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# WEMS MPI User Guide: Commissioning Test Plan System

June 2025

Version 3.1

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# Important notice

## Purpose

The purpose of this document is to support Market Participants use of the Commissioning Test Plan system in the WEMS environment.

## Disclaimer

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## Version Control

Version	Release date	Changes
1.0 - Draft	February 2023	Initial Draft CTP User Guide
2.0	July 2023	Final release
3.0	December 2024	System upgrade to have CTPs entered and submitted via a webform in WEMS MPI (XL template removed)
3.1	June 2025	Enhancements to Dec 24 release to include: more streamlined editing of CTP schedule; bulk switch and delete of Schedule Rows, download Schedule to XL, copying CTPs and clearer error messaging..

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# 1. Introduction

The purpose of this document is to describe the functions and capabilities of the Wholesale Electricity Market System Market Participant Interface and act as a guide to users. The WEMS Market Participant Interface (WEMS MPI) is the medium between the Market Participant and AEMO to exchange and submit registration information, trading submissions, and facilitate the extraction of reports.

This document is intended for WEMS MPI users.

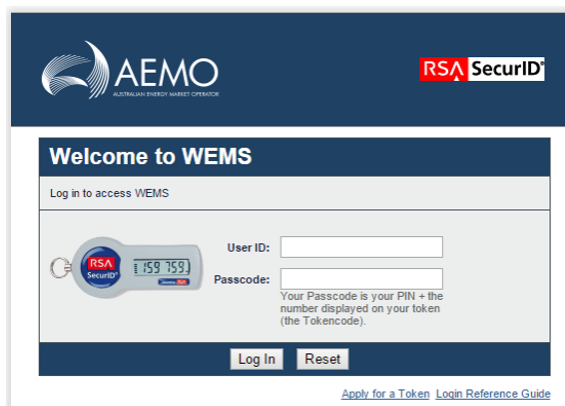
## 2. System Requirements

Please refer to the Market Procedure: Data and IT Interface Requirements for more information on the necessary technical details and standards, software and hardware specifications, and security standards required for Market Participants to operate in the Wholesale Electricity Market (WEM).

## 3. Accessing the System

The WEMS MPI is located at <https://wems.aemo.com.au/mpi>

**Figure 1** WEMS MPI login screen



The screenshot displays the WEMS MPI login interface. At the top, the AEMO logo and RSA SecurID branding are visible. Below the header, a dark blue bar contains the text 'Welcome to WEMS'. Underneath, a light gray box prompts the user to 'Log in to access WEMS'. The login form includes a 'User ID' field and a 'Passcode' field. A note explains that the passcode is the user's PIN plus the number shown on their RSA SecurID token. 'Log In' and 'Reset' buttons are positioned at the bottom of the form. At the very bottom of the page, there are links to 'Apply for a Token' and 'Login Reference Guide'.

Upon visiting the site, the MPI will require the user to authenticate with their WEMS RSA SecurID token before the user is able to access the MPI. The RSA SecurID token can be identified by the RSA SecurID dark blue and red logo with white writing (see Figure 2).

**Figure 2 RSA SecurID token example**



New users must apply for WEMS access by contacting their Market Participant Administrator (MPA) as well as completing the WEMS Token Request Form. This form, along with the RSA Quick Reference Guide, is available from the MPI login page or from WA Energy Market Management at [wa.operations@aemo.com.au](mailto:wa.operations@aemo.com.au).

New users must also be assigned the appropriate roles by their MPA to ensure they have the correct access privileges. Refer to the [Market Participant Administrator Guide](#) for more information.

RSA SecurID tokens are managed and issued by AEMO; however individual roles and user accounts are managed by each MPA.

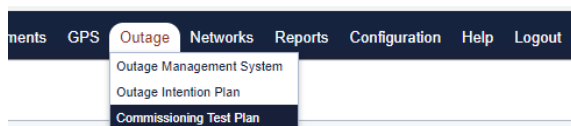
## 4. Commissioning Test Plan System

This section should be read in conjunction with the WEM Rules and the WEM Procedure: Commissioning Tests. For assistance with the Commissioning Test Plan System, contact WA Operational Planning and Forecasting at [wa.sm.planning@aemo.com.au](mailto:wa.sm.planning@aemo.com.au).

### 4.1 Commissioning Test Plan User Interface

To access the Commissioning Test Plan interface, login to the WEMS MPI environment and select the following dropdown and link: Outage > Commissioning Test Plan. (Figure 3)

**Figure 3 Commissioning Test Plan System location in WEMS MPI**



The Commissioning Test Plan landing page (Figure 44) allows a Market Participant to submit and maintain Commissioning Test Plans and contains a list of Commissioning Test Plans submitted by the Market Participant summarising some key details of each submission.

Figure 4 Commissioning Test Plan Landing Page

Commissioning Test Plans

Latest Only

RESET

NEW CT PLAN

FILTERS

Submitted Commissioning Test Plans

Created Date	CTP ID / Rev	Facility	Commissioning Test Period	Purpose	Status	Action
22/08/2024	161 / 0	ALCOA_PNJ_IL	27/08/2024 - 28/08/2024	The tests are being carried out as part of th...	APPROVED	<div></div>
22/08/2024	160 / 0	ALCOA_PNJ_IL	27/08/2024 - 28/08/2024	The tests are being carried out as part of th...	SUPERSEDED	<div></div>

Rows per page: 10

<

1

>

Draft Commissioning Test Plans

Created Date	CTP ID	Facility	Commissioning Test Period	Purpose	Action
12/05/2025	399 / 1	ALCOA_PNJ1	23/05/2025 - 29/05/2025	test	<div></div>

Rows per page: 10

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1

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A Market Participant can also draft Commissioning Test Plans prior to submission to AEMO. Draft Commissioning Test Plans are not visible to AEMO resources in the back-office system and will therefore not be viewed or assessed until the plan has been submitted. If new Commissioning Test Plans are being drafted these are displayed in a separate section at the bottom of the landing page. If no Commissioning Test Plans are currently being drafted, then this section is not displayed.

The fields and features on the CTP landing page are described in Error! Reference source not found. Table 1 below.

