SGN Third Party Connections Briefing Note 34

(Guidance on Cladding & FM138c UIP Fastrack Request for Standard Cladding)

1. Introduction to Cladding

Cladding is an application of a composite material over another and this is normally applied to provide a degree of thermal insulation and weather resistance.

When cladding is installed on the outside of a property, the whole building/property needs to be covered. This means that if any gas asset is located externally (*I.E. bolt on meter box, lateral to a first floor property or above ground entry to ground floor property*), this will need to be moved to allow the clad of the building.

When a Third Party picks up this new cladding process with a cladding contractor, it is essential that a good tracking record is kept as many requests will need to be submitted to SGN.

Cladding requests are managed via two different processes and these are based on what works will be undertaken by the Third Party: Standard Cladding and Formal Cladding. See Appendix A for examples on Standard and Formal cladding.

Assets identified for Standard Cladding works which visibly do not meet modern gas standards and are in poor conditions, should be replaced in its entirety, where permissible as per section 2 and 4 of this Briefing Note.

2. Standard Cladding

A request is processed via "*Standard Cladding*" when there is minimal disruption to an existing supply, meaning that all external gas asset is moved away from the wall to allow cladding to be added to the outside of the building and then reinstalled in the same exact location.

The vast majority of these works do not need any disconnection or interruption to supply, which mean that these supplies will remain live throughout. However there are instances where the service is disconnected at the building line and reconnected with relevant testing in order to accommodate the new cladding.

When an existing service is found while excavating to be steel (*equal or below 2"*), this will need to be replaced and re-laid in new PE in line with SGN Connections Service Charges document. These works will no longer be able to progress via Standard Cladding, but a formal request should be submitted – see Section 3 of this document.

2.1. Minimum info

The minimum information for Standard cladding is:

- UIP Fastrack Request Form FM138c, for Standard Cladding;

- Map extract with each property marked at the point of "*alteration*";
- List of each property that will be altered along with coordinates, MPRNs and postcodes in an Excel spreadsheet*;
- Photos of each supply that will be altered clearly showing meter location and all exterior pipework (*inlet and outlet*).

Without any of these documents, the request will not be progressed by SGN Third Party Connections. It is essential that clear information and photographic evidence of each existing supply is provided to avoid any delays or confusion with the progression of the new cladding request.

** Note! For a single supply complete section C, for multiple supplies use the SGN Excel Template, this can be found in the SGN TPC Documents ZIP file.*

2.2. Completion

The minimum information for completion of Standard cladding is:

- Before & after picture for each supply
- FM144/pressure test result, if required*

*The FM144 or pressure test result will need to be submitted if there is going to be an interruption to the gas supply: if a section of the supply is cut off and re-laid, the new asset will need to be tested accordingly as per IGEM/TD/4. If instead the supply remains live throughout the works, no pressure test is required.

Upon submission of a new Standard Cladding request, the UIP should inform SGN whether there will or will not be an interruption to supply – see section 5.5 of this document. However if this is not established at this stage, upon completion Third Party Connections will require written confirmation via email whether a new section of pipe has been installed and therefore the pressure test result is required.

3. Formal Cladding

A request is processed via "*Formal Cladding*" when there are any alteration works to be done on the gas asset. Below is a non-exhaustive list of examples for projects that should be submitted via Formal Cladding:

- Service alteration with change of meter location
- Steel service replacement (*Disconnect & new lay*)
- Above Ground dual service altered to two Ground Floor meter boxes**
- Abandonment of all gas asset

*** Note! SGN aims to reduce the amount of above ground steel to domestic premises and therefore above ground dual services, where permissible, should be moved to external ground floor meter boxes. When this is not permissible, please contact SGN Third Party Connections on how to progress.*

3.1. Minimum info

The minimum information for Formal cladding is

- UIP Fastrack Request Form FM138a;
- Full design issued by a GIRS accredited company;
- List of each property subject to works along with coordinates, MPRNs and postcodes in an Excel spreadsheet*;
- Photos of each supply that will be altered clearly showing meter location and all exterior pipework (*inlet and outlet*).

Without any of these documents, the request will not be progressed by SGN Third Party Connections. It is essential that clear information and photographic evidence of the existing supply is provided to avoid any delays or confusion with the progression of the new cladding request.

