

Introduction of service pipe alterations and disconnections by Authorised Utility Infrastructure Providers (UIPs) (UIP/GT Briefing Note 5)

1. Introduction

In July 2002 National Grid implemented the final connections process, allowing authorised third parties to complete final connections to National Grid's below 7 barg network. To further facilitate competition National Grid developed a competitive framework that will allow authorised third parties to carry out both service pipe alteration and disconnection works to its below 7 barg networks. This briefing note gives details of the Wales & West Utilities (WWU) process for managing service pipe alterations and disconnections by a third party.

National Grid implemented the new service pipe alterations and disconnections process on 15th September 2003 and WWU adopted this process in September 2005 following network sale completion.

2. WWU Process Overview

To facilitate UIP service pipe alterations and disconnections to WWU below 7 barg networks, the following processes must be followed:

- Safe Control of Operations (SCO)
- Gas Industry Registration Scheme (GIRS)
- UIP/IGT Connection, Service Disconnection and Service Alteration Agreement
- Project submission process

2.1 Safe Control of Operations (SCO)

In line with the final connections process UIP's wishing to complete service pipe alterations or disconnections will be required to nominate competent individuals to act as Authorising Engineers (AE's) and Competent Persons (CP's) to manage and control the service connection or disconnection in line with WWU SCO procedures.

Job specific submissions will require the submission of a routine or non routine operational procedure (as defined in WWU SCO procedures). Further details are given in section 2.4.

2.2 Gas Industry Registration Scheme (GIRS)

UIP organisations must be registered under the Gas Industry Registration Scheme (GIRS) for Design, Construction/Commissioning/Connections (Routine) (for connections/disconnections not covered by IGE/GL/6) and additionally for the relevant Connections (Non Routine) scopes (for connections/disconnections covered by IGE/GL/6).

The Design, Construction/Commissioning/Connections (Routine) and Connections (Non Routine) scopes under GIRS must be held by the UIP customer or their sub contract organisation.

Where the UIP organisation wishes to subcontract the Construction/Commissioning/Connections (Routine) and Connections (Non Routine) the UIP would need to be registered for Project Management.

A UIP registered for Construction/Commissioning/Connections (Routine) and Connections (Non Routine) scopes under GIRS would not require to be additionally registered for Project Management in order to subcontract to a registered design house.

The GIRS registration details should be indicated on the UIP request form.

2.3 UIP/IGT Connection, Service Disconnection and Service Alteration Agreement

The UIP will need to enter into the UIP/IGT Connection, Service Disconnection and Service Alteration Agreement prior to making a request. The terms and conditions will apply for all further customer service pipe alteration or disconnection works requested by the UIP as well as final connections. The Agreement will replace the Final Connections Agreement. UIP customers who sign the Agreement must confirm arrangements for compliance with the GIRS registration in section 2.2 and SCO registration in section 2.1.

2.4 Project submission

The UIP project submission process has been amended to allow the customer to carry out their own service pipe alteration or disconnection, subject to the registration/contract requirements in section 2.1, 2.2 & 2.3 above. The customer interface process for individual projects is detailed in Appendix 1 and consists of 5 stages aligned to the current UIP process.

The process changes are as follows:

Stage 1 – Initial Enquiry

This stage allows an authorised UIP (For service alterations and disconnections) to request available information regarding the existing service pipe. It should be noted that information can be gained from the site and WWU mains records on CD ROM and therefore the UIP may wish to omit this step.

The request can be made on the amended UIP enquiry form (CONN_137) and must contain the Minimum Information in Appendix 2.

WWU will identify information available for the existing service pipe from office based data systems and provide these to the UIP customer. The potential information available is listed in Appendix 2. WWU will also confirm design requirements.

Where locational information is not known it will be the responsibility of the UIP to identify these from trial holes on site. The UIP will also need to confirm the pressure of the service on site.

WWU aims to provide the available information listed in Appendix 2 within D+5 working days of receipt with a 90% planned performance level (PPL) in line with the current UIP land enquiry process.

Stage 2 – Alteration / Disconnection Authorisation Request

This stage allows a UIP customer to make a request to alter or disconnect an existing service pipe. It also includes the provision of network analysis pressures where requested and a quote for any associated reinforcement for increased loads.

