

**Version 9.6: 06 April 2022****Safe Control of Operations (SCO) Interface Procedure**

<b><u>Version</u></b>	<b><u>Date</u></b>	<b><u>Recorded Changes</u></b>
9.5	11 October 2011	Published Minor error in the Recitals for the LDZ/LDZ (Part 3) agreement in v1.1.
9.6	06 April 2022	<ol style="list-style-type: none"><li>1. Include document control.</li><li>2. Remove Offtake contact information</li></ol>

**Introduction**

This is the SCO Interface Procedure Document referred to in the Offtake Arrangements Document (**OAD**) Section C 3.0.

The OAD Template Agreements Document is an Offtake Subsidiary Document and accordingly is subject to the further provisions of OAD Section N1.2.

## **Co-ordination and Control of Work on Sites containing both National Transmission System and Distribution Network Operational Equipment**

### **1. INTRODUCTION**

This procedure identifies how work will be controlled on sites containing both National Transmission System (NTS) and Distribution Network (DN) operational equipment. When work is to be undertaken by either party on such sites, it is necessary for communication to be established between both parties to ensure that the work is co-ordinated to enable its safe execution.

### **2. SCOPE**

This procedure applies to all installations where NTS and DN assets are contained within the confines of the same site.

### **3. REFERENCE**

The Uniform Network Code Offtake Arrangements Document (OAD) is the basis of the procedures that will apply on site. Unless otherwise specified the latest edition of the OAD applies, including all addenda and revisions.

### **4. PRINCIPLES**

The following principles shall be applied to the management of work at jointly occupied sites.

#### **Site Controller**

- The Site Owner will nominate a Primary Gas Control Centre or Site Controller who will be responsible for monitoring the site activities, recording work activities and ensuring there are no conflicts with other activities on the site or Network. In the event of this the Primary Gas Control Centre or Site Controller would manage conflicts on the site. In addition a review of works at other Offtakes should be carried out to highlight possible conflicts. This may be a second work contact.
- During normal working hours, prior to starting any work that could affect gas flows or telemetered data, the Team leader will contact the Primary Gas Control Centre or Site Controller (as per Table 1) to obtain permission to carry out work.
- For out of working hours then the Team Leader shall contact the Primary Gas Control Centre Responsible for the site (as per Table 1). The Primary Gas Control centre will then inform the Site Owner's duty standby manager.
- Where the work has the possibility to affect gas flows, telemetry signals or remote control of the site then, before start of working, the Team Leader shall contact the relevant control centre responsible for monitoring those assets, (ie where NTS assets are affected then the Gas National Control Centre (GNCC) will be contacted and where Distribution assets are affected then the relevant Distribution Control Centre, as defined in Table 1, will be contacted).

### Notification of Planned Work

- Annual maintenance plans will be developed and shared by the Site Owner and the Site User as per the OAD.
- The Site User shall give the Site Owner at least five (5) working days' notice of the intention to carry out any planned work.
- The Site Owner is not required to inform the Site User of any changes to routine planned work as long as the work does not affect gas flow in another user's network. Major works construction and modifications will be managed in accordance with the OAD.

### Urgent Emergency Work

- Emergency and urgent work does not need prior notification before visiting site, however, before work commences the Primary Gas Control Centre that manages the site must be contacted as per the process detailed in Figure 1. It will then inform the Site Owner's standby manager, as an immediate callout.

### Competency and Permitry Requirements

- The asset owner is responsible for ensuring that the people working on its assets:
  - Understand and comply with the general site safety rules and procedures.
  - Are competent for the work they are required to carry out.

**(Note:** The Site Owner must, under the Electricity at Work Regulations, have in place procedures to ensure that anyone working on the site is competent with regard to electrical systems on sites which in most circumstances have shared/common components).

- The asset owner will be responsible for the permitry associated with work on its own land. The Site Owner is responsible for permitry when outside the leased land and for all electrical and instrumentation works on site. Where there is an easement for a pipeline the owner of the pipeline may not be aware of other issues/services on site.
- Where there is a possibility that the work will affect gas flows in more than one Distribution Network then a Non Routine Procedure will be required and approved by the affected Network Operators.
- Where the flow of gas is not affected then no additional permitry will be issued by the Site Owner to the Site User other than the "Permission for Work to Proceed Form" as described in this process. If the site nominated manager decrees a permit is required to safely manage works on site, permitry could be required including controls where work will be undertaken on the owner's land. This will ensure the Site Controller can manage PPE, equipment and plant as well as environmental issues.

