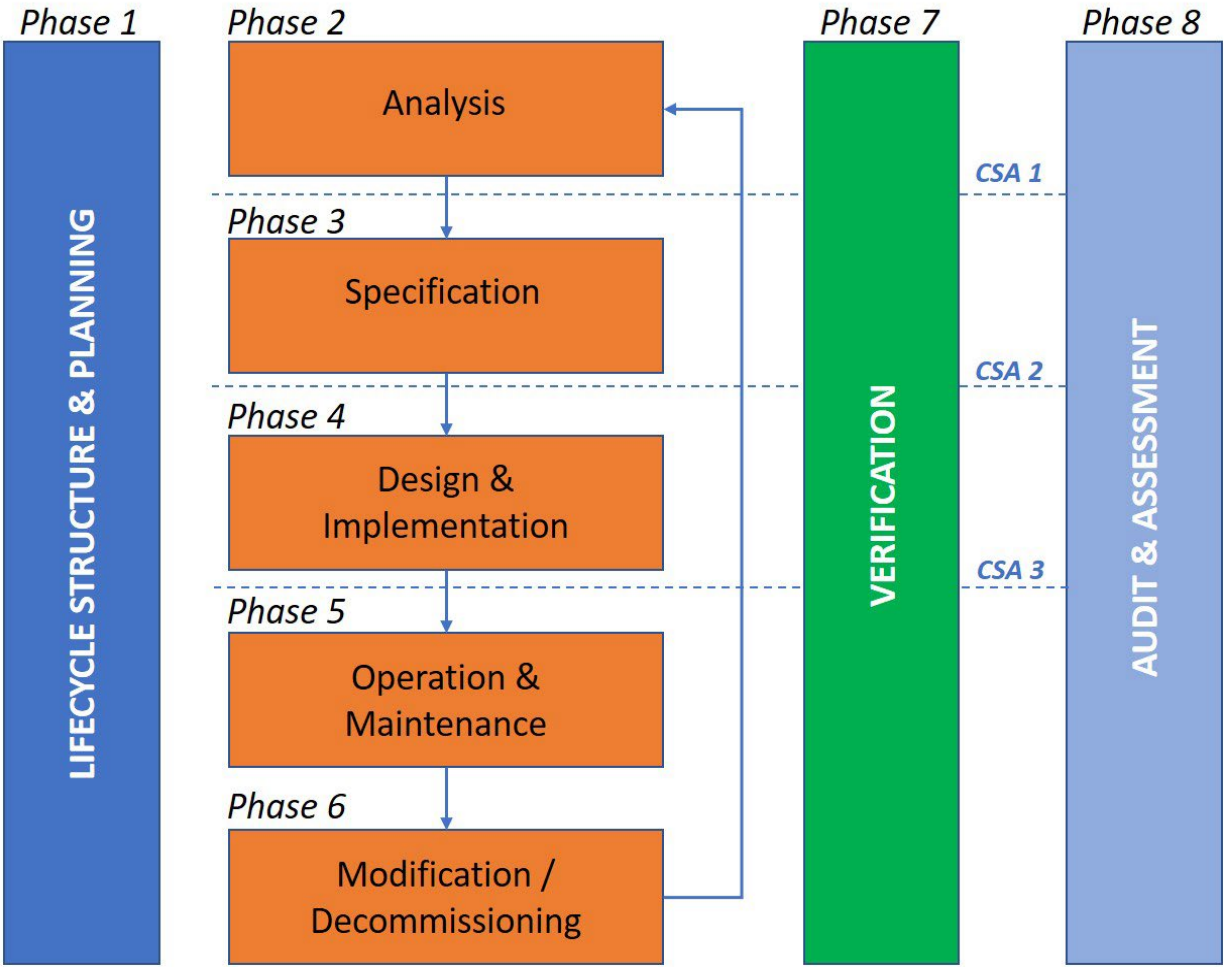
6. CYBER SECURITY MANAGEMENT LIFECYCLE

A lifecycle approach is adopted in managing OT cyber security. This approach ensures traceability and effectiveness in continuously mitigating cyber security risks. Furthermore, in alignment with SGN's mission to foster innovation, this risk-based approach allows adoption of the most effective controls and adherence to the ALARP (As Low As Reasonably Practicable) principles.

The diagram below provides an overview of the OT Cyber Security Lifecycle:



Compliance with NIS Regulation (related to scope of OT), NCSC CAF and HSE OG0086 will be shown through adoption of effective OT Cyber Security controls against identified risks. Sections 6.1 - 6.8 below cover expectations and requirements set out for each phase of the lifecycle for People, Processes and Technology. Detailed subprocesses and work instructions are captured within other referenced documentation.

NOTE:

CSA 1, 2 and 3 refer to the cyber security assessments which must be carried out at the end of Phases 2, 3 and 4.

6.1 Phase1 - Lifecycle Structure and Planning

The objective of this phase is to define the scope, activities, deliverables, and competencies at the outset of the project to allow for an auditable and traceable planning of the OT cyber security project.

A Cyber Security Management Plan (CSMP) must include as a minimum the following information:

- Activity Schedule
- Delivery Strategy
- Interface to the Supply Chain via Procurement
- Definition of roles, responsibilities and the competence requirements
- List of individuals who satisfy the project competence requirements
- Verification, Audit and Assessment plans
- Project Organisation Structure including 3rd Parties suppliers

A CSMP must be maintained as a live document to capture the development of the project.

6.2 Phase 2 - Analysis

As part of the Analysis phase, SGN's operation of essential services will be analysed by identifying the OT assets and the physical process and its ancillary services that rely on the correct operation of the OT.

The **objective** of this phase is:

- To develop a detailed understanding of physical process and its ancillary services including equipment, systems, hardware, and software that enable that service within the SGN site under assessment.
- To ascertain the level of cyber maturity of the site with reference to international guidelines
- To carry out a consequence driven OT Cyber Security Risk Assessment in order to identify threat vectors, existing controls, residual risk and target per security zone.

Effective execution of this phase relies on the accuracy and input of the following documented information:

- Service level digital asset inventory
- Services criticality assessment
- Segmented and segregated OT Network Architecture
- Register of OT failure consequences
- SGN common controls register
- SGN OT cyber security policies

The Analysis is executed as a series of desktop studies and workshops (dependant on the size of the project) with reference to the SGN OT Cyber Security Risk Assessment methodology. The scope of the risk assessment is the site under assessment and SGN organisation wide controls which will impact upon the security of the site.

SGN mission or business objectives, and that of the site under assessment is a critical input into the Analysis phase.

The key stakeholders expected to be involved in the execution of this are:

- Chief Information Security Officer (CISO)
- Head of E&I
- Site Manager or Operational Engineer
- Cyber Security Engineer / System Architect

The output of this phase will be:

- Risk Assessment identifying threat source, consequences, security controls
- Ranked attack vectors
- Register of all remaining / residual risk, approved by the Head of E&I

6.3 Phase 3 - Specification

The **objective** of this phase is:

- to select and document the security controls (administrative, technical, or physical) necessary to reduce the identified risks to a tolerable level
- to ensure that controls selected are auditable, align with existing business objectives and policy, and are implementable within budget
- to specify the controls and expected outcomes to enable planning, procurement and delivery
- to develop the methods and techniques required for continuous monitoring of the controls during verification, assessment and auditing

Input information and documentation required in this phase are:

- OT Cyber Security Risk Assessment results
- OT Asset Inventory
- OT Network Architecture
- SGN OT cyber security policies
- Organisational Structure (to support identifying organisational controls)

It is expected that this phase is executed as a desktop study with involvement and authorisation from the following key stakeholders:

- Head of E&I
- Cyber Security Engineer / System Architect

The expected **output** from this phase will be:

- List of tailored security controls allocated to the system or system elements
- An update to the Cyber Security Requirements Specification

- Identification of the regulatory areas related to the selected control, for reporting purposes
- Methods, requirements and plans for continuous monitoring of the effectiveness of the controls
- Identification of Roles where training related to Cyber Security Awareness, General Training, and Training related to use of Controls would be required
- Specification of areas of organisational improvement

6.4 Phase 4 - Design and Implementation

The **objective** of this phase is:

- to carry out a design of the specified administrative, technical, or physical controls
- to implement, install, integrate, test and commission the controls
- to produce and enact organisational controls such as policies and procedures
- to develop and deliver training/awareness programmes

Input information and documentation required in this phase are:

- OT cyber security controls allocated to the system or system elements
- Cyber Security Requirements Specification
- Methods, requirements and plans for continuous monitoring of the effectiveness of the controls
- List and expectations from organisational improvement
- Roles identified as requiring increase in cyber security or operational competence
- Cyber Security procurement language
- Supply Chain Procurement Security Requirements

It is expected that this phase is executed as per the SGN design and competency procedures and with involvement and authorisation from following key stakeholders:

- Head of E&I
- Site Manager or Operational Engineer
- Cyber Security Engineer / System Architect
- Procurement Lead

The expected **output** from this phase will be:

- Procurement activities
- Detailed documentation including testing and commissioning specification
- Completed PS/5 change management process and evidence
- Training and awareness campaigns and execution plan
- New/updated policies and procedures
- Update to risk register as appropriate

- Update to Risk Assessment report with “as-implemented” status

The design must include:

- Cyber Security Requirements Specification
- Asset register with all the new and modified assets.
- Revised system architecture - Zone and conduit description with respect to data flows traversing the zone boundaries

6.5 Phase 5 - Operation and Maintenance

The objectives of this stage are to operate and maintain the security controls in a manner that will ensure the risk reduction requirements are met by:

- Operating and maintaining the system as per designer’s and manufacturer’s requirements
- Monitoring the performance of the security controls
- Monitoring logs and alerts produced by the security controls
- Carrying out maintenance and repairs to the security controls as appropriate
- To respond to alerts and incidents as per the OT Cyber Security Incidents Management Procedures

The Site Manager/Operational Engineer shall ensure that all maintenance activities and faults are controlled, documented and monitored using appropriate maintenance scheduling and fault monitoring systems.

For each implemented Cyber Security Control, a series of performance standards and KPIs must be developed and validated as part of commissioning process and audits.

6.6 Phase 6 - Modification and Decommissioning

The objective of the modification phase is to force identification of impacted systems and security controls and to ensure traceability in risk management.

SGN’s management of change process will be followed in this phase. An analysis of impact upon all deliverables produced in phases 1-4 must be carried out to identify affected systems and attack vectors.

Following the impact analysis, phases 1-4 must be executed to ensure the Site under Assessment and SGN continue to maintain an acceptable level of cyber security risk and that all documentation reflects the current state of affairs.

Head of E&I with support from the Cyber Security Engineer are responsible for executing this phase and carrying out the impact assessment.

While decommissioning any equipment, an analysis shall be performed to ascertain whether the configuration of the equipment could be retrieved and used as part of a cyber attack on SGN’s OT network and information systems. If so, then proper Asset Disposition and Data Sanitisation shall be performed on the equipment. Further details about methods used for the safe disposal of equipment and data have been provided within Appendix C – Asset Disposal and Data Sanitisation Checklist.

6.7 Phase 7 - Verification

The objective of this phase is to plan and ensure that transparency and traceability is maintained throughout the Cyber Security lifecycle.

The traceability of developing objectives into requirements, requirements into specification, specifications into design and finally design into implementation and operation must be determined and accepted at every stage-gate by the SGN Cyber Security Engineer.

6.8 Phase 8 - Audit and Assessment

The objectives of this phase are to monitor, assess and report on the continued effectiveness of the OT Cyber Security controls.

During the execution of every project, at the end of phases 2, 3 & 4, **Cyber Security Assessments (CSA)** must be carried out into traceability of requirements within design. This is to ensure Cyber Security risk is managed adequately.

Throughout the lifetime of the Site, SGN must undertake periodic testing of the security controls through automated systems and cyber exercises to ensure the objectives of each control in mitigating specific risks are met.

Periodic audits of maintenance records must be carried out to ensure control measures are maintained as per design and manufacturer requirements to remain effective.

The appointed Cyber Security Audit Group bear the responsibility for execution of the assessments and audits. Assessment and Audits must be independent from the E&I management and the designers. The Audit Group must provide Audit/Assessment outputs following the completion of each exercise.

On a continuous basis, SGN or trusted 3rd party advisories must monitor for vulnerabilities, threats or activity with the potential to impact SGN businesses through disruption to its OT networks and information systems. Upon identification of such threat, a risk-based approach must be undertaken in deciding on the appropriate corrective actions, if any.

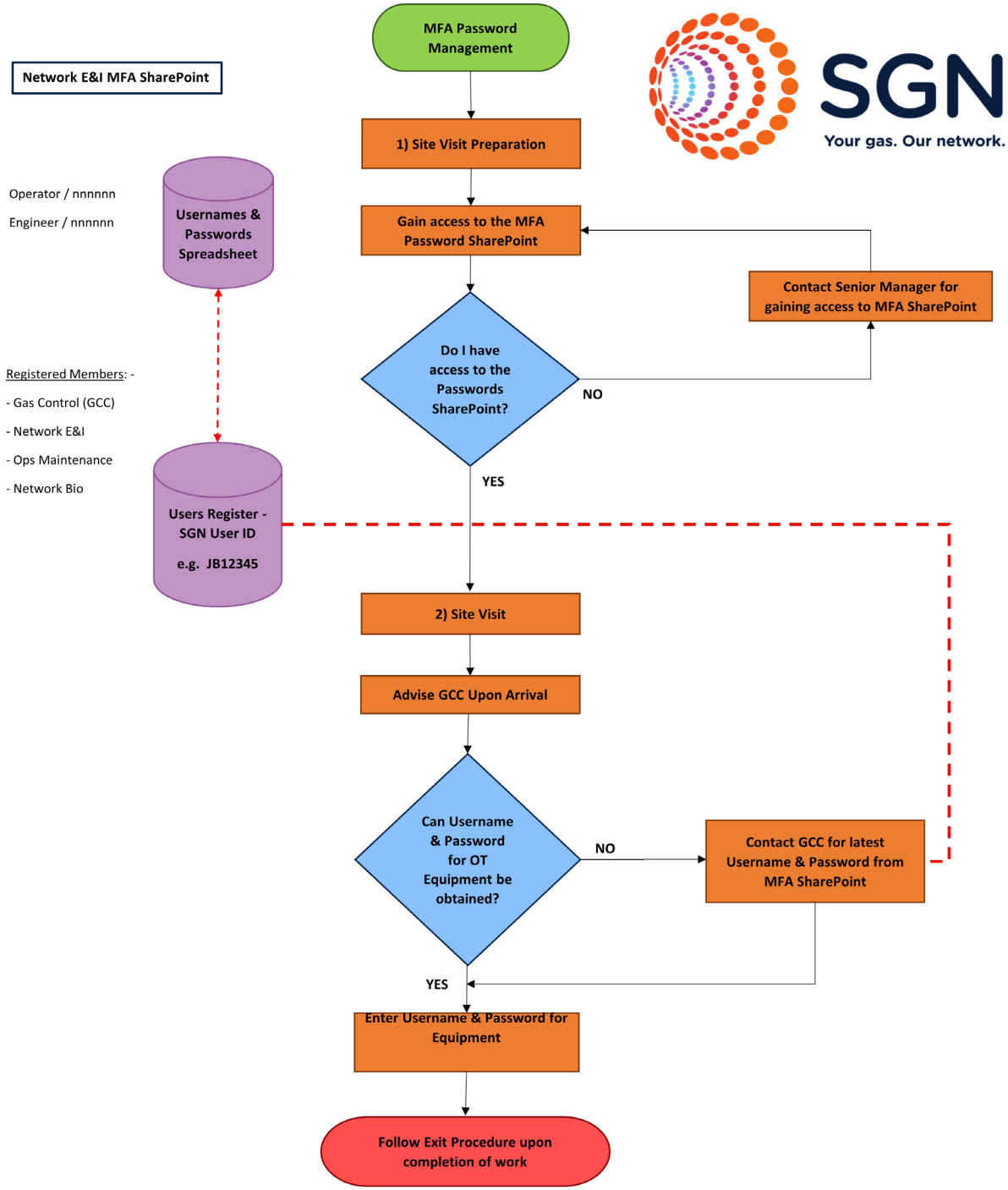
The CISO and the Head of E&I must maintain an up-to-date view of advice and alerts from the NCSC, Ofgem and HSE to ensure existing controls are in harmony with the OT Cyber Security landscape.

APPENDIX A - MULTI-FACTOR AUTHENTICATION (MFA) PASSWORD MANAGEMENT PROCESS FOR OT SITES

The MFA Password Management for OT sites provides a robust method to verify, authenticate and authorise the SGN personnel requiring user access to OT equipment such as RTUs, HMIs and PLCs. Usernames and Passwords are securely stored in the Network E&I MFA SharePoint, and it is accessible to registered users only. The flow chart provides a summary of this process.

The first stage, prior to the site visit, is to ensure that one can access the MFA SharePoint for the relevant username and password. User access requests are made via Senior Management.

The second stage, at the time of the site visit, the user will access the MFA SharePoint for the relevant password. However, in circumstances where access to the MFA SharePoint is not available (via phone networks), contact the Gas Control Centre (GCC) who will ask for your name and SGN User ID.



APPENDIX B - DECISION TREE FOR PATCH APPLICATION

INTRODUCTION

During the lifetime of an OT asset, it is possible that the cybersecurity related vulnerabilities are discovered. In such situation, the manufacturers release updates to the firmware or the operating systems installed on the OT Assets. These security updates are reported to SGN through various subscription services such as CISA, ICS-CERT and through the vulnerability management products utilised by SGN.

This appendix intends to provide guidance to OT asset owners in order to empower them to make the decision about applying such security updates that are reported to them.

The appendix has been divided into the following sections.

a) Determining Applicability of the Patch;

b) Decision Matrix for applying the Patch;

c) Post decision actions

a) Determining Applicability of the Patch

This section has used the information from 'IEC TR 62443-2-3:2015' | Section B.5.3 "Determining patch applicability".

Applicability of a patch can be determined with three questions:

a) Has the OT Asset manufacturer (OEM) qualified and approved the patch for installation?

b) Is the available patch appropriate for a device or application currently in use?

c) Is the update security-related to mitigate a vulnerability?

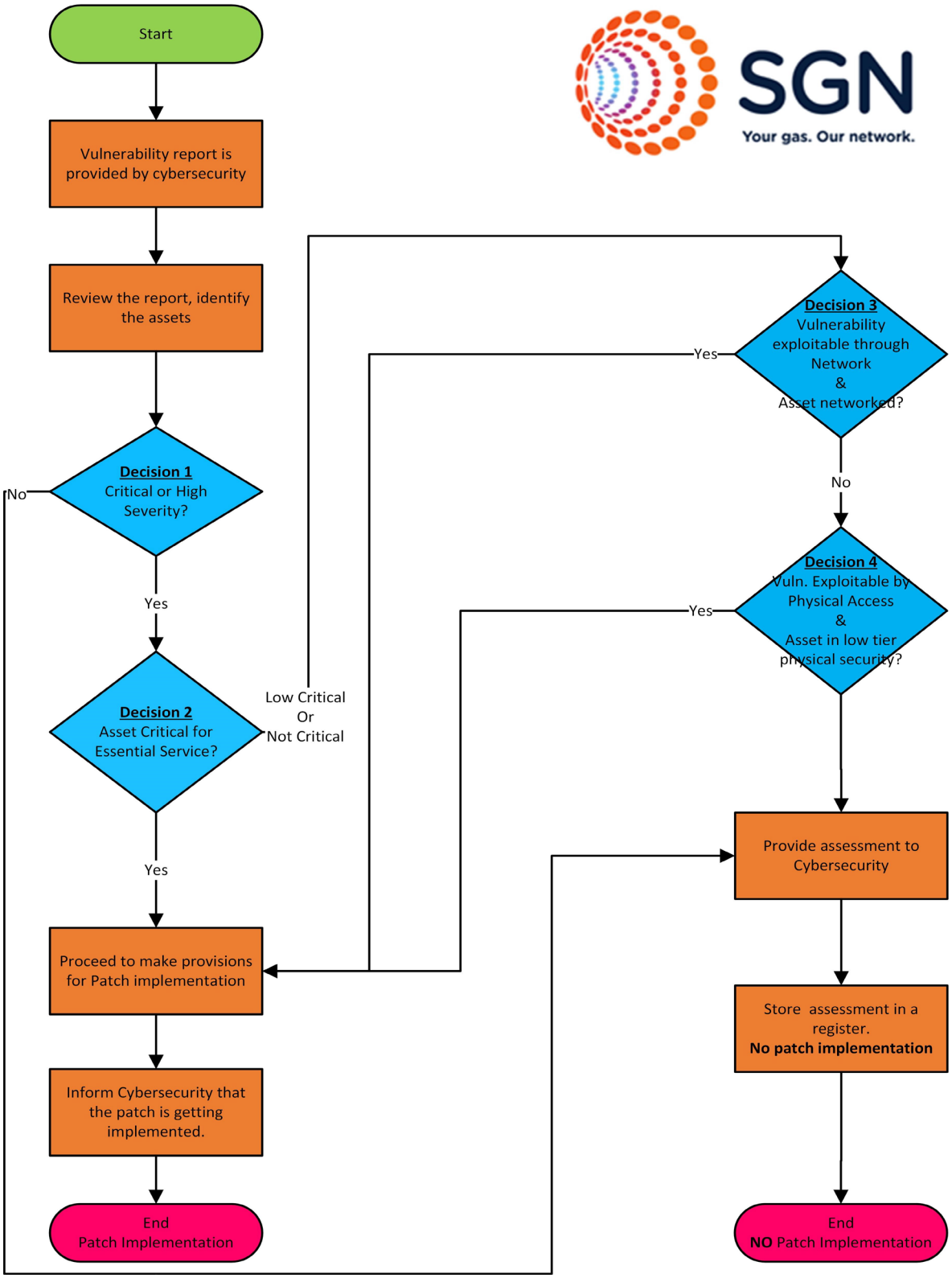
If the answer for all questions above is "Yes," then the patch or update is considered applicable and should be further evaluated. If a patch is applicable to the OT Asset but does not mitigate a security vulnerability but the patch is for a functionality or reliability improvement, then this document provides no guidance on whether this type of patch should be installed or not; that is the responsibility of the asset owner to determine.

To determine whether the patch is provided for the addressing a security vulnerability, the release notes provided with the patch shall be studied. It should state a security vulnerability that the patch is expected to address. Additionally, it may mention the alert code; an example of such alert code has been provided here: 'ICSA-22-221-02'.

If the release notes do not mention any security alert, it means that the patch / update is not related to security vulnerability. It is OT asset owner's decision whether to update asset's firmware or the operating system.

b) Decision Matrix for applying the Patch

The following risk assessment shall be used to decide on the application of a patch, omitting the patch, or for planning a countermeasure.



For further guidance on the application of this decision tool following table has been provided.

Decision Factors for Patch Implementation

Steps related to Flowchart	Consideration for applying the Patch	Guidance	Record of the assessment
For records only	What is the release date of the patch?	This is for the record only.	
For records only	What are the security vulnerabilities that are being addressed by this patch?	This is for the record only. Include ICS-CERT or CISA reference numbers.	
For Records only	How many OT assets are affected?	If a greater number of assets are affected, then it means that attack surface is large, and patch will need to be applied after considering other factors listed here. Record number of individual assets that will be affected by this patch.	
Decision 1	Check which vulnerabilities the patch is addressing. Check the CVSS 3.1 score (Common Vulnerability Scoring System) of the vulnerabilities. Check what is the score. Is it Critical or High Vulnerability that is being addressed?	The CVSS is available from NVD - Home (nist.gov). Severity Vs Base Score Range None 0.0 Low 0.1-3.9 Medium 4.0-6.9 High 7.0-8.9 Critical 9.0-10.0	☐ Critical or High Severity Vulnerability addressed. ☐ Medium or Low Severity Vulnerability addressed.
Decision 2	What is the criticality of the OT asset with respect to SGN's essential service?	If even the short-term unavailability of the OT asset will result in impact on SGN's essential service, then the OT asset will be considered as highly critical. If the longer-term unavailability of the OT asset will mean that the SGN's essential service gets affected, then the OT asset will be considered low critical. If the OT assets unavailability does not impact SGN's essential service, then the OT asset will be not critical.	☐ Highly critical ☐ Low critical ☐ Not critical

Steps related to Flowchart	Consideration for applying the Patch	Guidance	Record of the assessment
Decision 3	Is the OT asset connected to network that can be reached from out of the OT site? AND Check the CVSS 3.1 scoring of the Vulnerability that the patch is addressing. Check whether the vulnerability is exploitable through network or near network?	If the vulnerabilities being addressed by the patch are exploitable remotely AND if the OT asset is network connected, then it should be considered for implementing the patch. For checking, attack vector (network), check “Base Score Metrics | Exploitability Metrics | Attack Vector (AV)*” for the specific vulnerability that is being addressed. If Network (AV: N) or Adjacent Network (AV: A) is highlighted in the Vulnerability detail, then the vulnerability is being exploited through network.	☐ Networked Asset ☐ Non-Networked Asset ☐ Network exploitable Vulnerability ☐ non-Network exploitable Vulnerability
Decision 4	Is the asset located within the OT site that is assigned lower physical tier? AND Check the CVSS 3.1 scoring of the Vulnerability that the patch is addressing. Check whether the vulnerability is exploitable through local or physical?	If the asset does not have extensive physical security and if vulnerabilities are exploitable by accessing the device physically or locally, then it should be considered for implementing the patch. For checking, attack vector (local or physical), check “Base Score Metrics | Exploitability Metrics | Attack Vector (AV)*” for the specific vulnerability that is being addressed. If Local (AV: L) or Physical (AV:P) is highlighted in the Vulnerability detail, then the vulnerability can be exploited by accessing the device physically, locally.	☐ Low Physical Security ☐ High Physical Security ☐ Locally or Physically exploitable Vulnerability ☐ Vulnerability can’t be exploited by accessing the device locally or physically.

