

SGN Third Party Connections Briefing Note 6

(UIP job progression)

1 Introduction

SGN Third Party Connections facilitate four workstreams that can be submitted by Utility Infrastructure Providers (UIPs):

- Enquiries for New Demands to ascertain indicative reinforcement requirements and information on associated adjacent SGN infrastructure
 - FM137 UIP Enquiry form
- Requests for New Supply installations to single or multiple domestic, commercial and industrial premises and Biomethane injection plants (*New Supply*)
 - FM138 Non-Fastrack Request form
 - FM138a Fastrack Request form
- Requests for Alterations of existing service pipework (*Alteration*)
 - FM138 Non-Fastrack Request form
 - FM138a Fastrack Request form
- Request for Disconnections of existing service pipework (*Disconnection*)
 - FM138a Fastrack Request form

All requests for Intermediate Pressure Works (>2bar), of any type cannot be Fastracked.

UIPs should be accredited under the Gas Industry Registration Scheme (GIRS) and hold a valid Final Connections Agreement (FCA) with SGN.

All Enquiries, Requests and Design Submissions should be sent to soe_gtuip_sgn@sgn.co.uk.

See SGN Third Party Connections Briefing Notes 1 and 2 for further guidance.

2 Project submission

The end to end UIP project submission process is detailed in Appendix 1 and, subject to the registration/contract requirements in section 1, consists of 6 stages:

2.1 Stage 1 – Pre-acceptance Enquiry (FM137)

UIPs can submit pre-acceptance Enquiries, to ascertain the feasibility of new typical load requests and to identify SGN infrastructure adjacent to the connection point on the SGN <7bar Network

See SGN Third Party Connections Briefing Note 17 for further information on non-typical load classification.

UIP Enquiries should be submitted using an FM137 UIP Enquiry Form.

See SGN Third Party Connections Briefing Note 15 Appendix D for further info on FM137.

Upon receipt of an FM137 UIP Enquiry, SGN will appraise the form for minimum information, as outlined in SGN Briefing Note 15 Appendix D. Should the form not meet minimum information requirements, it will be rejected by Email.

Once minimum information has been received SGN will book the Enquiry onto the Third Party Connections quotation system, undertake typical Network analysis, including higher <7bar pressure tier and LTS checks, where applicable and produce a response outlining the following:

- Maximum Operating Pressure of the Network (*MOP*)
- Minimum Operating Pressure of the Network (*DMP*)
- Offered Design pressure (*Source pressure*)
- Indication of whether Reinforcement is required
- Any caveats:
 - Identification of non-typical or Boosted demand
 - Instruction that a future request of the same parameters cannot be Fastracked

A Network map extract of the surrounding infrastructure based on the requested Connection point location will also be provided.

Where applicable, in line with OFGEM Standards of Service, SGN will provide the response, as listed in Appendix 2 within D+5 working days of receipt.

Note – The Enquiry process does not involve Non-typical Analysis, therefore such gas usage will warrant an FM138 Non-Fastrack Request being submitted

2.2 Stage 2 – Fastracks, Requests and Design submissions

UIPs can submit Fastrack requests for loads that qualify for the Fastrack process as per SGN/SP/NP/14 and SGN Briefing Note 9 (*Guidance on Fastrack process*).

UIP Fastrack Requests should be submitted using an FM138a UIP Fastrack Request Form and UIP Non-Fastrack requests should be submitted using FM138 UIP Request Form.

2.2.1 UIP Fastrack (*FM138a*)

Upon receipt of an FM138a UIP Fastrack Request, SGN will appraise the form for minimum information, as outlined in SGN Briefing Note 15 Appendix F. Should the form not meet minimum information requirements, it will be rejected by Email.

Once minimum information has been received SGN will book the Fastrack Request onto the Third Party Connections quotation system and undertake the following:

- Undertake a Security of Supply check, including higher <7bar pressure tier checks, where applicable
- Identify the requirement for General Reinforcement and notify the UIP of any delays in return of Design authorisation or final connection
- Appraise design submission
 - If fit for purpose, SGN will approve the design submission and issue FM143 and FM144 paperwork, where applicable

- If unfit for purpose, SGN will reject the design submission via Email, listing the reasons for the rejection
- Outline any caveats relating to the connection or works
 - Special Conditions of proposed works
 - Requirement for Easement/Servitude

SGN will appraise and validate design submissions in line with the principles and requirements of TD/101, other relevant industry policy and SGN's internal specification documents as outlined in SGN Third Party Connections Briefing Note 14 Sections 2.2 and 2.3 respectively.

2.2.2 UIP Non-Fastrack (*FM138*)

Upon receipt of an FM138 UIP Non-Fastrack Request, SGN will appraise the form for minimum information, as outlined SGN Briefing Note 15 Appendix E. Should the form not meet minimum information requirements, it will be rejected by Email.

Once minimum information has been received SGN will book the Request onto the Third Party Connections quotation system and undertake the following:

- Undertake full Network Analysis, including non-typical Analysis and including higher <7bar pressure tier and >7bar LTS checks, where applicable
- Identify the requirement for and produce a <7bar specific reinforcement scheme
- Ascertain the requirement for any >7bar reinforcement works
- Ascertain costs for associated reinforcement and, where applicable, apply the SGN economic test and appropriate overheads to produce a split in SGN and third party costs
- Produce and issue a quotation outlining associated reinforcement, connection or other costs
 - Where associated reinforcement is categorised as a '*Sufficiently Complex Job*' (SCJ), a formal quotation will not be issued and an FM078 SCJ letter will be issued, via Email
- Appraise design submission, if included:
 - If fit for purpose, SGN will approve the design submission and issue FM143 and FM144 paperwork, where applicable
 - If unfit for purpose, SGN will reject the design submission via Email, listing the reasons for the rejection
- Outline any caveats relating to the connection or works
 - Requirement of PS5
 - Requirement of NExA / PARCA
 - Special Conditions of proposed works
 - Requirement for Easement/Servitude
- Issue SGN Design Submission Requirements checklist (*FM139*)

SGN will appraise and validate design submissions in line with the principles and requirements of TD/101, relevant industry policy and SGN's internal specification documents.

See SGN Third Party Connections Briefing Note 14 for further information on design submission requirements and Briefing Note 19 for further information on the SCJ process and criteria.

2.3 Stage 3 – Acceptance

FM138a UIP Fastrack Submissions are already accepted, therefore the quotation and acceptance processes aren't followed. Full PAF Valid Addresses must therefore be provided with FM138a Fastrack Requests.

In instances where PAF Valid Addresses are not available upon submission/Acceptance, SGN can progress submissions with temporary addresses, but must be confirmed prior to commencement of works.

Where a formal quotation has been issued in response to an FM138 Non-Fastrack UIP submission, UIPs should carefully read the conditions and caveats and, if the terms are agreeable, sign and return the Acceptance section to Third Party Connections. Where applicable, any customer-funded works should be paid, in full via BACS. If paying by cheque, please contact SGN soe_gtuip_sgn@sgn.co.uk.

If a design submission didn't accompany the original request submission, the UIP should provide this with the acceptance paperwork.

A UIP can submit a design submission at any stage, prior to final connection, but it is deemed appropriate to provide this at acceptance stage.

2.4 Stage 4 – Construction, Connection & Commissioning planning

Following acceptance acknowledgement and design authorisation from SGN, where no other restrictions are in place, such as PAF Address to be confirmed, an extended lead time for connection due to required reinforcement or the requirement for an associated Easement/Servitude to be completed, the UIP should submit a plan date to SGN within 5 days of the proposed connection date, to advise SGN of the proposed dates of final connection.

Formal Certification File submission, and subsequent SGN approval, is not mandatory by default. SGN do reserve the right, under GIRS, FCA and GIG/2, to request a Cert File for any project, upon request. The required contents of a Certification File are outlined in the SGN Design Submission Requirements checklist (*FM139*), issued with the Quotation paperwork. Where required, if a Cert File is not received within 5 days prior to the proposed date of connection, clearance to proceed will not be granted.

The required lead times (*5 days*) for Certification File submission is outlined in the Final Connections Agreement.

Where proposed works require a Routine (RO) or Non-Routine Operational (NRO) procedure, the final draft RO/NRO must be submitted to SGN Network Control (SCO) at least 5 days prior to planned connection/disconnection.

Final connection must not take place until the Network Controller has given clearance to proceed. See FCA section 4.10 for further info on SGN Network Control (SCO) requirements.

Where proposed works involve solely pipeline connections, disconnections or alterations $\leq 63\text{mm}$ in diameter, the UIP need only submit a plan date, unless full Cert File is requested. It is recommended that 'section A' of the FM144 letter, issued upon design authorisation, be used to promote plan dates to SGN, but is not mandatory.

Following clearance to proceed, SGN may carry out an audit on the proposed works, where the auditor has the authority to stop the work proceeding if deemed not fit for purpose.

2.5 Stage 5 – Variation

Should a variation to proposed works be required, UIPs should submit an FM183 variation form to SGN Third Party Connections, with any associated revised design plans if required. A UIP should ascertain whether the proposed change of scope warrants a Minor or Major variation.

Minor variations are defined in TD/101 section 8.3.2 and Major variations are defined in TD/101 section 8.3.3.

Should a UIP require a variation after the point of receiving clearance to proceed and where the UIP are on site ready to commence works, a verbal approval may be granted by SGN Third Party Connections, subject to subsequent communication and approval from SGN Network Control (SCO).

Further guidance on classifying a variation as '*Minor*' or '*Major*' can be found in SGN Third Party Connections Briefing Note 13.

2.6 Stage 6 - Completion

Upon completion of works, a UIP must submit a Completion File to SGN Third Party Connections within D+10 of the date of 'Substantial Completion', as defined in the FCA, Section 1 'Interpretation'.

Completion File minimum information requirements are outlined in TD/101 section 7.6.3 and the SGN Design Submission Requirements checklist (FM139).

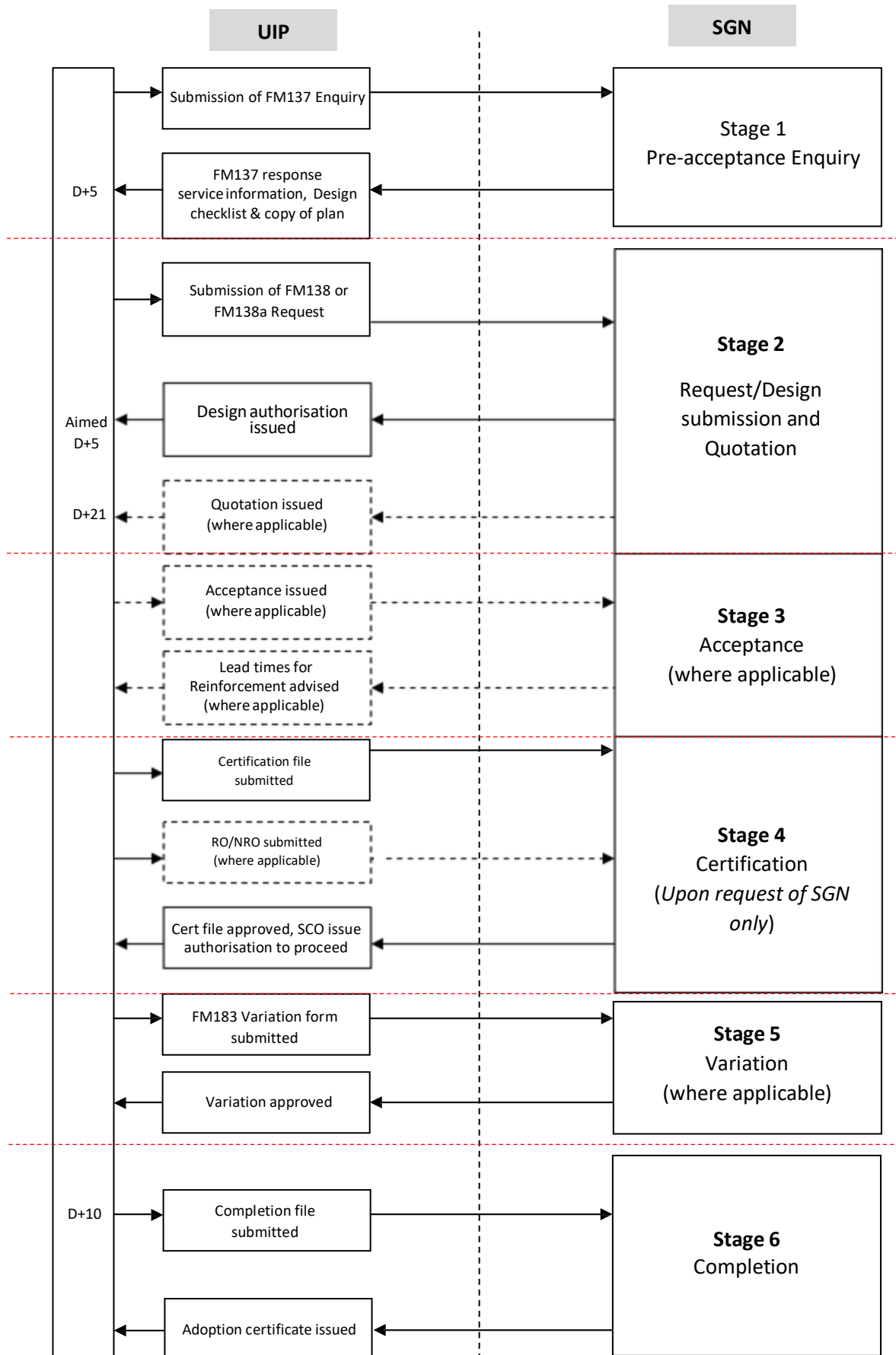
SGN will appraise the contents of a Completion File and where minimum information isn't met, will reject the Completion file via Email.

Where SGN approve the Completion File submission, SGN will issued an '*Adoption Certificate*'

Where a 2" Steel service has been re-laid as part of UIP works, in line with section 6.5 of SGN's Connections Service Charges document, the UIP should send an invoice for the appropriate allowance with the Completion file. SGN will process the invoice following validation of the payment and approval of a valid Completion File.

SGN hold the right to refuse any further new requests from UIPs 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 Briefing Note 12.

Appendix 1 – High level process for UIP job progression



Appendix 2 – Content of response

A2.1 FM138 Request content of SGN response

In response to a FM138 Request submission, SGN will return the following documents and details:

- Formal quotation including:
 - Breakdown of costs attributed to associated specific reinforcement
 - Extended lead time for the availability of final connection to take place due to associated reinforcement works
 - Costs attributed to SGN undertaking the final connection of proposed UIP-installed works
 - Maximum Operating Pressure of SGN Network
 - Minimum design pressure at point of connection
 - Design pressure offered at point of connection
 - Design requirements identified as per 'Booster' Analysis
 - Ramp Rate
 - Required service pipe diameter increase
 - Quotation validity period
 - Requirement of additional procedures to be followed including:
 - NExA
 - PARCA
 - PS/5 (GL/5)
 - Easement
 - P/18
 - SW/2
 - Cert File
- Design Engineering statement for:
 - Intermediate Pressure works
 - STOR (*Power Generation*) sites
 - Biomethane/Biogas injection sites
- FM173 Quotations and Assumptions sheet
- Stamped approved Design Drawing
- SGN Mapping extract including customer funded reinforcement (*where applicable*)
- FM143 (*Design Authorisation*)
- FM144 (*where applicable, for all workstreams, including Alterations*)

A2.2 FM138a Fastrack Request content of SGN response

In response to a FM138a Fastrack Request submission, SGN will return the following documents and details:

- Stamped approved Design Drawing
- FM143 (*Design Authorisation*)
 - Applicable Caveats – Section 9. Special Conditions
- FM144 (*where applicable, for all workstreams, including disconnections*)
- Extended lead time for the availability of final connection to take place due to associated reinforcement works