

NGN/PM/AV1 - APPENDIX G EXTRACT

DETAILED ASSESSMENT UIP SUBMISSION CHECK LIST – SERVICE ALTERATIONS / DISCONNECTIONS

DETAILED ASSESSMENT OF UIP SUBMISSION				PAGE 1 OF 3
CHECK LIST	Site			
	Site Reference No.			
TASK	NOTE	ACCEP- TABLE Y,N,N/A	ACTIONS / COMMENTS	CHECKED BY
Name of Designer				
Site Plans				
A location plan (D)	F.2			
Detailed Site Plan (D)	F.3			
Pipe sizes/lengths identified (D)	G.12 G.13			
Nodes marked and numbered on plan	F.5			
Demand Details				
	G.4			
Details of individual customer loads	F.6			
Details of diversity assumptions	F.7			
Nodes /Demand Assignment	F.8			
Phasing of Demands	F.9			
Pressures				
Correct source pressure used	G.5			
Correct design Min Pressure used	F.11			
Pressure Drop	F.12			
Design Program				
Design Statement	G.8			
Gas Velocity	F.14			
Service Information				
Pipe size of existing service (D)	G.1			
Service routes	G.2			
Termination position(s) (D)	F.18			
Emergency Control Valve (D)	G.3			
Positions For Fire Valves	F.20			
Positioning of services governors (D)	F.21			
Meter Housing Ventilation Details	F.22			

NOTE: (D) Disconnection design submissions only the items marked (D) are required.

				PAGE 2 OF 3
TASK	NOTE	ACCEP -TABLE Y,N,N/A	ACTIONS / COMMENTS	CHECKED BY
MP/IP Supplies (PRIs)				
Capacity of Regulator/Governor	F.31			
Velocity	F.32			
Settings of safety Devices	F.33			
Zone Classification	F.34			
Housing	F.35			
Corrosion protection	F.36			
Construction Requirements				
Method Statement (D)	G.9			
Routine operation (if applicable) (D)	G.10			
Non Routine operation (if applicable) (D)	G.11			
Details of IGE/GL/5 Procedure (D)	G.7			
Details of Construction (Design and Management) Regulations 1994 (D)	F.56			
Details of Environmental Study (D)	F.57			

NOTE: (D) Disconnection design submissions only the items marked (D) are required.

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TASK	NOTE	ACCEP -TABLE Y,N,N/A	ACTIONS / COMMENTS	CHECKED BY
Certification File				
The following must be provided	G.15			
Records of delivery, consignment and compliance of materials	F.73			
Easement Agreement or Form of consent	G.16			
Planning Permission (excluding below ground pipes)	G.17			
NRSWA Notices	G.6			
Consumer Permission Letter	G.19			
Certification of Transfer Rights	G.20			
Variations	G.21			
Certification of Customer Works	G.26			
Draft 'as laid' drawings	G.27			
GL5 Documents (if applicable)	G.28			
Completed test certificate	G.25			
Meter Point Reference Number	G.29			

Completion File				
The following should be provided				
As Laid Drawings	G.27			
Correspondence File	F.89			
Records of compliance	G.22			
Valve Sketches and Records	G.23			
Cathodic Protection	G.24			
NRSWA Notices	G.18			
Test Certificate	G.25			
Meter Point Reference Number	G.29			

ACCEPTED OR REJECTED (DELETE AS APPROPRIATE)			DATE
PRINT NAME	TITLE	SIGNATURE	

Supporting Notes for Appendix G

The UIP submission will contain job specific details and must make reference to the UIP registration scheme (GIRS). The UIP submission must be checked in accordance with the checklist to ensure acceptability of the detailed design prior to authorisation under the relevant CP QMS process. Each item must be checked for acceptability in accordance with the following notes and a Y, N or N/A recorded next to each item, any comments plus the initials of the person carrying out the checking. The checklist must be retained in the NGN record file. The UIP must be accredited with the Gas Industry Registration Scheme (GIRS) for Design and/or Construction/Commissioning/Connections (Routine). Where a UIP does not hold a combined Design and Construction/Commissioning/ Connections (Routine) GIRS accreditation, the UIP must be GIRS accredited for Project Management and use GIRS accredited sub contractors.

