

A Standard for IGEM Standards

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Founded 1863
Royal Charter 1929
Patron: Her Majesty the Queen

IGEM/G/0
Communication 1782

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SECTION 1 : INTRODUCTION

1.1 This Standard has been agreed between the IGEN Technical Co-ordinating, Gas Transmission and Distribution, Gas Utilization and Gas Measurement Committees who are responsible for the publication of IGEN Standards.

1.2 This Standard has been created to ensure a consistent approach is taken in producing IGEN Standards. It therefore provides a framework for the content, style, layout and publication which need to be taken into consideration when writing or revising IGEN Standards.

The intention is to ensure the requirements of any IGEN Standard are effectively communicated and interpreted.

1.3 This Standard attempts to consolidate hitherto different styles, formats and language used to offer a framework which can be applied for new Standards and for existing Standards, as and when they are reviewed.

1.4 IGEN/G/0 is for those involved in the drafting and interpreting of IGEN Standards that is IGEN Secretariat, Committee members and readers of IGEN Standards.

1.5 "This Standard makes use of the terms "must," "shall" and "should" when prescribing particular requirements.

- the term "must" identifies a requirement by law in Great Britain (GB) at the time of publication
- the term "shall" prescribes a requirement which, it is intended, will be complied with in full and without deviation
- the term "should" prescribes a requirement which, it is intended, will be complied with unless, after prior consideration, deviation is considered to be acceptable.

1.6 This Standard can be freely downloaded from IGEN's website www.igem.org.uk.

1.7 Requests for interpretation of this Standard in relation to matters within their scope, but not precisely covered by the current text, should be either:

- addressed to Technical Services, IGEN, IGEN House, High Street, Kegworth, Derbyshire, DE74 2DA; or
- emailed to technical@igem.org.uk.

These will be submitted to the relevant Committee for consideration and advice.

1.8 This Standard was published in November 2015.

SECTION 2 : SCOPE

- 2.1 This Standard covers the requirements for all new IGEN Standards. It will also be applicable to existing IGEN Standards when they are reviewed.

Note 1: It is not the intention for the publication of IGEN/G/0 to initiate reviews of existing IGEN Standards.

Note 2: IGEN/G/0 is for those involved in drafting and interpreting of IGEN Standards that is IGEN Secretariat, Committee members and readers of IGEN Standards.

Note 3: IGEN publishes Standards, Specifications and Guidance documents. The requirements of this Standard equally apply to these documents, unless expressly provided.

- 2.2 This Standard defines the sections that need to be included in new or revised Standards.

- 2.3 This Standard prescribes the style and format requirements.

- 2.4 Italicised text is informative and does not represent formal requirements.

- 2.5 Appendices are informative and do not represent formal requirements unless specifically referenced in the main sections via the prescriptive terms "should", "shall" or "must".

SECTION 3 : PRINCIPLES

3.1 STATUS OF IGEN STANDARDS

Requirements within IGEN Standards assist competent engineers in complying with legal requirements and provide instruction and guidance on the requirements to ensure efficient, safe and environmentally sound gas Assets.

3.2 GENERAL

A Standard or Guidance document shall:

- be complete within the limits of its scope
- be consistent, accurate and unambiguous
- take account of the current legal requirements
- take account of the current state of technical development
- provide a framework in which innovation can be accommodated and supported
- be readily comprehensible to those who might intend to use it
- take account of environmental impacts.

3.3 A Standard shall include clauses that from Section 3 onwards contain "must" "shall" or "should" otherwise the text has to constitute a note.

Note: Requirements in a clause cannot be qualified by words such as preferably or normally.

3.4 Appendices shall not contain 'must', 'shall' or 'should'.

3.5 A guidance document shall include clauses that from Section 3 onwards contain "must" to indicate a legal requirement. "Shall" or "should" shall not be used.

3.6 COMPETENT PERSONS

For IGEN Engineering/Technical Standards on gas equipment and activities (design; construction; installation; commissioning; operation; maintenance; etc.), the Standard shall be written in a style that assumes the reader is competent in the gas related subject.

For IGEN Standards that are written for persons who are not required to be competent persons in a gas discipline, the Standard shall be written in a style that does not assume such competence. Otherwise, it shall assume that the reader is competent to carry out any requirements and understand the guidance and information provided.

Note: The majority of IGEN Standards are Engineering/Technical Standards requiring competence in a specific gas discipline, for example IGEN/TD/1; IGEN/UP/2; IGEN/GM/8 etc. A minority of IGEN Standards do not demand such competence, for example IGEN/G/0; IGEN/UP/1101; IGEN/UP/19 etc. Such guidance documents are aimed at persons such as those responsible for: installed gas equipment (duty holders); specifying and purchasing gas or other equipment; interpreting relevant Legislation, etc. and are not necessarily competent in a gas discipline.

SECTION 4 : INITIATING A REVIEW/NEW STANDARD

4.1 GENERAL

Any IGEN Standard has a Parent Committee(s) responsible for its conception and review (see IGEN's TCC Governance Manual CD12). Any proposed new Standard/review shall be approved by the Parent Sub-Committee in accordance with procedures in the TCC Governance Manual.

4.1.1

The title of any Standard shall be assigned a series title. A number shall be assigned by IGEN Secretariat, for example, IGEN/TD/3 Edition 6.

Note: The review of an existing IGEN Standard will need to consider whether the Standard title and scope is still appropriate.

At the time of publication of IGEN/G/0, IGEN currently publishes Standards in the following Series:

- Gas Measurement (GM)
- General (G)
- Legislation (GL)
- Industry Guidance (IG)
- Safety (SR)
- Transmission and Distribution (TD)
- Utilization (UP).

4.2 GENERAL SERIES

A Standard in this series prescribes requirements for multiple sectors of the gas supply and use industry:

- installation pipework
- meter installation
- network pipelines (Natural gas), service pipework (LPG), pipelines conveying other gases which are to be injected in to the Network (Biogas).

4.3 GAS MEASUREMENT SERIES

A Standard in this series prescribes requirements for the design, installation, commissioning, operation and maintenance of meter installations (or part thereof) as defined in IGEN/G/1.

4.4 LEGISLATION SERIES

A Standard in this series prescribes requirements to assist in compliance with specific items of Legislation.

Note: The item of Legislation could be relevant to any part of the gas industry.

4.5 SAFETY SERIES

A Standard in this series prescribes requirements for those safety considerations that need to be taken into account across gas industry Assets.

4.6 TRANSMISSION AND DISTRIBUTION SERIES

A Standard in this series prescribes requirements for the design, installation, commissioning, operation and maintenance for the Network pipelines (Natural gas), service pipework (LPG), pipelines conveying other gases which are to be injected in to the Network (for example Biogas/LPG/air).

4.7 **UTILIZATION SERIES**

A Standard in this series prescribes requirements for the design, installation, commissioning operation and maintenance for gas installation downstream of the meter installation defined in IGEN/G/1.

4.8 **INDUSTRY GUIDANCE**

Guidance in this series provides the gas industry with information to support the industry which may or may not relate to a published Standard in one of the other series.

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