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## Overview

This national occupational standard is about collaborating with the client and advising them on the technical detail within the specification. The client can be either a 'developer-client' or 'adopting utility-client/asset owner'. It requires providing data and information about all the relevant features in the design and ensuring the client understands them. As preparation, it involves drawing on a wide range of sources of data and information in order that the material presented to the client is full and complete. The information for the client needs to be clear and succinct. It requires a high order of verbal and textual communication skills to be used in giving and exchanging information.

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## Performance criteria

*You must be able to:*

### **Use data and information from technical documents**

1. interpret data and information from technical specifications and design documentation
2. use databases, software packages, the internet, and libraries of standards to support preparation of technical information
3. draw on information from suppliers to support the preparation process
4. follow industry standards and codes of practice

### **Provide technical information to clients**

5. specify the technical requirements accurately
6. help clients understand technical specifications and design details
7. provide information to the client in ways which use recognised and accepted industry conventions for terms and references
8. present information to the client in a user-friendly way which uses both textual and diagrammatic or pictorial methods
9. show how quality assurance, risk, and cost control data support the technical information
10. use up-to-date electronic presentation and data storage methods
11. use two-way exchange of information with the client and confirm their final understanding

## Knowledge and understanding

*You need to know and understand:* **General**

1. UK legislative requirements for health and safety and the environment, standards, directives and guidelines, and working practices
2. UK standards, procedure manuals, and operating parameters
3. principles of design, including design data from the latest versions of UK standards
4. utility industry accepted working practices and industry guidelines
5. utility network engineering principles and processes
6. structure and content of client specifications
7. structure and content of manufacturing specifications

### **Specific**

8. company lines of communication and reporting procedures
9. design, stress, and SHA calculations
10. different types of working relationships with clients and colleagues
11. how to use presentation methods and techniques which include drawings, calculations, sketches, schedules, and spreadsheets
12. how to use technical information document and storage systems
13. network and utility assets
14. permit to work systems and method statements
15. regulations, practices and procedures and health and safety code

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## Behaviours

### **You work in a manner which:**

1. responds positively and creatively to setbacks
2. takes pride in delivering high quality work

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