Group A: Induction to Gas Team Leader

This training specification has been developed from the gas team leader standard and details the **minimum** training specification, as agreed by industry employers, to deliver the core skills and knowledge required by persons working within the gas industry.

The specification details the critical requirements for EIGHTEEN mandatory modules. All work must be carried out to approved procedures and practices and in accordance with company and statutory health, safety and environmental requirements.

Contents

Module IND01 Health, Safety and the Environment

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour that establish good working practices and ensure compliance with the key requirements of health, safety and environmental legislation.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What does this specification look like?
Gas network team leaders need to be able to understand the requirements of:
HS&E1 Risk Assessments
HS&E2 Personal Protective Equipment (PPE)
HS&E3 Manual Handling
HS&E4 Control of Substances Hazardous to Health
HS&E5 Confined Space Awareness
HS&E6 Vibration
HS&E7 Noise
HS&E8 RIDDOR

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.

There are no pre-requisites to undertaking this unit.

The GAS Utility SHEA SMLM08 is a post requisite of this unit.

Knowledge and Understanding

To achieve this unit, you will need to know and understand:
K1. The purpose and basic requirements, relating to health, safety and environmental statutory acts and regulations relating to the industry, including:
   a) Health and Safety at Work Act 1974
   b) Management of Health & Safety at Work Regulations 2003
   c) Control of Substances Hazardous to Health (COSHH) Regulations 2002
   d) The Environmental Protection Act 1990

K2. The roles and responsibilities of employees and employers in relation to the protection of health, safety and the environment in the workplace
K3. The meaning of the terms “risk” and “hazard” and how to identify hazards and rate the level of risk in the workplace
K4. The organisational procedures for accidents, incidents and emergencies to include:
  a) Fire
  b) Injury to self and others
  c) Threat of terrorism
  d) Hazardous occurrences and near misses
K5. The importance of correct storage of tools, equipment and materials
K6. The limitations of own job responsibility and how to report any work related problems
K7. The benefits and importance of:
  a) Maintaining a tidy workplace, with access and egress routes (entry and exits) free from obstruction
  b) Using equipment safely and for the purpose intended
  c) Observing organisational safety rules, signs and hazard warnings
  d) Taking measures to protect self and others from harm
K8. The control measures used in relation to a range of hazardous substances used in the gas industry, including:
  a) Harmful substances and chemicals
  b) The properties of natural gas and other flammable gases (butane and propane)
  c) The properties of the products of combustion of natural gas
K9. The meaning of warning signs and symbols used in the UK for the main groups of hazardous substances and the precautions that need to be taken
K10. The company’s environmental practices and procedures and the potential effects on the environment of companies and individuals not complying with good environmental practices
K11. Where to find information relating to the company’s health, safety and environmental policies and procedures, including identification of qualified first aiders and where to locate first aid facilities
K12. The information to be provided to a member of the public who reports a gas escape or gas related emergency to you

The following must also be included as part of this unit:

Risk assessments

P1. Identify workplace situations and conditions which could be classed as hazards
P2. Carry out a risk assessment of a workplace identifying a range of hazards
P3. Review and update your risk assessment, through situational awareness
K1. The meaning of the terms “risk” and “hazard”
K2. How to carry out a risk assessment in a workplace

K3. The reasons and benefits of carrying out risk assessments
K4. The concept of situational awareness, identifying hazards and controlling risks in a changing working environment
K5. Where to find information and guidance in relation to company risk assessments
K6. The requirements of current relevant legislation, regulations and company procedures in relation to risk assessment

Personal protective equipment

P1. Identify the PPE required for your own job role
P2. Carry out a pre use inspection of PPE including checks for defects / expiry dates
P3. Use the range of PPE required for your job role and store appropriately after use
K1. The company process for carrying out a workplace risk assessment
K2. Where PPE fits into the hierarchy of hazard control and protection
K3. How to carry out an inspection of PPE and check for defects / expiry dates
K4. How to use the range of PPE required for your job role and store appropriately after use
K5. The importance of reporting / replacing defective or missing PPE

Manual handling

P1. Carry out a risk assessment for the movement of a load using manual handling techniques
P2. Apply the correct moving and handling principles:
    a) When lifting alone
    b) With the assistance of others
K1. The main causes of back pain and physical effects on the body (WRULDs)
K2. How to prevent back injury and other WRULDs from occurring in the work place
K3. The purpose and requirements of the Manual Handling Regulations and how to apply them
K4. How to carry out a risk assessment prior to a manual handling operation
K5. The hazards of using incorrect lifting techniques
K6. The correct manual handling techniques:
    a) When lifting alone
    b) With the assistance of others
K7. Your responsibility to others when lifting as part of a team

