



# **Sembcorp Gas Gas Retailer Handbook**



## INTRODUCTION

This Handbook has been prepared by Sembcorp Gas Pte Ltd with the objective of helping customers, the Professional Engineers and Licensed Gas Service Workers hired by customers, contractors and other people who are involved in the application of natural gas supply and gas connection. The procedures and requirements stated in this Handbook must comply with the latest revision of the relevant codes of practice and legal requirements in the Gas Market. These requirements are:

- Gas Act (Cap 116A);
- Gas (Supply) Regulations;
- Gas Supply Code;
- Gas Metering Code;
- Gas Retailer Code of Conduct;
- Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP51:2004;
- Handbook on Procedures and Requirements for Gas Supply;
- All relevant acts, regulations and codes of practice.

To view and download a copy of this handbook and the relevant forms, please visit Sembcorp's website at [http://www.sembcorp.com/sembcorp/business\\_utilities\\_energy.html](http://www.sembcorp.com/sembcorp/business_utilities_energy.html).

## CONTACT NUMBERS

Customers can call the following numbers in an emergency or when there are any queries.

In case of natural gas leak for transmission and distribution networks or other emergencies	PowerGas Senoko CCR	1800 752 1800 (24 hours)
In case of natural gas flow issues	Sembcorp Gas CCR	6796 9922 (24 hours)
For gas connection, handbook and billing issues	Sembcorp Gas Customer Service	6822 3293 (9am to 5pm, Monday to Friday, excluding public holidays)

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- Form GTP107: 'Application for Gas Turn-On'
- Form GTP108: 'Certification of Completion (Consumer's Internal Pipe)'
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- Form GDP111: 'Authorisation to Turn On Gas Meter Control Valve'
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- Form SG05: 'Verification of Turbine Meter Reading'
- Form SG06: 'Statement of Turn-On of Gas'

## DEFINITION LIST

The following terms shall have the following meanings when used in this Handbook:

**Check Meter** shall mean any subsidiary device used to verify the readings taken by a Meter;

**CNG** shall mean compressed natural gas;

**Designated Representative** shall mean a Professional Engineer or a Licensed Gas Service Worker appointed by the developer or a responsible person for the premises;

**EMA** shall mean Energy Market Authority;

**Gas Appliance** shall mean any appliance in which gas is consumed, either for domestic requirements (including for cooking, heating or cooling purposes) or for industrial or commercial requirements (including for powering a gas engine or as feedstock in a chemical process);

**Gas Fitting** shall mean any pipe, valve, Meter, regulator or other device for the control, measurement and use of gas;

**Gas Installation** shall mean a discrete grouping of Gas Fittings linking a Gas Service Pipe to a Gas Appliance;

**Gas Main** shall mean any gas pipe used for the distribution of gas from a Gas Transmission Pipeline to a consumer but does not include a Gas Service Pipe or an Internal Pipe;

**Gas Service Isolation Valve** shall mean a valve, located at or near the boundary line of any property or the apron of any building, used by a gas transporter to isolate the supply of gas to that property or building;

**Gas Service Pipe** shall mean means a pipe or any part thereof, other than a Gas Main, used for the purpose of conveying gas from a Gas Main to a Gas Service Isolation Valve, and includes any pipe owned by, or under the management or control of, a gas Transporter which is used for the purpose of conveying gas from the Gas Service Isolation Valve to the Meter at a consumer's premises;

**Gas Service Work** shall mean any work carried out on any Gas Installation or Gas Appliance, in whole or in part, including any design, construction, installation, commissioning, erection, testing, repair, addition, alteration or maintenance work;

**Gas Transmission Pipeline** shall mean a bulk transmission pipeline or interconnected transmission pipeline, together with equipment (including pressure regulating and control valves) used for the conveyance of gas to a direct access customer or a Gas Mains network, and “Gas Transmission Network” shall be construed accordingly;

**Gas Transporter** shall mean PowerGas Ltd;

**Internal Pipe** shall mean any pipe, not being a gas pipeline, used for the purpose of conveying gas from a Gas Service Pipe to a Gas Appliance, including a Gas Fitting inserted therein but excluding a Meter;

**Licensed Gas Service Workers** shall mean a person who is licensed under section 12 (3) of the Gas Act;

**Meter** shall mean any device for computing the volume of gas supplied or amount of energy supplied, for charging purposes, but does not include a Check Meter;

**Meter Installation** shall mean any meter and its associated equipment and installation, including any associated pipework, filter, valve, pressure regulating equipment, seal, housing, mounting, telemetry equipment and gas chromatograph;

**Professional Engineer** shall mean a person who is registered as a professional engineer in the mechanical engineering discipline under the Professional Engineers Act (Cap. 253);

**SembGas** shall mean Sembcorp Gas Pte Ltd.

## **A GENERAL INFORMATION**

### **1 Background**

Sembcorp Industries Ltd is a leading utilities and marine group. It is a global leader in marine and offshore engineering and also a provider of environmental and industrial park management services in the region.

Cost effective and efficient energy solutions are core to Sembcorp's utilities offering. These capabilities have been successfully exported to key overseas markets. Today, Sembcorp owns and operates power generation, electricity retail, process steam production and distribution and natural gas supply and retail, including compressed natural gas (CNG) facilities in Singapore, the United Kingdom, Vietnam, the United Arab Emirates (UAE) and China. In Singapore, Sembcorp Industries provides natural gas supply and gas retail services through its fully-owned subsidiary, Sembcorp Gas Pte Ltd.

