

Overview of the Utility Infrastructure Provider (UIP) & Independent Gas Transporters (IGT) Process

Wales & West, through their Safety Case, must demonstrate that their gas networks are fit for purpose and their activities comply with the Gas Safety (Management) Regulations. Therefore, it is essential that Wales & West seek appropriate evidence that Utility Infrastructure Providers (UIP's) & Independent Gas Transporters (IGT's) can demonstrate compliance with all the necessary technical and legislative requirements to satisfy the fitness for purpose criteria, prior to the construction and adoption of the assets. This objective is achieved by means of a thorough validation of the UIP, prior to work commencing and a technical audit of the work in progress.

The process enables the Wales & West Network to progress applications from UIP's and assess the fitness for purpose and compatibility of UIP pipes operating at up to 7 barg before connecting to the Wales & West Network (either by themselves or Wales & West). Organisations who wish to carry out the final connection to Wales & West's network must be accredited under the Gas Industry Registration Scheme for Design and Construction / Commissioning / Connections (Routine) for connections not covered by IGE/GL/6 and additionally for the relevant Connections (Non Routine) scope for connections covered by IGE/GL/6. Where a UIP does not hold a combined Design and Construction / Commissioning / Connections (Routine) GIRS registration the UIP must be registered for Project Management and use GIRS registered sub contractors. **Organisations who do not meet these criteria will not be allowed to carry out the final connection to Wales & West's network.**

The UIP end-to-end process comprises 5 stages and these are detailed below and shown in the attached flowchart:

STAGE 1 – Initial Enquiry

- Allows the UIP to give Wales & West initial site and load information regarding their project (Enquiry Form CONN_FM137 or CONN_FM172 for GT) and request information from Wales & West relating to load and pressure availability (point and pressure) and design that enable the UIP to prepare a design for their project. The UIP must provide information in line with Wales & West's minimum information requirements, which can be found on Wales & West's web site.

STAGE 2 – Quotation Request, Outline Design and Intent to Take Ownership

- Alternatively a UIP can request a quotation without going through the initial enquiry stage.
The UIP can submit a quote request and design notification form (CONN_FM138 or CONN_FM153 for a GT) for the proposed pipeline in line with Wales & West's minimum information requirements, which can be found on Wales & West's web site. The UIP will also need to provide the following outline design requirements:
 - o Route
 - o Diameter
 - o Material
 - o Termination Point details
 - o Connection Point details

The UIP has the option to either request Wales & West to carry out the connection to Wales & West's network or (subject to contract and certain conditions) they can request to carry out the connection themselves (see UIP/GT Briefing Note 1).

Wales & West will produce the quotation documentation including the connection price (if requested), design pressure, any system enhancements that may be required, acceptance and payment forms, approval in principle letter, design submission

requirements checklist (CONN_FM139) and send them to the UIP. This will enable the UIP to provide a quotation to their customer.

STAGE 3 – Quote Acceptance and Design Validation

- A fast track process is available to accredited companies at this stage. In order to streamline the UIP/GT self connection process enables customers to bypass the quotation request stage and submit their request at the acceptance stage (via a FM153a or FM138a form). This change is limited to self connection works within the scope of the standard pressure tables in T/SP/NP/14/E, or self connection works following a land enquiry response without reinforcement.
- Where the UIP chooses to connect the UIP can send notification of their intention to complete the final connection at various times during this stage even if their quotation was for Wales & West to complete the connection.
- The UIP submits their acceptance (or notification of their intention to connect) and their design submission. The design submission must be in accordance with the Design Submission Requirements Checklist (CONN_FM139). The UIP must notify Wales & West's Call Centre of any Meter Point Reference Number (MPRN) details they have allocated to their project. Wales & West will provide an acknowledgement of acceptance and carry out a validation of the UIP design submission for fitness for purpose and compatibility to Wales & West's network. Wales & West will notify the UIP of its acceptance / non acceptance of the design as fit for purpose. **Wales & West will not provide authorisation for construction of the project until all aspects of the design submission are forwarded and acceptable in line with CONN_FM139.**
- If the UIP is now electing to carry out the connection to Wales & West's network instead of Wales & West, a UIP variation letter will be sent confirming the new arrangements.
- Wales & West will confirm any required enhancements or reinforcement that may be necessary and plan site audits where required to satisfy "due diligence" requirements. A planning letter advising the UIP of the dates for any works necessary (connection or reinforcement) will only be issued when those works are to be carried out by Wales & West.
- Where the UIP has accepted a quotation for Wales & West to complete the connection to Wales & West's network but now intends to perform this activity themselves, written confirmation of this intention must be received by Wales & West within 5 working days of the date of the planning letter being issued.

