Error management reporting form

SGN
Your gas. Our network.

Error number _____

Please obtain Error number by calling the Error Management Team on **02394 283333** during office hours **0800-1600 Mon-Fri**.

Use this form to highlight any differences between pipe/plant on maps and those found on site.
Please complete all sections of this form to make sure we maintain a safe and secure gas supply network

SGN direct labour ☑ **or contractor** ☐

Depot/location _____

Third party contractor ☐ **Yes** ☑ **No**

Company name SGN

Name (printed) _____ **Tel** _____

Site/job address _____ **Date** _____

_____

_____ **Postcode** _____

Workstream _____ **Project/job card reference** _____

Pipe ID number (from maps)* | _____ | * | | | | | | | | | | |
Prefix

Pipe location* _____ | E | | | | | | | N | | | | | | |

	As currently shown on maps	As found
Pipe diameter		
Pipe material		
Pipe pressure		
Pipe carrier (inserted mains)		

Please provide brief details of incorrect/missing pipe, plant or geography data together with any additional PON IDs

Please indicate whether the status of this error is resolved

Resolved ☑ **Yes** ☐ **No** Responsible Team Manager _____

If the status is **unresolved**, please indicate why this couldn't be resolved on site:

Please attach a dimensioned sketch on a map to clarify the information

Please email your completed application form to **error.management@sgn.co.uk** or post it to:
Error Management Team | Data and Digitisation Unit | SGN Ltd | Walton Road | Portsmouth | Hampshire PO6 1UJ