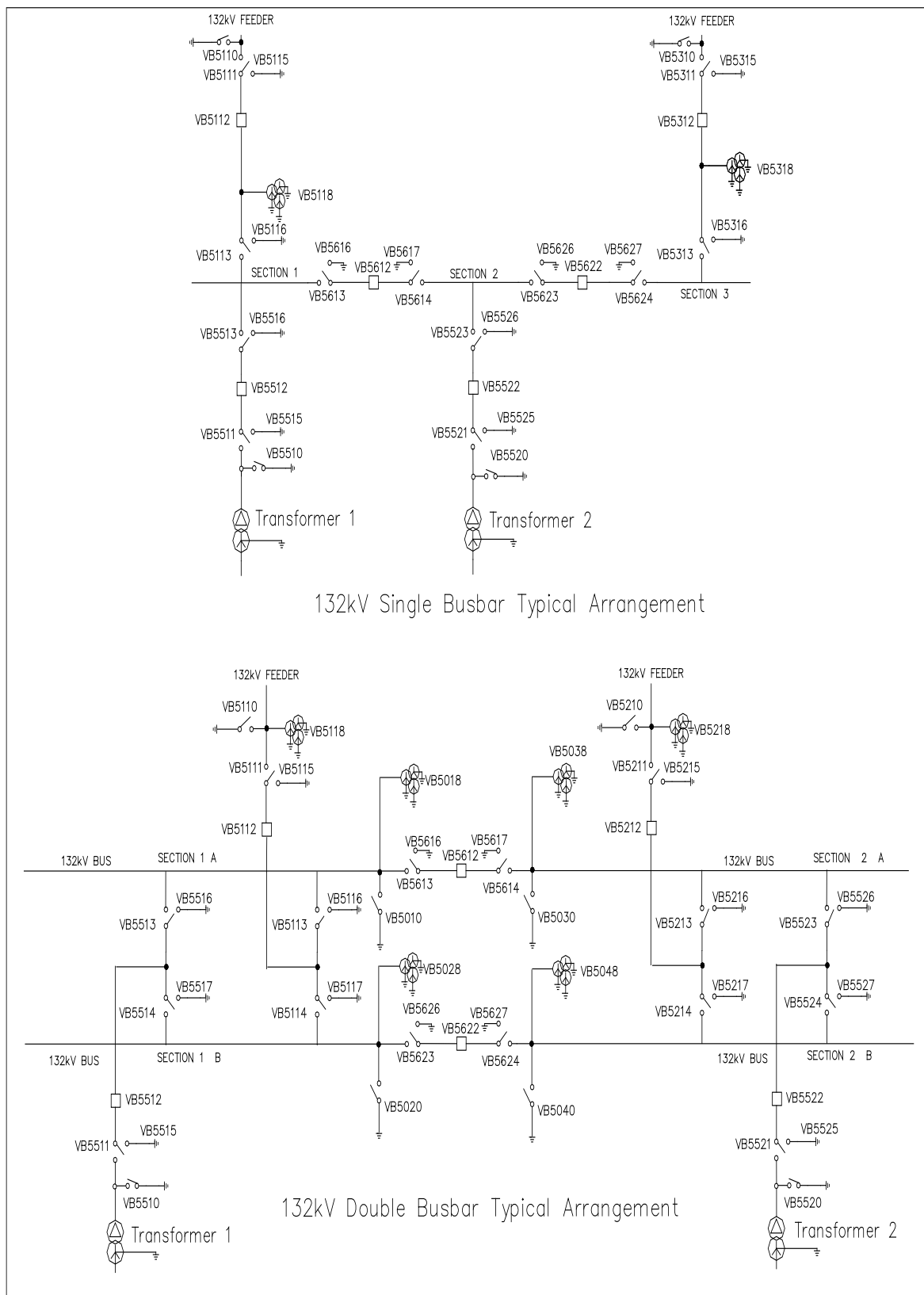


Figure 2: Structured number applied to the 132kV equipment at Victoria Bay zone substation

5.5 Transmission Feeder Asset Numbering

5.5.1 General

Transmission structures (including poles) shall have unique plant number and feeder identification details attached to them.

Where there is more than one feeder on the structure the feeder numbers should be easily distinguished from each other.

All in service and out of service Transmission feeder numbers shall be unique.

Reference shall also be made to MCI 0005 – Overhead distribution construction standards manual.

5.5.2 132kV and 66kV feeders

Transmission feeders operating at 132kV or 66kV shall be numbered in accordance with TransGrid Operating Manual OM 902.

5.5.3 33kV feeders

A three (3) digit alpha/numeric number in northern areas and; a four (4) digit number that starts with the number seven in the south coast shall be used.

