

PROJECT DELIVERY AND EXECUTION REQUIREMENTS PROCEDURE (ELECTRICITY)

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PURPOSE AND SCOPE

This document specifies the detailed working arrangements and tasks, which are required to manage the project delivery stage of an Investment sanctioned by Electricity Network investments (ENI) It is empowered by the parent document UKBP/TP146– Investment Process.

PART 1 – PROCEDURAL

1 NOMINATION OF PROJECT MANAGER

During the Investment development stage there will be dialogue between the Managers within the Construction Delivery Vehicle and Asset Management Electricity Network Investment to conclude which Senior Project Manager (SPM) will be the nominated Project Manager in the Investment paper. The SPM will then nominate in writing a Project Manager to progress the Investment on his behalf.

2 NOMINATION OF PROJECT DELIVERY TEAM MEMBERS

The Project Manager will consult with the Project Team Manager on the team numbers and competency required and will prior to the award of any contract indicate location, full time, part time or short term basis for each discipline / team member.

3 RESPONSIBILITIES AND PROJECT TEAM COMPOSITION

The Project Delivery Team will typically comprise the following:

3.1 Senior Project Manager

The nominated Senior Project Manager (SPM) is responsible for delivery of a project from Investment sanction to its closure, including the warranty period.

3.2 Project Team Manager (PTM)

Has responsibility within the Delegation of Authority (DoA) process for signing off any finance on the projects. The PTM also has general line management responsibility for the Project Managers and would be involved in the allocation of projects to the Project Managers

3.3 Project Manager (PM)

The delegated Project Manager on behalf of the Senior Project Manager shall undertake all key tasks as defined in UKBP/TP146.

The specific areas to be undertaken are listed below.

- a) Safety, Health and Environmental Management Process (SHE).
- b) Investment Project Finance Management Process.
- c) Consents and Acquisitions Process.
- d) Design Management Process.
- e) Contract Management & Reporting Process.
- f) Commissioning Management Process.
- g) Programme and Outage Management Process.
- h) Meetings (Governance).
- i) Project Closure as defined in IP4 stage of UKBP/TP146

3.4 Project Engineer (PE)

Will report to and assist the Project Manager as required and provide support in carrying out the above activities on complex and multi-site Investments.

3.5 CDM Coordinator (CDMC)

Carries out duties as required under CDM regulations by discharging the duties in UKBP/TP137 normally undertaken by the Project Manager or his designated Project Engineer.

3.6 Global Procurement Buyer

All contract matters relating to tendering on behalf of a Project Manager up to the point of contract award. See UKBP/ CON 133E

3.7 Contracts Officer

All contract matters relating to the management of the contract post contract award. See UKBP/ CON 133E

3.8 Consents & Acquisitions Land & Development Officer (If required)

Provide professional advice on land issues and co-ordinate with National Grid's Legal Officer on all land consents and acquisitions. Obtain all necessary land consents for the project and monitor the progress of the Land Agent and attend Public meetings as appropriate.

3.9 Commissioning Engineer

In conjunction with the PM and Project Programmer identify commissioning resource and activities for completions of the Scheme Requirements Document (Scheme Requirement Document (SRD) - in UKBP/TP205)

The commissioning Engineer will undertake the Commissioning responsibilities as defined in UKBP/TP106.

3.10 Project Accountant

Manage Reporting into National Grid Finance Management Systems. The Project Accountant will hold monthly financial surgery with the PM to establish the latest forecasts and risks to the project.

3.11 Network Operations (NO)

These may form part of the Project Team by exception. They provide advice to the Investment team on the availability of outages for the proposed works taking into account demand security and system security.

Normal interface with Network Operations will be via the Project Programmer.

3.12 Asset Management Maintenance Delivery Electrical (MDE) Occupiers Representative

Construction site Occupiers Representative- as nominated by the Asset Management Delivery Engineer.

3.13 Project Programmer

To liaise with the Project Manager to produce the project plan and SRD with due regard to outage and resource management as defined in TP205.

