

# SGN Third Party Connections Briefing Note 13

## (Design Variations)

### 1 Introduction

When there is a need to alter a previously approved scope of works, third parties should submit a formal variation to SGN for approval before the revised works can commence.

As Variations range in complexity, they are categorised into Minor and Major Variations as outlined in IGEM Specification TD/101 and section 2 of this Briefing Note.

Where a Variation is warranted as per Section 2, the third party should produce a revised design submission that complies to standards cited in SGN Specification NP/14 and submit to SGN Third Party Connections on an FM183 Variation form.

SGN Third Party Connections permit up to five Variations per project.

### 2 Definition of a Variation

#### 2.1 Minor Variations

SGN recognises the classification of a Minor Variation as per IGEM Specification TD/101 Section 9.3 which lists Minor Variation criteria as:

- *Increases in pipe depth of 25% to 50% for short distances I.E. to cross under other utilities apparatus or +25% for longer lengths*
- *Decreases in pipe depth of 5% to 10% for short distances I.E. to cross over obstructions, subject to additional pipe protection being installed*
- *Changes in pipe location, provided that there is no change in ownership of land, no easement impacted and this does not encroach on the minimum property clearance*
- *Short lengths of additional pipe I.E. up to 10M or 10% of designed length, whichever is the least*
- *Change of meter position I.E. up to 2M from original position but still compliant with adopting GT (SGN) standards*
- *Changes in construction methods, provided that the alternative methods have been approved as part of the generic method statements*
- *Minor site layout plans with no impact on designs or meter position compliance*
- *Short reductions in length having no impact on the overall design*

Where any of the following criteria are met, a full resubmission of Design is required, in addition to an FM183 Variation form:

- *Changes in pressure tier*
- *Changes to proposed pipeline route*
- *Increases to load required*

## 2.2 Major Variations

SGN recognises the classification of a Major Variation as per IGEM Specification TD/101 Section 9.4 which lists Major Variation criteria as:

- *Increases/decreases in pipe depth over those stipulated in the note to clause 9.3.3 (I.E. those listed as a Minor Variation)*
- *Changes in pipe location, I.E. footpath to roadway, that encroach on separation distances provided there is no change in ownership of land*
- *Changes in construction methods which are not covered by generic method statements*
- *Major changes to meter position/service entry I.E. from outside the property to inside the property*
- *Decreases in pipework size, changes in materials or any other change that would require a revalidation of the design*
- *Increases and decreases in consumption and modification to consumption pattern*

Where any of the following criteria are met, a full resubmission of Design is required, in addition to an FM183 Variation form:

- *Changes in pressure tier*
- *Changes to proposed pipeline route*
- *Increases to load required*

If third party is in doubt as to whether changes on site require a Minor or Major Variation, an FM183 should be submitted as a Major Variation, listing reasons and provide supporting evidence and a revised design accordingly.

## 3 Description of Variation process

- A. Third party identify a requirement to alter a proposed scope of works that have been previously approved by SGN
  - Where the person identifying the Variation is not competent or in a position to do so, they should log the details surrounding the change in line with section A4.1 of IGEM Specification TD/101 and pass to the UIP Designer or a person of authority within their business for appraisal and promotion to SGN.
- B. The UIP Designer within the third party assesses the required changes and identifies whether a Minor or Major Variation is required
- C. Where the UIP Designer identifies the required changes as a Minor Variation they should approve the changes in line with section A4.1 of IGEM Specification TD/101 and issue to the Authorising Engineer/Competent Person informing them that works may continue
  - The UIP Designer should complete an SGN FM183 Variation form and submit to SGN Third Party Connections, with any additional supporting material and a revised design submission, if required
- D. Where the UIP Designer identifies the required changes as a Major Variation they should log the details surrounding the change in line with section A4.1 of IGEM Specification TD/101 and advise any on site Operational colleagues that works must cease until further instruction

- The UIP Designer should complete an SGN FM183 Variation form and submit to SGN Third Party Connections, with any additional supporting material and a revised design submission
- E. SGN Third Party Connections will appraise the Variation and, where applicable approve or reject the revised design submission

SGN Third Party Connections will intend to approve revised design approvals within 5 working days

See Appendices A and B for further guidance.

Any decision or production of a revised design drawing due to a Variation should be undertaken by a competent and, where applicable be accredited under GIRS for the required complex.