When a feeder goes through an isolation device, the number will remain the same followed by a forward slash (/) and a single number that is unique to the feeder.

When a feeder goes through a protection device (such as a motorised sectionaliser or recloser circuit breaker) then the new section of feeder shall be given a new number.

5.5.4 Out of service feeder numbering

All out of service numbers shall be unique and they shall comprise of a combination of two (2) alpha characters followed by unlimited numeric characters. For example: OS1, OS2, OS3 with the OS denoting “out of service”.

5.5.5 Feeders operating at a different voltage to design voltage

When a line is designed and constructed as a transmission feeder and then subsequently operates at a lower voltage, the line shall be re-assigned a new feeder number appropriate to the lower voltage. The transmission structure number shall be retained on the structure, however the transmission feeder number shall be removed from the structure and it shall be replaced with a sign indicating the new voltage at which the line is operating and the new feeder number. For example: 11kV - Feeder no. XYZ.

Structures and feeders shall be maintained and inspected at their original design voltage even if the voltage that they are currently operating at has changed. For example: if the transmission feeder (usage attribute TR - 33 kV and above) now operates at high voltage (usage attribute HV - 11kV and 22kV), then the record in GIS and Ellipse will become usage attribute TR, HV.

5.5.6 Parallel cable sections

Individual sections of cable do not need to be identified in systems such as GIS and on operating diagrams.

Local identification of the individual cables by suffix A or B may be applied as required on site.

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5.6 Transmission structures

Transmission feeder numbering and line structure numbering shall be numbered sequentially wherever possible.

Only one structure number shall be assigned to each structure; regardless of how many other feeders or voltages it is shared with.

Structure numbers must be unique to the feeder or feeders that share the structure.

Wherever possible the structure numbering should typically start from the supply end and progress to the load end.

When a feeder is branched off with a continuation of the conductor; or it is branched off through an isolating device the next available structure number for that feeder shall be selected for the new structures (refer to Figures 1 and 2). However, when the conductor is branched off through a protection device the feeder number is changed and accordingly a new series of structure numbers shall begin (refer to Figure 3).

Where more than one feeder is on the structure, either one of the preceding structure number sequences can be continued at the discretion of the designer (refer to Figure 4).

Where a new structure is added into an existing line it shall be assigned the previous pole number followed by an alpha suffix, for example, if the previous pole number is 4, the new poles added between pole 4 and pole 5 are 4A, 4B and the like. This system has the advantage of indicating that a change was made to the existing line.

