

Non-routine operational procedure form

1. OUTLINE, APPROVALS, AUTHORITY, CIRCULATION

A) Network ID:	B) Organisation: National Grid	C) Project / 3rd Party Ref. UKD/ 320482/NRO	D) NRO Number: NTS/58394/NRO	
E) Location: Mickle Trafford, Deeside & Burton Point Post Code:				
F) Outline of objectives: Isolation of feeder 21 between Mickle Trafford and Deeside. Reduce pressure to below 45bar through Connah's Quay PS then isolate Burton Point. Carry out CIPS defect investigation and re-commission feeder 21.				
Pressure range:				
G) Map References: E: 329660 N: 371892		Start date: Time: 29.03.19 – 09:00hrs	End date: Time: 11.02.19 – 17:00 hrs	
Start: E:	N:	End: E:	N:	
Start: E:	N:	End: E:	N:	
H) Extension approved by: Print names & dates				
Revised End date & Time:				
I) Details of effect on gas supplies: Has Network Analysis been consulted? YES/NO. If YES, please append details. If NO, please provide reason.				
J) Are there any long term plant/mains outages planned? YES/NO/ N/A. If YES, please append details.		Start date: 29.03.19 Time:	End date: 11.04.19 Time:	
K) Is Adjacent Network Controller clearance required?	YES/NO	O) Work Instruction Reference Number		
L) Is G.T. approval required?	YES/NO	P) Approved GL/5, G/17 or G/19 Number(s)		
M) Is DNCC approval required?	YES/NO	Q) Is Odorant Present?	YES/NO	
N) Is GNCC approval required?	YES/NO	R) Status of NRO	DRAFT / FINAL Version No.	
S) Is Meter Operations Controller approval required?	YES/NO	T) Is a Permit to Work required?	YES/NO Permit No.	
U) APPROVALS	NAME	POSITION	SIGNATURE	DATE
Prepared by:	Stephen Dixon	NRO Officer		
GNCC	Wayne Jackson	Senior Operations Engineer		
DNCC				
Comments on Procedure:		Action by Originator:		
NOTE: If the procedure is not approved, it should be modified and resubmitted. If the comments are noted but not actioned, the originator of this procedure must provide an explanation prior to re-submission for authorisation.				
COMPETENT PERSON with OVERALL responsibility	NAME	POSITION	SIGNATURE	DATE
Authorising Engineer(s) Authorised by:				
Mentor Counter Signed				
Network Controller Clearance to proceed				

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V) CIRCULATION LIST (including all those approving the document)

Name	Title	Date	No. of copies
Wayne Jackson	Senior Operations Engineer		1
Dave Tasker	Senior Network Control Engineer		1
GNCC	Shift Engineer		1
DNCC/Trevor Wilkins	Senior Control Engineer		1
Rob Gregory	Network Controller UKD		1
Martin Balmer	Project Engineer/Job Owner		1
Dave Roberts Connah's Quay PS/Uniper	Project Manager		1
Andy Evans Connah's Quay PS/Uniper	Connah's Quay Competent Person		1
Stuart Brent	Operations Technician		1
Andrew Gibbons	Operations Technician		1

W) PERSONS IN AUTHORITY

	Name	Position	Area of responsibility
COMPETENT PERSON with OVERALL responsibility	Stuart Brent	Operations Technician	Site Responsibility, Technician in charge (TIC)
Other COMPETENT PERSONNEL and their Sub Areas of responsibility	Andrew Gibbons	Operations Technician	Mechanical work

X) EFFECT ON OTHER GAS TRANSPORTERS SYSTEMS

Gas transporters name	Contact name and telephone number	Details of operational arrangements

Y) EFFECT ON MAJOR SUPPLY POINTS

Supply point name	Contact name and telephone number	Date Contacted	Details of operational arrangements
Connah's Quay/Uniper Power Station	Tony Higgins 07767 326519	14/03/19	Uniper to be isolated from the NTS after having reduced the isolated section of Feeder 21 to < 45 bar
RWE/Bridgewater Paper	Control Room 0151 373 4106	07/03/19	Bridgewater Paper to be isolated from the NTS.

