

## DESIGN SUBMISSION REQUIREMENTS CHECKLIST

Our Ref:

Your Ref:

The following design submission details must be provided to Northern Gas Networks Limited 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 Limited. 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.

	<input type="checkbox"/>		
<b>Designer</b>		Site Investigation <sup>2</sup>	
<b>Name of Designer</b>		Excavation <sup>2</sup>	
Designer Competence <sup>1</sup>		Working in vicinity of gas mains <sup>2</sup>	
		Procedure for damage and/or gas escapes <sup>2</sup>	
<b>Site Plans</b>		Pipelaying <sup>2</sup>	
A location plan with site entrance (D)		Pipe jointing including Quality Control <sup>2</sup>	
Detailed Site Plan (D)		Pipe protection including corrosion control. <sup>2</sup>	
Pipe sizes/lengths identified (D)		Backfilling <sup>2</sup>	
Nodes marked and numbered on plan		Reinstatement <sup>2</sup>	
		Calibration of testing machines <sup>2</sup>	
<b>Demand Details</b>		Pressure testing <sup>2</sup>	
Details of individual customer loads		Installation of PRI's <sup>2</sup>	
Details of diversity assumptions		Details of IGE/GL/5 Procedure (D)	
Nodes/Demand Assignment		Details of Construction (Design and Management) Regulations 2007 (D)	
Phasing of Demands		Details of Environmental Study (D)	
<b>Pressures</b>		<b>Quality Assurance</b>	
Correct source pressure used		Are the following provided and acceptable	
Correct design Min Pressure used		Company Policy on Quality i.e. ISO 9000 <sup>2</sup>	
Pressure Drop		Competency of persons responsible for QA <sup>2</sup>	
		Audit Process <sup>2</sup>	
<b>Design Program</b>		Procedure for control of critical phases of construction <sup>2</sup>	
The analysis program used for design <sup>1</sup>		Procedure for Auditing of Equipment <sup>2</sup>	
Pipe Diameters <sup>1</sup>		Procedure for Material storage, quality and conformity checks <sup>2</sup>	
Pipe Efficiencies <sup>1</sup>		Procedure for the control of deviations/variations from validated design <sup>2</sup>	
Altitudes <sup>1</sup>		Procedure for conformity of PRI's and housing <sup>2</sup>	
Gas Constants <sup>1</sup>			
Gas Velocity		<b>Service Information</b>	
		Pipe size of existing service (D)	
<b>Materials</b>		Service routes	
Specification of pipe & fittings <sup>1</sup>		Termination position(s) (D)	
Proposed jointing system <sup>1</sup>		Emergency Control Valve (D)	
		Position for Fire Valves	
<b>Construction Requirements</b>		Positioning of services governors (D)	
Site Operative Competence <sup>2</sup>		Meter Housing Ventilation Details	
<b>Construction Method Statements</b>			
Risk assessments <sup>2</sup>			
Quality control of Materials <sup>2</sup>			
Procedure for defective materials <sup>2</sup>			

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.

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

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