

**THE GOVERNMENT PIPELINE
&
STORAGE SYSTEM**

**STANDARD REQUIREMENTS FOR
CROSSING OR WORKING NEAR TO GPSS PIPELINES**

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1 PREFACE

1.1 Definitions

GPSS –The Government Pipeline and Storage System.

OPA – The Oil and Pipelines Agency (Operator of the GPSS).

GPSS Wayleave/Easement – Operational/maintenance strip of land 3 metres either side of the GPSS asset.

Wayleave Supervisor – Ensures GPSS requirements are met.

Contraventions Administrator – Controls documentation and pipeline technician activities.

Land Agent – Fisher German Chartered Surveyors (Contracted to OPA).

Pipeline Operator – Contracted to OPA.

Pipeline technicians – Pipeline operator representatives.

Approved engineering work contractors – Contractors approved by OPA to carry out work on the GPSS.

1.2 Agent

The Oil and Pipelines Agency has been appointed as agent responsible for the operation and maintenance of the GPSS by the Secretary of State. The GPSS facilities were constructed and are maintained under powers derived from the Requisitioned Land and War Works Act 1945 and 1948, and the Land Powers (Defence) Act 1958 (see also Section 2 of this document).

1.3 Operators and Agents

OPA, on behalf of the Secretary of State, employs facilities management contractors to operate different parts of the GPSS. These are referred to as "the Pipeline Operator" in this document. Generally the Pipeline Operator will liaise with the third party via their Pipeline technician. OPA, via the land agent, where approached by any third party, will advise the third party of the appropriate operator for the area in question. Appendix 2 lists contact addresses for the various operators.

1.4 Variations

The requirements of this document represent OPA's minimum requirements as at February 2011. OPA reserve the right to update the requirements set out within (but not limited to) this booklet at any time. The promoter of works is responsible for ensuring that they are referring to the most recent version of this document. Any variations from these requirements will be considered by OPA on their technical, operational, and commercial merits. OPA reserves the right to charge any third party reasonable sums to cover the cost of any review of proposals of a third party which do not conform to these requirements.

1.5 Indemnities

A consent under Section 16 of the Land Powers (Defence) Act 1958 is required for most work within 3 metres of a GPSS pipeline (see Section 2 of this document). To enable such matters to be handled expeditiously organisations seeking consent are invited to enter into an undertaking to indemnify the Secretary of State against damage arising out of their work in the form OPA/IND/1 and consent may be granted in consideration of this undertaking. It should be noted that only OPA, as managing agent for the GPSS, is authorized to undertake works within the 6m pipeline easement (3m either side of outside wall of pipe) without the need to have a consent from the Secretary of State.

An appropriate signed Form of Indemnity MUST be in place before any work commences within the pipeline easement. Internal confirmation between the Land Agent and the Contraventions administrator dealing with the Section 16 application must be obtained to ensure this statutory requirement has been satisfied. Additionally, operatives dealing with the contravention must ask to see a copy of the signed Form of Indemnity on site if doubt exists.

It must be emphasised that any subsequent purchaser of a property with a GPSS easement within its boundaries must enter into an indemnity equivalent to the one that the developer signs otherwise OPA reserve the right to recover all costs from the original developer or alternatively rescind the consent previously granted.

1.6 Additional Requirements

The requirements contained in this document are not intended to be exhaustive. Further conditions may be imposed in particular cases.

1.7 Diversions

Where third party works require a diversion, lowering, or re-alignment of an existing pipeline, OPA will generally agree, if requested, to have such work performed on behalf of the third party. Such arrangements will only be made if the work can be carried out without detriment to the ability of the GPSS to fulfil its transportation functions safely; and if the third party agrees to fund the total costs and provide the new rights in land to enable the diversion or re-alignment to take place.

1.8 First point of contact for GPSS Enquiries

All GPSS enquiries should be made through Fisher German Chartered Surveyors via the linesearch.org web site or by telephone on 08450 701245.

Where an initial enquiry on the web site or by telephone indicates that a GPSS pipeline may be affected detailed plan drawings of proposed works will be required to determine if any GPSS apparatus will be affected.

In cases where GPSS apparatus may be affected by the proposed works the enquiry will be assigned a unique reference number (to be quoted in all correspondence) and an operator site visit request will be raised. The third party will be made aware whether the GPSS apparatus is affected and requirements associated with any works will be confirmed to the third party by the operator at the initial site meeting or in subsequent correspondence.

The GPSS is part of the "Linewatch" group. Linewatch organises presentations to third parties to provide information on safe working in close proximity to buried pipelines. Such presentations can be arranged through Fisher German via the above number.

2 LEGISLATION AND WAYLEAVES

2.1 Legislation

The majority of the GPSS pipelines are constructed and operated under the Land Powers (Defence) Act 1958. In particular, Sections 14 and 15 set out the provisions for obtaining wayleaves for Government pipelines; and Section 16 prohibits most works within the wayleaves without the consent of the Secretary of State. The wayleave extends 3 metres either side of the outside wall of the pipeline.

Some GPSS pipelines were constructed under the Requisitioned Land and War Works Acts 1945 and 1948. Similar provisions as above protect the pipelines.

2.2 Section 16 Consents

2.2.1 Circumstances requiring consent

A consent is required for works, other than agricultural operations, within the wayleave. The erection of any buildings or obstructions within the wayleave including the permanent excavation or deposit of any materials, is generally not permitted. The construction of essential crossing points, such as roads or paths, is permissible subject to the conditions set out in this document. More details of the correct procedure to apply for consent may be obtained from the Operator.

2.2.2 Works outside the wayleave

A duty of care is applicable to any work outside of the wayleave but in close proximity to a pipeline. Piling or 3D seismic survey work within 30 metres of a GPSS pipeline is likely to affect a pipeline. Similarly explosives should not be used within 400 metres of a GPSS pipeline without an assessment and written permission from the operator. Wind turbines should be constructed with a minimum stand off distance from the pipeline of 1.5 x hub height plus 3 metres based on current available guidance. The 3rd party must ensure that the above demarcation zones are confirmed on site by the operator. A general duty of care exists where work outside the wayleave may materially affect the wayleave and the apparatus within it. In such cases and for details of the correct procedures please contact the operator.

2.2.3 Information to be provided

The information required for processing a section 16 application, indicated below, is not a definitive list of requirements, it is a list of Minimum Requirements. To assist in making the application process as quick and efficient as possible please ensure that a draft version of all application documentation is agreed with the pipeline technician prior to making any (original plus 4 copy) formal application. On satisfying itself as to the validity of the information provided by the promoter for the proposed contravention, the Operator will pass the section 16 application on to the Land Agent for the relevant authority to be granted. Please refer to Sections 5.2 and 5.2.2.