## Managing Work Conflicts

- Where there is conflict between two (2) or more activities on a site and agreement cannot be reached on the activity that should be carried out first, then the Team Leaders of the affected activities shall make contact with their Authorising Engineer and Network Controller to seek resolution.

## 5. RESPONSIBILITIES FOR CO-ORDINATION OF WORK

Responsibilities for co-ordination of site works are in defined in five (5) groups:

- **Work Delivery**            A team or an individual assigned to execute site work.
- **Authorising Engineer**    The person who has assigned and authorised work to take place.
- **Primary Gas Control**    The Control Centre that has primary control of the site – as nominated by the Site Owner (either Gas National Control Centre (GNCC) or the relevant Distribution Control Centre as defined in Table 1).
- **Team Leader**            The person in charge and responsible for the work activity on the site. (normally the designated Competent Person for the activity).
- **Network Controller**      The person or persons nominated by the Network Owner to be responsible for monitoring and controlling work on the Network to ensure there are no conflicts between activities that will affect the flow of gas.
- **Site Control**            Where the site has a designated Permit Office then a Site Controller is appointed to control all activities on the site. (This applies to St Fergus and Bacton Terminals, and Compressor Sites).
- **Site Controller**        The person designated to control the activities on site.

## 6. EXECUTION OF WORK

Before commencing work which could affect the gas supplies or telemetry at site, Work Delivery must:

- Contact the relevant Gas Control Centre(s) and obtain permission to carry out the work;
- Check the Site Logbook to determine whether any other work is taking place;
- When other work is identified, then:
  - Contact the senior person in charge of the other work;
  - Discuss whether both activities can be executed simultaneously in a safe manner;
  - If decided that simultaneous works are unsafe, then contact their Authorising Engineer to determine which work should be executed first;

- If necessary the Authorising Engineers from both organisations may need to agree which work should take precedence;
- If both parties agree that simultaneous works can be executed safely, then jointly complete a “Permission for Work to Proceed Form” and place in the Site Logbook.

*Note: For work on manned NTS Terminals and Compressors a “Permission for Work to Proceed Form” must be completed.*

- Contact the Gas Control Centre for the site to obtain authorisation to proceed with the work;
- Enter details of the work in the Site Owner’s Telemetry Room Logbook;
- At the end of the day Work Delivery must make the site safe and remove all waste materials;
- Contact the Gas Control Centre for the site to obtain permission to leave the site;
- Complete the Site Logbook; and
- Ensure that the site is secure before leaving the site.

## **7. RETENTION OF RECORDS**

The Site Owner is responsible for providing copies of the “Permission for Work to Proceed Form” on the site so that they are available for use when required.

The Team Leader is responsible for ensuring the “Permission for Work to Proceed Form” (see Appendix A) is completed when required and a copy retained in the Site Owner’s Telemetry Room.

The Site Owner will retain copies of the completed “Permission for Work to Proceed Forms” on site for a minimum of two (2) years after the work is completed.