Globally, Sembcorp has an installed power capacity of over 3,300 megawatts and steam production of over 3,800 tonnes per hour.

In China, Sembcorp is a key partner in the largest co-generation plant in Shanghai, the Shanghai Cao Jing Cogeneration Plant, located in the Shanghai Chemical Industrial Park. It also co-owns the 728 megawatt combined cycle gas turbine power plant, Phu My 3, which is part of the greater Phu My power complex in Vietnam. In the UAE, Sembcorp co-owns and operates an 893 megawatt power and desalination facility, one of the largest of its kind in the world.

The first commercial importer and retailer of natural gas in Singapore, Sembcorp is also responsible for the country's first privately-developed independent power producer and largest cogeneration plant.

Sembcorp leads the way in developing sustainable power generation with capabilities including the ability to produce energy from a diversity of fuels including renewable sources. It is the developer and owner of one of the United Kingdom's largest biomass renewable energy projects. Fuelled entirely by biomass, the Sembcorp Biomass Power Station generates 35 megawatts of electricity, enough to power 30,000 households.

For more information, please go to [www.sembcorp.com](http://www.sembcorp.com).

## **2 Gas Supply System**

SembGas imports natural gas from West Natuna in Indonesia and supplies this to its customers through its high (transmission) and medium (distribution) pressure networks. The supply pressure of the high pressure network is around 40 barg, while that of the medium pressure network is around 4 or 8 barg for premises in Jurong Island. The network pressure to customers in Tuas / Jurong is around 3 barg, while the delivery pressure to customers is around 1 to 2.5 barg. Any customer requiring pressure higher than the network operating pressure shall at its own cost, install the necessary equipment to achieve the required pressure. A list of Singapore's natural gas specifications can be found at EMA website at [www.ema.gov.sg](http://www.ema.gov.sg).

Customers enquiring about connection and supply of gas, replacement, addition and alteration of gas installations can refer to this handbook as a general guide. This handbook should be read in conjunction with the Gas Act, Gas (Supply) Regulations, Gas Supply Code and all other relevant regulations, codes and standards. For further enquiries, please contact our customer service at Tel No. 6822 3293 or email to [utilities\\_cs@sembcorp.com](mailto:utilities_cs@sembcorp.com) during office hours from 9.00am to 5.00pm from Monday to Friday (excluding public holidays).

### **3 Professional Engineer (PE) and Licensed Gas Service Workers (LGSW)**

All Gas Service Work shall be carried out by a Professional Engineer (“PE”) with a valid practicing certificate in the mechanical engineering discipline or a Licensed Gas Service Workers (“LGSWs”) who holds a valid Gas Service Worker license.

The PE / LGSW shall be responsible for designing and constructing the Gas Installation from the Gas Service isolation valve (“GSIV”) or the outlet valve of the Meter installation to the equipment in full compliance with the Gas Act, and the relevant regulations and codes. If a PE is engaged for the Gas Service Work, the work can be performed by or be conducted by a LGSW under the supervision of the PE.

Submission of plans for Gas Installation pipework and addition and alteration work shall be carried out by a PE. A LGSW may submit plans for all retail consumers’ internal pipes, including the meter, of existing commercial and industrial premises. Where any of the above mentioned works is meant for operating pressures above 30 mbars or involving gas booster system, gas leakage detection system incorporating solenoid valve or welded steel pipe joints or specialised gas equipment not used for cooking purposes, plans for the gas service works shall be submitted by a PE.

The PE must endorse his plans to confirm / certify that the submission complies with the Gas Act, and relevant regulations, codes and standards. These plans will then be used for application for gas admittance and gas turn-on.

A list of registered LGSWs can be obtained from EMA’s website at [www.ema.gov.sg](http://www.ema.gov.sg).

#### **4 Code of Practice and Regulatory Requirements**

The design of the Gas Installation or part and the Gas Service Work being carried out on the Gas Installation, must comply with the requirements of the latest revision of the following: -

- 4.1 Gas Act (Cap 116A);
- 4.2 Gas (Supply) Regulations;
- 4.3 Gas Supply Code;
- 4.4 Gas Metering Code;
- 4.5 Code of Practice for Manufactured Gas Pipe Installation, Singapore Standard, CP51:2004;
- 4.6 Handbook on Procedures and Requirements for Gas Supply;
- 4.7 All relevant acts, regulations and codes of practice

A PE/LGSW, applying on behalf of Customer for the supply of gas, must ensure that the above requirements and regulations are followed.

## **5 Tariffs**

There are two categories of transportation tariffs as determined by the Transporter and as reviewed by EMA from time to time. These tariffs are:

(1) Transmission charges for Transmission Network 1 :

Applicable to customers who require high pressure gas supply; transmission tariffs consist of both usage and capacity charges.

(2) Distribution network transportation tariffs :

Applicable to all other customers; distribution tariffs consist of both transmission charge and distribution charge components.

Further details on the tariffs may be obtained from Sembcorp via email at [utilities\\_cs@sembcorp.com](mailto:utilities_cs@sembcorp.com).