Minimum Required Information to be submitted with section 16 applications is as follows:

(1) Introduction (4 copies)

A prologue as to the requirement and purpose of the proposed contravention stating that the third party/landowner fully understands (and will make successive parties aware of the fact) that all costs associated with the item(s) requiring to be within the wayleave will be to their account in accordance with the signed Letter/Form of Indemnity. Please refer to section 5.2.2.

(2) Site Details (4 copies)

Location/Address, site specific and promoter details plus any contractors employed in connection with the work.

(3) Scope of Work (4 copies)

A detailed summary of the proposed work to be undertaken in respect of the application.

(4) Drawings to be provided (4 copies of each)

(a) Site Location – This shall be a location plan to a scale of 1:1250 > 1:2500 max. This may vary from location to location dependent on the drawing/mapping facilities available to the promoter.

(b) Plan View – Containing all relevant plan information and detail required, including but not limited to, all existing services (electric, gas, mains drainage, etc) affected by the work, proposed excavation detail and location within the wayleave etc. Drawing scale shall be 1:250 maximum.

(c) Cross Sections – Containing all relevant information and detail required including but not limited to, all excavation dimensions, protection details of whatever nature afforded the pipeline (GPSS-PRC-X-0006-01), existing and proposed services in relation to the pipeline. All hard standing construction details will be provided, with proposed depths of construction for each composite layer of material. In addition, all the various types of material to be used are to be identified as part of the required information.

(5) Risk Assessments & Method statement (4 copies)

These will be in line with the scope of work, i.e. if the scope of work is complex and/or extensive then the Risk & Method Statements will need to be of a detailed nature. However, if it is a domestic application with little or no risk to the pipeline/facility integrity, then the Operator may use his professional judgement regarding required input. Please refer to APPENDIX 6.

(6) Emergency Procedures (4 copies)

This shall include but not be limited to, persons on site in control of work, Operator emergency contact details, site evacuation plan and emergency services contact details. Please refer to section 5.2.2.

(7) Responsibilities (4 copies)

A list of site specific contacts that will be directly involved in implementing the work and charged with direct responsibility regarding protection/safety controls put in place while the work is ongoing.

(8) Letter/Form of Indemnity (Original plus 3 copies)

Once the Operator is satisfied that all of the above criteria have been met and the correct type of indemnity has been signed (see GPSS-PRC-X-0004-01-2), returned and attached to the application, he shall pass it on to the Land Agent to progress.

(9) Insurance Details (4 copies)

Proof of insurance details of the Contractor/Company carrying out the work will be required prior to commencing any works in the easement that could impact on the safety and integrity of the pipeline.

Please note that a decision on a section 16 consent application usually takes between 4 to 6 weeks from the date of the formal application being forwarded to the Land Agent.

All information that is to form part of the application for section 16 consent shall be site specific, generic information is not acceptable. OPA maintain the right to refuse consent under section 16 of the 1948 and 1958 Act if the content of the above-required items 1 to 9 are not satisfied.

2.2.4 Approval

All section 16 applications for the granting of consents for permanent structures within a GPSS wayleave shall be subject to OPA review and approval. All matters of this nature shall be considered by OPA and its Land Agent. It is the policy of the OPA not to recommend to the Secretary of State that consent under section 16 of the 1948 and 1958 Act be granted for the erection of permanent structures within a GPSS wayleave other than for access roads or footpaths where these are required to proposed developments or existing housing, or the laying of utility services and drains and the like.

2.2.5 Retrospective consents

Where retrospective section 16 consents are required due to special circumstances, for the erection of temporary/permanent structures or roads and pathways all the drawings and information listed in section 2.2.3 shall be provided to OPA or OPA's Land Agent to consider (this will form part of the as built information to be recorded on the GIS computer). Where retrospective consent is requested the decision will be at the sole discretion of OPA and will be specific to individual cases. In all cases of retrospective consent, the pipeline integrity has to be confirmed in respect of location of works and condition of pipeline and all costs for such works will be to the landowners account. In addition, a structural engineers report may be requested so that OPA can satisfy itself as to the ongoing effect on the integrity that any structure may have on the pipeline integrity. In all cases where relaxation is granted the correct form of indemnity must be signed by the promoter, allowing future access to and the removal of any structure from the GPSS wayleave for the purpose of emergency or essential maintenance at the landowners cost. Where such an accord exists between OPA, the OPA's Land Agent will assist in recording such an accord on the title deed to the property or land in question. Note, such an accord shall be transferable with sale and without such a record having been entered onto the promoters title deeds no accord shall be reached and any/all structures shall subsequently be removed at the promoters cost.

2.2.6 Agricultural work

Mole ploughing for drainage of farm land that does not involve the ploughing in or insertion of drains does not require a Section 16 consent so long as it falls within the general category of agricultural work referred to in the Act. Landowners and farmers should however note that the exclusion of this requirement in no way exempts them from liability for the consequences of damage to GPSS pipelines. They are therefore strongly recommended to contact the Operator before commencing such work.

2.2.7 Works in adopted land and highways

Where third party works are required within the pipeline wayleave, and the wayleave is within adopted land or highway that falls under the provision of the New Roads and Street Works Act 1991(NRSWA), the third party must contact the operator of the pipeline to agree a safe method of working. Documented proof will be required to demonstrate the proposed works are covered under NRSWA. Details of proposed works shall be provided to the operator at least 7 working days prior to the commencement of the proposed work and written agreement obtained before any works take place. A full set of Pipeline Operator agreed documents must be submitted to Saffron Walden Office and Land Agent for record purposes. The works must be installed in a manner that does not cause additional problems or costs in relation to access to the GPSS pipeline or its wayleave. Otherwise a full Section 16 consent will be required. Please refer to sections 5.2 and 5.2.2

3 SUPERVISION OF WORKS

3.1 Supervision

All working within the pipeline wayleave must be supervised by the Operator with the application of Permit to Work procedures as appropriate. All works within the GPSS pipeline wayleave must be in accordance with Operator agreed documents. (These documents must be agreed with the Operator prior to any works commencing or, if required, a section 16 consent application being submitted).

Unless stated otherwise within the Operator's permit to work the Operator permit will apply only to the safety and integrity of GPSS apparatus other aspects of third party activities should be covered by the third party in accordance with current legislation.

Please refer to section 5.2

3.2 Cost of supervision

OPA is entitled to charge for the cost of supervision of works taking place within the pipeline wayleave and such other works that could be detrimental to the pipeline. Details of charges can be found on form, '**Contract for the provision of site supervision and technical services for activities affecting GPSS apparatus**'. The GPSS provision for site supervision contract must be in place prior to the second pipeline operator site visit.

