

# Completion File Checklist V2.4

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## Parent Main Information

Requirement	As Laid	Job Card	Additional Information
Existing geography provided as shown on Cadent Maps	✓	✓	Job Card – Only if 32mm LP service
New geography provided with points of reference to existing geography	✓	x	
Parent main material	✓	✓	
Parent main diameter	✓	✓	
Parent main pressure	✓	✓	
Depth of parent main	✓	✓	A depth of cover is required if the parent main has been excavated on

## CSEP Information

Requirement	As Laid	Job Card	Test Certificate	Additional Information
Dimensions	✓	x	x	2 Dimensions to each critical point required from permanent geography
Material	✓	✓	✓	
Diameter	✓	✓	✓	
Pressure	✓	✓	✓	
Route	✓	x	x	Pipework route clearly marked
Connection type	✓	✓	x	
CSEP Depth of cover	✓	✓	x	A depth of cover is required for change in geography or every 100m
Date Laid	✓	✓	x	
Date Commissioned	✓	✓	✓	
Name & initials of who carried out the work inc. company	✓	✓	x	

## New Main(s) Information

Requirement	As Laid	Job Card	Test Certificate	Additional Information
Route	✓	x	x	Pipework route clearly marked
Dimensions	✓	x	x	2 Dimensions to each critical point required from permanent geography
Material	✓	✓	✓	
Diameter	✓	✓	✓	
Pressure	✓	✓	✓	
Length	✓	✓	✓	
SDR	✓	✓	✓	
Connection type	✓	✓	x	
Joint type	✓	✓	x	
Lay Method	✓	✓	x	
Depth of cover	✓	✓	x	A depth of cover is also required for change in geography or every 100m
Date Laid	✓	✓	x	
Date Commissioned	✓	✓	✓	
Location of Special Crossings inc. Sleeving	✓	x	x	
Name & initials of who carried out the work inc. company	✓	✓	x	

## New Service(s) Information

Requirement	As Laid	Job Card	Test Certificate	Additional Information
Route	✓	✓	x	32mm LP services are only accepted on a Job Card if the pipe route is clearly marked
Dimensions (Excluding 32mm PE or below)	✓	x	x	2 Dimensions to each critical point required from permanent geography
Material	✓	✓	✓	
Diameter	✓	✓	✓	
Pressure	✓	✓	✓	
Length	✓	✓	✓	
SDR	✓	✓	✓	
Connection type	✓	✓	x	
Joint type	✓	✓	x	
Lay Method	✓	✓	x	
Depth of cover	✓	✓	x	A depth of cover is also required for change in geography or every 100m
Date Laid	✓	✓	x	
Date Commissioned	✓	✓	✓	
ECV Location	✓	✓	x	
MPRN	✓	✓	x	MPRN should be live and addresses match
Name & initials of who carried out the work inc. company	✓	✓	x	

## Disconnection Information

Requirement	As Laid	Job Card	Additional Information
Route of abandoned pipe (if known)	✓	✓	32mm LP services are only accepted on a Job Card
Disconnection Point	✓	✓	
Dimensions	✓	✓	2 Dimensions required to the disconnection point if a stub is being retained.
Material	✓	✓	
Diameter	✓	✓	
Pressure	✓	✓	
Length	✓	✓	
Decommissioned Method	✓	✓	
Date Decommissioned	✓	✓	
MPRN (if known)	✓	✓	
Name & initials of who carried out the work inc. company	✓	✓	

## Valve Card Information

Requirement	As Laid	Valve Card	Additional Information
Location of valves	✓	✓	
Sketch (use As Laid if not on valve card)	✓	✓	
Site Photographs (IP/HP only)	x	✓	
Site Address	x	✓	
Grid References	x	✓	
Project Reference	x	✓	
Engineers Name	x	✓	
Date Installed	x	✓	
Date Commissioned	x	✓	
EURS Number	x	✓	
Unique Valve Number (only required for M1 valves)	x	✓	Provided at Design Stage
Valve Serial Number	x	✓	
Valve Diameter	x	✓	
Classification	x	✓	
Subtype Function	x	✓	