Steps related to Flowchart	Consideration for applying the Patch	Guidance	Record of the assessment
For Records only	What is the duration of the outage required, if any?	If the OT asset's outage for the required period is not acceptable then the patch implementation will not to be suspended until appropriate time or permanently. Alternative mitigation measures need to be applied.	☐ OT Asset is not required to be out of service ☐ OT Asset's outage is for the acceptable duration and SGN's essential service will not be impacted. ☐ OT Asset's outage will impact SGN's essential service therefore the implementation of the patch is suspended till appropriate time. Alternative mitigation measures shall be applied until such period. ☐ OT Asset's outage will impact SGN's essential service therefore the implementation of the patch is suspended permanently. Alternative mitigation measures shall be applied.

c) Post Decision Actions

After determining whether the patch shall be implemented or not, the following actions shall be performed by the Asset owners.

1) Decision is made to implement the patch – This decision can go down one of the following two paths.
    i. Implementing the patch can result in the asset being unavailable for an unacceptable time and may cause disruption to SGN's essential service or have a severe financial impact. In such situation, the implementation of the patch is suspended until the time, the asset can be taken offline for implementation. The following actions to be performed.
        - Inform cybersecurity about the decision to suspend the implementation. Cybersecurity team will shelve* the vulnerability alert for a pre-determined time.
        - Add it to the activities to be scheduled during shutdown period.

ii. Implementation of the patch does not cause disruption to SGN's essential service, nor does it cause financial impact. Therefore, the patch shall be put through implementation process by the asset owners.

- Inform cybersecurity about the decision for the implementation.
- Start the Management of Change Process for implementation of the patch.

2) Decision is made to not implement the patch. In this situation the following activities shall be performed.

i. Inform cybersecurity about the decision to not implement the patch. Cybersecurity team will mask** the vulnerability alert for a pre-determined time.

ii. Store the assessment in safe register for future reference.

*Shelving means time bound suppression of the reported vulnerability
**Masking means permanent suppression of the reported vulnerability

APPENDIX C – ASSET DISPOSAL AND DATA SANITISATION CHECKLIST

While decommissioning an asset which is a network communication device or which contains the storage media, the asset shall be disposed in a cybersafe manner after sanitising all the data and configuration which can otherwise be used to engineer a cyber-attack on SGN.

To implement this requirement, please use the checklist provided below. A general list of assets which fall under this guidance has been provided below. The asset owners shall print out this section and fill out as a part of the E&I decommissioning checklist, refer to SGN/WI/PLANT/1.

Types of Network Assets – PLC's, RTU's, Switches, Routers, Firewalls, Data Diodes, Network Extenders

Types of Assets with Storage Media – PCs, Industrial PCs, Industrial Workstations, Servers, Industrial Servers, Virtualised PCs or Workstations or Servers, Network Access Storage Drives, USB Memory Storage Devices, Printers and Photocopiers

Single Use Storage Media – DVDs, CDs, BluRay discs, smartcards, swipe & PIN cards, chip & PIN cards, ID cards.

Others – Papers containing design information

NOTE: where internal expertise is not available to perform these activities, the appropriate and security vetted third parties can be contracted to carry out these tasks on SGN's behalf.

Table 1: Asset Disposal and Data Sanitisation Checklist

Check No.	Description of the Check	Result & Comment
For PLCs, RTUs & Programmable Controllers		
1	The asset has been applied with Factory Reset to erase all the programs from the memory. Note, contact manufacturer or your system integrator to understand complete procedure for asset disposal & data sanitisation. Perform further actions as per manufacturer or system integrator's recommendations.	☐ Yes ☐ No Comment:
For Network Assets		
1	A factory Reset has been applied to the network devices.	☐ Yes ☐ No Comment:
2	Encryption keys or certificates are removed or revoked	☐ Yes ☐ No Comment:
Assets with Storage Media		
1	The memory drive (HDD, SSD, Hybrid) has been removed from the asset	☐ Yes ☐ No Comment:
2	Printed Circuit Boards inside the devices: The Printed circuitry has been removed from the asset and it has been destroyed to fragments not greater than 6 mm.	☐ Yes ☐ No Comment:
3	HDD: HDD has been sanitised using Degaussing technology	☐ Yes ☐ No Comment:
4	SSD: Prior to removal SSD has been applied with encryption (such as bit-locker encryption) and the encryption key has been removed. OR the below	☐ Yes ☐ No Comment:

Check No.	Description of the Check	Result & Comment
5	SSD: Manufacturer's eraser tool has been applied to erase the data from the SSD.	☐ Yes ☐ No Comment:
Single Use Storage Media		
1	The single use Storage Media has been destroyed using shredders resulting in the fragments not greater than 6 mm	☐ Yes ☐ No Comment:
Other flash-based media (USB thumb drives, SD/microSD cards & Flash chips)		
1	The Other flash-based Media has been destroyed using shredders resulting in the fragments not greater than 6 mm	☐ Yes ☐ No Comment:
Paper Media		
1	All the paper media has been destroyed using shredders resulting in the fragments not greater than 6 mm	☐ Yes ☐ No Comment:

APPENDIX D - OT EQUIPMENT CHECKLIST

CONTEXT

The OT Equipment Checklist is specifically aimed at Major Projects (E&I) and E&I Maintenance, who are involved in the design, installation, commissioning, operation, maintenance and decommissioning of SGN's operational technology (OT).

PURPOSE

The OT Checklist shall supplement the PS/6 Management of Change documentation.

SCOPE

This OT Checklist provides a list of OT equipment associated with the SCADA RTU and the Gas Quality FWA CV Systems on Tier 1 sites and the SCADA RTU systems on Tier 2, 3 and 4 sites. For the replacement of existing OT devices with like-for-like technology, locate the item in the equipment list, complete the checklist and append to the PS/6 documentation. **The Checklist must be completed prior to PS/6 Part C sign off.**

For OT equipment, which is not listed in the checklist, complete the instructions in Steps 2 and 3 below and this shall be flagged for further action.

The OT Equipment Checklist can be accessed via SMF on DigitalHub within the Supporting Documents folder for SGN/PM/INE/9.

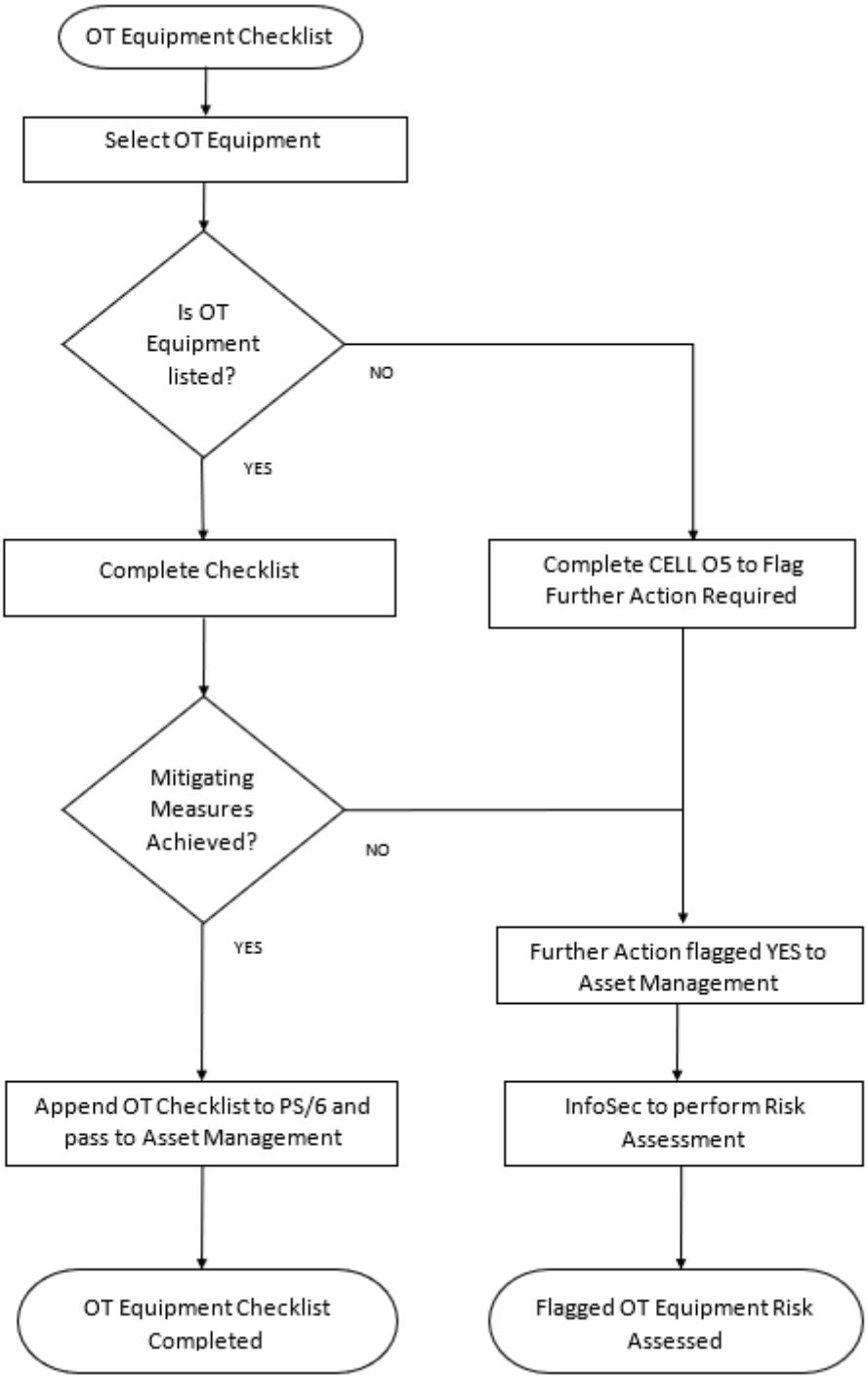
INSTRUCTIONS

1. Enter the Site Name, Date and PS/6 Reference.
2. Review the list of OT Assets and if the Asset is not listed then SELECT Yes in the CELL O5, otherwise Select No.
3. Where a new OT Asset is required then enter the details of the new equipment - Manufacturer, Make/Model and Function. Provide additional information in the comment's column.
4. For each OT Asset ensure that ALL risk IMMEDIATE MITIGATING MEASURES are ticked. If these are not achieved, Flag Further Action(s) Required as Yes.
5. Record the Communications Block Diagrams as a snapshot into an additional TAB for information.
6. Once completed the Risk Checklist shall indicate that no NEW risks have been introduced or a new OT Asset is flagged for review by Asset Management.
7. Sign-off and Approval.

Use the tick ✓ to confirm or cross ✘ symbol to highlight compliance or non-compliance to the Immediate Mitigating Measures.

Refer to the OT Equipment Checklist workflow diagram below and examples of conforming and non-conforming completed checklists.

OT Equipment Checklist – Workflow Diagram



Example OT Equipment Checklist with no new risks introduced.

Operational Technology (OT) Equipment Checklist																	
Site Name	Glenmavis Offtake		Date	08/11/2023							PS/6 Reference	PS123456					
			THREAT (For Information)														
OT Asset (Type)	Manfufacturer	Model(s)	End of Life / Product Obsolete	O.S. End of Life (Win 7 / XP)	No Password Integrity	Open USB Ports	Lack of File Encryption	Un-Authenticated Remote Access	No Anti Virus Updates		Future OT Projects to Mitigate Outstanding Risks	IMMEDIATE MITIGATING MEASURES (If these are not achieved, Flag futher actions required as Yes)		Comments/Actions		Further Action(s) Required (Yes/No)	
If the OT Asset is not listed below further Action/Investigation is required by OT Asset Management																	
Please Provide Asset Details: Manufacturer: Model: Function:																No	
RTU	Brightwell	DB1 / SB1	N/A	N/A	✓	✓	✓	N/A	N/A		RTU Refresh & Telemetry Replacement Projects	USB Ports Locked	✓			No	
												Cyber Pass Code Installed	✓				
												Latest Version of ISaGRAF Used	✓				
Signatures																	
PS/6 Coordinator Name:	Job Title:		Signature:								Date:						
A.N. Other	Project Engineer		--								09/11/2023						
Asset Manager Name:	Job Title:		Signature:								Date:						

Example OT Equipment Checklist which has a flagged risk to be assessed.

OT Asset Risk Assessment Checklist																	
Site Name	Example - Glenmavis Offtake		Date	08/11/2023							PS/6 Reference	PS123457					
			THREAT (For Information)														
OT Asset (Type)	Manf. (List to be fully populated)	Model(s)	End of Life / Product Obsolete	O.S. End of Life (Win 7 / XP)	No Password Integrity	Open USB Ports	Lack of File Encryption	Un-Authenticated Remote Access	No Anti Virus Updates		Future OT Projects to Mitigate Outstanding Risks	IMMEDIATE MITIGATING MEASURES (If these are not achieved, Flag futher actions required as Yes)		Comments/Actions		Further Action(s) Required (Yes/No)	
If Asset is not listed below further Action/Investigation is Required by OT Asset Management																	
Please Provide Asset Details: Manufacturer: Skylake Core i7 Model: ML600G-52 (https://www.onlogic.com/uk-en/ml500g-30/) Function: FWA CV Workstation IPC.														Considered as an alternative to the Siemens Nanobox due to improved delivery.		Yes	
Signatures																	
PS/6 Coordinator Name:	Job Title:		Signature:								Date:						
Joe Bloggs	Engineer		--								09/11/2023						
Asset Manager Name:	Job Title:		Signature:								Date:						

APPENDIX E - REFERENCES

This Management Procedure should be read in conjunction with the documents listed below.

E.1 Internal Documents

SGN/PM/EIC/2	-	Management procedure for the application of functional safety.
SGN/PM/INE/2	-	Management procedure for selection of telemetry to operate the SGN gas supply system.
SGN/PM/INE/8	-	Management procedure for controlling E&I software operating at remote sites.
SGN/PM/INV/1	-	Management procedure for incident reporting and investigation.
SGN/PM/PS/5	-	Management procedure for the management of new works, modifications and repairs.
SGN/WI/MAINT/12	-	Work Instruction for Maintenance of Instrumentation Systems and Equipment
SGN/WI/PLANT/1	-	Work Instruction for the delivery of plant projects.
CGF-SE-MP-002	-	Management Procedure for access control. (Note, not a SMF document).
PO-SEC-001	-	Information Security Policy. (Note, not a SMF document).

E.2 External Documents

BS ISO/IEC 27000	-	Information technology. Security techniques. Information security management.
CPNI Standard	-	Secure destruction of sensitive items
IEC TS 62443	-	Industrial communication networks — Network and system security. Part 1-1 Terminology, concepts and models.
BS IEC 62443	-	Industrial communication networks — Network and system security. Part 2-1 Establishing an industrial automation and control system security program.
IEC TR 62443 Part 2-3	-	Security for industrial automation and control systems: Patch management in the IACS environment
IEC TR 62443 Part 3-1	-	Industrial communication networks — Network and system security. Security technologies for industrial automation and control systems.
OG 86	-	Operational Guidance - Cyber Security for Industrial Automation and Control Systems (OT).
NCSC – Guidance	-	Acquiring, managing, and disposing of network devices
NCSC – Guidance	-	Secure sanitisation of storage media
NIST800-82	-	Guide to Industrial Control Systems Security
Statutory Instrument 2018 No. 506	-	The Network and Information Systems Regulations 2018

APPENDIX F – ABBREVIATIONS & DEFINITIONS

The definitions applying to this Management Procedure are given below

ALARP	-	As low as reasonably practicable:
AV	-	Anti-virus
CAF	-	Cyber Assessment Framework
CSA	-	Cyber Security Assessment
CSMP	-	Cyber Security Management Plan
Duty Holder	-	OT owner or the OT operator. (Definition based on OG 86).
E&I	-	Electrical and instrumentation
HMI	-	Human machine interface workstations
NCSC	-	National Cyber Security Centre
OES	-	Operator of essential services
OT	-	Operational Technology
SCADA	-	Supervisory control and data acquisition
SEARS	-	Safety and Environment Accident Reporting System
SGN IT Network	-	SGN's business Network for all non-Real-Time-Gas-Network systems
Real-Time-Gas-Network	-	Network for Gas Control's telemetry SCADA and other closely related systems. Includes interfaces to site networks. Excludes enhanced site security system.

APPROVAL

This Management Procedure was approved by Jayne Crowley, E&I Engineering Policy Manager on 06/03/2024 for use by managers, engineers and supervisors throughout SGN.

SGN documents are revised, when necessary, by the issue of new editions. Users should ensure that they are in possession of the latest edition by referring to the SHE & Engineering Document Library available on DigitalHub.

Compliance with this safety and engineering document does not confer immunity from prosecution for breach of statutory or other legal obligations.

BRIEF HISTORY

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Reviewed and amended	March 2023	SMF-1237-21032023
Reviewed and amended	March 2024	SMF-1428-05022024

KEY CHANGES

Section	Amendments
Appendix D	New appendix to include the OT equipment checklist

DISCLAIMER

This safety and engineering document is provided for use by SGN and such of its contractors as are obliged by the terms and conditions of their contracts to comply with this document. Where this document is used by any other party it is the responsibility of that party to ensure that this document is correctly applied.

MANDATORY AND NON-MANDATORY REQUIREMENTS

In this document:

must: indicates a mandatory requirement.

should: indicates best practice and is the preferred option. If an alternative method is used then a suitable and sufficient risk assessment must be completed to show that the alternative method delivers the same, or better, level of protection.

END NOTE

Comments

Comments and queries regarding the technical content of this safety and engineering document should be directed to The SHE and Engineering Registrar at:

engineering.registrar@sgn.co.uk

Buying documents

Contractors and other users external to SGN should direct their requests for further copies of SGN safety and engineering documents to the department or group responsible for the initial issue of their contract documentation.

Appendix 9 – Management Procedure for Protection of Habitats

SGN/PM/SHE/56

Safety Management Framework

Management Procedure for Protection of Habitats

JUNE 2017

Management Procedure for Protection of Habitats

SGN/PM/SHE/56

Document Owner: Terry Carroll

Issue Date: June 2017

Context

Who is this Management procedure for?

This procedure applies to all employees and contractors responsible for the identification, design, planning, and execution of works on behalf of SGN. Types of works most likely affected are major works, including construction projects (installation of pipelines, new pressure reducing installations, new builds, etc), demolition projects and land remediation projects. Streetworks are only likely to be affected under exceptional circumstances.

What does this Management procedure do?

This procedure describes our requirement to protect the natural environment during all operations, especially with regard to protected habitats, designated sites (such as SSSI, AONB- See Appendix), endangered species, rural landscapes, geological landforms and archaeological sites.

Scope

This management procedure applies to all our operations and activities. Types of works most likely affected are major works, including construction projects (installation of pipelines, new pressure reducing installations, new builds, etc), demolition projects, security projects and land remediation projects. Streetworks are only likely to be affected under exceptional circumstances.

Why do we need this Management procedure?

This procedure forms part of our Environmental Management System (EMS) and is necessary for the conservation of the natural heritage and habitats in the UK and for minimising any detrimental effects where impacts cannot be avoided. This procedure complies with our Environmental Standard and defines our requirements relating to the following areas:

- Identification of environmental impacts prior to commencement of site operations;
- Minimisation of adverse impacts on habitats and species;
- Environmental control measures and monitoring;
- Protection of rural areas and sensitive receptors including watercourses, land drainage, archaeological sites and hedgerows; and when using herbicides and pesticides;
- Work activities on ‘brownfield’ land;
- Reinstatement specifications; and
- Record-keeping requirements.

CONTENTS

1. Roles and responsibilities

The requirements of this procedure apply to all personnel and contractors who identify, design, plan, execute or manage work on behalf of SGN.

1.1. The Project Manager or the Site Manager is responsible for enacting the requirements of this procedure.

2. Actions prior to commencing works

2.1 Identifying potential environmental impacts

2.1.1 The requirement for an Environmental Impact Assessment (EIA) and its scope must be determined at the planning stage of the project. Refer to SGN/SP/SHE/75 for further guidance.

2.1.2 Where a formal EIA is required, contact must be made and maintained with all necessary statutory bodies, appropriate non-statutory bodies and interested parties at the earliest possible opportunity to discuss potential environmental impacts of the project. See Appendix E for a list of statutory and non-statutory consultees.

2.1.3 An environmental assessment must be made for major projects which do not require a formal EIA. This should be achieved by desk studies and supplemented by site visits when required, especially where designated or protected sites or species may be impacted. Desk studies may include examination of records available regarding site history, status etc. and an assessment to establish such things as historical usage of land. See Appendix D for a list of designated and protected sites.

2.1.4 A voluntary environmental report should be produced for all activities where a significant environmental impact has been identified. This should contain details of the environment that could be affected, the potential impact, any adverse effects and proposals for mitigation.

2.1.5 If the works fall under the Construction (Design and Management) Regulations (CDM) the requirement of SGN/PM/SHE/03 will apply. In these circumstances the roles of the client and principal designer specify who will assess and document, the environmental impacts/hazards and develop associated control measures before the start of any project and during it.

2.1.6 Where protected environmental areas or protected species are encountered, specialist advice must be sought from the appropriate persons or authority.

2.1.7 Where a potential environmental impact is identified, the relevant interested parties and non-statutory bodies should be contacted at the earliest possible opportunity. Engaging with interested parties can highlight additional information whilst allowing any concerns to be addressed.

2.1.8 The necessity for environmental surveys and any environmental constraints must be considered prior to work commencing. Information must be gathered with reference to designated environmental areas and protected species and ecological surveys undertaken at the appropriate time of year by suitably qualified persons.

2.1.9 The local Planning Authority must be contacted before works begin to ascertain whether any hedgerows in the area (that may be impacted or removed by the works) are deemed ‘important’ and therefore subject to approval under the Hedgerow Regulations.

2.1.10 Before commencement of operations a competent person must be assigned responsibility for ensuring that the laws and guidelines relating to archaeological remains are followed. A desk top survey of the area to be affected by the project should be carried out to reveal the potential for the presence of archaeological remains and identify appropriate controls measures.

2.1.11 Where a project is being undertaken on a 'brownfield' site, it must be established whether any excavations are likely to encounter contamination (this is particularly relevant to former gasworks sites). Refer to contaminated land guidance on SGNnet or contact the Environment team for guidance.

2.1.12 Projects occurring on our sites must refer to site files/records which should indicate whether contamination is likely to be present.

2.1.13 The landowner must be contacted for information relating to projects on sites we don't own.

2.1.14 Where the presence of contamination is suspected or confirmed, a risk assessment must be undertaken and suitable control measures implemented to manage the identified risks. This may include specialist consultation, identification, treatment and/or removal of the contaminants. Controls will include, but will not be limited to:

a) Minimisation of entry of personnel into excavations.

b) Appropriate Personal Protective Equipment being identified and worn at all times.

c) Suitable welfare and decontamination facilities.

d) Appropriate soil testing/Waste Acceptance Criteria (WAC) testing prior to removal from site by suitably licensed waste management contractors.

Further information is provided in our EMS guidance documentation.

2.2 Designing works to eliminate or minimise adverse effects on habitats and sensitive environmental receptors

2.2.1 Operations should not cause permanent fragmentation of a habitat, or obstruction of animal movement. The effects of temporary fragmentation or obstruction should be alleviated by use of wildlife corridors where possible.

2.2.2 Operations must be planned to avoid impacting upon protected or sensitive habitats or species, including breeding of protected species. Where specialised handling of protected species is required projects must ensure that a qualified person is available.

2.2.3 Operations on brownfield sites must be designed to minimise disturbance of known or suspected contaminated spoil as far as is reasonably practicable.

