

## **Introduction of service pipe alterations and disconnections by Authorised Utility Infrastructure Providers (UIPs) (UIP/GT Briefing Note 6)**

### **1. Introduction**

In July 2002 Cadent implemented the final connections process, allowing authorised third parties to complete final connections to Cadent's below 7 bar network. To further facilitate competition Cadent has developed a competitive framework that will allow authorised third parties to carry out both service pipe alteration and disconnection works to its below 7 bar networks. This briefing note gives details of Cadent's process for managing service pipe alterations and disconnections by a third party.

Cadent implemented the new service pipe alterations and disconnections process from 15<sup>th</sup> September 2003.

### **2. Cadent process changes**

To facilitate UIP service pipe alterations and disconnections to Cadent's below 7 bar networks, the following processes must be followed:

- Safe Control of Operations (SCO)
- Gas Industry Registration Scheme (GIRS)
- UIP/IGT Connection, Service Disconnection and Service Alteration Agreement
- Project submission process

#### **2.1 Safe Control of Operations (SCO)**

In line with the final connections process UIP's wishing to complete service pipe alterations or disconnections will be required to nominate competent individuals to act as Authorising Engineers (AE's) and Competent Persons (CP's) to manage and control the service connection or disconnection in line with Cadent's SCO procedures. The application process is detailed in the Cadent UIP/GT Briefing Note 1.

Job specific submissions will require the submission of a routine or non - routine operational procedure (as defined in Cadent's SCO procedures). Further details are given in section 2.4.

#### **2.2 Gas Industry Registration Scheme (GIRS)**

UIP organisations must be registered under the Gas Industry Registration Scheme (GIRS) for Design, Construction/Commissioning/Connections (Routine) (for connections/disconnections not covered by IGE/GL/6) and additionally for the relevant Connections (Non Routine) scopes (for connections/disconnections covered by IGE/GL/6).



The Design, Construction/Commissioning/Connections (Routine) and Connections (Non Routine) scopes under GIRS must be held by the UIP customer or their sub contract organisation.

Where a UIP is not registered under the Design, Construction/Commissioning/Connections (Routine) and Connections (Non Routine) (if applicable) GIRS registration, the UIP must have Project Management registration and use sub contractors who are GIRS registered.

The GIRS registration details should be indicated on the UIP request form.

### **2.3 UIP/IGT Connection, Service Disconnection and Service Alteration Agreement**

The UIP will need to enter into the UIP/IGT Connection, Service Disconnection and Service Alteration Agreement prior to making a request. The terms and conditions will apply for all further customer service pipe alteration or disconnection works requested by the UIP as well as final connections. The Agreement will replace the Final Connections Agreement. UIP customers who sign the Agreement must confirm arrangements for compliance with the GIRS registration in section 2.2 and SCO registration in section 2.1. The contract signing process is detailed in UIP/GT briefing note 1.

### **2.4 Project submission**

The UIP project submission process has been amended to allow the customer to carry out their own service pipe alteration or disconnection, subject to the registration/contract requirements in section 2.1, 2.2 & 2.3 above. The customer interface process for individual projects is detailed in Appendix 1 and consists of 5 stages aligned to the current UIP process. The process changes are as follows;

#### **Stage 1 – Initial Enquiry**

This stage allows an authorised UIP (For service alterations and disconnections) to request available information regarding the existing service pipe. It should be noted that information can be gained from the site and Cadent's mains records on CD ROM and therefore the UIP may wish to omit this step.

The request can be made on the amended UIP enquiry form (CONN\_137) and must contain the Minimum Information in Appendix 2.

Cadent will identify information available for the existing service pipe from office based data systems and provide these to the UIP customer. The potential information available is listed in Appendix 2. Cadent will also confirm design requirements.

Where locational information is not known it will be the responsibility of the UIP to identify these from trial holes on site. The UIP will also need to confirm the pressure of the service on site.

Cadent aims to provide the available information listed in Appendix 2 within D+5 working days of receipt with a 90% planned performance level (PPL) in line with the current UIP land enquiry process.

### **Stage 2 – Alteration / Disconnection Authorisation Request**

This stage allows a UIP customer to make a request to alter or disconnect an existing service pipe. It also includes the provision of network analysis pressures where requested and a quote for any associated reinforcement for increased loads.

