

SGN Third Party Connections Briefing Note 34

(Guidance on Cladding Works)

1. Introduction to Cladding

Cladding is an application of a composite material over another, 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*), it will need to be slightly moved to facilitate application.

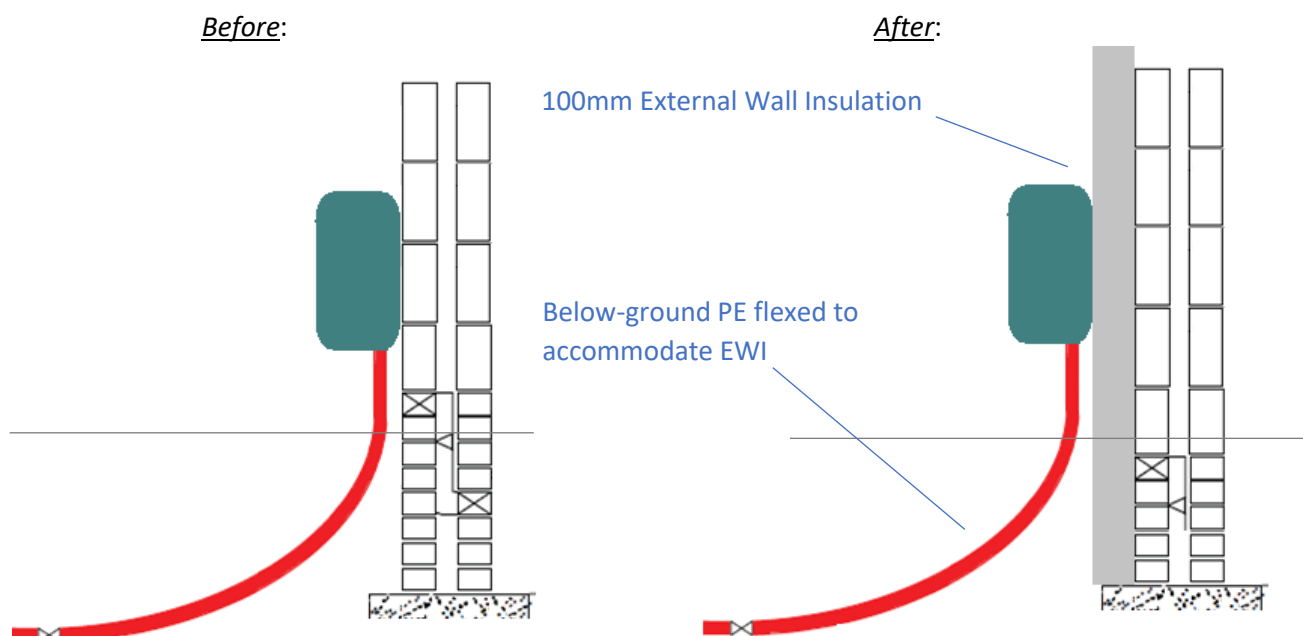
When a Third Party picks up this new cladding process with a cladding contractor, it is essential that a good tracking record is kept as many requests will need to be submitted to SGN.

Cladding requests are managed via two different processes: Standard Cladding and Formal Cladding, defined by the extent of required works.

Any affected Asset which visibly does not meet modern gas standards or is in poor condition should be replaced in its entirety, where permissible as per section 3 or 4 of this Briefing Note, as applicable.

2. Standard Cladding

A 'Standard Cladding' Request incurs minimal disruption to an existing supply, meaning that all external gas asset is moved away or 'flexed' from the wall only a minimal amount to allow cladding to be added to the outside of the building:



Standard Cladding works do not involve a disconnection nor is it expected that there will be an interruption of supply, therefore in the vast majority of cases supplies will remain live throughout. There are instances where the service is temporarily isolated at the building line, in order to accommodate the new cladding.

When an existing service is found while excavating to be steel (*equal or below 2"*), it will need to be replaced with a Polyethene (PE) supply, in line with SGN Connections Service Charges document. These works will no longer be progressed via the Standard Cladding process, and a formal UIP Request should be submitted – see Section 3 of this document for further info.

Safety Risk Assessments should be undertaken by the UIP to identify the integrity of existing buried PE assets to ensure the flexing technique is a suitable and safe method of works.

2.1. Minimum info

Minimum information requirements for a Standard cladding submission are:

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

2.2. Completion

Minimum information requirements for the Completion of a Standard Cladding project are:

- Before & after photos for each supply:
 - Photos provided must be a clear shot of the meter box and inlet pipework.

Before



After



- FM144 Pressure Test*/Soap Test** result, if required

*An FM144 Pressure Test result will need to be completed if an interruption of supply is required, ideally a below-ground PE squeeze-off. The pipe should be re-tested as per IGEM/TD/4 and Section 10 of the Approval Letter will need to be completed accordingly:

10. Installer Declaration and Test Certification – To be used when retesting Inlet Asset

EUSR Accreditation No:

Date Completed MPRN:

I hereby certify that the gas supply detailed is fit for the purpose and meets all HSE Approved Codes of Practice and guidance notes. I also enclose all the specified completion documents required under the relevant Terms and Conditions of Contract applying to the above referenced Quotation. I certify that the pipe has passed the test in accordance with the appropriate IGEM standards, and that no pipes or Asset have been altered as described in the previous authorised design submission. Plans are attached. I am authorised to sign this Certificate.