3.14 Archaeology Adviser (If Required)

Provide a watching brief during all ground disturbing activities during construction. To locate, recover and identify any archaeological artefacts. Recommend mitigation measures for the preservation of any archaeological deposits and provide advice to the project team as required. Produce archaeological reports suitable for publication.

3.15 SSRQ Advisor

To provide SSR advice and undertake audits as specified by the Project Manager and to represent the Project Manager during audits undertaken on the project by other parties.

3.16 Commissioning Panel Chairman

Normally undertaken by the Project Manager or his designated Project Engineer, where TP106 authorisation is not held an appointment must be sought & agreed by the Project Team Manager.

The commissioning Panel Chairman will undertake the Commissioning responsibilities as defined in UKBP/TP106.

3.17 Commissioning Officer

The commissioning Officer will undertake the Commissioning responsibilities as defined in UKBP/TP106.

The PM will request an appointment from the Design Assurance Manager.

3.18 Project Coordination TP153 Project Lead (if required)

Chair and coordinate the inter project and maintenance dependencies as defined in TP153.

3.19 Lead Design Engineer (Assurance) (LDE(A))

The Lead Design Engineer (Assurance) role is to ensure compliance with the National Grid technical specifications as required in accordance with the process detailed in NGUK/TP 188. The PM will request an appointment from the Design Assurance Manager.

3.20 Relay Settings Engineer (National Grid)

For Relay Settings Engineer (National Grid) refer to duties as defined in UKBP/TP107.

3.21 Site Engineer

The Site Engineer will be the Project Managers Representative on Site for ensuring the safe delivery of the project in accordance with National Grids Governance. For Site Engineer responsibilities refer to UKBP/TP163.

3.22 Data Delivery Team Member

Facilitates the Fixed Asset Confirmation Certificate FACC process and oversee the Technical Data Work Book Process.

3.23 Network Operations Centre (NOC)

In conjunction with the Commissioning Panel, advise on potential programme conflicts between the agreed TP106 strategy (e.g. High Voltage System Change Certificate, Site Responsibility Schedule, Operation Diagram, etc). Discuss & agree Safety Document strategy (e.g. GIS gas zone working, etc). Advise on TP109 (Numbering and Nomenclature of HV Apparatus) issues.

3.24 Development Engineer (DE)

To carry out the IP2 and IP3 development tasks as defined in UKBP/TP146 under the direction of the Project Manager.

