

Fifth GIRS UCP Forum
15th January 2008

Attendees:

Terry Mundy	LR
Keith Bird	LR
Martyn Speight	LR
Steve Dunn	Alfred McAlpine
Brian Slee	Art Associates
Roger Collier	Bethell Power Services
Lesley Evans	Clancy Docwra
Kevin Wood	Complete Energy
Stuart McPhail	Core Utilities
Ian Olley	EDF Energy
Andrew Braund	EDF Energy
Andy Parkes-Smith	E-ON Energy Services
Nigel Hodson	Exoteric Gas Solutions
Shirley Course	Express Pipe Laying and Repairs
Bob Beavis	Gas Transportation Company
Keith Holmes	Integrated Utility Services Ltd
Allan Davies	Inexus
Graham Povey	Morgan Est
Paul Taylor	Morland Utilities
Zenon Przbysewski	Murphy Pipelines
Duncan Wray	Murphy Pipelines
Louise Boccaccini	Primeshade Contracts Ltd
JoKevin McKenna	Thames Water Services Ltd
Karl Miller	United Utilities
Steve Kirk	Uponor
Eric Dodd	Wilcock Consulting

Minutes of the meeting:

1. Minutes of Previous Meeting – 23rd October 2007

The minutes were discussed and agreed as correct

2. Actions from last meeting

2.1 GIRS UCP Representation on GIRSAP

LR were required to present the UCP Forum requirement that representatives of the forum attend the GIRSAP. The proposed Forum representatives were Shirley Course and Les Thomas.

Shirley Course had participated in the last GIRSAP by conference call and the participation was EUS and competency related only. The GIRSAP were of the view that the process of participation in the GIRSAP by Forum representatives in relation to specific issues was appropriate but that attendance at the full meeting was not necessary.

The Forum were of the view that the GIRSAP stance was difficult to justify particularly as the NERSAP and the WIRSAP both accepted permanent representation by the respective forums.

ACTION: LR to pursue GIRSAP further to reconsider their position in respect of permanent representation of the UCP Forum

2.2 SCO Registration

Concerns were raised over the fragmentation of the SCO registration since the sale of the networks to the IDNs. The process should have worked such that if staff were registered on the EU Skills SCO register for one network operator they would automatically be accepted by the other operators however this did not appear to be the case. Shirley Course was nominated to make the case to the GIRSAP, which she did by way of conference call.

EUS stated that the network controllers make the decisions as to competency and entry onto register and that not all networks were updating the information on a regular basis. This has led EUS to conclude that the data base is no longer current and therefore not fit for purpose.

At the Network Controllers Forum it was agreed that they would implement a new update process as of the 1st October 2007, however NGN data will not be updated before January 2008.

In conclusion whilst the problems were acknowledged by EUS the fix was stated to be outside their control and rested with the Network Controllers.

In acknowledging the problem it was proposed that the UCPs should identify who are their AEs and CPs as assigned by NG. These UIPS should then go to all other IDNs for acceptance and recognition, independent of the national data base.

This proposal was viewed as very much a retrograde step by the UCPs who felt that the national database was at least an attempt to limit duplication of effort and bureaucracy. If the national data base were to be scrapped as appeared likely then the UCP Forum felt that the IDNs should make known their various processes for individually assigning AEs and CPs and it was felt that these should be clearly defined on their respective websites to ensure an objective and consistent approach was adopted.

ACTION: LR to raise with GIRSAP.

2.3 GNSP/SHEA Gas cards

Shirley raised the necessity for EUS to expedite the affiliation of the SHEA cards with CSCS.

EUS advised that an affiliation agreement between CSCS and EUS had been reached and would come into effect from the 1st January 2008. This will mean that the EUS R card will have the CSCS logo on it. However as there were over 50,000 cards in circulation, the return and re-issue of the new card with the logo would take some time. As an interim measure a letter would be sent to all

employers advising of the new arrangement, together with a letter sent to all card holders which will be signed by both EUS and CSCS CEOs respectively. This letter would provide local evidence of the arrangement until the new cards are issued.

The UCPs fed back that employers had received emails announcing the affiliation and that they would be issued to all staff as evidence of the arrangement to prevent on site problems

Action closed out

2.4 Appropriate Sites presented for Surveillance Visits

The GIRS UCP's were required to ensure that only site which adequately reflected the accredited scope of work should be presented during GIRS Surveillance Visits

ACTION: Ongoing

2.5 New Scheme Requirements Document

LR were to have completed the review of the new scheme requirements document and present to the GIRSAP for ratification, unfortunately it was not completed in time for the meeting and will be presented at the next meeting.

