

## Appendix 2

### **Proposed amendments to NIE Networks procedures to ensure rigour in the revision of any work instructions.**

1. Future access agreements will be directly between BCC and NIE Networks.
2. Verbal changes to the work instruction will be permitted only where the contractor, authorised BCC Officers and NIE Networks representative have discussed the proposed changes in detail and have reached a considered agreement on them.
3. Any agreed deviations in the instruction shall be detailed in writing on a dedicated Variation Certificate.
4. The full scope and extent of any deviation shall be recorded on the certificate (including the specific reason(s) for the variation and any changes to cut-type, quantities, debris disposal etc).
5. The variation certificate shall be signed by competent representatives of the contractor and NIE Networks, and by the BCC Officer requesting and/or authorising the variation.
6. No deviation from the published work instruction shall be permitted in the absence of an authentic variation certificate.
7. A copy of the variation certificate shall be held on record by NIE Networks for a period equal to two patrol/cutting cycles (four years in this case) and in keeping with GDPR guidelines.
8. A copy of the variation certificate shall be made available to BCC.
9. To ensure any variation is properly considered in terms of future works on the site, a copy of the variation certificate shall be included in pre-patrol information supplied to NIE Networks patroller at the time of the next scheduled inspection survey.
10. NIE Networks shall provide the contact details of a representative of our tree-cutting department who shall act as a designated first-point-of contact to expedite any future issues or queries relating to tree-cutting works on BCC sites.
11. The development of enhanced liaison arrangements regarding future tree-cutting works on BCC property. NIE Networks propose supporting initiatives by BCC that seeks to explain to relevant, interested parties why such works on BCC property are necessary.
12. NIE Networks is willing to provide training to BCC staff as to its tree-cutting policies and practices and would offer an on-site demonstration of tree patrol basics including hazard identification, quantifying of works, and data collection/reporting. In so doing they would hope to develop BCC's ability to critically evaluate and assess future work requests on its property.