** Note! Please use SGN Template for the Excel spreadsheet, this can be found in SGN TPC Documents ZIP file.*

3.2. Completion

For full guidance on completion requirements for Formal Cladding, please refer to SGN Briefing Note 28 – Guidance on Completion files. Below is a general list of requirements for completion packs.

- Scaled Aslaid, including:
    - Full extent of the works (*I.E. Alteration, Disconnection or New lay*)
    - Depth of cover of any remaining pipe or new lay at appropriate intervals
    - At least two scaled dimensions from permanent fixtures
      Date of Alteration
    - Name of UIP company
    - Name of individual who produced Aslaid
    - Alteration point Easting and Northings
    - Scale (*to Industry standard*)
    - Description of works
    - Site Address
    - Relevant SGN and third party references
- Pressure Test/FM144
- MPRN(*s*)
- Valve record card including serial numbers, for all valves
- Error Management Reporting Form, if applicable
- Deviation/Variation Form, if applicable

When working on Steel service replacement, we expect the supply to be fully removed, re-laid and retested.

4. Riser works

Third Parties are not allowed to undertake any riser works on existing assets unless this has been previously agreed with SGN.

To facilitate cladding works, UIPs are allowed to disconnect/decommission risers and relay them to ground floor surface-mounted meter boxes (*or equivalent*), but SGN insists that no above-ground manifold be installed and that all new mains infrastructure be below-ground with single services installed for each supply.

Alternatively UIPs are allowed to disconnect the existing Riser and make a new CSEP Connection onto the existing SGN Network and from that point, all pipework will be adopted by an appointed iGT – in which case the new asset could be a Riser, assuming the iGT is willing to adopt it and meets the criteria for iGT adoption.

Further clarity on submission criteria can be found on SGN's website or SGN Briefing Note 3.

In this instance the UIP would need to submit a FM138a UIP Fastrack Request Form for the abandonment of the riser and a new CSEP submission an FM153a iGT Fastrack Request Form, the two requests should be submitted in tandem to ensure these are both appraised and approved in conjunction.

In all cases when a riser is to be abandoned, SGN requires the Third Party to complete a Riser Decommissioning form, which can be found on SGN TPC Documents ZIP file.

All of the works described within this section will require to follow the "*Formal Cladding*" process.

5. Standard cladding form & guidance

Third Party Connections forms are in Microsoft Word document format, utilising Text Forms and Drop Down menus shaded grey. Text form fields allow free-text entry, as required. Drop Down Fields allow the user to choose the appropriate response from a Pre-defined list.

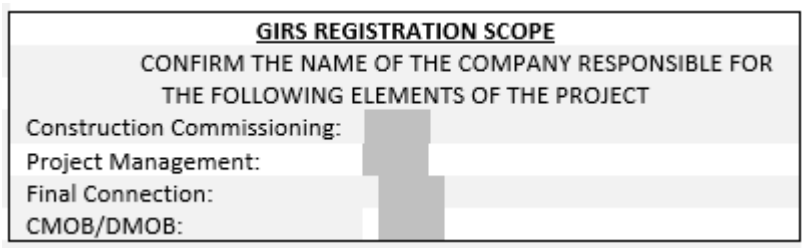
5.1. Third Party details

Date of Request: / /	UIP Reference
UIP Name:	
UIP Contact Name:	
UIP Address:	
Post Code:	
UIP Contact Telephone No:	
UIP Contact E Mail:	

Date of Request — Input the date of submission of form, this should match the date of the Email upon which the form was sent to SGN, based on a normal working day period of 09:00 – 17:00

UIP Reference number	Input the unique reference of the UIP
UIP Name	Input the name of the UIP company
UIP Contact Name	Input the name of individual from the UIP company
UIP Address	Input the Address of the UIP company
Post Code	Input the Post Code of the UIP company
UIP Phone Number	Input the phone number of the responsible person from the UIP
UIP Email	Input the Email address of the responsible person from the UIP

