Cadent
Your Gas Network

Completion File Checklist V2.5

Cadent
Ansty
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1. Parent Main Information

1	Requirement	As Laid	Job Card	Additional Information
1.1	Existing / new geography provided as shown on Cadent Maps	✓	✓	
1.2	Parent main material	✓	✓	Include carrier main and inserted main, where applicable
1.3	Parent main diameter	✓	✓	Include carrier main and inserted main, where applicable
1.4	Parent main pressure	✓	✓	
1.5	Depth of parent main	✓	✓	A depth of cover is required for all new connections, and, for disconnections and alterations, it is required whenever the parent main has been excavated on

NB. The above table shows what information is required and which document(s) it could be included in. It is not necessary to include the information multiple times across all the documents which are ticked.

Please note that if there is conflicting information across more than one document, this could result in a rejection.

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2. CSEP Information

2	Requirement	As Laid	Job Card	Test Certificate	Additional Information
2.1	Positional measurements: I. Dimensions or II. Grid Coordinates to two decimal places	✓	×	×	X2 positional measurements, to the connection point*.
2.2	Diameter	✓	✓	✓	
2.3	Pressure	✓	✓	✓	
2.4	Direction of CSEP	✓	×	×	Direction of offtake pipework clearly shown
2.5	Connection type	✓	✓	×	
2.6	CSEP Connection Point Depth of Cover	✓	✓	×	The point at which the offtake main is connected to the parent main*.
2.7	Date Commissioned	✓	✓	✓	
*See further explanation in the appendices.					

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3. New Main(s) Information

3	Requirement	As Laid	Job Card	Test Certificate	Additional Information
3.1	Route	✓	×	×	Pipework route clearly marked
3.2	Positional measurements: I. Dimensions or II. Grid Coordinates to two decimal places	✓	×	×	X2 positional measurements, to each critical point, taken from permanent geography*
3.3	Material	✓	✓	✓	
3.4	Diameter	✓	✓	✓	
3.5	Pressure	✓	✓	✓	
3.6	Length	✓	✓	✓	
3.7	SDR	✓	✓	✓	
3.8	Connection type	✓	✓	×	
3.9	Joint type	✓	✓	×	State joint type used for connecting sections of pipework
*See further explanation in the appendices.					

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3. New Main(s) Information continued

3	Requirement	As Laid	Job Card	Test Certificate	Additional Information
3.10	Lay Method	✓	✓	×	E.G. Open cut, trenched, or directionally drilled. N.B. where a scheme involved multiple lay method, please show clearly where each section begins and ends and include the lengths, depths and joint types of each section.
3.11	Depth of cover	✓	✓	×	A depth of cover is required for each critical point and every 100m along the main*.
3.12	Date Laid	✓	✓	×	
3.13	Date Commissioned	✓	✓	✓	
3.14	Location of Special Crossings inc. Sleeving	✓	×	×	
3.15	Name of person and company who carried out the work.	✓	✓	×	Ie the CCCR or CNRB contractor
*See further explanation in the appendices.					

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4. New Service(s) Information

4	Requirement	As Laid	Job Card	Test Certificate	Additional Information
4.1	Route	✓	✓	×	32mm LP services are only accepted on a Job Card if the pipe route is clearly marked
4.2	Dimensions (Excluding 32mm PE or below)	✓	×	×	2 Opposing dimensions to each critical point required from permanent geography
4.3	Material	✓	✓	✓	
4.4	Diameter	✓	✓	✓	
4.5	Pressure	✓	✓	✓	
4.6	Length	✓	✓	✓	
4.7	SDR	✓	✓	✓	
4.8	Connection type	✓	✓	×	
4.9	Joint type	✓	✓	×	
4.10	Lay Method	✓	✓	×	
4.11	Depth of cover	✓	✓	×	A depth of cover is also required for change in geography or every 100m
4.12	Date Laid	✓	✓	×	
4.13	Date Commissioned	✓	✓	✓	
4.14	MPRN	✓	✓	×	MPRN should be live and addresses match on Xoserve
4.15	Name & initials of who carried out the work inc. company	✓	✓	×	

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5. Disconnection Information

5	Requirement	As Laid	Job Card	Additional Information
5.1	Route of abandoned pipe (if known). If route not known, include DR8 in completion file.	✓	✓	32mm LP services are only accepted on a Job Card
5.2	Disconnection Point Depth-of-Cover	✓	✓	
5.3	Positional measurements: I. Dimensions or II. Grid Coordinates to two decimal places	✓	✓	2 positional measurements required to the disconnection point if a stub is being retained.
5.4	Material	✓	✓	
5.5	Diameter	✓	✓	
5.6	Pressure	✓	✓	
5.7	Length	✓	✓	
5.8	Orientation of Pipe (32mm and below)	✓	✓	
5.9.	Decommissioned Method	✓	✓	
5.10	Date Decommissioned	✓	✓	
5.11	MPRN (if known)	✓	✓	
5.12	Name & initials of who carried out the work inc. company	✓	✓	

