

Escalation Process for Completion File Documentation UIP/GT Briefing Note 12

1. Introduction

The current UIP and self connection contract terms require completed records for National Grid adoption to be sent to National Grid within 5 working days from the date of Substantial Completion. Where these records are not received contract terms allow suspension of further connection authorisations until the required records have been received. In order to provide UIP/GTs with sufficient time to investigate these issues with their sub contractor (where applicable) and arrange any further required site visits National Grid will allow a further 10 working days for the UIP/GT to arrange for submission of any missing records.

A disputes resolution process has also been introduced to manage any completion file information disputes.

2. Revised Process

Where National Grid has not received a Completion File or the file received is incomplete after 5 working days from the date of Substantial Completion, National Grid will issue a formal notification to the UIP/GT (final connection signatory or alternative lead contact), with a copy to the UIP/GT contractor for the site (where applicable), confirming that the completion file is outstanding.

The notification will also confirm that failure to address any outstanding requirements by a date 15 working days from the date of completion will result in National Grid suspending any future connection authorisations until the outstanding issues have been resolved.

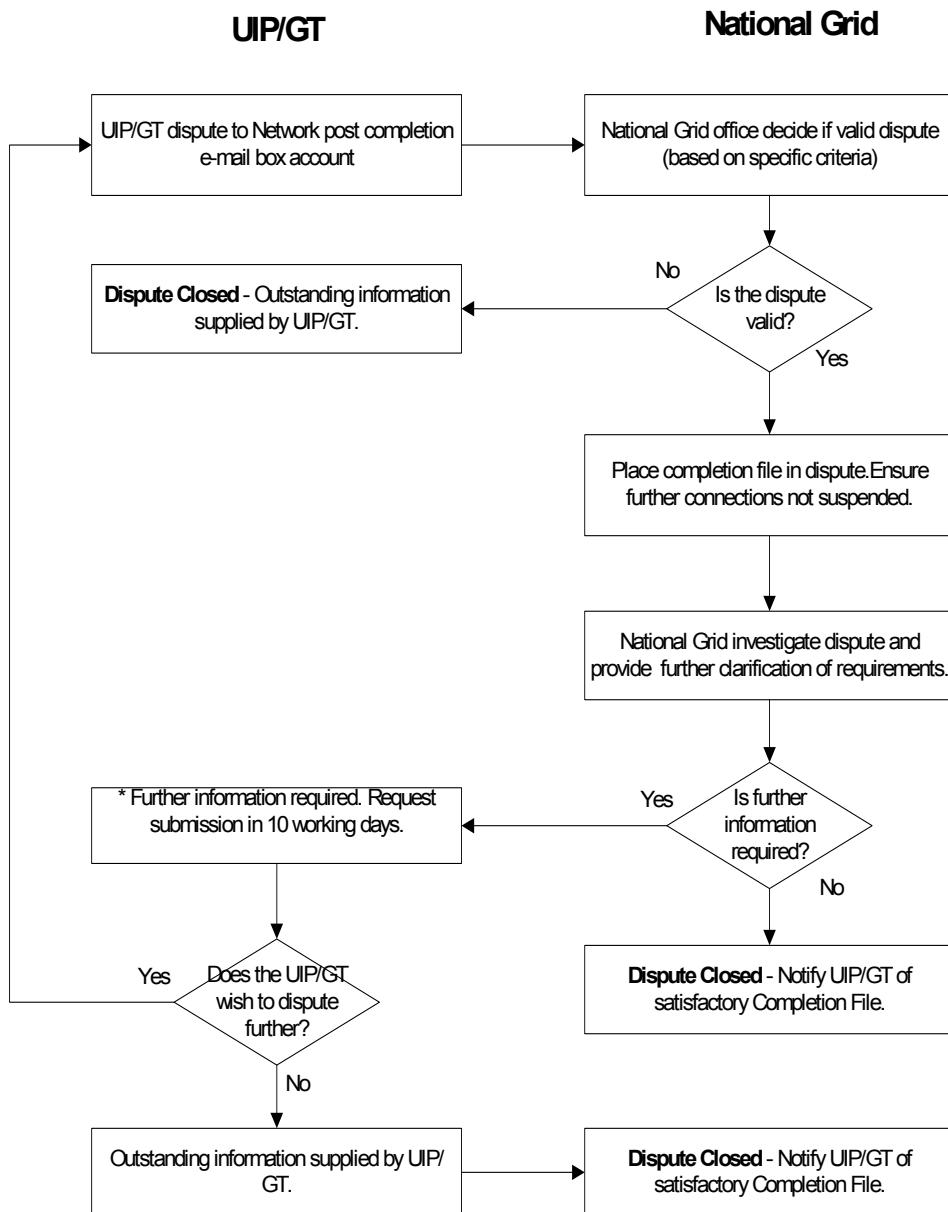
A confirmation letter will be issued to the UIP/GT on receipt of a satisfactory Completion File, withdrawing the suspension letter.

Where the UIP/GT has submitted a Completion File to National Grid but there is a dispute over the information provided the UIP/GT can place the job into the dispute using the process detailed in Appendix A. Any disputed jobs will be removed from the suspension process, subject to the outcome of the dispute.

3. Implementation

The revised process will be implemented on 1 September 2005. Any jobs substantially completed prior to this date will continue to be managed under the previous arrangements.

Appendix A – Completion File Dispute Process.



*The initial challenge would be signed off by the Distribution Support Specialist. If the UIP/GT wished to dispute further the issue would be escalated to the Distribution Support Manager

Dispute Criteria

- i) UIP/GT believes the 'as laid' drawing has been supplied to DR8 standard.
- ii) UIP/GT believes other completion details have been provided in accordance with CONN_FM139.