

# SGN Third Party Connections Briefing Note 28

## (Guidance on Completion Files)

### 1 Introduction

Completion Files must be sent to SGN Third Party Connections within D+10 of the date of '*Substantial Completion*', as defined in SGN Final Connections Agreement, Section 1 '*Interpretation*'. SGN will liaise with third parties automatically via Email for outstanding completion files where the '*Substantial Completion*' date has passed.

Completion File minimum information requirements are outlined within this Briefing Note and are based on criteria outlined in IGEM Specification TD/101 section 7.6.3 and SGN Design Submission Requirements checklist (*FM139*).

SGN will appraise the contents of a Completion file and where minimum information is not met, will reject the Completion file via Email.

SGN hold the right to refuse any further new requests from third parties who fail to provide Completion Files within the agreed timeframes, or where requested by SGN. Details of this are listed in the FCA Section 15 and SGN Third Party Connections Briefing Note 12.

The criteria outlined in this briefing note is an absolute minimum, but any additional documentation or supporting information that is obtained on site should be supplied as part of the completion file to SGN.

Scaled dimensions should only be taken from permanent fixtures, such as building lines, kerb lines and boundary lines. Dimensions taken from roundabouts, curved lines, grid lines are not acceptable.

#### 1.1 Pneumatic and Hydrostatic pressure testing

Low pressure services should be pneumatically tested to 100mb for a period of no less than 5 minutes.

Low Pressure Mains should be pneumatically tested to 350mb, for a period as defined in IGEM Specification TD/3 Table 13.

Medium Pressure Services should be pneumatically tested to 3bar (*1.5 x 2bar MOP*) for a period of no less than 5 minutes.

Medium Pressure Mains should be pneumatically tested to 3bar (*1.5 x 2bar MOP*) for a period as defined in IGEM Specification TD/3 Table 13.

Intermediate Pressure Services should be pneumatically tested to 7bar for a period of no less than 5 minutes.

Intermediate Pressure Mains should be pneumatically tested to either 6 or 7bar, depending on the MOP for a period as defined in IGEM Specification TD/3 Table 13.

Where applicable, Hydrostatic Testing should be undertaken in addition to the above pneumatic requirements, as defined in IGEM Specification TD/3 Table 12. Where a new pipeline has been Hydrostatically tested, applicable drying certificates should be provided prior to commissioning.

## 2 UIP Criteria

Different UIP work steams facilitated by Third Party Connections have different minimum information requirements, as listed below.

Where a third party has been authorised by SGN to undertake specific reinforcement, the required information, as per the relevant requirements in the below section should be provided separately to the specific UIP works completion file.

### 2.1 UIP New Lay 63mm and below

- Scaled Aslaid, including:
  - Full extent of new lay
  - Depth of cover at appropriate intervals
  - Scaled dimensions from permanent fixtures
  - Date of connection
  - Name of UIP company
  - Name of individual who produced Aslaid
  - Connection point Easting and Northings
  - Scale (*to Industry standard*)
  - Description of works
  - Site Address
  - Relevant SGN and third party references
- Pressure Test/FM144
- MPRN(s)
- Valve record card including serial numbers, for all valves
- Asset Error report (*DR4*), if applicable
- Deviation/Variation Form, if applicable

### 2.2 UIP New Lay 90mm and above

- Scaled Aslaid, including:
  - Full extent of new lay
  - Depth of cover at appropriate intervals
  - Scaled dimensions from permanent fixtures
  - Date of connection
  - Name of UIP company
  - Name of individual who produced Aslaid
  - Connection point Easting and Northings
  - Scale (*to Industry standard*)
  - Description of works
  - Site Address
  - Relevant SGN and third party references
- Routine or Non-Routine Operation record (*RO/NRO under SCO*)
- MPRN(s)
- Valve record card including serial numbers, for all valves
- Asset Error report (*DR4*), if applicable
- Deviation/Variation Form, if applicable
- Separate Pressure test for Under Pressure Tees (*UPT*) and Branch Saddle connections

### 2.3 UIP disconnection 63mm and below

- Scaled Aslaid, including:
  - Full extent of disconnection
  - Depth of cover of any remaining pipe or location of SGN parent main at the disconnection point
  - Scaled dimensions from permanent fixtures
  - Date of disconnection
  - Name of UIP company
  - Name of individual who produced Aslaid
  - Disconnection point Easting and Northings
  - Scale (*to Industry standard*)
  - Description of works
  - Site Address
  - Relevant SGN and third party references
- FM144
- MPRN(s)
- Asset Error report (*DR4*), if applicable
- Deviation/Variation Form, if applicable

## 2.4 UIP disconnection 90mm and above

- Scaled Aslaid, including:
  - Full extent of disconnection
  - Depth of cover of any remaining pipe or location of SGN parent main at the disconnection point
  - Scaled dimensions from permanent fixtures
  - Date of disconnection
  - Name of UIP company
  - Name of individual who produced Aslaid
  - Disconnection point Easting and Northings
  - Scale (*to Industry standard*)
  - Description of works
  - Site Address
  - Relevant SGN and third party references
- Routine or Non-Routine Operation record (*RO/NRO under SCO*)
- MPRN(s)
- Asset Error report (*DR4*), if applicable
- Deviation/Variation Form, if applicable

## 2.5 UIP Alteration 63mm and below

- Scaled Aslaid, including:
  - Full extent of Alteration
  - Depth of cover of any remaining pipe or new lay at appropriate intervals
  - Scaled dimensions from permanent fixtures
  - Date of Alteration
  - Name of UIP company
  - Name of individual who produced Aslaid
  - Alteration point Easting and Northings
  - Scale (to Industry standard)
  - Description of works
  - Site Address
  - Relevant SGN and third party references

- Pressure Test/FM144
- MPRN(s)
  - If existing MPRN is to be retained, this should be identified. If the existing MPRN is not to be retained and a new MPRN has been raised, list both new and existing MPRNs and state which MPRN is to be set to Dead on Xoserve UK Link
- Valve record card including serial numbers, for all valves
- Asset Error report (*DR4*), if applicable
- Deviation/Variation Form, if applicable

## 2.6 UIP Alteration 90mm and above

- Scaled Aslaid, including:
  - Full extent of Alteration
  - Depth of cover of any remaining pipe or new lay at appropriate intervals
  - Scaled dimensions from permanent fixtures
  - Date of Alteration
  - Name of UIP company
  - Name of individual who produced Aslaid
  - Alteration point Easting and Northings
  - Scale (to Industry standard)
  - Description of works
  - Site Address
  - Relevant SGN and third party references
- Routine or Non-Routine Operation record (*RO/NRO under SCO*)
- MPRN(s)
  - If existing MPRN is to be retained, this should be identified. If the existing MPRN is not to be retained and a new MPRN has been raised, list both new and existing MPRNs and state which MPRN is to be set to Dead on Xoserve UK Link
- Valve record card including serial numbers, for all valves
- Asset Error report (*DR4*), if applicable
- Deviation/Variation Form, if applicable
- Separate Pressure test for Under Pressure Tees (*UPT*) and Branch Saddle connections

## 3 iGT (*CSEP*) criteria

The multiple iGT work steams that Third Party Connections facilitate have different minimum information requirements, as listed below.

Where a third party has been authorised by SGN to undertake specific reinforcement, the required information, as per the relevant requirements in section 2 should be provided separately to the CSEP completion file.

### 3.1 63mm and below

- Scaled Aslaid, including:
  - Depth of cover at connection point
  - At least two Scaled dimensions from permanent fixtures at connection point
  - Date of connection
  - Name of company undertaking works
  - Name of adopting iGT
  - Name of individual who produced Aslaid

- Connection point Easting and Northings
- Scale (*to Industry standard*)
- Description of works
- Site Address
- Relevant SGN and third party references
- Pressure Test/FM144
- Construction Valve record card including serial number, if applicable
- Asset Error report (*DR4*), if applicable
- Deviation/Variation Form, if applicable

### 3.2 90mm and above

- Scaled Aslaid, including:
  - Depth of cover at connection point
  - At least two Scaled dimensions from permanent fixtures at connection point
  - Date of connection
  - Name of company undertaking works
  - Name of adopting iGT
  - Name of individual who produced Aslaid
  - Connection point Easting and Northings
  - Scale (*to Industry standard*)
  - Description of works
  - Site Address
  - Relevant SGN and third party references
- Routine or Non-Routine Operation record (*RO/NRO under SCO*)
- Asset Error report (*DR4*), if applicable
- Deviation/Variation Form, if applicable
- Construction Valve record card including serial number, if applicable
- Separate Pressure test for Under Pressure Tees (*UPT*) and Branch Saddle connections