## Valve Card Information Continued

Requirement	As Laid	Valve Card	Additional Information
Operating Pressure	x	✓	
Orientation Ground (above, below ground or partial)	x	✓	
Orientation (horizontal or vertical)	x	✓	
Valve Position (open/closed)	x	✓	
Operational Status (commissioned)	x	✓	
Manufacturer	x	✓	
Model	x	✓	
Type of Valve	x	✓	
Valve Material	x	✓	
Flange Details (only required for M1 valves)	x	✓	
Double Isolation & Bleed (only required for M1 valves)	x	✓	
Direction to Close (CW/ACW)	x	✓	
Number of Turns	x	✓	
Pressure Points Fitted (only required for M1 valves)	x	✓	



## Valve Card Information Continued

Requirement	As Laid	Valve Card	Additional Information
Rider Points Fitted (only required for M1 valves)	x	✓	
Rider Point Size (only required for M1 valves)	x	✓	
Body Vent Fitted (only required for M1 valves)	x	✓	
Valve Cover/Marker (only required for M1 valves)	x	✓	
Marker Plate Present (only required for M1 valves)	x	✓	
Was BA worn during (only required for M1 valves)	x	✓	

## Test Certificate Information

Requirement	Test Certificate	Additional Information
Project Name	✓	
Project Reference number	✓	
Start & End Location	✓	
SDR	✓	
Diameter	✓	
Pipe Density (MP & above only)	✓	PE80/PE100
Length	✓	
Design Pressure (MOP)	✓	
Test Pressure	✓	
Test Specification	✓	
Initial Pressurisation (Date, time & name)	✓	
Test Commenced (Date, time & name)	✓	
Test Period	✓	LP (350 mbar) MP (3 bar) Its shall be 15 minutes minimum
Conditioning Time (2hrs but a minimum of 30 mins)	✓	

## Test Certificate Information Continued

Requirement	Test Certificate	Additional Information
Creep Allowance (MP & above only)	✓	
Test Start, End & Pressure Readings (Date & Time)	✓	
Intermediate Readings (tests over 2hrs)	✓	
Absolute Pressure (if test period is more than 2hrs)	✓	
Ground Temperature (if pipe work exposed or IP/HP)	✓	
Gauge Make/Model	✓	
Gauge Serial number	✓	
Calibration Expiry Date	✓	
Permissible Loss	✓	
Actual Variance	✓	
Pass or Fail	✓	
Test Accepted by (name, date & time)	✓	
For 32/63mm LP services tested at 100mb 5 minutes with no loss we only require - Project address (or plots tested), Test Pressure, Date, Name and if they used a Water gauge or Manometer		

## IP Projects

Requirement	As Laid	Valve Card	Individual Documents
Signed GL5 Part D	x	x	✓
Signed GL5 Part E	x	x	✓
Valve Post Locations	✓	✓	x
Marker Post Locations (where applicable)	✓	✓	x
Coating and Paint Records	x	x	✓
Torque Records	x	x	✓
Welding Reports	x	x	✓
CIP's Report (where applicable)	x	x	✓
Cathodic Protection Post Locations (where applicable)	✓	x	x
Post commissioning QA requirements (where applicable)	x	x	✓

## Governor Card Information

Requirement	As Laid	Governor Card	Additional Information
Location of governor	✓	✓	
Governor Number (Site ID)	x	✓	Should be requested at design stage
Date Governor Fitted	x	✓	
Inlet Pressure	x	✓	
Inlet Valve Size	x	✓	
Max Inlet Pressure	x	✓	
Max Outlet Pressure	x	✓	
Design Capacity	x	✓	
Regulator Manufacturer	x	✓	
Regulator Model	x	✓	
Number of Streams	x	✓	
Bypass Facility	x	✓	Full, partial or none
Installation	x	✓	New, fully replaced or partially replaced
Operate and Maintain to Commission	x	✓	Yes or no
Site Type	x	✓	Industrial, commercial, domestic or district
Engineer Name	x	✓	
Housing	x	✓	
Sketch of location	x	✓	
Breathing Apparatus Worn?	x	✓	Yes or no
Fully Integrated Sealed Governor Unit?	x	✓	Yes or no