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NON-ROUTINE OPERATIONAL PROCEDURE (GDN/PM/SCO/4)

1.1 SUMMARY OF NON-ROUTINE OPERATIONAL PROCEDURE

Reason for Procedure: **Defect investigation as identified through a CIPS survey**

Short description of method:

- **Isolate feeder 21 at Mickle Trafford and Deeside, reduce pressures through Connah's Quay PS then isolate Burton Point.**
- **Excavate at point of CIPS defect and examine coating/P11 inspection**
- **Duration of operation and number of phases: 14 Days**
- **GNCC to keep pressures as low as possible in Feeder 21 prior to isolation Item 3.5**

Phase 1	Isolation of feeder 21 Mickle Trafford to Deeside isolation and reduce pressure to <45bar through Connah's Quay PS
Phase 2	Carry out Coating / P11 Inspections
Phase 3	Venting and Purging at Connah's and their pipeline work
Phase 4	De-isolate feeder 21 and re-pressurise pipeline

1.2 ESSENTIAL GAS SUPPLY ASPECTS

Supply sources required for operation with minimum pressures: **None**

Governor input/output sources affected/turned off during operations: **N/A**

System alarms/pressure recorders affected: **None**

Diameter / Length / Material of bypass: **N/A**


1.3 SECTION OF PIPELINE ISOLATED DURING OPERATIONS

Provide details: **Feeder 21 Mickle Trafford to Deeside including Bridgewater Paper, Burton Point and Connah's Quay isolated**

2. PERSONNEL & COMMUNICATIONS

	Name	Location	Phone No.	Call sign	Duties
2.1	Wayne Jackson	Nether Kellet	07989998680		Authorising Engineer
2.2	Stuart Brent	Sites	07773544519		Competent Person
2.3	GNCC	Warwick	08701910631		Gas Operations
2.4	Network Control	Warwick	01926 655755		Network Control
2.5	Dan Jones	Sites	07793054906		Operations Supervisor
2.6	DNCC NW	Hinckley	08702418712		Gas Operations
2.7	Rob Gregory	Hinckley	01455232821		DNCC Net Controller
2.8	Trevor Wilkins	Hinckley	01455237908		Senior Control Engineer
2.9	Martin Balmer	As Required	07920823154		Job Owner/Project Engineer
2.10	Dave Roberts	Connah's Quay	07836229099		Connah's Quay Project Manager
2.11	Andy Evans	Connah's Quay	07540317296		Connah's Quay Competent Person
2.12	Shift Engineer	RWE/Bridgewater	0151 373 4106		Control Room
2.13	Andrew Gibbons	Site	07970327679		Mechanical works

3. WORK PRELIMINARY TO OPERATION (attach any relevant calculations, network analysis details, etc. to section 10 of this procedure)

	Item	Action by	Verified by
	Check that activity at offtake has been vetted and appropriate OAD notice raised and cleared with Site Owner	Competent Person	 RE_ Mickle Trafford-Deeside-Burt
3.1	Confirm start date with GNCC	Competent Person	
3.2	Raise work order No for operation	Competent person	
3.3	Inform landowner of the intention to excavate on the land Arrange for Contractor to carry out excavation work	Job Owner	
3.4	Ensure that a 750mm epoxy shell is available from PMC	Job Owner	
3.5	GNCC to try and reduce pressure in feeder 21 to as low as possible prior to the isolation	GNCC	
3.6	2 X 50mm flanges drilled to 2"	Competent Person	

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The remainder of document to be completed in line with the template below.

NON-ROUTINE OPERATIONAL PROCEDURE (GDN/PM/SCO/4)

3a HAZARDS AND RISK

The Competent Person shall confirm that this Written Procedure has been fully communicated and understood by all personnel involved and there are no additional hazards to those already identified by company risk assessment information, e.g. in the Hazards and Precautions booklet, and that precautions are in place.

Where there are additional hazards, which are not identified by the company, e.g. within the Hazards and Precautions booklet, these shall be listed below with the control measures that have been taken and that the Authorising Engineer has been informed, e.g. Other hazards - Separation of fittings (non-end loading). Control measures shall provide adequate temporary or permanent anchorage arrangements; the procedure shall detail how this will be achieved (identify relevant part of Section 6) by showing calculations and dimensions of the thrust restraint to be used.

