

**0646R OAD Review Group
Proposal for Updating Site Owner
Drawings**

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Background

Under OAD Section B1.6.1(iii), the site owner is responsible for *'the preparation of any whole site diagrams required for compliance with any such Legal Requirement, including Hazardous Area diagrams and COMAH'*.

A site user can install and modify their assets at an offtake site providing consent is given by the site owner, subject to the requirements as detailed under OAD Section B. More often than not, such activity will require a number of site drawings to be updated. These drawings are held by both parties. The site owner drawings should contain the details for the whole site, whereas the site users' drawings should contain information that is pertinent to their connection facilities only.

Currently, there are no requirements in OAD nor has an industry process agreed on how a site user obtains and subsequently updates the site owners' drawings for shared sites. As a result, when a site user has made modifications to their assets they have only updated their own drawings. This causes a number of issues:

- site owner non-compliance with the requirements under OAD
 - unable to complete site owner responsibilities for whole site drawings
 - inaccurate information captured in the Supplemental Agreement
 - inconsistent information/data between for tri-partite sites
- increased process safety risks; and
- where drawings have been provided these have been red line mark ups (RLMUs) that attract an additional cost for the site owner

Objective

To review and agree a process between all network operators for updating site owner drawings, following completed work by a site user, that will enable the site owner to comply with its requirements under OAD and ensure that no operator is stranded with an additional cost burden in maintaining site drawings.

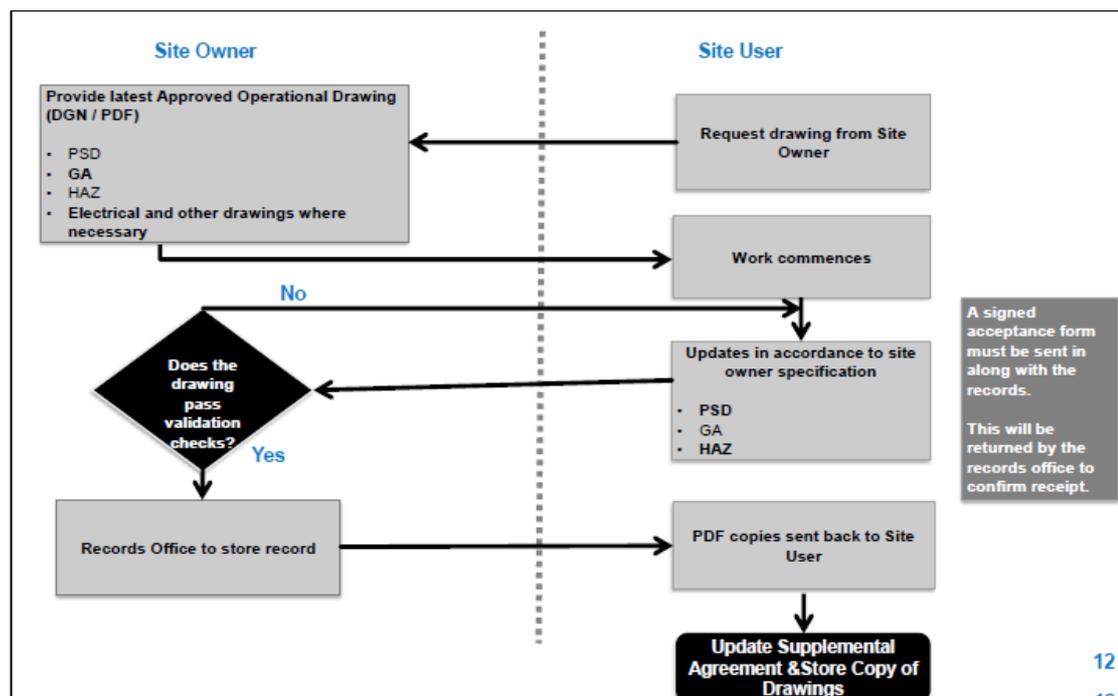
A single, consistent process is required for two keys reasons:

- to provide a level playing field for DNO (Distribution Network Operators) when engaging with the NTS on drawing matters; and

- the process can be applied between DNO's for when LDZ/LDZ offtake arrangements need to be updated under OAD.

Proposal

National Grid has proposed the following high level approach. This has been adopted by some DNO's in full, others in part or not at all.



The key drawings that are held by a site owner that may be impacted by a change at an offtake site are listed below:

- Engineering Line Diagrams (ELD)
- Pressure System Drawings (PSD)
- General Arrangement (GA) or layout drawings
- Hazardous Area Drawings (HAZ)
- Electrical Drawings
- Instrumentation & Communication drawings
 - Loop drawings
 - FWACV
 - Telemetry drawings
- Cathodic Protection drawings

- Other site drawings i.e. Drainage, LGT, other relevant 'as built' drawings.

To ensure that the cost of updating a drawing is as efficient as possible the site owner will need to provide a soft copy of the drawing file so that it can be updated electronically by the site user. The revised version is then to be returned to the site owner along with a signed acceptance to demonstrate that the appropriate checks have been undertaken with regards to the information's accuracy and completeness.

The site owner will undertake its own checks and if these are successful the drawing will be processed and committed to its drawing repository. A pdf will be passed back to the site user along with written confirmation of completion of the process.

Red-line mark ups (RLMU's) will not be generally accepted as this causes a stranded cost for the site owner. If there is a genuine reason for why the drawing cannot be updated electronically the RLMU can be accepted as a last resort. However, of the cost of updating the associated drawing will need to be recovered by the site owner and recharged to the site user under the arrangements outlined in Section L of OAD.

Action

Operators have agreed that the high level process as shown in the diagram above is broadly acceptable. However, the mechanics and finer details for this proposal still need to be established and agreed.

A workshop or similar approach is required so that the appropriate representatives from each operator can agree the way forward and develop the necessary process documentation. This will include the detailing of the specific file format requirements and system constraints as not all operators use the same CAD applications. Agreement is also needed on what drawings a site owner should own and retain so that this avoids unnecessary duplicate drawings in circulation between operators.

Once a process has been agreed, the intent is not to codify it within OAD. All operators have their own internal drawing policy and procedures that will align to industry code, standards or other stated requirements. The operators need to establish first the key compliance drivers for their drawing processes, and if this relates back to a common industry requirement then it is recommended that this is updated with the proposed new requirements, which OAD will just refer to.