The request can be made on the amended UIP request form (CONN_FM138) and must contain the Minimum Information in Appendix 2. The customer will also need to submit a design submission for the alteration and/or disconnection in line with the amended Design Submission Requirements form CONN_FM139. WWU will validate the design submission in line with the IGE/TD/101 principles and WWU Engineering requirements and provide an authorisation for construction if acceptable.

WWU engineering requirements for service pipe alterations & disconnections are detailed in WWU Third Party Engineering Bulletin 3EB/1 "Service Alterations & Disconnections."

Where $\leq 2"$ Steel Services are identified the UIP will be required to fully relay the service. WWU will pay an allowance for the relay work in line with WWU Gas Distribution Standard Charges Document. This can be found on WWU web site at www.wwuutilities.co.uk / [Our Services/Connections/Publications and Useful Links/WWU Connection Charges](#).

If the UIP customer wishes to request available pressure information within the scope of the pressure matrix the work will be subject to a charge in accordance with WWU standard charges. Where Network analysis is applicable WWU will provide the available pressure and any associated

reinforcement and provide a quotation to the customer. WWU aims to send any quotation documentation to the requester within D+11 or D+21 working days of receipt (for quotations involving reinforcement) depending on the load and with a PPL of 90%.

Stage 3 – Reinforcement

Where a quotation has been provided for reinforcement and pressure, the UIP will be required to send an acceptance. WWU will then confirm planning dates for any reinforcement required.

Stage 4 – Construction

Following authorisation of the construction works the UIP should notify WWU of the planned start dates in order for WWU to plan any required site audits. The UIP should carry out the works in accordance with the agreed authorisation. Where there are any variations on site these must be approved by WWU prior to completion. Variations may be submitted in accordance with Section 8 of IGE/TD/101.

Stage 5 - Connection

Prior to the live connection or disconnection works the UIP customer is required to submit a certification file in line with the amended Design Submission Requirements checklist CONN_FM139. If the certification file is not received by the required lead time prior to the date of connection, clearance to proceed will not be granted. The required lead times are given in the UIP/GT connection, service disconnection and service alteration agreement.

Where the works require a routine or non routine operational procedure the procedure must be sent to the Network Controller at least 5 days prior to connection / disconnection. The exact lead times are given in the UIP/GT connection, service disconnection and service alteration agreement. The connection / disconnection works must not take place until the Network Controller has given clearance to proceed.

Where the connection / disconnection works involve $\leq 63\text{mm PE}$ (or $<50\text{mm}$ nominal inside diameter steel) the requester must submit section A of the "Application for a low pressure service connection/service disconnection not exceeding 63mm diameter to the WWU Network" letter. Following clearance to proceed the UIP customer carries out the service connection / disconnection works.

WWU may carry out an audit on the service connection / disconnection works. The observer has the authority to stop the work proceeding if the works are not fit for purpose. On completion the UIP submits completion documents in line with the amended Design Submission Checklist CONN_FM139 checklist. Where a steel service has been relaid the UIP should send an invoice for the appropriate allowance in accordance with WWU Connections Charges Services Document. WWU will process the invoice following validation of the payment and all completion documentation.

