

# 1006 - Field Changes

Effective 9/2/2019

## [1. PURPOSE](#)

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### **1. PURPOSE:**

1. Control of design needs to be maintained in the field until construction is complete. This document describes the process to control field changes so design integrity is maintained.

### **2. SCOPE:**

1. All project types that require a design review are subject to the Field Change Process. This includes all project types produces by the affected groups shown below.
  1. Project Engineering & Construction
  2. Measurement Engineering & Services
  3. Transmission Engineering

The types of Field Changes will be characterized into three distinct categories:

- 1) Inspector Field Changes - Changes that can be made in the field by the Project's Construction Specialist (Field Inspector), without further approval from the Project Engineer or Management. These types of changes include the following:
  1. HP & Standard Distribution Projects (Main Extensions, Tie-Ins (Same Pressure), Repair & Replace)
    1. Small Route Changes (i.e. distance off Edge of Pavement, conflicts with other utilities causing slight route changes)
    2. Markers / Test Points / Anode location changes (per D&I)
    3. General obstruction / interference issues
    4. Minor Valve Relocation

- 2) Engineer Approved Minor Changes - Changes that when identified in the field need to be routed to the Project Engineer for approval prior to further work commencing. These types of changes include the following:
  1. HP & Standard Distribution Projects (Main Extensions, Subdivisions, Tie-Ins (Same Pressures, Repair & Replace)
    1. Material Changes (Fitting type changes / pipe type changes / pipe size changes / pipe coating changes / etc.)
    2. Valve Addition / Removal from approved design
    3. Minor Procedure Revisions
    4. Tie-In Point Location Change
    5. HDD changes or new HDD location proposals
    6. Additional main to be added, relocated, or abandoned
    7. Existing gas main and/or facilities not matching what is shown on design drawings
    8. Variations from Current Permits (Environmental / DOT / Railroad)
  2. Standard Station Field Changes
  3. Transmission Project Changes (Small Scale Projects)
  4. CP Changes (stakeholder in charge of review needs to be notified)
  5. Small Bore Locations (i.e. additional bores not shown on the Construction Drawing that are small in length and do not require a bore bath)
- 3) Management Approved Major Changes - Changes that when identified in the field need to be routed to engineers and management for approval prior to further work commencing.
  1. HP & Standard Distribution Projects (Tie-Ins (Different Pressures), DOT Relocates, Large/Major HP Jobs)
    1. Major Route Changes (i.e. A different route is needed that requires a new road ROW or easement)
    2. Major Procedure Revisions (i.e. A complete revision of the procedure is needed based on the field change in question)
    3. Tie-In Point Location Change
    4. Material Changes (Fitting type changes / pipe type changes / pipe size changes / pipe coating changes)
    5. Existing gas main and/or facilities not matching what is shown on design drawings
  2. Custom Station Field Changes
  3. Transmission Project Changes (Large Scale Projects)

## 5. Upgrading Project Field Changes

### 3. PERSONNEL:

#### 1. Roles and Responsibilities

##### 1. Construction Specialist

1. Responsible for performing field changes as identified in the SCOPE section of this procedure and showing changes on approved Construction Drawings.
2. Responsible for notifying the Project Engineer of changes that require an Engineering Approved Minor Change and/or a Management Approved Major Change.

##### 2. Project Engineer

1. Responsible for processing Engineering Approved Minor Changes and documented the changes.
2. Responsible for ensuring field changes requiring Management approval are designed and submitted for review to the proper Management Stakeholders.

