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GROUND MAPPING SURVEY PROCEDURE

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PURPOSE AND SCOPE

The drive to eliminate any unplanned contact with buried services requires that an 'Underground Hazard Plan' is produced for all new and current projects which require that the ground surface is penetrated.

This Underground Hazard Plan will assist in the effective planning and design of projects and provide the 'first step' in the safe location and positive identification of buried services prior to ground penetration.

A framework agreement is in place for the provision of Ground Mapping services (GMFA). The detailed Underground Hazard Plan of the project construction area forms the contract deliverable. This procedure details the process for the use and management of the framework agreement.

PART 1 – PROCEDURAL

1 RESPONSIBILITIES

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

1.1 Project Manager (PM)

- 1.1.1 The initiation of the production of Hazard Plans in appropriate project timescales and verification that all deliverables are deemed acceptable in line with the requirements of the framework agreement.
- 1.1.2 Engaging the services of a GMFA supplier via the GMFA Coordinator.
- 1.1.3 Provision of relevant information, using the GMFA Request Pro-Forma in Appendix C, via the GMFA Coordinator
- 1.1.4 Ensuring that the quotation and other details submitted by the supplier are acceptable prior to awarding site specific contracts. This should be done via individual purchase order quoting the framework contract reference NGT11158.
- 1.1.5 Assessing the deliverables as acceptable quality for their purpose. The requirements are detailed in Appendix A of this document.

- 1.1.6 On completion of the works and authorisation for payment of the invoice, to ensure that a GMFA Supplier Performance Feedback Form is completed and submitted to the GMFA Coordinator. The feedback form is shown in Appendix D.

1.2 GMFA Coordinator

- 1.2.1 Acts a single point of contact for Project Managers and Framework Agreement Suppliers. Specifically the GMFA Coordinator obtains the GMFA Request Pro-Forma from the PM and forwards the information to the supplier.
- 1.2.2 Allocates the Project Manager a GMFA supplier from the list of service providers to the Framework Agreement (NGT 11158 on behalf of the PM).
- 1.2.3 Manages an integrated management information spreadsheet derived from suppliers and Project Managers detailing; contracts awarded, key dates, progress, supplier performance and capability.
- 1.2.4 Review performance and capability from GMFA Supplier Feedback Forms (Appendix D).
- 1.2.5 Submits management information to the Construction Management Meeting.

1.3 Site Engineer (SE) / Delivery Manager (DM)

- 1.3.1 Facilitate site access and supervision of the supplier's site activities.
- 1.3.2 To assist in verification of scope.
- 1.3.3 To assist in verifying the acceptability of the deliverables.

1.4 The GMFA Supplier

- 1.4.1 Agrees the scope and content of the Project specific Hazard Plan with the PM.
- 1.4.2 Arranges site access to obtain sufficient information to provide a fixed price quotation for the specified scope of work.
- 1.4.3 Undertakes the Surveys and produces the specified deliverables as per the requirements of the agreement.
- 1.4.4 Submits draft documentation for comment and subsequently issues the final deliverables as per the requirements of the GMFA.
- 1.4.5 Provides programme management information to the GMFA Coordinator within National Grid Construction Services.

2 PROCESS

This procedure applies to all UK Construction (Electrical) Project Managers with responsibility for the development and management of construction projects. An overview of the process to obtain ground mapping services is shown in Appendix B - Process Flowchart.

2.1 Project Design

An Underground Hazard Plan must be made available at the conception stage of a project. This will allow the designers to take account of parameters which may have an effect on proposed solutions.

2.2 Ground Penetration