

# Third Party Connections (IGT & UIP)

## Mains Locations Briefing Note

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### 1. Introduction

Occasionally when a Utility Infrastructure Provider (UIP) or Independent Gas Transporter (IGT) is undertaking Works on Cadent's network, there can be difficulty in locating Cadent's assets, or material and diameter can be inaccurately recorded. The Contractual arrangements are specified in the *UIP Connection, Service Disconnection and Service Alteration Agreement* or the *Inter-Gas Transporter Agreement* as applicable.

This briefing note has been developed to clarify the procedural and commercial arrangements.

\* Please see section 3 – Contractual Terms.

### 2. Overview

Where a UIP/IGT has trouble in locating Cadent's assets, they should undertake reasonable initial site investigations before contacting Cadent, see Appendix C point 2. Cadent will help with additional system information and in some scenarios attend site to assist in location of the main. However, this can be dependent on network resource availability. In certain cases, Cadent will make payments available for additional works in accordance with the relevant contractual terms. Cadent will only consider costs prior to them being incurred, retrospective submission of costs will be rejected.

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**Note:** Where design acceptance, authorisation, the Safe Control of Operations (SCO), or SDN process have not been followed, Cadent reserves the rights to not pay additional costs.

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### 3. Contractual Terms

Reference should be made to the relevant contractual terms for the works being undertaken. The current contractual terms for each job will consist of a site-specific Design Authorisation, the relevant Connection Agreement and the appropriate General Conditions of Contract.

#### Connections Agreements

- A. UIP Connection, Service Disconnection and Service Alteration Agreements (section 3.7)
- B. Inter-Gas Transporter Connections Agreement (Section 3.2.7)

#### General Conditions of Contract

- A. General Conditions of Contract for Site Engineering works for Connected Offtake System
- B. General Conditions of Contract for a Self-Lay Pipe [System] Not Exceeding 2,196,000 kWh
- C. General Conditions of Contract for New Self Lay Pipes Above 2,196,000 kWh and Maximum 7 bar

## 4. Definition of Terms

**Excavation** - shall mean the first hole dug by the IGT or UIP, which unless agreed in advance with Cadent, will be located at the Contracted Connection Point.

**Trial Hole(s)** - shall mean the three exploratory holes dug in the ground to locate a gas main, in line with appendix C.2, to make a connection to and shall not include initial excavation.

**Additional Trial Hole(s)** – shall mean Excavations carried out in addition to the **Valid** trial holes. Funding for the Additional Trail Holes will be considered by Cadent.

**Contracted Connection Point** - shall mean the grid references submitted on the appropriate FM forms, which Design Acceptance and Authorisation is given.

**Geographical Reference Points** - shall mean any fixed physical landmarks that can be used to identify the location of an Excavation as shown in an evidence photograph. These may include landmark buildings; street signs; road crossings or junctions; other street furniture.

**Site Investigations** - shall mean a formulated evidence pack to comply with Appendix B requirements and submitted to Cadent at suitable time to allow appropriate assessment and return comments.

**Works** – Shall mean connection or disconnection works on digitised assets without caveat on Cadent maps.

Appendix A provides a process flow showing the key procedural interfaces between the UIP and IGT and Cadent for requesting further assistance and confirming any payments required under the relevant contract terms.

