

Guidance for Members preparing records for the UKOPA Database

Update June 2006

Introduction

The database provides a framework for recording third party infringements without requiring companies to adopt technically identical definitions, but which enables the collection of data on a national pipeline industry basis. The benefit of such a framework is to identify trends and key factors, to allow this critical information to be shared by UKOPA with the regulator, construction companies, utilities, local authorities and insurers.

Infringement Record Structure

The UKOPA infringement database is currently structured to accept the following information per infringement record

- 1 **'Date'** - the date on which the infringement occurred, or if this is not known or cannot be estimated, the date on which the infringement was discovered
- 2 **'Third party type'** - the database currently contains the following types :-

Church, Circus, Contractor, Developer, Government Agency, Highways, Landowner, Local Authority, MOD, Railway Owner, Unknown, Utility, Waterway Owner
- 3 **'Third Party Name'** - the name of the company/contractor/agency or landowner. Note that if a landowners name is provided, this is added to the database record as a comment for potential future use, but is not currently searchable
- 4 **'If contractor, then working for ...'** - provides the means to record the company or utility who has engaged the contractor making the infringement.
- 5 **'Activity Type'** - the database currently contains the following types :-

Activity Unknown, Aggregate/Mineral Extraction, Archaeology, Borehole Drilling, Building Works, Crossing by Heavy/Tracked Vehicle, Ditching, Drainage, Earthmoving, Excavation for Burial, Excavation for Service, Excavation for Survey, Excavation Unknown, Fencing, Flooding, Installation of Structure, Landscaping, Landslip, Machinery Parked, Roadworks, Runway Repairs, Topsoil Removal, Travellers Camp, Tree/Vegetation Clearance/Planting, Waste Burning, Waste Dumping, Waterway Repairs
- 6 **'Pre-notified'** – was the work known to the pipeline operator before the infringing activity occurred? Even if the work was known, failure to adhere to agreed conditions or scope can constitute an infringement

- 7 **‘Routing’** – the type of environment through which the pipeline was routed at the point where the infringement occurred, selected from the following types

Rural, Suburban, Urban, Industrial

- 8 **‘Location Type’** – the database currently contains the following types :-

Amenity Land, Airport, Business Land, Construction Site, Development Land, Farmland, Golf Course, Moorland, Private Land, Residential Property, Road Crossing, Road Verge, Unknown, Waterway, Woodland

- 9 **‘Found via ..’** – the means by which the Pipeline Operator became aware of the infringement, selected from the following types :-

Aerial Patrol, Road Patrol, Ground Patrol, Notification by Infringer, Notification Other

- 10 **‘Pipeline Operator’** – the name of the company operating or managing the affected pipeline. Note that if the details or name of the pipeline are also provided this information is added to the database record as a comment for potential future use, but is not currently searchable

- 11 **‘Category’** – this is composed of the risk and location indices as follows :-

Risk index can be one of three levels

Risk Index	Infringement Type	Infringement Description
A	Pipeline Damage or Leak	Includes damage to wrap or protective sleeve
B	Serious Potential for Damage	Methods or equipment used could have resulted in significant damage had excavation taken place at pipeline
C	Limited Potential for Damage	Methods or equipment would not have resulted in serious damage

Location index can be in two forms

Location Index	Location Description
1	Within the pipeline wayleave or easement. Typically, this is the zone within which the pipeline operator has legal rights, including a requirement by the landowner to notify planned work (although may be different for non-Pipelines Act lines laid by Statutory Undertakers).
2	Within the pipeline operators zone of interest, but outside the pipeline wayleave or easement. It is the area within which the operator would have reasonably expected a competent third party to have given notification in the prevailing circumstances.

So that infringement categories can be summarised as follows

	Actual Damage	Serious Potential for Damage	Limited Potential for Damage
Within Wayleave or Easement	A1	B1	C1
Within Notification Zone	-	B2	C2

Provision of Infringement Records

The most efficient means to provide records for the database is via a MS Excel spreadsheet. A blank, formatted spreadsheet is available on request from M A Harrison.

Completed records should be forwarded by e-mail to M A Harrison.

For those who are routinely providing data already, a periodic request for updated information (typically 6-monthly) takes the form of an Excel spreadsheet containing all previous records for the company concerned. Thus any new records entered can be checked against existing database content to (a) ensure no duplication and (b) ensure new records are entered consistently with previous data.

Where additional detail is available for any of the infringement record fields which is complementary to the word model choices, this should be added as a 'cell comment' on the spreadsheet (right mouse click on relevant cell and select 'Insert Comment')