



Operations Division

PR-OC-229 Update Registers, Email Notifications, Email CANs, Update Transpower Website

This Procedure is part of the Outages and Constraints (OC) process within Transpower and forms part of the System Operator function. The document can be found in the [Operational Documentation Library](#)

Document Status: **Issued**

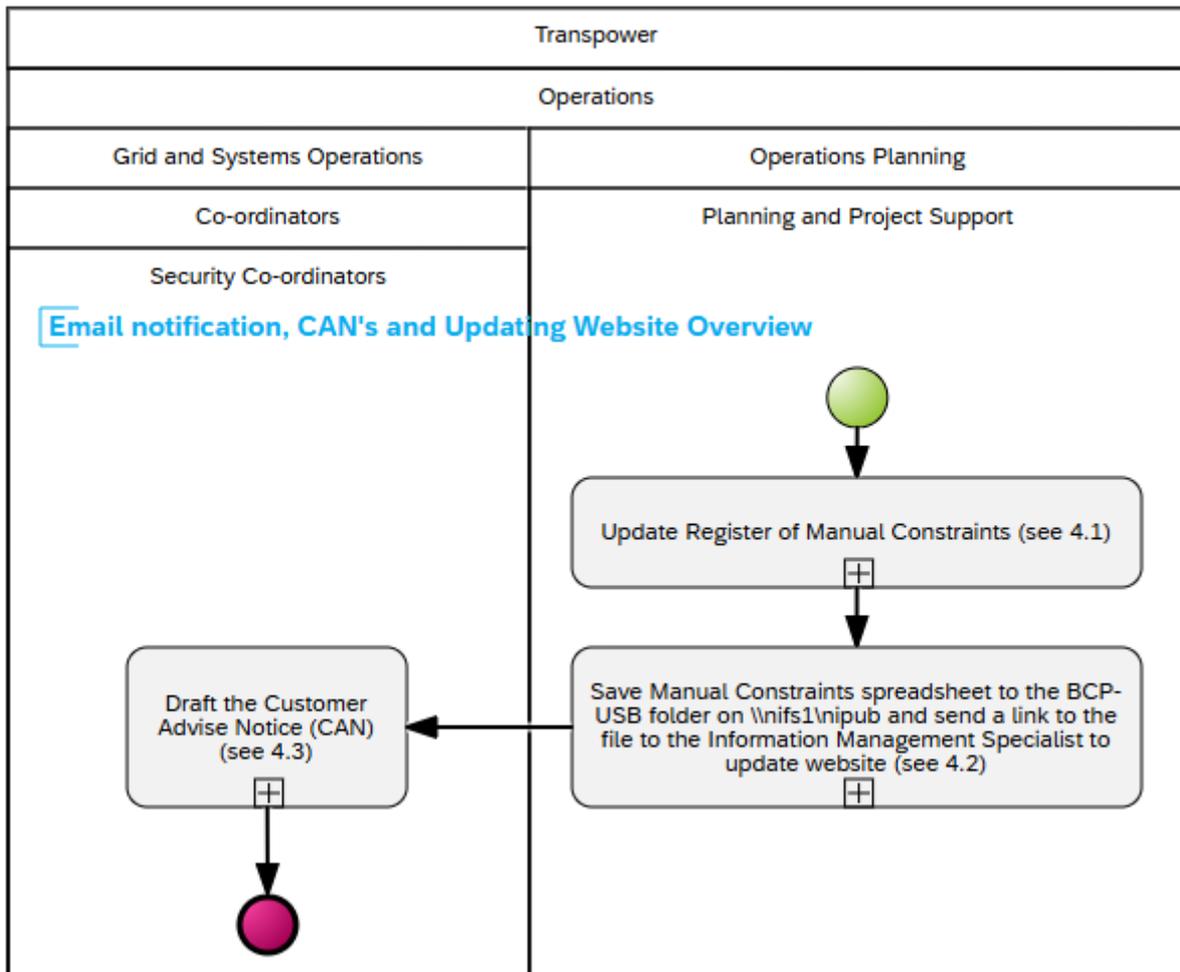
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1 Procedure Summary Diagram





2 Purpose

Purpose and Objectives

This procedure details the requirements around and the process for when manual constraint changes trigger:

- Updating RS-EA-000 Register of Manual Constraints and ensuring that the information on the Transpower website is also updated.
- Sending an internal email notification for significant or permanent constraint changes.
- Drafting a Customer Advice Notice (CAN) for significant or permanent constraint changes.

External Policy/ Rules & Regulations

The 'Code'

The 'Code' requires that, where practicable, the System Operator notify all market participants before applying new manual security constraints, or making any changes to existing manual security constraints.

The System Operator is required to publish information to market participants on the Transpower website in a timely manner that will allow them to assess the effect of manual security constraint changes.

