

Six Point Plan

1. The validation of offtake metering systems (all activities) must be:-

- In accordance with the requirements of the current versions of work procedures T/PR/ME/2 parts 1, 2 and 3. These are industry documents and may be found at <http://www.gasgovernance.co.uk/OADDdocuments>.
- In accordance with a suitably planned, prepared and approved Non-Routine Operation Procedure as detailed within our permit to work procedures.

2. Pre and Post Validation Governance

A full and complete comparison of metering parameters (inlet pressure, outlet pressure, instantaneous flowrate and valve position) must be undertaken by GCC before and after every offtake meter validation (all meter types) and any other intrusive maintenance work on any offtake metering system (software / factor updates, replacement of D.P. cells, removal of oil from impulse lines etc.).

3. Instruction Plates

Instruction plates attached to dual chamber orifice plate carriers must be accurate and legible. Counters noting plate position must be accurate and fully operable. Where either requires repair or replacement, this must be completed in conjunction with the manufacturer / supplier.

4. Task Scheduling

All Offtake Meter validations will be scheduled as follows:-

- Planned as a 'critical' inspection,
- Planned on the 15th day of the month when the validation is due,
- Planned with an operating window of +/- 16 days,
- No adjustment of the Target Start Date will be permitted unless previously agreed by the GCC Manager and the Head of Asset Management.

5. Operative Competency

The competency of all Competent Persons responsible for Offtake Meter Validations and other intrusive maintenance work will be independently assessed by an external recognised metering expert at least every five years.

6. Training and Briefing

A mandatory training and briefing package will be developed and delivered by the Asset Management team and will explain:-

- The criticality and sensitivity of Offtake Metering systems,
- The link to the Uniform Network Code,
- The role of the Upstream and Downstream Transporter in supply metering systems,
- Roles and responsibilities within SGN for inspection, reporting, verification and operation,
- Quality Assurance during work on metering systems,
- Reporting systems and processes (primarily ME/2 validation).

All relevant GCC and operational staff will be briefed.