## 4 Verbal Approval

Where applicable, SGN Third Party Connections will approve revised design approvals due to a required Variation within 5 working days, however there are instances where this lead time could have a commercial or financial impact on planned site works. SGN will therefore accept verbal requests for Variation, over the phone in certain instances.

Contact should be made to an SGN Third Party Connections Officer from a competent person within the Third Party, who is able to clarify the reasons for Variation and the constraints which warrant only verbal approval.

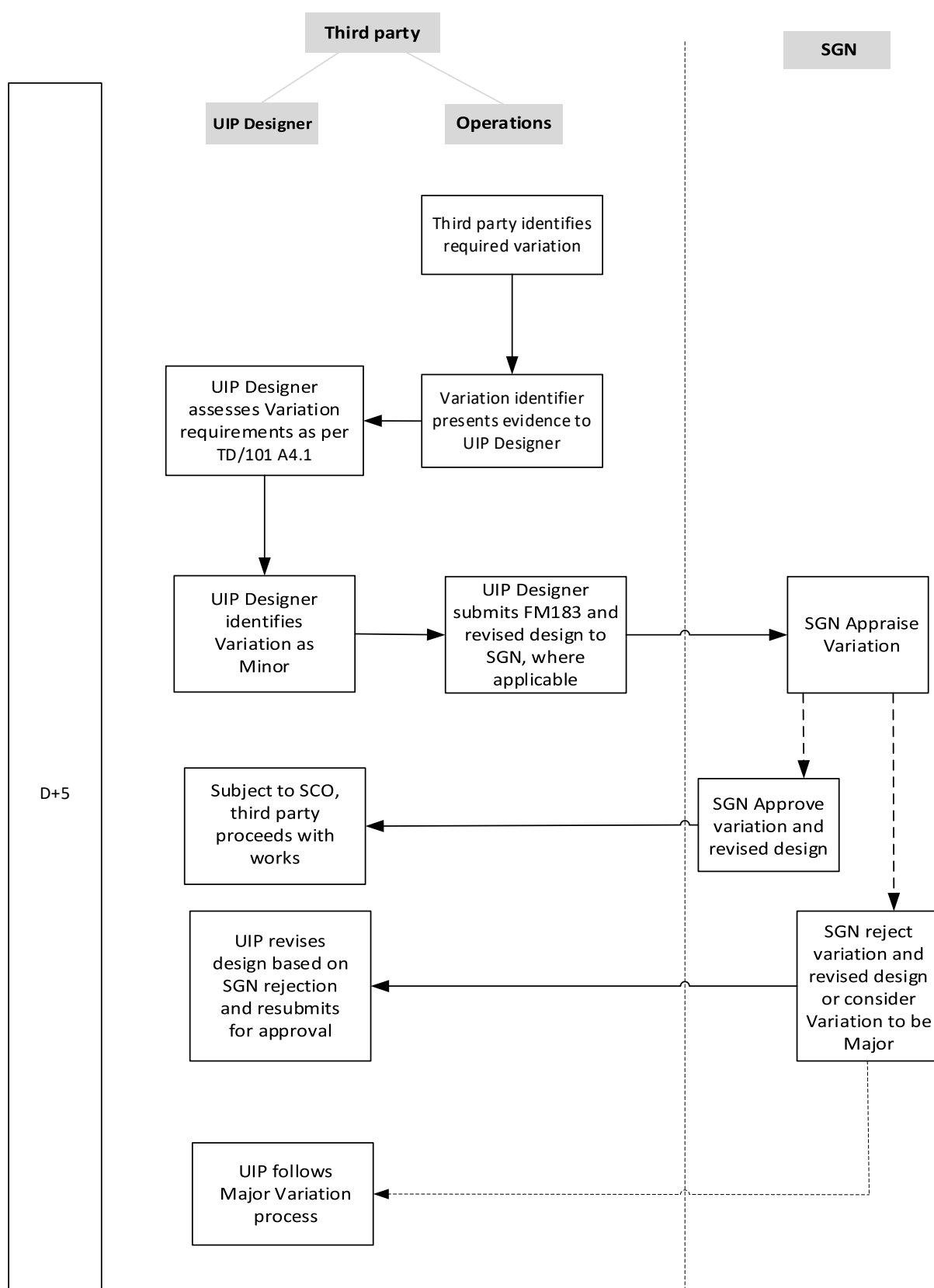
SGN reserves the right to refuse verbal Variation approval or remove the facility entirely without prior notice.