## **B PROCEDURES FOR GAS SUPPLY AND CONNECTION**

A flowchart on the application procedures for transmission customers is attached in **Appendix A** and the flowchart for distribution customers is attached in **Appendix B**. The relevant forms as mentioned in the procedures below are attached in **Appendix C** for transmission customers and in **Appendix D** for distribution customers.

### **1 Preliminary Assessment**

#### **1.1 Customer Service/Pre-submission Consultation**

All enquires for gas supply can be made to our customer service at Tel No. 6822 3293 or email to [utilities\\_cs@sembcorp.com](mailto:utilities_cs@sembcorp.com) during office hours from 9.00am to 5.00pm from Monday to Friday (excluding Public Holidays). A sales and marketing personnel will be assigned to follow up with the customer to obtain the customer's requirements. If the customer's premises are within the gas network connection zone, the customer will then be required to appoint a Designated Representative ("DR") who will liaise directly with SembGas's Project Coordinator ("PC") on all matters relating to Gas Installation. The DR shall ensure that the Gas Installation is designed, constructed, tested and commissioned in accordance to the requirements of the Gas Act, and all relevant regulations, codes and standards. The DR shall also endorse all drawings, documents, applications and submissions in relation to the Gas Installations.

### **2 For Transmission Customers:**

#### **2.1 Application for Gas Supply and Connection and Site Survey**

The customer must first submit *Form GTP102*<sup>1</sup>. There will be a feasibility study and site survey conducted with DR, PC and Gas Transporter's representative to discuss the entry point at the customer's premises, location of Meter Installation, the distance of connection pipelines and the project evaluation. The customer is then required to submit *Form SGT01*<sup>2</sup> with the following information:

- (i) 3 sets of location / site plans showing the proposed site and connection point,
- (ii) Pipe route from property boundary to Meter Installation,
- (iii) Location of Meter Installation and
- (iv) 3 sets of *Form GTP103*<sup>3</sup>.

<sup>1</sup> Form GTP102 - 'Customer Project Data Sheet'

<sup>2</sup> Form SGT01 - 'Application for Gas Supply'

<sup>3</sup> Form GTP103 - 'Designated Representative Declaration'

If the applicant of *Form SGT01* is not the owner of the Gas Installation through which gas is to be supplied, the applicant has to obtain and submit the written consent of the responsible person for such gas installation to be used for the supply.

All proposed Gas Installation drawings / plans which are submitted together with *Form SGT01* must be duly endorsed by the DR and submitted to SembGas for approval. This approval does not cover the checking on the compliances and engineering design and the DR has to check, ensure and confirm/certify that the submission and all gas service work are in compliance with the Code of Practice and Regulatory Requirements under Section A 4 above.

After the submission has been processed, the applicant will be informed of the outcome via *Form SGT02*<sup>4</sup>.

Concurrently, the customer is also required to submit *Form GTP101*<sup>5</sup> with the information from above which are the location / site plan showing the proposed site and connection point, pipe route from property boundary to Meter Installation, location of Meter Installation and *Form GTP103*<sup>2</sup>.

SembGas will submit the completed form to the Gas Transporter, on behalf of the customer. Gas Transporter will reply within 30 calendar days upon receipt of such request from SembGas to inform SembGas whether there is sufficient pipeline capacity.

## **2.2 Notification to Customers on the Project Cost**

If there is sufficient pipeline capacity, the customer will be informed of the approval, and the Gas Transporter will provide the applicable connection charge and the estimated project lead time through SembGas. SembGas will then furnish this information to the customer for review. Once customer has accepted the project cost and lead time, the End User Agreement and Gas Connection Work will be executed.

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<sup>4</sup> Form SG02 - 'Approval for Gas Supply'

<sup>5</sup> Form GTP101 - 'Application for Transmission Gas Connection'

### 2.3 Gas Transporter to Proceed for Gas Connection and Admittance

Upon execution of the End User Agreement (“EUA”) between SembGas and the customer and upon receipt of payment of connection cost from the customer, SembGas will confirm the project with the Gas Transporter who will then commence construction of the gas installation from the Gas Service Isolation Valve (“GSIV”) up to and including the Meter Installation, once the relevant documentation is in place. The procedures in this step below are only applicable in the event that the Gas Transporter constructs the gas fitting from, but excluding, the GSIV up to and including the Meter Installation.

When the site from the GSIV to the Meter Installation is ready to receive gas, the DR is required to notify all relevant parties, including but not limited to, the responsible person, owner/developer, main contractor, sub-contractors, architect, engineer, suppliers and vendors, that gas will be admitted into the Gas Installation and ensure that the Gas Installation is not tampered with and hot works in the vicinity of the Gas Installation are carried out with all necessary safety precautions.

The DR will then submit *Form GTP105*<sup>6</sup>, requesting from the Gas Transporter admittance of gas up to outlet valve of Meter Installation. Upon successful admittance of gas up to the Meter Installation, the Gas Transporter will issue *Form GTP106*<sup>7</sup>.

### 2.4 Gas Transporter to Proceed for Gas Connection and Interim Admittance

The procedures in this step 2.4 below are only applicable in the event that SembGas / customer constructs the Gas Fitting from, but excluding, the GSIV up to and including the Meter Installation, instead of the Gas Transporter. Before sending an application to the Gas Transporter to request for connection and admittance of gas, the DR is required to conduct the Final Pressure Test.

Once installation has passed the Final Pressure Test, both DR and PC shall certify on the *Form GTP109A*<sup>8</sup>.