2.2.4 Nests of wild birds must not be disturbed while in use or being built. Measures should be taken either to deter birds from nesting in the locality of the project or project activities should be planned to occur outside of the breeding season (which can be from February to August). See RSPB website for more information.

2.2.5 You should survey for badgers if there are signs of setts or badgers in or near the development site or historical or distribution records show that badgers are active in the area or there is a suitable habitat for sett building. Where no information is available about the presence of badgers on or near a project the advice of a badger specialist should be sought on the likely presence of badgers or the need for a survey. Where badgers, or their setts, are affected by operations, specific protective measures must be followed.

2.2.6 Consideration should be given to traffic movement and efforts made to minimise detrimental environmental effects.

3. Protection of habitats during works

3.1 Implementing and monitoring control measures to minimise impact upon habitats

3.1.1 The construction and operation of distribution assets must not cause unreasonable disturbance to surrounding habitats as a result of excessive noise, odour, light, vibration or dust. Control measures to remove or limit potential nuisances must be implemented where necessary on the basis of a site specific assessment.

3.1.2 Once potential detrimental environmental effects have been identified, means whereby they can be avoided or mitigated should also be identified and incorporated into project plans. As part of their contract, Contractors and sub-contractors should be obliged to carry out the planned measures.

3.1.3 A competent person must be appointed to be responsible for ensuring that the stipulated measures are carried out where a potential risk to the environment has been identified. The competent person must be present when operations directly affect a designated or protected site.

3.1.4 Control measures required to protect the environment must be effectively communicated to all relevant personnel on site.

3.1.5 If unexpected remains are encountered work must stop in the immediate area and the County Archaeologist must be contacted. English Heritage or Scottish Natural Heritage should also be contacted in the event of encountering archaeological artefacts.

3.1.6 Where human remains are discovered work must stop in the immediate area and the local planning authority archaeologist, police and coroner contacted. Items suspected of being treasure must be reported to the local coroner within 14 days of the discovery.

3.2 Management of drainage and watercourses

3.2.1 Turf and topsoil should only be stripped away when required to minimise the potential for sub-soil erosion or pollution.

3.2.2 Measures must be taken to manage spoil to ensure that it cannot enter watercourses, drainage ditches and/or channels, causing temporary or permanent blockage.

3.2.3 Measures must be taken in agricultural land to prevent permanent damage to subsurface drainage. Such drains must be subject to adequate reinstatement to avoid the potential for subsequent flooding and compensation claims.

3.2.4 Where works are undertaken within 10 metres of surface waters, or when watercourses are to be crossed, the EA/SEPA must be informed and consent obtained if required. A Land Drainage Consent may be required for any works that affect a watercourse. When open trenching is used for water crossings the watercourse must have adequate protection from pollution. See SGNnet for guidance.

3.2.5 When horizontal directional drilling is used for crossing water or sensitive habitats, adequate measures must be taken to prevent contamination by drilling mud (e.g. bentonite).

3.2.6 Operations during adverse weather conditions such as drought or waterlogging must be managed to ensure that subsequent reinstatement is not compromised

Where mobile or fixed plant is being used, measures must be taken to prevent oil or chemical spillage, including the provision of spill kits.

3.3 Vegetation management

3.3.1 Where operations pass close to trees care must be taken to avoid damage to roots and canopies by observing tree protection zones and consulting the local Tree Protection Officer (see the Safe Environment handbook for further guidance).

3.3.2 Where trees need to be felled, topped or lopped, the Local Planning Authority (LPA) must be contacted to ensure that the trees are not protected by a Tree Preservation Order (TPO) which protects trees from such activities without LPA consent. Personnel carrying out tree pruning must be suitably qualified and competent to do so.

3.3.3 Herbicide use must be undertaken in accordance with the requirements detailed in SGN/PM/SHE/72.

3.3.4 Control of invasive and harmful weed species (such as Japanese Knotweed, Giant Hogweed, Himalayan Balsam, etc) must be undertaken by competent personnel in accordance with best practice guidance to ensure the treatment and containment of weeds is effective. Further guidance can be obtained from the Safe Environment handbook and from specialist site husbandry service providers.

4. Reinstatement of habitats

4.1 Where reinstatement is required, land must be returned to a state that is pre-agreed with the relevant stakeholders (e.g. land owner, local authority, etc).

4.2 Where habitats are to be reinstated, necessary preparation should be carried out to ensure it is returned as near as practicable to its pre-disturbance condition.

4.3 New plantings for vegetation reinstatement must follow the relevant guidance to maximise opportunities for successful establishment, including adequate protection for newly planted hedgerows, shrubs and trees (see also: SP/LAN/1).

4.4 Reinstated vegetation should be monitored regularly, where practicable, until they are established and appropriate actions should be taken to ensure successful establishment (see also: PM/LAN/2). Species used for planting schemes must be provided by reputable suppliers and the species mix used should reflect that of the existing vegetation.

4.5 Records must be kept of all significant ecological features encountered, control measures adopted, and environmental incidents that occurred during the project so that best practices can be identified for future projects.

APPENDIX A – REFERENCES

This Management Procedure makes reference to the documents listed below

A.1 Internal Documents

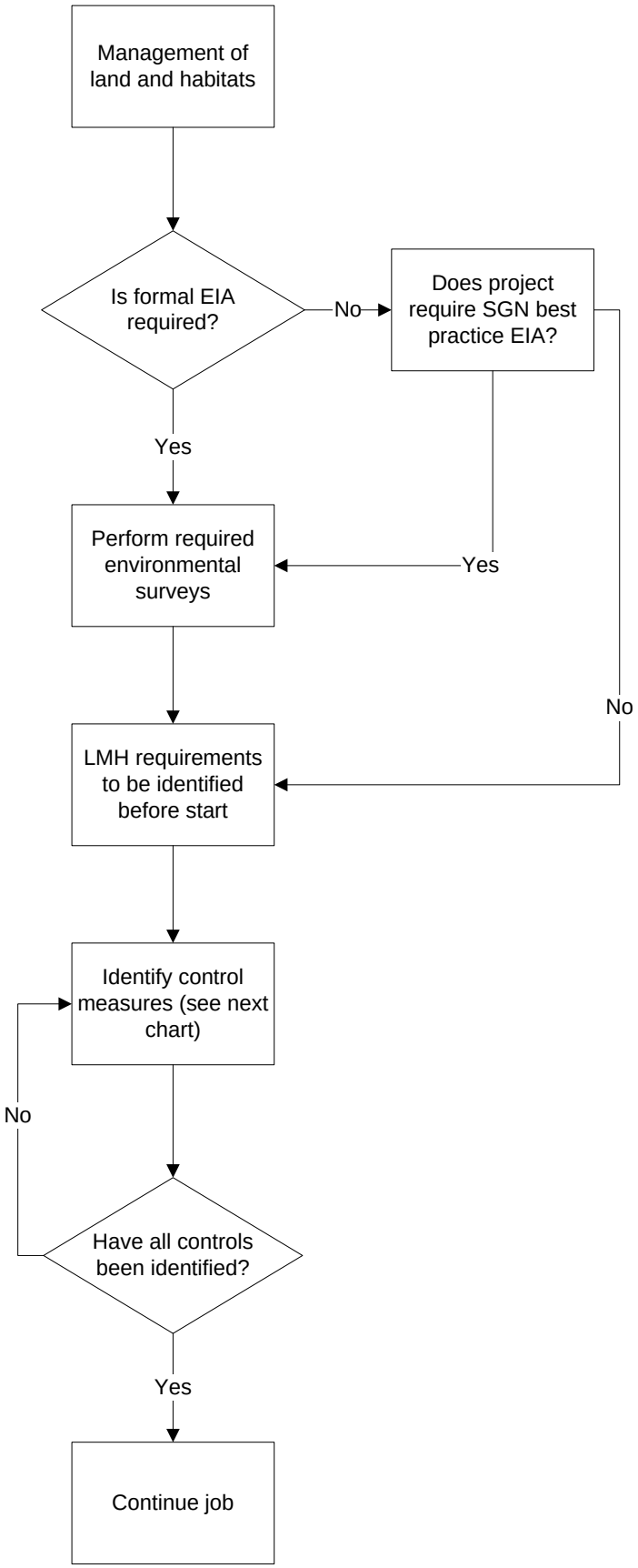
SGN/PM/SHE/03	-	Construction (Design & Management) Regulations 2015
SGN/PM/SHE/53	-	Using Substances Hazardous to the Environment
SGN/PM/SHE/66	-	Land Management
SGN/SP/SHE/75	-	Environmental Impact Assessment
SGN/PM/SHE/72	-	Use of Herbicides
SP/LAN/1	-	Technical Specification for Landscape Works
PM/LAN/2	-	Management Procedures for Maintenance of Landscaped Sites

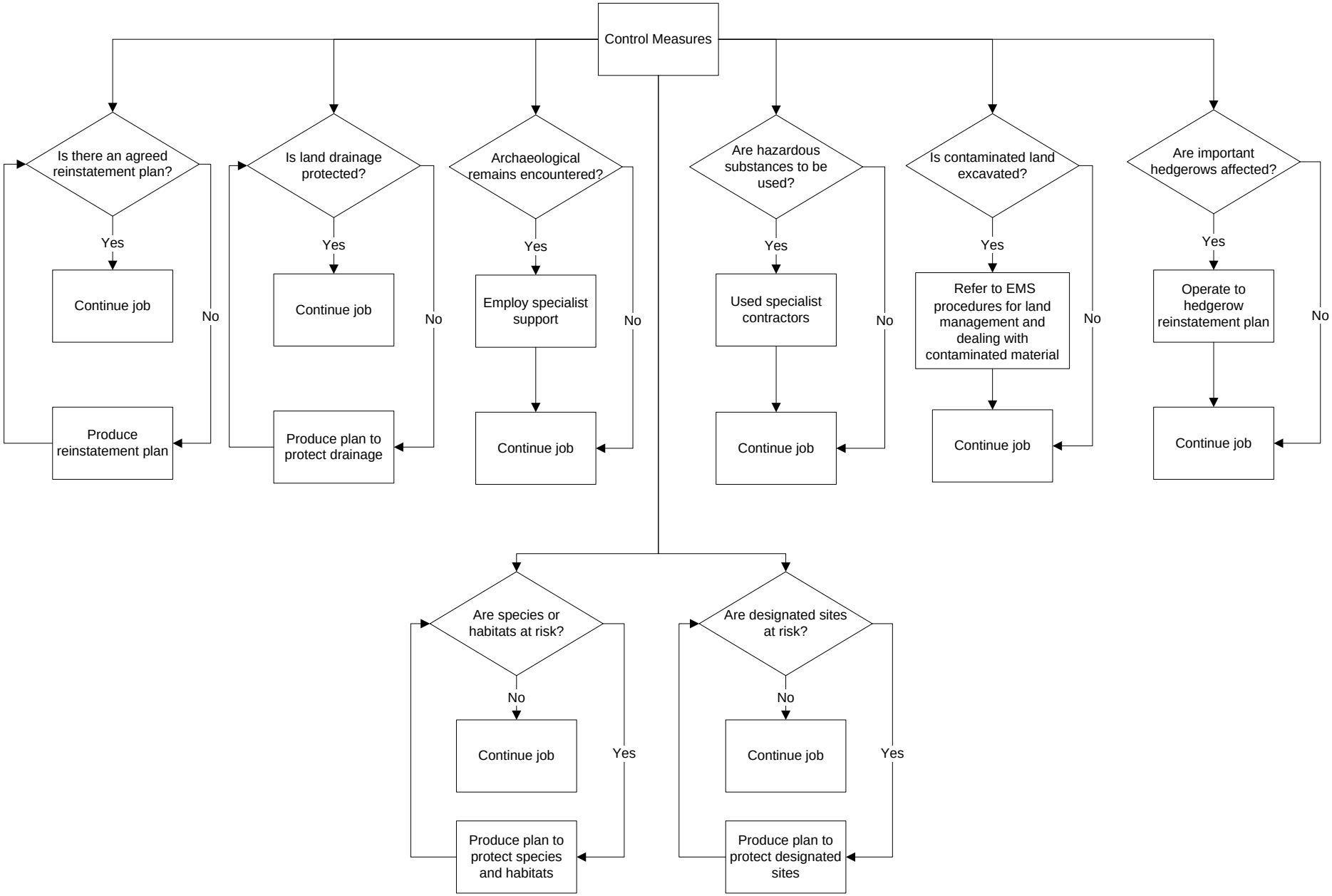
APPENDIX B - DEFINITIONS

The definitions applying to this Management Procedure are given below

AONB	-	Area of Outstanding Natural Beauty
EA	-	Environment Agency
EIA	-	Environmental Impact Assessment
LMH	-	Land Management Habitats
LPA	-	Local Planning Authority
SEPA	-	Scottish Environmental Protection Agency
SSSI	-	Sites of Special Scientific Interest
TPO	-	Tree Preservation Order

APPENDIX C – PROTECTION OF LAND AND HABITATS




Control Measures
Is there an agreed reinstatement plan?
Yes
Continue job
No
Produce reinstatement plan
Is land drainage protected?
Yes
Continue job
No
Produce plan to protect drainage
Archaeological remains encountered?
Yes
Employ specialist support
No
Continue job
Are hazardous substances to be used?
Yes
Used specialist contractors
No
Continue job
Is contaminated land excavated?
Yes
Refer to EMS procedures for land management and dealing with contaminated material
No
Continue job
Are important hedgerows affected?
Yes
Operate to hedgerow reinstatement plan
No
Continue job
Are species or habitats at risk?
No
Continue job
Yes
Produce plan to protect species and habitats
Are designated sites at risk?
No
Continue job
Yes
Produce plan to protect designated sites

APPENDIX D – DESIGNATED AND PROTECTED SITES

The following list is not exhaustive.

Areas of Outstanding Natural Beauty (AONB)

Designated Local Nature Reserves (LNRs)

Marine Nature Reserves (MNRs)

National Nature Reserves (NNRs)

National Park

Nitrate Vulnerable Zone (NVZ)

RAMSAR sites

Scheduled Ancient Monuments

Sites of Importance for Nature Conservation (SINC)

Site of Nature Conservation Interest / Site of Biological Importance

Site of Special Scientific Interest (SSSI)

Special Areas of Conservation (SAC)

Special Protection Areas (SPA)

APPENDIX E – CONSULTEES

Statutory Consultees

Environment Agency

Local Planning Authority

Natural England

Scottish Environment Protection Agency

Scottish Natural Heritage

In England and Wales any body which the LPA would be required to consult by Article 18 of the Town and Country Planning General Development Order SI 1988/1813

Non-Statutory Bodies for Consultation

This list is not exhaustive as consultation will be dependent on local factors.

Royal Society for the Protection of Birds

British Trust for Ornithology

British Geological Survey

British Waterways

Campaign to Protect Rural England

DEFRA

Forestry Commission

Local Wildlife Trusts

Badger Groups

Bat Groups

National Trust

Ramblers Association

APPROVAL

This Management Procedure was approved by Terry Carroll on 6th June 2017 for use by managers, engineers and supervisors throughout Scotia Gas Networks (SGN).

SGN documents are revised, when necessary, by the issue of new editions. Users should ensure that they are in possession of the latest edition by referring to the SHE & Engineering Document Library available on SGNnet.

Compliance with this safety and engineering document does not confer immunity from prosecution for breach of statutory or other legal obligations.

BRIEF HISTORY

First published as T/PM/SHE/56	October 2004	
Revised and reissued	September 2013	DESC-1317-14062013
Revised and reissued	July 2017	DESC-1812-12012017

KEY CHANGES

Section	Amendments
Section 2.1	Addition of bullet point regarding CDM environment information. Explanation of desk studies. Reference to contaminated land guidance.
Section 2.2	Update to badgers habitat information.
Entire Document	Update of wording to make clearer.

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Appendix 10 – Management Procedure for Competence Assurance System & Developing competence within Technical Roles

SGN/PM/SHE/77

Safety Management Framework

Management Procedure for Competence Assurance System

December 2012

Management Procedure for Competence Assurance System

SGN/PM/SHE/77

Document Owner: Martin Manzi

Issue Date: 20 December 2012

Context

Who is this Management Procedure for?

This procedure applies to all employees that have a responsibility for the safe management of gas or the provision of an effective emergency response, whether they are involved in managerial, supervisory or operational tasks. It also covers those employees who only have this responsibility on an “out of hours” basis i.e. standby duties

What does this Management procedure do?

The Competence Assurance System (CAS) is a process through which the competences of individuals to carry out specified, safety related activities are determined, achieved, documented and recorded in a manner that is proportionate to the risk and size of our organisation.

The procedure follows the principles laid down in the Safety Management Standard on competence – SGN/MS/7

Scope

All employees who have a responsibility for the safe flow of gas or the provision of the emergency service are covered by this Management Procedure, whether involved in managerial, supervisory or operational tasks. Where the role has a direct safety implication beyond a general duty of care; i.e. one in which an individual has the authority to make a decision or take actions that if incorrect could have an adverse effect on the health and safety of employees, contractors and / or the public.

This includes those who design, construct or respond to emergencies on the Network, and so consideration must be given to those employees who provide emergency cover “out of normal hours” where it is not part of their normal job role. Appendix C lists a number of these job roles as a guide to managers on the type and range of job roles covered by the scope.

In addition to Safety Case requirements, the procedure covers all staff that requires their competence to be documented for other purposes such as, to maintain an external registration or certification standard.

Why do we need this Management procedure?

To provide information on how SGN will ensure that it complies with its Safety Case requirement on ensuring only competent personnel carry out work on the Network.

Competence is….” The ability through; appropriate training, knowledge and experience, to carry out work being undertaken in a safe and proper manner “

CONTENTS

1. OBJECTIVE

1.1 The aim of this procedure is to enable staff to fulfil their responsibilities and to perform activities to recognised standards of competence on a regular basis, in order to:
- reduce risks
- satisfy legal and regulatory requirements
- meet the company's business objectives
- enable the company to meet contractual commitments.

1.2 Routine quality monitoring of applied technical standards (SGN/PM/SHE/28) strengthens CAS with a range of job performance monitors and assurance mechanisms that will identify any sub standard performances or deviant behaviours between formal technical inspections and/or review.

2. APPLICATION GUIDANCE

2.1 Identification of those within Scope

2.1.1 All employees that have a responsibility for the safe operation of the Network or the provision of the emergency service are covered; this applies to all job roles, whether they are involved with managerial, supervisory or operational duties.

2.1.2 These roles have a direct safety implication beyond a general duty of care; i.e. one in which an individual has the authority to make a decision or take actions that if incorrect could have an adverse effect on the health and safety of employees, contractors and / or the public. This includes those who plan, design, construct, maintain or respond to emergencies on the Network.

2.1.3 Consideration must also be given to those employees who provide emergency cover "out of normal hours" where it is not part of their normal job role. Appendix C lists a number of these job roles as a guide to managers on the type and range of job roles covered by the scope.

2.1.4 The responsible department Heads must identify individuals within scope in their area of responsibility.

2.2 Selection of a Reviewing Manager

2.2.1 Reviewing Managers must be selected by the responsible department Head within each Directorate for the implementation of the CAS process. This responsible department Head must ensure that Reviewing Managers are capable of undertaking a review of competence for specific job roles.

2.3 Creation of a Job Role description

2.3.1 A role description must be generated to identify responsibilities assigned to each individual detailing the individual's principal safety accountabilities and activities. Whilst a generic template may be used as the starting point, the role description is unique to the individual concerned and must reflect his / her specific duties.

3. OPERATION OF THE COMPETENCE ASSURANCE SYSTEM

3.1 Due to the diversity of skills required across a large number of job roles, the Competence Assurance System allows for the use of standardized and bespoke formats of evidence presentation. Where there are common roles and work types, (e.g. FCO), the format will be uniform throughout the company. Each format must clearly identify the key tasks and activities of the individual's job role. The Competence Management Group is the governance body for the approval of any new formats.

3.2 Industrial Job Roles.

3.2.1 Industrial competence is ensured principally through the appraisal of technical skills and knowledge. This is particularly applicable for those employees engaged directly on gas network activities (e.g. mainlayers, FCOs).

3.2.2 *Initial competence* -- The competences required by employees undertaking industrial job roles will initially be demonstrated through attendance at an appropriate foundation training course(s), followed by a formal assessment against the appropriate performance standards, such as those required for recognised qualifications..

3.2.3 *Ongoing competence* -- Appraisal will be through the demonstration that performance standards are achieved, predominately through on-site technical inspections by a competent inspector and as detailed in the appropriate Performance Standards Manual and/or through refresher training and assessment. This is supplemented through the QMS inspection regime.

3.3 Staff (Non Industrial) Job Roles

3.3.1 For most staff roles there are generally no formal qualifications or external performance standards to objectively appraise against. In these instances the individual's job role will give detail of the expected performance standards.

3.3.2 *Initial & Ongoing competence* – Appraisal guidance documents are available on SGNnet to inform staff and Reviewing Managers on what constitutes suitable and sufficient evidence of competence. This may involve a combination of training, assessment, experience as well as other learning techniques (e.g. Distance learning)

3.4 Mentoring

3.4.1 Mentoring is appropriate for newly promoted individuals and newly recruited employees. The appropriate mentor and mentoring period will be decided by the Reviewing Manager.

4. REVIEW PROCESS

4.1 The frequency and period between technical inspections is detailed in the relevant Performance Standards Manuals.

4.2 To ensure competence standards are maintained on an ongoing process, Reviewing Managers should regularly monitor each employee performance standard, this maybe by inspection of a portfolio of evidence, reviewing the content of a database or during 1:2:1 performance reviews,, ensuring that the current range of competence evidence is still suitable.

4.3 Reviewing Managers should ensure that no individual competence element expires by greater than 3 months past its expected refresher date. However, failure to update evidence does not deem an individual non-competent. Reviewing Managers will risk assess the impact on an individual basis and may permit the individual to continue working on their full duties until updated evidence is gathered and any performance shortfalls closed.

4.4 Where robust departmental competence arrangements exist, (e.g. in Gas Control), then these arrangements are acceptable as the primary evidence base to support an individual's competence. The employee should complete the new Competence Assessment Review (CAR) template and record within the competence section of the template a cross-reference to the location of the documentary evidence that supports the competence review being presented to the Reviewing Manager. The style and form of this evidence will dictate how the Reviewing Manager accesses and assesses such evidence (e.g. through access to a shared area or a paper summary attached to the review form).

5. CONTRACTORS AND CONSULTANTS

5.1 This CAS procedure is the SGN standard for competence assurance. It will be the responsibility of contractors or consultants to demonstrate to the satisfaction of SGN managers, that all their direct employees and those individuals of their sub-contractors have the necessary safety related technical competencies to meet legal requirements to complete the work satisfactorily. The detail of any competence requirements will normally be stated on the Terms and Conditions of their contract and/or be determined by their job role.

6. ROLES AND RESPONIBILITIES

6.1 Responsible Head of Department must: -

1. Appoint or take the role of Reviewing Manager
2. Identify individuals within scope in their area of responsibility.

6.2 Reviewing Manager must: -

1. Create the Role Description for his direct reports within scope. In order to maintain consistency the use of generic templates for common job roles should be used where available.
2. Ensure that competence levels of any employees under their control are reviewed as necessary to ensure competence is maintained.
3. Ensure any performance shortfalls identified are addressed within target dates.

6.3 The Mentor's role is to: -

1. Support the employee in setting appropriate goals;
2. Set goals to assess in measuring progress;
3. Encourage the personal development of the employee;
4. Evaluate the outcomes of the process;
5. Manage the relationship to ensure the employee receives the appropriate level of service.

7. PERFORMANCE SHORTFALLS

7.1 Actions identified to rectify any shortfalls between the required performance standards for the role and the competences possessed by the employee are known as performance shortfalls. When such gaps are identified they should be discussed with the individual and an action plan agreed to address those with assigned target date(s) for completion.

7.2 Interim reviews of these action plans should take place as appropriate,

8. GOVERNANCE PROCESS

8.1 Agreements on any new competence standards or changes to existing competence standards will be governed through the Competence Management Group

8.2 For all staff in scope, the senior manager in charge of the process locally will maintain a record of all competences and ensure that any deficiencies in meeting the company standards are effectively managed.

9. VERIFY CAS

9.1 CAS records should be locally verified on an ongoing basis by the Heads of Departments utilising a competent Assessor or Internal Verifier. The check must be undertaken at least annually to ensure the CAS process is being effectively implemented.

9.2 The purpose of this verification is to give assurance that quality standards are being maintained at an acceptable standard. The verification cycle is set by the responsible Head, based on the risk to the Network from a failure of standards for those employees under their control, and should involve sampling of a reasonable amount of evidence and checking it is of an adequate standard.

10. AUDIT CAS

10.1 The system should be audited in line with company's risk based auditing programme and give assurance that it is operating as intended.

11. REVIEW CAS

11.1 At least once every 5 years the system should be reviewed to ensure its continued suitability, adequacy and effectiveness.