See Appendix C for further info.

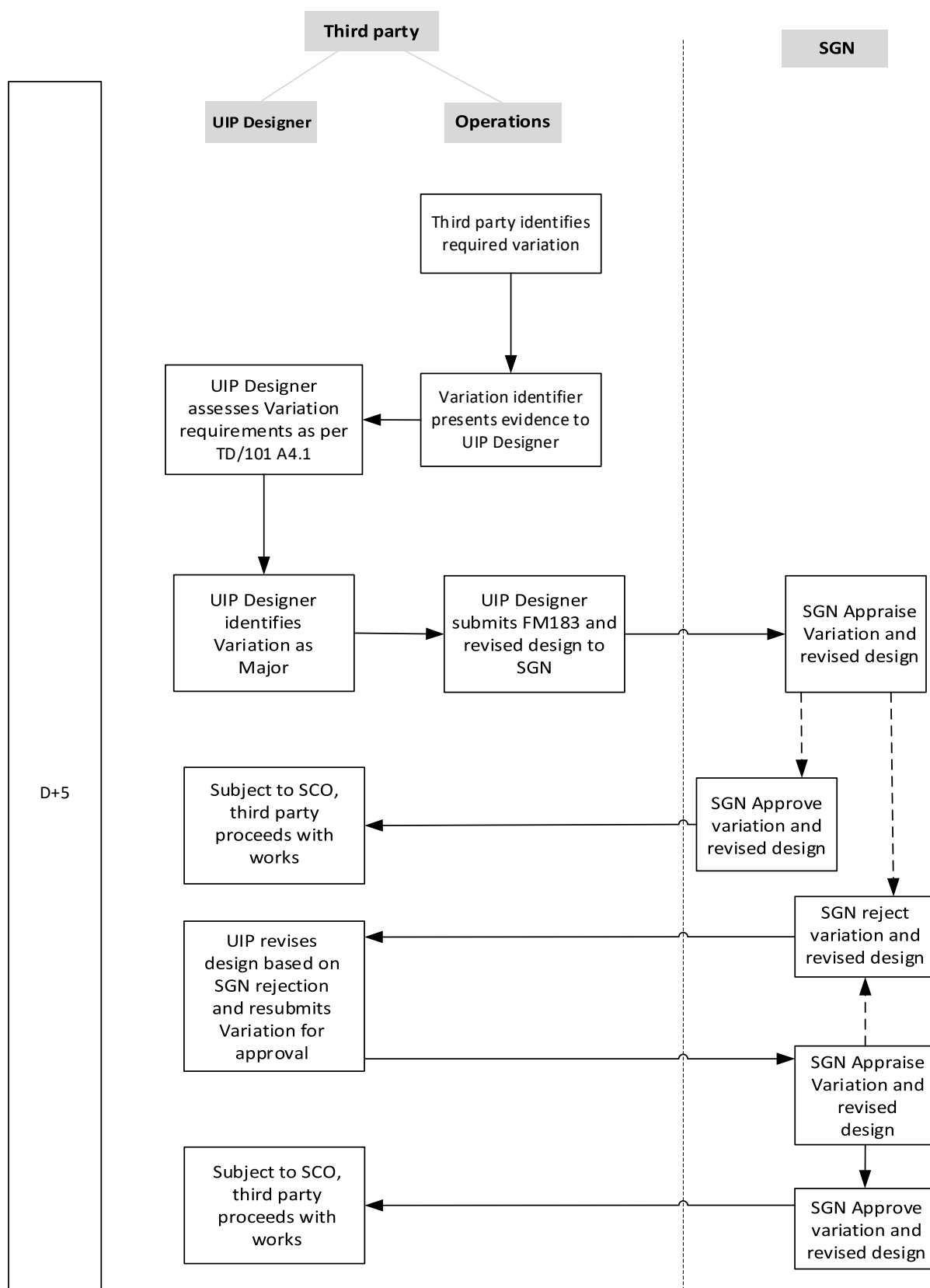
## 5 SCO

The approval of a Variation does not preclude the third party from their responsibilities under SCO.

## Appendix A - Minor Variation process



## Appendix B - Major Variation process



## Appendix C - Verbal variation approval process