3.3 Notice period

A minimum of 3 working days prior notice shall be given by the third party to the Operator before any works are commenced within 3 metres of a GPSS pipeline.

3.4 Required process and information

To gain approval for work within 3 metres of GPSS apparatus (for works falling under section 16, NRSWA or other), and in addition to a scope of works, a written GPSS wayleave specific method statement (using and following on from notes in appendix 6) and shall be provided by the third party setting out the manner of working which is to be agreed with the Pipeline Operator.

The following forms and documents must also be agreed with the Pipeline Operator:

- A GPSS wayleave specific risk assessment (listing the "GPSS apparatus" and "Possible shallow unprotected cathodic protection cables" as identified hazards using appendix 6 risk assessment notes as part of the control measures for these identified risks).
- A plan view drawing showing the location of the proposed works in relation to the location of the GPSS pipeline and its wayleave.
- A cross section drawing showing the location of the proposed works in relation to the location of the GPSS pipeline.
- (Wherever possible the location and depth of GPSS apparatus and wayleaves should be based on information gained by means of up front pipeline operator supervised trial holes as location readings from cable avoidance tools (C.A.T. & Genny) are only approximate.
- Emergency procedures (Including copies of section 6 Emergencies and Appendix 1).

- A site specific contact list (e.g. line technician, site foreman contact etc.... this can be added to the copy of Appendix 1).
- Signed GPSS provision for site supervision form (This contract must be in place prior to the 2nd pipeline operator site visit) Please contact the Saffron Walden office on 01799564100 if you have any queries regarding this form/contract. See appendix 7 of this document.
- GPSS ACC/1 form. See appendix 8 of this document.

Additional requirements for works requiring section 16 consent:

- A signed section 16 consent form OPA/IND/1 (This form must be signed by the ultimate land owner or ultimate owner of service). See appendix 9 of this document.

Refer to section 2.2.3 for a list of minimum required information to be submitted with a section 16 application.

Please ensure that the application introduction/prologue states that the landowner/ultimate owner of service fully understands (and will make successive owners aware) of the fact that they will bear all removal and reinstatement costs in relation to the item(s) being within the wayleave in accordance with the signed OPA/IND/1 form should works be required to be undertaken on the pipeline.

Following pipeline operator agreement of draft section 16 application documents the original plus 4 copy formal application need to be posted to The Oil and Pipelines Agency, Central Services Office, Ashdon Road, Saffron Walden, Essex, CB102NF for the attention of the Contraventions Administrator.

Please note that a decision on a section 16 application generally takes between 4 to 6 weeks from the date of the formal application being forwarded on by the Saffron Walden Office.

4 HOT WORKING

4.1 Welding and other hot works

Welding or other hot works involving a naked flame must be carried out at a safe distance from the pipeline to be agreed with the Operator.

5 CROSSINGS

5.1 Crossing Design

5.1.1 General requirements (refer to drawings in Appendix 4)

If multiple services/utilities have to cross the GPSS wayleave they will need to pass below the GPSS apparatus at one common location. (In the case of applications involving essential road crossings, the multiple crossing point will need to be positioned to the side of, but separate from the permanent pipeline vehicle protection.).

All crossings of GPSS wayleaves must be proven to be essential with alternative options exhausted prior to making a draft application and the number of crossings per any one scheme must be kept to an absolute minimum.

A new service (other than a road or railway) shall be routed so as to:

- (a) pass under the existing pipeline;
- (b) have a minimum of 300mm separation from the pipeline; and
- (c) cross the pipeline at right angles if possible and in any case at an angle of not less than 60 degrees.

If due to onsite pipeline operator agreed engineering difficulties a service/utility has to pass above the GPSS pipeline these items must be made as removable as possible to allow for future access to the GPSS pipeline and its wayleave. Service/utility removal and reinstatement costs will be in accordance with either the NRSWA or signed GPSS indemnity form depending on the applicable legislation for the works. Please see section 5.4.2.

The Landowner/Promoter of the works must provide a detailed formal agreement to the above paragraph also stating that they will fully co-operate with OPA should access be required to the pipeline or its wayleave within his proposed work documents.

5.1.2 Exceptions

In general, if OPA permits the crossing of a GPSS pipeline by a third party service, the new service will be expected to pass under the pipeline. However, the following services will normally be allowed to pass over the pipeline;

- (a) a road or railway (which may involve a lowering of the pipeline or the construction of an embankment);
- (b) small diameter sewers or drains which flow under gravity (provided that a minimum of 300mm separation between the service and the pipeline can be maintained);
- (c) other minor services, at the discretion of OPA or the Operator.

5.1.3 Design of Developments, Road and Railway Crossings

Detailed designs must be provided to OPA or the Operator at least 2 months before the start of construction is anticipated.

The footprint/size of any proposed unavoidable permanent works within the GPSS wayleave must be kept as small as possible, e.g. road crossings over the pipeline to be at right angles with reduced size footpaths.

Any section of pipeline made less accessible by the construction of permanent works must be fully inspected and double re-wrapped (see section 5.1.7) by one of OPA's approved engineering work contractors (see Appendix 2) at cost to the promoter of the works. In some cases a spare future use GPSS duct or section of GPSS pipeline may need to be installed in addition to the OPA approved contractor works again at cost to the promoter of the works.

Apart from essential road crossing locations, existing ground levels within the wayleave (for the full width of the wayleave) cannot be altered, but in cases where nominal cover above the pipeline will still meet GPSS requirements it may be possible to apply for section 16 consent to make minor ground level alterations.

Unhindered pedestrian access is required to the GPSS wayleave for regular pipeline surveys to enable the safe maintenance and operation of the GPSS. A clear line of sight from ground level must also be maintained to enable wayleave safety checks to be carried out.

In the case of proposed housing developments the full width of the GPSS wayleave should be kept as a single grassed area maintained under a maintenance agreement, i.e. separate from individually owned plots.

Items found to be within the GPSS pipeline wayleave without proof of consent will be removed at the landowners cost under the pipeline technicians supervision. However in some special cases a retrospective section 16 application can be made for items to remain. In such circumstances the pipeline status has to be confirmed in respect of location and condition; all costs will be to the landowners account. Retrospective consent will not be required if the item(s) can be proven to pre-date the GPSS wayleave

For all new developments where the promoter requires a Section 16 consent, then part of the requirement that the promoter must satisfy is that pipeline markers are erected on both sides of all road crossings that the development will create.