Action

2.5 Expiry of GD/GNO cards

GIRS UCP's should ensure that the GD/GNO cards for site operatives are in date or provide evidence that the renewal process has been completed by them and that they are awaiting the new cards from EUSR.

Action ongoing

2.6 Transmittal of Completion Files

LR were requested to raise the issue of a consistent approach to the acknowledgement of receipt of completion files by all IDNs and GTs in line with the process recently adopted by NG.

The IDNs agreed to consider the adoption of such a procedure whilst the GTs indicated that the problem did not exist within the GT/UCP relationship due to account meetings and associated review of records.

Action ongoing

2.7 NG Requirements

The issue of the application of variations to IGE requirements was required to be

raised with the GIRSAP. NG stated that **IGE/G5** had been adopted but there were certain aspects of the code where an engineering judgement may have been required and may have resulted in a lack of consistent interpretation. This has now been addressed and NG are now definitive as to their requirements where there had been a lack of clarity within the standard.

The IDNs confirmed that their requirements were either readily available on the website or in the process of being posted on their site.

Action closed out

2.8 Competent Person Registration

LR raised the concern with NG that UCPs had identified in respect of NG personnel not always available on site to witness connections in order to assign CP status to their nominated staff.

NG agreed to look into the problem and report back – no response received by the time of the meeting

Action Ongoing

3. Review Minutes of Last GIRSAP, 28.11.07

3.1 Managers/Supervisors Training Course

There was reference made in GIG 2 to the GWINTO approved conversion training course for supervisors seeking to operate in the gas sector who had relevant experience in other utility sectors. This was a legacy issue and EUS had to date not established an approval process.

EUS stated that they would have an endorsement process for such courses by the summer of 2008

3.2 Standards Update

IGEM updated the GIRSAP on the status of the following IGEM standards:

IGE/TD4 - Gas Services (Ed 4) – this standard has just been published and covers up to 16 barg

IGE/TD3 (Ed4) – Keith Bird is currently carrying out a high level review – any comments should be fed into IGEM

IGE/TD 13 Ed 2 – This is due for review and any nominations from GIRSAP would be welcome.

IGE/TD101 – Due for review . Keith Bird will carry out a high level review and nominations welcome from GIRSAP

IGE/GL6 – revision has been issued for comment. An issue was raised as to whether GIRS should adopt the network standard or the GL6 standard which is currently the higher standard and the one that is used as the criteria for assessment by GIRS – this requires resolution

3.3 GT and IDN records of Audit Findings

Although the GIRSAP had committed to provide audit finding of registered UCPs to LR on an ongoing basis they had generally not been forthcoming and the process represented certain difficulties for AIGT, consequently it was proposed that LR focus on the principal concerns of the HSE for future site surveillance audits which were:

- PE Joint integrity and quality (due to failure trend)
- As laid drawing accuracy
- Confined space and BA systems

However to provide some focus to the LR audits, LR to provide the GIRSAP members with the monthly programme of surveillance visits one month in advance and in template form which the members may readily complete in terms of issues to focus on in respect of specific UIPs.

3.4 Check UCP Insurances

In addition to the initial assessment and 3 yearly checks of UCP insurances, the GIRSAP requested that LR review at each office surveillance visit.

3.5 Design Competence

EUS stated that the ECITB have introduced a level 3 competency assessment for the design of networks and this has been supported by WIRS. It was proposed that the qualification should be reviewed by GIRS as an alternative to the current level 4 NVQ. EUS will make the criteria available for issue with these minutes.

GIRSAP to consider recognition of the level 3.

4. AOB

4.1 NG As Laid drawings

The UCPs expressed concern over the perception that they were being penalised if the connection to the main turned out to be different from that which NG had identified. A redesign would be required and new section 50 notice depending on the extent of the change. Retrospective designs no longer allowed by NG.

4.2 GIRSAP MOU

Action LR to distribute the MOU to all UCPs

4.3 Meeting with the National Controller NG

KB apprised the Forum of the detailed of the meeting that he had with the NG National Network Controller. An overview of the processes involved in assessment and accreditation of PE Special Branch Connections CNRB and Connections Complex

4.4 Publicity

The Forum was updated on the level of publicity that the schemes were gaining both in terms of articles in publications and at seminars, with a view to creating greater awareness amongst the UCP clients – the Developers

4.5 Technical Feedback



KB requested technical feedback in support of his review and revisions of IGE/TD3 and IGE/TD101

Action: The UCPs

5. Time and date of next meeting.

The next GIRS UCP Forum is scheduled for 6th May 2008 at the LR Coventry offices.