Note: All aspects of the design shall be checked for compliance against the 3rd Party Engineering Bulletin / 1 – Service Alterations & Disconnections.

Note

- G.1 The UIP should have been supplied with the size of the service at the enquiry stage or obtained this information from site. This information should be recorded on the design submission.
- G.2 The size of the new pipe to be installed should be the same or equivalent to, the existing service. If the new meter position requires additional pipe to be installed is the pressure drop from the main to the new meter position acceptable?
- G.3 The position of the ECV should be documented.
- G.4 The maximum gas demand on the service must be recorded.
- G.5 The gas pressure must be the same as that supplied at the enquiry stage.
- G.6 If appropriate, copies of all NRSWA notices to be included
- G.7 If the system is to operate above 2bar then the IGE/GL5 procedure must be completed using independent competent assessors.
- G.8 A design statement must be included and contain all aspects of the connection including connection type, size, location, pressure drop and materials to be used.
- G.9 A method statement is not required for the Alteration / Disconnection of ≤ 63 mm L.P services, however for pipe sizes and pressures outside of this range, a method statement must be included and contain sufficient detail to enable the works to be carried out in a safe and competent manner. The method statement must include the details of the materials and techniques to be used and must be validated for compliance with IGE/TD4.
- G.10 If the connection / disconnection is covered within NGN's Routine Operations as defined within NGN/PR/SCO5 a method statement should be included. The method statement should contain sufficient detail to enable the works to be carried out in a safe and competent manner. The method statement must include the details of the materials and techniques to be used and must be validated for compliance with IGE/TD3 or 4. The Authorising Engineer and Competent Person must be registered under NGN NGN/PR/SCO1. Reference should be made to NGN/PR/SCO5. Does the RO cover all aspects of the work including any contingency plans if the work does not proceed as per the written procedure? If acceptable, notify the UIP.
A copy must be kept in the project file for all Routine Operations.
- G.11 If the connection / disconnection is covered within NGN's Non Routine Operations as defined within NGN/PR/SCO4 a detailed method statement should be included. The method statement should contain sufficient detail to enable the works to be carried out in a safe and competent manner. The method statement must include the details of the materials and techniques to be used and must be validated for compliance with IGE/TD3. The Authorising

Engineer and Competent Person must be registered under NGN NGN/PR/SCO1. Reference should be made to NGN/PR/SCO4. Does the NRO cover all aspects of the work including any contingency plans if the work does not proceed as per the written procedure? If acceptable notify the UIP.

A copy must be kept in the project file for all Non Routine Operations.

- G.12 The UIP should have been supplied with the size of service at the enquiry stage and should be recorded
- G.13 The UIP should have been supplied with the size of main at the enquiry stage and should be recorded.
- G.15 Complete documentation (except test certificate) must be provided before connection is authorised as follows – Up to 75mbar D-3, 2-7bar D-5 (D = planned date of connection).
- G.16 Where applicable, completed and signed copies of all Easements, Wayleaves or forms of consent must be included.
- G.17 Where applicable, copies of any Planning permission (excluding below ground pipes) must be included
- G.18 Where applicable all NRSWA notices must be included.
- G.19 The consumer's permission letter as required in CPQMS must be included.
- G.20 The Certificate of transfer rights as required in CPQMS must be included.
- G.21 All variations are to be included and dealt with as per IGE/TD/101, Section 8 using the form as per Appendix 5
- G.22 All records of compliance with methods statements and qualifications of personnel must be included
- G.23 Where applicable completed Valve sketches and records must be included
- G.24 Where applicable, details must be provided of any corrosion protection for metallic pipe systems and must include all preparation and, wrapping and Cathodic Protection systems.
- G.25 Completed Test Certificate (excluding disconnections)/Record, including the signature of the competent person responsible for the test, must be included.
- G.26 The Customer certification as required in CPQMS must be included
- G.27 Completed as-laid drawings must be included within 5 working days of the date of substantial completion. Records must be provided in accordance with NGN/MP/DR8.
- G.28 Where applicable GL5 documentation must be included and verified that the process has been correctly applied.
- G.29 Meter Point Reference Number must be included