Table 1 Commissioning Test Plan Fields and Features

Item	Type	Description
Submitted Commissioning Test Plans	Section	Section showing any submitted Commissioning Test Plans
Filters	Button	Lunches the filter pop-up to enable filtering for Submitted Commissioning Test Plans – described in further detail under Section 4.2
New CT Plan	Button	Launches the Add / Revise CTP Details in Add mode screen that allows new Commissioning Test Plans to be drafted
Created Date	Field	The date in which the CTP was created by the Market Participant
CTP ID/Rev	Field	The ID associated with the CTP Submission and whether a revision has been submitted for that CTP
Facility	Field	The Facility associated with the CTP Submission

Item	Type	Description
Commissioning Test Period	Field	The Commissioning Test Period – taken from the From and To dates specified on the CTP Details
Purpose	Field	The Purpose of the Commissioning Test Plan
Status	Field	<p>The status of a submitted Commissioning Test Plan, with the following meanings:</p> <ul style="list-style-type: none"> <li>• Awaiting Assessment – the submission was successful and is awaiting assessment by AEMO.</li> <li>• Requires More Info – AEMO has requested more information from the Market Participant before a full assessment can be completed.</li> <li>• Approved – the submission was approved by AEMO.</li> <li>• Rejected – the submission was rejected by AEMO following assessment or automatically rejected by the system due to not being assessed in time under the WEM Rules.</li> <li>• Superseded – indicates an archived version of CTP that has been superseded by a new revision.</li> <li>• Withdrawn – the submission was Withdrawn (cancelled) by the Market Participant.</li> </ul> <p>See Appendix 1 for workflows relating to the Commissioning Test Plan states above.</p>
View CTP	Icon	Launches the View CTP Details screen
Edit CTP	Icon	<p>Launches the Add / Revise CTP Details screen in Revise mode. Only enabled if this is a CTP submitted under the new system and the Status is:</p> <ul style="list-style-type: none"> <li>• Awaiting Assessment</li> <li>• Requires More Info</li> <li>• Approved</li> </ul> <p>CTPs submitted prior to the implementation of the upgraded system cannot be revised.</p>
Withdraw	Icon	<p>Withdraws a submitted CTP. Only enabled if the Status is:</p> <ul style="list-style-type: none"> <li>• Approved,</li> <li>• Awaiting Assessment,</li> <li>• Requires More Info</li> </ul>
Submit	Icon	Submits a new or revised CTP to AEMO for assessment. Only allow submission once the Details and a full and complete schedule (i.e. covering every Dispatch Interval in the commissioning period) have been saved. Note that if an Alternative Schedule is specified it too must be full and complete.
Draft Commissioning Test Plans	Section	Section showing any CTPs currently being drafted (hidden if no Drafts)
Created Date	Field	The date in which the CTP was created by the Market Participant
CTP ID/Rev	Field	The ID associated with the CTP Submission and whether a revision has been submitted for that CTP
Facility	Field	The Facility associated with the CTP Submission
Commissioning Test Period	Field	The Commissioning Test Period – taken from the From and To dates specified on the CTP Details
Purpose	Field	The Purpose of the Commissioning Test Plan
View CTP	Icon	Launches the View CTP Details screen for both draft and submitted CTPs
Edit CTP	Icon	Launches the Add / Revise CTP Details screen in Revise mode for both draft and submitted CTPs
Delete	Icon	Deletes a drafted CTP
Copy	Icon	Allows a CTP to be copied to another Facility and / or another timeframe



Submitted Commissioning Test Plans on the landing page are by default sorted by Created Date in descending order. Further sorting can be achieved by clicking on any column heading either in ascending or descending order.

## 4.2 Commissioning Test Plan Filtering

On launch, the Submitted Commissioning Test Plan section of the CTP landing page shows all latest revisions of Commissioning Test Plan submissions (limited to 10 rows on the first page).

To change the filter on this view:

1. Select “Filters” in the top-right of the Commissioning Test Plan Landing page to open the filter window (Figure 5 refers).
2. Select the relevant filter criteria to be applied. Table 2 details the criteria which can be selected for filtering.
3. Select “Apply Filters” to apply the selected criteria to the Commissioning Test Plan table.
4. The applied filters will be listed above the “Submitted Commissioning Test Plans” table on the Commissioning Test Plans page (Figure 6 on the next page).

Applied filters can be edited by selecting “Filters” again, editing the selected filter criteria, and selecting “Apply Filters” again.

To clear filters, click the “Reset” button at the top right of the filter pane (Figure 6) or on the Commissioning Test Plan Landing page (Figure 5) – this will reset filters to Latest Revision. Filters can also be cleared individually by clicking on (x) next to each filter on the Commissioning Test Plan page.

Figure 5      Commissioning Test Plan Filter Window

Filters

RESET

CTP ID

Status

Facility

Created Date (AWST)

From

To

Commissioning Test Period (AWST)

From

To

Purpose

☒ Show latest revision only

CANCEL

APPLY FILTERS

Figure 6      Filters Applied to the Submitted Commissioning Test Plan Section

Status : Submitted, Under Assessment, Rejected

Latest Only

Facilities : NEWGEN\_KWINANA\_CCG1

RESET

The table below describes the type of filtering options available.

Table 2      Commissioning Test Plan Filter Options

Field	Description
CTP ID	The number(s) pertaining to an CTP submission.
Status	Status of the Commissioning Test Plans
Facility	The Facility/Facilities to which the CTP Plan applies
Created Date (AWST): From and To	The date / time range in which a CTP was created
Commissioning Test Period (AWST): From and To	The date / time range in which a Commissioning Test Plan will be active
Purpose	A “contains” filter for the Purpose of the test
Show latest revision only	Show only the latest revision of each CTP. By default, “Show latest revision only” is selected and remains on upon resetting filters. If unchecked, then the current and superseded versions of all CTPs can be viewed.

### 4.3 Copy Commissioning Test Plan

If the Copy icon is pressed then the Copy Commissioning Test Plan UI is launched

When the UI is loaded the Start Date / Dispatch Interval and End Date / Dispatch Interval are copied from the original CTP but only the Start Date is input capable.

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If the Start Date / Dispatch Interval is changed the End Date / Dispatch Interval is automatically calculated based on the existing CTP Duration. The Start Date specified must be a future Dispatch Interval.