5.1.4 Pipeline Crossings

If the new service is a steel pipeline to be operated at a pressure in excess of 10 bar, pre-tested pipe must be used for the crossing. The pipe shall be hydrostatically pressure tested for at least 24 hours in accordance with PD 8010, Part 1.

If the third party service is designed to be cathodically protected, the design shall be such as to protect the GPSS pipeline from interference. This shall be demonstrated to the satisfaction of OPA and the Operator. All OPA costs arising from such assessments shall be to the developer's/ landowners account.

If encountered, existing pipeline protection must remain un-altered by the proposed service installation.

5.1.5 Protection Details

Adequate protection of the GPSS pipelines at the road and vehicle crossing points shall be provided based on location specific conditions and shall be generally in accordance with the drawings in Appendix 3 and the requirements set out below in 5.1.7 and 5.1.8.

Full coordination and cooperation must take place between all parties involved in the design and construction of GPSS pipeline protection to ensure that adequate protection is provided.

Please note that both temporary and permanent vehicle crossing points require prior section 16 consent. It is also recommended that the designer of any crossing has sufficient professional indemnity insurance.

5.1.6 Pipeline Wrapping

Where the ground over a pipeline is to be built over with hard surfacing of any type, the following requirements shall be carried out:

- (a) The affected length of pipeline plus 2m either end will be exposed and the wrapping removed by an experienced and qualified pipeline engineering contractor approved to work on the GPSS.
- (b) The pipeline will be cleaned over its full circumference for the entire exposed length using an approved method and respective items of plant. This will allow good surface contact for all inspection equipment.
- (c) The pipeline shall be subject to full scanning and inspection over the cleaned length to identify and record all defects and corrosion features. A copy of the inspection report shall be forwarded to OPA together with full drawings of the as built details of the surface hardening work. Inspection requirements are detailed further in 5.1.8.
- (d) Once the inspection contractor has satisfied himself that the integrity of the pipeline at the location in question is adequate for the purpose for which it is intended, the pipeline will be double wrapped using serviwrap R30 or approved equivalent.
- (e) A report will be generated by the OPA pipeline inspector or pipeline engineering contractor regarding the general condition of the wrapping on adjacent pipework. This may recommend further remedial wrapping work outside that required of the protection activities and will be to OPA's account.
- (f) Pipeline wrapping will be inspected by a qualified person before and during backfilling.

5.1.7 Pipeline Inspection

- (a) Once the section of pipeline has been exposed to the satisfaction of the inspection contractor/OPA pipeline inspector, the pipeline will be scanned using low frequency electromagnetic technique system on all exposed areas. All defects will be identified, ultrasonically verified by a suitably qualified technician and mapped according to location, size and type.
- (b) Only when the inspection contractor has satisfied himself that the length of pipeline being inspected is fit for purpose will he sanction the wrapping work described above.

- (c) The inspection contractor will issue a preliminary report before leaving site followed by a fully comprehensive report with individually tabulated results.
- (d) If, any defects are identified, the excavations will remain open at the promoters cost (i.e. the cost of any protection/health & safety requirements) until the proper remedial actions can be defined and undertaken by OPA. The cost of any remedial works will be to OPA's account.

All costs associated with the above activities will be to the account of the promoter of the works unless otherwise stated.

5.2 Crossing Construction

5.2.1 Agreement

All work within the GPSS wayleave must be agreed permitted and supervised by the GPSS pipeline operator. Works outside of GPSS wayleaves that may materially affect the wayleave and or any GPSS apparatus must have prior GPSS agreement.

A copy of the GPSS agreed documents should be kept for use as a template should you need to work within or in the proximity of a GPSS wayleave in the future. You must still ensure that all future enquiries are still registered through linesearch.org as a first point of contact for the GPSS.

5.2.2 Supervision

See Section 3 of this document.

5.2.3 Required process and information

See Section 3 of this document.

5.2.4 Location of the Pipeline

The Operator will locate and mark the route of the pipeline prior to work commencing within 3 metres of the pipeline. Notwithstanding this, the third party shall confirm the location of the pipeline by trial holes or other approved means, under the supervision of the Operator, so as to avoid damaging it during his work.

Pipeline operator supervised trial holes should be carefully excavated in 200/300mm layers (Dependant on site conditions) with each layer being scanned with C.A.T & Genny and carefully probed with blunt wooden or plastic probe.

Pipeline operator supervised trial holes do not require prior section 16 consent, however pipeline Operator agreed documents must be in place.

All costs associated with pipeline Operator supervised trial holes will be to the account of the developer / landowner.

5.2.5 Excavations

A pipeline operator agreement must be in place prior to the use of mechanical excavator, as generally all excavation within 3 metres (or such other safe distance that may be agreed with the Operator) of the marked location of the pipeline shall be carried out manually and no mechanical means employed.

Amount of GPSS apparatus to be exposed along with duration of exposure must be agreed with the pipeline operator.

5.2.6 Plant Crossing Points

No vehicle, plant or machinery shall cross, stand on, or operate within the wayleave except at points agreed with the Operator. Where required to distribute loads, temporary wooden sleepers or concrete rafts shall be constructed to prevent detrimental loading of the pipeline. Fencing shall be erected along the edge of the wayleave by the third party to regulate the movement of vehicles, plant or machinery. All such temporary works shall be removed at the end of the crossing work. Formal section 16 consent is required prior to the construction of a crossing point. Please contact the operator for details. Please refer to section 5.1.6

5.2.7 Backfilling

Backfill material shall be:

- (a) clean soil free from clods, flints, stones, rubbish and carbonaceous materials, or
- (b) fresh water sand laid in 300mm layers and consolidated layer by layer.

The backfill material and method (in relation to pipeline safety) must be agreed with the pipeline operator.

Any damage to the corrosion coating of the GPSS pipeline must be reported immediately to the Operator. The third party shall be liable for the full cost of repairing any such damage, which shall be supervised by the Pipeline Operator and carried out to the satisfaction of the Operator.

5.3 Directional Drilling Thrust Boring or Other Trenchless Techniques

5.3.1 Conditions

These techniques will be considered as an alternative method of crossing the GPSS pipelines subject to the following conditions being fully adhered to.