Other hazards	Control measures	Verified by

4. TOOLS, EQUIPMENT, MATERIAL, ETC., REQUIRED (supplementary sheets can be added)

	Item/description	Action by	Verified by
4.1			
4.2			
4.3			

5. GAS SUPPLY POSITION, VALVE STATUS, ETC., AT START OF OPERATION

	Location	Valve No's	Open / Closed / Not fitted	Vented	Verified by
5.1					
5.2					
5.3					

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NON-ROUTINE OPERATIONAL PROCEDURE (GDN/PM/SCO/4)

6. OPERATIONS TO BE CARRIED OUT (reference may be made to relevant standards where they apply, and copies of these shall be available on site in electronic or hard copy)

Confirmation checks prior to starting NRO

	Item/description	Action by	Verified by
6.1	Confirmation that all work preliminary to operation are complete		
6.2	Confirm that all the hazards identified in Section 3a have the appropriate control measures in place.		
6.3	Confirm that this Written Procedure has been fully communicated and understood by all personnel involved.		

PHASE 1

	Item/description	Action by	Verified by
6.4			
6.5			
6.6			

PHASE 2

	Item/description	Action by	Verified by
6.7			
6.8			
6.9			

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NON-ROUTINE OPERATIONAL PROCEDURE (GDN/PM/SCO/4)

7. CONTINGENCY PLAN IN THE EVENT OF AN EMERGENCY (SEE APPENDIX C FOR GUIDANCE) (MANDATORY)

	Contact name	Date	Time
Emergency declared			
Authorising Engineer informed			
Responsible Engineer informed			
GNCC, DNCC informed			
Network Controller informed			

7.1 ON SITE CONTINGENCY PLAN 1

Reasons for implementing this plan:
Consequence:

ON SITE CONTINGENCY PLAN 1 - ACTIONS

	Action	Action by	Verified by
7.1.1			
7.1.2			
7.1.3			

Authorising Engineer Responsible:	Contact No's
Network Controller:	Contact No's

7.1 ON SITE CONTINGENCY PLAN 1

	Action	Action by	Verified by
7.1			
7.2			
7.3			

ON SITE CONTINGENCY PLAN 2 - ACTIONS

	Action	Action by	Verified by
7.2.1			
7.2.2			
7.2.3			

Authorising Engineer Responsible:	Contact No's
Network Controller:	Contact No's

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7.3 OFF SITE CONTINGENCY PLAN 1

Reasons for implementing this plan:
Consequence:

OFF SITE CONTINGENCY PLAN 1 - ACTIONS

	Action	Action by	Verified by
7.3.1			
7.3.2			
7.3.3			

Authorising Engineer Responsible:	Contact No's
Network Controller:	Contact No's

7.4 OFF SITE CONTINGENCY PLAN 2

	Action	Action by	Verified by
7.3.1			
7.3.2			
7.3.3			

Authorising Engineer Responsible:	Contact No's
Network Controller:	Contact No's

EMERGENCY DECLARED OVER

Date:	Time:
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8. COMPLETION CHECK ON GAS SUPPLY POSITION, VALVE STATUS, PRESSURE RECORDERS

	Location	Valve No's	Open / Closed / Not fitted	Vented	Verified by
8.1					
8.2					
8.3					

9. COMPLETION ADVICE (FORMAT IN TABULAR FORM)

NOTE: Advice should be given to all authorising and approval signatories in addition to other appropriate companies/personnel aware of the procedure.

	Item	Action by	Verified by
9.1			
9.2			
9.3			

10. ENCLOSURES, SKETCHES & DRAWINGS OF WORK (FORMAT IN TABULAR FORM)

List and include all appropriate OS maps, schematic/spider drawings, Network Analysis profiles, purge/vent calculations, anchorage calculations etc.

	Item	Action by	Verified by
10.1			
10.2			
10.3			

SKETCHES AND DIAGRAMS OF WORK (identify pressure points, vent points, purge points, pipe diameters and materials, etc.

Note: Symbols used on drawings/sketches/diagrams shall comply were defined from specification document (Company reference)/SP/CDO/1 or other relevant company or industry standard.

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