
MANAGEMENT PROCEDURE FOR

**THE APPROVAL FOR THE PROVISION AND USE OF A
METER BY-PASS**

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OCTOBER 2005

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FOREWORD

This Management Procedure was approved by the Measurement and Process Policy Manager, on 21st October 2004 for use by managers, engineers and supervisors throughout National Grid Gas.

National Grid Gas documents are revised, when necessary, by the issue of new editions. Users should ensure that they are in possession of the latest edition by referring to the Gas Documents Library available on infonetUK (company intranet.)

Compliance with this Document does not confer immunity from prosecution for breach of statutory or other legal obligations.

BRIEF HISTORY

<p>First draft based on Annex 7 of the Ofgem Code of Practice for Gas Meter Asset Managers and the previous National Grid Gas meter bypass policy GTM/PL/16 which has been withdrawn. To include standard editorial update to comply with GRM Editorial update for National Grid re-branding</p>	<p>October 2004 October 2005</p>	<p>EPSG/T04/1353</p>
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KEY CHANGES (Identify the changes from the previous version of this document)

Section	Amendments
All	<p>Changes to reflect rebranding to National Grid. Removal of Transco and substitution of National Grid. Change of must to shall</p>

DISCLAIMER

This document is provided for use by National Grid Gas and such of its contractors as are obliged by the terms and conditions of their contracts to comply with this document. Where this document is used by any other party it is the responsibility of that party to ensure that this document is correctly applied.

MANDATORY AND NON-MANDATORY REQUIREMENTS

In this document:

shall: indicates a mandatory requirement.

should: indicates best practice and is the preferred option. If an alternative method is used then a suitable and sufficient risk assessment shall be completed to show that the alternative method delivers the same, or better, level of protection.

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MANAGEMENT PROCEDURE FOR THE APPROVAL FOR THE PROVISION AND USE OF A METER BY-PASS

INTRODUCTION

A meter by-pass comprises gas fittings through which the flow of gas can be diverted, so as not to pass through the meter, and thereby secure the continued offtake of gas in the event of any failure of the meter or metering equipment which would otherwise impede the flow of gas.

A meter by-pass may be used to:

- provide a ready method of maintaining a supply of gas should the meter fail and insufficient gas is available to satisfy the agreed maximum flow rate at the meter point; and/or
- Allow a meter to be replaced, recalibrated or checked without interruption to the gas supply.

From time to time Gas Supplier's or Meter Asset Managers (MAM's) may be requested to install a meter by-pass. The Network Code requires that the Gas Transporter approve the provision and use of a meter by-pass. This procedure sets out how authorisation may be obtained from National Grid Gas for such a by-pass to be installed.

The Ofgem Code of practice for gas meter asset managers (MAMCOP) requires that the provision and use of a meter by-pass is approved by the Gas Supplier, as such a pre-requisite to National Grid Gas approving a meter by-pass is that the Gas Supplier shall also have given their approval.

1. SCOPE

1.1 This procedure specifies National Grid Gas's requirements for the:

- provision of a by-pass
- authorisation of a by-pass
- actions to be taken when a by-pass is operated
- sealing of a by-pass valve
- notification of operation of a meter by-pass
- removal authorisation of a by-pass

1.2 The requirements of this document apply to all Gas Supply Meter installations as defined by IGE/G/1 and connected to National Grid Gas's network.

2. REFERENCES

2.1 The references applicable to this specification are listed in Appendix A. Unless otherwise specified the latest editions of the documents apply, including all amendments and revisions.

3. DEFINITIONS

3.1 The definitions applying to this specification are listed in Appendix B.

4. PROVISION OF A METER BY-PASS.

4.1 A meter by-pass should only be provided where the provision of a meter by-pass would, in the MAM's or Gas Supplier's opinion, be prudent in order to avoid the risk, of personal injury or death or damage to property (including prejudice to animal welfare) arising from a fault on the meter or metering equipment. And where gas is supplied to the following types of premises:

- a) Hospitals or hospice
- b) institutionalised accommodation (for example homes for the elderly, schools, and prisons)
- c) premises utilising large or complex plant supporting continuous bulk manufacturing (for example agricultural, baking or other commercial processes) and in analogous circumstances
- d) and at meter installations connected to:
 - exceptionally extensive and complex pipework and gas consuming plant
 - multi-occupied premises or a number of discrete consumers (for example a single meter installation serving a block of flats).