- (a) Method statement complete with drawings for the completion of pipeline crossings using trenchless methods shall be approved by the Pipeline Operator.
- (b) At the proposed crossing point the operator will locate and mark the approximate location of the relevant section of the GPSS pipeline. The third party shall then accurately locate (depth & plan) the position of the pipeline by hand excavation.
- (c) Clearance between the GPSS pipeline and the drilling auger (or similar) shall be maximised, the minimum clearance shall be 1.5 metres. An observation pit shall be excavated on the thrusting side of the pipeline and to a depth of the auger (or similar) so that the bore can be monitored passing under the GPSS pipeline (see drawing appendix 5)

- (d) If a displacement method of moling or backreaming is employed the third party shall excavate a trench directly below the pipeline 300mm deep x 1000mm long (see drawing appendix 5) to relieve upward pressure on the pipeline caused by ground heave during the bore expanding process. The minimum clearance depth of 1.5 metres below the pipeline shall be uniform across the pipeline easement before rising to normal pipeline depth, observation pits at the easement boundary shall be excavated to confirm this.
- (e) The third party must propose and demonstrate their method of determining and ensuring that the design clearance will be achieved, this may mean digging away from the GPSS pipeline during preliminary stages of boring to confirm that the actual location of the boring head is as given by the tracking/locating instrumentation.
- (f) Top layer of removable marker slabs (including caution oil pipeline below tape) must be installed 300mm above the crown of the GPSS pipeline as part of the backfill process.

The above shall not relieve the third party from any other conditions imposed within this document.

5.4 Cathodic Protection

5.4.1 Liability for damage to a third party

The GPSS pipelines are protected by impressed current cathodic protection systems. These may interact with any nearby iron or steel structures. Neither the Secretary of State, OPA, nor their Operators or Agents will accept any liability for any damage to a third party attributable to interaction with the cathodic protection system.

5.4.2 Interaction testing

Electrical cable crossings should be designed and constructed to prevent any detrimental affect on the pipeline cathodic protection.

Test leads should be installed at the GPSS pipeline and on any new iron or steel service or structure, close to the crossing, to facilitate the measurement of any potential interaction effect. The third party shall carry out interaction tests following completion of construction. The Pipeline Operator shall witness all such tests. The results of the tests shall be contained in a report and provided to OPA and the Pipeline Operator.

Should the third party service be designed to be cathodically protected, the design shall be such as to protect the GPSS pipeline from interference. This shall be demonstrated to the satisfaction of OPA and the Operator. The costs of any changes or additions to GPSS cathodic protection installations needs to mitigate interactions will be recovered by the Operator from the third party.

5.5 Reinstatement

On completion of any construction work within the wayleave, the third party shall reinstate the land to its original condition and to the satisfaction of the land owner/occupier, the Land Agent and the Operator.

6 EMERGENCIES

6.1 Supervision

At all times when work is being undertaken within the wayleave, the third party shall ensure that there is present a resident supervisor, or foreman, who:

- (a) is aware of these requirements;
- (b) is aware of the relevant Pipeline Operator's emergency contact phone number (see Appendix 1);
- (c) has a means of contacting the emergency services and the Pipeline Operator in an emergency.

6.2 Action in the event of a suspected or actual leak

In the event of a leak from the GPSS pipeline occurring, or being suspected, the following actions should be taken by the third party:

- (a) Remove all personnel from the immediate vicinity;
- (b) Remove all sources of ignition for at least 20 metres upwind and 50 metres downwind of the area of the leak. This should include stopping engines, prohibiting smoking, extinguishing all naked flames and preventing the switching of electrical apparatus.
- (c) Dial 999 and inform the Police and Fire Brigade.
- (d) Inform the Operator (see Appendix 1 for telephone numbers).
- (e) Prevent the approach of traffic and the general public.
- (f) Assist in safeguarding persons and property as necessary, or as directed by the Police, Fire Brigade or Operator.

Should a leak occur, no attempt should be made by the third party to seal the leak, but bunds or dams should be constructed (with due regard to the precautions set out in (a) and (b) above) from boards and earth to prevent the product from flowing in to ditches, streams, drains, manholes or other such water courses or ducts.

APPENDIX 1

EMERGENCY CONTACT TELEPHONE NUMBERS

GPSS Aldermaston Control Centre

Operated by The Oil & Pipelines Agency

01189 712021

GPSS Rawcliffe Control Centre

Operated by The Oil & Pipelines Agency

01405 839212

When using this and the previous page as part of works within the GPSS wayleave emergency procedure documents please list below all site specific contacts e.g. GPSS pipeline technician contact, site foreman contact etc.