Once the Gas Fitting and the Meter Installation are ready to receive gas, the DR is then required to submit *Form GTP108A*<sup>9</sup> and *Form GTP105A*<sup>10</sup> to apply for connection and admittance of gas.

<sup>6</sup> Form GTP105 - ‘Application for Admittance of Gas’

<sup>7</sup> Form GTP106 - ‘Statement of Admittance of Gas’

<sup>8</sup> Form GTP109A - ‘Certificate of Final Pressure Test (GSIV to Meter)’

<sup>9</sup> Form GTP108A - ‘Certificate of Completion (GSIV to Meter)’

<sup>10</sup> Form GTP105A - ‘Application of Admittance of Gas (Meter by Others)’

The DR will then conduct the necessary Proof Test and submit *Form GTP110A*<sup>11</sup> to the Gas Transporter after completion of the test.

The DR must also ensure that all plugs, caps and other ends of the installation are affixed with warning labels marked '**Gas Pipe Tested. Do Not Tamper**'. After the Proof Test on the Gas Installation, no one is allowed to carry out any further work without prior written approval from SembGas. Any further work on the installation will render the Proof Test null and void. If any further work has to be carried out, a new application for the work shall be made together with the plans.

Upon completion of the Proof Test, if the gas supply is not turned on and the consumer's Internal Pipe including the Meter Installation is left unattended, DR must ensure that the gas Meter is removed or a spool is placed at the gas pipe which is connected to the relevant Meter Installation to prevent any flow of gas into the Gas Installation. The tests must be conducted again before turning on the gas supply.

The DR is required to notify all relevant parties, including but not limited to, the responsible person, owner / developer, main contractor, sub-contractors, architect, engineer, suppliers and vendors, that gas will be admitted into the Gas Installation and ensure that the Gas Installation is not tampered with and hot works in the vicinity of the Gas Installation are carried out with all necessary safety precautions.

The Gas Transporter will then connect the Gas Fitting to the transmission pipeline and preliminary admit gas into the Gas Fitting up to and including the Meter Installation. Upon successful interim admittance of gas, the Gas Transporter shall issue *Form GTP106A*<sup>12</sup> and the DR shall then proceed to purge and commission the Gas Fitting up to and including the Meter Installation. The Gas Transporter will then issue *Form GTP106*<sup>13</sup> upon certification by the DR of successful purging and commissioning of the Gas Fitting up to the Meter Installation.

## **2.5 Customer to Proceed with Construction of Gas Installation**

Concurrently, DR is required to liaise with the PC closely to oversee and carry out construction of Gas Installation from outlet valve of Meter Installation to the Gas Appliance at the customer's premises. The DR shall ensure that the Gas Installation is constructed in accordance with the

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<sup>11</sup> Form GTP110A - 'Certificate of Proof Test (GSIV to Meter)'

<sup>12</sup> Form GTP106A - 'Statement of Interim Admittance of Gas'

<sup>13</sup> Form GTP106 - 'Statement of Admittance of Gas'

plan approved for construction and in full compliance with the statutory and relevant codes / standards requirements. Prior written consent must be sought from SembGas for plans which deviate from the original plan approved for construction. Such requests will be sent to the Gas Transporter for approval.

## 2.6 Application of Gas Turn-On

When the construction of the pipes from outlet valve of Meter Installation to the Gas Appliance is completed, the DR is required to conduct Final Pressure Test. Once installation has passed the Final Pressure Test, both DR and PC shall certify on *Form GTP109*<sup>14</sup>.

Once the customer's Internal Pipes from the Meter Installation up to the Gas Appliances are ready to receive gas, the DR is required to submit *Form GTP108*<sup>15</sup> and *Form GTP107*<sup>16</sup> to apply for gas turn-on.

The DR will then conduct the necessary Proof Test and submit *Form GTP110*<sup>17</sup> to the Gas Transporter after completion of the test.

The DR must also ensure that all plugs, caps and other ends of the installation are affixed with warning labels marked '**Gas Pipe Tested. Do Not Tamper**'. After the Proof Test on the Gas Installation, no one is allowed to carry out any further work without prior written approval from SembGas. Any further work on the installation will render the Proof Test null and void. If any further work has to be carried out, a new application for the work shall be made together with the plans.

Upon completion of the Proof Test, if the gas supply is not turned on and the consumer's Internal Pipe including the Meter Installation is left unattended, DR must ensure that the gas Meter is removed or a spool is placed at the gas pipe which is connected to the relevant Meter Installation to prevent any flow of gas into the Gas Installation. The tests must be conducted again before turning on the gas supply.

The DR is required to notify all relevant parties, including but not limited to, the responsible person, owner / developer, main contractor, sub-contractors, architect, engineer, suppliers and vendors, that gas will be admitted into the Gas Installation and ensure that the Gas Installation

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<sup>14</sup> Form GTP109 - 'Certificate of Final Pressure Test (Consumer's Internal Pipe)'

<sup>15</sup> Form GTP108 - 'Certificate of Completion (Consumer's Internal Pipe)'

<sup>16</sup> Form GTP107 - 'Application for Gas Turn-On'

<sup>17</sup> Form GTP110 - 'Certificate of Proof Test (Consumer's Internal Pipe)'

is not tampered with and hot works in the vicinity of the Gas Installation are carried out with all necessary safety precautions.