Related Internal Policies, Processes and Procedures

The System Operator operational procedures are located in the HUB.

Operational Documentation (Published)

- [PR-OC-204 Security Constraint Process](#)
- [UG-OC-210 Build and Update Constraints](#)

Operational Registers

- [RS-EA-000 Register of Manual Constraints](#)

Items listed on the website

The Transpower website hosts the following relevant items:

- Register of Manual Constraints, which lists all current manual security constraints, whether applied on a permanent or outage basis.
- Customer Advice Notices (CAN), which provide background to market participants and which are also generated as a result of changes involving significant or permanent manual constraints.

Significant and non-significant manual constraints

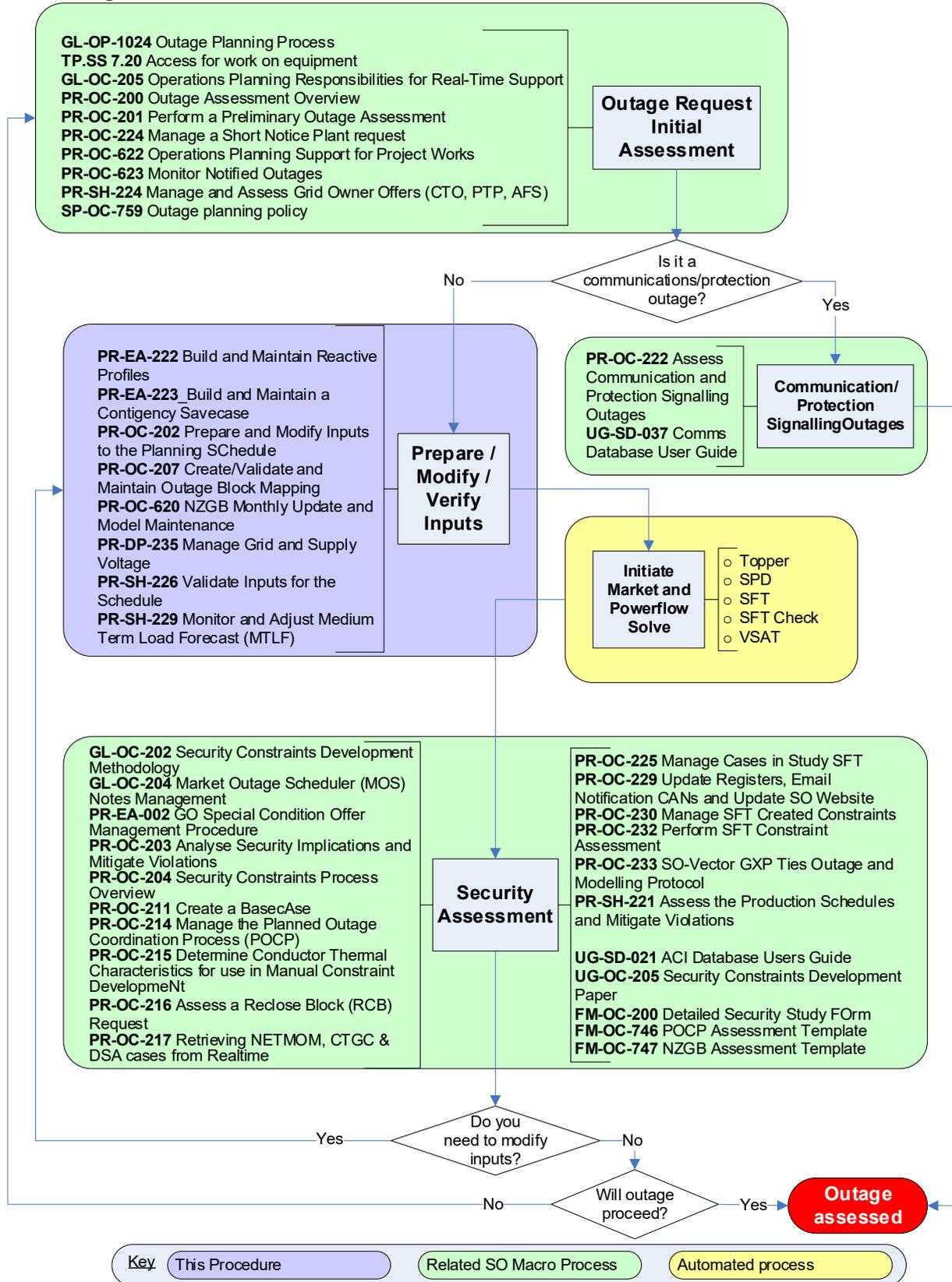
The communication requirements concerning a manual constraint are affected by whether the constraint is deemed as being significant. Significant constraints are those that:

- Have the potential to make a single generating company or station net pivotal.
- Are intended to maintain voltage stability; or
- Could contribute to a springwasher situation.



