

# SGN Third Party Connections Briefing Note 27

## (Plan Date Control)

### 1 Introduction

In March 2021 SGN revised the process by which third party iGTs and UIPs promote project plan dates to SGN Third Party Connections.

Historically, a formal Certification File was required, as described in IGEM/TD/101.

To streamline both internal and external processes, Formal Certification Files, accompanied by copies of Design Approval drawings are not required as standard, regardless of workstream, level of complexity or requirement to follow SCO procedures.

Third party iGTs and UIPs are still required to promote work plan and anticipated substantial completion dates to SGN Third Party Connections as and when required, for each job to be connected onto SGN's Network, but no design drawings are required nor will formalised EUSR accreditation checks be made.

FM144 and FM166 documents will still be issued as part of SGN's Design Approval process and can still be used by third parties to promote plan dates to SGN, but Emails containing specific dates or weekly spreadsheets of bulk dates are permissible.

At their discretion, SGN will however still consider the requirement for a formal Certification File should certain criteria be met, as per IGEM/TD/101 Section 8.9:

*'The GT's requirements for records shall usually be known to UIPs by means of the relevant construction adoption agreement. However, some projects require more detailed consideration and individual GTs should be contacted by the UIP at project commencement to ascertain their Certification File requirements for provision of records prior to the planned connection date. Usually, this will be applicable to projects that:*

- *Are designed for MOP exceeding 2bar*
- *Involve wayleave agreements and/or planning consents*
- *Any variations to that of the authorised design (where applicable)*
- *Are for multi-occupancy buildings, where confirmation is needed that satisfactory ventilation of risers and laterals has been achieved*
- *Are designed and constructed by a non-GIRS-registered UIP'*

Where a formal Certification File is required for a specific project, it will be made clear in the project Quotation and/or Design Approval documentation.

These changes do not overrule, supersede or negate the need for third party iGTs and UIPs to adhere to IGEM Document GL/6 and SGN SCO procedure SCO/4.

Costed Connections that SGN are undertaking on behalf of the third party do not need promoting to Third Party Connections as it is the responsibility of the SGN Operational Depot to advise Third Party Connections accordingly.

## 2 Process

### 2.1 Work plan and anticipated substantial completion date submission

- Third Party submit plan and anticipated substantial completion date for project via Email to [SOE\\_gtuip\\_sgn@sgn.co.uk](mailto:SOE_gtuip_sgn@sgn.co.uk)
  - Should project be Accepted, Approved with no outstanding connection caveats:
    - SGN Third Party Connections will update systems accordingly, no action required
  - Should project not be Accepted, Approved or have outstanding connection caveats:
    - SGN Third Party Connections will liaise with Third Party iGT/UIP stating that works cannot proceed due to specific reasons relating to the project
    - Once issues are resolved, SGN Third Party Connections will update systems and works may proceed, subject to final SCO approval if required

### 2.2 SCO Database report

- SGN Third Party Connections will run a daily report from the SGN Network Control SCO Database
  - Where a plan date is present in SGN Third Party Connections systems, no action is required
  - Where no plan date has been provided by the Third Party iGT/UIP to SGN Third Party Connections, should the job be Accepted and Approved, with no outstanding connection caveats, the date from the SCO report will be updated in SGN Third Party Connections systems accordingly
  - Where no plan date has been provided by the Third Party iGT/UIP and SGN Third Party Connections systems is not updated, should the job not yet be Accepted, Design approval has not been granted or the project contains outstanding connection caveats:
    - SGN Third Party Connections will contact the third party identifying the issues that prevent the works from proceeding through SCO
    - SGN Third Party Connections will liaise with the SCO Desk to prevent the works from proceeding due to the identified issues
    - Once issues are resolved, SGN Third Party Connections will liaise with SGN Network Control to advise outstanding issues have been resolved and works may proceed, subject to final SCO approval

## 3 Third Party UIP/iGT Responsibilities

- Third parties will submit plan and substantial completion dates for all projects via Email to [SOE\\_gtuip\\_sgn@sgn.co.uk](mailto:SOE_gtuip_sgn@sgn.co.uk)
- Where required, third parties will resolve issues that prevent works proceeding
- Third parties will follow all SCO procedures and not submit an RO/NRO to Network Control before a plan date has been submitted to Third Party Connections