APPENDIX A – REFERENCES

This Management Procedure makes reference to the documents listed below

A.1 Internal Documents

Safety Case	-	SGN's Transporters Safety Case
SGN/PM/SHE/28	-	Management Procedure for Routine Quality Monitoring and Independent Assurance of Operational Activities

A.2 External Documents

GSMR	-	L80 –AcoP for Gas Safety Management Regulations
MHSWR	-	Management of Health and Safety at Work Regulations

APPENDIX B - DEFINITIONS

The definitions applying to this Management Procedure are given below

Assessment	-	The objective consideration of evidence, resulting in a judgement which either confirms competence or requires further evidence to do so.
Competence	-	The ability through; appropriate training, knowledge and experience, to carry out work being undertaken in a safe and proper manner.
Competence criteria	-	Specifies the knowledge, skills, experience and behaviour that is necessary for an individual to be deemed competent.
Diverse Evidence	-	Documents (e.g. training or qualification certificates) or other supporting material, such as photographs or witness testimonies, which confirm that a person is competent to carry out the task.
Evidence	-	Material used to determine competence, may either be directly observed or presented as diverse evidence.
Inspection	-	The objective consideration of evidence, resulting in a judgement which confirms whether or not a competence standard has been maintained at an acceptable level.
Mentor	-	Mentoring is a long standing form of training, learning and development. A mentor is usually a more experienced colleague using their greater knowledge and experience to support the development of a more junior or inexperienced member of staff.
Responsible Manager	-	The manager who has responsibility for the CAS process in their business area (e.g. an Operations Manager or equivalent).
Review	-	A subjective examination of an individual's portfolio of evidence in order to determine that an individual is maintaining competence levels to an acceptable standard.
Reviewing Manager	-	A manager who undertakes the CAS review on behalf of the Responsible Manager.
Role Description	-	A set of work activities that an individual is required to undertake.
Task	-	An inherent part of an activity (e.g. Service connection – part of service laying; Knowledge of DR4 – any activity from design to construction).
Technical Inspection	-	Objective evaluation of proficiency through observed task performance that results in confirming competence standard has been maintained or required skills refresher.
Witness Testimony		A document signed by an authentic third party, which confirms that a person has undertaken an activity/task to the necessary standard. Often used as evidence to support the competence of individuals with long experience, but with few formal assessment records. Reviewing Manager must be confident in reliability of 3rd party.

APPENDIX C - JOB TITLES / ROLES

Listed below is a table containing a list of **job titles** typically covered by the scope of this procedure: The list is not definitive, it is the **job role** rather than job title that will ultimately determine whether or not an employee requires a competence review under our Safety Case.

	Job titles requiring appraisal		
Directorate	Head of Dept (Reviewing Managers)	Line Manager (Reviewing Manager)	Job Role
Operations (Head of Operations)	General Manager Operations Manager Replacement Manager Maintenance Operations Manager SGN Contracting Manager	Networks Ops Mgr (SIU) Construction Manager Engineering Manager Team Managers / Network Officer Network Support Manager Networks Operations Manager Project Engineer	First Call Operative Mainlayer Servicelayer Escape, Location & Repair Support Operatives (e.g GNO1 mate) Plant Protection Officer E&I Network Technician
Network	Transmission & Storage Asset Manager Distribution Asset Manager Network Capacity Manager Network Planning Manager Construction Manager Head of Engineering Policy Head of Network Construction	Pipelines Engineering Manager Engineering Policy Manager Maintenance Operations Manager Support Officer (Instrumentation) Asset Engineering Manager Asset Engineer Network Controller	Network Technician Network Dispatcher Control Room staff Network Control Engineer Network Design Engineer Network Support Officer Pipelines Technician Pipeline Engineer Electrician Network Analyst Planning Engineer Network Support Officer Digitisation Staff
SHE & HR Director	Head of Competence Development Head of SHE Environment Manager	SHE Manager	SHE Adviser/Officer

NB
The above job titles are for general guidance only. It is the defined job role that determines whether or not the individual means to be assessed under CAS, e.g. A Resource Manager in one depot may only be responsible for ensuring that plant and equipment is maintained “fit for purpose” and would not take any direct decision that could affect network safety, whilst others may have some direct on-site responsibilities.

APPENDIX D – GSMR EXTRACT

GSMR…Schedule 1 – Particulars to be included in the Safety Case

Safety Management (7)…*Particulars to demonstrate that the duty holder has established adequate arrangements for ensuring the competence of his employees in health and safety matters.*

GSMR ACoP (L80) extracts...

109…Gas transporters will need to identify essential competence requirements, and ensure, through staff selection criteria, provision of necessary information, instruction, training and supervision that the demands of a task do not exceed an individual's ability to carry it out such that he creates risks to the health and safety of himself or others.

110…Requirements for competence, and the means of acquiring it (including, where appropriate, specifying standards of training or qualifications), will need to be determined in the light of the MHSWR[1] risk assessment. Consideration should be given to competence requirements where a change in the nature of the work is proposed. Refresher training should be considered and provided, as necessary, on an ongoing basis.

111…The Safety Case needs to describe the general arrangements made by the gas transporter to ensure that employees are competent as regards the safe management of the flow of gas, and in providing an effective emergency response service. This applies to all employees, whether they are involved in managerial, supervisory or operational tasks. Particular mention might need to be made of the arrangements for ensuring the competence of safety critical staff, e.g. control room operators, who have to deal effectively with supply emergencies, or those responsible for controlling major gas escapes from the network.

[1] MHSWR – Management of Health and Safety at Work Regulations

APPROVAL

This Management Procedure was approved by Martin Manzi on 07/12/2012 for use by managers, engineers and supervisors throughout Scotia Gas Networks (SGN).

SGN documents are revised, when necessary, by the issue of new editions. Users should ensure that they are in possession of the latest edition by referring to the SHE & Engineering Document Library available on SGNnet.

Compliance with this safety and engineering document does not confer immunity from prosecution for breach of statutory or other legal obligations.

BRIEF HISTORY

First published as SGN/PM/SHE/77	September 2008	DESC-0065-24052007
Revised and re-issued	May 2011	DESC-0842-19012011
Revised and re-issued	December 2012	DESC-1212-17102012

KEY CHANGES

Section	Amendments
Scope	Redefined to align with GSMR definition for Safety Case with an option to adapt overall process to cover non Safety Case staff
Review Process	Removal of mandatory annual review

DISCLAIMER

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MANDATORY AND NON-MANDATORY REQUIREMENTS

In this document:

must: indicates a mandatory requirement.

should: indicates best practice and is the preferred option. If an alternative method is used then a suitable and sufficient risk assessment must be completed to show that the alternative method delivers the same, or better, level of protection.

END NOTE

Comments

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engineering.registrar@sgn.co.uk

Buying documents

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SGN/PM/SHE/79

Safety Management Framework

Management Procedure for People Developing Competence within Technical Roles and/or for the Management of Young People Under the Age of 18

August 2021

Management Procedure for People Developing Competence within Technical Roles and/or for the Management of Young People Under the age of 18

SGN/PM/SHE/79

Document Owner: Caroline Williams

Issue Date: August 2021

Context

Who is this Management Procedure for?

This Management Procedure is for Managers who have responsibility for young people and/or people developing competence within technical roles, including embedded contractors.

The procedure applies to all young people under the age of 18 working in any SGN department, but particular attention should be paid to young people employed on operational duties.

What does this Management Procedure do?

This Management procedure describes the responsibilities of managers when:

- Employing young people under the age of 18

and/or

- Employing new starters into technical roles

and/or

- Existing employees transferring into or between technical roles

Scope

This Management Procedure states the controls to be implemented for:

- The management of young people under the age of 18
- Employing new starters into technical roles, including trainees and apprentices, recognising their developing competence
- Existing employees transferring into or between technical roles including operational employees, staff and managers whose work has a direct impact on live gas assets and other associated gas equipment, recognising their developing competence
- Embedded contractor personnel, recognising their developing competence

For the purpose of this procedure embedded contractors are those to be managed in the same way as SGN employees.

This procedure addresses the period of time before:

- The fundamental qualification for the job role has been obtained, or training has been delivered to an equivalent standard

and

- Sufficient relevant on-job experience has been gained

and

- Competence for the role has been attained

Some employees (such as Apprentices) may not complete qualifications for some time after their initial employment due to the structure of their development programmes. In such circumstances the Talent and Development team will advise when an appropriate standard has been reached for them to be used in operational roles.

The guidance provided is not exhaustive and reference should be made to relevant policies, standards and procedures. Further guidance may be obtained from Human Resources, the SHE team or the Talent & Development team, as appropriate.

Why do we need this Management Procedure?

SGN has a duty of care under the EC directive on the Protection of Young People at work 94/33/EC: The Young Workers Directive.

This Procedure recognises that young people under the age of 18 and people who have not yet developed full competence are at increased risk from hazards or may not fully understand the implications of their decision making.

It provides guidance to ensure they are managed in a safe manner and supported from their initial induction through to full competence for their job role.

CONTENTS

1. OBJECTIVE

1.1. This Management Procedure states the controls to be implemented for:

- The management of young people under the age of 18
- Employing new starters into technical roles, including trainees and apprentices, recognising their developing competence
- Existing employees transferring into or between technical roles including operational employees, staff and managers whose work has a direct impact on live gas assets and other associated gas equipment, recognising their developing competence
- Embedded contractor personnel, recognising their developing competence.

1.2. For the purpose of this procedure embedded contractors are those to be managed in the same way as SGN employees.

Non-Embedded Contractors are out of scope of this procedure. For non-embedded contractors, managers must apply the requirements of SGN/PM/SHE/76.

1.3. This procedure addresses the period of time before:

- The fundamental qualification for the job role has been obtained, or training has been delivered to an equivalent standard
  and
- Sufficient relevant on-job experience has been gained
  and
- Competence for the role has been attained

1.4. Some employees (such as Apprentices) may not complete qualifications for some time after their initial employment due to the structure of their development programmes. In such circumstances the Talent and Development team will advise when an appropriate standard has been reached for them to be used in operational roles.

1.5. The guidance provided is not exhaustive and reference should be made to relevant policies, standards and procedures. Further guidance may be obtained from Human Resources, the SHE team or the Talent & Development team, as appropriate.

2. YOUNG PEOPLE UNDER THE AGE OF 18.

2.1. Workers under the minimum school leaving age

2.1.1. It is our policy not to employ any young person under the minimum school leaving age (MSLA), which is defined as follows:

- In Scotland, a young person can leave school either after 31 May that year if they turn 16 between 1 March and 30 September, or at the start of the Christmas holidays if they turn 16 between 1st October and the end of February.
- In Northern Ireland, a young person can leave school either after 30 June that year if they turn 16 between 1 September and 1 July, otherwise they can't leave school until 30 June the following year if they turn 16 between 2 July and 31 August.
- In Scotland, Wales and Northern Ireland, a young person does not have to remain in some form of education or training once they have reached the minimum school leaving age and may go straight into full time employment.

- In England, a young person can leave school on the last Friday in June if they will be 16 by the end of the summer holidays, however they must remain in some form of education or training until they are 18 years old. During this time, a young person has the following choices:
    - full time education or training, such as school or college;
    - work-based learning, such as an apprenticeship; or
    - work or volunteer (for 20 hours or more a week) while in part-time education or training.

Managers and employees should refer to the HR Policy for Employing Young Workers.

2.1.2. Where a request is made to give young persons under the MSLA work experience for a defined period of time (e.g. through a school), contact HR for advice.

2.2. Workers over the minimum school leaving age but less than 18 years of age (special measures*)

2.2.1. Managers intending to employ (or give work experience) to a young person over the MSLA but under 18 years of age must be aware that the young person:

- Must not work for more than eight hours a day or 40 hours a week
- Cannot average out the hours they work or 'opt-out' under the Working Time Regulations
- Must have a break of 30 minutes after every four-and-a-half hours worked
- Must have a rest period of 12 hours between working days, and two days off a week
- Must not ordinarily work at night between 10pm and 6am
- Must be paid at least National Minimum wage for their age.

2.2.2. Local managers must ensure that persons in this age group (as with all new starters) receive an appropriate company induction, including health and safety topics. Advice and guidance will be available if required from the Talent & Development department.

Managers can refer to the Onboarding Checklist provided by HR.

2.2.3. Local managers must conduct appropriate risk assessment for persons in this age group on their first day of employment using the form in Appendix A. This must be retained. Supplementary information on risk assessments can be seen in section 9 of this document.

This risk assessment must be reviewed in the light of increasing knowledge, skills and experience, and particularly prior to them taking on significantly different duties. This risk assessment should consider their inexperience and possible lack of responsibility, competence and risk awareness.

Any young person under the age of 18 must have a risk assessment completed prior to them being used as a second person in an operational team, even if they have passed their Network Construction Operations Level 1 (NCO1) qualification (or equivalent).

2.2.4. Local managers must ensure young workers in this age group receive appropriate supervision and regular reviews to monitor the effectiveness of any training received and their competence.

2.2.5. Young workers in this age group who have not achieved certain standards in their education may be entitled to paid time off for study or training, discuss and seek advice from HR if required.

Managers can refer to the Further Education Policy provided by HR.

Any young person must have a risk assessment completed prior to them being used as a second person in an operational team, even if they have passed their NCO1 qualification.

2.3. Workers over 18 years of age

2.3.1. The above special measures* do not ordinarily apply to workers aged 18 or over, although of course the company's normal obligations under the Health & Safety at Work Act continue to apply. Managers can adopt these measures for any employee at their discretion.

Note that 18-year-old employees may be entitled to paid time off to complete study or training begun when they were 16 or 17 if they had failed to reach a certain standard of education at school, or under other government initiatives, discuss and seek advice from HR if required.

Managers can refer to the Further Education Policy provided by HR.

3. INDUCTION

3.1. Managers are required to deliver the standard Company induction to all new employees, as well as providing relevant local information. This should ideally be delivered on the first day of employment but must be delivered prior to commencing any operational duties. A signed record of the briefing must be retained.

To supplement the Company induction, Managers should include an understanding of the following safety-related topics within the induction:

- PPE requirements
- Site safety & risk assessment
- Environmental procedures
- Clean-shaven policy
- Security
- Personal safety
- Local operational practices
- Operational constraints/restrictions

3.2. Employees must be briefed on the contents of the Safety Handbook and directed to the online version for ongoing reference.

3.3. Managers should determine any other topics to be included within the induction briefing, including non-safety related topics (e.g. customer service).

3.4. Managers should refer to the Onboarding Checklist and Onboarding Planner provided by HR.

3.5. Managers should also refer to the Managers Checklist (See Appendix B).

4. ISSUING OF PPE

4.1. Managers must ensure that PPE is issued, appropriate for the job role.

Employees must be briefed on the correct use of PPE issued to them.

A suitable PPE kit bag should be provided, recognising that employees may frequently transfer between vehicles etc during their development period.

Managers and employees should refer to the PPE selection task cards for selecting appropriate PPE

5. DRIVING

5.1. Employees shall only drive vehicles that fall within the categories stated on their driving licence.

The Manager must be satisfied that an employee is able to drive a vehicle safely before being allowed to drive.

Employees may not be familiar with driving large vehicles so, if appropriate, a "Car to Van" check test should be undertaken to assess their competence.

Before driving a company vehicle, the employee should be issued with a copy of the SGN Drivers Handbook, Highway Code and Defect Book and be briefed by the Manager on their use. Employee must also complete the eLearning module for Safe Driving.

Further guidance can be found within the Management Procedure for Driving (SGN/PM/SHE/09).

5.2. Employees who passed their driving test on or after 1st January 1997 will need to attain an additional category on their driving licence to tow most trailers.

6. SAFETY TRAINING REQUIREMENTS

6.1. All employees must receive their fundamental health and safety training before undertaking operational work. Depending upon the job role, this may include the following topics:

- Risk Assessment
- Breathing Apparatus (BA)
- Cable Location
- Gascoseeker
- Personal Atmosphere Monitor (PAM)
- Fire Control
- Basic First Aid
- Asbestos Awareness
- Electrical Safety include the use of Voltstick
- Working at Heights Awareness
- Manual Handling
- Personal Safety
- Confined Spaces Awareness
- Work Equipment (including pre-use checks)
- Lifting Operations and Lifting Equipment Regulations (LOLER)
- Safe Digging Practices
- Environmental Awareness

This is not an exhaustive list. The activities that an employee actually undertakes will determine the specific requirements. All the above training can be viewed and is accessible via SGN's Learning Management System 'People Portal'.

6.2. Employees must not be used in operational roles until fundamental health and safety training has been received. This may be part of a foundation qualification (e.g. NCO1) or may be delivered as stand-alone training.

6.3. There are some operational roles which have no defined training programme. Training requirements for these employees should be agreed with the Talent & Development team (e.g. depot stores personnel, runabout drivers).

7. DEVELOPMENT PROGRAMMES

7.1. Working in partnership with the Talent & Development team, Managers should ensure that:

- Appropriate training and development programmes are in place for developing employees
- Opportunities for appropriate on-job or work experience are provided
- The developing competence of the employee is effectively monitored
- Effective mentoring arrangements are put in place

7.2. Information on the current stage of training and competence reached by employees during their development programme (e.g. upskilling programme or apprenticeship) may be obtained from the Talent & Development team.

8. COMPETENCE

8.1. Opportunities for employees to gain relevant on-job or work experience should be encouraged, subject to appropriate supervision given in this document.

8.2. Competent employees who are assigned to oversee the work undertaken by employees not yet qualified or deemed competent must be suitably briefed on their responsibilities.

8.3. Competent employees must oversee and take responsibility for the work undertaken by employees not yet qualified or deemed competent.

8.4. Managers must implement appropriate controls for inexperienced employees attending gas escapes or live gas working, age specific requirements may vary.

8.5. Managers should ensure support is provided to employees who are developing competence and to confirm they are receiving opportunities to gain appropriate experience.

8.6. Effective supervision should be provided to monitor work being undertaken and to ensure safe working practices. A record of the site visit or work observations should be retained (e.g. diary entry or site documentation), age specific requirements may vary.

8.7. Managers must ensure that employees are competent before utilising them in technical roles or have reached an appropriate stage of their development programme.

8.8. Competence will usually increase as the employee attends training and gains further work experience. Records of developing competence should be maintained.

8.9. Competence should be reviewed by the Manager upon completion of training.

8.10. Managers must regularly review the competence of each employee undertaking a technical role to identify any specific restrictions or monitoring requirements.

8.11. Competence should be managed in compliance with the Company's competence assurance framework. (Refer to SGN/PM/SHE/77).

9. RISK ASSESSMENT

9.1. Young people under the age of 18 and people who have not yet developed full competence are at increased risk from hazards.

Managers must ensure that a 'Young Persons Under The Age Of 18 and/or People Developing Competence Within Technical Roles Risk Assessment' is completed for these people and must explain the risks associated with the work that employees are given as the person may not fully understand the implications of their decision making.

Managers should recognise employees who have not had previous experience of working in potentially hazardous environments such as operational sites, working on the highway or undertaking practical work using machinery.

Managers must explain the risks associated with the work that employees are given and ways of mitigating these risks.

Managers must ensure that inexperienced employees are effectively guided and monitored by competent employees, promoting safe working, best practice and the development of technical competence. This should be highlighted as part of the risk assessment.

9.2. High risk activities

9.5.1 Some work activities (e.g. working at heights, lifting operations, confined spaces etc) pose an increased level of risk and Managers must apply appropriate restrictions on such work, particularly to employees who are developing competence and record this on the 'Young Persons Under The Age Of 18 and/or People Developing Competence Within Technical Roles Risk Assessment'.

9.5.2 Learning from past incidents has shown that inexperienced employees may become drawn into assisting or working closely to hazardous plant and have been injured as a result. Plant and equipment which poses an elevated risk to inexperienced employees will require specific training and additional management controls. (See Appendix C).

9.3. Use of plant & equipment

9.6.1 Employees must not use, or be exposed to risks from, any plant or equipment unless they have received appropriate training, briefing or instruction for its use. It is acceptable for inexperienced employees to be present on site when equipment is being used, provided they are not exposed to risk from the equipment.

9.6.2 For some low-risk equipment, it is acceptable for the competent operator to instruct the inexperienced employee how to use the equipment, in accordance with the manufacturer's or SGN's instructions.

9.6.3 Individual employees must be effectively briefed so they understand the hazards and precautions associated with the equipment; in many cases this may be via an on-site briefing which should be recorded.

9.6.4 For high-risk plant & equipment, full training must have been completed, including briefing or instruction as appropriate, and the employee assessed as competent in its use. (See Appendix C).

9.6.5 PPE requirements may vary depending of the equipment being operated.

Further guidance may be found in the Operators Plant Maintenance handbook and the PPE Task-cards.

10. WORKING AS A SECOND PERSON IN AN OPERATIONAL TEAM

10.1. The primary role of the second person in a team is to provide support to the Team Leader, particularly to act as a safety back-up. In this respect the Team Leader is dependent on the second person and the importance of this role should be recognised by Managers when considering the use of inexperienced employees in this capacity.

It is beneficial for employees to gain appreciation of site work by spending some time acting as a third person prior to being utilised as a second person.

The Manager must review the experience gained before permitting the employee to work as a second person in a team, taking into account all relevant information and feedback.

10.2. Young People under the age of 18 **must not** be used as a second person, unless a personal and site-specific risk assessment is undertaken by the Manager which has been recorded.

Managers should refer to the HR policy for Employing Young Workers.

10.3. Servicelaying, Mainlaying and Maintenance activities not involving live gas work can generally be undertaken utilising a second person who is developing competence, subject to a risk assessment being undertaken by the Manager.

A competent second person must be utilised for all live gas work (e.g. flow stopping, connections etc). An inexperienced person may be used in a third person capacity.

10.4. Employees must not be used as a second person on jobs meeting one or more of the following criteria until they have completed fundamental health and safety training or a foundation qualification and have gained on-job experience of live gas operations:

- When there is an uncontrolled release of gas (e.g. escape work)
- When the activity has an increased risk of a significant release of gas occurring (e.g. flow stopping operations etc)
- When deep excavations are present, or any other hazardous environments requiring a Permit to Work
- Where the employee would be required to act as a guard or undertake rescue.

10.5. Repair work has a degree of unpredictability and can potentially lead to uncontrolled releases of gas.

The employee must have regularly used breathing apparatus and gas detection equipment including the use of a PAM and has demonstrated safe behaviours and working practices across a range of activities when working in gaseous or potentially gaseous atmospheres.

The employee may only be used as a second person in a team on gas escape activities once a foundation qualification has been achieved and has completed a minimum period of 6 weeks gaining experience working as a third person on gas escapes.

10.6. An inexperienced employee **must not** act as a second person in a team using high-risk plant and equipment (See Appendix C).

11. INEXPERIENCED FIRST CALL OPERATIVES (FCO)

11.1. Employees developing to become an FCO are not permitted to work alone on gas emergencies or work downstream of the Emergency Control Valve (ECV).

For such work employees must have satisfactorily completed the appropriate elements of their training programme and:

1. Hold Gas Safe registration to undertake work downstream of the ECV
2. Be deemed competent to attend gas escapes.

11.2. The Manager will need to acknowledge the current level of existing qualification and competence to attend a gas escape for an employee on an FCO upskilling programme, particularly if from a Repair background.

APPENDIX A – YOUNG PERSONS UNDER THE AGE OF 18 AND/OR PEOPLE DEVELOPING COMPETENCE WITHIN TECHNICAL ROLES RISK ASSESSMENT

A.1 To be completed by the person's line manager on their first day, or prior to them being used as a second person in an operational team, or prior to them taking on significantly different duties.

Payroll No:	**Name:**	**Age:**	**Location:**
Job / duties:			

Has the person received appropriate company induction (particularly on Health & Safety)?	**Y / N**
Are there any aspects of the above job that the person is competent to undertake but only under supervision or if appropriate controls are in place? (If yes, specify these, and the controls that must be in place, below)	**Y / N**
Are there any aspects of the above job that the person is not currently competent to undertake, or are there any specific activities that they must not undertake? (If yes, specify these below, and also the things that need to happen before the young person can be considered competent).	**Y / N**

Completed by: (line manager – sign and date)	With: (employee – sign and date)

APPENDIX B – MANAGERS CHECKLIST

People Developing Competence within Technical Roles and for the Management of Young People Under the Age of 18

B.1 This checklist is an aide for Managers responsible for young people under the age of 18 and for people developing competence within technical roles.

- Has the person received the relevant induction package?
    - Company Induction?

  and/or
    - Departmental Induction?

  and/or
    - Site Induction?

- Has the onboarding checklist been completed?

- Has the person received a relevant safety briefing?

- Has correct PPE been issued and received?

- Has necessary IT equipment been assigned?
    - Phone
    - Hardware
    - Software

- Is a Young Persons under the age of 18 and/or people developing competence within technical roles Risk Assessment applicable?
    - Are there any restrictions?