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6. Valve Card Information

6	Requirement	As Laid	Valve Card	Additional Information
6.1	Location of valves	✓	✓	
6.2	Sketch (can use As Laid)	✓	✓	
6.3	Site Photographs (IP/HP only)	×	✓	
6.4	Site Address	×	✓	
6.5	Grid References	×	✓	
6.6	Project Reference	×	✓	
6.7	Engineers Name	×	✓	
6.8	Date Installed	×	✓	
6.9	Date Commissioned	×	✓	
6.10	EURS Number	×	✓	
6.12	Unique Valve Number (only required for M1 valves)	×	✓	Provided at Design Stage
6.13	Valve Serial Number	×	✓	
6.14	Valve Diameter	×	✓	
6.15	Classification	×	✓	
6.16	Subtype Function	×	✓	

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6. Valve Card Information Continued

6	Requirement	As Laid	Valve Card	Additional Information
6.17	Operating Pressure	×	✓	
6.18	Orientation Ground (above, below ground or partial)	×	✓	
6.19	Orientation (horizontal or vertical)	×	✓	
6.20	Valve Position (open/closed)	×	✓	
6.21	Operational Status (commissioned)	×	✓	
6.22	Manufacturer	×	✓	
6.23	Model	×	✓	
6.24	Type of Valve	×	✓	
6.25	Valve Material	×	✓	
6.26	Flange Details (only required for M1 valves)	×	✓	
6.27	Double Isolation & Bleed (only required for M1 valves)	×	✓	
6.28	Direction to Close (CW/ACW)	×	✓	
6.29	Number of Turns	×	✓	
6.30	Pressure Points Fitted (only required for M1 valves)	×	✓	

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6. Valve Card Information Continued

6	Requirement	As Laid	Valve Card	Additional Information
6.31	Rider Points Fitted (only required for M1 valves)	x	✓	
6.32	Rider Point Size (only required for M1 valves)	x	✓	
6.33	Body Vent Fitted (only required for M1 valves)	x	✓	
6.34	Valve Cover/Marker (only required for M1 valves)	x	✓	
6.35	Marker Plate Present (only required for M1 valves)	x	✓	
6.36	Was BA worn during (only required for M1 valves)	x	✓	

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7. Test Certificate Information

7	Requirement	Test Certificate	Additional Information
7.1	Project Name	✓	
7.2	Project Reference number	✓	
7.3	Start & End Location	✓	
7.4	SDR	✓	
7.5	Diameter	✓	
7.6	Pipe Density (MP & above only)	✓	PE80/PE100
7.7	Length	✓	
7.8	Design Pressure (MOP)	✓	
7.9	Test Pressure	✓	
7.10	Test Specification	✓	
7.11	Initial Pressurisation (Date, time & name)	✓	
7.12	Test Commenced (Date, time & name)	✓	
7.13	Test Period	✓	LP (350 mbar) MP (3 bar) It shall be 15 minutes minimum
7.14	Conditioning Time (2hrs but a minimum of 30 mins)	✓	

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7. Test Certificate Information Continued

7	Requirement	Test Certificate	Additional Information
7.15	Creep Allowance (MP & above only)	✓	
7.16	Test Start, End & Pressure Readings (Date & Time)	✓	
7.17	Intermediate Readings (tests over 24hrs)	✓	
7.18	Absolute Pressure (if test period is more then 2hrs)	✓	
7.19	Ground Temperature (if pipe work exposed or IP/HP)	✓	
7.20	Gauge Make/Model	✓	
7.21	Gauge Serial number	✓	
7.22	Calibration Expiry Date	✓	
7.23	Permissible Loss	✓	
7.24	Actual Variance	✓	
7.25	Pass or Fail	✓	
7.26	Test Accepted by (name, date & time)	✓	
7.27	For 32/63mm LP services tested at 100mb 5 minutes with no loss we only require; Project address (or plots tested), Test Pressure, Date, Name and confirmation that a Water gauge (Manometer) was used		

8. IP Projects

8	Requirement	As Laid	Valve Card	Individual Documents
8.1	Signed GL5 Part D	×	×	✓
8.2	Signed GL5 Part E	×	×	✓
8.3	Valve Post Locations	✓	✓	×
8.4	Marker Post Locations (where applicable)	✓	✓	×
8.5	Coating and Paint Records	×	×	✓
8.6	Torque Records	×	×	✓
8.7	Welding Reports	×	×	✓
8.8	CIP's Report (where applicable)	×	×	✓
8.9	Cathodic Protection Post Locations (where applicable)	✓	×	×
8.10	Post commissioning QA requirements (where applicable)	×	×	✓

The starting point for all documentation is that the SLA is D14 and IP projects will be counted within the tiered charging framework. If, for any given IP project, there is a document which cannot reasonably be provided withing 14 days, please inform your Cadent Project Coordinator and consideration will be given as to whether to exclude that document from the D14 SLA, for the purpose of calculating the UIP's position on the tiered charging framework.