Once details are valid press Copy and confirm. If confirmed, all details / schedule records on the original CTP (except Related Outage if this is a Facility switch) are copied across to the new CTP. If the Date / Times have been changed then the new Schedule Rows are adjusted accordingly.

The new CTP will have a Status of Draft. The old CTP will not be changed. If it needs to be Withdrawn or Deleted this must be done manually by the User.

**Figure 7 Copy Commissioning Test Plan UI**

Copy Commissioning Test Plans

New Commission Test Period

Start Date \*

22/08/2024

Dispatch Start Interval \*

09:30

End Date \*

22/08/2024

Dispatch End Interval \*

09:30

New Facility

Facility \*

Select Facility

CANCEL

COPY

**Table 3 Commissioning Test Plan Fields and Features**

Item	Description	Requirement
<b>Commissioning Test Period</b>	<b>Section</b>	<b>Section for entering the new CTP period</b>
Start Date	The Calendar Day in which the Commissioning Test Period starts	Must be future date
Dispatch Start Interval	The Dispatch Interval in which the Commissioning Test Period starts	Valid 5 min interval
End Date	The Calendar Day in which the Commissioning Test Period ends	Must be valid date
Dispatch End Interval	The Dispatch Interval in which the Commissioning Test Period ends. This is inclusive of the interval specified. i.e., 23:55 ends at 23:59:59	Valid 5 min interval End Date / Interval must be greater than Start Date / Interval
Facility	Section	Section for entering the new Facility
Facility Code	The Facility Code registered in the WEM. The drop-down list is limited to Facilities registered to the Market Participant as at the start of the Trading Period.	Mandatory

# 5. Commissioning Test Plan Entry / Revision

## 5.1 Plan Format

A Commissioning Test Plan submission consists of two separate sections: the Plan Details and the Plan Schedule.

The Plan Details contains the overarching information covering the plan; the Schedule Details is the technical information for each Dispatch Interval during the Commissioning period.

## 5.2 Plan Submission Process

To create a CTP or revise an existing plan the user must first enter and save a Draft version of the Details. Once this has been done the Preferred Schedule must also be drafted and saved.

A Commissioning Test Plan cannot be Submitted until:

- The Details have been entered and Saved;
- A full and valid Preferred Schedule has been entered and Saved. This means:
- All Dispatch Intervals in the Commissioning Period specified on the Details have been covered;
- There are no Dispatch Intervals specified that are prior to or after the Commissioning Period specified on the Details; and
- There are no schedule records where the Dispatch Intervals overlap.

If an Alternative Schedule has been entered it too must be full and valid.

Note that the Submit button on the Commissioning Test Plan Details screen will not be enabled until the above conditions are met.

The next two sections outline the screen layout and functionality for capturing and saving / submitting Plan Details and Plan Schedule data.

## 5.3 Plan Details

The Commissioning Test Plan Details screen (Figure 7 on the next page) contains details pertaining to the overall Commissioning Test Plan.

This screen can be launched from three places:

- The New CT Plan button on the *landing page* (for adding a new CTP);
- The Revise Plan icon from the *Draft section* on the landing Page (for further revising a Saved draft);
- The Revise Plan icon from the *Submitted section* on the landing Page (for drafting a revision to a submitted CTP).

**Figure 8 Commissioning Test Plan Details screen**

The screenshot displays the 'Commissioning Test Plans: Details Add' form. The form is organized into several sections:

- Commission Test Period:** Includes fields for 'Start Date', 'End Date', 'Dispatch Start Interval', and 'Dispatch End Interval'.
- Facility:** A dropdown menu labeled 'Facility'.
- Contact Details (Operational):** Fields for 'email', 'Mobile', and 'Phone'.
- Contact Details (Commercial):** Fields for 'email', 'Mobile', and 'Phone'.
- Commission Test Details:** Includes a 'Type' dropdown, a 'Related Outage' field (with a note 'maximum digit allowed : 6'), a 'Purpose' text area, a 'Network Operator Coordination' text area, and a 'Test Description' text area.

The form is titled 'Commissioning Test Plans: Details Add' and has a close button (X) in the top right corner. The background is light gray, and the form fields are white with gray borders.

A description of each the fields and the features on the Commissioning Test Plan Add / Revise screen is shown in the table below.

**Table 4 Commissioning Test Plan Details**

Field	Description	Requirement
Submission Details	Header	
CTP ID #	The CTP Reference # assigned by AEMO – for a new draft this will be “NEW”.	N/A
Revision #	The Revision number of this CTP – for a new draft this will be blank.	N/A
Status	The status of the CTP / Revision #. For a new draft this will be blank.	N/A
User	The user ID of the person entering the CTP.	N/A
Submitted Date / Time	The date / time the CTP / Revision # was submitted to AEMO. For a new draft this	N/A
Commissioning Test Period	Header	
Start Date	The Calendar Day in which the Commissioning Test Period starts	Must be future date
Dispatch Interval (START)	The Dispatch Interval in which the Commissioning Test Period starts	Valid 5 min interval
End Date	The Calendar Day in which the Commissioning Test Period ends	Must be valid date
Dispatch Interval (END)	The Dispatch Interval in which the Commissioning Test Period ends. This is inclusive of the interval specified. i.e., 23:55 ends at 23:59:59	Valid 5 min interval End Date / Interval must be greater than Start Date / Interval
Facility	Header	
Facility Code	The Facility Code registered in the WEM. The drop-down list is limited to Facilities registered to the Market Participant as at the start of the Trading Period.	Mandatory
Contact Details (Operational)	Header	-