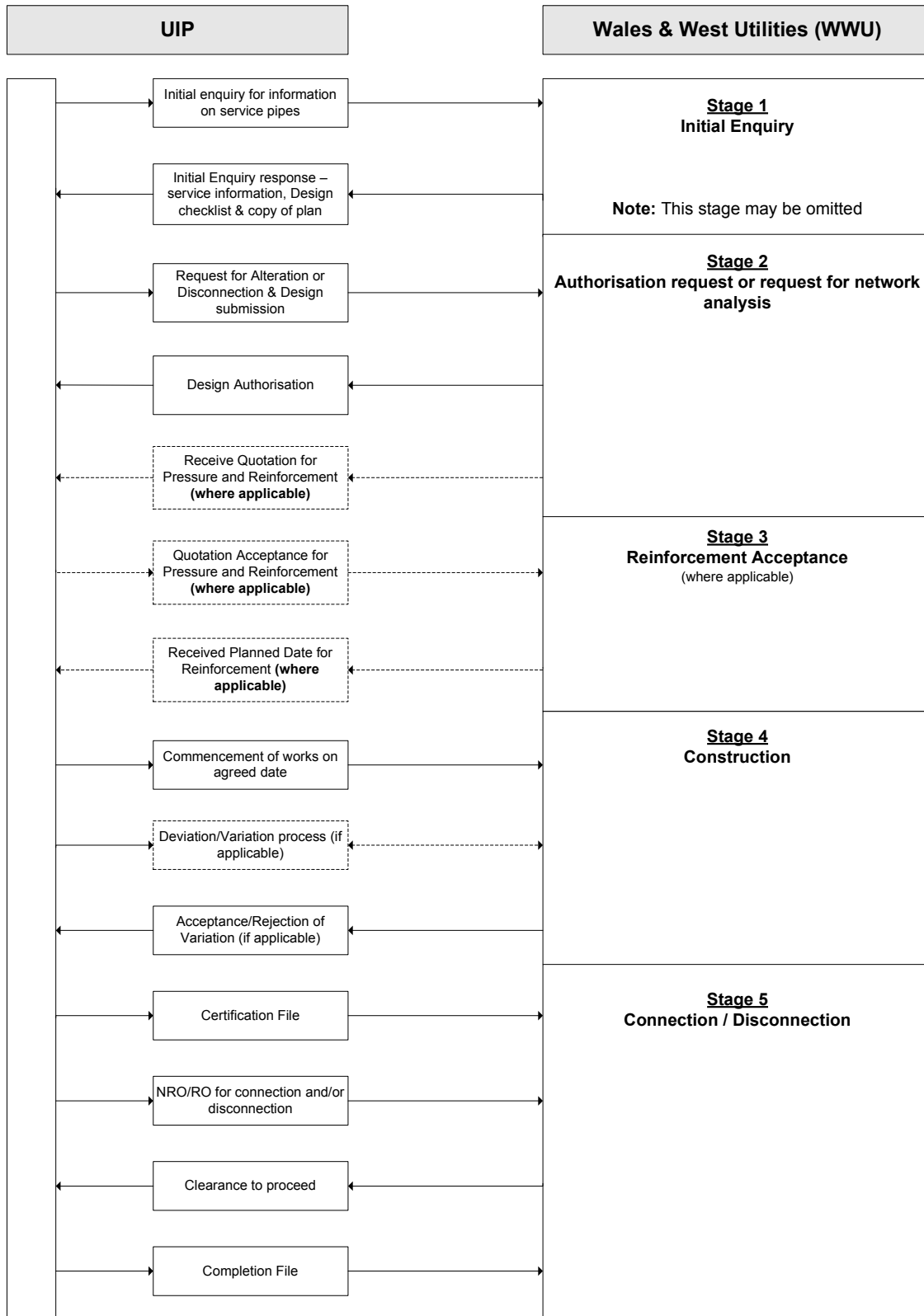
3. Meter Works

The UIP is required to arrange all associated meter works with the consumer and the Supplier. Meter works should be progressed through the current meter works options.

4. Escalation of workload

Where a UIP plans to increase their volume of service alteration or disconnection requests above their current UIP new supply volumes, the UIP is requested to provide as much notice as possible to the Network Policy (UIP/GT) Manager to enable WWU to assess any systems or manpower impacts.

Appendix 1 – High Level Process for Service Pipe Alterations and Disconnections by Authorised Utility Infrastructure Providers (UIPs)



Appendix 2 – Minimum Information Requirements

2.1 Initial request for minimum information.

- Name and address of requesting organisation.
- Type of job – indicate “Disconnection information request” or “Alteration information request”.
- Site name.
- Site address and postcode.
- Location or OS reference (only required if site address and postcode are not available).
- Plan showing exact location including termination.
- MPRN (where known).

2.2 Initial request information provision.

WWU will confirm the following details;

- Confirmation of Live Gas Supply.
- Confirmation of MPRN.
- Network pressure tier of service pipe.
- End of service physical connection details, including diameter and material (where available).
- Dual service details (where available).
- Copy of plan with service route, diameter and material indicated (if known).

2.3 Authorisation Request Minimum Information.

Alterations

As per WWU Connection Business Rules

Disconnection

As per WWU Connection Business Rules