APPENDIX 2

OPERATOR CONTACT ADDRESSES

AMCO ENGINEERING

Whaley Road
Barugh
Barnsley
South Yorkshire
S75 1HT

Tel: 01226243413
Fax: 01226 320207

BABCOCK INFRASTRUCTURE SERVICES

Hallen PSD South Site
Ison Hill
Hallen
Bristol BS10 7SG

Tel: 01179 594650
Fax: 01179 593483

GREYSTAR

Britannia House
3 Roberts Mews
Orpington
Kent
BR6 0JP

Tel: 01689 890840
Fax: 01689 890798

GPSS LAND AGENT

Fisher German Chartered Surveyors
Enquiry first point of contact

Tel: 08450701245
Internet: linesearch.org

THE OIL AND PIPELINES AGENCY

Central Services Office
Ashdon Road,
Saffron Walden
Essex
CB102NF

Tel: 01799 564100
(Office hours only)
Fax: 01799513717

OPA APPROVED ENGINEERING WORK CONTRACTORS

FABRICON ENGINEERING

Leighton Buzzard
Bedfordshire

Tel: 01525 850244

W K ENGINEERING SERVICES

Wells
Somerset

Tel: 08450 504835

DAMAR GROUP LTD

Pows Orchard
Midsomer Norton, Radstock
Bath & Northeast Somerset
BA3 2HY

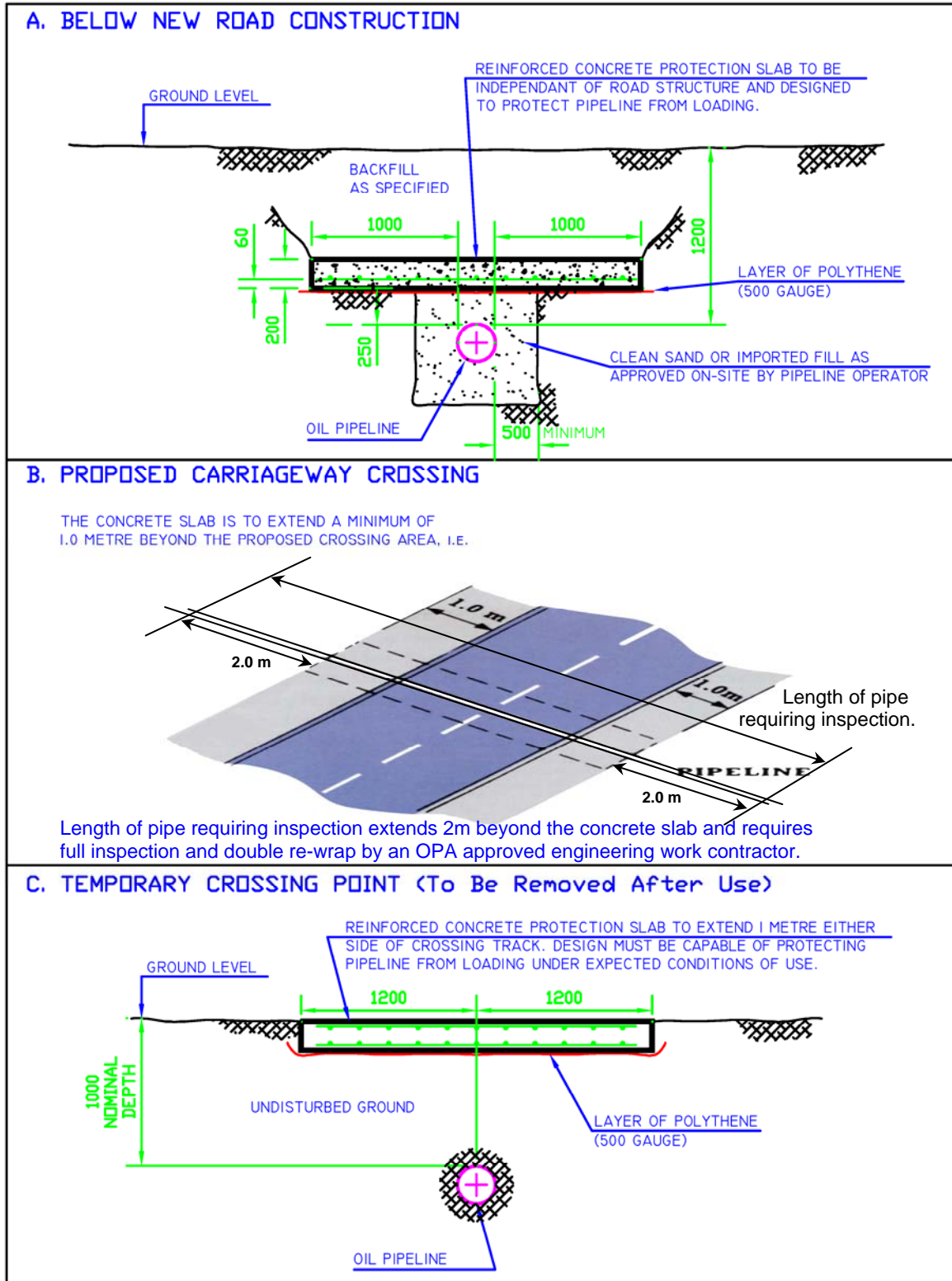
Tel: 01761408060

DARKE ENGINEERING LTD

Stilton
Peterborough

Tel: 01733240580

APPENDIX 3

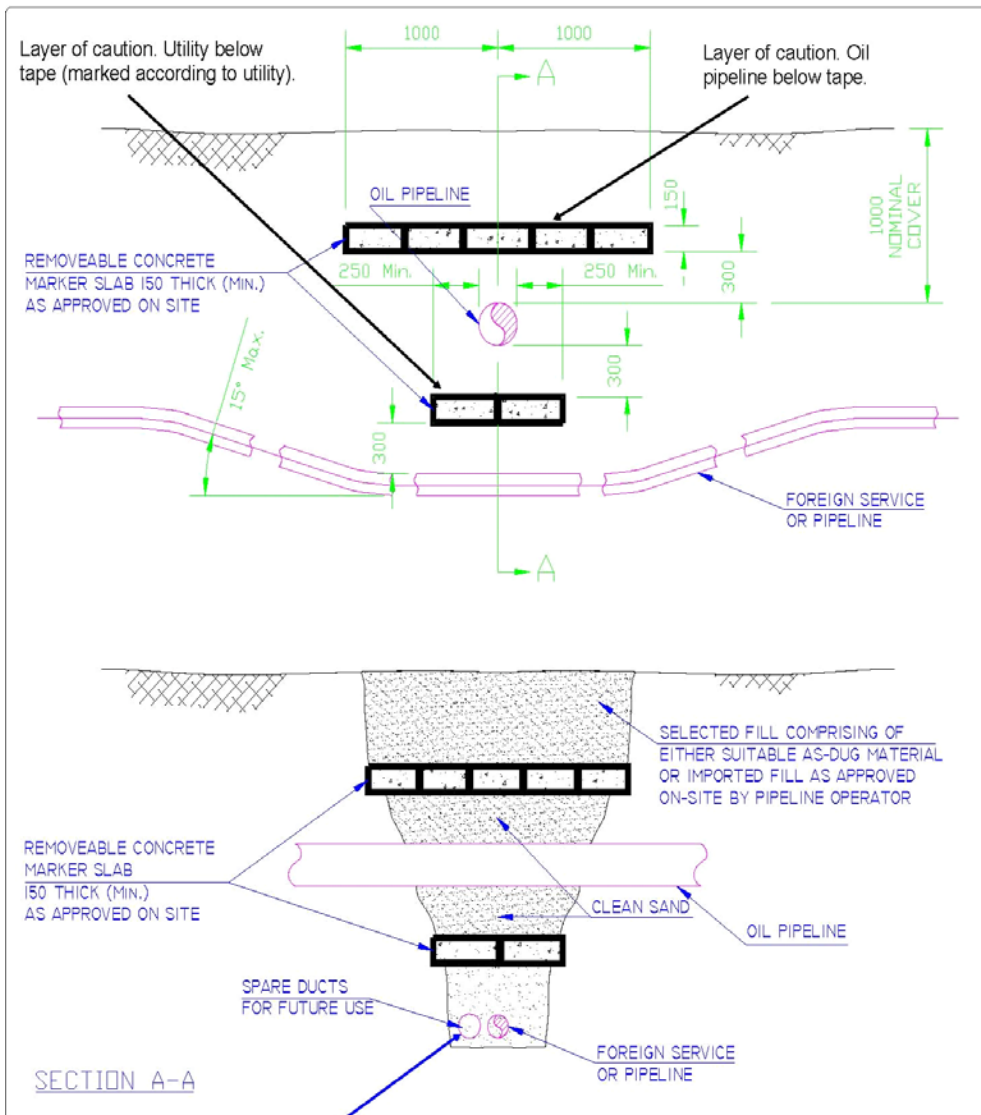


Notes:

- 1) Temporary or permanent vehicular crossings must be of site specific design.
- 2) The designer of temporary or permanent vehicular crossings is recommended to have sufficient professional indemnity insurance.
- 3) Permanent and temporary vehicular crossings require formal consent prior to construction.

APPENDIX 4

FOREIGN SERVICE CROSSING/MULTI UTILITY CROSSING

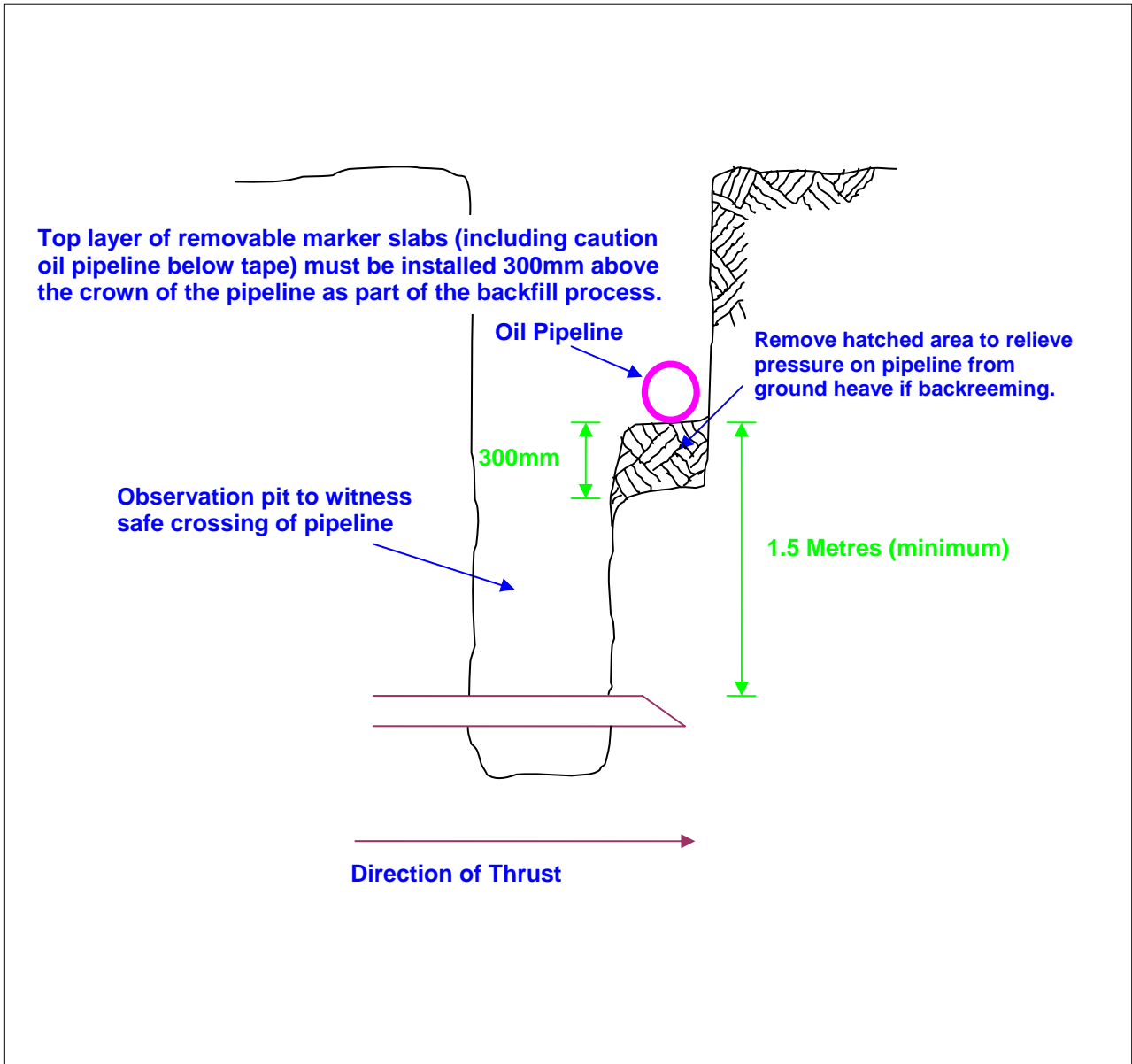


Note: Additional Section 16 consent required before use.

APPENDIX 5

Directional Drilling Thrust Boring or Other Trenchless Techniques

(For use only in cases of engineering difficulty)



APPENDIX 6

GPSS RISK ASSESSMENTS & METHOD STATEMENT NOTES

Please refer to section 2.2.3 of this booklet for assistance. Please add a copy of section 6 and Appendix 1 from this booklet to the method statement and include any site specific contacts. Please add the following bullet points to the method statement:-

- A. All works within the GPSS pipeline wayleave to have prior Section 16 consent.
- B. All works within the GPSS pipeline wayleave to be agreed, permitted and supervised by GPSS Pipeline Operator.
- C. Works sequence/duration of works to be agreed with pipeline operator.
- D. Procedures and lines of communication to be agreed with pipeline operator.
- E. All works within the GPSS pipeline wayleave to be in accordance with The Government Pipeline & Storage System Standard Requirements for Crossing or Working near to GPSS Pipelines (Document No.GPSS-PRC-X-0006-01-0 Issue No.7 date May 2010 i.e. this booklet).
- F. A minimum of 3 working days notice will be given to GPSS Pipeline Operator to arrange supervision, (amount of supervision at Pipeline Operators discretion).
- G. A valid paper copy of the contractors public liability insurance certificate, (to be at least £5 million), is to be provided by the contractor on the day of works and attached to all GPSS Pipeline Operator permits to work prior to opening.
- H. All works within or having an effect on the GPSS wayleave will be demonstrated to comply with the agreed GPSS documents to the satisfaction of the GPSS pipeline operator.

Any GPSS Pipeline Operator agreed on site amendments will be sent to OPA in the form of as built drawings and written reports (including Pipeline Operator site visit sheets) stating reasons for amendments. any additional items placed into the GPSS wayleave will require an additional signed and witnessed OPA/IND/1 form to be held on the consent file prior to construction.

- J. GPSS pipeline and wayleave to be marked out by GPSS Pipeline Operator

Notes for compiling risk assessments:

Please list the “GPSS pipeline” and “Possible shallow unprotected cathodic protection cables” as an identified hazard using “All works within the GPSS pipeline wayleave to have prior Section 16 consent” and “All works within the GPSS pipeline wayleave to be agreed, permitted and supervised by the pipeline operator” as part of your control measures for this identified hazard.

If specialist pipeline inspection is required, please find a list of OPA approved engineering work contractors in Appendix 2.