Control of substances hazardous to health

P1. Use a COSHH assessment
P2. Identify hazard warning labels and suitable containers
P3. Respond to situations where substances or containers lack identifying signs or labels
P4. Protect yourself and others from harmful substances found naturally in the environment,

such as dusts or biological hazards

K1. The categories of harmful substances that you may encounter at work
K2. How to apply COSHH assessments
K3. The meaning of hazard warning labels and the importance of using suitable containers
K4. The company procedures to deal with situations where substances or containers lack identifying signs or labels
K5. How to protect yourself and others from harmful substances which occur in the environment, such as dusts or biological hazards
K6. The correct action to be taken in the event of spillage of substances

Confined space awareness

K1. State the definition of a confined space and the requirements of the confined spaces legislation
K2. List the potential confined spaces which could be encountered at work:
   a) Roof spaces
   b) Under wooden floors
   c) Cellars
   d) Plant rooms
   e) Duct rooms
   f) Metering or governor houses
   g) Trenches and excavations
K3. Understand the potential dangers when working in restricted work areas and confined spaces
K4. Describe the training and safety requirements before working in confined spaces
K5. Explain potential solutions for the removal of the foreseeable risk in a confined space

Vibration

K1. Understand the requirements for the Control of Vibration at Work Regulations 2005
K2. Understand what hand arm vibration is
K3. Understand when vibration is hazardous
K4. Understand the health affects that vibration can cause
K5. Recognise the early signs and symptoms of hand arm vibration syndrome
K6. Know which equipment used in the workplace could lead to contracting hand arm vibration syndrome
K7. Recognise the alternative techniques which may be available
K8. Know the exposure action value (EAV) for given equipment
K9. Know the exposure limit value (ELV) for given equipment
K10. Understand the action to be taken in the event of the EAV or ELV being exceeded
K11. Understand the equipment requirements to assist with the reduction of vibration

K12. Recognise the importance of regular attendance at health surveillance for person who use vibrating tools
K13. Understand the importance of immediately reporting any signs or Symptoms of HAVS

Noise

K1. Understand the requirements for the Control of Noise at Work Regulations 2005
K2. Understand the health effects of exposure to noise at work
K3. Recognise situation where you may be exposed to noise
K4. Know the simple listening test to determine if you are in a noise affected area
K5. Know which equipment used in the workplace generates noise
K6. Recognise the lower and upper exposure action values and exposure limit values for daily or weekly exposure
K7. Recognise the lower and upper exposure action values and exposure limit values for peak sound pressure
K8. Recognise the signage where the compulsory use of hearing protection is required
K9. Understand when and how to use hearing protection including the pre-use checks and maintenance requirements
K10. Recognise the importance of regular attendance at health surveillance for person who work in noisy environments

RIDDOR

K1. Understand the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
K2. Understand company specific reporting procedures for incidents which occur at work
K3. Understand which accidents require RIDDOR reporting and which only require reporting within the company or organisation
K4. Recognise the types of reportable injury including:
    a) Death
    b) Specified injuries
    c) Over 7 day injuries
    d) Injuries to non-workers
    e) Reportable occupational diseases
    f) Reportable dangerous occurrences
    g) Reportable gas incidents
K5. Know what is exempt from requiring a report
K6. Know how to report incidents and accidents through either your company communication channels or directly to the HSE
K7. Know the time line for reporting of any such occurrences

Module IND02 Personal Safety

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice's skills and knowledge of personal safety and security; it covers precautions to be taken when working alone, recognising situations which could lead to conflict and how to manage such situations.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What does this specification look like?
Gas network team leaders need to be able to understand and identify:
PS1 Issues of personal safety and security
PS2 The appropriate action to take to maintain personal safety and security
PS3 The signs of radicalisation

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites to undertaking this unit.