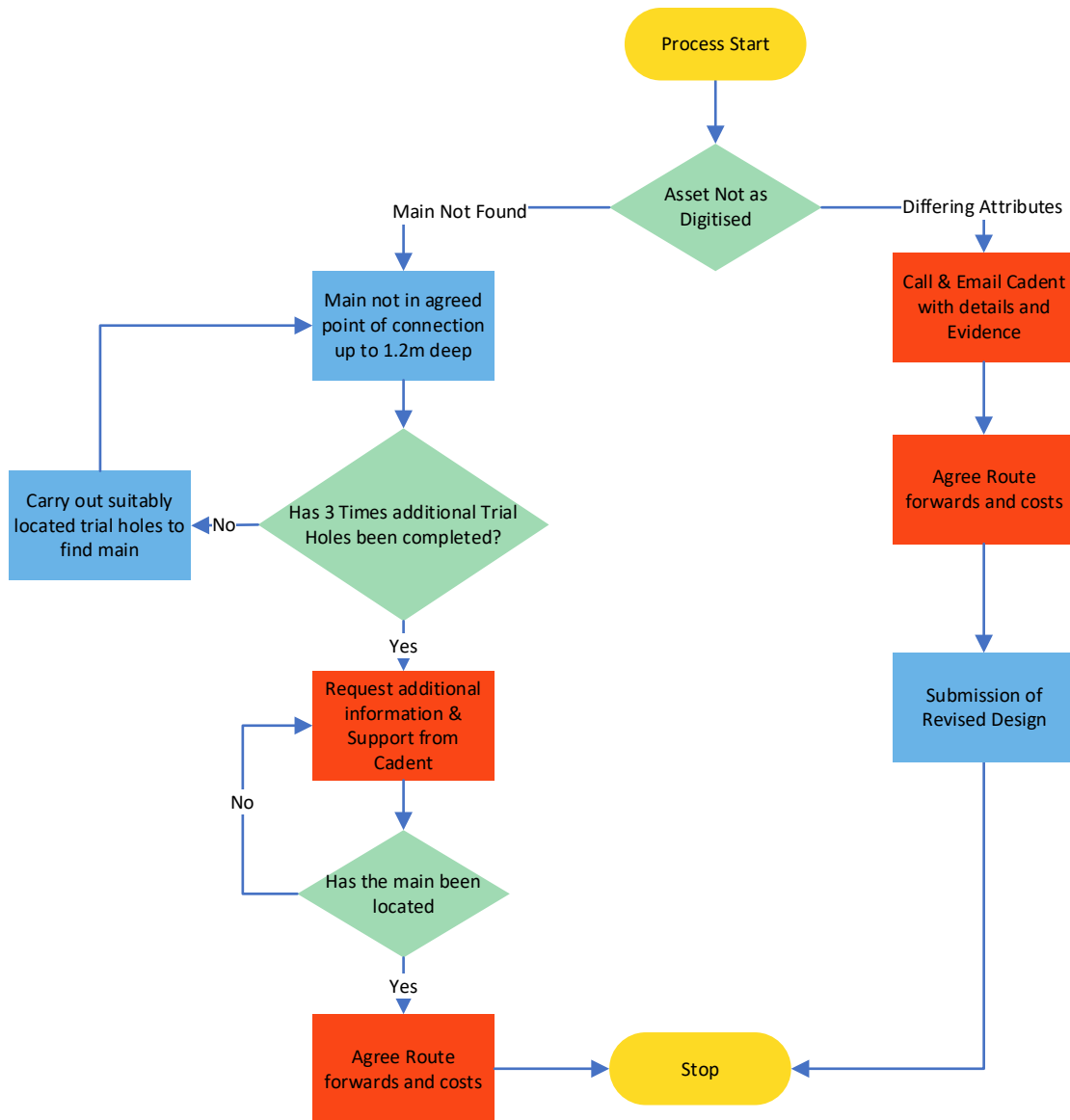
Appendix B provides more detailed procedural clarification.

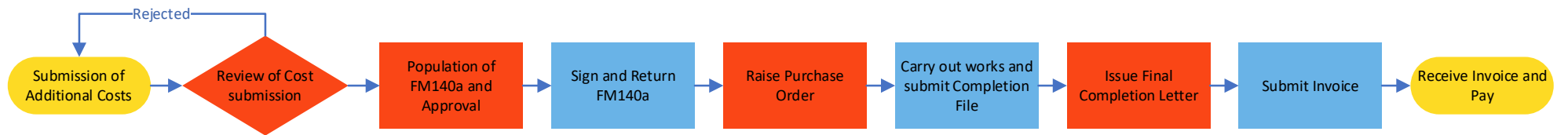
## 5. Considerations

When undertaking works consideration should be made for historical assets, these are installed to legacy standards, or subject to topography change over time. In these instances, Cadent will identify the requirement to extend trial hole excavations deeper than the standard quote of 1.2m highlighted within this briefing note.

Considerations should also be made for larger diameter historic metallic mains which over time will 'oval' and it is therefore expected that UIPs/ IGTs will calliper the parent main before attempting to fit a standard connections fitting.

## Appendix A – 3rd Part Mains Locations Process Flow





## Appendix B – Contents required for IGT/UIP Evidence Submission Pack

The information in the table below must be submitted by the IGT/UIP at the point that they initiate the main's location investigation with Cadent.

Information required	Type of enquiry				
	Main not found	Main found in a different location	Main found but de-commissioned.	Mains found but different pressure tier	Main found but different diameter/material
Excavation plan	✓	✓	✓	✓	✓
Photographic evidence showing dimensions of all excavations	✓	✓	✓	✓	✓
Completed Mains Location Request Form	✓	✓	✓	✓	✓
DR8 Error form	✓ <i>(Form to be completed at end of process)</i>	✓	✓	✓	✓
Photographs with geographical references	✓	✓	✓	✓	✓
Photographic evidence showing depth of excavations, with appropriate measure	✓	✗	✗	✓	✗
Photographic evidence showing pipe material and/or pipe legend where available	✗	✓	✓	✓	✓
Photographic evidence showing diameter of main, with appropriate calliper	✗	✓	✓	✓	✓
Photographic evidence of pressure gauge on main	✗	✗	✓	✓	✗
Summary of additional investigations, such as house entry tees; valve covers; scarring, etc, with photographic evidence of anything relevant that is found	✓	✓	✓	✓	✓

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**Note:** The above table should be followed to commence the main's location enquiry process but Cadent may ask for additional information, if required.