Field	Description	Requirement
Email	The Market Participant's Operational contact's email address	Mandatory
Mobile	The Market Participant's Operational contact's mobile number	Optional
Phone	The Market Participant's Operational contact's phone number	Optional
Contact Details (Commercial)	Header	
Email	The Market Participant's Commercial contact's email address	Mandatory
Mobile	The Market Participant's Commercial contact's mobile number	Optional
Phone	The Market Participant's Commercial contact's phone number	Optional
Commissioning Test Details	Header	
Type	<p>A dropdown menu to select the type of Commissioning Test that will be undertaken. Options include</p> <ul style="list-style-type: none"> <li>Significant Maintenance</li> <li>Control, Monitoring or Comms related tests</li> <li>GPS</li> <li>ESS related</li> <li>Other</li> </ul>	Mandatory
Related Outage No	The Outage number in the OMS related to the Commissioning	Optional – if entered must be an open, scheduled Outage for the same Facility; <ul style="list-style-type: none"> <li></li> </ul>
Purpose of Test	The Purpose of the tests that are proposed to be undertaken.	Mandatory
Network Operator Coordination	<p>A field to indicate whether any Network Operator Coordination is necessary.</p> <p>Any coordination with the Network Operator is the responsibility of the Market Participant. This field is just for AEMO's information.</p>	Optional
Test Description	A description of the Commissioning Test Plan	Mandatory
Other Information	Any additional information applicable for the Commissioning Test Plan	Optional
Submission Details	Header	
Supporting Docs	Field for dragging and dropping any further attachments to support the submission	Optional
Submission Comments	Text field for the entry of additional information related to the submission	Optional

### 5.3.1 Updates on Save / Submit

On successful Save:

- If saving a *new draft* it will be assigned a CTP # with Revision # of 1. The status will be Draft;
- If saving *changes to an existing CTP* with a status of *Draft* it will retain the CTP # / Revision #1 and Draft status;
- If saving *changes to a submitted CTP* the CTP # will be retained and the Revision # will be increased by 1. The status will be Draft.

Note that a CTP cannot be submitted until it has first been saved as a Draft.

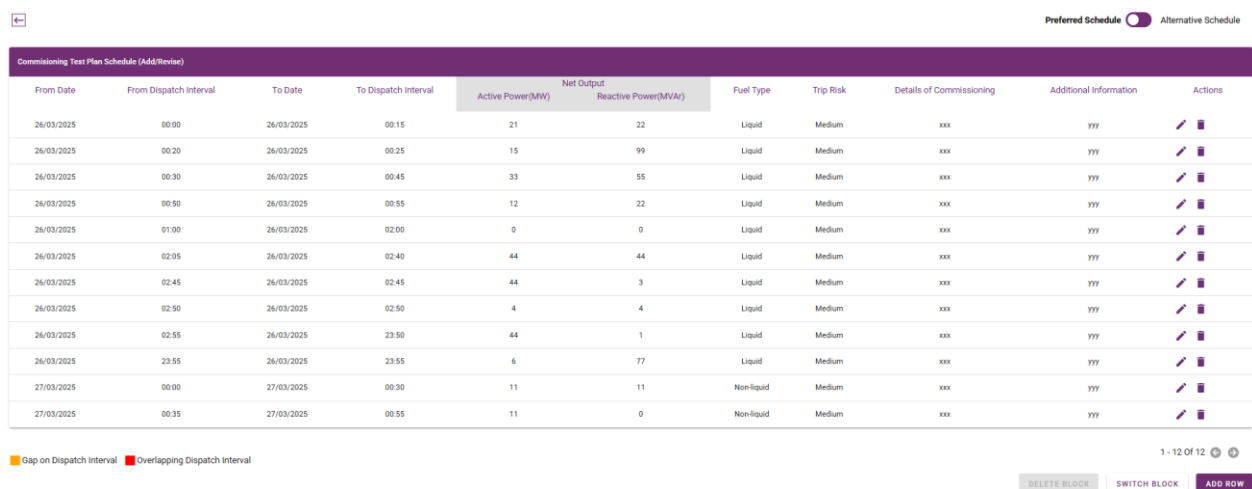
**Table 5 Commissioning Test Plan Details Features**

Item	Type	Description
Edit Schedule	Button	Launches the Edit CTP schedule screen. Only enabled once the CTP Details have been saved or submitted.
Save	Button	Saves the CTP Details as a draft.
Cancel	Section	Cancels any updates and returns the user to the Landing Page.

## 5.4 Plan Schedule

The CTP Schedule screen contains granular details of the proposed Commissioning Test plan that will be undertaken.

**Figure 9 CTP Schedule screen**



The screenshot shows the 'Commissioning Test Plan Schedule (Add/Revise)' screen. At the top right, there are two radio buttons: 'Preferred Schedule' (selected) and 'Alternative Schedule'. The main table has columns: From Date, From Dispatch Interval, To Date, To Dispatch Interval, Net Output (Active Power(MW) and Reactive Power(MVar)), Fuel Type, Trip Risk, Details of Commissioning, Additional Information, and Actions. The table contains 12 rows of data. At the bottom left, there is a legend: 'Gap on Dispatch Interval' (yellow square) and 'Overlapping Dispatch Interval' (red square). At the bottom right, there are buttons: 'DELETE BLOCK', 'SWITCH BLOCK', and 'ADD ROW'. The page number '1 - 12 OF 12' is also visible.

From Date	From Dispatch Interval	To Date	To Dispatch Interval	Net Output Active Power(MW) Reactive Power(MVar)	Fuel Type	Trip Risk	Details of Commissioning	Additional Information	Actions
26/03/2025	00:00	26/03/2025	00:15	21 22	Liquid	Medium	xxx	yyy	
26/03/2025	00:20	26/03/2025	00:25	15 99	Liquid	Medium	xxx	yyy	
26/03/2025	00:30	26/03/2025	00:45	33 55	Liquid	Medium	xxx	yyy	
26/03/2025	00:50	26/03/2025	00:55	12 22	Liquid	Medium	xxx	yyy	
26/03/2025	01:00	26/03/2025	02:00	0 0	Liquid	Medium	xxx	yyy	
26/03/2025	02:05	26/03/2025	02:40	44 4	Liquid	Medium	xxx	yyy	
26/03/2025	02:45	26/03/2025	02:45	44 3	Liquid	Medium	xxx	yyy	
26/03/2025	02:50	26/03/2025	02:50	4 4	Liquid	Medium	xxx	yyy	
26/03/2025	02:55	26/03/2025	23:50	44 1	Liquid	Medium	xxx	yyy	
26/03/2025	23:55	26/03/2025	23:55	6 77	Liquid	Medium	xxx	yyy	
27/03/2025	00:00	27/03/2025	00:30	11 11	Non-liquid	Medium	xxx	yyy	
27/03/2025	00:35	27/03/2025	00:55	11 0	Non-liquid	Medium	xxx	yyy	




A description of the fields and the requirements of any entry is shown in the table below.