5. GAS TRANSPORTERS APPROVAL

5.1 Where the MAM or Gas Supplier has identified the need, for a by-pass then the MAM shall:

- a) submit a written request to National Grid Gas including justification for the by-pass (See Appendix C)
- b) receive National Grid Gas's written consent before agreeing to install the by-pass in accordance with the relevant Ofgem Code of Practice (COP/1b or COP/1c).

The completed 'request for authorisation' should be submitted to the relevant National Grid Gas Network office, the contact details can be found on the National Grid Gas web site <http://asset.transco.co.uk> follow the link to the provision of metering information and authorisation procedures.

6. EXISTENT METER BY-PASSES AND REMOVAL OF METER BY-PASSES

6.1 A Meter by-pass shall only be removed at National Grid Gas's or the Gas Act owners discretion. It is recommended that consideration be given to removing the by-pass under the following conditions:

- a) it is suspected that the meter by-pass has been misused in any way
- b) the meter by-pass has been installed without National Grid Gas authorisation
- c) where the circumstances of the downstream supply have changed and no longer meet the criteria to support the provision of a by-pass.

7. SEALING OF BY-PASS VALVES AND EQUIPMENT.

7.1 In order to minimise the opportunity for gas to flow undetected through the by-pass and to protect the system and consumers, the provision of seals and sealing equipment will remain the responsibility of the MAM who shall ensure it is sealed with the relevant OAMI Number marked on the seal in permanent form.

7.2 The method of sealing the by-pass shall be in accordance with IGE/GM/6 or IGE/GM/8, as appropriate.

8. NOTIFICATION OF OPERATION OF A BY-PASS.

8.1 In the event that the by-pass has to be opened by the MAM the following should be carried out:

- a) the meter reading should be recorded at the time and date that the by-pass is opened
- b) the relevant Gas Supplier shall be advised immediately of the meter reading, the date and time the by-pass was opened and the actions required to restore the supply through

another appropriate meter. In turn the Gas Supplier will communicate the details to National Grid Gas.

If the Gas Supplier name is not known the MAM shall contact the RFI bureaux on:

0870 608 1524

9. SUSPECTED IN APPROPRIATE USE OF METER BY-PASS

- 9.1** If the meter by-pass seal is found to be broken by anyone attending the meter installation they should consult a responsible person on site in order to identify the reason. A written record of all the details and actions shall be made by the person attending the meter installation.
- 9.2** If theft of gas is suspected, the Gas Supplier shall be immediately advised. The instruction given by the Gas Supplier shall be followed.
- 9.3** The Gas Supplier shall be advised of broken seals.
- 9.4** Arrangements shall be made for the by-pass valve to be resealed.

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APPENDIX A

REFERENCES

This document makes reference to the documents listed below.

A.1 Legislation

- A.1.1 Gas Act
- A.1.2 Gas Safety (Installation and Use) Regulations
- A.1.3 Gas Safety Management Regulations

A.2 Ofgem Publications.

- A.2.1 Ofgem Code of practice for gas meter asset managers
- A.2.2 Ofgas COP/1b Code of Practice for Low Pressure Diaphragm and Rotary Displacement Meter Installations with Badged Meter capacities exceeding 6m³/h (212 ft³/hr) but not exceeding 1076 m³/h (38,000 ft³/h).
- A.2.3 Ofgas COP/1c Code of Practice for all Higher Pressure and all other low pressure meter installations not covered by COP/1a or COP/1b.

A.3 National Grid Gas Documents.

- A.3.1 The Network code

A.4 Institution Of Gas Engineers And Managers.