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9. Governor Card Information

9	Requirement	As Laid	Governor Card	Additional Information
9.1	Location of governor	✓	✓	
9.2	Governor Number (Site ID)	×	✓	Should be requested at design stage
9.3	Date Governor Fitted	×	✓	
9.4	Inlet Pressure	×	✓	
9.5	Inlet Valve Size	×	✓	
9.6	Max Inlet Pressure	×	✓	
9.7	Max Outlet Pressure	×	✓	
9.8	Design Capacity	×	✓	
9.9	Regulator Manufacturer	×	✓	
9.10	Regulator Model	×	✓	
9.11	Number of Streams	×	✓	
9.12	Bypass Facility	×	✓	Full, partial or none
9.13	Installation	×	✓	New, fully replaced or partially replaced
9.14	Operate and Maintain to Commission	×	✓	Yes or no
9.15	Site Type	×	✓	Industrial, commercial, domestic or district
9.16	Engineer Name	×	✓	
9.17	Housing	×	✓	
9.18	Sketch of location	×	✓	
9.19	Breathing Apparatus Worn?	×	✓	Yes or no
9.20	Fully Integrated Sealed Governor Unit?	×	✓	Yes or no

9. Governor Card Information

9	Requirement	As Laid	Governor Card	Additional Information
9.1	Location of governor	✓	✓	
9.2	Governor Number (Site ID)	×	✓	Should be requested at design stage
9.3	Date Governor Fitted	×	✓	
9.4	Inlet Pressure	×	✓	
9.5	Inlet Valve Size	×	✓	
9.6	Max Inlet Pressure	×	✓	
9.7	Max Outlet Pressure	×	✓	
9.8	Design Capacity	×	✓	
9.9	Regulator Manufacturer	×	✓	
9.10	Regulator Model	×	✓	
9.11	Number of Streams	×	✓	
9.12	Bypass Facility	×	✓	Full, partial or none
9.13	Installation	×	✓	New, fully replaced or partially replaced
9.14	Operate and Maintain to Commission	×	✓	Yes or no
9.15	Site Type	×	✓	Industrial, commercial, domestic or district
9.16	Engineer Name	×	✓	
9.17	Housing	×	✓	
9.18	Sketch of location	×	✓	
9.19	Breathing Apparatus Worn?	×	✓	Yes or no
9.20	Fully Integrated Sealed Governor Unit?	×	✓	Yes or no

Please note, the table here is a non-exhaustive list. For all governors installed for Cadent adoption, there will be additional support given by the FE Connections Team. This will involve facilitating meetings between the UIP and other Cadent teams. During these meetings, and prior to Design Authorisation being given, a full and comprehensive list of completion file documentation will be issued to the UIP.

Positional Measurements (including Depth of Cover)

The information on this page ensures compliance with RE/8 and RE/23

Positional measurements (including depth of cover) are required at all the below points:

- Connection points
- Disconnection points
- Significant bends
- Change in method laid/pipe diameter (connection points)
- Valves
- End caps
- CSEP connection points

Where grid co-ordinates have been used in place of dimensions, they must be captured to two decimal places to ensure accuracy of location

The following features are acceptable to be used as reference points for dimensions:

- Building lines
- Kerb Lines
- Boundary lines

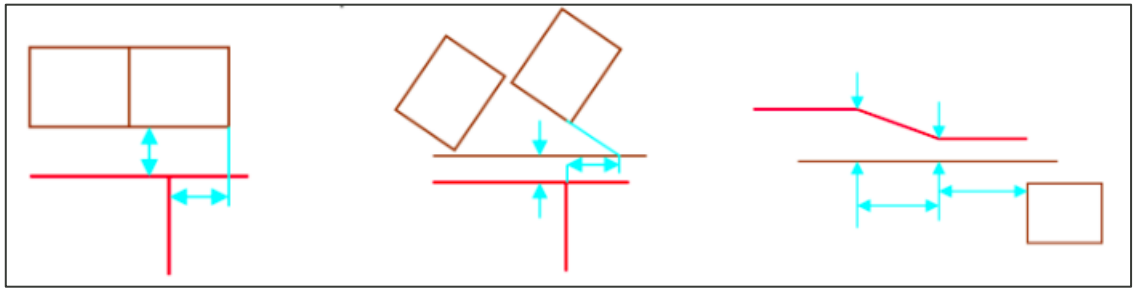
The following features should **not** be used as points of reference:

- Trees
- Gullies
- Street furniture
- Curved geography
- Non-brick-built kiosks

The following applies when capturing dimensions:

- There must be two opposing dimensions to show the position of the pipe
- Dimensions must be taken parallel or perpendicular from a permanent geographical feature. Where possible the geographical feature should already exist on ESRI. Where this is not possible, the dimensions must be taken from OS features that will be shown on ESRI e.g. Not non-brick-built kiosks
- Where it would aid the recording of pipes, the OS feature that the dimension has been taken from can be recorded next to the dimension

Examples of acceptable dimension measurements below:



Positional Measurements (including Depth of Cover)

Examples of positional measurements for critical points: