



Operational Siteworks Procedures

DRAFT FOR CONSULTATION

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IMPORTANT NOTE

The attached represents the Operational Siteworks Procedures and is being circulated for consultation with all industry participants including the Commission, Shippers and the Transporter. The Transporter, therefore, reserves its position accordingly.

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Note: The definitions presented in the Glossary of Terms below are provided solely for ease of understanding and shall have no legal effect. These definitions are not intended to supplant existing or future definitions contained in the Code of Operations to which the within Procedure relates.

Glossary of Terms

Closing read shall have the meaning given to it in the Meter Data Services Procedures.

Meter test is the term used to describe the testing of a meter in accordance with the Code of Operations, Part G, Section 4 (*Measurement Equipment Verification*).

Opening read shall have the meaning given to it in the Meter Data Services Procedures.

Shipper's Operational Siteworks Services Agreement (SOSSA) is the term used to describe the agreement entered into by the Transporter and a Shipper to facilitate the performance of Operational Siteworks by the Transporter at the request of the Shipper.

Special read shall have the meaning given to it in the Meter Data Services Procedures.

1. Shipper Requested Operational Siteworks Procedures

1.1 Purpose/Scope

- 1.1.1 These procedures outline the process for carrying out Operational Siteworks on the Transportation System by the Transporter at the request of a Shipper acting on their own behalf or on behalf of an End User.
- 1.1.2 Any capitalised terms appearing in these procedures shall have the meaning assigned to it in either the Code of Operations or the SOSSA.
- 1.1.3 Operational Siteworks are defined in the SOSSA and may include services such as:
- Meter Fit;
 - Meter Lock;
 - Meter Unlock;
 - Isolation (disconnection/removal of meter);
 - Meter protection box fit;
 - Install ancillary meter equipment;
 - Meter upgrade/exchange;
 - Meter test; and
 - Special read (as described in the Meter Data Services Procedures).
- 1.1.4 A Shipper who wishes to request Operational Siteworks on behalf of End Users requiring Operational Siteworks shall be required to execute a SOSSA and satisfy all preconditions set out therein.
- 1.1.5 The SOSSA shall set out the respective rights and obligations of the Shipper and the Transporter with respect to the provision of Operational Siteworks. The SOSSA may govern multiple Operational Siteworks at multiple Gas Points or Sites.
- 1.1.6 The SOSSA shall be in a form approved by the Commission.
- 1.1.7 Procedures have been separately identified for the following activities:
- Quotation Procedure (SWP-1.1);
 - Cancellation Fee Procedure (SWP-1.2);
 - Site Attendance Fee Procedure (SWP-1.3);
 - Meter Unlock / Lock / Isolation / Fit Procedure (SWP-1.4);
 - Meter Test / Exchange / Upgrade Procedure (SWP-1.5); and
 - Installation of Ancillary Equipment / Meter Protection Box Procedure (SWP-1.6)

1.2 Related Documentation

1.2.1 These procedures relate to the following documents:

- Code of Operations – Part F, Section 6 (*Siteworks*);
- Code of Operations – Part G, Section 4 (*Measurement Equipment Verification*);
- Shipper’s Operational Siteworks Services Agreement (SOSSA);
- Siteworks Charges Document (NDM); and
- Meter Data Services Procedures.

1.3 Hierarchy of Documentation

1.3.1 In the event of any conflict between the terms of these procedures and the terms of the SOSSA, the terms of the SOSSA shall prevail.

1.3.2 In the event of any conflict between the terms of these procedures and the terms of the Siteworks Charges Document (NDM), the terms of the Siteworks Charges Document (NDM) shall prevail.

1.4 SWP-1.1 Quotation Procedure

1.4.1 Shippers requesting Operational Siteworks shall submit an Operational Siteworks Request in the form specified in the SOSSA to the Transporter and provide the necessary information and/or documentation required of it pursuant to the SOSSA.

1.4.2 Depending on the nature of the Operational Siteworks, the Transporter will provide a quotation in accordance with the terms of the SOSSA. The quotation may be in the form of;

- (a) Fixed Fee – Where the Operational Siteworks requested are eligible for immediate pricing, a system-generated quotation will be notified to the Shipper. These fixed charges will be based on scheduled rates specified for the Operational Siteworks as outlined in the Siteworks Charges Document (NDM);
- (b) Site Visit – Where a quotation requires a site visit, the Shipper will be asked to enter/submit all relevant information required of it pursuant to the SOSSA and subject to all such information being furnished to the Transporter, a site visit will be arranged in accordance with the terms of the SOSSA.

1.5 SWP-1.2 Cancellation Fee Procedure

1.5.1 If the Shipper cancels the Operational Siteworks outside the minimum notice period specified in the Siteworks Charges Document (NDM), the Transporter shall levy a Cancellation Fee on the Shipper and the Shipper shall pay such Cancellation Fee in accordance with the terms of the SOSSA. The Cancellation Fee shall be specified in the Siteworks Charges Document (NDM).

1.6 SWP-1.3 Site Attendance Fee

- 1.6.1 Should the Transporter attend on Site at the agreed appointment date and be unable to carry out the requested Operational Siteworks due to any of the reasons outlined in the SOSSA, the Transporter shall levy a Site Attendance Fee on the Shipper and the Shipper shall pay such Site Attendance Fee in accordance with the terms of the SOSSA. The Site Attendance Fee shall be specified in the Siteworks Charges Document (NDM).

1.7 SWP-1.4 Meter Unlock/Lock/Isolation/Fit Procedure

- 1.7.1 When a Shipper in accordance with the terms of its SOSSA requests:
- (a) a Meter Lock, the Transporter shall read the meter (closing read) and lock the meter to prevent the flow of Natural Gas. When the work is completed, the Transporter shall update the BGT Systems accordingly.
 - (b) a Meter Unlock, the Transporter shall read the meter (opening read) and unlock the meter to reinstate the flow of gas. When the work is completed, the Transporter shall update the BGT Systems accordingly.
 - (c) an Isolation, the Transporter shall read the meter (closing read) and physically prevent the flow of gas (e.g. by the disconnection of equipment or removal of the meter). An Isolation will alter the status of a NDM Supply Point. When the work is completed, the Transporter shall update the BGT Systems accordingly.
 - (d) a Meter Fit, the Transporter shall fit the meter, record the meter details and read the meter (opening read). A Meter Fit will alter the status of a NDM Supply Point. When the work is completed, the Transporter shall update the BGT Systems accordingly.

1.8 SWP-1.5 Meter Test /Exchange/Upgrade Procedure

- 1.8.1 When a Shipper in accordance with the terms of its SOSSA requests:
- (a) a meter upgrade, the Transporter may perform load analysis to ascertain if the Transportation System is capable of accommodating the increased load. Where the Transporter determines that the Transportation System can accommodate the increased load, the Transporter shall read and remove the old meter, fit the new meter and take the opening read. When the work is completed, the Transporter shall update the BGT Systems accordingly. Where the Transporter determines that the Transportation System is unable to accommodate the increased load the Transporter shall inform the Shipper accordingly. The Transporter may provide a quotation for a new service to accommodate the increased load if requested by the Shipper.
 - (b) a meter test, the Transporter shall exchange the meter in question and, where required, undertake to have the meter tested for accuracy in accordance with the Code of Operations, Part G, Section 4 (*Measurement Equipment Verification*). When the work is completed, the Transporter shall update the BGT Systems accordingly.

1.9 SWP-1.6 Installation of Ancillary Equipment/Meter Protection Box Procedure

- 1.9.1 When a Shipper in accordance with the terms of its SOSSA requests the installation of a meter protection box or ancillary meter equipment, the Transporter will install the requested equipment. When the work is completed, the Transporter shall update the BGT Systems accordingly.

1.10 Procedure Diagrams

- 1.10.1 Diagrammatic representations of the procedures outlined below are provided for ease of understanding and shall have no legal effect:

SWP-1.1 Quotation
SWP-1.2 Cancellation Fee
SWP-1.3 Site Attendance Fee
SWP-1.4 Meter Unlock / Lock / Isolation / Fit
SWP-1.5 Meter Test / Exchange / Upgrade
SWP-1.6 Installation of Ancillary Equipment / Meter Protection Box

In the event of a conflict between this section 1.10 and sections 1.4 to 1.9, the provisions of sections 1.4 to 1.9 shall prevail.