**Table 1 – DNO/NTS Offtake – Site Roles and Contact Details**

DN/NTS Offtake Site	Site Type	Site Owner	Primary Gas Control Centre / Site Control
ABERDEEN	Compressor	National Grid - NTS	NTS Site Control / GNCC
ABERDEEN	Offtake	Scotia Gas Networks - DN	SGN Gas Control
ALREWAS EM	Offtake	National Grid - DN	DNCC
ALREWAS WM	Offtake	National Grid - DN	DNCC
ARMADALE	Offtake	Scotia Gas Networks - DN	SGN Gas Control
ASPLEY	Offtake	National Grid - DN	DNCC
ASSELBY	Offtake	Northern Gas Networks - DN	NGN System Control
AUDLEY	Multijunction	National Grid - NTS	GNCC
AUDLEY	Offtake	National Grid - DN	DNCC
AUSTREY	Offtake	National Grid - DN	DNCC
AYLESBEARE	Offtake	Wales & West Utilities - DN	WWU Control Centre
BACTON	Terminal	National Grid - NTS	NTS Site Control / GNCC
BACTON	Offtake	National Grid - DN	DNCC
BALDERSBY	Offtake	Northern Gas Networks – DN	NGN System Control
BALGRAY	Offtake	Scotia Gas Networks - DN	SGN Gas Control
BARRINGTON	Multijunction	Wales & West Utilities - DN	WWU Control Centre
BATHGATE/AVONBRIDGE	Compressor	National Grid - NTS	NTS Site Control/GNCC
BATHGATE	Offtake	Scotia Gas Networks - DN	SGN Gas Control
BISHOP AUCKLAND	Compressor	National Grid - NTS	NTS Site Control / GNCC
BISHOP AUCKLAND	Offtake	Northern Gas Networks - DN	NGN System Control
BLABY	Offtake	National Grid - DN	DNCC
BLACKROD	Offtake	National Grid - DN	DNCC
BLYBOROUGH	Offtake	National Grid - DN	DNCC
BRAISHFIELD	Offtake	Scotia Gas Networks - DN	SGN Gas Control
BRISLEY	Offtake	National Grid - DN	DNCC
BROXBURN	Offtake	Scotia Gas Networks - DN	SGN Gas Control
BURLEY BANK	Offtake	Northern Gas Networks – DN	NGN System Control
CALDECOTT	Offtake	National Grid - DN	DNCC
CARESTON	Offtake	Scotia Gas Networks- DN	SGN Gas Control
CHOAKFORD	Offtake	Wales & West Utilities - DN	WWU Control Centre
COFFINSWELL	Offtake	Wales & West Utilities - DN	WWU Control Centre
CIRENCESTER	Offtake	Wales & West Utilities - DN	WWU Control Centre
COLDSTREAM	Offtake	Northern Gas Networks - DN	NGN System Control
CORBRIDGE	Offtake	Northern Gas Networks - DN	NGN System Control
COWPEN BEWLEY	Offtake	Northern Gas Networks - DN	NGN System Control
DOWLAIS	Offtake	Wales & West Utilities - DN	WWU Control Centre
DROINTON OFFTAKE	Offtake	National Grid - DN	DNCC
DRUM	Offtake	Scotia Gas Networks - DN	SGN Gas Control