Upon successful interim gas turn-on, the Gas Transporter shall issue *Form GTP111*<sup>18</sup> and the DR shall then proceed to purge and commission the customer's Internal Pipe up to the Gas Appliance.

The Gas Transporter will then issue *Form GTP112*<sup>19</sup> upon certification by the DR of successful purging and commissioning of the customer's Internal Pipe.

### **3 For Distribution Customers:**

#### **3.1 Application for Gas Supply and Connection and Site Survey**

The customer must first submit *Form GDP102*<sup>20</sup>. There will be a feasibility study and site survey conducted with DR, PC and Gas Transporter's representative to discuss the entry point at the customer's premises, the location of the Medium Pressure Reduction Skid ("MPRS"), the distance of connection pipelines and the project evaluation. The customer is then required to submit *Form SGD01*<sup>21</sup> with the following information:

- (i) 3 sets of location / site plans showing the proposed site and connection point,
- (ii) Pipe route from property boundary to MPRS,
- (iii) Location of MPRS and
- (iv) 3 sets of *Form GDP103*<sup>22</sup>.

If the applicant of *Form SGD01* is not the owner of the Gas Installation through which gas is to be supplied, the applicant has to obtain and submit the written consent of the responsible person for such gas installation to be used for the supply.

All proposed Gas Installation drawings / plans which are submitted together with *Form SGD01* must be duly endorsed by the DR and submitted to SembGas for approval. This approval does not cover the checking on the compliances and engineering design and the DR has to check, ensure and confirm/certify that the submission and all gas service work are in compliance with the Code of Practice and Regulatory Requirements under Section A 4 above.

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<sup>18</sup> Form GTP111 - 'Statement of Interim Turn-On'

<sup>19</sup> Form GTP112 - 'Statement of Turn-On'

<sup>20</sup> Form GDP102 - 'Customer Project Data Sheet'

<sup>21</sup> Form SGD01 - 'Application for Gas Supply'

<sup>22</sup> Form GDP103 - 'Designated Representative Declaration'

After the submission has been processed, the applicant will be informed of the outcome via *Form SGD02*<sup>23</sup>.

Concurrently, the customer is also required to submit *Form GDP101*<sup>24</sup> with the information from above which include the location / site plan showing the proposed site and connection point, pipe route from property boundary to MPRS, location of MPRS and *Form GDP103*<sup>25</sup>.

SembGas will submit the completed form to the Gas Transporter, on behalf of the customer. The Gas Transporter will reply within 14 calendar days upon receipt of such requests from SembGas.

### **3.2 Notification to Customers on the Project Cost**

Once the Gas Transporter has reverted to SembGas with details on the project cost, SembGas will notify the customer on the applicable connection charge and the estimated project lead time provided by the Gas Transporter. Once customer has accepted the project cost and lead time, the Offtake Agreement and Gas Connection Work will be executed.

### **3.3 Gas Transporter to Proceed for Gas Connection and Admittance**

Upon execution of the Offtake Agreement (“OTA”) between SembGas and the customer, and upon receipt of payment for connection cost from the customer, SembGas will confirm the project with the Gas Transporter who will then commence construction of the Gas Installation from the GSIV up to and including the MPRS, once relevant documentations are in place.

When the site from the GSIV to the MPRS is ready to receive gas, the DR is required to notify all relevant parties, including but not limited to, the responsible person, owner / developer, main contractor, sub-contractors, architect, engineer, suppliers and vendors, that gas will be admitted into the Gas Installation and ensure that the Gas Installation is not tampered with and hot works in the vicinity of the Gas Installation are carried out with all necessary safety precautions.

The DR will then submit *Form GDP105A*<sup>26</sup>, requesting from the Gas Transporter admittance of gas up to outlet valve of MPRS. Upon successful admittance of gas up to the MPRS, the Gas Transporter will issue *Form GDP110A*<sup>27</sup>.

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<sup>23</sup> Form SGD02 - ‘Approval for Gas Supply’

<sup>24</sup> Form GDP101 - ‘Application for Gas Distribution Connection’

<sup>25</sup> Form GDP103 - ‘Designated Representative Declaration’

<sup>26</sup> Form GDP105A - ‘Application for Admittance of Gas (with MPRS)’

<sup>27</sup> Form GDP110A - ‘Statement of Admittance of Gas (with MPRS)’

### 3.4 Customer to Proceed with Construction of Gas Installation

Concurrently, DR is required to liaise with the PC closely to oversee and carry out construction and connection of Gas Installation from outlet valve of MPRS to the Gas Appliance at the Customer's premises. The DR shall ensure that the Gas Installation is constructed in accordance with the plan approved for construction and in full compliance with the statutory and the relevant Codes / Standards requirements. Prior written consent must be sought from SembGas who will then revert to the Gas Transporter for plans which deviate from the original plan approved for construction.

### 3.5 Application and Approval of Turn-On of Gas

When the construction of the pipes from outlet valve of MPRS to the Gas Appliance is completed, the DR is required to conduct the Final Pressure Test. Once installation has passed the test, both DR and PC shall certify on *Form SG03*<sup>28</sup>.

The DR will then conduct the necessary Proof Test and submit *Form SG04*<sup>29</sup> to SembGas after completion of the test.

