

# **OAD Offtake Subsidiary Document**

## **Process For The Update And Retention Of Shared Site Drawings**

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**Document Control**

<b>Version</b>	<b>Date</b>	<b>Reason for Change</b>
0.1	05 August 2019	Draft Created.
0.2	13 September 2019	Updates following review at workshop
0.3	12 December 2020	Specification Sheets added.
0.4	02 February 2021	Updates following review at workshop

**Document Governance**

UNC Offtake Arrangements Document (OAD) Section N sets the rules for the governance of OAD Subsidiary Documents. However, it should be noted that OAD can reference UNC Related Documents and the rules for governance are set out in UNC Transportation Principals Document (TPD) Section V.

OAD Subsidiary Documents are usually approved through the Offtake Committee; UNC Related Documents are usually approved through the Uniform Network Code Committee.

**UNIFORM NETWORK CODE - OFFTAKE ARRANGEMENTS DOCUMENT  
SECTION N - GENERAL**

**1.2 Subsidiary Documents**

1. UNC OAD Section N - General 1.2 Offtake Subsidiary Documents (OSD) set the rules for the establishment of OSDs and how they are then managed by the Offtake Committee.
2. The list of OSDs contained in OAD Section N 1.2.1 can be amended either by Modification or as agreed by the Parties.

## UNIFORM NETWORK CODE – TRANSPORTATION PRINCIPAL DOCUMENT SECTION V – GENERAL

### 12. General Provisions Relating to UNC Related Documents

#### 12.1 Purpose

The purpose of this Section is to establish generic governance arrangements in respect of the following UNC Related Documents (each a “**Document**” and collectively the “**Documents**”):

- a) Network Code Operations Reporting Manual as referenced in Section V9.4;
- b) Network Code Validation Rules referenced in Section M1.5.3;
- c) ECQ Methodology as referenced in Section Q6.1.1(c);
- d) Measurement Error Notification Guidelines for NTS to LDZ and LDZ to LDZ Measurement Installations as referenced in OAD Section D 3.1.5.
- e) the Allocation of Unidentified Gas Document referenced in Section E9.1.1; and
- f) the Customer Settlement Error Claims Process Guidance Document referenced in Section E1.3.10.

#### 12.2 Publication Requirements

Each Document shall be kept up to date and published by the Transporters on the Joint Office of Gas Transporters’ website.

#### 12.3 Modifications

Should a User or Transporter wish to propose modifications to any of the Documents, such proposed modifications shall be submitted to the Uniform Network Code Committee and considered by the Uniform Network Committee or any relevant sub-committee where the Uniform Network Code Committee so decide by majority vote.

#### 12.4 Approved Modifications

12.4.1 In the event that a proposed modification is approved by a majority vote of the Uniform Network Code Committee, the modification shall be implemented. Where the Uniform Network Code Committee fails to achieve majority approval, the proposed modification shall be considered in accordance with the provisions set out in Section 7 of the Uniform Network Code Modification Rules unless the Uniform Network Code Committee determines otherwise.

12.4.2 Each revised version of a Document shall be version controlled and retained by the Transporters. It shall be made available on the Joint Office of Gas Transporters’ website.

### 1. Scope

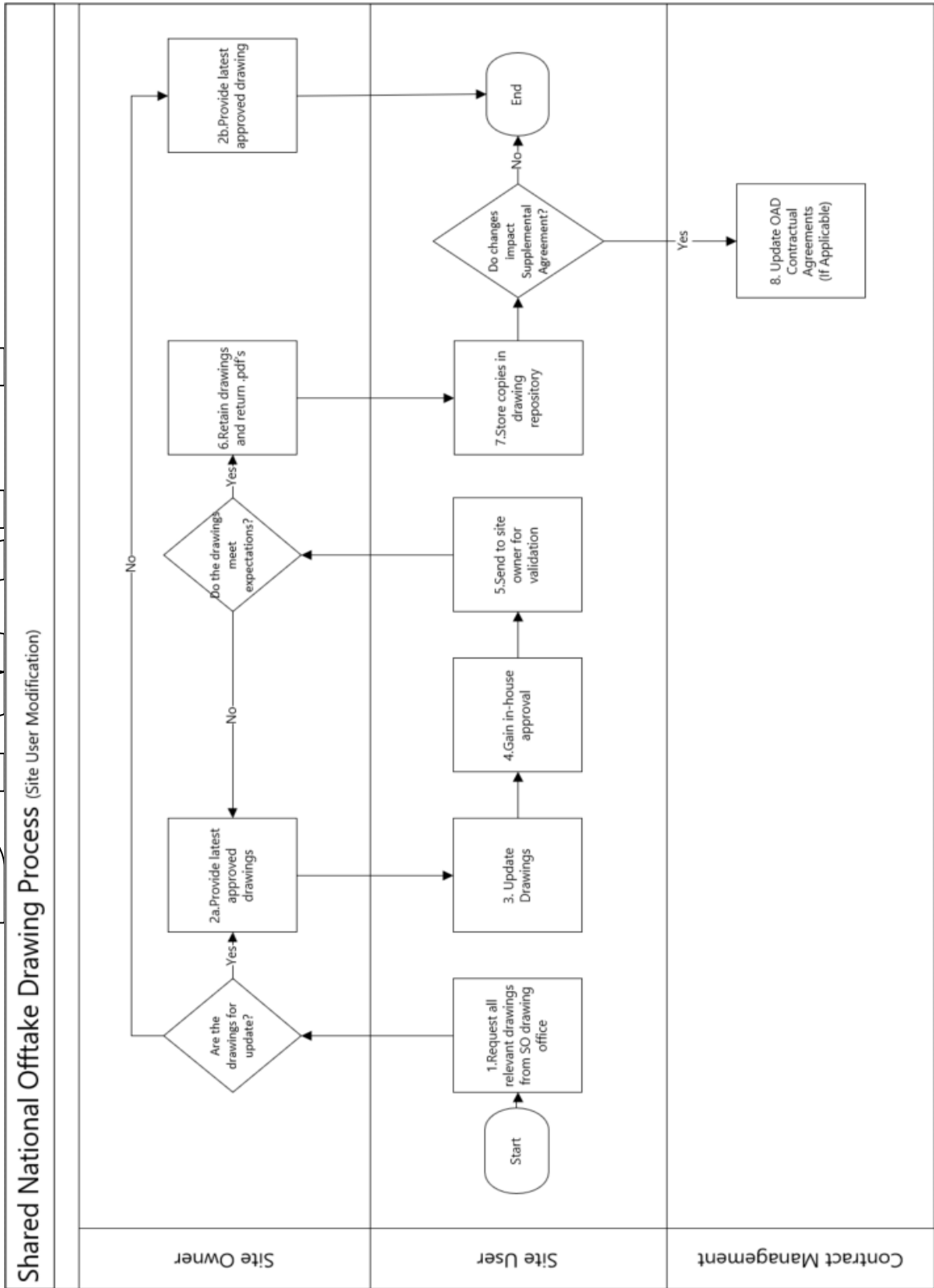
- 1.1. This process is to enable the retrieval, update and storage of Shared Site Drawings helping to ensure the safe operation of all gas networks and comply with all company and legislative requirements.

## 2. Principles

- 2.1. A shared site encompasses those sites that fall under the definitions and scope of the Offtake Arrangement Document
- 2.2. Under this process, a minimum set of standard site owner drawings are:
  - Site Pressure System Drawing
  - Site General Arrangement Drawing
  - Site Hazardous Area Drawing
  - Site Electrical Single Line Drawing
- 2.3. In some circumstances, additional drawings showing demarcation and/or shared assets such as the below will form part of the shared drawings:
  - Site Drainage Drawing (if not included in the General Arrangement)
  - Site Earthing Diagram
  - Site Power and Distribution Diagram
  - Instrument Power Distribution Diagram
  - Control Building Equipment Layout
- 2.4. The Site Owner are the sole custodian of all editable versions of the drawings. PDF Copies of the drawing may be held in a Site User Repository for as long as required.
- 2.5. The Site Owner is not responsible for the detail or accuracy of the Hazardous Area Information supplied on this drawing for assets as owned by another gas network operator that are located in separate or non-shared zones.
- 2.6. The site user has the ability to ask the site owner to update drawings on their behalf and linking it to cost recovery clauses to reclaim costs.
- 2.7. The Process flows detailed below cover the two scenarios that will routinely occur:
  - A Site User Updates a Site Owner Drawing
  - A Site Owner Updates a Site Owner Drawing
- 2.8. Modifications identified by either party, considered to be Ad-Hoc, will follow the principles outlined in the relevant process, depending on whose assets are affected, with the expectation that:
  - legible mark-ups of latest site owner drawings are available
  - Acceptable evidence justifying updates is available
  - Resource and cost will be provided by the respective party whose assets/pipework/information is being updated.

### 3a. Process Flow: A Site User Updates a Site Owner Drawing

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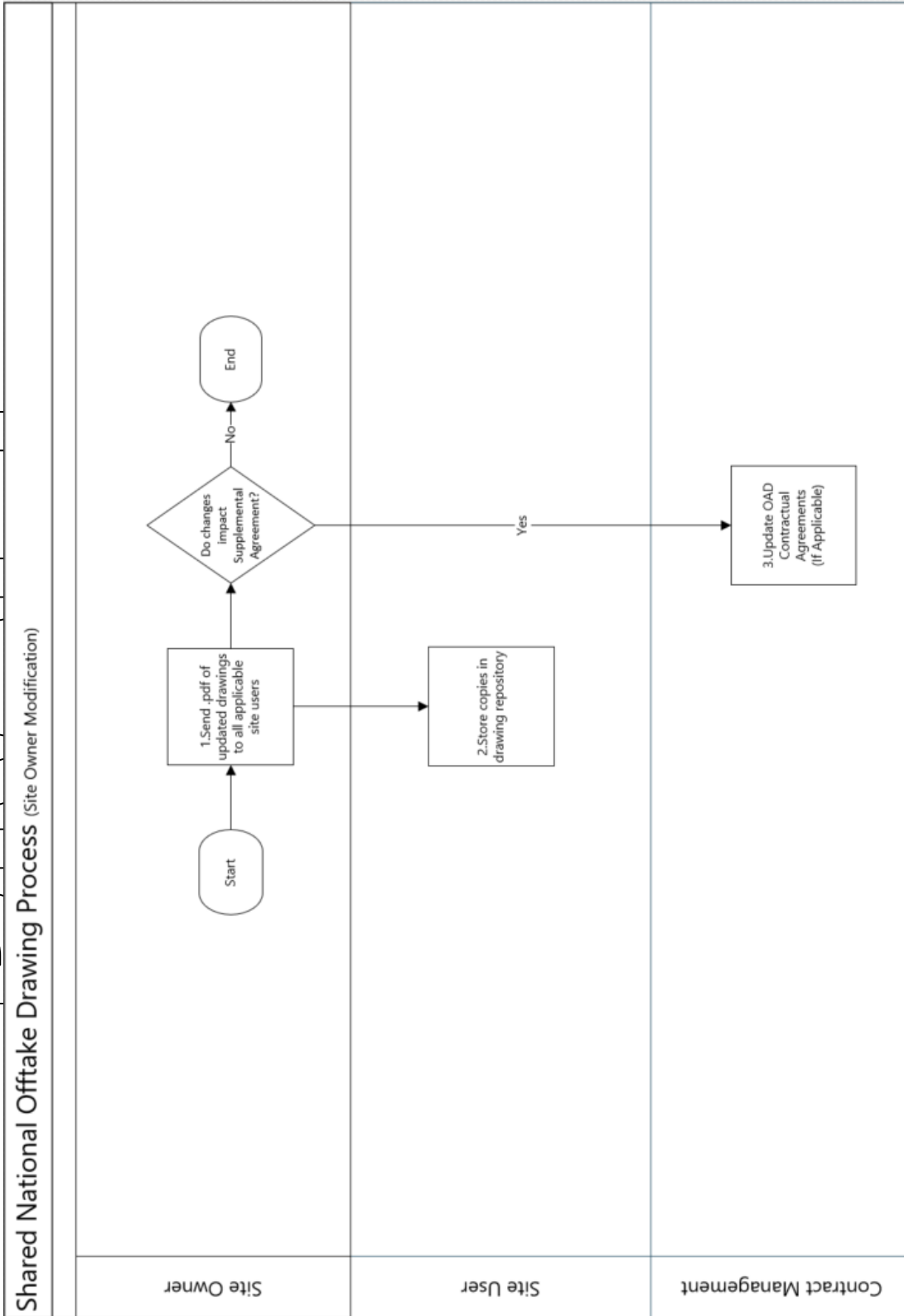
**3b. Process Steps: A Site User Updates a Site Owner Drawing**

Step	Requirement	Owner
01	<p>Site user contacts site owner drawings office to request relevant drawing(s) which require update.</p> <p>i.) Refer to necessary requirements in section (Appendix 1) for applicable site owner prerequisite information.</p>	Site User
02	<p>Site owner to confirm the need for editable drawing(s) for record reservation purposes and identify additional drawing(s) requiring update because of modification if applicable.</p> <p>a.) Site Owner to supply editable and .pdf drawings. – Go to step 3</p> <p>b.) Site Owner to supply .pdf copies only, unless editable versions are required for design purposes.</p>	Site Owner
03	<p>Site user to update drawing(s) to site owner's requirements.</p> <p>i.) Refer to necessary requirements in section (Appendix 1).</p>	Site User
04	<p>Modifications to be checked and approved by competent persons before returning updated drawing(s) to site owner for acceptance.</p> <p>i.) Checks relating to Hazardous Area drawings are to be completed by those with necessary training to ensure compliance with relevant legislation and industry standards (e.g. IGEM/SR/25 edition 2).</p>	Site User
05	<p>Site user to send editable and .pdf versions of updated drawing(s), along with evidence of drawing approval to Site Owner for validation.</p> <p>i.) If drawing(s) do not meet the necessary requirements they will be returned to the site user for further modification – Step 3</p>	Site User

06	<p>Once all checks have been completed and drawing(s) accepted, site owner will retain new drawing(s) in their repository.</p> <p>Note: There is an expectation for approvals to take time depending on complexity of the work involved and resource required to complete.</p> <p>A final .pdf version of new drawing(s) will be returned to <b>ALL</b> site users for submission to their database.</p> <ul style="list-style-type: none"> <li>i.) It is the responsibility of the site owner to update all applicable users with the new drawing(s).</li> <li>ii.) It is the responsibility of the site owner to ensure applicable drawing(s) are retained on site.</li> <li>iii.) It is the responsibility of the site owner to retain archived/superseded revisions of necessary drawings as required.</li> <li>iv.) It is the responsibility of the site owner to confirm accuracy of demarcation lines.</li> </ul>	Site Owner
07	<p>Site user to retain drawing(s) in their repository for future use following acceptance and retrieval of final pdf's.</p> <ul style="list-style-type: none"> <li>i.) Site user to appropriately dispose/delete editable drawings after acceptance and retrieval of new drawing(s).</li> <li>ii.) In the event modifications require amendment to the Supplement Agreement, the responsible person (normally the project initiator) will notify the respective management team of the drawing changes.</li> </ul>	Site User
08	<p>The responsible person will ensure OAD contractual agreements are satisfied and the supplement agreement for that site has been updated <b>if applicable</b>.</p>	Relevant Contract Manager (Change can be initiated by either party)

4a. Process Flow: A Site Owner Updates a Site Owner Drawing

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**4b. Process Steps: A Site Owner Updates a Site Owner Drawing**

Step	Requirement	Owner
01	Following drawing modifications and subsequent approval, affected shared drawing(s) shall be forwarded in .pdf format to all applicable site users.	Site Owner
02	Updated drawing(s) should be retained within site user's repository superseding any previous revisions.	Site User
03	The responsible site owner representative will ensure contractual agreements are satisfied and the supplement agreement for that site has been updated <b>if applicable.</b>	Relevant Contract Manager (Change can be initiated by either party)

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## Appendix 1

### General Requirements

Operator	Nationalgrid	
Records Office Email Address	<a href="mailto:Box.DM.GasNTS@nationalgrid.com">Box.DM.GasNTS@nationalgrid.com</a>	
Records Office Manager Contact Details	Darren Jinks – Mechanical Integrity Manager ( <a href="mailto:Darren.jinks@nationalgrid.com">Darren.jinks@nationalgrid.com</a> )	
What software format do you keep your editable drawings in?	Bentley MicroStation V8i (Preferable), AutoCAD (.DWG) may be accepted provided files can be opened and detail is not displaced or corrupt.	
Do you require drawings to be submitted in any other format as well as the editable version?	Yes	If Yes, please state what format?  PDF
How do you process drawing updates?	Operational drawings (Including scaled drawings) modified by third party, or internally depending on circumstance. All Hazardous area drawings approved by Nationalgrid Safety Engineering to ensure company and legislative requirements are satisfied.	
Do you want to update your own borders or is this a requirement for the other operator to undertake?	We would retain Border Control however approver and checker details will need to be provided.	
Specifications	All drawing updates are to be in accordance with Nationalgrids RE suite.	
<b>Individual Requirements Specifications</b> <please outline in the table below any specific requirements for the key drawings listed>		
<ul style="list-style-type: none"> <li>General Arrangement (GA)</li> </ul>		
<ul style="list-style-type: none"> <li>Hazardous Area Drawing (HAZ)</li> </ul>	<ul style="list-style-type: none"> <li>Hazardous Area drawings to be updated in compliance to the latest IGEM standards</li> </ul>	
<ul style="list-style-type: none"> <li>Pressure System Drawing (PSD)</li> </ul>	<ul style="list-style-type: none"> <li>PSD Alterations may incur changes to <b>Pipeline PSSR Flowsheets</b> and <b>Operational Flow Diagrams</b> (if applicable)</li> <li>PSD's are to include SOL's</li> </ul>	
<ul style="list-style-type: none"> <li>Electrical Single Line Drawing (SLD)</li> </ul>		
<ul style="list-style-type: none"> <li>Drainage</li> </ul>		
<ul style="list-style-type: none"> <li>Loop Drawings</li> </ul>		
<ul style="list-style-type: none"> <li>Other Drawings (please state)</li> </ul>	<ul style="list-style-type: none"> <li>Please consider <b>Block Cable Diagram</b> (if applicable)</li> </ul>	
Any Other Specific Requirements?	<p>&lt;please list any other specific requirements another operator needs to be aware of when submitting or requesting updates&gt;</p> <ul style="list-style-type: none"> <li>Nationalgrid drawing numbers and file names must stay consistent to assist with publication to core systems.</li> <li>New drawing numbers to be requested via the Drawings Management dot box account.</li> </ul>	

Operator	<b>Cadent Gas Limited</b>	
Records Office Email Address	<a href="mailto:Box.UKStatutoryRecords.Enquiries@cadentgas.com">Box.UKStatutoryRecords.Enquiries@cadentgas.com</a>	
Records Office Manager Contact Details	Ishia Manzoor-Lane ( <a href="mailto:Ishia.Manzoor-Lane@cadentgas.com">Ishia.Manzoor-Lane@cadentgas.com</a> )	
What software format to you keep your editable drawings in?	MicroStation	
Do you require drawings to be submitted in any other format as well as the editable version?	Yes	If Yes, please state what format?  PDF / Hard copy
How do you process drawing updates?	Scaled drawings are outsourced to a third party whilst all other drawings are updated internally.	
Do you want to update your own borders or is this a requirement for the other operator to undertake?	We would retain Border Control however approver and checker details will need to be provided.	
Specifications	<p><i>&lt;please confirm the key engineering policy &amp; procedures that your organisation works to in the production, update and management of drawings&gt;</i></p> <p>All drawing updates are to be in accordance with Cadent's RE suite.</p>	
<p><b>Individual Requirements Specifications</b>  <i>&lt;please outline in the table below any specific requirements for the key drawings listed&gt;</i></p>		
<ul style="list-style-type: none"> <li>• General Arrangement (GA)</li> </ul>		
<ul style="list-style-type: none"> <li>• Hazardous Area Drawing (HAZ)</li> </ul>		
<ul style="list-style-type: none"> <li>• Pressure System Drawing (PSD)</li> </ul>	PSD's are to include SOL's and symbology in line with Cadent's CDO1 Part 1. Separate drawings showing auxiliary pipework, ownership and boundaries as also required.	
<ul style="list-style-type: none"> <li>• Electrical Single Line Drawing (SLD)</li> </ul>		
<ul style="list-style-type: none"> <li>• Drainage</li> </ul>		
<ul style="list-style-type: none"> <li>• Loop Drawings</li> </ul>		
<ul style="list-style-type: none"> <li>• Other Drawings (please state)</li> </ul>		
Any Other Specific Requirements?	<p><i>&lt;please list any other specific requirements another operator needs to be aware of when submitting or requesting updates&gt;</i></p> <p>Red Line Mark ups (RLMU) can be provided but in exceptional circumstances only. RLMU's cannot be accepted for HAZ or GA updates.</p>	

Operator	<b>Wales and West Utilities Limited (WWU)</b>	
Records Office Email Address	<a href="mailto:AssetDataQuality@wwutilities.co.uk">AssetDataQuality@wwutilities.co.uk</a>	
Records Office Manager Contact Details	Daniel Wyatt ( <a href="mailto:Daniel.Wyatt@wwutilities.co.uk">Daniel.Wyatt@wwutilities.co.uk</a> )	
What software format to you keep your editable drawings in?	Autocad	
Do you require drawings to be submitted in any other format as well as the editable version?	Yes	If Yes please state what format?  PDF / Hard copy
How do you process drawing updates?	Dependent on the size and complexity of the changes, the majority of changes are done internally, for those with a high complexity they would be outsourced to a third party.	
Do you want to update your own borders or is this a requirement for the other operator to undertake?	We would retain Border Control however approver and checker details will need to be provided.	
Specifications	<i>&lt;please confirm the key engineering policy &amp; procedures that your organisation works to in the production, update and management of drawings&gt;</i>  All drawing updates are to be in accordance with WWUs RE suite.	
<b>Individual Requirements Specifications</b> <i>&lt;please outline in the table below any specific requirements for the key drawings listed&gt;</i>		
• General Arrangement (GA)		
• Hazardous Area Drawing (HAZ)		
• Pressure System Drawing (PSD)	PSD's are to include SOL's and symbology in line with WWUs CDO1 Part 1. Separate drawings showing auxiliary pipework, ownership and boundaries as also required.	
• Electrical Single Line Drawing (SLD)		
• Drainage		
• Loop Drawings		
• Other Drawings (please state)		
Any Other Specific Requirements?	<i>&lt;please list any other specific requirements another operator needs to be aware of when submitting or requesting updates&gt;</i>  Red Line Mark ups (RLMU) can be provided but in exceptional circumstances only. RLMU's cannot be accepted for HAZ or GA updates.	

<i>Operator</i>	<b>Scotia gas Networks (SGN)</b>	
<i>Records Office Email Address</i>	<a href="mailto:asset.management@sgn.co.uk">asset.management@sgn.co.uk</a>	
<i>Records Office Manager Contact Details</i>	Aaron MacKay ( <a href="mailto:aaron.mackay@sgn.co.uk">aaron.mackay@sgn.co.uk</a> )	
<i>What software format to you keep your editable drawings in?</i>	<ul style="list-style-type: none"> <li>• Bentley MicroStation V8i for Scotland</li> <li>• AutoCAD or Southern</li> </ul>	
<i>Do you require drawings to be submitted in any other format as well as the editable version?</i>	Yes	If Yes please state what format?  PDF
<i>How do you process drawing updates?</i>	<ul style="list-style-type: none"> <li>• In house for SOE PSD, administrative and minor updates.</li> <li>• Outsource for project (PS5), major and to scale updates.</li> </ul>	
<i>Do you want to update your own borders or is this a requirement for the other operator to undertake?</i>	Internal border control. Requirement for Revision details, date and checker/approver initials to be provided.	
<i>Specifications</i>	In accordance to SGN RE suite of documents.	
<i>Individual Requirements Specifications</i>		
<i>&lt;please outline in the table below any specific requirements for the key drawings listed&gt;</i>		
<ul style="list-style-type: none"> <li>• General Arrangement (GA)</li> </ul>		
<ul style="list-style-type: none"> <li>• Hazardous Area Drawing (HAZ)</li> </ul>		
<ul style="list-style-type: none"> <li>• Pressure System Drawing (PSD)</li> </ul>	<ul style="list-style-type: none"> <li>• Details in-line with CDO/1 and PS/3 policies.                             <ul style="list-style-type: none"> <li>○ Southern are internally updated</li> <li>○ Scotland are externally updated</li> </ul> </li> <li>• Separate drawings for auxiliary are required</li> </ul>	
<ul style="list-style-type: none"> <li>• Electrical Single Line Drawing (SLD)</li> </ul>		
<ul style="list-style-type: none"> <li>• Drainage</li> </ul>		
<ul style="list-style-type: none"> <li>• Loop Drawings</li> </ul>		
<ul style="list-style-type: none"> <li>• Other Drawings (please state)</li> </ul>		
<i>Any Other Specific Requirements?</i>	Red Line Mark ups (RLMU) can be provided but in exceptional circumstances only. RLMU's cannot be accepted for HAZ or GA updates.	

<i>Operator</i>	<b>Northern Gas Networks</b>	
<i>Records Office Email Address</i>	Drawingrequests@northerngas.co.uk	
<i>Records Office Manager Contact Details</i>	dscarah@northerngas.co.uk	
<i>What software format to you keep your editable drawings in?</i>	Autocad	
<i>Do you require drawings to be submitted in any other format as well as the editable version?</i>	No	If Yes please state what format? PDF / Other please state
<i>How do you process drawing updates?</i>	In house updates and Outsource updates	
<i>Do you want to update your own borders or is this a requirement for the other operator to undertake?</i>	We would retain Border Control	
<i>Specifications</i>	CD01. I'll attach the standard document for Designers folder which gives the specifications, example drawings, borders etc.	
<i>Individual Requirements Specifications</i> <please outline in the table below any specific requirements for the key drawings listed>		
• General Arrangement (GA)		
• Hazardous Area Drawing (HAZ)		
• Pressure System Drawing (PSD)		
• Electrical Single Line Drawing (SLD)		
• Drainage		
• Loop Drawings		
• Other Drawings (please state)		
<i>Any Other Specific Requirements?</i>	<please list any other specific requirements another operator needs to be aware of when submitting or requesting updates>	