The request can be made on the amended UIP request form (CONN\_FM138) and must contain the Minimum Information in Appendix 2. The customer will also need to submit a design submission for the alteration and/or disconnection in line with the amended Design Submission Requirements form CONN\_FM139. Cadent will validate the design submission in line with the IGE/TD/101 principles and Cadent's Engineering requirements and provide an authorisation for construction if acceptable.

Cadent's engineering requirements for service pipe alterations & disconnections are detailed in Cadent's Third Party Engineering Bulletin 3EB/1 "Service Alterations & Disconnections."

Where  $\leq 2$ " Steel Services are identified the UIP will be required to fully relay the service. Cadent will pay an allowance for the relay work in line with Cadent's Connections Charges Services Document. This can be found on Cadent's web site at [www.cadentgas.com](http://www.cadentgas.com) / Gas / Charging / Connection Charges / Publications.

If the UIP customer wishes to request available pressure information within the scope of the pressure matrix (see UIP/GT briefing note 4) the work will be subject to a charge in accordance with Cadent standard charges. Where Network analysis is applicable Cadent will provide the available pressure and any associated reinforcement and provide a quotation to the customer. Cadent aims to send any quotation documentation to the requester within D+12 working days of receipt (quotations involving reinforcement) and D+8 working days of receipt (quotations without reinforcement) with a PPL of 90%.

### **Stage 3 – Reinforcement**

Where a quotation has been provided for reinforcement and pressure, the UIP will be required to send an acceptance. Cadent will then confirm planning dates for any reinforcement required.

### **Stage 4 – Construction**

Following authorisation of the construction works the UIP should notify Cadent of the planned start dates in order for Cadent to plan any required site audits. The UIP should carry out the works in accordance with the agreed authorisation. Where there are any variations on site these must be approved by Cadent prior to completion. Variations may be submitted in accordance with Section 8 of IGE/TD/101.

### **Stage 5 - Connection**

Prior to the live connection or disconnection works the UIP customer is required to submit a certification file in line with the amended Design Submission Requirements checklist CONN\_FM139. If the certification file is not received by the required lead time prior to the date of connection, clearance to proceed will not be granted. The required lead times are given in the UIP/GT connection, service disconnection and service alteration agreement.

Where the works require a routine or non-routine operational procedure the procedure must be sent to the Network Controller at least 5 days prior to connection / disconnection. The exact lead times are given in the UIP/GT connection, service disconnection and service alteration agreement. The connection / disconnection works must not take place until the Network Controller has given clearance to proceed.

Where the connection / disconnection works involve  $\leq 63\text{mm PE}$  (or  $<50\text{mm}$  nominal inside diameter steel) the requester must submit section A of the “Application for a low pressure service connection/service disconnection not exceeding 63mm diameter to the Cadent Network” letter. Following clearance to proceed the UIP customer carries out the service connection / disconnection works. Cadent may carry out an audit on the service connection / disconnection works. The observer has the authority to stop the work proceeding if the works are not fit for purpose.

On completion the UIP submits completion documents in line with the amended Design Submission Checklist CONN\_FM139 checklist. Where a steel service has been relaid the UIP should send an invoice for the appropriate allowance in accordance with Cadent’s Connections Charges Services Document. Cadent will process the invoice following validation of the payment and all completion documentation.