The DR must also ensure that all plugs, caps and other ends of the installation are affixed with warning labels marked '**Gas Pipe Tested. Do Not Tamper**'. After the Proof Test on the Gas Installation, no one is allowed to carry out any further work without prior written approval from SembGas. Any further work on the installation will render the Proof Test null and void. If any further work has to be carried out, a new application for the work shall be made together with the plans.

Upon completion of the Proof Test, if the gas supply is not turned on and the consumer's Internal Pipe including the Meter Installation is left unattended, DR must ensure that the gas Meter is removed or a spool is placed at the gas pipe which is connected to the relevant Meter Installation to prevent any flow of gas into the Gas Installation. The tests must be conducted again before turning on the gas supply.

The DR is then required to submit *Form GDP111*<sup>30</sup> to apply for gas turn-on. Before the Gas Transporter proceeds to turn on the gas Meter control valve, SembGas is to register the Meter

<sup>28</sup> Form SG03 - 'Certificate of Final Pressure Test (Consumer's Internal Pipe)'

<sup>29</sup> Form SG04 - 'Certificate of Proof Test (Consumer's Internal Pipe)'

<sup>30</sup> Form GDP111 - 'Authorisation to Turn On Gas Meter Control Valve'

reading in *Form SG05*<sup>31</sup>. DR shall then proceed to purge and commission the customer's Internal Pipe up to the Gas Appliance.

SembGas will then issue *Form SG06*<sup>32</sup> upon certification by the DR of successful purging and commissioning of the customer's Internal Pipe.

## **C PROCEDURES FOR REPLACEMENT, ADDITION AND ALTERATION OF GAS FITTINGS AND APPLIANCES**

The above procedures from (B) 2 and 3 are also applicable for the replacement, addition and alteration of Gas Fittings and Gas Appliances. Application for works to be carried out on the underground gas mains, such as the application for the termination of the gas supply to premises and the diversion of underground gas pipes, shall be made to SembGas who will then inform the Gas Transporter.

