

DESIGN SUBMISSION REQUIREMENTS CHECKLIST

The following design submission details must be provided to Northern Gas Networks for validation prior to construction on site (with the exception of the Certification and Completion files). This applies to all pipework and associated apparatus intended for adoption by Northern Gas Networks. Certification and Completion file documents must be provided in accordance with the relevant contract Terms and Conditions. For service disconnections only Items marked (D) are required.

	✓	Quality control of Materials ²	
Designer		Procedure for defective materials ²	
Name of Designer		Site Investigation ²	
Designer Competence ¹		Excavation ²	
		Working in vicinity of gas mains ²	
Site Plans		Procedure for damage and/or gas escapes ²	
A location plan with site entrance (D)		Pipelaying ²	
Detailed Site Plan (D)		Pipe jointing including Quality Control ²	
Pipe sizes/lengths identified (D)		Pipe protection including corrosion control. ²	
Nodes marked and numbered on plan		Backfilling ²	
		Reinstatement ²	
Demand Details		Calibration of testing machines ²	
Details of individual customer loads		Pressure testing ²	
Details of diversity assumptions		Installation of PRI's ²	
Nodes/Demand Assignment		Details of IGE/GL/5 Procedure (D)	
Phasing of Demands		Details of Construction (Design and Management) Regulations 1994 (D)	
		Details of Environmental Study (D)	
Pressures			
Correct source pressure used		Quality Assurance	
Correct design Min Pressure used		Are the following provided and acceptable	
Pressure Drop		Company Policy on Quality i.e. ISO 9000 ²	
		Competency of persons responsible for QA ²	
Design Program		Audit Process ²	
The analysis program used for design ¹		Procedure for control of critical phases of construction ²	
Pipe Diameters ¹		Procedure for Auditing of Equipment ²	
Pipe Efficiencies ¹		Procedure for Material storage, quality and conformity checks ²	
Altitudes ¹		Procedure for the control of deviations/variations from validated design ²	
Gas Constants ¹		Procedure for conformity of PRI's and housing ²	
Gas Velocity			
		Service Information	
Materials		Pipe size of existing service (D)	
Specification of pipe & fittings ¹		Service routes	
Proposed jointing system ¹		Termination position(s) (D)	
Construction Requirements			
Site Operative Competence ²			
Construction Method Statements			
Risk assessments ²			

If the UIP is registered under GIRS for Design then items marked 1 are not required. If the UIP is registered under the GIRS Scheme for Construction/Commissioning/Connections (Routine) then items marked 2 are **NOT** required. Where a UIP does not hold a combined Design and Construction/Commissioning/Connections (Routine) GIRS registration the UIP must be GIRS registered for Project Management and use GIRS registered sub contractors, otherwise all items relating to the sub contracted activity, Design 1 or Construction/Commissioning/Connections (Routine) 2 indicated above, are required for the Design Submission.

Emergency Control Valve (D)		Consumer Permission Letter ²	
Position for Fire Valves		Certification of Transfer Rights (Excludes service disconnections) ²	
Positioning of services governors (D)		Quality control records ²	
Meter Housing Ventilation Details		Variations (D)	
Standards Quoted ¹		Butt Fusion Printouts ²	
		Operatives Qualifications ²	
Mains Information		Certification of Customer Works ²	
Mains route		Draft 'as laid' drawings (D)	
Risk Assessments ¹		GL5 Documents (if applicable) (D)	
Are special crossings involved		Completed test certificate (on site at time of connection only)	
Have necessary Easement applications been made? (D)		Meter Point Reference Number (MPRN) ²	
Standards Quoted ¹		Completion File	
		The following should be provided	
MP/IP Supplies (PRIs)		As Laid Drawings (D)	
Capacity of Regulator/Governor		Correspondence File (where applicable) (D)	
Velocity		Valve Sketches and Records (where applicable)	
Settings of safety Devices		Cathodic Protection (where applicable)	
Zone Classification		Materials guarantees/warranty (where applicable) (D)	
Housing		NRSA Closing Notices ²	
Corrosion protection		Completed Test Certificate	
Standards Quoted ¹		Meter Point Reference Number (MPRN) (D)	
		DR8 Error report form (where applicable) (D)	
Safety Requirements			
Company Health & Safety Policy ²		CONNECTIONS AND/OR SERVICE DISCONNECTIONS BY UIP/GT ONLY	
Management structure for dealing with technical & safety issues ²		Organisations who wish to carry out the final connection to Northern Gas Networks' network must be accredited under the Gas Industry Registration Scheme (GIRS) for 'Design and Construction/Commissioning/Connections (Routine)' scopes and Connections (Non Routine) scopes where applicable.	
Roles & Responsibilities of Consultants or Contractors ²		Does the design include the Connection and/or Service Disconnection Design	
Procedure for working near to gas mains ²		<=63mm LP connection/disconnection installer notification incl with Certification (D)	
Procedure for actions to be taken in the event of a gas escape and/or damage ²		Routine/Non-routine Operations	
Procedure for testing & purging ²		Method Statement for Connections and Disconnections (D) (Exclusion only applies to <=63mm LP) ²	
		Routine Operational Procedure – connections under T/PR/SC05 (D)	
Certification File		Non Routine Operational Procedure – Connections under T/PR/SC04 (D)	
The following shall be provided			
Materials Certification ² (D) (Exclusion only applies to <=2bar)			
Easement Agreement or Form of consent (where required)			
Planning Permission (excluding below ground pipes & where required)			
NRSA Opening Notices ²			

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