3 Related Procedure/Processes

Outage Assessment Process Documents



4 Procedures

4.1 Update Register of Manual Constraints

Inputs	A new manual security constraint has been created, or an existing manual security constraint has been modified or removed, as seen in the Market Constraints Library in the Market System.
Outputs	RS-EA-000 Register of Manual Constraints is updated to reflect the change as per the input to this procedure.
Overview	A list of manual security constraints and basic information about them is maintained within RS-EA-000 Register of Manual Constraints.
Responsibilities	Operations Planning Engineer

Instructions

Step	Action
1	Open and check out RS-EA-000 Register of Manual Constraints on sharepoint The worksheets in this workbook are write-protected. Unprotect the worksheets "Manual Constraints" and "Change Log" using the password "sft" for each sheet.
2	Update the contents of the "Manual Constraints" worksheet in accordance with the changes that have triggered this procedure. Note if you are adding a new constraint that has been created in the Asset Capability Information (ACI) tool, you may optionally follow the steps below: <ol style="list-style-type: none"> 1. Search for the new constraint(s) using the "Constraints Extract" form; 2. Export these constraints using the "Export to Excel" button; 3. Follow the instructions on the "ACIServlet" and "ACI Constraints Converted" worksheets in the Register of Manual Constraints in order.
3	Update the "Change Log" worksheet to reflect the changes made.
4	Password protect the worksheets using the same password as before. Save and check the workbook back into the Hub.

4.2 Update Manual Constraints Spreadsheet on Transpower website and BCP_USB drive

Inputs	RS-EA-000 Register of Manual Constraints has been updated.
Outputs	The latest list of manual constraints is published to the Transpower website and saved in the BCP_USB directory.
Overview	The list of manual constraints and the change log in RS-EA-000 Register of Manual Constraints is maintained on the Transpower website and the BCP_USB directory.
Responsibilities	Operations Planning Engineer



Timeframes

Where practicable, this procedure must be completed:

- Four weeks before when a change (addition, removal or modification) concerning a significant manual constraint is due to take effect; otherwise
- Two weeks before when a change (addition, removal or modification) concerning any other manual security constraint is due to take effect.

Instructions

Step	Action
1	From the RS-EA-000 Register of Manual Constraints workbook, copy the entire "Manual Constraints" and "Change Log" worksheets into a new workbook.
2	Save the new workbook as "Manual_Constraints_Post_SFT_updated_YYYYMMDD" in folder \\nifs1\Nipub\BCP_USB\CONSTRAINTS Note that YYYYMMDD refers to the date when the Register of Manual Constraints was updated.
3	Create an email using the template email file "DT-OC-003 for Update to Manual Constraints Spreadsheet" stored in the Volt DM: DT-OC-003 Update to Manual Constraints Spreadsheet.oft
4	Customise this email as instructed in the template, attach the workbook created in Step 2, and send it. This will initialise the publishing on the Transpower website.
5	The Manual Constraints page is located at the following url https://www.transpower.co.nz/system-operator/operational-information/security-constraints The web content creator (as at Mar 2026 Tony Neighbours or Jaki Du Preez) uploads the file to the website, dates the date of the file on the webpage and notifies all subscribers to the page.

4.3 Drafting a Customer Advice Notice (CAN)

Inputs

A manual constraint change (addition, removal or modification) concerning a permanent constraint or that is significant to market participants is due to occur.

Outputs

An email with an attached CAN is sent to the Duty Operations Manager so that it is issued.

Responsibilities

- Operations Planning Engineers draft CANs. They send CANs to the Operations Planning Manager and the Grid & System Operations Manager for review and approval. They also send CANs to the Duty Operations Manager so that it is issued.
- The Duty Operations Manager reviews the CAN and ensures that it is issued.

Timeframes

Where practicable, this procedure must be completed such that a CAN can be issued:

- Four weeks before when a change (addition, removal or modification) concerning a significant manual constraint is due to take effect; or
- Two weeks before when a change (addition, removal or modification) concerning a non-significant permanent manual security constraint is due to take effect.