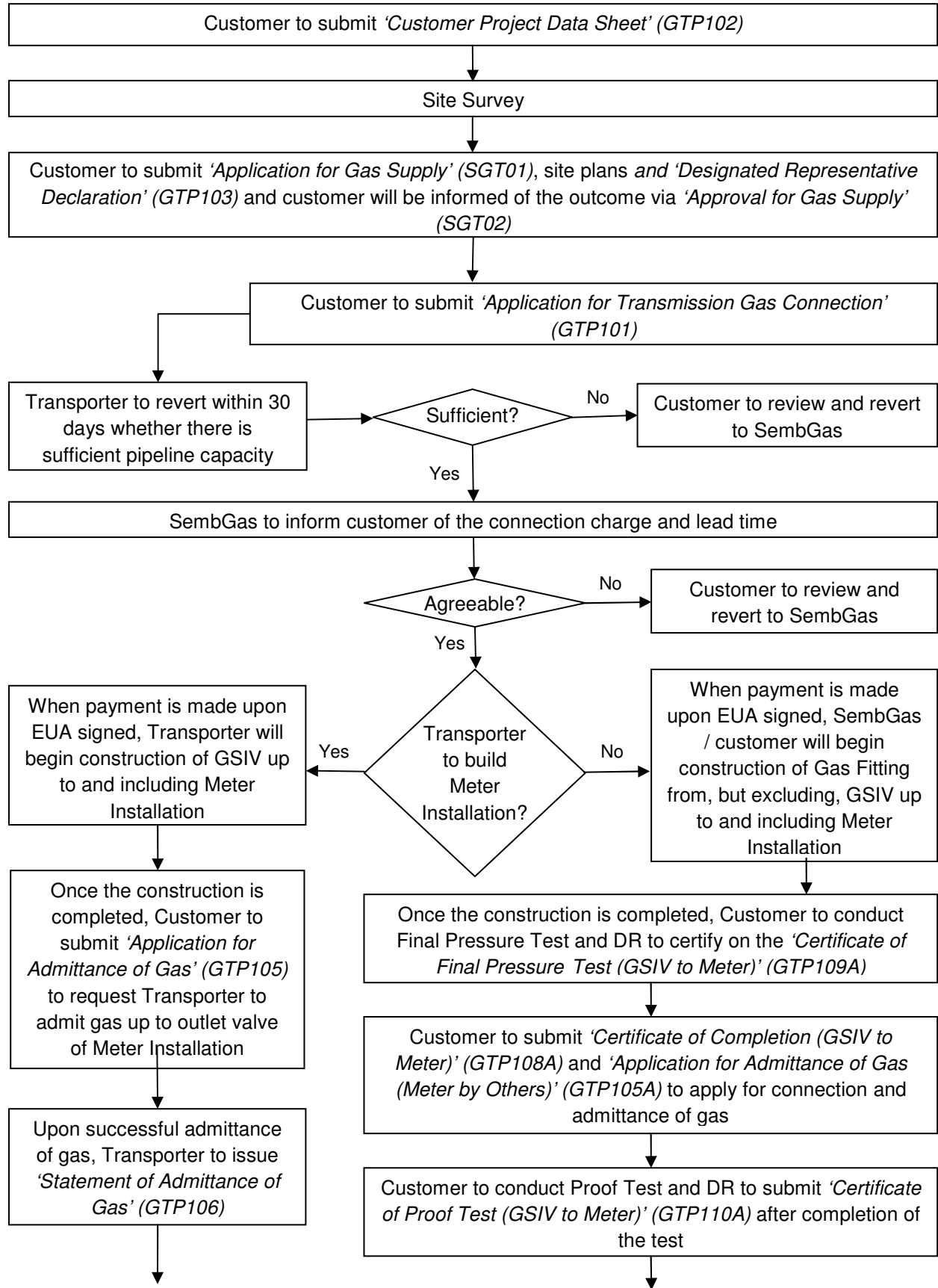
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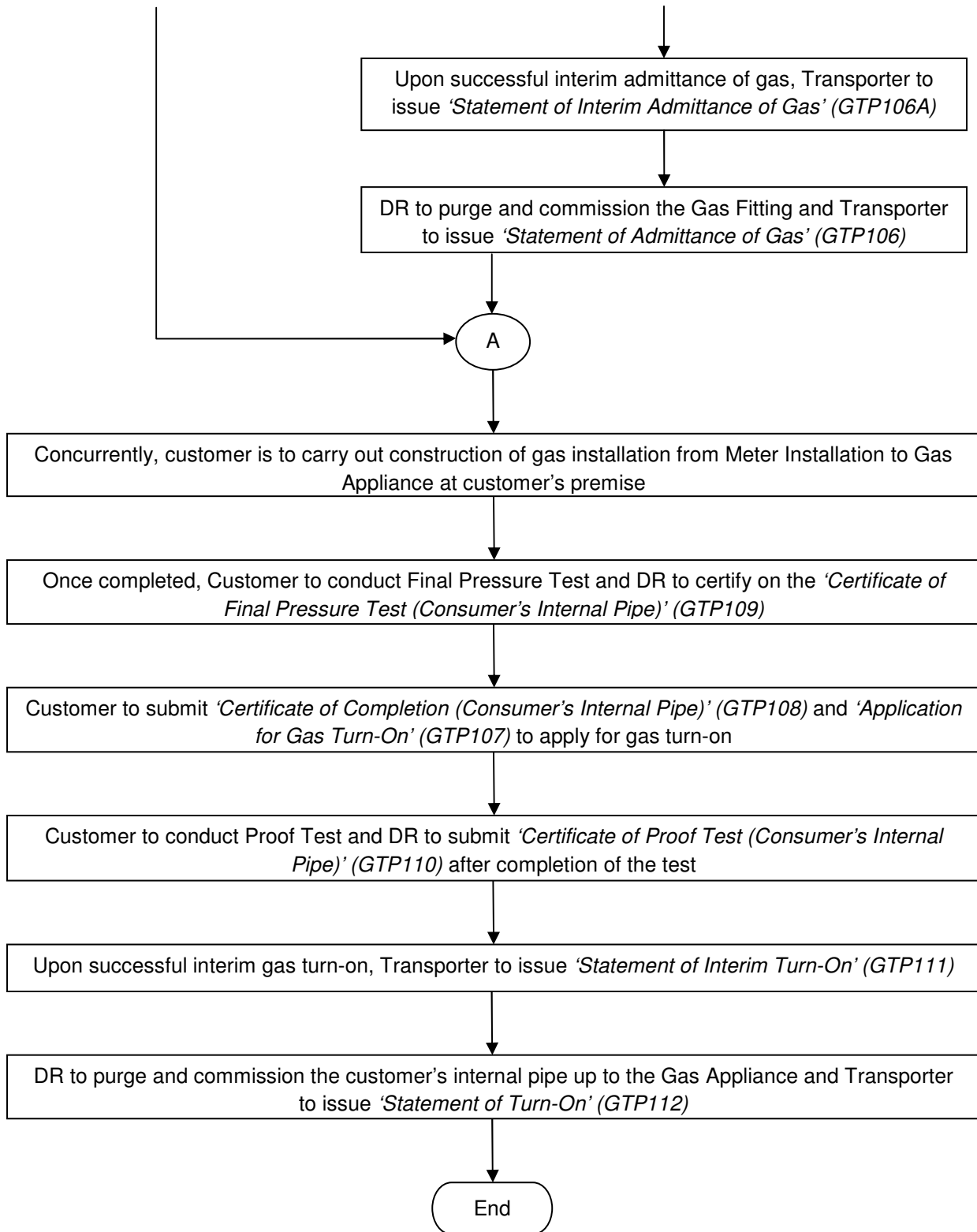
<sup>31</sup> Form SG05 - 'Verification of Turbine Meter Reading'

<sup>32</sup> Form SG06 - 'Statement of Turn-On of Gas'

**Appendix A:**

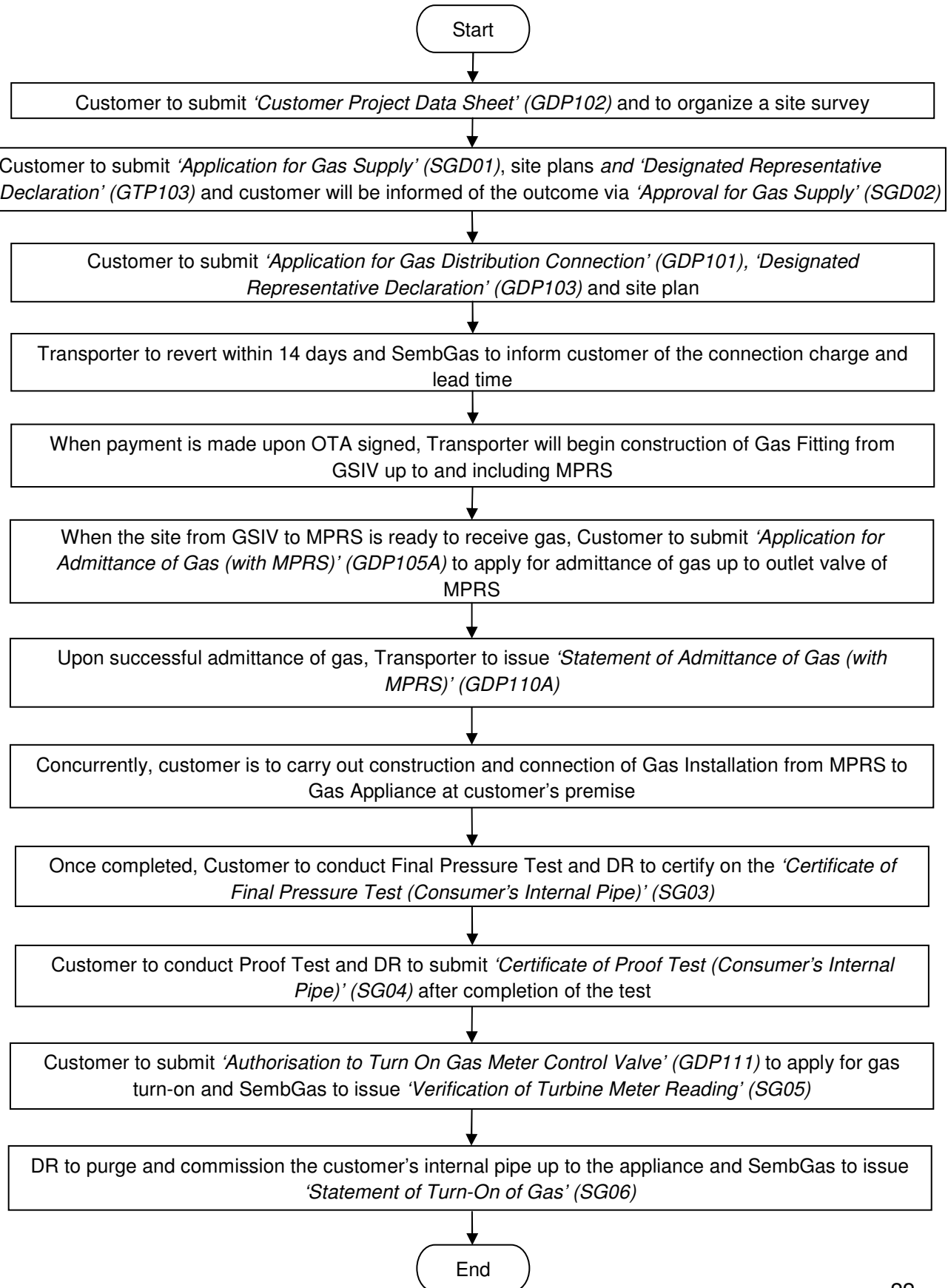
**Transmission Connection Flowchart**





**Appendix B:**

**Distribution Connection Flowchart**



## Appendix C: Transmission Connection Forms

Form GTP101:	'Application for Gas Transmission Connection'
Form GTP102:	'Customer Project Data Sheet'
Form GTP103:	'Designated Representative Declaration'
Form GTP105:	'Application for Admittance of Gas'
Form GTP105A:	'Application for Admittance of Gas (Meter by Others)'
Form GTP106:	'Statement of Admittance of Gas'
Form GTP106A:	'Statement of Interim Admittance of Gas'
Form GTP107:	'Application for Gas Turn-On'
Form GTP108:	'Certification of Completion (Consumer's Internal Pipe)'
Form GTP108A:	'Certification of Completion (GSIV to Meter)'
Form GTP109:	'Certification of Final Pressure Test (Consumer's Internal Pipe)'
Form GTP109A:	'Certification of Final Pressure Test (GSIV to Meter)'
Form GTP110:	'Certificate of Proof Test (Consumer's Internal Pipe)'
Form GTP110A:	'Certificate of Proof Test (GSIV to Meter)'
Form GTP111:	'Statement of Interim Turn-On'
Form GTP112:	'Statement of Turn-On'
Form SGT01:	'Application for Gas Supply'
Form SGT02:	'Approval for Gas Supply'

## Appendix D: Distribution Connection Forms

Form GDP101:	'Application for Gas Distribution Connection'
Form GDP102:	'Customer Project Data Sheet'
Form GDP103:	'Designated Representative Declaration'
Form GDP105A:	'Application for Admittance of Gas (with MPRS)'
Form GDP110A:	'Statement of Admittance of Gas (with MPRS)'
Form GDP111:	'Authorisation to Turn On Gas Meter Control Valve'
Form SGD01:	'Application for Gas Supply'
Form SGD02:	'Approval for Gas Supply'
Form SG03:	'Certificate of Final Pressure Test (Consumer's Internal Pipe)'
Form SG04:	'Certificate of Proof Test (Consumer's Internal Pipe)'
Form SG05:	'Verification of Turbine Meter Reading'
Form SG06:	'Statement of Turn-On of Gas'



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