STAGE 4 – Construction

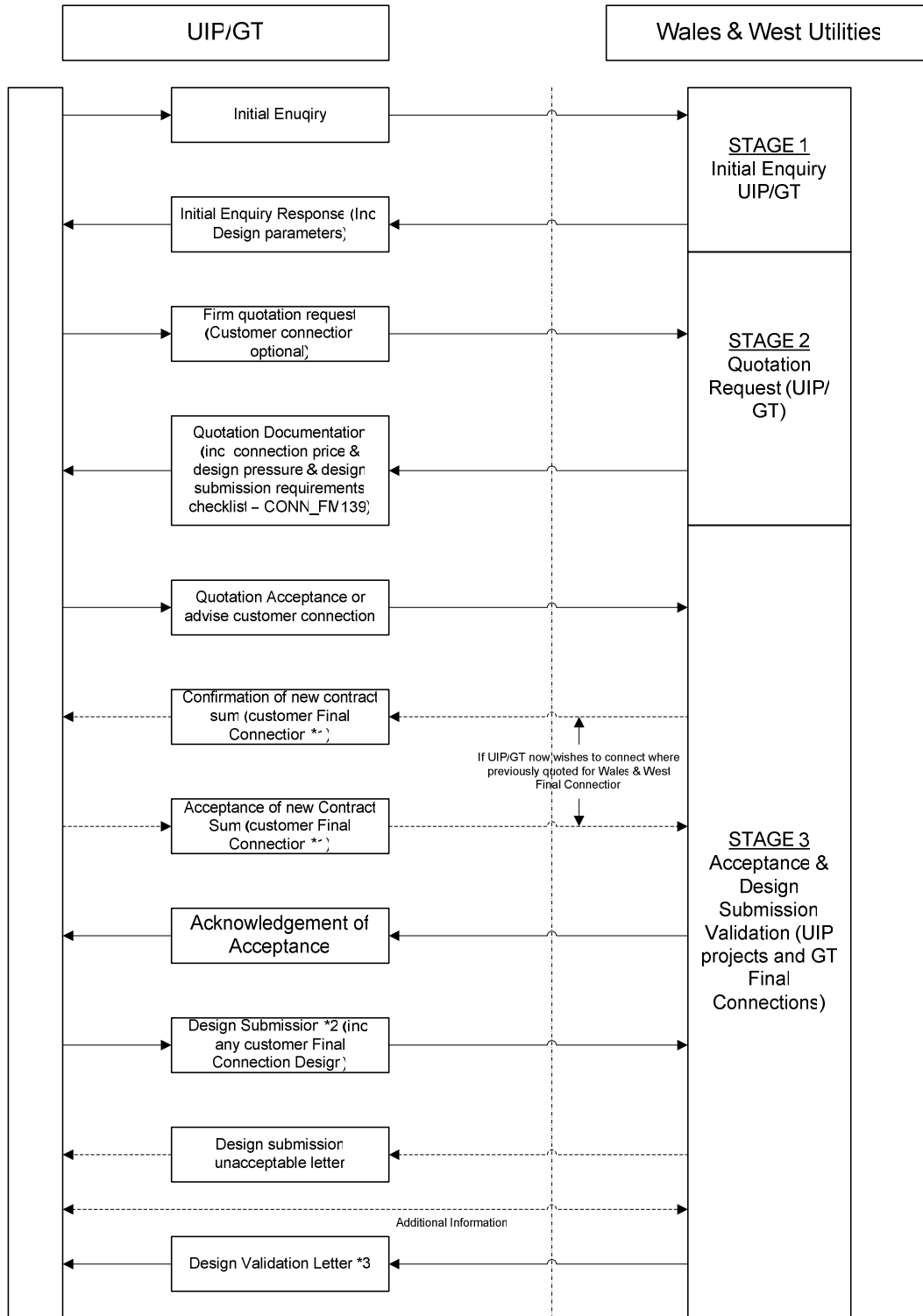
- Written notification of Commencement of Works must be provided to Wales & West by the UIP (this may have been provided at the Acceptance stage, STAGE 3).
- Wales & West will carry out any site construction audits as required to satisfy "due diligence" requirements. These audits are separate and additional to any that may be carried out by the UIP. Where the UIP has GIRS registration, findings of the audits will be shared with the scheme operator.
- UIP completes fit for purpose works as per the approved design submission or carries out remedial works or submits a deviation or variation notification. A deviation or variation request must be validated and confirmed as suitable by Wales & West prior to being carried out.

STAGE 5 – Connection

- Following completion of construction works and prior to the connection to Wales & West's network by either Wales & West or the UIP, a Certification File must be provided by the UIP to Wales & West (minimum of 3 working days before planned connection date where UIP is connecting) in line with the design submission requirements checklist (CONN_FM139).
- Wales & West will check the contents of the file for accuracy and completeness and if acceptable an acknowledgement of receipt will be sent to the UIP. Wales & West's Network Controller will be informed that certification has been obtained and the connection can proceed as planned. If the Certification File is not received in accordance with the appropriate contract and UIP/GT Connection, Service Disconnection and Service Alteration Agreement.
- UIP/GT Final Connection Agreement or is incomplete, Wales & West will notify the UIP in writing that the planned connection date has been cancelled.
- The Network Controller will confirm the proposed date of Connection and Wales & West will carry out a fitness for purpose site audit – connection stage which includes witnessing the final pressure test carried out by the UIP on their pipe / phase where required to satisfy Wales & West's "due diligence" requirements. Where the UIP has GIRS registration, findings of the audits will be shared with the scheme operator.
- A Completion File must be provided by the UIP to Wales & West in line with the design submission requirements checklist (CONN_FM139) within 5 working days of completion of the connection. Wales & West will validate the Completion File contents for accuracy and completeness and where acceptable send the Connection Completion Notification Letter confirming Wales & West has taken ownership.