- Does the person have a job role description?

- Are any external registrations in place or required?
    - Streetworks
    - Gas Safe
    - Other

- Has an initial review of competence been conducted?

- Are there any working restrictions appropriate?

If an employee has specific needs the local HR manager must be informed.

- Is the person able to drive the assigned vehicle?

- Have training and development needs been identified?

- Is there a development plan in place with targets set?

- Has a mentor been assigned? Has the competent employee that has been assigned been briefed?

- Is there a plan in place for managing safety and technical performance?

- Have regular review meetings been scheduled?

APPENDIX C – HIGH-RISK PLANT & EQUIPMENT

C.1 Reference should be made to the Operators Plant Maintenance handbook.

C.2 The following plant and equipment is considered to carry a higher than average risk of injury. Employees (and inexperienced employees in particular) **must not** use these without specific training (or briefing or instruction, as appropriate).

C.3 The Talent & Development Team will maintain records of all training delivered.

Managers must retain records of briefings or instruction delivered locally.

C.4 Note that this list is not exhaustive, and Managers must exercise judgement whether equipment not specifically identified carries a risk equal or greater than those listed:

- Abrasive wheels
- Brothers plate lifter
- Cutting or grinding equipment
- Dumper trucks
- Equipment which requires the use of specific PPE
- Equipment which uses guarding
- Equipment with gearing or hydraulics
- Lifting equipment
- Mechanical or powered plant or equipment
- Mechanical excavators
- Mobile elevated work platforms (MEWPs)
- Plant and equipment that requires assembly
- Powered saws
- Powered wheelbarrows etc
- Power Drills
- Vibro tampers
- Air grinder
- Air saw
- Angle grinder
- Breaker gun
- Circular saws
- Cold cutting machine
- Combi cutter (PE)
- Crush cutters
- Disc cutter
- Electrical saw
- Fein saw
- Grinder
- Hedge trimmer
- Jig saw
- Mole
- Pipe coil trailer
- Pipe threading machine
- Pushing machine (mains insertion)
- Rescue gantry
- Road saw
- Scaffold tower
- Sengar saw
- Shot blaster
- Strimmer / brush cutter
- Tornado
- Under pressure drilling machine (PE & Metallic)
- Welding equipment
- Window cutters

APPENDIX D – REFERENCES

D.1 This Management Procedure makes references to the documents listed below:

D.1.1 External Documents:

- The Working Time Regulations 1998
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Council Directive 94/33/EC (22 June 1994) on the protection of young people at work
- Young People at Work – A Guide for Employers (HSG165)
- Highway Code

D.1.2 Internal Documents:

- Employing Young Workers
- Onboarding Checklist
- Onboarding Planner
- Company induction
- Further Education Policy
- Management Procedure for Competence Assurance System - SGN/PM/SHE/77
- Management Procedure for Driving - SGN/PM/SHE/09
- Drivers Handbook
- Operators Plant Maintenance handbook
- Safety Handbook (including ICE sheets)
- PPE selection task cards
- Management Procedure for the Management of Contractors SGN/PM/SHE/76

APPROVAL

This Management Procedure was approved by Caroline Williams, on 02/09/2021 for use by managers, engineers and supervisors throughout SGN.

SGN documents are revised, when necessary, by the issue of new editions. Users should ensure that they are in possession of the latest edition by referring to the SHE & Engineering Document Library available on DigitalHub.

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BRIEF HISTORY

First published as SGN/PM/SHE/79	April 2010	DESC-0417-15122009
Revised	January 2013	DESC-1227-23112012
Revised	August 2021	SMF-855-01042021

KEY CHANGES

Section	Amendments
	Re-titled document
	Incorporated and replaced SGN/PM/SHE/78
	Revised wording throughout the document
	References made to other Policies and Procedures with hyperlinks

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MANDATORY AND NON-MANDATORY REQUIREMENTS

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must: indicates a mandatory requirement.

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END NOTE

Comments

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engineering.registrar@sgn.co.uk

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Appendix 11 – Management Procedure for Capture of Plant & Equipment Records

SGN/PM/RE/2

Safety Management Framework

Management Procedure for the Capture of Plant and Equipment Records

JULY 2012

Management Procedure for the Capture of Plant and Equipment Records

SGN/PM/RE/2

Document Owner: Malcolm Green

Issue Date: 10th July 2012

Context

Who is this Management Procedure for?

This Management Procedure is for all those responsible for ensuring the integrity of our assets.

What does this Management procedure do?

This Management Procedure defines the minimum standards that must be applied to the production, retention, updating, managing and auditing of documentation and other data records relating to the Engineering Integrity of gas network plant and equipment owned by Scotia Gas Networks (SGN).

Scope

Integrity records are essential throughout the life of an asset, to enable optimum operational and investment decisions to be made regarding modifications to the supply network assets. Integrity records provide evidence of the fitness for purpose of SGN gas supply network assets. The records must contain detailed information about the components of the gas supply network, sufficient to satisfy legislation regarding the safe installation and operation of such plant, and the safety of operatives and the public.

Records, within the context of this Management Procedure, means drawings, maps, documents and information, used to identify, and confirm the fitness for purpose, of SGN gas supply network assets.

Why do we need this Management procedure?

To ensure we capture, manage and retain appropriate records in accordance with our Asset Integrity Standard.

CONTENTS

1. OBJECTIVE

The objectives of this Management Procedure are:

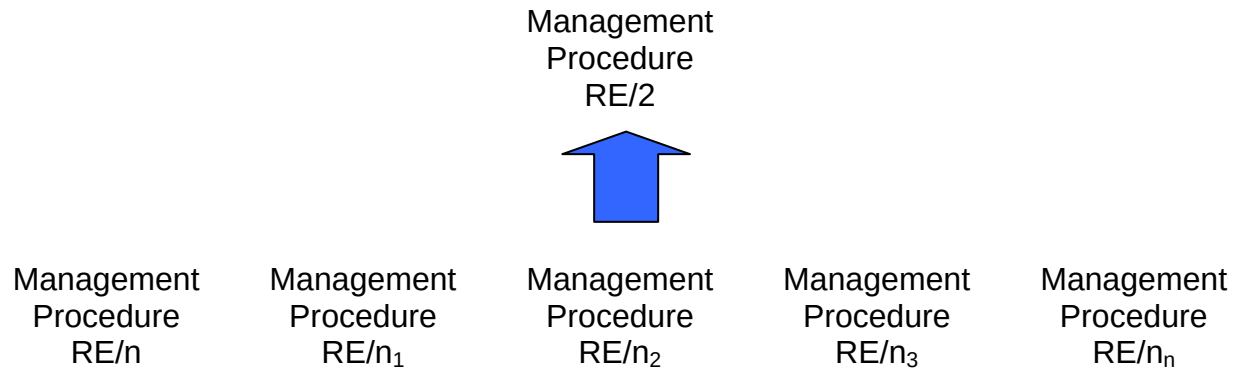
a) To identify the records required, ensuring compliance with Legislation and Regulation.

b) To identify the records required, satisfying business and operational requirements.

c) To specify records quality in terms of content, accuracy, timeliness and accessibility.

d) To specify records retention periods, and for temporal records, what record history must be retained.

The objectives must be achieved by reference to a suite of Records Management Procedures, which support this Management Procedure as shown in the following diagram:



This Management Procedure covers records of fixed gas supply network assets operating at all pressures, together with any associated equipment ancillary to such assets, such as pressure/volume control instrumentation, performance monitoring and/or recording equipment.

Such records should be associated with, planning, design, procurement, construction, operation, modification and repair, decommissioning and/or disposal, of assets, together with all safety, environmental and legal aspects of the gas supply network assets, housings and sites.

2. RESPONSIBILITES

Primary responsibility for managing this Management Procedure lies with the Network Director. The Director must ensure that through unambiguous documented agreement(s), specific responsibilities referred to in this Management Procedure and supporting Management Procedures, are assigned to suitably competent members of their staff, or the staff of Operators and Contractors.

Responsibility for monitoring compliance is held locally with Managers reporting to the Network Director.

The review and updating of this Management Procedure is the responsibility of the Head of Engineering Policy.

3. RECORD REQUIREMENTS

3.1 Record requirements must be defined within the RE Procedures / Specifications. For each Asset category, they are tabulated under the following headings:

a) **Record Type**

The Record Type is used to associate a number of records, which are capable of being usefully linked to fulfil the records requirements of a particular activity or topic.

b) **Record Category**

The Record Category is the description, by which a particular record is known, e.g. Electrical Inspection reports.

c) **Record Retention**

When the record should first be held, and how the retention of the record is specified, either by timescale, or by version(s). Appendix F of this Management Procedure indicates for each Record Type, the retention period for the record and the type of access required for the record. A description of the terms used is included in Appendix D Glossary. The Technical Asset Lives are given in Appendix H; retention periods should in principle be based on the Technical Asset Lives.

d) **Record Access Level**

A designation of `**operational**`, for those records potentially required at short notice (within minutes) to support operational activities, and `**reference**` for those records, which although important to retain, should be held in a manner, which may not support short notice access.

Additional explanatory notes, and the coding used in the Record Requirements are given in Appendix E.

3.2 Specific Record Requirements

Records requirements are given for each Asset category, in the Management Procedures supporting this Management Procedure. Detailed guidance regarding which Management Procedure(s) may apply to an Asset category is given in Appendix C. In particular cases, some Management Procedures may not apply to all instances of an Asset category, e.g. not all < 7bar pressure control plant requires E & I equipment. However, the records specified, are required for the asset components that are present. Within the Management Procedures, for each Asset category, specific asset record requirements are compiled as Checklists.

3.3 Criticality of Records

The service life of an asset will influence the criticality of the SGN gas supply network asset record. For new plant, all SGN gas supply network asset records required by this Management Procedure should be available from the construction process. Construction records for existing plant however, may be available, or not be fully in compliance. In such cases, it should be for a competent person to decide, based on the operational history, and the ‘in service’ records gathered during the life of the asset, whether there is sufficient evidence to demonstrate the integrity of the asset for the continued purpose for which it is to be used, or whether revalidation or other actions must be undertaken and recorded.

4. RECORD QUALITY AND STANDARDS

Record quality and standards are defined to ensure asset records are maintained to a quality commensurate with requirements, and the criticality of the individual record. The principle criteria to be used to regulate record quality are set out below.

4.1 Accuracy

Where the record is of a factual nature, i.e. a Type or Model No: of plant, then the record must precisely match the alphanumeric characters obtained during the record capture process.

Where the record is obtained from a process where an element of subjectivity or estimation is involved e.g. measurement or surveying, then the record should reflect the accuracy specified for that process.

4.2 Completeness of Records

Records of new plant must fully comply with detailed requirements contained within the Procedures / Specifications supporting this Management Procedure. For existing plant, where such records are not fully in compliance, a competent person must decide if those existing records, of design, construction and in service performance, are adequate to confirm the integrity of the plant to continue in service.

4.3 Timeliness

The period between making changes to the asset configuration in the field, and having access to records, which correctly reflect that change, should be minimised. Records are only available for use, when they have been entered into an electronic or hard copy, storage and retrieval system.

The capture and recording of graphical data, whether Engineering Drawings, or Geographic information will normally entail a longer delay period between initial capture and storage, than for purely alphanumeric data.

Following commissioning new or modified assets or the abandonment of redundant assets the associated records must be updated within the following timelines

- Graphical records - D + 30 days
- Alphanumeric records - Emergency/Repair related - D + 5 days

  - All other categories - D + 15 days

Where more than one department is involved in the recording and updating of the information, consideration should be given to putting in place individual Service Level Agreements which clearly define the time window each have to complete their element of the process, in order to ensure the appropriate overall target is met.

4.4 Consistency

SGN should achieve consistency from the output of records processes through the application of this Management Procedure and the supporting Procedures/Specifications.

4.5 Alignment

Records may be held by different methods and in different systems. Records management processes must ensure that when changes occur to the asset configuration, all systems containing that changed record are updated, all copies of the record in use are replaced with the updated record, and that distributed copies of the obsolete record are recalled or destroyed. See Appendix G for a list of Core and Supporting Systems.

5. GOVERNANCE OF RECORDS

Responsible Managers must ensure that additions, modifications and deletions of any asset record are authorised, and undertaken by a competent person. Where appropriate, an Engineer should be nominated for the lead role of Records Verification. Responsible Managers must also ensure that records provided to support the activities of Operators and Contractors are adequate, and that the return of updated records is to a satisfactory standard.

Documenting and communicating the process of record capture, retention and delivery, to those contributing to, and using the records, is a vital means of ensuring records governance.

Regular, periodic audits should be carried out as part of a rolling programme as defined in SGN Standards and Procedures.

In addition to those audits, Responsible Managers should institute checks to ensure that compliance with SGN Standards and Procedures for Plant and Equipment Records is maintained. Should failure of compliance be identified by such checks, remedial actions must be implemented to recover the situation, and prevent its recurrence. A process to ensure the identification, assessment, prioritising and correction of record errors, should be implemented.

6. STORAGE, INDEXING AND RETRIEVAL OF RECORDS

Records and documents specified by this Management Procedure and the supporting procedures/specifications, must be securely stored, protected against loss and be appropriately indexed to ensure efficient retrieval when required. Safety legislation increasingly refers to the requirement for records to be provided to support operatives carrying out operational activities.

- - Efficient retrieval and mechanisms for the distribution of such records are essential.
- Procedures for electronic data storage must be in accordance with BSI Codes of Practice for Legal Admissibility (PD0008 for Electronic Documents).
- RE Procedures and Specification documents, must define record production or acquisition, and retention requirements. The Procedures/Specifications must also indicate at what stage in the asset life cycle, the record must be produced or acquired.
- Retention periods for Records must be set to comply with legislation and with business requirements. They must be clearly itemised within the appropriate Procedure / Specification. Retention periods should be reviewed on a regular basis (not exceeding 5 years) to reflect changes in legislation and operational requirements.

For major natural gas storage sites, there may be a requirement for the retention of additional records, as defined under the Control of Major Accident Hazards (COMAH) Regulations 1999, or the Notification of Installations Handling Hazardous Substances Regulations (NIHHS) 1982. These criteria are set out in SGN/PM/COMAH/5, Management Procedure for the Preparation, Maintenance and Testing of Emergency Plans for Notifiable Sites, COMAH sites and Major Accident Hazard Pipelines. However, if any doubt exists that these regulations may be relevant to an installation for which records guidance is sought, the relevant Engineering Policy Manager should be contacted for further advice.

7. COMPLIANCE

For all new plant and equipment, and modifications carried out under SGN/PM/G/17 Management Procedure for The Management of New Works, Modifications and Repairs to existing plant and equipment, records must comply with this procedure from the date of approval.

For existing plant and equipment, `operational` records must be gathered and retained, which must comply with the requirements of this procedure.

When modifications are undertaken, the records for surrounding plant, unaffected by the modifications should be checked and, where reasonably practicable, updated to comply with the requirements of this procedure. Where such updating for associated plant is not readily achievable, the Responsible Manager should, under the guidance and judgement of a competent person, elect to retain the non-compliant existing records, recording that decision and the evidence upon which it was based.

APPENDIX A – REFERENCES

This Management Procedure makes reference to the documents listed below

A.1 Internal Documents

SGN/PM/G/17	-	Management Procedure for the Management of New Works, Modifications and Repairs
SGN/PM/COMAH/5	-	Management Procedure for the Preparation, Maintenance and Testing of Emergency Plans for Notifiable Sites, COMAH sites and Major Accident Hazard Pipelines
SGN/PM/DR/2	-	Management Procedure for the Capture of Below 7bar Asset Records
SGN/PM/DR/2A	-	Management Procedure For The Capture of Pipe Asset Records By UIP/GT Organisations Vesting Plant In Scotia Gas Networks
SGN/PM/DP/1	-	Management Procedure For The Use of Disclaimers On Plans Issued In Response To Third Party Enquiries
SGN/SP/NP/10	-	Specification For Defining Pipes As Mains, Services or Network Risers
SGN/PM/RE/3	-	Management Procedure For Engineering Drawing Records
SGN/PM/RE/5	-	Management Procedure for Records of Land and Buildings associated with Transco Plant
SGN/PM/RE/6	-	Management Procedure For Pressure and Volume Control Plant Records
SGN/PM/RE/7	-	Management Procedure For Network Pipe Records
SGN/PM/RE/8	-	Management Procedure For Diurnal Storage Records
SGN/PM/RE/9	-	Management Procedure For Instrument and Electrical Records Associated With Plant
SGN/PM/RE/12	-	Management Procedure For Process Checklists In Support of RE Suite of Documents

A.2 External Documents

P.S.S.R. 2000	-	Pressure Systems Safety Regulations 2000
COMAH 1999	-	Control of Major Accident Hazards Regulations 1999
Other Legislation	-	Legal-Necessary to provide evidence of legal possessions, Execution of statutory duties and compliance with other legislation.
	-	

APPENDIX B - DEFINITIONS

The definitions applying to this Management Procedure are given below

'Operational' Records	-	Those records potentially required at short notice (within minutes) to support operational activities
'Reference' Records	-	Those records, which although important to retain, should be held in a manner, which may not support short notice access
Responsible Manager	-	The Distribution Network Manager accountable for compliance with the Engineering Assets Records Policy. The Network Director or his nominated manager.
	-	
	-	
	-	
	-	

APPENDIX C - APPLICATION OF RECORD MANAGEMENT PROCEDURES

ASSET CATEGORY								
	Land and Buildings	×	×					
	Instrumentation	×	×					×
	Electrical	×	×				×	
	Metering Installations	×	×					
	Services > 7 bar	×			×			
	Services < 7 bar	×			×			
	Network Pipes > 7 bar	×			×		×	×
	Network Pipes < 7 bar	×			×		×	×
	Pipeline Compression	×	×				×	×
	Pressure Control I & C	×	×	×			×	×
	Pressure Control Domestic Supply	×		×				
	Pressure and Volume Control > 7 bar	×	×	×			×	×
	Pressure and Volume Control < 7 bar	×	×	×			×	×
	LP Storage	×	×			×	×	×
	HP Pipe Array Storage	×	×			×	×	×
	HP Above Ground Storage	×	×			×	×	×
		SGN/PM/RE/3	*SGN/PM/RE/5*	*SGN/PM/RE/6*	*SGN/PM/RE/7*	*SGN/PM/RE/8*	*SGN/PM/RE/9*	*SGN/PM/RE/9*
		Engineering Drawing Records	Land and Buildings Associated with SGN Plant	Pressure and Volume Control	Network Pipes	Storage	Electrical	Instrumentation
		MANAGEMENT PROCEDURES						

APPENDIX D - RECORDS REQUIREMENTS GLOSSARY AND CODING

Record Type	The Record Type is used to group a number of records, which are capable of being usefully linked to fulfill the records requirements of a particular activity or topic.	
Record Category	The Record Category is the description by which a particular record is known, e.g. Electrical Inspection reports.	
Record Required:	Earliest requirement for record	Is record required before or after commissioning? **B** for before **A** for after **BA** for required before commissioning and retained for the future
Record Retention:	Temporal determinant	**L** (life) means kept for the life of the plant + 5 years **6 (**any number) means keep for that number of years.
	Version determinant	**F** (first) means keep the first edition, version or revision. (Sometimes called a fingerprint). **C** (current) means keep the current edition, version or revision. **P** (previous) means keep the edition, version or revision immediately previous to the current. **A** (all) means keep all editions, versions, or revisions.
	Variable	**V** means detailed circumstances may vary the retention period.
	NOTE; If a record is revised ensure that the scope covers previous records before disposing of previous records.	
Record Access Level	Records requiring prompt access for operational use.	**O** operational requirement **R** needed for reference, but not needed for operational use.

APPENDIX E - RECORD TYPES – EXPLANATORY NOTES

RECORD TYPE		COMMENTS
Design		
Design Brief	-	Original Customer Requirements
Design File	-	All relevant design detail and correspondence
P.S.S.R. 2000 Records	-	See SGN/PM/PS3, Management Procedure for PSSR 2000 Compliance.
Land Planning File	-	External influences of and to the Project required to obtain Approval – Needed to demonstrate proof of right of access.
Network Design	-	Results from network modelling of pipes and plant, meter design details and minimum required pressures.
Legal Aspects		
Deeds	-	Documentation to support formal Statutory obligations
Notifications	-	Formal approval documents
Consents	-	Formal approval documents
Construction, Modification & Repair		
Q.A. Records	-	Records of orders and suppliers documentation to confirm items meet order requirements.
As Built Records	-	Recorded dtails of all installed plant and equipment prepared as part of the construction process.
Testing	-	Record of final 'Fitness for Purpose' tests prior to commissioning
Commission/Decommission/Demolition Records	-	Acceptance records that a Project or Work/Demolition Package meets all SGN's requirements follow construction or demolition.
Contract Documents	-	Purchasing and payments records

Operation and Maintenance

Health, Safety and Environment File	-	Specific records to comply with statutory obligations under Health and Safety legislation
In-service Records	-	Records of ongoing compliance with legislation to demonstrate continued safe and reliable operation of the transportation network.
Gas Quality	-	Records of installation and periodic calibration
Safety Engineering	-	Documentation to support formal statutory obligations.

APPENDIX F - RECORD RETENTION AND ACCESS

Record Type	Retention		*Record Access Level*
	Earliest Required	Period or Version	
Design			
Design Brief	B	L	R
Design File	B	L	R
H,S&E File	B	L	R
Network Design	B	L	R
Legal Aspects			
Contract Documents (under seal)	B	6(12)	R
Deeds	B	L	R
Compensation and Reinstatement	B	L	R
Notifications	B	L	R
Consents	B	L	R
Construction Modification and Repair			
QA Records	B	L	R
As-Built records	B	L	O
Testing	B	FCP	R
Commissioning, Decommissioning and Demolition Records	A	L	R
Modification and Repair	A	L	O
H, S&E File	B	L	O
PSSR 2000 Review	BA	A	O
In-Service Records			
General Operation and Maintenance records	A	CP	O
E & I Operation and Maintenance records	A	CP	O
Status commissioned/decommissioned/cut-off	A	C	O
PSSR2000 compliance	A	L	O
Pressure records and excursions	A	2	O
Pressure Cycling	A	L	O
Permitry (Register)	A	3 (L)	O
Incident Reports	A	L	O
Owner/Tenant/Contact details	A	PC	O
Component failure	A	L	O
CP potential readings	A	L	O
Alarm, Control and Protection settings	A	C	O
Site Manuals	A	C	O
Safety Engineering	BA	L	O

APPENDIX G - NATIONAL ASSET MAINTENANCE SUPPORT SYSTEMS 1

Core Systems

MIMS/MIMSVU	-	Mincom Information Management System
CP BASE	-	Cathodic Protection Records
COAS	-	Compressor Operation Advisory System
CCEMS	-	Continually Calculating Emissions Monitoring System
COMPAAS	-	Compressor Data Analysis Reporting System
CADD (Intergraph)	-	Computer Aided Design and Drafting

Supporting Systems

GBNA	-	Graphics Based Network Analysis
LINAS	-	Large Integrated Network Analysis System
DDS	-	Demand Derivation System
Pegasus	-	LP/MP Steady State Flow Network Analysis System
Falcon	-	HP Transient Flow Network Analysis System
CADD (Autocad / Microstation)	-	Computer Aided Design and Drafting
Pipevision	-	PII Report Generator for OLI1
SRP	-	Surveillance Reporting for Pipelines
SAP	-	Systems Application and Products
HPMIS	-	High Pressure Metering Information System
PSDB	-	Pressure Systems Database
GTMS	-	Gas Transportation Management System
Lotus Notes	-	User Defined Communication and Information Handling Systems
Microsoft 2000	-	PC and Desktop based User Applications
INTERVAL3	-	OLI Interval prediction
RCM	-	Reliability Centered Maintenance
GL5	-	Pressure Modifications Records (refer to T/PM/G/17)
PMAC	-	Pressure Monitoring and Control
PSR	-	Pipeline Safety Regulations Database
CWC	-	Contracts Database
DIPS	-	Document Imaging System

MCRS	-	Management Control and Reporting System
PRISM	-	Pipeline Risk Management
THESIS	-	Accident and Incident Reporting System
NGS	-	National Geospatial System
QB5	-	Quaterback Field System
MARS	-	Mobile & Asset Repository System

APPENDIX H - TECHNICAL ASSET LIVES

(Extract from the SGN Technical Asset Lives Review agreed with Ofgem October 1999)

		Life of assets (yrs)
>7bar Engineering Assets		
Onshore reception terminals		
Electrical		20
Control and Instrumentation		10
Process plant		30
Pipework valves, filters etc.		30
Buildings		30
Civil works		50
Transmission pipelines		
NTS		400
LTS – low linepack (96.45%)		325
LTS – medium linepack (2.45%)		80
LTS – high linepack (1.1%)		30
Compressor stations		
Gas generators		20
Power turbine		55
Gas compressor		40
Electrical		20
Above ground installation		35
High pressure storage		
HP storage vessels		165
Buried pipe arrays		100
Independent Undertaking vessels		200
<7bar Engineering Assets		
Distribution mains		
Grey cast iron (all diams. “smoothed”)		85
<=3"		70
4" - 7"		80
=>8"		100
Ductile iron	:Low Pressure	30
	:Medium Pressure	25
Steel	:Un-protected	30
	:Protected	70
Polyethylene	:(MDPE)	150
	:(HDPE)	75

Distribution services	
Steel	35
Polyethylene (PE)	150
District governor installations	
District installations	60
Domestic regulators	4 / 10 (Use 10 years for records retention)
Low pressure storage	80
Communication and instrumentation	
Gas Transportation Management System	4
Telemetry communications	10
Telemetry outstations	10
Field instrumentation	15
Data loggers	15
NTS site metering	10
Electrical equipment	15 / 25 (Use 25 years for records retention)
Meters	
U6 diaphragm (excl. Black-spot)	20
U6 Black-spot	10
E6 Electronic	20
ETM meters	10
U16 – U160 diaphragm	20
Rotary displacement	25
Turbine meters	25

APPROVAL

This Management Procedure was approved by Malcolm Green on 10/07/2012 for use by managers, engineers and supervisors throughout Scotia Gas Networks (SGN).