**Table 6 Commissioning Test Plan Schedule Fields and Features**

Item	Type	Description
From Date	Field	Calendar Date in which the Commissioning Test activity is proposed to be undertaken
From Dispatch Interval	Field	Dispatch Interval in which the Commissioning Test activity is proposed to be undertaken
End Date	Field	Calendar Date in which the Commissioning Test activity is proposed to be finish
End Dispatch Interval	Field	Dispatch Interval (a period of 5 minutes starting at the start of the specified DI) in which the Commissioning Test activity is proposed to finish
Active Power (MW)	Field	The Active Power within the Dispatch Interval
Reactive Power (MVar)	Field	The Reactive Power within the Dispatch Interval
Fuel Type	Field	A selection of the type of Fuel being used: <ul style="list-style-type: none"> <li>• Non-Liquid</li> <li>• Liquid</li> </ul>
Trip Risk	Field	A quantitative indication of Trip Risk <ul style="list-style-type: none"> <li>• Low</li> <li>• Medium</li> <li>• High</li> </ul>
Details of Commissioning Test	Field	Details of the specific test being undertaken in the Dispatch Interval
Additional Information	Field	Any Additional Information for the specific test being undertaken in the Dispatch Interval
Preferred Schedule / Alternative Schedule	Switch	A switch to indicate if the schedule being entered is the Preferred or Alternative schedule. This will default to Preferred.
Delete Row	Icon	Deletes a row from the schedule.
Revise Row	Icon	Launches the screen to revise an existing row in the CTP schedule.
Add Row	Button	Launches the screen to add a new row to the CTP Schedule.
Delete Block	Button	Launches the UI that allows blocks of the CTP schedule to be switched
Switch Block	Button	Launches the UI that allows blocks of the CTP schedule to be deleted

Updates to the schedule are performed as follows:

1. To *add a new row* to the Schedule the “Add Row” button  should be clicked which will result in an editable row being displayed at the bottom of all existing rows;
2. To *revise an existing row* in the Schedule the “Edit” icon  should be clicked which open the row to be input capable.
3. To *delete an existing row* in the Schedule the “Delete” icon  should be clicked.

**Figure 10 CTP Add Schedule row**

Commissioning Test Plan Schedule (Add/Revise)

From Date	From Dispatch Interval	To Date	To Dispatch Interval	Net Output Active Power(MW) Reactive Power(MVAr)	Fuel Type	Trip Risk	Details of Commissioning	Additional Information	Actions
10/25/2024	14:30	10/25/2024	20:30	34 34	Liquid	Medium	Test Detail of commissioning		
10/25/2024	20:35	10/28/2024	02:25	45 54	Liquid	Low	Test Detail of commissioning		
10/28/2024	02:30	10/29/2024	02:25	75 56	Liquid	Low	Test Detail of commissioning		
10/29/2024	02:30	10/29/2024	14:30	76 76	Liquid	Low	Test Detail of commissioning		

■ Gap on Dispatch Interval
 ■ Overlapping Dispatch Interval

The fields and features on the Add / Revise Schedule Row screen sections are described in the table 6 and table 7 below:

**Table 7 Add / Revise Schedule Row**

Field	Description	Requirement
From Date	Calendar Date in which the Commissioning Test activity is proposed to be undertaken	Mandatory – Must be a valid date within the Commissioning Period specified on the Details.  Will be highlighted if there is an interval gap between this record and the previous schedule row record.
From Dispatch Interval	Dispatch Interval in which the Commissioning Test activity is proposed to be undertaken	Mandatory – Must be a valid 5 minute interval.  Will be highlighted if there is an interval gap between this record and the previous schedule row record.  If adding an incomplete Schedule the From Date and From Dispatch Interval will default to the next Date / Interval.
End Date	Calendar Date in which the Commissioning Test activity is proposed to be finish	Mandatory – Must be a valid date within the Commissioning Period specified on the Details
End Dispatch Interval	Dispatch Interval (a period of 5 minutes starting at the start of the specified DI) in which the Commissioning Test activity is proposed to finish	Mandatory – Must be a valid 5 minute interval and End Date / Dispatch Interval cannot be prior to the From Date / Dispatch Interval
Active Power (MW)	The Active Power within the Dispatch Interval	Mandatory (can be zero or -ve)
Reactive Power (MVAr)	The Reactive Power within the Dispatch Interval	Mandatory (can be zero or -ve)
Fuel Type	A selection of the type of Fuel being used: <ul style="list-style-type: none"> <li>Non-Liquid</li> <li>Liquid</li> </ul>	Mandatory

Field	Description	Requirement
Trip Risk	A quantitative indication of Trip Risk: <ul style="list-style-type: none"> <li>Low</li> <li>Medium</li> <li>High</li> </ul>	Mandatory
Details of Commissioning Test	Details of the specific test being undertaken in the Dispatch Interval	Mandatory
Additional Information	Any Additional Information for the specific test being undertaken in the Dispatch Interval	Optional

**Table 8 Add / Revise Schedule Features**

Item	Type	Description
Save	Button	Validates the data entered and, if valid saves the Schedule row.
Cancel	Button	On confirmation, cancels any updates / entries and refreshes the Add / Revise CTP Schedule screen.

## 5.5 Bulk Switch

The Bulk Switch UI allows two blocks of the schedule to be switched.

The UI contains the From and To time periods to be specified. For the switch to be executed:

- The Dates / Dispatch Intervals must be within the CTP duration period;
- The Dates / Dispatch Intervals must align with existing schedule rows
- the From and To blocks must be exactly the same number of Dispatch Intervals;
- The From and To blocks must not overlap.

If no validation errors, once the update is confirmed the system will then layer the 'To' Block into the 'From' block timeframe and the 'From' block into the 'To' block timeframe.

Figure 11 Bulk Switch

**Switch Block of Schedule Rows**

**From Block**

From Date \* 22/08/2024

Dispatch Interval \* 09:30

To Date \* 22/08/2024

Dispatch Interval \* 09:30

**To Block**

From Date \* 22/08/2024

Dispatch Interval \* 09:30

To Date \* 10/08/2030

Dispatch Interval \* 09:30

Table 9 Bulk Switch Features

Item	Type	Description
Switch	Button	Validates the data entered and, if valid executes the block switch.
Cancel	Button	Returns the user to the Edit Schedule UI

5.6 Bulk Delete

The Bulk Delete UI allows a whole block rows in the schedule to be deleted.