End of Process.

Utility Infrastructure Providers (UIP's) and Gas Transporters (GT's) Job Specific Process

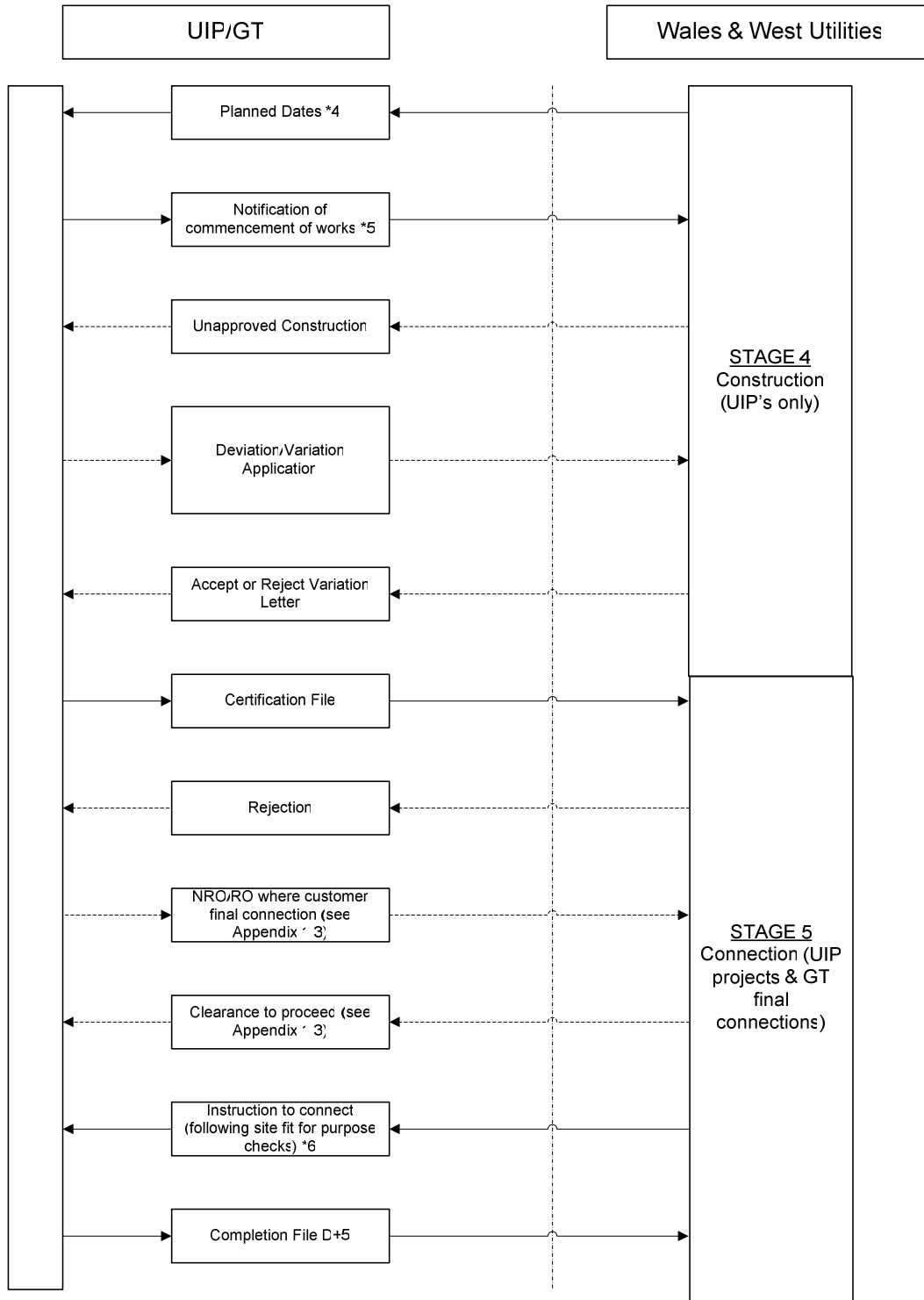


*- Customer Final Connection can also be requested up to D+5 following issue of a planned date for a Wales & West Final Connection

*2 This can also be received at Quotation Stage

*3 Includes permission to proceed with Final Connection where <= 63mm LP Final Connection subject to 3 days notice being given & certification

Utility Infrastructure Providers (UIP's) and Gas Transporters
(GT's) Job Specific Process continued



*4 Only provided where Wales & West is carrying out works

*5 This may have been provided at Acceptance

*6 Where Wales & West nominated Observer attends site