SGN documents are revised, when necessary, by the issue of new editions. Users should ensure that they are in possession of the latest edition by referring to the SHE & Engineering Document Library available on SGNnet.

Compliance with this safety and engineering document does not confer immunity from prosecution for breach of statutory or other legal obligations.

BRIEF HISTORY

First Published as T/PR/RE2 (Procedure for the Capture of Plant and Equipment Records in Support of T/PL/RE1)	June 2002	EPSG/L02/552
Editorial update to reflect Safety Case version 3 taking into account issues as detailed in the comments below. Additionally, compliance with mandatory terms along with the removal of non- specific normative phrases	July 2004	
Editorial update to comply with GRM	October 2004	
Updated to incorporate the requirements of T/GN/G22 and support its withdrawal	April 2005	EPSG/T04/1457
Revised as part of Safety Management Framework Review	2012	DESC-1108-31052012

KEY CHANGES

Section	Amendments
All	Revised and updated – new Safety management Framework format applied to document. Policy Statement preceding the Contents page. Approval notice, Brief History, Key Changes, Disclaimer and Requirements now follow the Appendices.
All	References to policies have been removed or replaced.
Section 1	Last 2 paragraphs have been taken from the former SGN/PL/RE/1 document.
Section 2	Reference to ‘Director UK Transmission’ removed. Reference to National compliance monitoring has been removed.

Section 3.1	Previously part of SGN/PL/RE/1 – incorporated into SGN/PM/RE/2
Section 4	Previously part of SGN/PL/RE/1 – incorporated into SGN/PM/RE/2
Section 6	Previously part of SGN/PL/RE/1 – incorporated into SGN/PM/RE/2
Appendix A	Previously part of SGN/PL/RE/1 – incorporated into SGN/PM/RE/2
Appendix B	Previously part of SGN/PL/RE/1 – incorporated into SGN/PM/RE/2
Appendix D	Previously part of SGN/PL/RE/1 – incorporated into SGN/PM/RE/2
Appendix E	Previously part of SGN/PL/RE/1 – incorporated into SGN/PM/RE/2
Appendix G	Table formatted but content unchanged.
Appendices 101, 102 and 103	Removed

DISCLAIMER

This safety and engineering document is provided for use by SGN and such of its contractors as are obliged by the terms and conditions of their contracts to comply with this document. Where this document is used by any other party it is the responsibility of that party to ensure that this document is correctly applied.

MANDATORY AND NON-MANDATORY REQUIREMENTS

In this document:

must: indicates a mandatory requirement.

should: indicates best practice and is the preferred option. If an alternative method is used then a suitable and sufficient risk assessment must be completed to show that the alternative method delivers the same, or better, level of protection.

END NOTE

Comments

Comments and queries regarding the technical content of this safety and engineering document should be directed to The SHE and Engineering Registrar at:

engineering.registrar@sgn.co.uk

Buying documents

Contractors and other users external to SGN should direct their requests for further copies of SGN safety and engineering documents to the department or group responsible for the initial issue of their contract documentation.

Appendix 12 – Plant 1 Management Procedure & Decommissioning Certificate

SGN

Your gas. Our network.

SGN/WI/PLANT/1

Safety Management Framework

Work Instruction for the Delivery of Plant Projects

April 2024

Revision 04/24

WORK INSTRUCTION FOR THE DELIVERY OF PLANT PROJECTS

SGN/WI/PLANT/1

Document Owner: Jennifer Stant

Context

Who is this Work Instruction for?

This instruction mainly applies to Asset Management, Maintenance, Major Projects Construction and any other departments involved in PS/6 projects. The PS/6 Coordinator is the 'owner' of this process and must initiate and track the requirements detailed in this procedure.

What does this Work Instruction do?

This instruction provides guidance on the key stages of a PS/6 project (Parts A to F) and includes a step-by-step process for the commissioning, site handover and records capture requirements for above 2bar PS/6 projects on maintained assets.

Scope

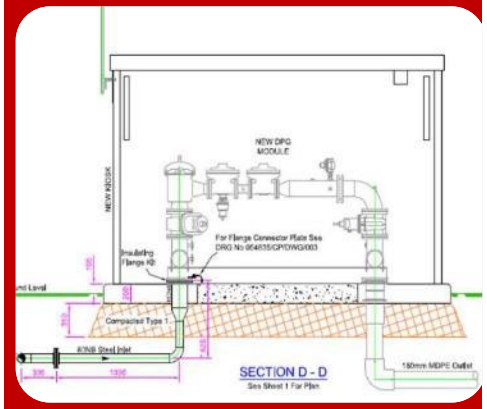
This instruction links to **SGN/PM/PS/5: The Management Procedure for Managing New Works, Modifications and Repairs** and must be applied to the following:

- High and Medium Risk PS/6 projects.
- Maintained gas assets – Above Ground Installations (AGIs) and Biomethane sites.

Why do we need this Work Instruction?

To ensure that relevant site handovers are recorded and carried out between key stakeholders and that mandatory documentation is available at key stages of a PS/6 project.

Work Instruction for the Delivery of Plant Projects - Overview



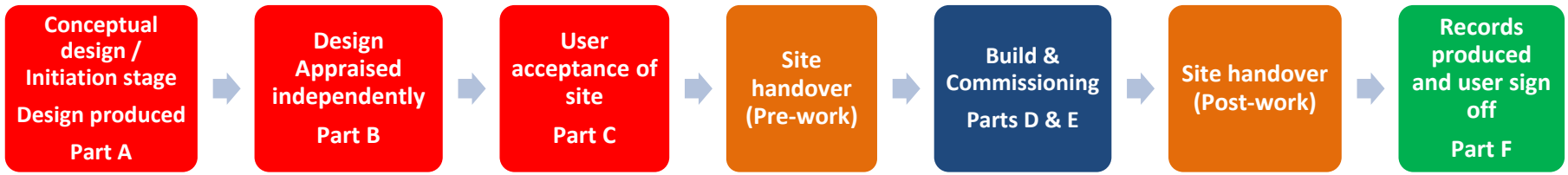
Conceptual & Detailed Designs		Build & Commissioning		Project Sign off & Completion		Project handover	
A1	Conceptual Design	B1	Build & Pre-Commissioning (Part D)	C1	Post Commissioning	D1	Process breakdown/ Timescales
A2	Initiation Stage (Part A)	B2	Commissioning (Part E)	C2	Records & Project Closure (Part F)		
A3	Design Appraised & User Acceptance (Parts B & C)						

Appendix					
A	References	B	Project Handover Forms	C	Commissioning Certificate – E&I
D	Commissioning Certificate - Mechanical	E	Decommissioning Certificate		
APPROVAL		DISCLAIMER		END NOTE	

Prerequisites

This work instruction is a project management support tool providing guidance on the key stages of a PS/6 project. The Commissioning Certificates for E&I and Mechanical works are included (Appendices C & D) and must be prepared before an asset is commissioned. A Decommissioning Certificate is included (Appendix E) and must be prepared if an asset is being decommissioned only.
Further information can be found in **SGN/PM/PS/5: The Management Procedure for Managing New Works, Modifications and Repairs**.

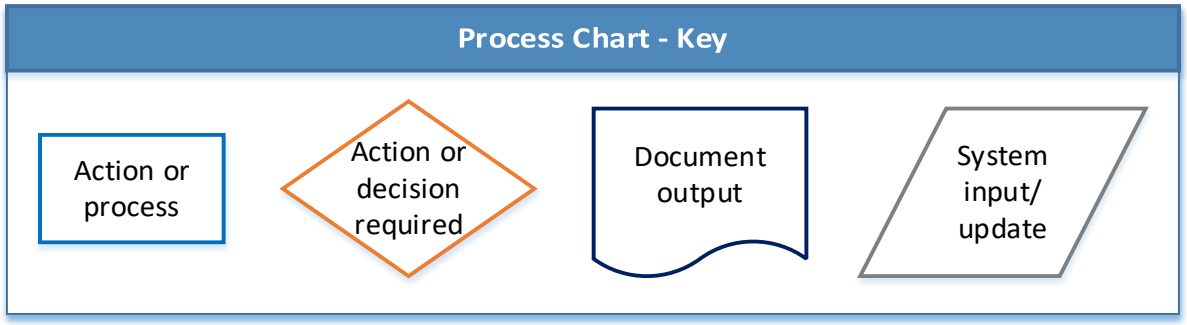
STAGE	TITLE	ACTIVITY	RESPONSIBLE ROLE
A	**Initiation**	Initiates process, obtains unique reference number, generates initial paperwork	PS/6 Coordinator
A	**Initiation**	Design produced	Designer / Design Organisation
A	**Initiation**	Design Approved in readiness for Appraisal	Design Approver
B	**Design Appraisal**	Independent Design Appraisal	Appraiser(s)
C	**User Acceptance**	Permits a design has been supported by the Design Organisation or Design Approver at Part A (where applicable) and by the Appraiser at Part B to be installed	User
Site Handover (Pre-work)		**To record details of Agreed Site Handover Arrangements**	**PS/6 Coordinator and associated parties**
D	**Installation**	A design that was signed off at Part C is now installed and recorded as installed	Installer
E	**Commissioning**	An installed design is now commissioned and recorded	Commissioning Engineer
Site Handover (Post work)		**To record the handover of the site back to relevant department**	**PS/6 Coordinator and associated parties**
F	**Records**	Records are updated	PS/6 Coordinator & other roles determined by SGN/PM/RE/2
F	**Closure**	Work is signed off as complete	PS/6 Coordinator & User



Initiation & Ownership

The PS/6 Coordinator is the 'owner' of this process and must:

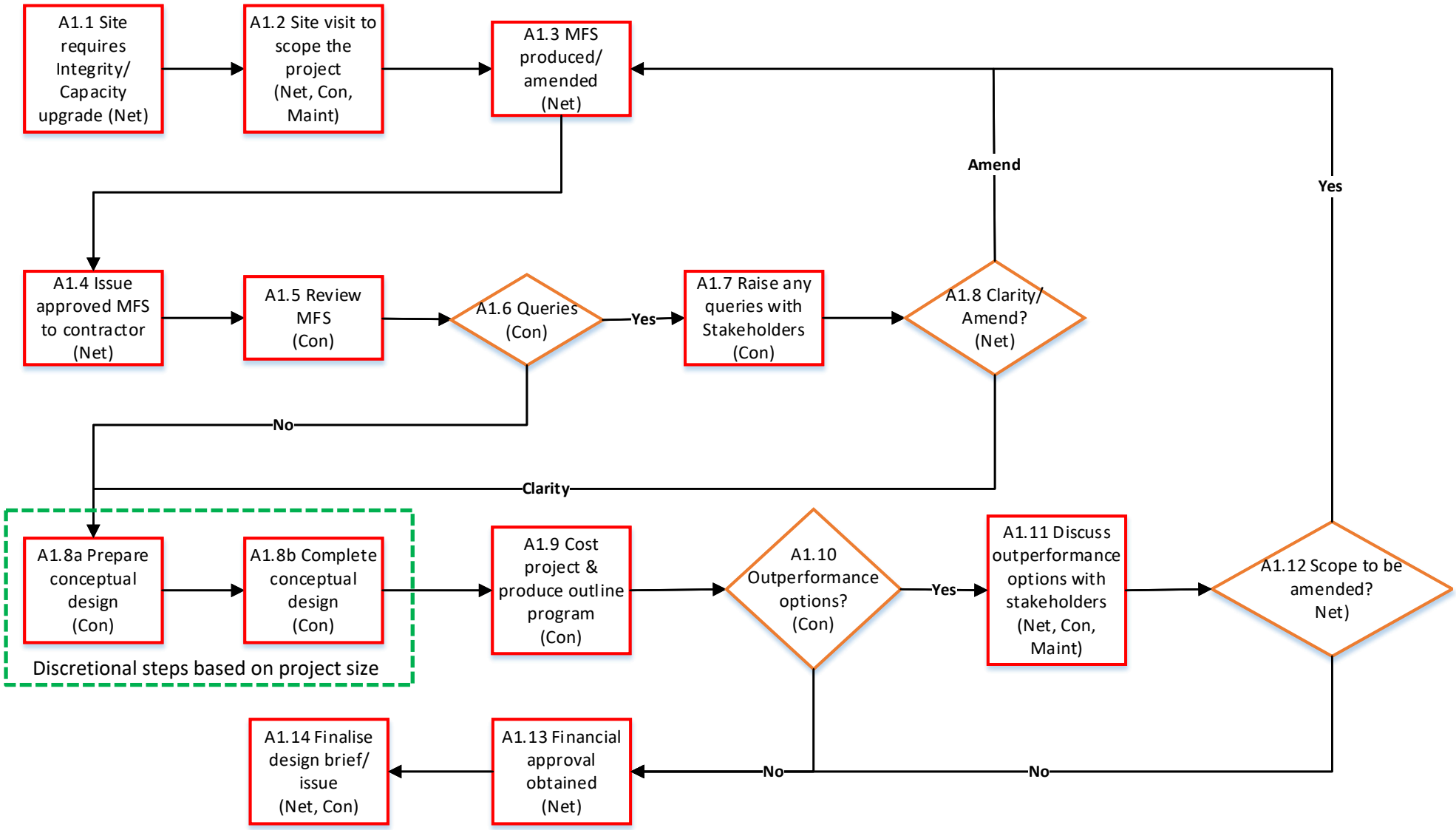
- Initiate and track the requirements detailed in this procedure.
- Ensure that mandatory documentation is available prior to commissioning/decommissioning.
- Complete the Project Handover Forms and Commissioning Certificates.
- Arrange meetings with relevant stakeholders for pre-work, pre-commissioning and post commissioning.



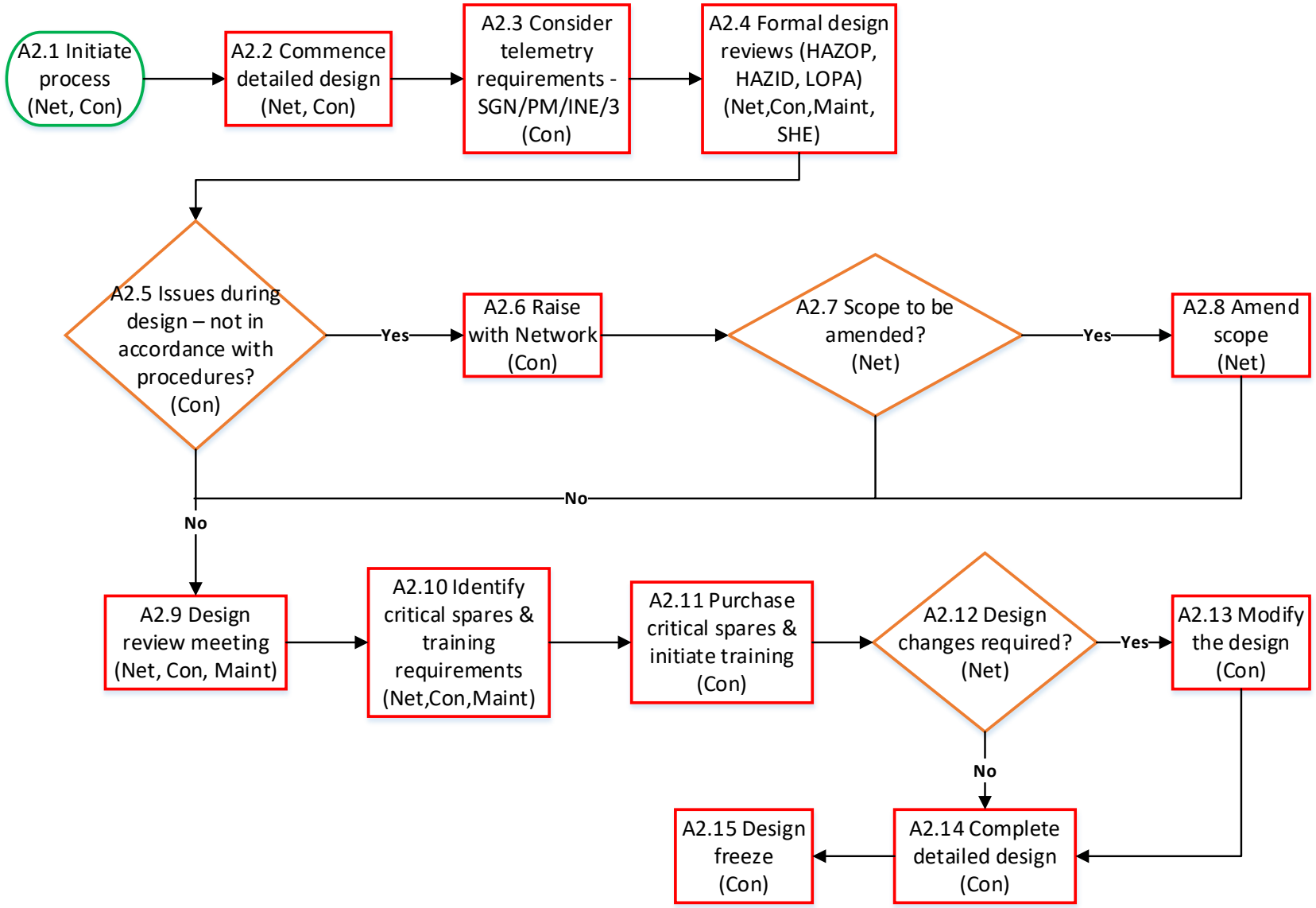
The key below details the terms used within this procedure:

Terms		
Con	Constructor	Usually Major Projects or Maintenance
Maint	Maintenance	Pressure Management, Pipelines, and E&I
Net	Network	Any aspect of Network (Transmission, LTS Planning, <7bar Planning, E&I etc)
Net (User)	User under PSSR	Currently delegated to the Head of Network Management (Transmission)
SHE	Safety, Health & Environment	Usually a local Safety representative.
TDMG	Telemetry Data Management group	Responsible for governance of telemetered data

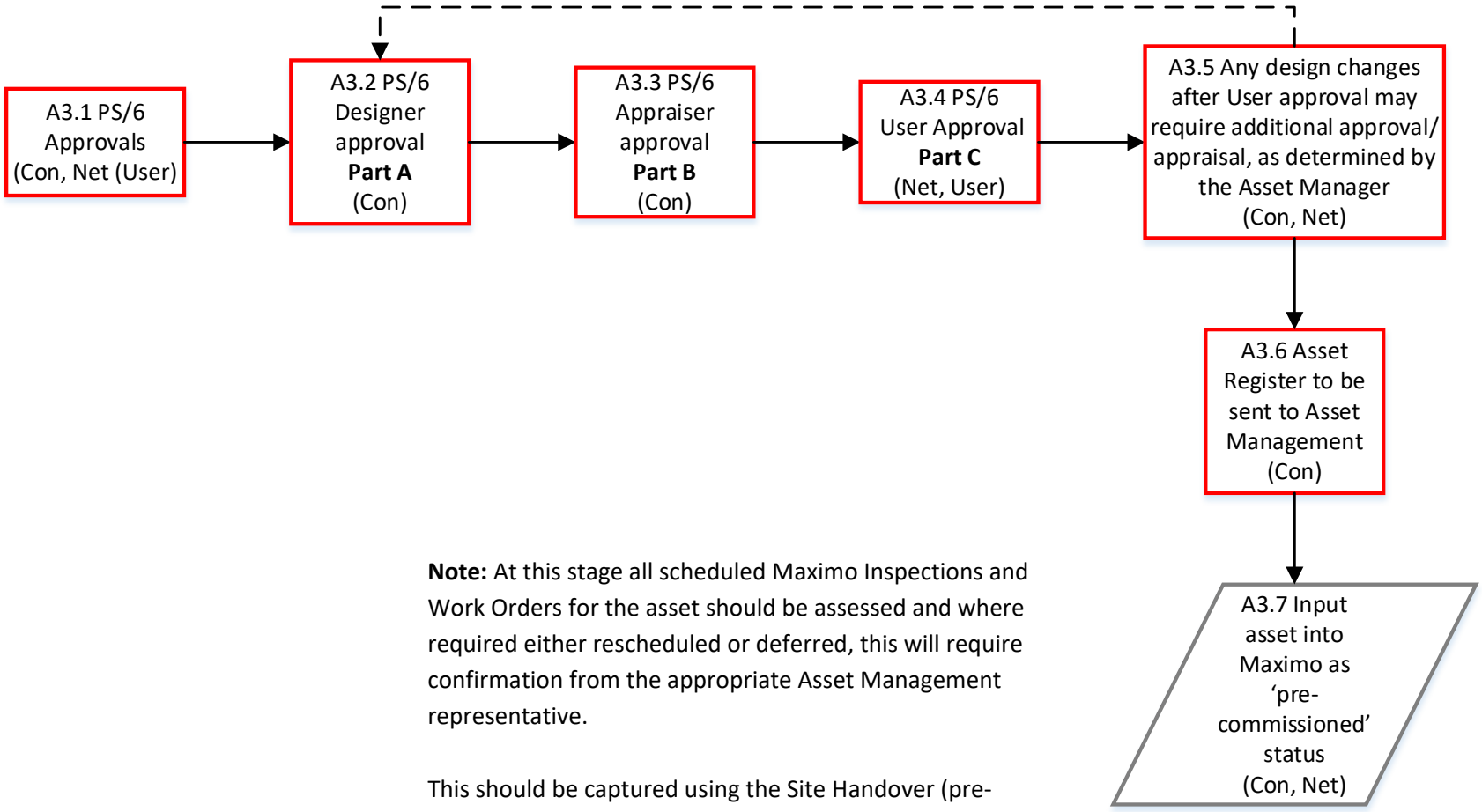
A1 Conceptual Design



A2 Initiation Stage



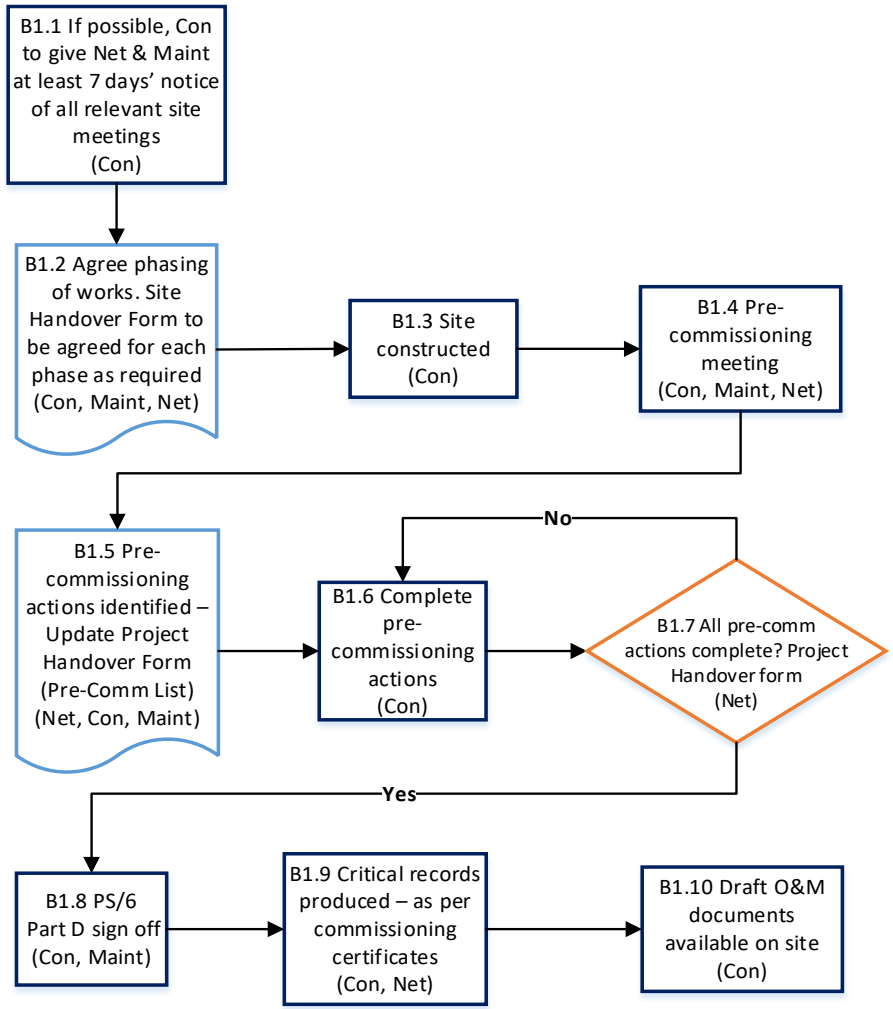
A3 Design Appraised & User Acceptance



Note: At this stage all scheduled Maximo Inspections and Work Orders for the asset should be assessed and where required either rescheduled or deferred, this will require confirmation from the appropriate Asset Management representative.