##### 3. Management

1. Responsible for reviewing field changes that meet the threshold for Management review.

### 4. PROCEDURE:

#### 1. When a field Change is required

##### 1. Determine what level of field change is required

1. Inspector Field Change
2. Engineer Approved Minor Change
3. Management Approved Major Change

##### 2. Examples of each type are shown in the Scope Section (Section 2) of this procedure.

##### 3. Process the Field change as required.

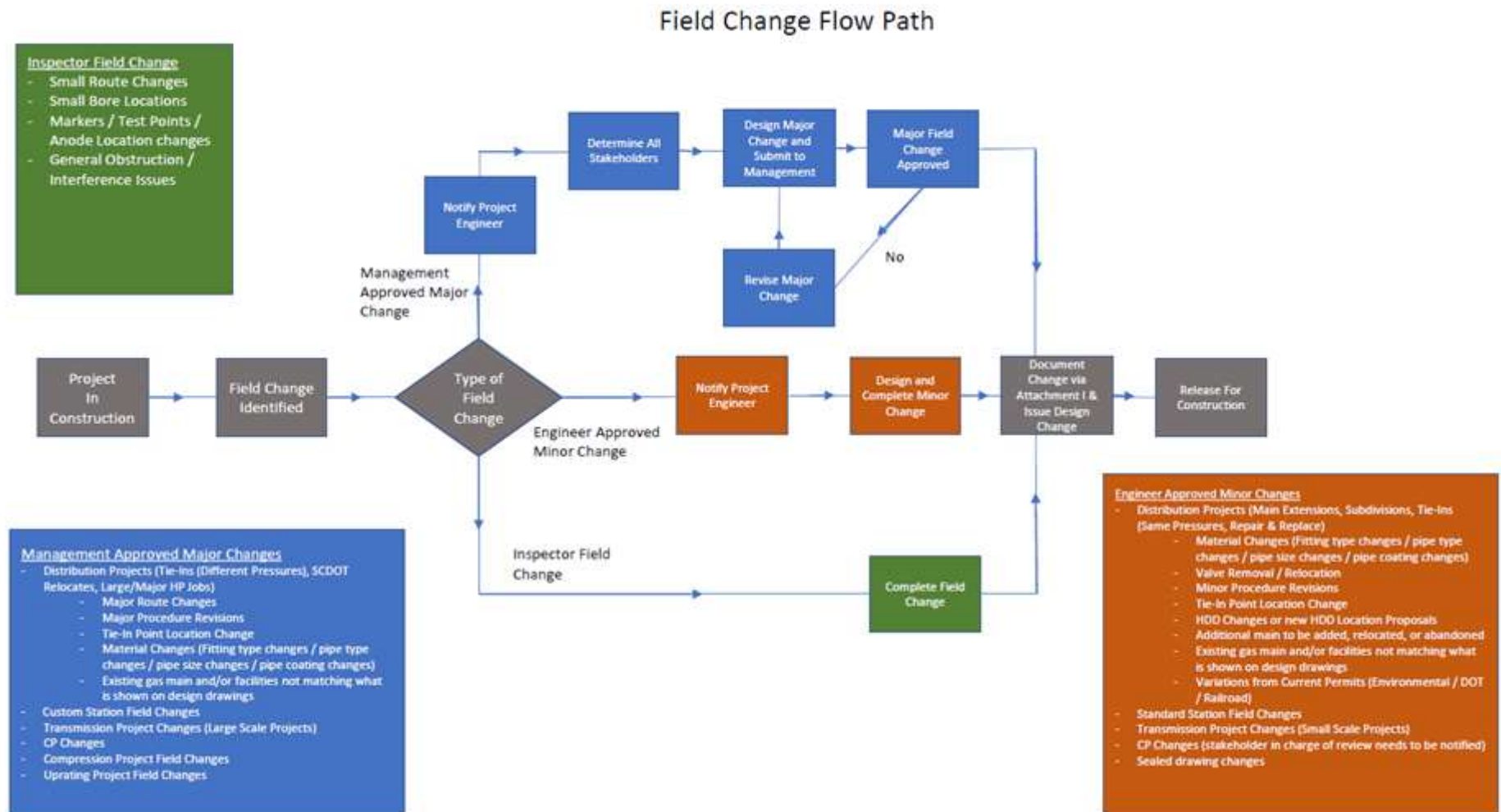
1. Inspector Field Change - The Construction Specialist is to process the change by documenting change on approved Construction Drawings.
2. Engineer Approved Minor Change - The Construction Specialist is to identify that an Engineer Approved Minor Change is required. The Project Engineer is to process the minor field change and revise projects documents as required and complete Attachment 1. Sign Attachment 1 when field change is approved.

3. Management Approved Major Change - The Construction Specialist is to identify that a Management Approved Major Change is required. The Project Engineer is to process the major field change and revise project documents, complete Attachment 1, and submit appropriate information for Management to review. Sign Attachment 1 when field change is approved.

## 5. DOCUMENTATION

1. [Attachment 1](#) should remain in the Project Construction Folder and be processed into to WFM and Filenet when job is complete.

**Chart 1** ([Click here](#) to view/download full-size PDF version.)



ATTACHMENT 1

FIELD CHANGE PROCESS FORM

Project Name:

Project Number:

Work Order Number:

Type of Project (i.e. Main Extension; Subdivision; High Pressure Job, etc.):

Type of Field Change Requested:

☐ Inspector Field Change

☐ Engineer Approved Minor Change

☐ Management Approved Major Change

Describe Reason for Change:

Description and Justification for Change:

**Approval (As required per field change type outlined in Field Change Procedure):**

**Field Inspector (Print / Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project Engineer (Print / Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Management Approver (Print / Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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