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## Appendix C – Additional Process Details

The IGT/ UIP can contact Cadent at any point for further support and to check available records.

1. The IGT/UIP shall undertake the excavation at the contracted point of connection, the initial excavation.
  - a. If for any reason, other than asset data error, site investigations indicate that the contracted connection point is not feasible, the IGT/UIP must contact Cadent to agree an alternative connection location.

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**Note:** For example, where the connection is not feasible because of buried utility congestion, this does not form a mains location and shall require design variation agreed with the appropriate Cadent team.

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2. If the main is not located within the initial excavation, the IGT/UIP shall undertake site investigations to identify the likely routing of the main. Establishing logical locations for additional trial holes, features to survey for include but not limited to:
  - a. Valve/Syphon boxes in the vicinity of the connection point.
  - b. Visual trace of neighbouring services, from the meter box to anticipated route of the main
  - c. Reinstatement patches or scarring on the anticipated route of the main and services.
  - d. Establish if there have been background geography changes that may have taken place since the plan was produced.
3. Three additional trial holes shall be undertaken, this is in addition to the initial excavation.
  - a. The UIP shall select 3 suitable locations based on the survey (2) and other relevant information.
  - b. The UIP shall excavate to a depth not less than 1.2m or the depth advised on Cadent's mapping, whichever is greater.
  - c. If the main is shown in the footpath the IGT/UIP shall excavate the full width, this will count as one excavation.
  - d. If the main is shown in the public highway the IGT/UIP shall excavate at least one lane, within reason. This will count as one excavation.
  - e. Additional information can be requested from Cadent to help target trial holes e.g., Abandoned layers.
4. Where the initial Excavation and subsequent trial holes have been carried out and the main still cannot be located, this shall be notified to Cadent with the required information in Appendix B.
5. The excavation plan shall include annotation as to why the locations were selected and reasoning for thinking the main would be found.
6. Cadent will check all available records to identify further action to be taken, which may include:
  - a. Additional Trial Hole(s)
  - b. Authorisation of an alternative point of connection
7. Cadent will validate any changes to the design because of the main being located or an alternative point of connection agreed:
  - a. A revised design showing the new connections works.

- b. Revised flow calculations
  - c. DR8 Submission of investigations carried out.
  - d. Evidence to support changes e.g., calliper of main diameter
8. Where the main is in the correct location but has been found dead Cadent shall be notified at time of finding and the IGT/UIP Shall supply:
- a. Evidence of the main being dead e.g., photo of pressure gauge on the main
  - b. Submission of DR8
  - c. Use of viewing dome to confirm no insertion.

## Appendix D – Finance Process Details

Cadent may agree to pay certain categories of additional costs incurred because of mapping errors in maps supplied by or on behalf of Cadent. It should be noted that Cadent will not reimburse or contribute towards costs that are incurred without Cadent's prior written approval and any agreed costs passed shall only be reimbursed on a pass-through basis with no mark up. Cadent will not pay costs where these are submitted for retrospective-approval without prior consultation. Any changes in relation to works or other expenses which Cadent has approved must be authorised by Cadent in advance, including changes to planned works to avoid demobilisation or additional excavation costs,

1. Where the asset has been found to be inaccurately recorded >3m from its indicated position, Cadent will review requests for reimbursement made in advance of incurring costs for additional works. Potentially reimbursable costs include:
  - a. Additional permits
  - b. Traffic management (evidence will need to be provided from the Highways / Local Authority where restrictions have been imposed e.g., out of hours working)
  - c. Additional materials
  - d. Additional labour
2. Where a different connection type is required the costs difference between the two connections will be considered.
  - a. Common connection types that can easily be re-used on another project may be refused e.g., tapping tees.
3. Cadent will validate any additional costs requested and where appropriate agree a contribution to the additional works, this must occur ahead of costs being incurred unless agreed with Cadent.
4. Once costs are agreed an FM140a for the agreed amount and scope of works will need to be signed and returned to Cadent. Cadent will then issue a purchase order to the UIP for invoicing of the works following issue of the final completion letter.