|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Reference:** |  | | **Design Revision:** |  | |
| **Planned Start Date:** |  | | **Address:** |  | |
| **Expected Duration:** |  | |  | |
| **Client:** |  | | **Principal Contractor:** |  | |
| **Principal Designer:** |  | | **SGN Team Manager:** |  | |
| **Block/Riser Name:** |  | **Number of Plots:** | |  |
| **Number of Stories:** |  |  | |  |
| **Building Construction:** | (Delete as appropriate) Reinforced Concrete | Steel Frame | Timber Frame | Cross Laminate Timber | Double Brick/Block | Other (Specify) | | | |
| **Location of Installation:** | (Delete as appropriate) Underground Carpark | Basement | Within Individual Dwellings | Meter Room Ground Floor or Carpark | Meter Room Each Flat | | | |
| **Type of System:** | (Delete as appropriate) Domestic Meter Bank | Commercial Meter Bank | Internal Riser | External Riser | Energy Centre or Bulk Supply | | | |
| **System Construction:** | (Delete as appropriate) Welded Steel | Screwed Steel | Stainless Press-fit | MDPE | | | |
| **Entry Type:** | (Delete as appropriate) Above Ground | Below Ground (Basement) | Below Ground (Ground or Street Level) | Other (Specify) | | | |

**PART A - To be completed by Designer and authorised by Incorporated Engineer**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRE-CONSTRUCTION INFORMATION** | | | | | | | | | | | |
| **Designer Name:** | | | | | | | **Date:** | | | | |
| **Risk – Meter Banks and Risers** | | | **Risk Considered and Assessed** | | | | | | | | |
| **Yes** | **Mitigation** | | | | **No** | | **N/A** | **If No Or N/A identify reason why** |
| 1. Risk of vandalism  *(Detail from owner, Local Authority, Site visit/survey)* | | |  |  | | | |  | |  |  |
| 1. Risk of Flooding (Check authority maps) | | |  |  | | | |  | |  |  |
| 1. Consideration of total load potential downstream demand. *(Instantaneous boilers for flats; I&C communal boilers, boosters fitted)* | | |  |  | | | |  | |  |  |
| 1. Building size and number of residents assessed to ascertain a level of risk *(specify building use if not residential).* | | |  |  | | | |  | |  |  |
| 1. Special considerations required based on occupancy type  *(e.g. Vulnerable population, sheltered accommodation etc.)* | | |  |  | | | |  | |  |  |
| 1. *How is access made 24/7/365? Key availability, information from Local Authority, housing association, private residents/committees provided.* | | |  |  | | | |  | |  |  |
| 1. PIV designed in accordance with IGEM/G5/ed 3 and SGM/PM/RL1? | | |  |  | | | |  | |  |  |
| 1. Timber framed property and through-wall entry system used *(specify)* | | |  |  | | | |  | |  |  |
| 1. Below ground entries are sleeved and shorter than 2m in length. *(Identify length and reason if >2m penetration)* | | |  |  | | | |  | |  |  |
| 1. Corrosion and protective measures to exposed pipework *(details & standards to be specified on design drawings) e.g. One coat of high build zinc phosphate primer, plus two coats of Micaceous Iron Oxide (MIO) paint for carbon steel and Zinga field applied coating for galvanised joints or tool marks* | | |  |  | | | |  | |  |  |
| 1. Has a GIS/E/17:2018 compliant electrical insulation joint been installed? | | |  |  | | | |  | |  |  |
| 1. Consideration of material and jointing methods used. | | |  |  | | | |  | |  |  |
| 1. Consideration of the usage of the areas where the gas installation is to be installed | | |  |  | | | |  | |  |  |
| 1. Location of meters *(internal/external)  (Also specify housing type, GRP, fireproof box, room/meter bank or none)* | | |  |  | | | |  | |  |  |
| 1. Location and means of escape have been considered  *(check of drawings, to be marked up and confirmed with developer/building owner)* | | |  |  | | | |  | |  |  |
| 1. Meter locations in common sole means of escape *(check of drawings, to be marked up and confirmed with developer/building owner)* | | |  |  | | | |  | |  |  |
| 1. Ventilation is indirect (Air is moved through another space to outside) *(specify details of fans, air movements per hour, etc.)*  ONLY PERMISSIBLE FOR WELDED SYSTEM STRAIGHT SECTIONS OF PIPE | | |  |  | | | |  | |  |  |
| 1. Ventilation is natural (direct) and not supported by mechanical means *(Air is moved from space to outside directly)* | | |  |  | | | |  | |  |  |
| 1. Non-Approved materials and jointing methods are being used. *(details specified on any drawings, specify standards, or G/23 required)* | | |  |  | | | |  | |  |  |
| **Risk – Risers** | | | **Risk Considered and Assessed** | | | | | | | | |
| **Yes** | **Mitigation** | | | | **No** | | **N/A** | **If No Or N/A identify reason why** |
| 1. Internal/external risers design as recommended. *(specify and justify why that was selected)* | | |  |  | | | |  | |  |  |
| 1. All valves installed as defined in SGN/PM/RL/1. Confirmation on GIS required for PIVs, all internal risers **MUST** also have IIV/ ECV valves. | | |  |  | | | |  | |  |  |
| 1. Meter locations within flats.  *(Confirm location is within 2 meters of entry point)* | | |  |  | | | |  | |  |  |
| 1. Meters installed in a 30min Fire retardant box, consideration of Thermal Cut Off Valves *(identify reason for fitting*), only if not boxed in. | | |  |  | | | |  | |  |  |
| 1. Pipeline enters a confined space or non-ventilated void. *(Detail and Mitigation must be provided)* | | |  |  | | | |  | |  |  |
| 1. Pipeline is within ventilated duct.  *(Confirmation required on architect drawings)* | | |  |  | | | |  | |  |  |
| 1. Extension ventilation ducting is required.  (Confirmation that details specify on drawings e.g 2% or 3% or other) | | |  |  | | | |  | |  |  |
| 1. Use of expansion/flexible flitting’s *(specify)* | | |  |  | | | |  | |  |  |
| **Risk – Meter Banks** | | | **Risk Considered and Assessed** | | | | | | | | |
| **Yes** | **Mitigation** | | | | **No** | | **N/A** | **If No Or N/A identify reason why** |
| 1. Excess Flow Valves fitted on pipework supplying meterbank.  *(Identify reason for fitting if applicable)* | | |  |  | | | |  | |  |  |
| 1. Consideration of meter bank locations (consumer access to ECV, means of escape, protection – location to be included on design drawings) | | |  |  | | | |  | |  |  |
| 1. Meter locations within meter boxes. *(Exact location shown on drawings)* | | |  |  | | | |  | |  |  |
| 1. Meter bank within dedicated housing *(exact location shown on drawings and ventilation shown)* | | |  |  | | | |  | |  |  |
| **Risk – Other** | | | **Risk Considered and Assessed** | | | | | | | | |
| **Yes** | **Mitigation** | | | | **No** | | **N/A** | **If No Or N/A identify reason why** |
|  | | |  |  | | | |  | |  |  |
| The **ENGINEERING MANAGER** must confirm that the above checks have been completed and any relevant information has been included in the work pack for the job. | | | | | | | | | | | |
| Name: | | | Date: | | Signature: | | | | | | |
| **Risk Assessment for the Design and Construction Network Risers and Laterals within Multi occupancy buildings in compliance with SGN/PM/RL/1 and IGEM/G/5 Edition 3.**  **PART B - to be completed by Site Manager or equivalent and Project Manager or Supervising Officer of network construction and returned to the design team.**  *Note:*  *Part A should be attached for reference to be completed prior to commissioning meter banks, risers and laterals and the fitting of meters.*  *A new Part B should be used for each riser or meter banks where questions in Part B are answered No, the system shall not be commissioned, mitigating actions implemented & assessment re-done.* | | | | | | | | | | | |
| **TEAM LEADER** | | | | | | | | | | | |
| **Input by (name):** | | | | | | | | | | | |
| **Risk – Risers and Meterbanks** | | | | | | | | | | | |
| 1. Latest drawing version number used (cross reference to the number in Part A) | | YES - N/A - NO | If no, do not commission **and contact design team.** | | | | | | Mitigating action to resolve? | | |
| 1. Are ventilation dimensions compliant with the proposed design? | | YES - N/A - NO | If no, do not commission **and contact design team.** | | | | | | Mitigating action to resolve? | | |
| 1. Is the Inlet Isolation Valve (IIV) fitted and easily accessible to GT or its emergency service providers? | | YES - N/A - NO | If no, do not commission **and contact design team.** | | | | | | Mitigating action to resolve? | | |
| 1. Means of escape is compliant with SGN/PM/RL/1? | | YES - N/A - NO | If no, do not commission **and contact design team.** | | | | | | Mitigating action to resolve? | | |
| 1. Are the Branch Isolation Valves (BIV) fitted where specified on design? (where more than 2 branches in system) | | YES - N/A - NO | If no, do not commission **and contact design team.** | | | | | | Mitigating action to resolve? | | |
| 1. Are all screwed and mechanical joints on pipework and meter installation a minimum of 150mm from electrical meters, switchgear, distribution boards, appliances, and consumer units? | | YES - N/A - NO | If no, do not commission **and contact design team.**  If N/A, disregard risk item. | | | | | | Mitigating action to resolve? | | |
| 1. Are special sleeved fittings used and correctly fitted for timber framed property? | | YES - N/A - NO | If no, do not commission **and contact design team.**  If N/A, disregard risk item. | | | | | | Mitigating action to resolve? | | |
| 1. Corrosion protection measures are in place to protect metallic building entry sleeves? | | YES - N/A - NO | If no, do not commission **and contact design team.**  If N/A, disregard risk item. | | | | | | Mitigating action to resolve? | | |
| 1. Are Thermal Cut Off Valves or Excess Flow Valves fitted and compliant with proposed design? | | YES - N/A - NO | If no, do not commission **and contact design team.**  If N/A, disregard risk item. | | | | | | Mitigating action to resolve? | | |
| 1. The meter banks, risers or laterals are not subject to corrosion, e.g. dripping water? | | YES - N/A - NO | If no, do not commission **and contact design team.**  If N/A, disregard risk item. | | | | | | Mitigating action to resolve? | | |
| 1. Is the installation readily accessible with meter box key or Fire Brigade keys? | | YES - N/A - NO | If no, do not commission. | | | | | | Mitigating action to resolve? | | |
| 1. Is the Pipeline Isolation Valve (PIV) fitted in designed location in a surface box and accessible? | | YES - N/A - NO | If no, do not commission. | | | | | | Mitigating action to resolve? | | |
| 1. Are all other sleeves properly fitted and sealed? | | YES - N/A - NO | If N/A, disregard risk item. | | | | | | If No, mitigating action to resolve? | | |
| 1. A network drawing or schematic is attached to the IIV, or pipework upon immediate entry to the building (if building entry tee is used as IIV)? | | YES - N/A - NO |  | | | | | | If No, mitigating action to resolve? | | |
| **Risk – Risers** | | | | | | | | | | | |
| 1. Are the rigid lateral lengths compliant with SGN/PM/RL1? | | YES - N/A - NO | If no, do not commission **and contact design team.** | | | | | | Mitigating action to resolve? | | |
| 1. Are the ECVs fitted? | | YES - N/A - NO | If No, do not commission. | | | | | | Mitigating action to resolve? | | |
| 1. Are lateral security valves fitted? | | YES - N/A - NO | If no, do not commission **and contact design team.**  If N/A, disregard risk item. | | | | | | Mitigating action to resolve? | | |
| 1. Are the Riser Isolation Valves fitted where specified on design? (where more than 1 riser installed) | | YES - N/A - NO | If no, do not commission **and contact design team.**  If N/A, disregard risk item. | | | | | | Mitigating action to resolve? | | |
| 1. Are AECVs fitted and compliant with proposed design? | | YES - N/A - NO | If no, do not commission **and contact design team.**  If N/A, disregard risk item. | | | | | | Mitigating action to resolve? | | |
| 1. Internal risers and laterals are fully accessible via screwed removable panels or similar? | | YES - N/A - NO | If no, do not commission **and contact design team.**  If N/A, disregard risk item. | | | | | | Mitigating action to resolve? | | |
| 1. Meters within flats are within 30 minute fire resistant cupboard with self-closing doors if located on means of escape (or TCO’s installed)? | | YES - N/A - NO | If no, do not commission **and contact design team.**  If N/A, disregard risk item. | | | | | | Mitigating action to resolve? | | |
| 1. Are flexible expansion hoses or bellows correctly installed? | | YES - N/A - NO | If no, do not commission **and contact design team.**  If N/A, disregard risk item. | | | | | | Mitigating action to resolve? | | |
| 1. Are sufficient pipe clips and hangers in place? | | YES - N/A - NO | If N/A, disregard risk item. | | | | | | If No, mitigating action to resolve? | | |
| **Risk – Meterbanks** | | | | | | | | | | | |
| 1. Is the ECV in meter bank correctly marked for plot and/or postal address? | | YES - N/A - NO | If no, do not commission. | | | | | | Mitigating action to resolve? | | |
| 1. Lighting within a meter bank is BASEEFA approved? | | YES - N/A - NO | If No, do not commission. | | | | | | Mitigating action to resolve? | | |
| 1. All compliance labelling is in place. MPRN, gas tape, hazardous zone, meterbank information sheet. | | YES - N/A - NO | If N/A, disregard risk item. | | | | | | If No, mitigating action to resolve? | | |
| **Risk – Other** | | | | | | | | | | | |
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| The **TEAM LEADER** is responsible for ensuring that the above criteria is met andeveryone involved in the works has been inducted and is aware of the significant hazards and control measures before work commences. | | | | | | | | | | | |
| **TEAM LEADER Name:** | **Date:** | | | | | **Signature:** | | | | | |
| **OPRATIVE Name:** | **Date:** | | | | | **Signature:** | | | | | |

**Additional Notes;**