

# **Design pre- authorisation process for signatories to the UIP/GT Connection, Service Disconnection and Service Alteration Agreement – UIP/IGT briefing note 16 (version 2.0)**

## **1. Introduction**

On 5 November 2007 Cadent introduced a simplified design authorisation process for certain categories of connections or alterations to its gas distribution network. The introduction of this facility followed a public consultation during early 2007 and offers eligible UIP/IGT customers the option to 'Fast Track' their requests without the need for prior authorisation of their design submission.

For categories of work within scope, the UIP/IGT customers are still required to submit their design but do not need to obtain authorisation before progressing to the construction phase, further reducing the overall timeline and interaction with Cadent.

Following a review of the process some changes have now been made. This briefing note provides details of the amended process, the acceptance criteria, the revised scope of works included in the scheme and the design submission audit process for UIP/IGT customers that wish to use this facility.

## **2. Background**

Under the previous requirements, Cadent required all design submissions received from UIP/IGTs for connection, service disconnection & service alteration to be individually authorised before works were permitted to commence on site. This requirement included designs submitted by Gas Industry Registration Scheme (GIRS) accredited UIP/IGTs that are designed in accordance with Cadent's published design criteria.

To facilitate the pre-authorisation process the contract terms were revised to reflect the changes to the design approval process. A revised UIP/IGT connection, service disconnection and service alteration agreement has been introduced.

### 3. UIP/IGT acceptance criteria

Only UIP/IGT customers that meet the following criteria will be eligible to use this new design facility;

- UIP/IGTs registered under the appropriate category of GIRS
- the UIP/IGT must be a signatory (or be an agent to a signatory) to the revised terms of the UIP/IGT connection, service disconnection and service alteration agreement
- The UIP/IGTs will be required to demonstrate that their current design submissions within the pre authorisation scope are designed in accordance with industry standards and any additional Cadent requirements, as specified in published documents;
  - T/SP/NP/14/E
  - T/SP/SER/8
  - T/SP/NP/10/E
  - FM139 Design submission requirements checklist

All the above documents are available to download from the Cadent website at [www.cadentgas.com](http://www.cadentgas.com)

- Parameters for entry on scheme
  - The UIP/IGT has demonstrated that their designs are capable of meeting the design criteria as defined in Gas Industry Guidance GIG2.
  - The UIP/IGT has had less than 10% minor and no major deficiencies, with regard to design criteria, in the 3 month period prior to acceptance, and have committed in writing to address these with a duly completed and acceptable action plan. (Details of the Minor and Major categories can be found in Appendix 1).
  - The UIP/IGT has submitted a minimum of 20 jobs prior to acceptance onto the scheme, (ideally this will be within the 3 month period prior to acceptance onto the scheme but consideration will be given to submission of jobs upto 12 months prior to acceptance).

Following entry onto the scheme, design submissions will be assessed on a 4 month rolling period. On a monthly basis 10% of the designs submitted will be audited to ensure compliance with the second parameter detailed above. Failure to meet the required standard will result in a warning. A second failure in the 4 month rolling period would result in UIP/GT being immediately removed from the scheme. This process will be managed via e-mail with a copy of the audit report being provided on a monthly basis to the principle customer.

#### **4. Scope of works included**

The following categories of work shall be included within scope of the simplified design authorisation process;

- Requests that fall within the guaranteed capacity defined in standard design tables A.2 & 3 in T/SP/NP/14/E or where the request follows a valid land enquiry (90 days).

##### **UIP work categories**

- all services within the scope of T/SP/NP/14/E Table A.5, A.6, A9 & A10
- default service design for all MP systems – T/SP/NP/14/E Table A.7
- low or medium pressure service alterations - T/SP/NP/14/E Table A.8
- service disconnections

##### **IGT work categories**

- All IGT mains connections within the scope of T/SP/NP/14/E tables A.4, A.9 & A.10.

#### **5. Simplified design process**

- The UIP/IGT customer submits their 'Fast Track' acceptance in the normal way, indicating on the FM138a/153a form that they would like to submit the design using the Pre-Authorised process.
- A design submission (including any variation, where applicable) will still be required for each request.
- Cadent will issue an email acknowledgement to the UIP/IGT confirming that the request / design has been received.

Cadent will not validate the individual design submission but will confirm acceptance of the request onto the scheme within 3 days of receipt of the request.

Cadent will undertake audits to ensure compliance with the published design specification and requirements. These audits may be undertaken at any stage in the connections process.

- Where the design submission does not comply with the published design criteria the UIP/IGT will be required to undertake any remedial works, as soon as reasonably practicable, to the required standard.

There will be no change to the existing RO/NRO, Certification, due diligence site audits or completion stages of the process.

## 6. Design submission audit process

To ensure the UIP/IGT remains compliant with the published design criteria (see section 3) Cadent will undertake audits of their design submissions and will send email notification of performance on a monthly basis to the principle customer.

Where failure to comply with the published design criteria is identified;

### Stage 1

- A warning e-mail will be issued stating to the principle customer that the required standard has not been met.
- Confirmation of the rejection reasons will be given to the UIP/IGT.
- Stage 1 non-conformance will be invoked when failure to meet the required standard is identified once in a 4 month rolling period.