This should be captured using the Site Handover (pre-work) form.

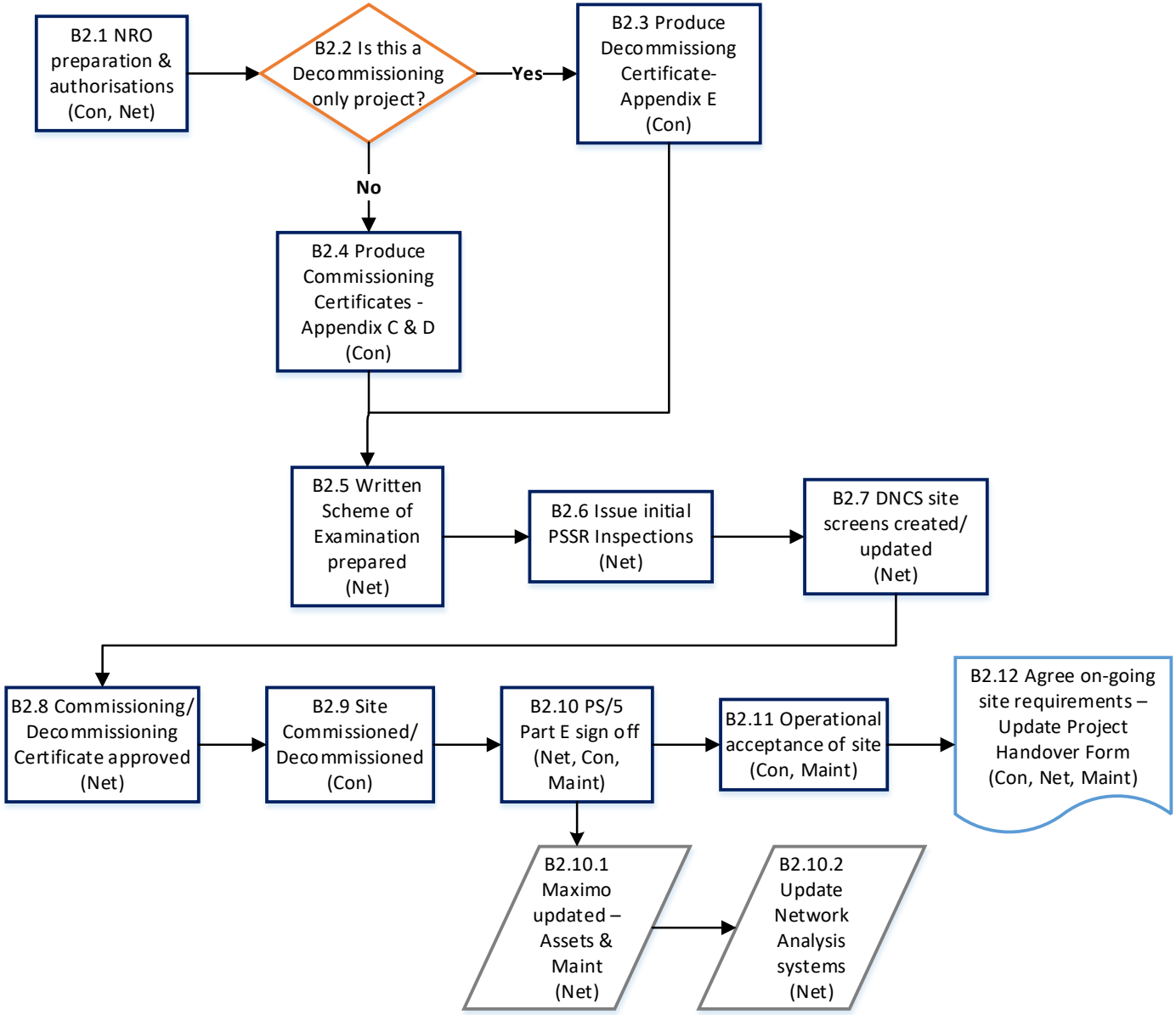
B1 Build & Pre-Commissioning



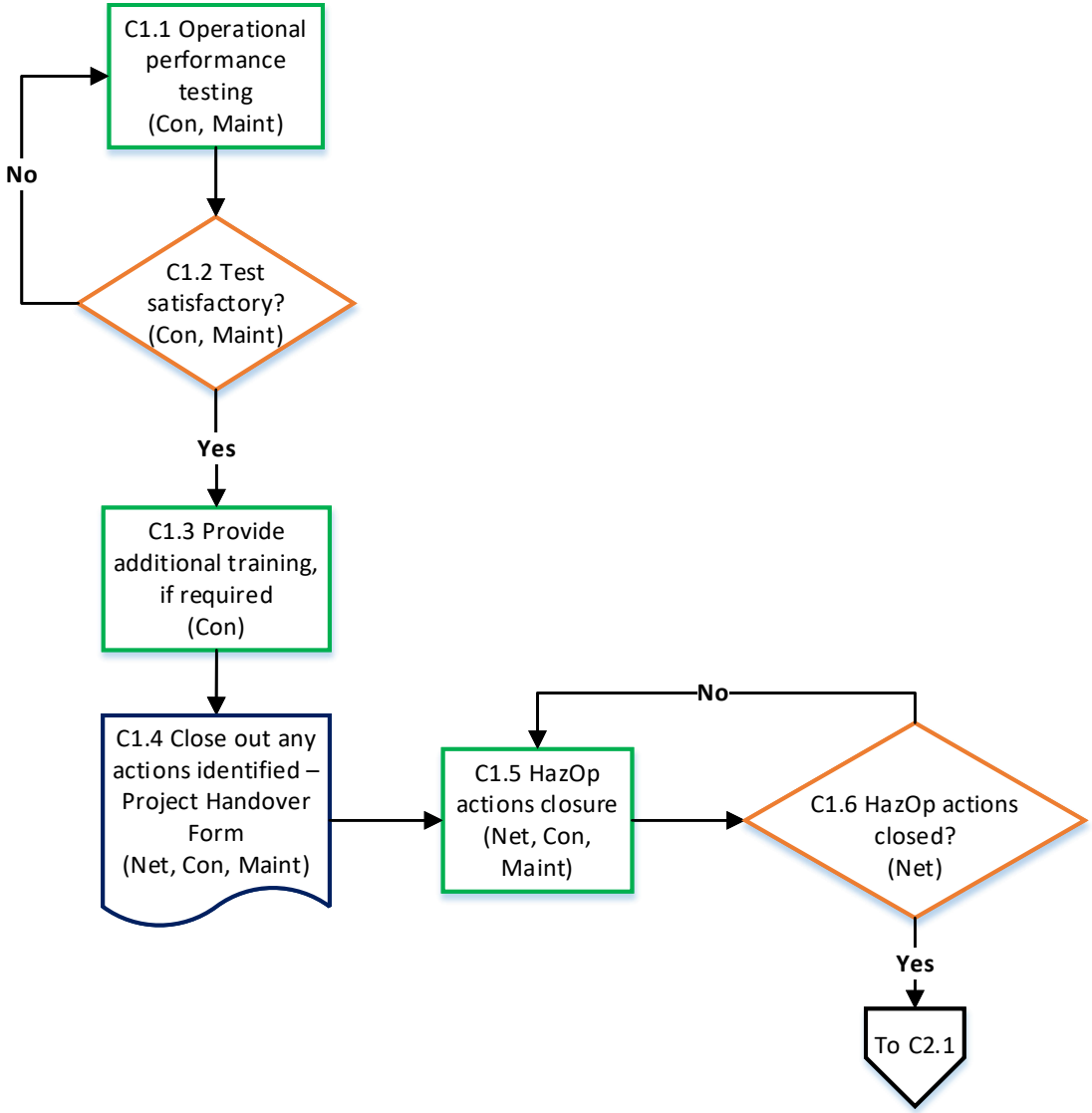
Note: For works where the Build and Commissioning are carried out on the same day, the PS/6 Part D and Part E documents may be completed at the same time. This is subject to Asset Management approval.

A note detailing this arrangement should be added to the comments section of the Commissioning Certificates – Appendices C and D.

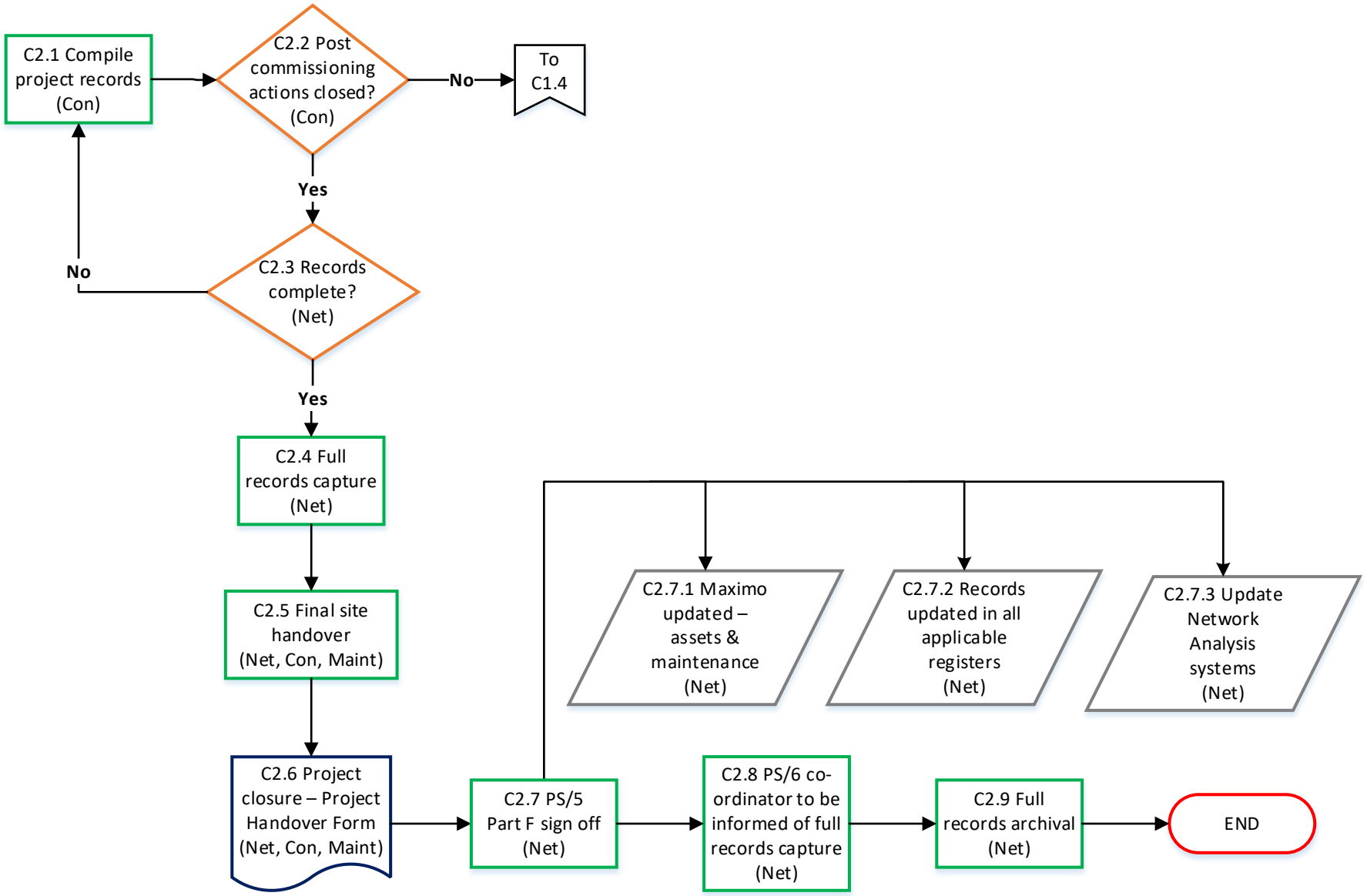
B2 Commissioning



C1 Post Commissioning



C2 Records Produced & Project Closure



D1 Project timescales

No.	Action	Department	Flow chart	Timescales / Project Risk (as per PS/5)		
				High	Medium	Low
Design						
1	Net (User) review and approval of design	Net (User)	A3.4	D+30	D+15	D+5
2	Send Asset Register to Asset Management/Network Capacity	Con	A3.6	D+10 following User approval		
3	Input asset into Maximo as 'pre-commissioned' status	Con, Net	A3.7			
Build and Commissioning						
4	Agree site/operational requirements (Project Handover Form)	Con, Maint, Net	B1.2	Before the start of each phase of the works		
5	Agree any pre-commissioning actions (Project Handover Form)	Con, Maint, Net	B1.5	<30 days prior to commissioning		
6	Complete pre-commissioning actions	Con	B1.6	Date(s) agreed on handover form (Appendix B)		
7	*Critical Records produced (as per Commissioning/Decommissioning Certificates)	Con, Net	B1.9	Within 1 week prior to Commissioning/Decommissioning		
8	Update Network Analysis systems after commissioning	Net	B2.10.2	D+10 after commissioning		
9	Agree on-going site requirements (Project Handover Form)	Con, Maint, Net	B2.12	To be agreed by relevant parties		
Project closure						
10	Update all Network Analysis systems	Net	C2.7.3	D+30 after commissioning		
11	Complete post-commissioning actions - Project Handover Form	Con	C2.2	D+90 after commissioning		
12	*Full Records capture	Net	C2.4			
13	Final site handover	Con, Maint, Net	C2.5			

*Records required for the safe operation of the asset confirming that the installation has been constructed in accordance with the design. Further guidance is detailed in **SGN/PM/RE/2 – Management Procedure for the Capture of Plant and Equipment Records.**

D+ / Days = working days

APPENDIX A References

This Work Instruction makes reference to the documents listed below:

A.1 Internal Documents

SGN/PM/PS/5	-	Management Procedure for Managing New Works, Modifications and Repairs
SGN/WI/PS/6/1	-	Work Instruction for Managing High Risk New Works, Modifications and Repairs
SGN/WI/PS/6/2	-	Work Instruction for Managing Medium Risk New Works, Modifications and Repairs
SGN/PM/RE/2	-	Management Procedure for the Capture of Plant and Equipment Records
SGN/PM/INE/3	-	Management Procedure for Selection of Telemetry Points to Operate the SGN Gas Supply System
SGN/PM/INE/9	-	Management Procedure for Cyber Security – Operational Technology
SGN/PM/NP/4	-	Management Procedure for Above 7bar Network Analysis

The definitions applying to this Work Instruction are given below:

Appraisal	-	An Appraisal is a review of an approved design output package by an Appraiser to establish that appropriate codes, policies, procedures and standards have been applied, that there are no omissions within the detailed design, and that SGN's requirements have otherwise been met. It does not include the responsibility to check or approve the design, although selective checking may be carried out to prove specific aspects of the design.
Appraiser	-	The Appraiser is an Engineer with the relevant competencies to appraise approved design work in a specified discipline(s). The Appraiser must be demonstrably independent of the work to be appraised. Appraisers may be nominated through the project plan or in writing to the PS/6 Coordinator, or may be appointed directly by the PS/6 Coordinator. Appraisers must be on the User's Register for High & Medium Risk work and may be appointed by a Senior Manager for Low Risk Work.
Commissioning Engineer	-	The person or organisation who undertakes testing and commissioning activities.
Competent Design Authority	-	

		The Competent Design Authority (CDA) is a body appointed by the User having responsibilities for the assessment and registration of Design Approvers and Design Appraisers for High Risk Work, and who may also exercise controls within the design acceptance process.
Design Approver	-	The Design Approver is an Engineer with the relevant competencies to approve a High Risk or Medium Risk design to ensure that it meets the requirements of the contract or design brief, legislation, and standards, and is safe. Design Approvers must be nominated through the project plan or in writing to the project Manager and must also be on the User's Register.
Designer/Design Organisation	-	The person or organisation that undertakes the design stage of a project.
Installer	-	The person or organisation who undertakes the construction, installation, inspection and testing activities.
PS/6 Co-ordinator	-	The person that initiates, progresses, and closes out a piece of new work, modification or repair. The manager of the department that plans or initiates this work is the nominated PS/6 Coordinator. They may delegate this task but will continue to remain accountable for it.
Project Manager	-	The manager or engineer responsible for the delivery of the project.
User	-	The User is a person representing SGN who is the duty holder under PSSR, and has responsibility for ensuring works is constructed, modified or repaired in accordance with PSSR, and who grants approval for this work to be undertaken.

APPENDIX B | **Project Handover Forms**

SITE HANDOVER (Pre-work)

Project name:		**Site address:**			
Phase:		**Start date:**		**End date:**	
PS/6 coordinator:		**PS/6 ref:**			
CDM Client:		**Principal Contractor**			
Site Nominated Manager (SNM):		**Cont... N...**			
Major Projects Responsible Engineer (MP):					
Network Representative:		**...er:**			
Maintenance Team Manager:		**...ontact Number:**			
Principal Contractor Site Manager:		**Contact Number:**			
Work Area Handover fr... (SNM):		**To (MP):**			
Signed (SNM):		**Signed (MP):**			

EXAMPLE FORM

Work Area handover agreement:

- **The Site Nominated Manager remains in overall control of the site.**
- **The Major Projects Responsible Engineer is responsible for the management and safe control of the works described in this form.**
- **Permitry requirements are as stipulated on this form.**
- **A marked up GA, drawing or sketch of the site, showing the area to be 'handed over' is attached to this document.**
- **Site access and arrangements (access routes, key holders etc.) are as stipulated on this form.**
- **All Maintenance work-streams (i.e. Pipelines, Pressure Management, E&I) have been consulted and supervision requirements have been agreed prior to Work Area handover.**
- **All Maximo scheduling for the site has been discussed and agreed with the appropriate Mechanical or E&I Asset Representative**
- **Deviation from this hand over agreement can only be made with the knowledge and written acceptance of the signatories.**

List of Work to be undertaken in this Phase:
SCO Requirements for this Phase:
Site Specific Controls:
State any site access/egr
Pre-existing hazards at Work Area Hand Over:

PRE-WORK ACTIONS

The actions listed below should be completed before work starts onsite or carried over to a future date as agreed by relevant stakeholders.

No.	Actions	Owner(s)	Eng. Discipline (Civil, E&I, Mech)	Close out date	Priority H/M/L	Completed	
						Yes	No
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

PRE-COMMISSIONING ACTIONS

The actions listed below should be completed before commissioning or carried over to a future date as agreed by relevant stakeholders.

No.	Actions	Owner(s)	Eng. Discipline (Civil, E&I, Mech)	Close out date	Priority H/M/L	Completed	
						Yes	No
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

SITE HANDOVER (Post Commissioning)

Handover from: **(PS/6 Coordinator or their rep)**		**Handover to:** (Site Nominated Manager or their rep)	
Date:			

POST-COMMISSIONING ACTIONS

The actions below must be completed before project completion (Part F of PS/6).

No.	Actions	Owner(s)	Eng. Discipline (Civil, Mech, E&I)	Close out date	Priority H/M/L	Completed	
						Yes	No
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							

APPENDIX C	Commissioning Certificate (CC) – Electrical & Instrumentation

COMMISSIONING CERTIFICATE (ELECTRICAL & INSTRUMENTATION)

Project Name			
Phase / Description		**Commissioning Date**	
PS/6 coordinator		**PS/6 Ref**	

If any item listed below cannot be available before commissioning, please inform the Asset Manager at the earliest opportunity. This should be added to the Project Handover Form (Appendix B) for completion after commissioning, subject to agreement by all relevant departments. All documents listed as required post commissioning need to be made available prior to PS6 PART F closure.

Part 1: To be completed by the PS/6 coordinator or their representative – The follo ds have been produced and are available prior to commissioning:

	Electrical & Instrumentation Documentation		nts
The following records must be available before commissioning:			
1	SGN/PM/PS/5 Part C		
2	Factory Acceptance Test (FAT)		
3	Initial Inspection Sheets -BS EN 60079-17 **(see Note**		
4	Inspection & Test Record Sheet–Earthing Syste		
5	EC Type Examination Certificates **(see Not**		
6	Small bore pipework pressure test **(s**		
7	Pre-commissioning Snag-List (Pr		
The following records must be made art F Closure, unless stated in the comments:			
7	Inspection & Test Rec 4/1)		
8	Electrical Installat		
9	Installation A s **(see Note 2)**		
10	Hazardo edule & Drawing **(see Note 1)**		
11	O&M)		
12	I.S Barrie on Sheets		
13	Temperatur essure Flow Configuration Sheets		
14	Satellite Commissioning Certificate **(see Note 3)**		
15	Instrumentation & Control Cable Inspection & Test Sheet		
16	Functional Safety Proof Test & SRS		
17	Asset Register **(see Note 4)**		Required Post +90 days
18	Maximo Scheduling **(see Note 4)**		Required Post +90 days
19	Project Cyber Security Risk Assessment **(see Note 7)**		
20	SGN/PM/PS/5: Part D Signed by the Installer:		
	• Electrical		
	• Instrumentation		
	• Software **(see Notes 5 & 6)**		

21	Other items of relevance (note below:)		

Biomethane, Metering and Gas Quality ONLY		Y/N	Comments
The following records must be available before commissioning:			
1	SGN/PM/GQ/8 Risk Assessment		
2	OFGEM Letter of Direction		
3	Analyser Evaluation ISO/10723		
4	GSMR trip settings		
The following records must be made available before PS6 Par… …ed in the comments:			
5	Metering ME/2 checks complete		
6	Ensure Chromat daily & 35-day tests are co…		
7	OFGEM Log available		
8	Local Operating Procedure (LOP)		

I can confirm that all necessar… …ermit the commissioning of the asset are available. I also acknowledge that all doc… …quired will be made available before Project PS6 PART F closure.

PS/6 coordinator:	Signature:	Date:

Part 2: To be … …ne Asset Manager (or their representative):

I can confirm th… …essary records required to permit the commissioning of the asset are available and all critical assets will … captured in Maximo following Commissioning. Commissioning may therefore proceed.

Asset Manager:	Job title:	Signature:	Date:

Guidance Notes:

1. This shall include Electrical and Instrumentation documentation.
2. Should be available onsite at commissioning.
3. The satellite contractor provides this certificate. It should be made available post commissioning.
4. The Asset Manager should ensure that all critical assets are captured in Maximo following commissioning.
5. If software is loaded after commissioning of the asset, the PS/5 Part D for 'Software' should be completed after commissioning. This arrangement should be documented in the NRO procedure and details should be added to the comments section of the commissioning certificate.
6. The commissioning certificate can be used for phased commissioning. The project phase should be added to the 'Phase/Description' box on the certificate.
7. SGN/PM/INE/9 is the SGN Cybersecurity Management Procedure. A Cybersecurity risk assessment will be required for the project indicating how Cybersecurity mitigation has met the requirements of the SGN Cybersecurity Risk register and SGN/PM/INE/9.
8. Liaise with the Asset Manager (Mechanical) for the mechanical aspects of the small bore pipework pressure test.

APPENDIX D	Commissioning Certificate (CC) - Mechanical

COMMISSIONING CERTIFICATE (MECHANICAL)

Project Name		**Commissioning Date**	
Phase / Description			
PS/6 Coordinator			

If any item listed below cannot be available before commissioning, pl… …anager at the earliest opportunity. This should be added to the handover form for comm… …ing, subject to agreement by all relevant parties.