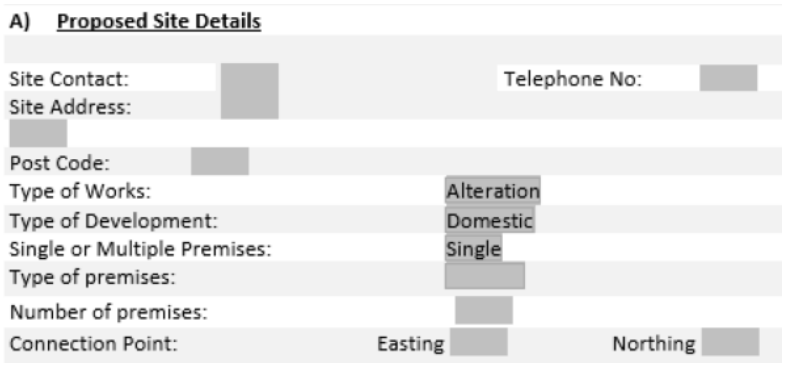
5.2.GIRS Registration scope box



GIRS REGISTRATION SCOPE	
CONFIRM THE NAME OF THE COMPANY RESPONSIBLE FOR THE FOLLOWING ELEMENTS OF THE PROJECT	
Construction Commissioning:	
Project Management:	
Final Connection:	
CMOB/DMOB:	

Input the details of the individual companies undertaking the relevant complex under GIRS. See SGN Third Party Connections Briefing Note 2 for further guidance.

5.3.Section A – Proposed Site Details



A) Proposed Site Details			
Site Contact:		Telephone No:	
Site Address:			
Post Code:			
Type of Works:	Alteration		
Type of Development:	Domestic		
Single or Multiple Premises:	Single		
Type of premises:			
Number of premises:			
Connection Point:	Easting		Northing

Site Contact	Input the Site contact name
Telephone No.	Input the Site contact
Site Address	Input the Site Address
Post Code	Input the Post Code of the site
Type of Works	This is fixed for "*Alteration*" *No other type of works can be submitted via Standard Cladding*

Type of Development	This is fixed for "*Domestic*" *No other development can be submitted via Standard Cladding*
Single or Multiple premises	Select whether the project is to alter single or multiple premises
Type of premises	Select the relevant type of premises included in the project
Number of premises	Input the number of how many premises are included in the project
Connection Point	Input the Easting and Northing for the first alteration point

5.4.Section B – Proposed Load Details

B) Proposed Load Details

The load details should not be altered or changed as part of this submission.

The load requirements for these premises cannot be changed under Standard Cladding request.

5.5.Section C – Existing Infrastructure Details

C) Existing Infrastructure Details *(Including details of the Existing Supply where an Alteration is required)*

Parent Main:	Diameter:		mm	Material:	MDPE	Pressure Tier:	LP
Service:	Diameter:		mm	Material:	MDPE	Pressure Tier:	LP
MPRN:							

For a single MPRN, complete the above. For multiple MPRNs, submit an Excel spreadsheet with Easting & Northing coordinates for each supply.

Is there going to be an interruption of supply?

If unsure, this will need to be confirmed upon completion of the works.
If Yes, the FM144 should be completed and submitted upon completion of the works.
If No, FM144 is not required.

Information for each premise/service that will be altered must be provided in an Excel spreadsheet along with MPRNs and coordinates. For a single supply, enter MPRN in section C.

Existing SGN parent main	Input the Diameter and choose the Material and Pressure tier from the drop down list of the existing SGN parent main that the proposed infrastructure is to connect onto
Existing SGN Service pipe	Input the Diameter and choose the Material and Pressure tier from the drop down list of the existing SGN Service pipe that is to be altered, if applicable
Interruption of supply* **	Select the relevant answer from the drop down list. If this has not been confirmed yet, select unsure

*** Note! Knowing whether there will be an interruption of supply is important as this will determine if a pressure test needs to be submitted or not upon completion of the works. This might not be known until the works take place, so upon completion this should be clarified via email or via pressure test results.*

5.6.Section D – Individual Plot / Service Details

Information for each premise/service that will be altered must be provided in an Excel spreadsheet.

Additional information Input any info on additional info of works

5.7.Section E – Proposed Plan dates

Input the expected planned commencement and anticipated substantial completion dates.
It is important to notify SGN if these dates are changed.

Print Name & Job Title Input name and job title of individual completing the form

Appendix A – Examples for Standard and Formal Cladding

Example for Standard Cladding

BEFORE *AFTER*

Example for Formal Cladding

BEFORE *AFTER*