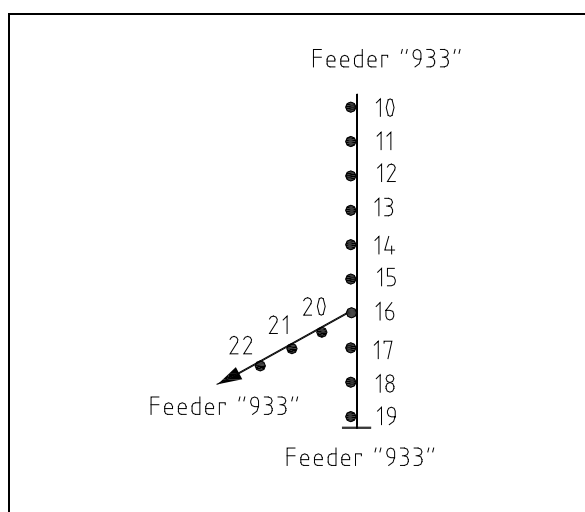


Figure 1

Tee off - continuation of conductor

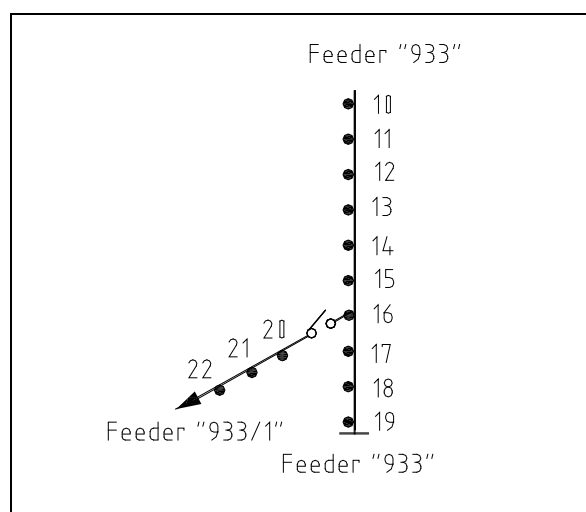


Figure 2

Tee off - through an isolating device

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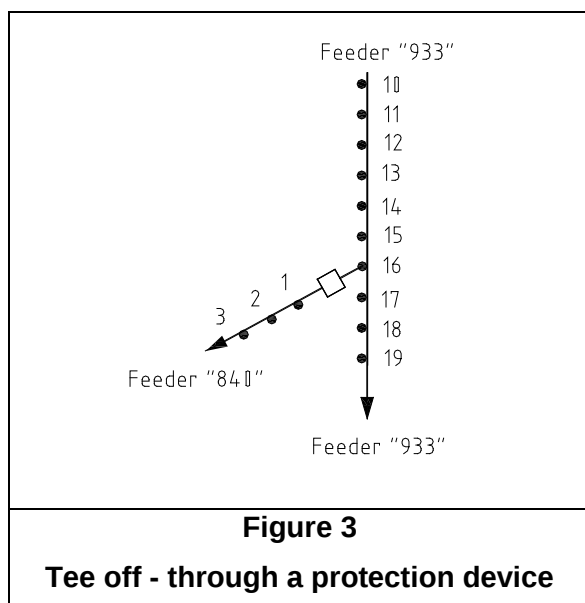


Figure 3

Tee off - through a protection device

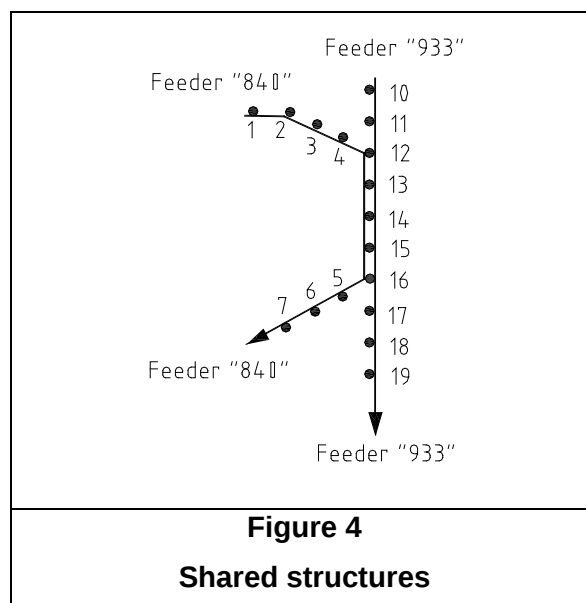


Figure 4

Shared structures

5.7 Asset Labelling

The numbers are affixed to the asset/apparatus, in accordance with this instruction, at the time the asset or apparatus is constructed and in service.

Assets are to be identified using Asset Labelling. Distribution asset labels should be legible and comply with either MCI 0005 – Overhead distribution construction standards manual and MCI 0006 – underground distribution construction standards manual. Transmission asset labels should be legible and comply with SDI 528 – Substation signs and equipment labels.

Where possible they should be located on the asset so they can be safely visually seen but avoid being easily tampered.

Some assets cannot be labelled and would include cables, marker balls, and fault indicators as practicalities such as size and shape do not allow for such labelling.

For Distribution and Transmission field equipment assets number on the label will be assigned the Asset Number (AN) – minus the equipment class or prefix. Transmission towers and poles will also be labelled with structure numbers as specified in MCI 0005.

For Zone and Transmission Substation equipment asset numbers on the label will be assigned the Structured Operational Number.

The Structured Operational Number is used on operational drawings relating to the substation.

6.0 AUTHORITIES AND RESPONSIBILITIES

General Manager Asset Management has the authority and responsibility for approving this standard.

General Manager Network Services have the authority and responsibility for the oversight of the processes described within this standard.

Manager Network Data & Performance has the authority and responsibility for:

- Endorsing standards;
- Seeking General Manager Asset Management approval or endorsement of standards; and
- Employees under their control comply with this procedure.

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- Facilitating the collection, management and distribution of asset data.
- Periodically reviewing this Standard with stakeholders and making certain that all drawings submitted comply with this Standard before updating Asset Systems and loading onto the Document Management System.

All **Endeavour Energy staff and contractors** shall be responsible for:

- Requirements of this instruction are met.
- All transmission/zone substation and switching station operational numbers, transmission feeder numbers and transmission structure numbers on equipment, structures and drawings meet the requirements of this instruction.

The **Network Security Manager, System Operations** shall be responsible for:

- Issuing and managing transmission feeder numbers in accordance with this instruction.

Substation Design Manager has authority and responsibility for:

- Assigning new numbers to Transmission and Zone assets.
- Issuing and managing all structured operational numbers in accordance with this instruction.

7.0 DOCUMENT CONTROL

Documentation content coordinator: Network & Metering Data Manager

Documentation process coordinator: Standard & Process Administrator