

SGN Third Party Connections Briefing Note 11

(Guidance on missing Mains and EOWs)

1. Introduction

Where a third party experiences difficulty in locating existing SGN pipelines or discovers that the location of pipelines differ from what is published on valid SGN Mapping systems, commercial arrangements are in place to assist and fund additional unexpected work, when the requirements of this Briefing Note have been satisfied and warranted by a Third Party Connections Network Officer.

Where a third party experiences difficulty in locating existing SGN pipelines, reasonable on-site investigations should be undertaken in attempt to locate the asset.

Appendix A provides a process flow showing the requirements and interaction between the third party and SGN for requesting further assistance.

Appendix B provides a detailed process.

In all cases, reference should be made to the relevant contract terms for the work being carried out as per the SGN General Conditions of Contract and Final Connections Agreement.

Considerations should be made for historical asset installed to legacy standards laid considerably deeper than current specifications. In these instances, SGN Third Party Connections will identify the requirement to extend trial hole excavations deeper than the standard quoted within this briefing note. Considerations should also be made for large diameter historic Cast Iron mains which over time will 'oval' and it is therefore expected that third parties will calliper a main before attempting to fit a standard Connection Fitting. As SGN's standard connections sizes only go up to 12" Diameter pipework, any Connections proposed onto Mains greater than 12" should be callipered before connections proceed as SGN will not pay for EOWs based on non-callipered mains greater than 12".

Considerations should be made for incorrectly digitised inserted mains, where an existing carrier pipe has been inserted with PE pipe. In these instances, SGN Third Party Connections will identify the requirement to test carrier pipe for pressurised gas content and where warranted, cut a window in the carrier to ascertain the existence of an inserted main.

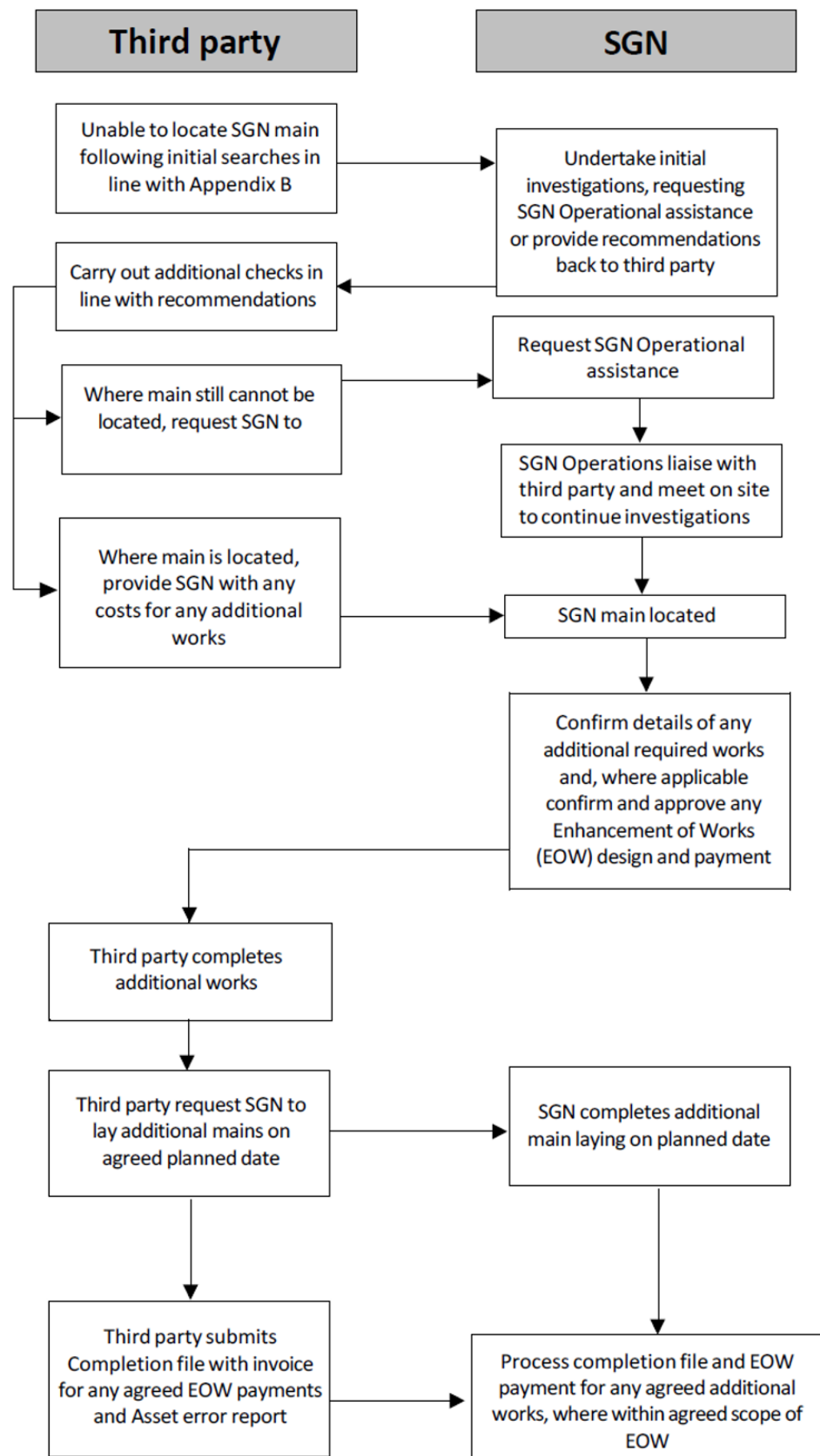
Third parties should ensure that they are using the latest version of the relevant SGN Mapping system. Requests for assistance or additional funds based on out of date mapping information at the time of investigation will not be honoured by SGN.

