

This document is for internal and contract specific use only.

Disclaimer

NGG and NGET or their agents, servants or contractors do not accept any liability for any losses arising under or in connection with this information. This limit on liability applies to all and any claims in contract, tort (including negligence), misrepresentation (excluding fraudulent misrepresentation), breach of statutory duty or otherwise. This limit on liability does not exclude or restrict liability where prohibited by the law nor does it supersede the express terms of any related agreements."

Copyright © National Grid plc 2011, all rights reserved

All copyright and other intellectual property rights arising in any information contained within this document are, unless otherwise stated, owned by National Grid plc or other companies in the National Grid group of companies. No part of this publication may be reproduced in any material form (including photocopying and restoring in any medium or electronic means and whether or not transiently or incidentally) without the written permission of National Grid plc

This information should not be forwarded to third parties.

Copyright © National Grid plc 2011, all rights reserved

CONSTRUCTION PROJECT DOCUMENTATION MANAGEMENT AND REPORTING

TABLE OF CONTENTS

PURPOSE AND SCOPE	1
PART 1 – PROCEDURAL	1
1 RESPONSIBILITIES	1
2 PROCESS	2
3 FORMS AND RECORDS	2
PART 2 – DEFINITIONS AND DOCUMENT HISTORY	2
4 DEFINITIONS	2
5 AMENDMENTS RECORD	3
PART 3 – GUIDANCE NOTES AND APPENDICES	3
6 REFERENCES	3
APPENDIX A - SUMMARY OF REPORTING REQUIREMENTS	4
APPENDIX B - PROJECT MANAGER'S MONTHLY REPORT	6
APPENDIX C - FLOW DIAGRAM OF RELAY SETTING SHEETS RETURN REPORTING PROCESS	8
APPENDIX D - FLOW DIAGRAM OF ATCC & DAR TECHNICAL LIMITATIONS REPORTING PROCESS	9
APPENDIX E - FLOW DIAGRAM OF CONSTRUCTION TECHNICAL LIMITATIONS REPORTING PROCESS	10
APPENDIX F - FLOW DIAGRAM OF TP106 DOCUMENTS KPI REPORTING PROCESS	11

PURPOSE AND SCOPE

This document defines the responsibilities of UK Construction staff in order to comply with project documentation management and reporting requirements.

As a professional organisation it is imperative that Construction staff manage project documentation in an organised and consistent manner.

It is essential that the Construction management team receive full and comprehensive information about various aspects of the project portfolio in order to successfully perform their role. The information contained in these reports will be utilised to analyse and confirm project and supplier performance.

PART 1 – PROCEDURAL

1 RESPONSIBILITIES

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

1.1 Project Manager (PM)

The Project Manager must ensure that all documentation associated with a project including that produced by Suppliers and other external parties, is stored in the Collaborative Project Management (CPM) system. The Project Manager is responsible for ensuring that all reports are completed in full and in a timely manner.

1.2 Project Engineer

For his assigned project the Project Engineer must ensure that all documentation associated with a project including that produced by Suppliers and other external parties, is stored in the CPM system. The Project Engineer is responsible for ensuring that all reports are completed in full and in a timely manner.

1.3 Site Engineer

The Site Engineer must ensure that all documentation associated with the site activities of a project is stored in the CPM system. This includes that produced by Suppliers and other external parties.

The Site Engineer is responsible for ensuring that all reports are completed in full and in a timely manner as per the timescales stated in TP163 – Site Installation.

1.4 Capital Plan Officer

The Business Support Officer is responsible for consolidating reports as per Appendix A.

1.5 Planning Team Manager

The Planning Team Manager is responsible for consolidating reports as per Appendix A.

1.6 Technical Assurance Manager

The Technical Coordination Manager is responsible for consolidating reports as per Appendix A.

1.7 Construction Programmer

The Construction Programmer is responsible for timely and accurate maintenance of the project programme with respect to programme, initial resources and system access on behalf of the Project Manager.

1.8 Project Accountant

The Project Accountant is responsible for the timely and accurate maintenance of the data in Oracle and thus the Project definition Report on behalf of the Project Manager.

2 PROCESS

All documentation associated with a project must be stored in the CPM system (currently Livelink, formerly Project Web). This procedure applies retrospectively to all documentation produced after the 1st April 2006.

All reports are required to be completed to the frequency and by the deadline stated in the Reporting Summary in Appendix A.

3 FORMS AND RECORDS

NGUK/Con/BP 196.01 Project Status and Management Report

PART 2 – DEFINITIONS AND DOCUMENT HISTORY

4 DEFINITIONS

Not applicable.

5 AMENDMENTS RECORD

Issue	Date	Summary of Changes / Reasons	Author(s)	Approved By (Inc. Job Title)
1	October 2006	Initial Issue	Dean Corbett Construction	Keith Harker Construction Services Manager
2	November 2007	Updated for new business units and deletion of redundant activities.	Keith Sampson Core Construction	Keith Harker Technical Assurance Manager

PART 3 – GUIDANCE NOTES AND APPENDICES

6 REFERENCES

TP163 Site Installation