



SGN/SEB/980

Non-Routine Operations (NRO) Contingency Planning and Initiation

Managers, Operatives and Contractors Involved with Safe Control of Operations

Introduction

An NRO requires both an on-Site and off-Site contingency plan in the event of small volume leakage, unexpected events, or catastrophic failures. They are an integral part of the NRO process to ensure that in the event of any failure, a predetermined plan can be initiated to bring conditions back to a predetermined status or isolate a section of the network. Further guidance on contingency planning is found in:

- Appendix E of SGN/PM/SCO/4 Management Procedure for SCO - Non-Routine Gas Supply Operations.

These plans will ensure your safety, as well as the safety of others and provides a consistent approach to the Safe Control of Operations on SGN's gas network.

Preparing a Contingency Plan

The initiator of an NRO, must always develop contingency plans. This will involve liaison with the Competent Person (CP), Authorising Engineer (AE) and Network Controller (NC). The process that will be followed to develop these plans are detailed below:

- Undertake an assessment of what could go wrong and list them out, for example (not an exhaustive list):
 - changes in pressures upstream or downstream,
 - failure of equipment causing no escape / manageable / unmanageable escape
 - fatigue due to extension of planned works
- Once you have a list, prioritise them into those that are likely to or could occur and those that are highly unlikely to happen.
- Focus on those that are more likely to occur and develop on-site and off-site action plans. *Note: This will involve discussion with Network Analysis to understand how these plans could impact the network.*
- Then for each of these "on and off-site" contingency plans, state the reasons for implementing the plan and the consequences of the failure.
- Detail the steps that need to be taken to ensure the safety of those on site but will either return the site to a predetermined status or isolate a section of the network.
- Ensure that the name and contact number for the AE and the NC are provided.

It is important to remember that these plans could be initiated in the event of an incident. Therefore, safeguarding life, property and supplies are paramount in any contingency plan. Any actions taken on-site or off-site must only be undertaken by trained competent managers and operatives. Understanding the competencies of the individuals on site will shape the actions that they can complete, for example:



- An acceptable on-site action could be for the team leader to attempt a small leak repair on equipment that he/she was trained to use. However, it would be an unacceptable action to have an untrained team leader to try to attempt a repair on a leak that was classed as a high-volume gas escape.

Approving the Contingency Plan

It is the AE in conjunction with NC is accountable for ensuring:

- Sufficient information has been obtained for contingency plan.
Note: Review the Network Analysis to ensure that all eventualities have been covered, for example pressure reductions, load shedding to final isolation.
- Sufficient and effective contingency plans are in place
Note: Review the assessment of potential failures and check that plans are in place and considering the competencies of those involved.
- The required facilities for emergency contingency plans are readily available, for example consider using HVGE range tool to determine safety zones and consider extending safety zones if possible.
- Preliminary work has been undertaken to determine that any contingency valves are operable.
Note: Consider trial operation of strategic valve to ensure its operation and accessibility. Update records using the SGN/PM/DR/2 error management process if valves are found to be inoperable.

Initiation of the Contingency Plan

The CP must inform the AE and NC in the event a contingency plan is implemented. The CP has no authority to deviate from the authorised NRO contingency plan unless the AE has granted authority.

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