The UI contains the time period to be specified. For the delete to be executed:

- The Dates / Dispatch Intervals must be within the CTP duration period;
- The Dates / Dispatch Intervals must align with existing schedule rows

If no validation errors, once the update is confirmed the system will then delete all Schedule Rows in the specified timeframe.

Figure 12 Bulk Delete

Delete Block of Schedule Rows

Block to Delete

From Date \*

22/08/2024

Dispatch Interval \*

09:30

To Date \*

10/08/2030

Dispatch Interval \*

09:30

CANCEL

DELETE

Table 10 Bulk Delete Features

Item	Type	Description
Switch	Button	Validates the data entered and, if valid executes the block delete.
Cancel	Button	Returns the user to the Edit Schedule UI

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# 6. Commissioning Test Plan View

## 6.1 View Details

A Commissioning Test Plan's details as outlined in Figure 10 below, can be viewed by clicking the "View Details" icon alongside the Commissioning Test Plan in either the Draft Commissioning Test Plans or Submitted Commissioning Test Plans section.

**Figure 13 Commissioning Test Plan: View**

**Commissioning Test Plans: Details (View)**

**Submission Details**

CTP ID\* 488 Revision\* 1

Status\* Awaiting Assessment User\* AEMOTESTER@WPGENER Submitted Date/Time 28/10/2024 17:43

**Commission Test Period**

Start Date\* 2024-10-29 Dispatch Start Interval\* 14:30

End Date\* 2024-11-08 Dispatch End Interval\* 14:30

**Facility**

Facility\* COLLIE\_G1

Contact Details(Operational)

email \*  
email1@abc.com

Mobile

Phone

Contact Details(Commercial)

email \*  
email2@abc.com

Mobile

Phone

Commission Test Details

Type\*  
Control, Monitoring or Comms related tests

Rated Outage

0

maximum digit allowed : 6

Purpose\*

Demo rfa practice

Network Operator Coordination

Test Description\*

Demo rfa practice

Other Information

Submission Details

Submission Docs

Submission Comment

AEMO Response

AEMO Submission Docs

AEMO Comment

VIEW SCHEDULE

VIEW AUDIT

For CTPs submitted prior to implementation of the upgraded system, the details displayed will show the original XL in the Commission Plan Doc field.

The Schedule for these prior CTPs will not be visible in the new system. To view the Schedule for CTPs prior to the upgrade, the user must download the XL document from Commission Plan Doc.

Table 11 and Table 12 below summarise the CTP key data fields and features respectively.

**Table 11 View Commissioning Test Plan Details**

Field	Description
Submission Details	Header
CTP ID #	The CTP Reference # assigned by AEMO.
Revision #	The Revision number of this CTP.
Status	The status of the CTP / Revision #.
User	The user ID of the person entering the CTP.
Submitted Date / Time	The date / time the CTP / Revision # was submitted to AEMO.
Commissioning Test Period	Header

Field	Description
Start Date	The Calendar Day in which the Commissioning Test Period starts
Dispatch Interval (START)	The Dispatch Interval in which the Commissioning Test Period starts
End Date	The Calendar Day in which the Commissioning Test Period ends
Dispatch Interval (END)	The Dispatch Interval in which the Commissioning Test Period ends. This is inclusive of the interval specified. i.e., 23:55 ends at 23:59:59
Facility	Header
Facility Code	The Facility Code registered in the WEM. The drop-down list is limited to Facilities registered to the Market Participant as at the start of the Trading Period.
Contact Details (Operational)	Header
Email	The Market Participant's Operational contact's email address
Mobile	The Market Participant's Operational contact's mobile number
Phone	The Market Participant's Operational contact's phone number
Contact Details (Commercial)	Header
Email	The Market Participant's Commercial contact's email address
Mobile	The Market Participant's Commercial contact's mobile number
Phone	The Market Participant's Commercial contact's phone number
Commissioning Test Details	Header
Type	The type of Commissioning Test that will be undertaken. Options include: <ul style="list-style-type: none"> <li>• Significant Maintenance</li> <li>• Control, Monitoring or Comms related tests</li> <li>• GPS</li> <li>• ESS related</li> <li>• Other</li> </ul>
Related Outage No	The Outage number in the OMS related to the Commissioning
Purpose of Test	The Purpose of the tests that are proposed to be undertaken.
Network Operator Coordination	A field to indicate whether any Network Operator Coordination is necessary.
Test Description	A description of the Commissioning Test Plan
Other Information	Any additional information applicable for the Commissioning Test Plan
Submission Details	Header
Commission Plan Doc	The plan attached to the original submission. This field is only visible for plans submitted under the old system
Supporting Docs	Further attachments that have been used to support the submission
Submission Comments	Text field showing additional information related to the submission



**Table 12 Commissioning Test Plan View Detail Features**

Item	Type	Description
View Schedule	Button	Launches the Commissioning Test Plan View Schedule screen
Audit Log	Button	Launches the Commissioning Test Plan Audit Log screen
Supporting Docs	Field	Allows the download of Supporting Documents that were attached to the submission

## 6.2 View Schedule

### 6.2.1 Schedule Data by Calendar Day

The Commissioning Test Plan View Schedule screen allows the Schedule for each Calendar Day in the Commissioning Period to be viewed.

When first launched, it will default to the first day in the Commissioning Period. The user can then scroll backwards and forwards through the Schedule by using the arrow keys next to the “Day” on the screen header.

### 6.2.2 Viewing Modes

The data can be viewed in two separate modes:

- Condensed where the data is displayed as entered with information relating to From and To Dispatch Intervals;
- Expanded where the schedule information for each Dispatch Interval in the Calendar Day is entered.

On launch the Condensed data will be displayed.

### 6.2.3 Schedule Type

A Commissioning Test Plan Schedule can contain a Preferred Schedule and an Alternative Schedule. If an Alternative Schedule has been entered the user can use the toggle to switch between the two.

