

## Meeting Notes

### Industry Review Group (0646R)

### OAD Maintenance Arrangements Workshop

<b>Date</b>	24 <sup>th</sup> September 2018	
<b>Location</b>	Cadent Gas Limited Room B1.2.4 Brick Kiln Street Hinckley LE10 0NA	
<b>Present</b>	Cadent Gas Limited	Darren Dunkley (DD) Robert Lowe (RL) Antonia Dennis (AD)
	National Grid	Toby Thornton (TT) Michael Brennan (MB) Louise McGoldrick (LM)
	Scotia Gas Networks	Nick Handley (NH)
	Wales&West Utilities	Grant Rogers (GR)
<b>Apologies/Absent</b>	Northern Gas Networks	

#### Agenda:

- Welcome
- 1. House Keeping
- 2. Introductions
- 3. Workshop Objectives
- 4. Background to OAD
- 5. Exercise: How Maintenance is Planned Now
- 6. Lunch
- 7. Exercise: CPS Session
- 8. Exercise: Feedback & Summary
- 9. Articulate Next Steps
- Close



## 1. Presentation Material(s)

The slides as used on the day are attached below:



Microsoft PowerPoint  
97-2003 Presentation

## 2. Exercise Activities

The planned exercises did not follow the intended process as shown in the workshop presentation slides. This was because a more fluid approach was taken on the day to enable the relevant issues to surface that then would allow the appropriate dialogue to take place.

A summary of the exercises that were undertaken and dialogue that took place can be found in the file attached below:



Microsoft PowerPoint  
97-2003 Presentation

## 3. Workshop Conclusions

The general consensus was that the current arrangements as documented in OAD provide a reasonable framework for operators to follow. However, it is detailed mechanics that need to be developed and agreed between operators so that this can be consistently applied for future use.

The key areas of debate were on the following topics:

### ■ The submission process and timelines

The current process is triggered by the DNO who provides a maintenance plan to National Grid to review. It was felt that the process should be the other way around with National Grid providing its plan at the end of November each year for DNO's to consider and undertake conflict checking.

Concern was also raised with the DNO preparing plans in October/November each year. Whilst this could be achieved the quality of the information provided will be questionable as for some DNO's investments do not get sanctioned until Q1 of the calendar year.

It was also suggested that the sharing of maintenance plans should be a quarterly exercise, and that more engagement and dialogue between all operators should take place. This would replace some of the more onerous requirements currently in OAD for maintenance that could not be included at the start of the year for whatever reason.

### ■ Activities to be included in the maintenance plan

It was agreed in principle that where a maintenance activity impacts another operator this should be duly included on the maintenance plan. It was suggested that triggers for inclusion are:

- Major Construction activities (including restriction of site access)
- Long-frequency Major Maintenance (i.e. ILI, ME2, WBH's)

- Significant Impact

Whilst attendees broadly agreed on the first two bullets above, there was a difference in opinion concerning what “Significant Impact” entailed. This was due to a number of scenarios that were raised such as the testing of shared electrical boards, and also maintenance of shared barrier loops in RTU’s where shared telemetry arrangements exist, and where gas flow needs to be reduced to facilitate another operators planned activity. It was agreed that this area required further work.

It was also acknowledged that there was a grey area between Section B and G of OAD and further understanding was needed to understand the inter-dependencies between these sections, and which notification process should be used.

#### ■ Submitted data within maintenance plans

There was agreement in principle that the maintenance plan submitted by each operator’s will follow a standard format. This will ensure consistency between operators and more so for DNO’s as they will need share plans concerning tri-partate NTS/LDZ offtakes as well for those sites that are considered LDZ/LDZ offtakes.

It was also suggested that maintenance items should be supported by a risk score i.e. High/Medium/Low to show the potential impact.

#### ■ Other

An issue was raised as to when NRO’s should be raised and shared between operators. For major construction activity and some long-frequency maintenance requirements such as ILI’s this is normal practice. However, not all NRO’s or permits are shared for WBH activity, and there is no visibility concerning electrical maintenance especially where share boards are present on site.

Attendees agreed that this was an area of concern where further investigation and work is required.

## 4. Actions

Please see the action log in appendix 1.

## 5. Date of Next Meeting

It was agreed the outcomes and actions from the workshop will be circulated to allow operators to digest the content. It is expected that another workshop will be required to articulate the way forward and document common understanding.

Cadent will allow 6 weeks from issuing the workshop outcomes before re-engaging concerning the next steps.

## Appendix 1 - Actions Log

Ref	Action	Owner	Comments	Status
001	<p>Cadent and National Grid to further understand the impact of a site users electrical testing activity for shared distribution boards:</p> <ul style="list-style-type: none"> <li>• does the site user need to switch of the power to the board for any reason in order to complete the testing, and</li> <li>• what are the requirements for the ZE valves i.e. who needs to provide what to whom</li> </ul>	DD MB		Open
002	National Grid to check whether testing of shared boards requires permitry and do they share this with other operators	TT		Open
003	National Grid to issue link of appendix document linked to OAD that outlines when NRO's etc need to shared	LM		Open
004	All operators to review the requirement or triggers for activity to be included on the maintenance plan.	All		Open
005	All operators to provide their interpretation of what "significant impact" means to them, and what activity should be included under this term.	All		Open
006	Development of a consistent future template including risk ranking methodology	Tbc		Open
007	National Grid to review the high level maintenance submission timescales and draft a revised approach, including what the quarterly update exercise may entail.	TT		Open



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008	All operators to provide their view on when NRO's and permits should be shared for work at offtake sites.	All		Open
009	Cadent to engage with attendees with regards to next steps six weeks following the issue of the workshop outcomes.	DD		Open