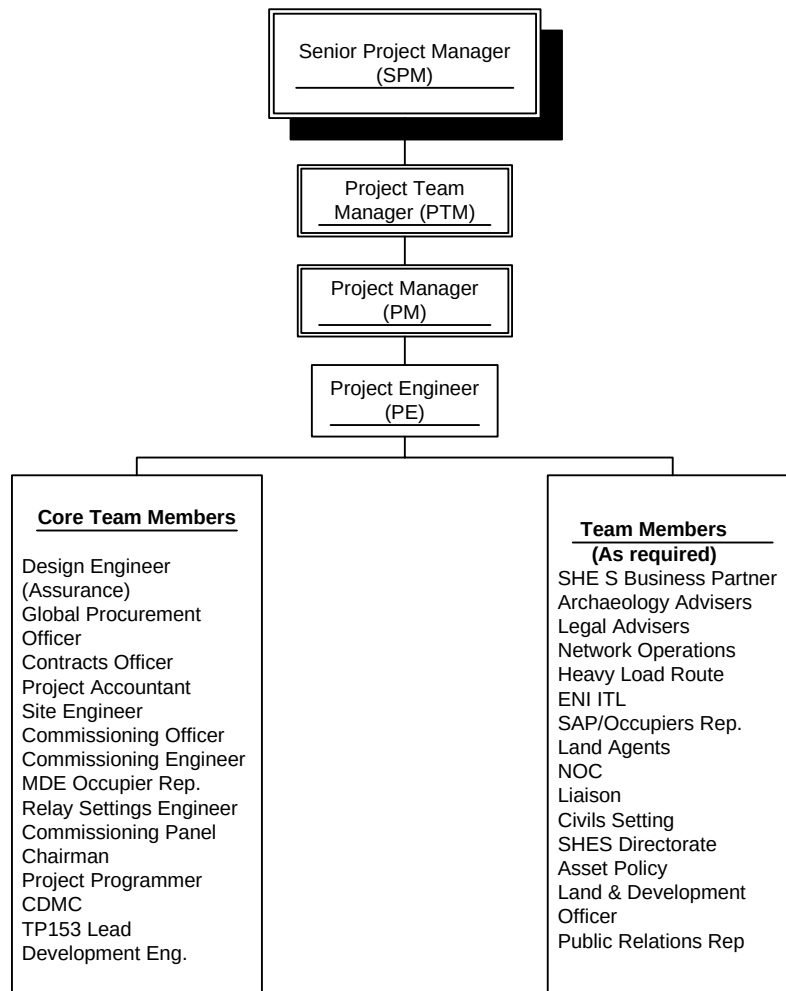
3.25 Public Relations Representative

To determine a PR strategy for the project where required and assist with any public complaints to provide a consistent company response.

3.26 NSP Business Systems Officer

Business support function for maintaining consistency and project reporting for all NSP projects including audit and compliance monitoring.

4 TYPICAL ORGANISATION CHART FOR CONSTRUCTION PROJECTS



5 PROJECT AUTHORISATIONS

The PM will ensure that all design and commissioning roles (UKBP/TP141), Project authorisation roles (UKBP/TP 144) and Temporary Works Coordinator (UKBP/TP184) authorised roles are enacted by suitably authorised persons and that their authorisations remain current throughout the duration of the project.

The current status of all authorisations is available on the live link database held by Construction Technical Assurance.

If the PM has any concerns over the competence displayed by any member of the delivery team undertaking an authorised role the PM will make these known to the Project Assurance Manager.

6 STANDING ARRANGEMENTS FOR MANAGING THE PROJECT

6.1 Project Delivery Tasks

The Project Manager is responsible for managing the project in accordance with the following standing arrangements and Project Delivery Tasks.

	TASK	Reference Docs
1.0	DEVELOPMENT	
1.1	Project Manager appointed	CON/BP134
1.2	Review of IP1 Documentation & Develop IP2 Documentation	UKBP/TP146
1.3	Appointment of CDMC Representative	UKBP/TP137
1.4	Ensure Appropriate Design Team are appointed	UKBP/TP188
1.5	Develop / agree contract strategy	CON/BP133
1.6	Attend / contribute Investment Team meetings	UKBP/TP146
1.7	Develop Risk Register	CON/BP181
1.8	Work Planning	UKBP/TP205
1.9	Consider local Community Liaison/PR	
1.10	Consider Abnormal Loads	UKBP/TP211
1.11	Contribute to the Development of Pre Construction SHE Pack.	UKBP/TP137
1.12	Develop Stage by Stage Diagrams	UKBP/TP146 UKBP/TP153
1.13	Identify Resource Requirements	UKBP/TP205
1.14	Ensure that the issues arising from Project Environmental Impacts are addressed, including: Contamination Surveys, Geotechnical Surveys, 3 rd Party searches (hazard ID), Discharge consents, Fire Risk Surveys, Preservation Orders, Protected Habitats, Archaeological / Historical sites, Noise Surveys/restrictions, Footpaths, wayleaves, Planning Permissions, Waste Disposal / Recycling.	UKBP/TP215
1.15	Outage and System access requirements	UKBP/TP205
2.0	IP2 TO CONTRACT ENQUIRY RELEASE	
2.1	Establish Project Delivery Team.	CON/BP134
2.2	Review of IP documentation.	UKBP/TP146
2.3	Notify project to HSE via Form F10	UKBP/TP137
2.4	Management of Risk	CON/BP181
2.5	Commence financial planning and monthly surgeries	CON/BP132 CON/BP133