

Third Party Connections (IGT & UIP)

Certification File Briefing Note

1. Introduction

This briefing note outlines the certification records Cadent require for assets to be owned and operated by Cadent, in line with Section 10 of IGEM/TD/101. This is being implemented following a review of the information currently received and considering Cadent's legal and statutory requirements as the Gas Transporter. This note, combined with its supplementary structure template, sets out the required information, timelines for submission, review, and acceptance for work >2bar and ≤7bar carried out by third parties.

2. Certification File

The certification file shall contain the certification and records that the project has generated during its design, construction, testing and commissioning phases. The timeline of submission is noted in the templates with a guiding checklist. The structure of the file is templated below in Section 4 (and available on Cadent's website). It will typically contain 2.2 and 3.1 certificates (BS EN 10204) for the materials, Strength and Tightness test certificates, associated records and other key information for review. Where required proof of kitemark and order receipt forms may be used (this is typically for PE fittings).

The Cadent Project Manager allocated to the works, at design authorisation, will be responsible for ensuring there is a secure channel via either Egress or SharePoint for information to be shared in a structured manner between both parties.

All certification required prior to commissioning will need to be reviewed and approved prior to Clearance to Proceed being granted.

3. Process

Cadent require the pack to be submitted in line with the supplementary structure, as per Section 4. Timely submission of certification is essential to ensure it does not delay the project.

The below is indicative of when information should be available, Pre-Commission and Post commission timelines.

Construction actives Pre-Commissioning (Non exhaustive)

- 3.1 Material certification for pipe, bolts, gaskets & jointing
- Hot works to include consumables WPS, Fabrication, flange certification.
- MTO should subject to design alteration match requirements.
- Deviation and or technical query approvals
- Pressure test certification (to be reviewed to support and remove rejection post commission)
- Hot works Weld Maps, connection Tee,
- Certificate of Conformity of all jointing
- Coating procedure

- All qualifications in relation to hot works, painting inspection, commissioning requirements
- Governor data sheets and set points.

Post Commission (Non exhaustive)

- Maintenance requirements
- Coating Inspection records
- Cathodic Protection records

Cadent will undertake a review of the outlined information prior to the commissioning of the asset unless activities are agreed to take place post commissioning e.g., wrapping of valves.

These requirements may change when Cadent is only adopting the connection on an IGT installation.

4. Templates

Templates can be found on the Cadent website

5. References

GIG/2 - Gas Industry Guidance Document - Section 7.1.9

"Providers shall have procedures for the formal handover of assets for adoption by the adopting utility. These procedures shall recognise staged completion and provide all the information required by the adopting utility including as-laid drawings, test certificates, Construction (Design and Management) Regulations (CDM) files and records of connected properties."

IGEM/TD/101 - Adoption of Pipe Systems by a GT - Management of UIP Activities

Section 5.3.6

"Following Satisfactory construction of the system. A Completion File shall be submitted to the GT. If the UIP Carries out the connection, a certification and/or Completion File, as appropriate, shall be submitted to the GT (see Section 10)"

Section 8.6.1

"Material shall be procured in line with the verified design.

All materials purchased shall be traceable and conform to an approved standard."

Section 8.12.1

"The UIP shall be responsible for providing all necessary information to the adopting GT, to enable the GT to discharge its legal and statutory responsibility for the management of adopted assets. Information shall be provided as required to both the upstream GT (typically concerning the connection from the main to the downstream point of isolation) and also to the GT adopting the network downstream of the connection."

Section 10.1.1

"The adopting GT shall be provided with a Completion File containing relevant information and, in the time, specified in the adopting GT's final connections agreement, to enable the GT to update its asset management system in accordance with legal and statutory requirements.

The Completion File should typically contain:*

- *As-laid plans scaled from 1:1250 to 1:50. More detail is required for special features such as bridges, motorway or river crossing.*
- *Line drawings of any gas apparatus such as PRI's (usually provided by the manufacturer)*
- *Manufacturers' test certificates and certificates of conformity*
- *Records of pressure tests, including signature of the competent person responsible for carrying out the test*
- *Materials traceability, including delivery and/or consignment notes and guarantees.*
- *Site visit and inspection records, including physical evidence of quality control such as pipe beads (numbered and dated), data from automatic fusion machines and ultrasonic testing.*
- *Variation from the validated submission, including classification of the variation.*
- *Valve location sketches and details including the serial number if available.*
- *Correspondence file. Copies of all relevant correspondence with landowners, local authorities, other utilities, consumers, and any other parties involved. This applies to all correspondence regarding alleged interference damage, reinstatement defects, legal claims, arrangements for access for maintenance etc.*
- *Hazardous area drawings and compliance details*
- *For multi-occupancy buildings, typically diagrammatic drawings of risers and laterals with reference to means of ventilation and location of any installed valves, flow limiters and/or thermal cut-off devices.*
- *Where applicable, the meter point reference number (MPRN) and service information label.*

**The adopting GT should be consulted as to the exact content requirement for the Completion File."*

6. Key Contact Information

Assigned project manager in Design Authorisation letter, copying in the below shared mailbox ensure continuity of response.

Complex connections box - box.complexexitconnections@cadentgas.com