Underlined words only apply to Section 16 works.

APPENDIX 7

Government Pipeline and Storage System
 Saffron Walden PSD
 Ashdon Road
 Saffron Walden
 Essex CB10 2NF

Tel: 01799 564100
Fax: 01799 513717

Contract for the provision of site supervision and technical services for activities affecting GPSS apparatus.

Date:

Date the form raised.

Ref No:

Unique contravention reference number.

The Secretary of State for Defence is entitled to charge for supervision, travelling (hours and mileage), technical and administration services in connection with the works below. No charge is made for the first 22.5 hours of work carried out between 0800-1600 hours Monday to Friday inclusive of travel provided that the works affect GPSS apparatus. Any services provided outside these conditions will be charged at an hourly rate of £38.21 0800-1600 Mon-Fri, £57.32 at all other times except Sundays and B/holidays when a rate of £76.42 applies. **PLEASE NOTE:** In the case of unplanned or emergency works the above 22.5hrs non chargeable period will not apply. Where applicable subsistence is charged at cost +10%. Travel @ 51p/mile. All costs are plus V.A.T. Standard Terms & Conditions apply. All invoices will be issued by The OPA on behalf of the Government Pipeline and Storage System (GPSS).

SITE DETAILS

Name by which the site is normally known plus OS grid reference.

Site Location _____

Site Address _____

Postal address if it has one or the address to which correspondence relevant to the site works should be sent.

Site Telephone No. _____

Site Fax No. _____

Contact numbers for site based personnel.

Description of Works _____

Brief outline of works, including site contact and name of the organisation requiring to work within the wayleave.

ORGANISATION RESPONSIBLE FOR SITE WORKS INVOICE AND PAYMENT

Company Name	Name of the Company responsible for funding works within the wayleave.		Use
Address	Invoicing or registered address of the organisation responsible for funding the works within the wayleave.		
Telephone No.	Contact numbers of the primary contact for the responsible company.		
Fax No.	Name of the person who is the primary contact for the responsible Company.		
Contact	An official number against which the responsible organisation will accept charges.		
Purchase Order No.	Person authorised by the responsible organisation to issue purchase order numbers on behalf of the Company.		
Authorized by	Job title of person issuing purchase order number.		
Title	Person authorised by the responsible organisation to sign the site visit sheet, which incurs charges for the responsible organisation.		
Site Signatory (The name of the person authori	Person authorised by the responsible organisation to accept this contract and its charges on behalf of the responsible organisation. The person signing should print their full name immediately below the signature.		
Authorising Signatory for Organisation	Person authorised to issue this contract on behalf of OPA.	Date	
Print Name			
GPSS Signatory			

APPENDIX 8

Indemnity Form OPA/IND/1

LAND POWERS (DEFENCE) ACT 1958

CONSENT UNDER SECTION 16(1)

I/We, (Name in BLOCK CAPITALS)

Name of landowner/person with legal rights in the land affected by the works.

.....
having an interest in the land at: -

Location of works, street name, address, grid reference etc. as appropriate.

.....
wish to carry out work for: -

Description of works for which consent is being sought

.....
hereinafter referred to as "the proposed works" on that land. I/We request that the Secretary of State give the necessary consent for that part of the proposed works which will be situated within 3.05 metres of the Government oil pipeline indicated on the attached plan.

I/We undertake:

1. To indemnify the Secretary of State, his servants or appointed agents against
 - (a) any damage to the said pipeline or any works accessory thereto or any other property real or personal adjacent thereto;
 - (b) any liability, loss or damage to include personal injury and death whether arising out of a breach of statutory duty or at common law whether such duty was owed by the Secretary of State his servants or appointed agents or me/us;
 - (c) any liability, loss or damage which arises due to any act or omission on our part under any laws (including common law) for the protection of, or prevention of harm to, the environment, living organisms or ecological systems (including in the case of man, such laws or law for the prevention of offence to any of his senses or harm to his property);

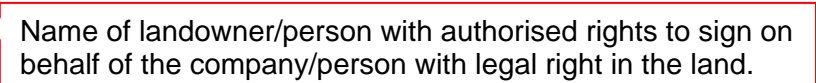
in each case arising from or out of:

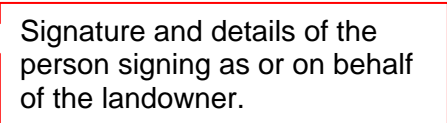
- (i) The erection or construction of the proposed works or any part thereof.
 - (ii) The presence of the proposed works or any part thereof.
 - (iii) Any maintenance undertaken on or in respect of the proposed works or any part thereof.
 - (iv) The demolition or removal of the proposed works or any part thereof.
2. That the proposed works will be erected or constructed in accordance with the specification contained in or supplied with the said drawing and will comply with the "Standard Requirements for Crossing GPSS Pipelines" annexed hereto and any technical specifications of the Secretary of State in relation to any of the matters specified in sub-paragraphs 1 (i), (ii), (iii) and (iv) hereof.

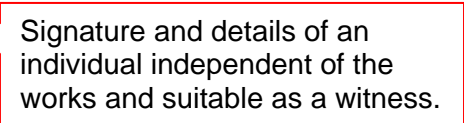
3. That if the proposed works obstructs access to the said pipeline and if such access is required by the Secretary of State, I/We will demolish all or part of the proposed works as may be appropriate on receiving from the Secretary of State not less than four weeks' notice in writing to do so (save in the case of emergency where such demolition will be carried out by me/us within such time as the Secretary of State may require).

To procure that any successor in title to my/our interest in the land shall, so long as the proposed works or any part thereof shall be erected or constructed thereon, enter into undertakings with the Secretary of State corresponding in form to those specified in this Form (including this undertaking).

The undertakings referred to above are hereby given by the undersigned for and on behalf of: -

..... 

Signed:  Name:

Witnessed:  Name:

Position:

Address:

Company:

Date:

APPENDIX 9

ACCEPTANCE FORM GPSS/ACC/1

ACCEPTANCE OF THE SPECIAL REQUIREMENTS FOR
WORKING NEAR TO GPSS PIPELINES

Unique reference number quoted
in GPSS correspondence.

I/We, (Name in BLOCK CAPITALS)

hereby acknowledge receipt of letter/e-mail/site instruction ref:

I/We undertake to notify any third parties working on our behalf of the existence of a Government Oil Pipeline, to pass on GPSS Pipeline Operator contact details and a copy of the GPSS standard requirements to the said third party and to advise the GPSS Pipeline Operator of the actions taken.

Signed:

Name:

(In Capital Letters)

e.g. Managing Director,
Landowner.

Position:

Date: