

SGN Third Party Connections Briefing Note 7

(iGT job progression)

1 Introduction

SGN Third Party Connections facilitate four workstreams that can be submitted by Independent Gas Transporters (*iGTs*):

- Enquiries for new demands to ascertain indicative reinforcement requirements and associated adjacent SGN infrastructure
 - FM172 UIP Enquiry form
- Requests for new loads for single or multiple domestic, commercial and industrial premises and Biomethane injection plants (New Supply) (where applicable)
 - FM153 Non-Fastrack Request form
 - FM153a Fastrack Request form
- Requests for increases in demand for existing connected CSEPs (*Load Increase*)
 - FM153 Non-Fastrack Request form
 - FM153a Fastrack Request form
- Requests for decreases in demand for existing connected CSEPs (*Load Decrease*)
 - FM153a Fastrack Request form

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

iGTs should hold a Gas Transportation License issued by OFGEM and hold a valid Final Connections Agreement (*FCA*) with SGN.

SGN will accept iGT Enquiry and Request submissions from UIPs on behalf of an iGT where an Agency Agreement between the two parties existing, provided by the adopting iGT to SGN.

See SGN Briefing Notes 1, 2 and 21 for further guidance.

2 Project submission

The end to end iGT 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 (*FM172*)

Third parties 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.

iGT Enquiries should be submitted using an FM172 UIP Enquiry Form - See SGN Briefing Note 15 Appendix A for further info on FM172.

Upon receipt of an FM172 iGT Enquiry, SGN will appraise the form for minimum information, as outlined in SGN Briefing Note 15 Appendix A. 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:

- Offered Design pressure (*Source pressure*)
- Reinforcement requirement
- Any caveats:
 - Identification of non-typical 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 FM153 Non-Fastrack Request being submitted

2.2 Stage 2 – Request/Design submission and Quotation

Third parties can submit Fastrack requests for loads that qualify for the Fastrack submission process as per NP/14 and as detailed in SGN Briefing Note 10.

iGT Fastrack Requests should be submitted to SGN Third Party Connections (soe_gtuip_sgn@sgn.co.uk) using an FM153a iGT Fastrack Request Form available from www.SGN.co.uk.

Where a new load request cannot be Fastracked, as per NP/14 and as detailed in SGN Briefing Note 10, UIPs should submit an FM153 UIP Request Form available from www.SGN.co.uk to SGN Third Party Connections (soe_gtuip_sgn@sgn.co.uk).

2.2.1 iGT Fastrack (*FM153a*)

Upon receipt of an FM153a iGT Fastrack Request, SGN will appraise the form for minimum information, as outlined in SGN Briefing Note 15 Appendix B. 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 third party 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

- Issue SGN Design Submission Requirements checklist (*FM139*)

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

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

2.2.2 iGT Non-Fastrack (*FM153*)

Upon receipt of an FM153 iGT Non-Fastrack Request, SGN will appraise the form for minimum information, as outlined SGN Briefing Note 15 Appendix B. 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*)

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

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

See SGN Briefing Note 19 for further information on the SCJ process and criteria.

2.3 Stage 3 – Acceptance

FM153a iGT Fastrack Submissions are already accepted, therefore the quotation and acceptance processes aren't followed. Acceptance acknowledgement of an iGT Fastrack is issued upon receipt and successful booking of the request onto SGN Third Party Connections' Quotation system.

Where a formal quotation has been issued in response to an FM153 Non-Fastrack UIP submission, third parties 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 third party should provide this with the acceptance paperwork.

A third party 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 (*Cert File*)

Following acceptance acknowledgement and design authorisation from SGN, where no other restrictions are in place, such as an extended lead time for connection due to required reinforcement or the requirement for an associated Easement/Servitude to be completed, a third party should advise Third Party Connections of the proposed planned date of works, within 5 days of the proposed connection date.

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 must submit 'section A' of the FM144 letter, issued upon design authorisation.

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 prior to physical connection, a third party should submit an FM183 variation form to SGN Third Party Connections, with any associated revised design plans if required. The third party 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 third party require a variation after the point of receiving clearance to proceed and where they 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).

See SGN Briefing Note 13 for further guidance on classifying a variation as 'Minor' or 'Major'.

2.6 Stage 6 - Completion

Upon completion of third party works, a Completion file must be to SGN Third Party Connections within D+10 of the date of 'Substantial Completion', as defined in SGN Final Connections Agreement, Section 1 'Interpretation'.

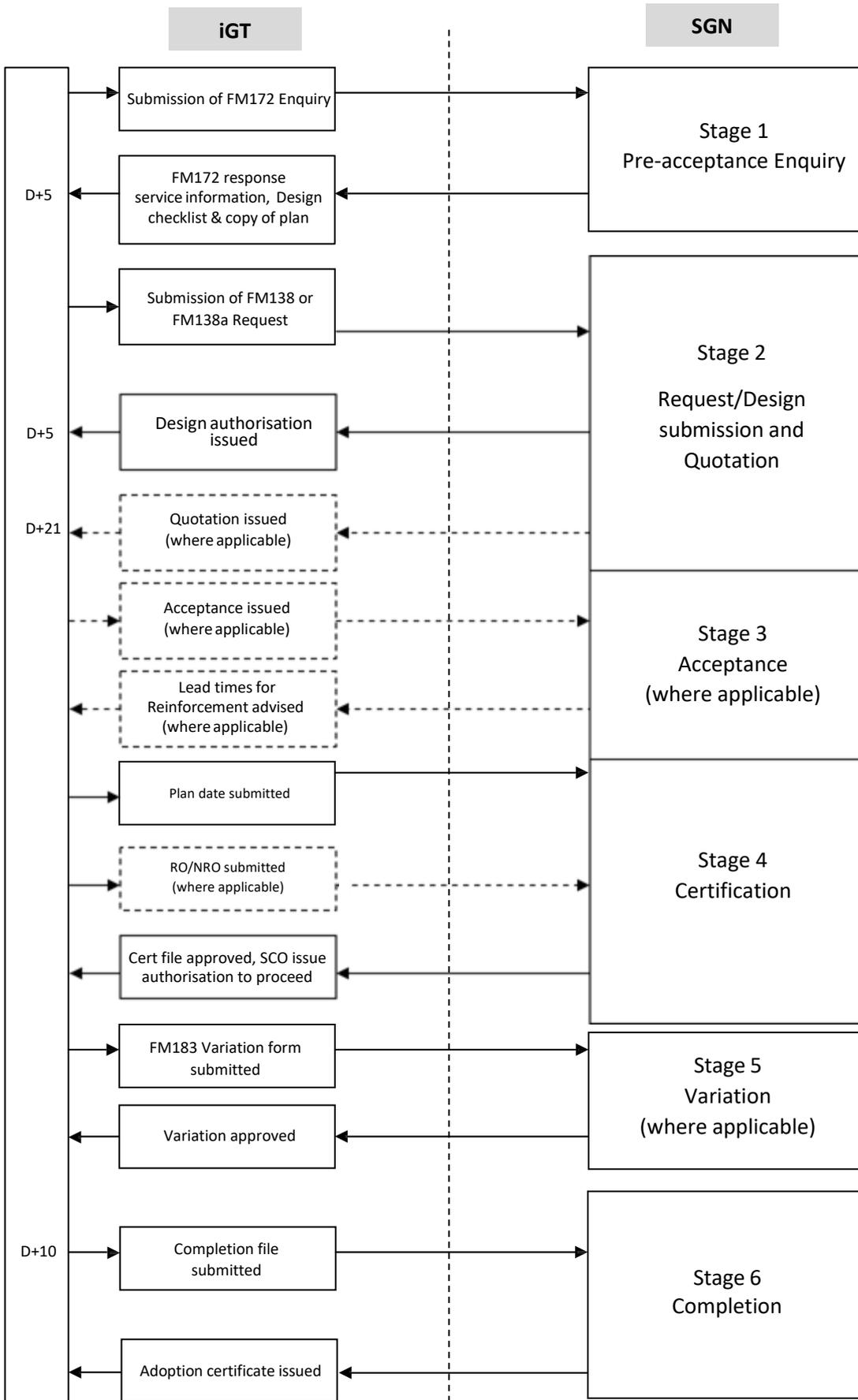
Completion File minimum information requirements are outlined in TD/101 section 7.6.3, SGN Design Submission Requirements checklist (FM139) and SGN Third Party Connections Briefing Note 28

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*'.

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 Briefing Note 12.

.Appendix 1 – High level process for iGT job progression



Appendix 2 – Content of response

A2.1 FM153 Request content of SGN response

In response to a valid FM153 Request submission, SGN will return the following documents and details:

- Formal quotation including:
 - Breakdown of costs attributed to associated reinforcement
 - Extended lead time for the availability of final connection to take place due to associated reinforcement works (*Available from Date of Acceptance Plus X Days*)
 - 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
 - Quotation validity period
 - Requirement of additional procedures to be followed including:
 - NExA
 - PARCA
 - PS/5
 - Easement
 - P/18
 - SW/2
- Design Engineering statement for:
 - Intermediate Pressure works
 - STOR (*Power Generation*) sites
 - Biomethane/Biogas injection sites
- FM173 Quotations and Assumptions sheet
- SGN Mapping extract of proposed connection point
- FM143 (*Design Authorisation*)
- FM144 (*where applicable*)

A2.2 FM153a Fastrack Request content of SGN response

In response to a valid FM153a Fastrack Request submission, SGN will return the following documents and details:

- SGN Mapping extract of proposed connection point
- FM143 (*Design Authorisation*)
- FM144 (*where applicable*)
- Extended lead time for the availability of final connection to take place due to associated reinforcement works