Performance Criteria

To achieve this unit you will need to be able to:

Identify issues of personal safety and security:

P1. Assess potential risks to your personal safety and security arising in the immediate working environment
P2. Identify potential risks in one-to-one sessions and take appropriate preventative action
P3. Identify potential risks arising from activities that have to take place outside normal working hours or in uncontrolled environments and take appropriate preventative action
P4. Assess the risks involved in situations involving conflict, challenge or heightened states of emotion and plan appropriate action
P5. Adopt working practices that will minimise exposure to potentially dangerous situations

Take appropriate action to maintain personal safety and security

P6. Conduct interviews and one-to-one sessions in safe and accessible locations
P7. Make sure other colleagues are aware of your planned activities and their approximate duration
P8. Identify potentially difficult situations or events and plan sessions in a manner that will contain or defuse them where possible
P9. Review any situations about which you are uncertain with senior colleagues and agree an appropriate course of action
P10. Follow agreed procedures in the event of emergencies

Knowledge and Understanding

To achieve this unit, you will need to know and understand:
K1. Organisational policies on personal safety and security
K2. Sources of information and advice on ways of maintaining personal safety and security
K3. How to identify situations and contexts in which personal safety and security must be addressed
K4. Likely threats to personal safety and security and how to predict them
K5. Acceptable professional action that can be taken to minimise or prevent threats to personal safety and security
K6. Ways of managing conflict and confrontation
K7. The limits of your own authority and responsibility and how to operate within them
K8. Reporting procedures in the event of emergencies and incidents
K9. Information from other agencies affecting assessment of risk and personal safety

Identifying the signs of radicalisation

K10. Understand what radicalisation is including those stemming from extreme religious, political or social views?
K11. Understand what leads people to form such views; misguidance, misunderstanding, jealousy, anger, injustice, resentment or fear
K12. Understand when persons are more susceptible to radicalisation including:
  a) Struggling to fit in
  b) Feels neglected
  c) Feels they have little or no prospects or purpose in life
  d) Is grieving the loss of a loved one
  e) Has failed examinations or assessments
  f) Has been involved in criminal behaviour
K13. Recognise the signs of persons who may have been or are being radicalised including:

a) Physical changes; head shaving, beard growing, change in appearance, tattoos with messages or a change in appearance
b) Social changes; becomes distant from friends and family, socially withdrawn, has friends who are radicals, uses extremist internet and social media sites
c) Emotional and verbal changes; exhibits extreme religious intolerance, paranoia, delusion, seeks revenge, sympathises with radical groups, advocates violence and criminal behaviour

K14. Understand what to do and who to consult with if you suspect a person is being radicalised

Module IND03 Asbestos Awareness

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice's awareness of the effects of asbestos to the human body, including the requirements as listed in the specification below. This unit must be separately certificated on successful completion and the certificate must carry a validity of 12 months from the date of the training.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What does this specification look like?

Gas network team leaders need to be able to understand and identify:

ASBA1 The properties of asbestos and its effect on health
ASBA2 The types and uses and likely occurrences of asbestos in the workplace
ASBA3 The procedures to deal with an uncontrolled release of asbestos
ASBA4 How to avoid the risk of exposure to asbestos

What do I need to take this module?

Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites to undertaking this unit.

Knowledge and Understanding

To achieve this unit, you will need to know and understand:

K1. The properties of asbestos and its effects on health

a) The above must include the increased risk for asbestos workers who smoke

K2. The types, uses and likely occurrence of asbestos and asbestos containing materials in buildings and plant

K3. How to identify the different types

K4. The purpose and requirements of the Control of Asbestos at Work Regulations

K5. How to avoid the risks from asbestos, confirmation that asbestos does not exist before building work commences

K6. The general procedures to be followed to deal with an emergency, e.g. an uncontrolled release of asbestos dust into the workplace

K7. The company reporting procedure for the identification of asbestos in a building and / or following an uncontrolled release

Module IND04 Emergency First Aid

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice's competence in basic first aid practices and include the requirements listed in the specification below

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites to undertaking this unit.

Performance Criteria

To achieve this unit you will need to be able to:

P1. Identify and assess casualties

P2. Care for casualties with a range of first aid requirements

P3. Recognise the symptoms and treat the effects of:

a) Fainting
b) Bleeding (minor and severe)
c) Seizures
d) Choking (adult)
e) Burns

f) Shock (trauma)
g) Electric shock on the body

P4. Carry out the actions to perform the resuscitation of a casualty (adult CPR)
P5. Carry out the care of an unconscious casualty

Knowledge and Understanding

To achieve this unit, you will need to know and understand:

K1. The responsibilities and requirements of a first aider at work
K2. The requirements of the health and safety (first aid) regulations
K3. How to react and what to do in the event of an emergency first aid situation
K4. How to risk assess a situation before tending to a casualty
K5. How to communicate and care for casualties
K6. How to recognise and treat the effects and symptoms of the following:
a) Fainting
b) Bleeding (minor and severe)
c) Seizures
d) Choking (adult)
e) Burns
f) Shock (trauma)
g) Electric shock (including the dangers of treating a casualty suffering an electric shock)
K7. How to resuscitate a casualty
K8. How to care for an unconscious casualty

Module IND05 Operational Procedures

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice's ability to correctly locate and apply appropriate operational procedures.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.

