**National Grid Gas Distribution - Briefing Note 22**

**Removal of the customer obligation to provide Certification File in relation to Utility Infrastructure Providers (UIPs) and Independent Gas Transporters (IGTs) Works**

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| 1. **Introduction**
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| This briefing note is to advise of the removal of the requirement for the below in relation to UIP/IGT works.As detailed in the UIP Connection, Service Disconnection and Service Alteration Agreement in section 4.10.2 under The Customer’s Obligations, states that; *the Customer shall provide National Grid with a Certification File in relation to each Connection, Service Disconnection and Service Alteration, the Certification File (where applicable) not less than three (3) Working Days prior to the Connection, Service Disconnection or Service Alteration (as the case may be) where the Connection, Service Disconnection or Service Alteration (as the case may be) relates to pipes not exceeding seventy five millibars (75mbar), or not less than five (5) Working Days prior to the Connection, Service Disconnection or Service Alteration (as the case may be) where the Connection relates to pipes exceeding seventy five millibars (75mbar) but not exceeding seven (7) barg.* Appendix 2 details the requirements of the Certification File; *The Certification File shall be required for the following job types: Where an easement has been required, where a variation has been agreed, where the Works require GL5 Documents, where Planning Permission is required or any instance as advised by National Grid.* *In each case the Certification File for each project shall include the following documents:** *Completed pressure test certification for pipe to be adopted by the Host Operator*
* *(such certificate to be in accordance with recognised gas industry standards and to be available prior to the Connection occurring)*
* *Records of materials certification (not required in respect of works which are less than or equal to 2 bar*
* *As-laid plans (draft)*
* *Easement, Agreement or Form of Consent (where required)*
* *GL/5 documentation (Where applicable)*
* *Variations from validated submission*

*Additional contents may be required and shall be notified to the Customer at least 7 calendar days prior to Substantial Completion.* |

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| 1. **Background**
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| Following internal review, it has been determined that only a small number of UIPs / GTs submit the Certification File and that the inclusion of the Certification File is not rigorously monitored as part of the current processes. The requirements detailed in provided UIP Connection, Service Disconnection and Service Alteration Agreement are dealt with on an ad-hoc basis determined by the individual requests and as such all requirements detailed above are considered on this basis.  |

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| 1. **Scope of Works**
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| The areas that are affected by this change and the mitigations are detailed below:* Completed pressure test certification for pipe to be adopted by the Host Operator (such certificate to be in accordance with recognised gas industry standards and to be available prior to the Connection occurring) – The customer cannot provide a test certificate for works that haven’t been carried out yet so this would be included within the completion file.
* Records of materials certification (not required in respect of works which are less than or equal to 2 bar) - received as part of the GL5 documentation required for works carried out on a 2-7Bar network i.e. IP works.
* As-laid plans (draft) - National Grid already receive an as laid as part of the design approval process and then receive another one as part of the completion process.
* Easement, Agreement or Form of Consent (where required) - National Grid would not allow any works to be planned in if we have not received an Easement therefore checks for this are made at SDN / RO / NRO approval stage.
* GL/5 documentation (Where applicable) - National Grid would not allow any works to be planned in if the Network Integrity department had not received this and approved the GL5 documentation therefore checks for this are made at SDN / RO / NRO approval stage.
* Variations from validated submissions - Major variations are approved prior to works being carried out and revised designs will cover this. For minor variations these are included in the completion file and dealt with accordingly at this stage.
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| 1. **When will this come into effect**
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| * Effective from **14th September 2015**
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