Test Pressure mbarg / barg (delete as appropriate) Test Duration mins

If a section of supply is required to be cut off and re-laid, including elbows, joints and valves, the project is no longer a Standard Cladding Project and will need to be cancelled and rebooked with SGN as a Formal Cladding job.

**If instead the supply remains live throughout the works, no pressure test is required, but where existing asset has been exposed, it should be tested with Leak Detection Fluid to confirm it is intrinsically sealed, safe and is not leaking as a result of being excavated/exposed. Section 11 of the Approval Letter will need to be completed accordingly:

11. Installer Declaration and Soap Test Certification – To be used when no Inlet Asset retest is required

EUSR Accreditation No:

Date Completed MPRN:

I hereby certify that the gas supply detailed is fit for the purpose and meets all HSE Approved Codes of Practice and guidance notes. I also enclose all the specified completion documents required under the relevant Terms and Conditions of Contract applying to the above referenced Quotation. I certify that all newly-exposed existing Pipework and Assets have passed a Soap Test in accordance with the appropriate IGEM standards, and that no pipes or asset have been altered as described in the previous authorised design submission. Plans are attached. I am authorised to sign this Certificate.

Leak Detection Fluid test results (Soap test)

Signature of Competent Person Name Position

Upon submission of a new Standard Cladding request, UIPs should inform SGN whether there will be an interruption to supply – see section 5.5 of this document for further info.

3. Formal Cladding

A 'Formal Cladding' Request involves extensive works to be undertaken on existing gas assets, where an interruption of supply is required. Below is a non-exhaustive list of examples projects which qualify as 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 proceed.*

3.1. Minimum info

Minimum information requirements for a Formal cladding submission are:

- 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 Excel spreadsheet Template, which can be found in SGN TPC Documents ZIP file.*

3.2. Works Planning

As per SGN Third Party Connections Briefing Note 27 (*Plan Date Control*), Formal Cladding works require a plan date to be submitted to SGN for each project.

Section A of the FM144 Approval should be completed accordingly and submitted to Third Party Connections.

3.3. Completion

The requirements for the completion of a Formal Cladding project can vary based on the works that have been undertaken. For full guidance on completion requirements, please refer to SGN Briefing Note 28 – Guidance on Completion files.

Below is general list of requirements for completion packs of Formal Cladding projects.

An **as-laid** is required for the following:

- Work on LP Main of any diameter and/or $\geq 63\text{mm}$ LP Service buried asset
- Disconnection of any digitisable asset (*LP Main of any diameter and/or $\geq 63\text{mm}$ LP Service buried asset*)
- Disconnection of risers
- Any Medium Pressure works
- Any other instances where an as-laid may be request as part of the approval.

SGN TPC Service Job Card – *for the new asset section only*

- This includes the pressure test details (*FM144 Section B*) as well as all information in relation to the new service that has been installed
- One per property for the new lay, MPRN to be included on this document
- Must contain information about the ECV that has been installed

SGN TPC Isolation Certificate – *for the disconnected section only*

- One per property for the abandoned asset

Additionally the following may be requested, when/if applicable:

- Network Riser decommissioning form – *for each abandoned riser*
- Variation Form
 - This is required if the scope of the works changed from the approval, disconnection point completed in a different location, a “*Minor Variation*”
- Error Management Reporting Form
 - This is required if there is digitised asset in a wrong location or if mains are not digitised
- Valve Record Card required for
 - PIV (*Pipe Isolation Valve*)
 - SEFV (*medium pressure only*)
 - SIV (*Service Isolation Valve*)
 - Any other buried valve

Before & after photos are required for all Cladding projects. Photos provided must be a clear shot of the meter box and inlet pipework:

Before



After



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

A screenshot of a Microsoft Word form titled 'Third Party details'. The form contains several text input fields and two dropdown menus. The fields are: 'Date of Request:' followed by a date picker (DD/MM/YYYY), 'UIP Reference' followed by a dropdown menu, 'UIP Name:', 'UIP Contact Name:', 'UIP Address:', 'Post Code:', 'UIP Contact Telephone No:', and 'UIP Contact E Mail:'. The dropdown menus are shaded grey.

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” <i>No other type of works can be submitted via Standard Cladding</i>
Type of Development	This is fixed for “Domestic” <i>No other development can be submitted via Standard Cladding</i>
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(s) information to be provided via Excel spreadsheet along with Easting and Northings 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.

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

D) Individual Plot /Service Details:

Information for each plot/service that will be altered under this request to be provided in an Excel spreadsheet.

Additional Information:

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

E) Proposed plan dates:

Works on Site are anticipated to commence on:

/ /

(Please note we are not able to accept ASAP as a response)

Anticipated substantial completion:

/ /

(Please note we are not able to accept ASAP as a response)

Anticipated plan dates should be kept up to date with SGN Third Party Connections.

UIP to notify SGN for any delays/postponed plan dates

Print Name & Job Title:

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