### **3. Meter Works**

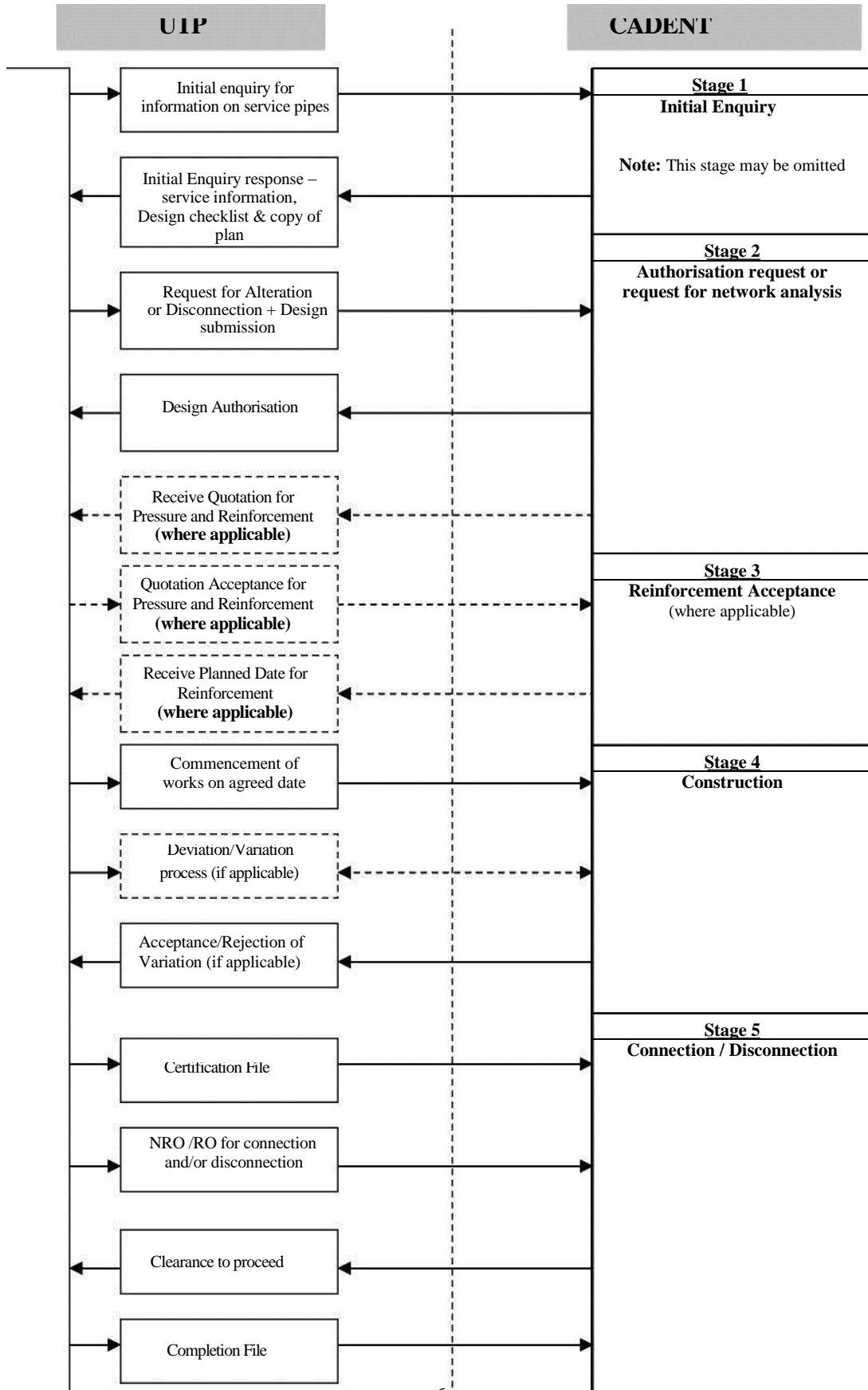
The UIP is required to arrange all associated meter works with the consumer and the Supplier. Meter works should be progressed through the current meter works options.



#### 4. Escalation of workload

Where a UIP plans to increase their volume of service alteration or disconnection requests above their current UIP new supply volumes, the UIP is requested to provide as much notice as possible to the Network Policy (UIP/GT) Manager to enable Cadent to assess any systems or manpower impacts.

**Appendix 1 – High Level Process for Service Pipe Alterations and Disconnections by Authorised Utility Infrastructure Providers (UIPs)**



## Appendix 2 – Minimum Information Requirements

### 2.1 Initial request for minimum information.

- Name and address of requesting organisation.
- Type of job – indicate “Disconnection information request” or “Alteration information request”.
- Site name.
- Site address and postcode.
- Location or OS reference (only required if site address and postcode are not available).
- Plan showing exact location including termination.
- MPRN (where known).

### 2.2 Initial request information provision.

Cadent will confirm the following details;

- Confirmation of Live Gas Supply.
- Confirmation of MPRN.
- Network pressure tier of service pipe.
- End of service physical connection details, including diameter and material (where available).
- Dual service details (where available).
- Copy of plan with service route, diameter and material indicated (if known).

### 2.3 Authorisation Request Minimum Information.

Alterations

As CSOS 7 with the following amendments;

- Item 2 Job Type – indicate ‘Service Alteration’
- Item 12ii/13/14 – not required
- MPRN to be provided (where known)
- Requester name/company name & address details

Disconnection

As CSOS 7 with the following amendments;

- Item 2 Job Type – indicate ‘Service Disconnection’
- Items 3/8/9/10/11/12ii/13/14/15 – Not required
- MPRN to be provided (where known)
- Disconnection requester name/company name & address details