



## SGN/SEB/978

### Non-Routine Operations (NRO) and Routine Operations (RO) Deviations

### Managers, Operatives and Contractors Involved with Safe Control of Operations

#### Introduction

The SCO procedures provide controls required on site to ensure high risk activities on SGN's network are managed safely without affecting gas supply security. The following management procedures provides guidance on when NROs and RO are required and how they are applied:

- SGN/PM/SCO/4 Management Procedure for SCO - Non-Routine Gas Supply Operations
- SGN/PM/SCO/2 Management Procedure for SCO - Routine Gas Supply Operations .

They ensure a consistent approach to the Safe Control of Operations on SGN's gas network.

#### Deviations from NROs/ROs

The Competent Person (CP) has no authority to deviate from the authorised NRO/RO unless the Authorising Engineer (AE) has granted authority. The procedures detail the process that must be followed if deviations are identified when the:

- CP identifies that the on-site conditions mean the NRO/RO cannot be carried out as authorised, then it must stop if already started.
- operation has started, if the CP identifies those circumstances have changed that necessitate ANY departure from the authorised NRO/RO, then work must stop if started or be aborted.

The following steps must be undertaken by the CP and AE:

- CP must immediately contact the (AE) to appraise them of the situation.
- The AE is allowed to make amendments to the NRO/RO. They must consider all stakeholders who have given their approval or been notified of the NRO/RO and, where necessary, contact the Network Controller to agree additional approval.
- The AE must use their engineering judgement to approve an amendment to the NRO or to abort the work. Work must not start or restart until the AE has agreed and authorised any changes. Where it is necessary to depart from the NRO/RO a full record of the agreed actions to be taken must be clearly written on the NRO/RO.
- The AE is responsible for ensuring that the impact of any proposed amendments is fully assessed and that the CP has a clear understanding of the agreed changes. Where the AE verbally approves the amendments 'off site' the agreed actions must be read back to the AE to ensure they are fully understood by both the CP and the AE before the operation restarts.
- A copy of the final annotated procedure should be forwarded to the AE for review on



completion of the operation. Where an immediate controlled solution to the change in site circumstances is not practicable, or the NRO/RO needs to be significantly rewritten, the AE should abort the operation.

## **Deviations from Engineering Procedures**

The AE or CP has no authority to deviate from engineering procedures. Where the work cannot be undertaken in accordance with current engineering procedures, the AE should refer the matter in accordance with the current deviation process. Any urgent requirement for authorisation to deviate from engineering procedures must be referred to an Operational Senior Manager and be supported by a comprehensive risk assessment.

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