<b>DN/NTS Offtake Site</b>	<b>Site Type</b>	<b>Site Owner</b>	<b>Primary Gas Control Centre / Site Control</b>
DYFFRYN CLYDACH	Offtake	Wales & West Utilities - DN	WWU Control Centre
EASTON GREY	Offtake	Wales & West Utilities - DN	WWU Control Centre
ECCLESTON	Offtake	National Grid - DN	DNCC
ELTON	Offtake	Northern Gas Networks - DN	NGN System Control
EVESHAM	Offtake	Wales & West Utilities - DN	WWU Control Centre
EYE	Offtake	National Grid - DN	DNCC
FARNINGHAM	Offtake	Scotia Gas Networks - DN	SGN Gas Control
FIDDINGTON	Offtake	Wales & West Utilities - DN	WWU Control Centre
FISHACRE	Block Valve	Wales & West Utilities - DN	WWU Control Centre
GANSTEAD	Offtake	Northern Gas Networks - DN	NGN System Control
GILWERN	Offtake	Wales & West Utilities - DN	WWU Control Centre
GLENMAVIS	LNG	National Grid - NTS	NTS Site Control / GNCC
GLENMAVIS	Offtake	Scotia Gas Networks - DN	SGN Gas Control
GOSBERTON	Offtake	National Grid - DN	DNCC
GREAT WILBRAHAM	Offtake	National Grid - DN	DNCC
GUYZANCE	Offtake	Northern Gas Networks - DN	NGN System Control
HARDWICK	Offtake	Scotia Gas Networks - DN	SGN Gas Control
HOLMES CHAPEL	Offtake	National Grid - DN	DNCC
HORNDON	Offtake	National Grid - DN	DNCC
HUMBLETON	Offtake	Northern Gas Networks - DN	NGN System Control
HUME	Offtake	Scotia Gas Networks - DN	SGN Gas Control
ILCHESTER	Offtake	Wales & West Utilities - DN	WWU Control Centre
IPSDEN	Offtake	Scotia Gas Networks - DN	SGN Gas Control
KELD	Offtake	Northern Gas Networks - DN	NGN System Control
KENN (NORTH)	Offtake	Wales & West Utilities - DN	WWU Control Centre
KINKNOCKIE	Offtake	Scotia Gas Networks - DN	SGN Gas Control
KIRKSTEAD	Offtake	National Grid - DN	DNCC
LANGHOLM	Offtake	Scotia Gas Networks - DN	SGN Gas Control
LEAMINGTON	Offtake	National Grid - DN	DNCC
LITTLE BURDON	Offtake	Northern Gas Networks - DN	NGN System Control
LITTLETON DREW	Offtake	Wales & West Utilities - DN	WWU Control Centre
LOCKERBIE	Offtake	Scotia Gas Networks - DN	SGN Gas Control
LOWER QUINTON	Offtake	National Grid - DN	DNCC
LUPTON	Multijunction	National Grid - NTS	GNCC
LUPTON	Offtake	National Grid - DN	DNCC
LUXBOROUGH LANE	Offtake	National Grid - DN	DNCC
MAELOR	Offtake	Wales & West Utilities - DN	WWU Control Centre
MALPAS	Offtake	National Grid - DN	DNCC
MAPPOWDER	Offtake	Scotia Gas Networks - DN	SGN Gas Control
MARKET HARBOROUGH	Offtake	National Grid - DN	DNCC
MATCHING GREEN	Offtake	National Grid - DN	DNCC
MELKINTHORPE	Offtake	Northern Gas Networks - DN	NGN System Control
MICKLE TRAFFORD	Offtake	National Grid - DN	DNCC

<b>DN/NTS Offtake Site</b>	<b>Site Type</b>	<b>Site Owner</b>	<b>Primary Gas Control Centre / Site Control</b>
MILWICH	Offtake	National Grid - DN	DNCC
NETHER HOWCLEUGH	Offtake	Scotia Gas Networks - DN	SGN Gas Control
PANNAL	Offtake	Northern Gas Networks - DN	NGN System Control
PARTINGTON	Offtake	National Grid - DN	DNCC
PAULL	Multijunction / Offtake	National Grid - NTS	GNCC
PETERS GREEN	Offtake	National Grid - DN	DNCC
PICKERING	Offtake	Northern Gas Networks - DN	NGN System Control
PITCAIRNGREEN OT	Offtake	Scotia Gas Networks - DN	SGN Gas Control
PUCKLECHURCH	Offtake	Wales & West Utilities - DN	DNCC
RAWCLIFFE	Offtake	Northern Gas Networks - DN	NGN System Control
ROSS	Offtake	Wales & West Utilities - DN	WWU Control Centre
ROSS	Offtake	National Grid - DN	DNCC
ROUDHAM HEATH	Offtake	National Grid - DN	DNCC
ROYSTON	Offtake	National Grid - DN	DNCC
RUGBY	Offtake	National Grid - DN	DNCC
SALTEND BP	Offtake	Northern Gas Networks - DN	NGN System Control
SALTWICK	Offtake	Northern Gas Networks - DN	NGN System Control
SAMLESBURY	Offtake	National Grid - DN	DNCC
SEABANK	Offtake	Wales & West Utilities - DN	WWU Control Centre
SHORNE	Offtake	Scotia Gas Networks - DN	SGN Gas Control
SHUSTOKE	Offtake	National Grid - DN	DNCC
SILK WILLOUGHBY	Offtake	National Grid - DN	DNCC
SOUTRA	Offtake	Scotia Gas Networks - DN	SGN Gas Control
ST. FERGUS	Terminal	National Grid - NTS	NTS Site Control / GNCC
ST.FERGUS	Offtake	Scotia Gas Networks - DN	SGN Gas Control
STEPPINGLEY	Multijunction	National Grid - DN	DNCC
STRATFORD-UPON-AVON	Offtake	National Grid - DN	DNCC
SUTTON BRIDGE	Offtake	National Grid - DN	DNCC
TATSFIELD	Offtake	Scotia Gas Networks - DN	SGN Gas Control
THORNTON CURTIS	Offtake	National Grid - DN	DNCC
THRINTOFT	Offtake	Northern Gas Networks - DN	NGN System Control
TOW LAW	Offtake	Northern Gas Networks - DN	NGN System Control
TOWTON	Offtake	Northern Gas Networks - DN	NGN System Control
TUR LANGTON	Offtake	National Grid - DN	DNCC
WALESBY	Offtake	National Grid - DN	DNCC
WARBURTON	Offtake	National Grid - DN	DNCC
WEST WINCH	Offtake	National Grid - DN	DNCC
WESTON POINT	Offtake	National Grid - DN	DNCC
WETHERAL	Offtake	Northern Gas Networks - DN	NGN System Control
WHITWELL	Offtake	National Grid - DN	DNCC
WINKFIELD SE	Offtake	Scotia Gas Networks - DN	SGN Gas Control