Part 1: To be completed by the PS/6 Coordinator or their r… …owing records have been produced and are available prior to commissioning:

	Pipeline Documentation	Y/N	Comments
1	Notifications under the Gas Act 1995 (Lic…		
2	Notifications under PSR (Regulations …		
3	SGN/PM/PS/5 Part C		
4	1:2500 As-Built Strip Plan of …		
5	Hydrostatic Pressure Test… …ion **(see Note 1)**		
6	TD/1 Pressure Affirm… …2)**		
7	Pipeline Data She…		
8	Engineering …		
9	Cathodic … …rds **(see Note 3)**		
10	FR/2 … …art 1)		
11	C… …o/PSDB **Biomethane Only**		
12	…ximo/PSDB **Biomethane Only**		
13	…aximo/PSDB **Biomethane Only**		
	P… …duction Installation (PRI) Documentation	**Y/N**	**Comments**
1	SGN/… …/PS/5 Part C		
2	Hydrostatic pressure testing and drying certification		
3	PRI Data Sheets (Maximo)		
4	Engineering Line Diagram - including sub-systems **(see Note 4)**		
5	GA Drawing **(see Note 4)**		
6	Hazardous Area Drawing **(see Note 4)**		
7	Piping and Instrumentation Drawing **(see Note 4)**		
8	O&M Manuals		
9	EA/SEPA Discharge Consent/Approval		
10	Local Operating Procedure (LOP) **Biomethane Only**		

As PS/6 coordinator I confirm that I have reviewed the documents listed above and that the documentation provided is suitable and sufficient to enable confirmation of the integrity of the pipeline and/or installation and that it meets SGNs requirements.

PS/6 coordinator:	Job title:	Signature:	Date:

Part 2: To be completed by the Asset Manager (or their representative):

Having reviewed the certification details above, I am able to confirm the integrity of the pipeline and/or installation meets SGN networks requirements. Commissioning may therefore proceed.			
Asset Manager:	**Job title:**	**Signature:**	**Date:**

Notes:

1. Hydrostatic pressure testing should meet the requirements in IGEM/TD/1. A certificate for the calibration equipment used for the test should be provided.
2. A new pipeline requires a full TD1 affirmation report. A diverted pipeline can either be a supplement to the existing reaffirmation TD1 report or a full TD1 report.
3. Cathodic protection records require schedule of posts (e.g. number of posts, numbering, etc.), CP engineering line diagrams, CP general arrangement drawings, reports, etc. Confirmation is also required that PCS has been updated with the correct inspections.
4. Updated drawings are required incorporating full the layout of the existing site affected.

APPENDIX E	Decommissioning Certificate

Decommissioning Certificate

Project Name			
Phase / Description		**Decommissioning Date**	
PS/6 coordinator		**PS/6 Ref**	

Part 1: To be completed by the PS/6 coordinator or their representative – The following records have been produced and are available prior to decommissioning:

	Pipeline Documentation	Y/N	Comments
1	SGN/PM/PS/5 Part C		
2	1:2500 as-built strip plan of pipeline		
3	Pipeline data sheets (Maximo)		
4	Engineering Line Diagram*		

	Pressure Reduction Installation (PRI) Documentation	Y/N	ents
1	SGN/PM/PS/5 Part C		
2	PRI data sheets (Maximo)		
3	Engineering line diagram (including sub-systems)*		
4	GA Drawing showing extent of decommissioned assets*		
5	Modified hazardous area drawing (if applicable)*		
	*If decommissioning is part of a larger construction p only required to identify assets permanently isolated and/or removed or points		

	Electrical and Instrumentati	Y/N	Comments
1	SGN/PM/PS/5 Part C		
2	E&I Maximo Records		
3	Electrical Line Diagram*		
4	Electrical Isolation Cer		
5	Telemetry points r		
6	Decommissio ogy assets complete in INE/9)		
7	Is Fun		
8	FSA sessment completed		
	*If de s part of a larger construction project, this certificate is only required to identify assets permane ted and/or removed, or points of isolation. Ensure that Network E&I are consulted where there is an oubt regarding the decommissioning of functional safety systems.		

PS/6 coordinator:	Job title:	Signature:	Date:

Part 2: To be completed by the Asset Manager (or their representative):

Having reviewed the certification details above, I am able to confirm that assets to be decommissioned have been correctly identified. Decommissioning may therefore proceed.			
Asset Manager (Mechanical):	**Job title:**	**Signature:**	**Date:**
Asset Manager (E&I):	**Job title:**	**Signature:**	**Date:**

APPROVAL

This Work Instruction was approved by Jennifer Stant on 08/04/2024 for use by managers, engineers and supervisors throughout Scotia Gas Networks (SGN).

SGN documents are revised, when necessary, by the issue of new editions. Users should ensure that they are in possession of the latest edition by referring to the SHE & Engineering Document Library available on DigitalHub.

Compliance with this safety and engineering document does not confer immunity from prosecution for breach of statutory or other legal obligations.

BRIEF HISTORY

First published as SGN/WI/PLANT/1	January 2016	DESC - 1565-17032015
Amended (non-material changes)	March 2016	DESC – 1700-11032016
Amended	August 2018	DESC – 2011-07062018
Amended	April 2021	SMF-819-22022021
Amended (non-material change)	April 2022	SMF-1020-08042022
Amended (non-material change)	March 2023	SMF-1230-22032023
Amended (non-material change)	October 2023	SMF-1350-05102023
Amended (non-material change)	January 2024	SMF-1401-21122023
Amended (non-material change)	April 2024	SMF-1467-28032024

KEY CHANGES

Section	**Amendments**
Appendix E	Additional E&I documentation required for decommissioning functional safety related assets

DISCLAIMER

This safety and engineering document is provided for use by SGN and such of its contractors as are obliged by the terms and conditions of their contracts to comply with this document. Where this document is used by any other party it is the responsibility of that party to ensure that this document is correctly applied.

MANDATORY AND NON-MANDATORY REQUIREMENTS

In this document:

must: Indicates a mandatory requirement.

should: Indicates best practice and is the preferred option. If an alternative method is used then a suitable and sufficient risk assessment must be completed to show that the alternative method delivers the same, or better, level of protection.

END NOTE

Comments

Comments and queries regarding the technical content of this safety and engineering document should be directed to The SHE and Engineering Registrar at: engineering.registrar@sgn.co.uk

Buying documents

Contractors and other users external to SGN should direct their requests for further copies of SGN safety and engineering documents to the department or group responsible for the initial issue of their contract documentation.

Part 1: To be completed by the PS/6 coordinator or their representative – The following records have been produced and are available prior to decommissioning:

Decommissioning Certificate

Project Name			
Phase / Description		**Decommissioning Date**	
PS/6 coordinator		**PS/6 Ref**	

	Pipeline Documentation	Y/N	Comments
1	SGN/PM/PS/5 Part C		
2	1:2500 as-built strip plan of pipeline		
3	Pipeline data sheets (Maximo)		
4	Engineering Line Diagram*		

	Pressure Reduction Installation (PRI) Documentation	Y/N	Comments
1	SGN/PM/PS/5 Part C		
2	PRI data sheets (Maximo)		
3	Engineering line diagram (including sub-systems)*		
4	GA Drawing showing extent of decommissioned assets*		
5	Modified hazardous area drawing (if applicable)*		
	*If decommissioning is part of a larger construction project, this certificate is only required to identify assets permanently isolated and/or removed, or points of isolation.		

	Electrical and Instrumentation	Y/N	Comments
1	SGN/PM/PS/5 Part C available		
2	E&I Maximo Records		
3	Electrical Line Diagram updated*		
4	Electrical Isolation Certificates completed*		
5	Have telemetry points been removed/inhibited?*		
6	Decommission of Operational Technology assets completed (Guidance can be found in INE/9)		
7	Is functional safety affected?		
8	FSA5 – Functional Safety Assessment completed		
	*If decommissioning is part of a larger construction project, this certificate is only required to identify assets permanently isolated and/or removed, or points of isolation. Ensure that Network E&I are consulted where there is any doubt regarding the decommissioning of functional safety systems.		

PS/6 coordinator:	Job title:	Signature:	Date:

Part 2: To be completed by the Asset Manager (or their representative):

Having reviewed the certification details above, I am able to confirm that assets to be decommissioned have been correctly identified. Decommissioning may therefore proceed.			
Asset Manager (Mechanical):	**Job title:**	**Signature:**	**Date:**
Asset Manager (E&I):	**Job title:**	**Signature:**	**Date:**

Appendix 13 – Management Procedure for Fire Safety

SGN/PM/SHE/16

Safety Management Framework

Management Procedure for Fire Safety

October 2021

Management Procedure for Fire Safety

SGN/PM/SHE/16

Document Owner: Tamsin Morgan

Issue Date: 13 October 2021

Context

Who is this Management Procedure for?

Managers and personnel with a responsibility for ensuring fire safety at occupied and non-occupied SGN sites.

What does this Management Procedure do?

This Management Procedure describes the processes and responsibilities relating to fire safety at all occupied or unoccupied, permanent or temporary sites within SGN.

Scope

SGN recognises its duties within the Regulatory Reform (Fire Safety) Order 2005 and other relevant legislation as amended and will, so far as is reasonably practicable, ensure the risk from fire is managed in compliance with legislation. A formal system has been established to risk assess and control any hazards associated with fire safety.

It is the duty of every employee to become familiar with the procedures for dealing with a fire, whether this is by being trained in firefighting, being designated a fire marshal at their office or depot location or knowing the location of their fire assembly point. This applies to our employees, contractors, visitors and members of the public who enter our sites or may be affected by our activities.

For COMAH sites please refer to COMAH specific procedures, for additional requirements and emergency procedures.

Why do we need this Management Procedure?

It is a well-known fact that fire loss causes huge disruption to business due to loss and associated costs, most fires are preventable therefore all possible controls must be put in place to prevent a fire from occurring. We must reduce the likelihood of a fire occurring down to as low as reasonably practicable.

Statistics from the Fire and Rescue Service from the whole of the United Kingdom reveal that they attended 684,905 call-outs in 2019 – 2020. Many of these incidents occur in the workplace.

Fire safety in England and Wales is delivered through compliance with the Regulatory Reform (Fire Safety) Order 2005. In Scotland, fire safety duties are contained in Part 3 of the Fire (Scotland) Act 2005, as amended, and the Fire Safety (Scotland) Regulations 2006. In Northern Ireland, fire safety duties are contained in The Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010. The legislation sets out the law in relation to fire safety in industrial and business premises. It requires employers (and/or owners or occupiers) to carry out a fire safety risk assessment and implement appropriate fire precautionary and protection measures.

CONTENTS

1. OBJECTIVE

1.1 SGN, so far as is reasonably practicable, will ensure the risk from fire is managed in compliance with legislation. A system has been established to risk assess and control any hazards associated with fire safety.

2. FIRE SAFETY RESPONSIBILITIES

Management commitment to fire safety is essential to achieving suitable fire safety standards in respect of:

- Emergency fire action plans (section 2.2)
- Fire safety information, instruction and training (section 2.3)
- Fire evacuation and practice drills (section 2.4)
- Maintenance of fire safety systems and equipment (section 2.5)
- Recording information and record keeping (section 2.6)

2.1 Responsibilities

SGN Property Services and Facilities Management (FM) are responsible for, or play a supporting role in, organising statutory facilities requirements at our offices, depots, or occupied sites.

Local management/ department management also have responsibilities but are supported by SGN Property Services and FM.

For unmanned/unoccupied sites there are specific responsibilities on local managers (see section 4).

Our sites can be described in the following categories:

a) Occupied: Managed by SGN Property Services.
Main sites with an FM presence on site
(Horley, St Mary Cray (SMC), Walton Park, Axis House, Fullerton Drive).

b) Occupied: Supported by SGN Property Services.
Depots/ offices that do not have an FM presence but are supported either full scope of service or agreed scope of service.

   1) ‘full scope of services’, the ultimate responsibility for fire safety resides with SGN Property Services and FM. However, the local management must ensure they are fully aware of the arrangements in place. SGN Property Services and FM will require a named ‘site accountable person’, usually the Regional Manager, and a named deputy to act in their absence or on their behalf.

   2) ‘agreed scope of service’, the ultimate responsibility for fire safety resides with regional management. SGN Property Services and FM will require a named ‘site accountable person’, usually the Regional Manager, and a named deputy to act on their behalf or in their absence.

c) Non-occupied sites: Supported by SGN Property Services and FM when required.

d) Non-occupied maintenance sites: Not supported by SGN Property Services.
Sites that are not manned and do not have any FM support (predominantly small maintenance sites).

A full list of SGN Property Services can be found on their pages on DigitalHub.

2.2 Emergency fire action plans

2.2.1 Emergency fire action plans should also include details of any Personal Emergency Evacuation Plans (PEEPs). A PEEP is for an individual who is likely to need special arrangements to help them in an emergency. This may include someone with a temporary condition which might hinder their escape (e.g. a broken leg). The reason they need assistance could be they are unable to use the stairs, hear the fire alarm or move quickly enough. Any special arrangements should be described in a PEEP specific to the individual, who may need to:

- Go to a particular location, such as a refuge point or evacuation lift
- Have additional means of being alerted to fire, such as visual strobes, a trembler alarm etc
- Obtain help from specific individuals during the evacuation (e.g. buddy systems).

2.2.2 It is a management responsibility to implement the actions from the emergency fire action plan. This plan will be produced following the Fire Safety Risk Assessment, see section 3. If required, SGN Property Services and FM are available for assisting in the implementation of any actions.

A suitable plan must be in place to ensure the safe evacuation of all persons, the plan must detail actions required by staff and others in the event of a fire. It should contain information on any controls from the Fire Safety Risk Assessment – see section 3. The plan should be communicated to all staff and a copy located next to the fire panel. The plan can be used as a basis for carrying out regular fire safety drills and induction training for visitors, contractors and new employees on site.

In all multi-occupied premises, a single emergency fire action plan must be in place covering the whole building. Persons in charge of the site or Duty Holders must ensure they communicate the plan effectively and agree on the contents.

2.3 Fire safety information, instruction, and training

2.3.1 It is essential that all employees understand and know what they have to do to safeguard themselves and others in the event of a fire. Specific training needs, for example, any young persons, visually impaired, disabled or other vulnerable persons, must be considered. PEEPs must also be covered.

2.3.2 The site ‘Duty Holder’, or their ‘deputy’, must appoint sufficient numbers of fire marshals to cover the entire site and its operating hours.

2.3.3 Employees with additional responsibilities such as fire marshal or first aider must be provided with suitable and sufficient training. For example, fire marshals must attend regular fire marshal training at intervals no longer than three years, additionally they must also know the layout of their building and evacuation process including any specialist equipment to be used such as EVAC chairs for which regular training needs to be given.

2.4 Fire evacuation and practice drills

The site ‘Duty Holder’ or their designated ‘deputy’ must nominate person(s) to have the responsibility for ensuring fire drills are carried out in line with legislative requirements. Fire drills should be carried out to check that employees understand what actions to take in the event of a fire. During the fire drill exercise, nominated observer(s) should be designated to assess the appropriateness of actions and identify any issues, e.g. inappropriate actions from individuals, difficulties with evacuating people with disabilities, or difficulties with fire doors automatically closing. Fire drills must be treated as real life exercises and as such a roll call should be taken at the designated assembly point(s),

noting any persons who are unaccounted for. The results of the fire drill should be recorded and a debrief carried out with the fire marshals and observers.

2.4.1 The Regulatory Reform Fire Safety Order 2005 states that fire drills must take place at least once a year unless the Fire Safety Risk Assessment identifies otherwise.

Where there is the possibility that someone may misinterpret the fire drill and trigger an unnecessary call out of the Fire and Rescue Service, it may be appropriate to inform the Fire and Rescue Service prior to the commencement and on conclusion of a drill. Similarly, if the fire alarm system is connected to a remote alarm receiving centre, e.g. Security Bureau, the receiving centre should be advised.

2.5 Maintenance of fire safety systems and equipment

2.5.1 The site 'Duty Holder' or their 'deputy' is designated the responsibility for ensuring all fire safety measures are in place. A nominated person(s) may be put in place to oversee these requirements.

Measures include:

- Site security
- Emergency escape routes
- Fire exits
- Emergency lighting
- Fire detection / warning equipment
- Fire alarms
- Fire-fighting equipment
- Control of ignition sources
- Reduction of accumulation of flammable materials
- Testing of control measures

2.5.2 Duty Holders as detailed above must ensure a daily premises inspection is carried out, mainly checking fire escape routes are clear from obstructions, that self-closing doors are not wedged open and that fire alarm control panels/systems are fully operational with no faults showing.

2.5.3 Further maintenance checks should include:

a) Testing the fire system on a weekly basis by activating a manual call point (using a different call point for each weekly test). This will check that the control equipment is receiving a signal and, in turn, activating the audible warning system. It is good practice to test the alarm at the same time each week, however, consider the need to ensure that staff working shifts are given the opportunity to hear the alarm. Where the system is connected to an alarm receiving centre, the centre should be notified prior to testing and the system put in test mode, on completion of the test the system must be put back online.

b) Maintenance of fire warning and protection systems.
External fire contractors (ADT) look after the fire alarm and systems. All Saved Ltd carry out maintenance of all portable firefighting equipment (PFFE). Smoke detectors, emergency lighting, sprinkler systems and locking mechanisms - such as panic bars, push pads and electromagnetic locking devices - are also maintained by our external contractors.

c) Visually checking that all safety signs, fire escapes and notices are in good condition on a regular basis. A visual check of fire extinguishers and hose reels should be carried out to ensure there are no obvious faults. However, our external contractors will carry out annual checks reporting any findings back so remedial action can be taken.

d) Fire doors must be checked periodically to check for any warping or distortion that will prevent the door from closing flush into the frame, any fire-resisting glazed panels are in good condition and secure in their frame and smoke seals are in good condition. Any reported faults will be recorded and rectified immediately by our external fire contractors.

2.6 Recording information and record keeping

2.6.1 SGN Property Services and FM or local management have the responsibility for ensuring that information and records, necessary to comply with the legislation, are kept and made available for inspection.

2.6.2 SGN Property Services and FM or local management must ensure a valid Fire Safety Risk Assessment (see section 3) is in place and available to be viewed if requested.

2.6.3 All records of maintenance and testing must be retained for a minimum period of five years. These should include exit locking mechanisms (e.g. panic bars, push pads and electromagnetic locking devices), fire alarm systems, emergency lighting systems, fire fighting equipment (e.g. extinguishers, hose reels and fire blankets), and sprinkler systems.

3. FIRE SAFETY RISK ASSESSMENT

3.1 A formal Fire Safety Risk Assessment must be carried out by a competent person (this is usually completed by an externally accredited contractor) at set periodic intervals, usually organised by SGN Property Services and FM through the full or agreed scope of service agreements. If there are significant structural or operational changes to the site, then an updated Fire Safety Risk Assessment must be completed to reflect any changes.

3.2 In-between the formal Fire Safety Risk Assessments an internal assessment must be completed. These assessments should be completed locally, every 12 months as a minimum, using the SHE, Property Services and FM team to assist. Refer to the 'Fire Risk Assessments' document, contained within the safety pages on DigitalHub.

3.3 It is a legal requirement to carry out a Fire Safety Risk Assessment. It is essential that the risk assessment is specific to fire safety and to the premises concerned, an overall generic risk assessment will not be sufficient. An exception is made for unmanned/unoccupied sites e.g. compressor stations, holder sites, kiosks, a generic fire risk assessment approach can be adopted because these sites are not classed as occupied premises.

3.4 Fire Safety Risk Assessments should be carried out by a competent person (an accredited fire risk assessor). At present SGN uses a competent external contractor through SGN Property Services and FM.
The annual internal assessment must also be completed by a competent person. Persons can be considered competent for the internal assessment where they have sufficient technical training. For example, NEBOSH Fire and risk management or a level 3 in applied Fire risk assessment for non-residential premises, combined with carrying out a fire safety risk assessment in line with the relevant procedures.

4. UNMANNED/UNOCCUPIED SITES WITHIN SGN

4.1 The Regional Manager (or responsible person) for unmanned/unoccupied sites must decide whether a generic fire safety risk assessment will suffice for the site, refer to 3.3, or whether they are required to complete a specific assessment, refer to 3.1/3.2.

4.1.1 Best practice should be followed as a minimum; buildings must be secured against unauthorised entry, entry to unmanned sites must be authorised, the site should be inspected when there is a significant work process change on site.

All personnel, including contractors, intending to carry out work at unmanned sites must have a number of fire extinguishers with them and be fully trained in their use, flammable and hazardous materials must be stored in a safe manner; controls must be in place to minimise the risk of a sudden inadvertent release of gas, including precautions to remove or isolate sources of ignition, and a list of emergency contact names must be available on all unmanned sites.

Remote unoccupied sites must be visited as a minimum on an annual basis, although the Fire Safety Risk Assessment will only need to be updated fully if there is a change to what is currently documented.

5. TEMPORARY SITES

5.1 The Regional Manager (responsible person) must ensure that there are adequate fire precautions in place at all remote / temporary sites. Under the Construction (Design and Management) Regulations 2015, on notifiable projects fire precautions should be considered at the design stage, before work starts and these should be documented within the CDM pack.

Appendix A - REFERENCES

This Management Procedure makes reference to the documents listed below

A.1 Internal Documents

Fire Safety Risk Assessments document located at each occupied site

Site Emergency Plan – located at each occupied site - It is essential to have an emergency evacuation plan for all occupied premises. This plan will need to deal with any fire situation and its purpose is to make sure that people on SGN premises know what to do if there's a fire and the premises has to be evacuated.

A.2 External Documents

Regulatory Reform (Fire Safety) Order 2005

Fire Safety (Scotland) Regulations 2006

Fire (Scotland) Act 2005

The Fire and Rescue Services (Northern Ireland) Order 2006

The Fire Safety Regulations (Northern Ireland) 2010

Construction (Design and Management) Regulations 2015

Appendix B - DEFINITIONS

The definitions applying to this Management Procedure are given below

Duty Holder	-	Regional Manager
Emergency fire action plan	-	A plan that details the actions required by staff and others in the event of a fire. It should also contain information on any controls from the Fire Safety Risk Assessment. The emergency fire action plan should also include details of any PEEPs.
Facilities Management (FM)	-	Responsible where applicable at FM assisted sites for fire testing, recording of fire logbook, fire drills, and any duties otherwise not mentioned relating to fire safety and safe evacuation of occupied premises

Fire Marshal	-	Nominated evacuation personnel trained in fire marshal duties
Fire Safety Risk Assessment	-	A formal risk assessment carried out by a competent person at set periodic intervals. It is essential that the risk assessment is specific to fire safety and to the premises concerned, an overall generic risk assessment will not be sufficient, with the exception of unmanned/unoccupied sites.
Nominated deputy	-	Engineering Manager / Head Admin
Personal Emergency Evacuation Plan (PEEP)	-	A PEEP describes any special arrangements required to help an individual in an emergency (for example, if they are unable to use the stairs, hear the fire alarm or move quickly enough). This may include someone with a temporary condition which might hinder their escape (e.g. a broken leg).
Portable firefighting equipment (PFFE)	-	For example, fire extinguishers.
SGN Property Services	-	Responsible for all fire related maintenance at manned and unmanned sites within SGN

APPROVAL

This Management Procedure was approved by Tamsin Morgan on 13/10/2021 for use by managers, engineers and supervisors throughout Scotia Gas Networks (SGN).

SGN documents are revised, when necessary, by the issue of new editions. Users should ensure that they are in possession of the latest edition by referring to the SHE & Engineering Document Library available on DigitalHub.

Compliance with this safety and engineering document does not confer immunity from prosecution for breach of statutory or other legal obligations.

BRIEF HISTORY

First published as	December 1999	HS&E Procedure
Second update	September 2004	T/PM/SHE/16
Third update	April 2016	DESC 0843 24012011
Fourth update	September 2021	SMF-912-10092021

KEY CHANGES

Section	Amendments
All	This management procedure has been updated as part of the rolling programme for reviewing our procedural documents. It has been reviewed to align with changes in fire regulations and sets out the general processes and responsibilities relating to fire safety within SGN. This document has been reviewed in line with the RRFSO (Regulatory Reform Fire Safety Order 2005) as amended to address what is required under the current fire regulations and the responsibilities on local management , SGN Property Services and Facilities Management (FM). The document covers all employees, contractors, sub-contractors and visitors to SGN sites.

DISCLAIMER

This safety and engineering document is provided for use by SGN and such of its contractors as are obliged by the terms and conditions of their contracts to comply with this document. Where this document is used by any other party it is the responsibility of that party to ensure that this document is correctly applied.

MANDATORY AND NON-MANDATORY REQUIREMENTS

In this document:

must: indicates a mandatory requirement.

should: indicates best practice and is the preferred option. If an alternative method is used then a suitable and sufficient risk assessment must be completed to show that the alternative method delivers the same, or better, level of protection.

END NOTE

Comments

Comments and queries regarding the technical content of this safety and engineering document should be directed to The SHE and Engineering Registrar at: **engineering.registrar@sgn.co.uk**

Buying documents

Contractors and other users external to SGN should direct their requests for further copies of SGN safety and engineering documents to the department or group responsible for the initial issue of their contract documentation.