There are no pre-requisites to undertaking this unit.

Performance Criteria

To achieve this unit you will need to be able to:
P1. Locate operational procedures in your workplace
P2. Select the operational procedure specific to your task and any related procedures
P3. Carry out all work to operational procedures
P4. Contribute to the maintenance of operational procedures through feedback

Knowledge and Understanding

To achieve this unit, you will need to know and understand:
K1. How to locate operational procedures in your workplace
K2. How to select task specific operational procedures and any others related to it
K3. How to apply operational procedures to tasks and the importance of them
K4. The methods by which procedures are maintained and updated and how to keep up with changes

Module IND06 Fire Control

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice's understanding of the causes of fires and how to respond safely upon the event of a fire in line with company procedures. They should also have knowledge and be assessed on the use of the types of fire extinguishers available to them.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites to undertaking this unit.

Performance Criteria

To achieve this unit you will need to be able to:

P1. Select the appropriate type of fire extinguishers for the fire it is to be used against
P2. Check the fire extinguisher for correct operation prior to approaching the fire
P3. Safely operate a fire extinguisher to extinguish a fire in the correct manner

Knowledge and Understanding

To achieve this unit, you will need to know and understand:

K1. The action to take in the event of a fire
K2. The causes of fire and the elements required to start a fire
K3. The fire triangle
K4. The practices to reduce the risk of fire occurring
K5. The company procedures for dealing with fire situations
K6. How to identify the differing content of fire extinguishers and the type of fire each extinguisher can be used against
K7. The correct way to operate a fire extinguisher to extinguish a fire
K8. The consideration of the greater risk i.e. the escaping gas or the effects of thermal radiation from a fire

Module IND07 Drug and Alcohol Awareness

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills; knowledge and behaviour to develop an apprentice's understanding of the adverse effects of drug and alcohol use in the workplace and include the requirements listed.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What do I need to take this module?

Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites to undertaking this unit.

Knowledge and Understanding

To achieve this unit, you will need to know and understand:

K1. The types of prescription, legal and illegal drugs / substances and the effects they can have on the body, including:
   a) Prescription drugs - stimulants, opiates and tranquilisers / sedatives
   b) Uppers - cocaine (blow, Charlie, coke); crack (rocks, freebase); crystal methamphetamine (ice, LA crystal, Hawaiian salt); Ecstasy (XTC, Adam, MDMA); Methamphetamine (speed; tik, crystal meth);
   c) Downers - heroine (smack, mud, china white, brown); Mandrax (whites, buttons);
   d) Hallucinogens- cannabis (marijuana, weed, dagga, dope, grass, pot, ganja, hash); LSD (acid, microdot, white lightening)

K2. How to identify types of prescription, legal and illegal drugs and substances, including:
   a) Prescription drugs - stimulants, opiates and tranquilisers / sedatives
   b) Uppers - cocaine (blow, Charlie, coke); crack (rocks, freebase); crystal methamphetamine (ice, LA crystal, Hawaiian salt); Ecstasy (XTC, Adam, MDMA); Methamphetamine (speed; tik, crystal meth);
   c) Downers - heroine (smack, mud, china white, brown); Mandrax (whites, buttons);
   d) Hallucinogens- cannabis (marijuana, weed, dagga, dope, grass, pot, ganja, hash); LSD (acid, microdot, white lightening)

K3. How to identify the effects that differing legal and illegal drugs can have on a person

K4. The company policy and procedures in relation to the use of drugs at work

K5. How to identify the effects alcohol can have on a person

K6. How to establish when a person is using drugs or alcohol in the workplace

K7. What the company policy and procedures state in relation to the use of alcohol at work

K8. Where to find help and support in relation to alcohol or drug related problems

Module IND08 Equality & Diversity

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice's understanding and application of equality and diversity in the workplace and include the requirements listed.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What do I need to take this module?

Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites to undertaking this unit.

