

CONSTRUCTION DOCUMENT DISSEMINATION PROCEDURE (ELECTRIC)

PURPOSE AND SCOPE

The purpose of this procedure is to define the document dissemination process to be followed when a new Construction/Technical procedure is published or modified. It will also apply if a Construction/technical procedure is withdrawn.

It shall be employed to confirm that National Grid Construction personnel are informed of all new, modified or withdrawn procedures, in accordance with their job obligations and satisfactorily represent their design management and quality interests.

The process shall encompass all technical disciplines associated with procedures within the design and construction of Electricity Transmission Systems and associated infrastructure owned, operated and maintained by National Grid.

A flowchart diagram showing the key stages of the document dissemination process relevant to this procedure is included in Appendix A.

PART 1 - PROCEDURAL

1 RESPONSIBILITIES

The key responsibilities associated with this Document Dissemination procedure are summarised as follows:

1.1 Document Controller Business Improvement

The Document Controller within Business Improvement, Asset Management will notify Construction of all new and modified procedures. This will also include procedures that have been withdrawn. Reference should be made to UKBP/TP101.

1.2 Technical Co-ordination Manager - Construction

The Technical Co-ordination Manager within Construction will assess the new procedure and if it contains items of a technical nature prepare a summary report highlighting the Key changes. The same will apply to a modified procedure, where significant changes of a technical nature have been made he will again prepare a summary report highlighting these changes. Details of a new procedure or one that has been modified will be entered into the Document Transmittal Form shown in Appendix B.

In the case of deleted or withdrawn procedures the Technical Co-ordination Manager will assess the impact of the procedure's removal from the system and if necessary issue a summary report highlighting the procedures removal. If some of the procedures technical detail has been moved or recorded somewhere else he will indicate this in a summary report.

2 DISSEMINATION PROCEDURE

The documentation dissemination procedure is to ensure that Construction personnel are advised of any changes to the Quality Management System (QMS) or the Technical Documentation System that underpins National Grid Transmission. Any change will be rolled out to Construction personnel in one of two ways, and will be at the discretion of the Technical Co-ordination Manager, either formally or informally.

2.1 Formal Rollout of Technical Changes

Where a new or modified procedure contains a great deal of technical information or the procedure has a direct influence on the design management or quality management of a Construction project the summary report will be rolled out formally via training workshops.

2.2 Informal Rollout of Technical Changes

Where a new or modified procedure contains only a small amount of technical information and the changes are considered minor and have very little influence on design management or quality of a Construction project, the summary report written by the Technical Co-ordinator can be issued informally by one of the following methods.

- a) Document Transmittal Form (Appendix B)
- b) Emails
- c) Team Talks
- d) Memo's
- e) Telephone

3 FORMS AND RECORDS

NSBP117E.01 Document Transmittal Form (Appendix B)

PART 2 – DEFINITIONS AND DOCUMENT HISTORY

4 DEFINITIONS

4.1 Business Improvement

An Individual within the Asset Management Business Improvement Team, responsible for co-ordinating and developing the database for all UK Construction procedures.

4.2 Technical Co-ordination Manager, Construction

A Person within Construction, responsible for the co-ordination of Design Management on Construction Projects.

5 AMENDMENTS RECORD

Issue	Date	Summary of Changes / Reasons	Author(s)	Approved By (Inc. Job Title)
1	February 2006	New Electric procedure (E) for Construction Dissemination of technical procedures and processes.	Martyn Hanlon Operational Systems Manager	Keith Harker Construction Services Manager
2	April 2006	Document transmittal form added Appendix 'B'	Martyn Hanlon Operational Systems Manager	Keith Harker Construction Services Manager
3	December 2008	Renumbered from NSBP 117E		