<b>DN/NTS Offtake Site</b>	<b>Site Type</b>	<b>Site Owner</b>	<b>Primary Gas Control Centre / Site Control</b>
WINKFIELD SO	Offtake	Scotia Gas Networks - DN	SGN Gas Control
WINKFIELD NT	Offtake	National Grid - DN	DNCC
YELVERTON	Offtake	National Grid - DN	DNCC



APPENDIX A "Permission for Work to Proceed Form"

<b>SITE NAME</b>								
<b>Is there any other work being carried out on site? - YES / NO</b>								
<p><b>For example, are the following work types being undertaken? (Note: This is <u>not</u> an exhaustive list)</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">- Gas being vented will affect work areas</td> <td style="width: 50%; border: none;">- Plant/vehicle movement will conflict with each other</td> </tr> <tr> <td style="border: none;">- Valve operations will affect gas flows</td> <td style="border: none;">- Emergency Access/Egress is affected</td> </tr> <tr> <td style="border: none;">- Electrical isolation will affect valve movements</td> <td style="border: none;">- Emergency action will affect other work activities</td> </tr> </table>			- Gas being vented will affect work areas	- Plant/vehicle movement will conflict with each other	- Valve operations will affect gas flows	- Emergency Access/Egress is affected	- Electrical isolation will affect valve movements	- Emergency action will affect other work activities
- Gas being vented will affect work areas	- Plant/vehicle movement will conflict with each other							
- Valve operations will affect gas flows	- Emergency Access/Egress is affected							
- Electrical isolation will affect valve movements	- Emergency action will affect other work activities							
<p><b>If YES: Make contact with the Team Leader carrying out work and determine if there is any conflict between their work and your planned work</b></p> <p><b>If NO: Carry out works as per company instructions and contact relevant bodies.</b></p>								
<b>ACTIVITY – 1    Validity Period</b> from.....hrs on.....to.....hrs on.....								
Location of plant/work area:	Details of work being carried out:							
<b>ACTIVITY – 2    Validity Period</b> from.....hrs on.....to.....hrs on.....								
Location of plant/work area:	Details of work being carried out:							
<b>IF THERE IS CONFLICT AND THE WORK CANNOT BE CARRIED OUT SAFELY AND AGREEMENT CANNOT BE REACHED ON WHICH ACTIVITY SHOULD PROCEED THEN CONTACT AUTHORISING ENGINEER FOR ADVICE.</b>								
<p>There is no conflict between the work and both activities can be carried out safely at the same time. Team Leader in charge of Activity 1</p>								
Print Name:	Signature:	Date:						
<p>There is no conflict between the work and both activities can be carried out safely at the same time. Team Leader in charge of Activity 2</p>								
Print Name:	Signature:	Date:						
<p><b>Work Complete</b></p> <p>Print Name: _____ Signature: _____ Date: _____</p>								

**NOTES:**

1. Where more than two activities are being carried out on one site append an additional form and change activity numbers on appended form, e.g. change Activity 1 to Activity 3, etc.
2. A copy of this "Permission for Work to Proceed Form" must be retained in the Site Owner's Telemetry Room.