- A.4.1 IGE/G/1 Defining the end of the network, a meter installation and installation pipework
- A.4.2 IGE/GM/6 Specification for low pressure diaphragm and rotary displacement meter installations with badged meter capacities exceeding 6m³/h (212 ft³/h) but not exceeding 1076 m³/h (38000 ft³/h)
- A.4.3 IGE/GM/8 Non-domestic meter installations. Flowrate exceeding 6 m³/h and inlet pressures not exceeding 38 bar.title

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APPENDIX B

DEFINITIONS

Gas Act Owner	- Owner of the gas meter as specified in the Gas Act.
Gas Supplier	- As defined in the Gas Act.
Gas Supply meter installation	- The apparatus through which a consumer takes a gas supply into their premises, which includes the meter, filter (if fitted), regulator, interconnecting pipe work, semi-rigid connection, fittings and all necessary supports. Note: (see IGE/G1 for full definition)
Gas Transporter	- A company, licensed by OFGEM, which transports gas through its network on behalf of a gas shipper.
MAM	- An organisation that works on behalf of the meter owner to install, replace, repair and maintain a meter installation.
Meter bypass	- Any pipe, and associated gas fittings used in connection with it, used to supply gas to a consumer without passing through the meter.
Meter installer	- An organisation or individual which performs meter installation work.
Network	- The Network comprises interconnecting pipes which are downstream of a gas reception terminal, processing facility, storage facility or importing interconnector, and used for the conveyance of gas to consumers as defined in GS(M)R
Ofgem Approved Meter Installer (OAMI)	- An organisation which performs meter installation work and is registered with CORGI as a registered Installer in accordance with regulation 3(3) of the Gas Safety (Installation and Use) Regulations and with Ofgem under the terms of the Standard Suppliers Licence Conditions. OAMIs' are allocated a Registration Number. A list of OAMIs' can be found on the Internet at www.ofgem.gov.uk . The use of Ofgem Approved Meter Installer is synonymous with the term Registered Gas Meter Installer used throughout the Ofgas Code of Practice.
Responsible person on site	- A representative of the end user (Gas Consumer) who is of sufficient standing that they could reasonably be expected to be responsible for the operation of the gas related equipment on site.

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APPENDIX C

REQUEST FOR AUTHORISATION FORM

REQUEST FOR AUTHORISATION TO INSTALL A METER BYPASS											
<i>NOTE: The form shall be completed in its entirety.</i>											
MPRN or Confirmed Quote number: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											Name & Address of premises where bypass to be installed: Post code:
Name and address of the Gas Supplier: Has the supplier consented to a meter by-pass being installed?: YES/NO*											
Name and address of the MAM who will be responsible for the installation of the meter bypass: 											
MAM Registration No: Installers OAMI Registration No:											
I warrant that the above named property falls into the category I have indicated below, and request authorisation to install a meter by-pass in order to avoid a risk of personal injury or death or damage to property (including prejudice to animal welfare) arising from a fault on the meter or metering equipment.											
Name: <i>Please print</i>	Signed by:	Date									
Types of premises:		Tick the required box below for the type of premises that the meter bypass is to be installed at.									
a) Hospitals or hospice		<input type="checkbox"/>									
b) Institutionalised accommodation (for example homes for the elderly, schools, and prisons)		<input type="checkbox"/>									
c) Premises where prejudice to animal welfare may occur		<input type="checkbox"/>									
d) Premises utilising large or complex plant supporting continuous bulk manufacturing (for example agricultural, baking or other commercial processes) and in analogous circumstances		<input type="checkbox"/>									
e) At meter installations connected to: Exceptionally extensive and complex pipework and gas consuming plant multi-occupied premises or a number of discrete consumers (for example a single meter installation serving a block of flats)		<input type="checkbox"/>									
Approved/Rejected* by National Grid position..... Date.....											
National Grid meter bypass Authorisation Reference Number:..... Reason for rejection											

* Delete as appropriate

ENDNOTE

Comments

Comments and queries regarding the technical content of this document should be directed to:

Safety and Engineering Registrar
SHE Directorate
National Grid
National Grid House
Warwick Technology Park
Gallows Hill
Warwick
CV34 6DA

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