### 6.2.4 Active / Reactive Profiles

The user can launch the screen to view the daily Schedule information in graphical format, as shown in Figure 11 on the next page. This is done using the Graph button

6.2.5 Downloading

The CTP can be downloaded into a .csv file by pressing the Download button. The downloaded file will always be the expanded version of the schedule – regardless of the mode being displayed.

Figure 14 View Commissioning Test Plan Schedule

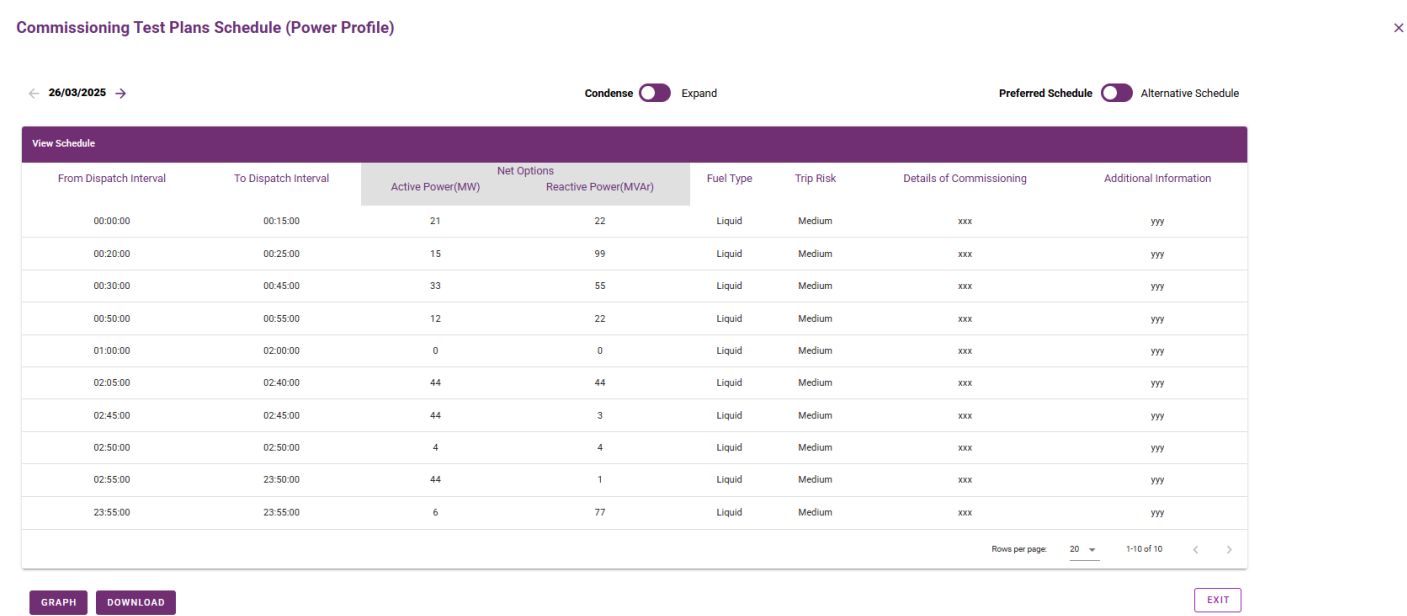


Table 13 and Table 14 below, provide an overview of the key View Schedule data fields and features respectively.

Table 13 View Schedule

Field	Description
From Date	Calendar Date in which the Commissioning Test activity is proposed to be undertaken
From Dispatch Interval	Dispatch Interval in which the Commissioning Test activity is proposed to be undertaken
End Date	Calendar Date in which the Commissioning Test activity is proposed to be finish
End Dispatch Interval	Dispatch Interval (a period of 5 minutes starting at the start of the specified DI) in which the Commissioning Test activity is proposed to finish
Active Power (MW)	The Active Power within the Dispatch Interval
Reactive Power (MVar)	The Reactive Power within the Dispatch Interval
Fuel Type	A selection of the type of Fuel being used: <ul style="list-style-type: none"><li>Non-Liquid</li><li>Liquid</li></ul>

Field	Description
Trip Risk	A quantitative indication of Trip Risk: <ul style="list-style-type: none"> <li>• Low</li> <li>• Medium</li> <li>• High</li> </ul>
Details of Commissioning Test	Details of the specific test being undertaken in the Dispatch Interval
Additional Information	Any Additional Information for the specific test being undertaken in the Dispatch Interval

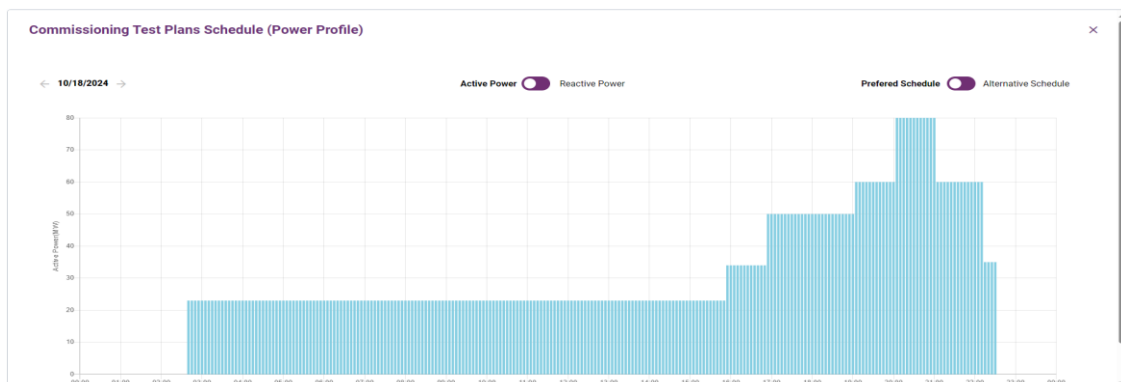
**Table 14 View Schedule Features**

Item	Type	Description
Previous Day Arrow	Icon	Displays schedule data for the Previous Day. Disabled once the first day of the Commissioning Period is reached.
Next Day Arrow	Icon	Displays schedule data for the Next Day. Disabled once the final day of the Commissioning Period is reached.
Preferred / Alternative Schedule Switch	Toggle Switch	Switches from the Preferred Schedule to the Alternative Schedule. Disabled if no Alternative Schedule has been specified.
Condensed / Expanded Mode switch	Toggle Switch	Switches between Expanded and Condensed mode.
Graph	Button	Launches the Power Profiles graphical display.
Download	Button	Downloads the expanded CTP Schedule into a .csv file

## 6.3 View Profiles Graph

The Commissioning Test Plan Graph screen (Figure 13) displays the *Active* or *Reactive* profile data for any calendar day in the Commissioning Period.

