

## DESIGN SUBMISSION REQUIREMENTS CHECKLIST

The following design submission details must be provided to Wales & West Utilities for validation prior to construction on site (with the exception of the Certification and Completion files). This applies to all pipework and associated apparatus intended for adoption by Wales & West Utilities. Certification and Completion file documents must be provided in accordance with the relevant contract Terms and Conditions. For service disconnections only items marked (D) are required.

	✓	Risk assessments <sup>2</sup>	
<b>Designer</b>		Quality control of Materials <sup>2</sup>	
<b>Name of Designer</b>		Procedure for defective materials <sup>2</sup>	
Designer Competence <sup>1</sup>		Site Investigation <sup>2</sup>	
		Excavation <sup>2</sup>	
<b>Site Plans</b>		Working in vicinity of gas mains <sup>2</sup>	
A location plan with site entrance (D)		Procedure for damage and/or gas escapes <sup>2</sup>	
Detailed Site Plan (D)		Pipelaying <sup>2</sup>	
Pipe sizes/lengths identified (D)		Pipe jointing including Quality Control <sup>2</sup>	
Nodes marked and numbered on plan <sup>3</sup>		Pipe protection including corrosion control <sup>2</sup>	
		Backfilling <sup>2</sup>	
<b>Demand Details</b>		Reinstatement <sup>2</sup>	
Details of individual customer loads <sup>3</sup>		Calibration of testing machines <sup>2</sup>	
Details of diversity assumptions <sup>3</sup>		Pressure testing <sup>2</sup>	
Nodes/Demand Assignment <sup>3</sup>		Installation of PRI's <sup>2</sup>	
Phasing of Demands <sup>3</sup>		Details of IGE/GL/5 Procedure (D)	
		Details of Construction (Design and Management) Regulations 1994 (D)	
<b>Pressures</b>		Details of Environmental Study (D)	
Correct source pressure used <sup>3</sup>			
Pressure Drop <sup>3</sup>		<b>Quality Assurance</b>	
Correct design Min Pressure used <sup>3</sup>		Are the following provided and acceptable	
Mains System extremity pressure (CSEPS only)		Company Policy on Quality i.e. ISO 9000 <sup>2</sup>	
		Competency of persons responsible for QA <sup>2</sup>	
<b>Design Program</b>		Audit Process <sup>2</sup>	
The analysis program used for design <sup>1</sup>		Procedure for control of critical phases of construction <sup>2</sup>	
Pipe Diameters <sup>1</sup>		Procedure for Auditing of Equipment <sup>2</sup>	
Pipe Efficiencies <sup>1</sup>		Procedure for Material storage, quality and conformity checks <sup>2</sup>	
Altitudes <sup>1</sup>		Procedure for the control of deviations/variations from validated design <sup>2</sup>	
Gas Constants <sup>1</sup>		Procedure for conformity of PRI's and housing <sup>2</sup>	
Gas Velocity <sup>3</sup>			
		<b>Service Information</b>	
<b>Materials</b>		Pipe size of existing service (D)	
Specification of pipe & fittings <sup>1</sup>		Service routes	
Proposed jointing system <sup>1</sup>		Termination position(s) (D)	
		Emergency Control Valve (D)	
<b>Construction Requirements</b>			
Site Operative Competence <sup>2</sup>			
<b>Construction Method Statements</b>			

If the UIP is registered under GIRS for Design then items marked **1** are **NOT** required. Additionally, where the standard design tables contained within T/SP/NP/14/E have been used items marked **2** are also **NOT** required. If the UIP is registered under the GIRS Scheme for Construction/Commissioning/Connections (Routine) then items marked **3** are **NOT** required. Where a UIP does not hold a combined Design and Construction/Commissioning/Connections (Routine) GIRS registration the UIP must be GIRS registered for Project Management and use GIRS registered sub contractors. Otherwise all items relating to the sub contracted activity, Design **1** or Construction/Commissioning/Connections (Routine) **3** are required for the Design Submission.

Position for Fire Valves		Certification of Transfer Rights (Excludes service disconnections) <sup>2</sup>	
Positioning of services governors (D)		Quality control records <sup>2</sup>	
Meter Housing Ventilation Details		Variations (D)	
Standards Quoted <sup>1</sup>		Butt Fusion Printouts <sup>2</sup>	
		Operatives Qualifications <sup>2</sup>	
<b>Mains Information</b>		Certification of Customer Works <sup>2</sup>	
Mains route		Draft 'as laid' drawings (D)	
Risk Assessments <sup>1</sup>		GL5 Documents (if applicable) (D)	
Are special crossings involved		Completed test certificate (on site at time of connection only)	
Have necessary Easement applications been made? (D)		Meter Point Reference Number (MPRN) <sup>2</sup>	
Standards Quoted <sup>1</sup>			
		<b>Completion File</b>	
<b>MP/IP Supplies (PRIs)</b>		The following should be provided	
Capacity of Regulator/Governor		As Laid Drawings (D)	
Velocity		Correspondence File (where applicable) (D)	
Settings of safety Devices		Valve Sketches and Records (where applicable)	
Zone Classification		Cathodic Protection (where applicable)	
Housing		Materials guarantees/warranty (where applicable) (D)	
Corrosion protection		NRSWA Closing Notices <sup>2</sup>	
Standards Quoted <sup>1</sup>		Completed Test Certificate	
		Meter Point Reference Number (MPRN) (D)	
<b>Safety Requirements</b>		DR8 Error report form (where applicable) (D)	
Company Health & Safety Policy <sup>2</sup>			
Management structure for dealing with technical & safety issues <sup>2</sup>		<b>CONNECTIONS AND/OR SERVICE DISCONNECTIONS BY UIP/GT ONLY</b>	
Roles & Responsibilities of Consultants or Contractors <sup>2</sup>		Organisations who wish to carry out the final connection to Wales & West Utilities's network must be accredited under the Gas Industry Registration Scheme (GIRS) for 'Design and Construction/Commissioning/Connections (Routine)' scopes and Connections (Non Routine) scopes where applicable.	
Procedure for working near to gas mains <sup>2</sup>		Does the design include the Connection and/or Service Disconnection Design	
Procedure for actions to be taken in the event of a gas escape and/or damage <sup>2</sup>		<=63mm LP connection/disconnection installer notification included with Certification (D)	
Procedure for testing & purging <sup>2</sup>		Routine/Non-routine Operations	
		Method Statement for Connections and Disconnections (D) (Exclusion only applies to <=63mm LP) <sup>2</sup>	
<b>Certification File</b>		<b>Routine Operational Procedure – connections under T/PR/SC05 (D)</b>	
The following shall be provided		Non Routine Operational Procedure – Connections under T/PR/SC04 (D)	
Materials Certification <sup>2</sup> (D) (Exclusion only applies to <=2bar)			
Easement Agreement or Form of consent (where required)			
Planning Permission (excluding below ground pipes & where required)			
NRSWA Opening Notices <sup>2</sup>			
Consumer Permission Letter <sup>2</sup>			

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