### Stage 2

- Formal written notification will be issued to the UIP/IGT confirming that they are no longer eligible for the simplified design process and that authorisation will be required for all future design submissions.
- Confirmation of the rejection reasons will be given to the UIP/IGT.
- Stage 2 non-conformances will be invoked when failure to meet the required standard twice in a 4 month rolling period is identified.
- Performance will continue to be monitored with monthly e-mails confirming rejection reasons. Once it has improved to again demonstrate compliance with the design acceptance criteria and the parameters for the scheme (as specified under Section 3) the UIP/GT will be eligible to rejoin the scheme.

## 7. Implementation

The revised scheme is to be implemented from 1 February 2009. Customers wishing to take up the facility or have any questions regarding the content of this briefing note are requested to contact Network Strategy in the first instance. Contact details below: -

E-mail -  
[nsquoteac@cadentgas.com](mailto:nsquoteac@cadentgas.com).  
Telephone – 01455 231649

## Appendix 1

### Categories for Minor and Major deficiencies

Item	IGE/TD/101 Reference	Rejection Reason	Major or Minor Rejection
1	6.2.2	Site Plans - Site Location - Missing/Illegible or incorrect location - reinforcement required.	Major
2	6.2.2	Site Plans - Detailed Site Plan - Missing/Illegible or incorrect location - NP14 standard design services <=63PE.	Minor
3	6.2.2	Site Plans - Detailed Site Plan - Missing/Illegible or incorrect location - all mains & any services >63PE and/or >63m.	Major
4	6.2.2	Site Plans - Defining Mains & Services - Incorrect interpretation - designed with mains element when not justifiable.	Minor
5	6.2.2	Site Plans - Defining Mains & Services - Incorrect interpretation - designed as service only when future development is clear/justifiable.	Major
6	6.3	Demand Details - Individual Premise - load/demand incorrect - services <=63PE.	Minor
7	6.3	Demand Details - Individual Premise - load/demand incorrect - all mains & any services >63PE.	Major
8	6.3	Demand Details - Multiple Premises (main with >1 service) - load/demand incorrect (inc diversity not in line with GL/1).	Major
9	6.3	Demand Details - Non Standard Consumption - not identified/designed to meet off peak conditions.	Major
10	6.3	Demand Details - Further Demand - not identified/included in design.	Major
11	6.4	Pressures - Source Pressure - Incorrect - LP service only.	Minor
12	6.4	Pressures - Source Pressure - Incorrect - all other job types.	Major
13	6.4	Pressures - Design Minimum Pressure - maximum mains / service pressure drop exceeded.	Major
14	6.4	Pressures - Velocity - maximum exceeded - services <=63PE (>15m/s but <=40m/s).	Minor
15	6.4	Pressures - Velocity - maximum exceeded - all mains & any services >63PE (>40m/s).	Major
16	6.5	Design Method - Sizing of mains/services - input error in design tool resulting in sizing errors.	Major
17	6.5	Design Method - Pipe Data - Design tool lengths do not match plan lengths.	Major
18	6.5	Design Method - Demand Data - demands not allocated correctly in design tool.	Major
19	6.5	Design Method - Altitude - no consideration given to altitude effects.	Minor
20	6.6	Security of Supply - SOS - no consideration to SOS (i.e. twin stream governor required) See IGE/GL/1 & IGE/TD/13.	Major
21	6.7	Planning of Construction - services <=63PE route - predictability of route/Consent/Easement issues.	Minor
22	6.7	Planning of Construction - all mains & any services >63PE route - proximity distance/Easement issues.	Major

<b>Item</b>	<b>IGE/TD/101 Reference</b>	<b>Rejection Reason</b>	<b>Major or Minor Rejection</b>
23	6.7	Planning of Construction - Materials services <= 63PE - connection type/materials not in line with TD4.	Minor
24	6.7	Planning of Construction - Materials all mains & any services >63PE - connection type/materials not in line with TD4.	Major
25	6.7	Planning of Construction - entry into building - services <=63PE - unsuitable meter location, entry method or meter house ventilation.	Minor
26	6.7	Planning of Construction - entry into building - all mains & any services >63PE - unsuitable meter location, entry method or meter house ventilation.	Major
27	6.7	Planning of Construction - Installation Planning services <=63PE - insufficient depth of cover, clearance from other utilities, valve location.	Minor
28	6.7	Planning of Construction - Installation Planning all mains & any services >63PE - insufficient depth of cover, clearance from other utilities, valve location.	Major
29	6.8	Governor Installation - Capacity - should be designed on minimum inlet and maximum outlet pressures.	Major
30	6.8	Governor Installation - Velocity - inlet & outlet velocity <=20m/s unfiltered or <=40m/s filtered.	Major
31	6.8	Governor Installation - Safety Device Settings - incorrect settings (Engineering Bulletin 022).	Major
32	6.8	Governor Installation - Location - unsuitable location.	Major
33	6.8	Governor Installation - Housing - unsuitable in line with TD13.	Major
34	6.10	Design Records - minimum information not supplied/documentation missing.	Major
35	IGE/G5	Riser/Manifolds Design - position/size/material - does not comply with G/5.	Major