**Figure 15 Commissioning Test Plan Graph**



When first launched, it will default to the day in the Commissioning Period that was being displayed in the “View Schedule” screen. The user can then scroll backwards and forwards through the Schedule by using the arrow keys next to the “Day” on the screen header.

The data is displayed in graphical format with the Power rating displayed on the Y axis and the Dispatch Intervals for the Calendar Day displayed in the X axis.

There is a toggle switch at the top of the screen, that allows the user to switch between *Active* and *Reactive* power profiles.

The user can also switch between the *Preferred* Schedule and *Alternative* Schedule (if an alternative schedule has been entered by the Market Participant).

Table 15 below, provides an overview of the key data features contained in the CTP graph screen.

**Table 15    Graph Features**

Item	Type	Description
Previous Day Arrow	Icon	Displays schedule data for the Previous Day. Disabled once the first day of the Commissioning Period is reached.
Next Day Arrow	Icon	Displays schedule data for the Next Day. Disabled once the final day of the Commissioning Period is reached.
Preferred / Alternative Schedule Switch	Toggle Switch	Switches from the Preferred Schedule to the Alternative Schedule. Disabled if no Alternative Schedule has been specified.
Active / Reactive switch	Toggle Switch	Switches between Active and Reactive power profile.
Power Profiles	Button	Launches the Power Profiles graphical display.

## 6.4    View Audit Log

The View Audit Log screen (Figure 16) displays details of each change made to the Commissioning Test Plan.

**Figure 16    Commissioning Test Plan View Audit Log**



Audit Log		
Created Date	Created Date	Created Date
10/29/2024, 11:02:38 AM	Plan 490/1 created with status 'Draft'	AEMOTESTER@WPGENER
10/29/2024, 11:26:42 AM	Plan 490/1 Submitted with status 'Awaiting Assessment'	AEMOTESTER@WPGENER

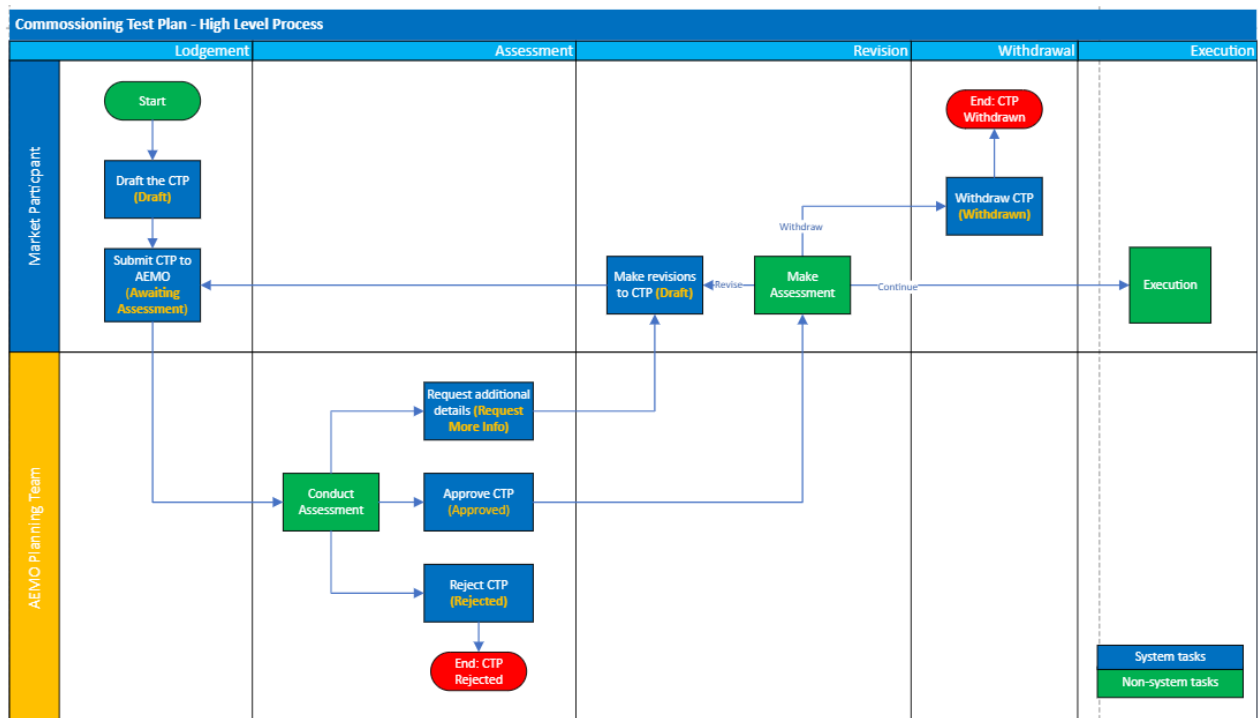
Table 16 below, provides an overview of the key data features contained in the View Audit Log screen.

**Table 16    View Audit Log**

Field	Description
Timestamp	The date / time the update was made.
Changes	A description of the change.
User	The User Id of the person that made the change.

# Appendix 1: Commissioning Test Plan Workflow

Figure 17 Commissioning Test Plan: Workflow



# Glossary

This document uses many terms that have meanings defined in the Wholesale Electricity Market Rules (WEM Rules). The WEM Rules meanings are adopted unless otherwise specified.

Term	Definition
AEMO	Australian Electricity Market Operator
Calendar Day	A regular day from midnight to midnight
CTP	Commissioning Test Plan
MR	Wholesale Electricity Market Rule
Facility	Means a facility registered in the WEM
Participant	In the context of this document, Participant is used in general terms to mean any registered Rule Participant, unless otherwise specified
SWIS	South West Interconnected System
WEM	Wholesale Electricity Market
WEM Rules	Wholesale Electricity Market Rules
WEMS	Wholesale Electricity Market Systems