Where no supporting evidence has been provided for an EOW claim, the claim will be rejected until sufficient evidence has been provided, satisfying SGN requirements. Should claims for Missing Mains differ from subsequent SGN Investigations, additional costs for SGN investigations may be charged back to the requesting customer.

3. Contact details

Where a third party experiences difficulty in locating existing SGN pipelines, contact should be made to SGN Third Party Connections at: SOE_gtuip_sgn@sgn.co.uk

Appendix A – Missing asset investigation process



Appendix B – Detailed Process

1. Where SGN asset that is shown on our external mapping system does not match that of the asset location found on site, the third party should undertake reasonable investigations in attempt to locate the asset, in the following order:
 - A. Carry out visibility checks:**
 - Are there any Valve or Syphon boxes in the area or along the route of any surrounding mains and services?
 - Are there any existing reinstatement patches in the area or along the route of any surrounding mains and services?
 - Have any significant geography changes taken place since the original design plan was produced?
 - B. Initial trial hole**
 - Excavate across the full width of the area where the proposed connection point is located on the existing SGN main
 - Should this be in a footpath, the entire footpath, within reason should be excavated to a maximum depth of 1.2M
 - Should this be in a public highway, at least one lane, within reason should be excavated to a maximum depth of 1.2M
 - C. Trace existing adjacent or opposite services**
 - Existing services to adjacent properties can be traced using Service Line Tracing equipment, Precision Locators and Transmitters and Cable Avoidance Tools such as a Cat & Genny
 - Where applicable, Gas Industry Standard GIS/E48:2006 should be applied and is available from SGN upon request
 - Where applicable, SGN Specification SP/TE/P/1 should be applied and is available from SGN upon request
 - D. Second trial hole**
 - Excavate on an existing service at the expected existing mains location in the footpath or road
 - Safe digging practices should be used and excavations should not exceed a depth of 1.2M
 - E. Third trial hole**
 - Based on previous visibility checks, trial holes and information gathered on site, excavate across the full width of a different area where the existing SGN main is believed to be located
 - Safe digging practices should be used and excavations should not exceed a depth of 1.2M
 - Considerations should be made for changes in ground surface type and direction of main I.E. private land into public highway
 - F. Request support from SGN**
 - Where the requirements of sections A-E have been satisfied, SGN will accept responsibility to provide additional office-based support or on-site Operational assistance, in line with Appendix B section 2

2. In cases where the main cannot be located in accordance with the requirements of points A-E being satisfied, the third party should complete SGN Third Party Connections Form FM201 and liaise with SGN Third Party Connections requesting assistance, providing the following supporting evidence:
 - SGN Mapping systems extract showing locations, dimensions and depth of the three trial holes required under points A-E
 - Photos of trial holes and surrounding area to support claims

SGN Third Party Connections will attempt to verify mains locations and provide supporting material and recommendations to further assist the third party in locating the missing main.

When no additional support can be provided by SGN Third Party Connections and where warranted and subject to availability, SGN Operations will be contacted by SGN Third Party Connections to liaise with the third party with a view to meet on site to provide Operational support.

3. Once the location of the SGN parent main has been determined, where required under SGN's variation procedure the third party should submit a revised design submission and FM183 Variation form to SGN Third Party Connections, including the required revised works.

The third party will be expected to produce a revised design submission that complies to standards cited in SGN Specification NP/14.

Where the UIP wishes to undertake the additional works, payments will be agreed as per Appendix B section 4.

Where the third party does not wish to undertake additional works, SGN will attend site and complete additional works, subject to availability and associated operational lead times, free of charge.

4. Where the existing SGN asset has been found to be inaccurately recorded by a measure of more than 3M from its indicated position on valid, published SGN Mapping systems, the third party should complete an FM201 Missing Mains Form, inclusive of a total cost inclusive of the current rate of VAT with a revised design submission. SGN will aim to formally approve or reject the costs in writing within 5 working days.

In addition to extra material and labour costs, SGN will consider supplementary costs attributed to unforeseen traffic management or enhanced connections costs where a main is found in a different surface category, material or diameter.

Payment for additional works will only apply where SGN Mapping records were inaccurate by a factor of 3M.

Where an existing main is found deeper than as is digitised or where a main is found greater than 1.2M, SGN will consider supplementary costs for unforeseen deep excavation and trench support systems.

The third party are entitled, at any stage of the process to request SGN Connections to undertake additional unexpected laying of pipe and undertake the final connection, subject to current connections charges.

SGN can request that additional lay be upsized to meet Network Planning policy requirements and will in these instances request a cost from the third party to undertake these works, to be agreed by a Network Officer.

Note – Where SGN will be adopting asset upon completion, SGN can request the upsizing of proposed asset at any point during the lifecycle of a project, subject to agreed additional costs.

Any additional mains laid will be adopted by SGN.

In the instance of an iGT CSEP connection, the additional lay for SGN adoption will be the distance of lay between the revised and the original CSEP location and SGN will require a completion file for the additional works, separate from the CSEP completion file.

For UIP-installed asset for SGN adoption, the entire existing and additional lay will be adopted by SGN.

6. Upon completion of works, the third party will be required to submit an invoice for the pre-agreed cost for additional works with a corresponding completion file, matching the agreed enhancement of works and a subsequent Asset Error report.

Where the installed scope of works differs to the approved EOW, payments may not be made but will be subject to submission of a formal FM183 Variation.

Note - Advice can be requested from SGN Third Party Connections at any point during the lifecycle of a project.