

MANAGEMENT OF OUTSTANDING WORKS

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PURPOSE AND SCOPE

This procedure defines the management requirements for the identifying, reporting and resolution of outstanding works (e.g. defective workmanship) and non-conformances in the accordance with the requirements of the Network Development Process Map and its associated UKBP/TP500, 'Network Development Process Map Enabling Document'.

This procedure identifies the roles and responsibilities for the management of outstanding works, following Network Development Process 4.4 – Project Execution Stage; to ensure all National Grid's contractual and procedural requirements are fully enacted.

This procedure shall apply to all projects within the UK Transmission Electricity Capital Programme.

PART 1 – PROCEDURE

1 RESPONSIBILITIES

1.1 Electricity Transmission Asset Management, Investment Development Engineer (IDE)

The Investment Development Engineer is responsible for monitoring all the agreed outstanding works until their resolution/completion.

1.2 Capital Delivery Project Engineer (CD Project Engineer)

The CD Project Engineer is responsible for:

- ensuring that all outstanding works are reported;
- agreeing completion timescales for outstanding works;
- identifying and, where required, requesting system/circuit outages for enabling resolution/completion of outstanding works;

- d) management of the agreed outstanding works.
- e) signing the Outstanding Work Clearance Form as acceptance of satisfactory resolution/completion of outstanding work.

1.3 Principal Contractor

The Principal Contractor is responsible for:

- a) the development and maintenance of the Outstanding Works Schedule;
- b) formally agreeing and handing over the Outstanding Works Schedule to the Capital Delivery Project Engineer.
- c) the resolution/completion of the agreed outstanding works within the agreed timescales.
- d) formally close out all outstanding works using the form UKBP/TP182.02 – Outstanding Works Clearance Form and provide a copy to the Capital Delivery Project Engineer for acceptance.

1.4 National Grid Commissioning Engineer

The National Grid Commissioning Engineer is responsible for:

- a) ensuring that all issues, which cannot be closed out during commissioning, are formally recorded in the Outstanding Works Schedule;
- b) confirming that the outstanding works* has been resolved/completed to an acceptable standard and level of quality.

Note*: For issues found during commissioning activities, which cannot be resolved / completed during commissioning only.

1.5 Construction Interface Engineer (CIE)

The Construction Interface Engineer is responsible for monitoring the snag/defect register to ensure that all actions are closed within the agreed timescales. Where snags/defects remain, the Construction Interface Engineer shall ensure they are identified within the Outstanding Works Schedule together with agreed timescales for their resolution/completion.

The Construction Interface Engineer is responsible for confirming that the outstanding works has been resolved / completed to an acceptable standard and level of quality.

2 PROCESS

2.1 Identification of Outstanding Works

The Schedule of Outstanding Works shall be produced for:

2.1.1 For Post Commissioning:

The schedule shall be used to record all outstanding items and Non-Conformances found during commissioning, including Civil and Overhead Line related issues, which will require action/close out following commissioning.

The Schedule shall, following commissioning in accordance with the requirements of UKBP/TP106, comprise of equipment that has identified errors, defects and omissions found during stage 1 and 2 commissioning, equipment with technical limitations and all other outstanding issues including any technical queries, the status of 'as installed' drawings,

master drawings and the Final Contract Drawing List as well as the completeness of relevant project data held on Livelink and technical data as defined by UKBP/TP221.

The identified outstanding works (specifically Technical Limitations) associated with commissioned equipment shall also be recorded on the Equipment Acceptance Certificate (EAC) and on Contract Acceptance documentation.

2.1.2 Outstanding Snags and Defects:

The Schedule shall include all identified snags and defects^{1&2} that cannot be rectified prior to the Principal Contractor or their Subcontractor demobilisation from site (i.e. requires a circuit outage to rectify the snag/defect)

Note1: It is the Principal Contractor Site Manager's responsible for the production and maintenance of a formal list of snags and defects as they arise. The Snags and Defects Register shall detail all snags and defects raised, the date found, the agreed action, action owner, timescales for action close-out and date of actual close out.

Note 2: The Construction Interface Engineer is responsible for monitoring the Snag and Defect Register to ensure that all actions are closed within the agreed timescales, escalating concerns to CD Project Engineer where closure timescale are not being achieved.

2.2 Monitoring and Resolution of Outstanding Works

The Principal Contractor, CD Project Engineer and the Investment Development Engineer shall formally agree a programme for resolution/completion of all outstanding works listed on the Schedule.

The monitoring of outstanding works clearance will start at NDP4.4 Stage. As part of the Investment proposal documentation the CD Project Engineer will detail the outstanding works with the programme for resolution / completion. Copies will be forwarded to the Investment Development Engineer

It shall remain the responsibility of the Principal Contractor to manage the resolution / completion of all outstanding works. All processes, procedures and Technical Specifications applicable to the main works shall apply to the resolution / completion of outstanding works.

Where additional works are needed to resolve / complete the outstanding works then the CD Project Engineer shall discuss this with the Investment Development Engineer with sufficient information (provided, where required, by the Principal Contractor) to determine if the additional works can be included or if it should form part of a new Investment Proposal.

Where the time to resolve / complete the outstanding works is outside that of the sanctioned period then the CD Project Engineer shall discuss this with the Investment Development Engineer with sufficient information to determine if an extension to time can be accommodated or if it should form part of a new Investment Proposal as outlined in Network Development Process (UKBP/TP500).

2.3 NDP 4.4 Post Project Review Meeting

The Outstanding Work Schedule shall be provided within the Network Development Process (NDP) 4.4 Stage Closure documents.

3 FORMS AND RECORDS

UKBP/TP182.01 - Outstanding Work Schedule (Appendix A)

UKBP/TP182.02 – Outstanding Work Clearance Form (Appendix B)