Instructions

Step	Action						
1	<p>Create a draft CAN for the manual constraint change, including the following information as minimum:</p> <ul style="list-style-type: none"> ▪ Background to the change ▪ Constraint name(s) ▪ Constraint build(s) ▪ Constraint RHS ▪ Constraint description(s) / purpose <p>Where an existing constraint is being replaced or modified, the CAN should contain both the existing and new constraint details. Free text can also be entered to provide additional description as required. See Appendix 5.1 for an example of this type of CAN.</p> <p>A template from the following location may be used as a starting point for the CAN: \\nifs1\nipub\BCP_USB\NOTICE TEMPLATES</p>						
2	<p>Submit the draft CAN to the Engineering Manager and System Operations Manager who will review it.</p> <p>Do the Engineering Manager and System Operations Manager approve the CAN?</p> <table border="1" data-bbox="395 869 1334 1025"> <thead> <tr> <th data-bbox="395 869 497 922">If</th> <th data-bbox="497 869 1334 922">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 922 497 976">Yes</td> <td data-bbox="497 922 1334 976">Continue to Step 3.</td> </tr> <tr> <td data-bbox="395 976 497 1025">No</td> <td data-bbox="497 976 1334 1025">Return to Step 1 and make appropriate changes to the draft CAN.</td> </tr> </tbody> </table>	If	Then	Yes	Continue to Step 3.	No	Return to Step 1 and make appropriate changes to the draft CAN.
If	Then						
Yes	Continue to Step 3.						
No	Return to Step 1 and make appropriate changes to the draft CAN.						
3	<p>Create an email using the template email file "DT-OC-004 CAN for issue" located in the Hub: DT-OC-004 CAN for issue.oft</p>						
4	<p>Customise this email as instructed in the template, attach the approved CAN created in Step 2, and send it to the Duty Operations Manager.</p>						



5 Appendix

5.1 Customer Advice Notices (CANs)

Short notice manual constraint changes requiring a CAN

Where practicable, CANs relating to manual constraint changes are to be issued within the timeframes provided in Section 4.3. However, there may be instances where manual constraint changes are required to occur, for instance due to grid security issues, that violate these timeframes. In this case, a manual constraint which is intended to be permanent is referred to as a temporary constraint until the required notice date as defined in Section 4.3. From this date onwards this constraint is referred to as permanent.

Sample CAN

TRANSPOWER
CAN

Customer Advice Notice

To: Recipients
Sent: 02-aug-2019 15:44
Ref: 3186136775

Revision

From: The System Operator
Telephone: 0800 488 500
Email: NMData@transpower.co.nz

Revision of:

New Manual Constraint for KAW T12 outage

New manual Constraint for outage - KAW T12 08/08/19 07:00 to 18:00

The System Operator has published to POCP an Outage Assessment Report regarding the outage of Kawerau T12 on 8th August 2019 from 07:00 to 18:00.

The report advises of a new Manual Security Constraint that will be applied for the two trading periods immediately prior to the outage start time. This constraint and details of it will also be published on the System Operator website

Further CANs will only be sent if there are changes to the assessment that result in additional security violations. Otherwise any changes to the assessment will be posted to POCP and participants will be automatically notified when that assessment has been updated.

As communicated to participants via email, the [outage planning policy](#) has now been published along with [guidelines](#) for when an assessment will be published, and the assumptions that will be used. The assessment report mentioned above follows these guidelines and may be accessed via the following link:

https://pocp.redspider.co.nz/search/outage/2WnPN2qU4n9EvL7tpavqVlu_p-6t6BCK

For more information please contact Chandar Achary, chandar.achary@transpower.co.nz

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6 Document Information

6.1 Copyright Information

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6.2 Document Feedback

If you find an error in this document or wish to provide feedback about any improvements please submit feedback [here](#) or use the QR code.



6.3 Revision History

Link to document review survey <https://forms.office.com/r/sYbiNMKMwY>

SharePoint Revision	Date	Change	Section
V07	28/10/11	Further clarification made to the 2 week notice period and CAN detail for permanent constraint notification to ensure we meet compliance requirements	5.1
2.0	6/6/14	Links to email templates updated. (now located in the Hub)	
3.0	13/3/17	Included requirement for notification of significant outage constraints. Updated timeframes to align with Policy Statement. Merged sections on preparing email attachment and sending internal notification and removed specific items relating to ACI.	
4.0	1/11/17	Replaced SO website with Transpower website. Removed reference to temporary constraints required for short notice.	
5.0	21/10/19	The responsibilities for drafting a CAN have been updated, new sample CAN added to appendix.	
6.0	19/11/2021	Fixed broken links pointing to the old HUB site. Now they point to the correct links in sharepoint	
7.0	11/9/2023	Section 4.4 Send Manual Constraint Notification Email has been deleted. This part of the process is not need as a CAN is sent out informing internal and external parties (duplication of work).	4.4
8.0	25/03/2026	Cyclic review: reviewed, reissued with no changes.	



6.4 Metadata

Document ID Information

Document ID number: PR-OC-0229
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 Document Type: Procedure
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 Severity of Consequences: Minor
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 Level of Risk: Medium

DMS Structure

Macro-Process: Outages and Constraints (OC)
 Process:
 Process Hierarchy: L1: 02 Scheduling L2: 03 Manage Outages and Constraints
L3: 03-03 Perform Security Assessment L4: [Business Model L4]
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Document Control

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