Knowledge and Understanding

To achieve this unit, you will need to know and understand:

K1. The legislation, employment regulations and policies, and codes of practice that apply to the promotion of equality and diversity and how you need to apply these
K2. The benefits of diversity and the promotion of equality
K3. The wide variety of forms that discrimination may take and how these manifest themselves
K4. How inequality and discrimination affects individuals, groups and communities and society as a whole
K5. The importance of promoting equality and valuing of diversity in the workplace
K6. The effect of cultural differences on verbal and non-verbal communication
K7. How to behave and communicate in ways that:
    a) Support equality and diversity
    b) Do not exclude or offend people
    c) Challenge discrimination effectively
    d) Respect individuals' differences
    e) Do not abuse the status and power that you have
K8. How your behaviour contributes to your organisation's culture and your responsibility for developing a positive culture for all
K9. How to provide the information that individuals are entitled to receive and ensure it is clear and helpful
K10. The actions (yours and others') that undermine equality and diversity and what to do about this (including when these people are senior to you)
K11. What to do about systems and structures when they do not promote equality and value diversity
K12. The actions you can take to help other people promote equality and value diversity and how to do this effectively
K13. The actions you can take to value the people you are interacting with and enable them to interact with you
K14. Why you should seek support when you are having difficulty promoting equality and valuing diversity, where this support can be gained and how to use it effectively

Module IND09 Customer Focus & Working with Others

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice's understanding and application of providing a consistently good service to customers and working with their colleagues and contractors in the gas industry to include the requirements listed.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What does this specification look like?
Gas network team leaders need to be able to understand the requirements of:
CFWO1 Working with Others
CFWO2 Customer Focus
CFWO3 Interpersonal Skills

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites to undertaking this unit.

Performance Criteria

To achieve this unit you will need to be able to:
P1. Communicate and interact with other employees in a professional and courteous manner
P2. Communicate and interact with other customers in a professional and courteous manner
P3, Recognise when to give support to others in the work role and provide it in a timely manner
P4. Listen to others views and opinions in working situations and be open to others ideas
P5. Communicate your views and opinions in working situations in an effective manner
P6. Plan for tasks to be carried out providing clear information
P7. Communicate in a way that respects others and meets company standards for behaviours

P8. Engage with customers and handle their enquiries effectively
P9. Listen effectively, ask questions and respond fully to customer requests
P10. Identify ways which help to make interaction with customers a positive experience
P11. Describe the company policy and procedures in relation to customer care

Knowledge and Understanding

To achieve this unit, you will need to know and understand:

Working with Others

K1. How to meet the organisation's values and behaviours requirements and take responsibility for your behaviour
K2. The importance and benefits of communicating and interacting with other employees in a professional and courteous manner
K3. How to recognise the impact your actions have on others
K4. How to recognise when to give support to others in the work role
K5. The benefits of listening to others views and opinions in working situations
K6. How to communicate your views and opinions in working situations in an effective manner
K7. How the planning of tasks can support working operations

Customer Focus

K8. Your organisation's services or products
K9. Your organisation's procedures and systems for delivering customer service, including who your customer is and your role in delivering a good service to them
K10. How to interact with customers to reach agreed outcomes
K11. Methods or systems for measuring an organisation's effectiveness in delivering customer service
K12. Your organisation's procedures and systems for checking service delivery
K13. Your organisation's requirements for health and safety in your area of work

Interpersonal Skills

K14. The importance of representing the company in a professional manner
K15. The effects of not representing the company in a professional manner
K16. How to listen effectively, ask questions and respond fully to customer requests
K17. Why it is important to give customers a positive experience
K18. How to apply the company policy and procedures in relation to customer interaction

Module IND10 Security Asset (including IT) Protection

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice's understanding and application when providing security / asset protection in the gas industry, including IT security and protection. This will also include the effects that adverse personal social media information may have on an individual.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites to undertaking this unit.

Performance Criteria

To achieve this unit you will need to be able to:

P1. Identify the need for the protection of assets, including IT systems and data
P2. Report perceived threats to the correct person
P3. Record the required information in the event of a security breach or a threat to security
P4. Follow organisational procedures regarding the personal use of IT at work
P5. Follow procedures relating to security threats and asset protection
P6. Safeguard site security, including IT systems and data
P7. Carry out approved security measures relating to your workplace, including maintaining security of information
P8. Follow organisational procedures for backing up IT data
P9. Follow company procedures for receiving visitors to site and the need to:
    a) Allow only authorised visitors access to site
    b) Challenge unauthorised visitors
    c) Provide site inductions
    d) Follow site visitor rules including the need to be accompanied, where relevant
    e) Account for all people on site, including recording their departure from site

f) Ensure visitors do not inadvertently compromise site security, including their ways of working

Knowledge and Understanding

To achieve this unit, you will need to know and understand:

K1. What is meant by the term “assets” and list a minimum of two assets relevant to your industry"
K2. Why those assets need protection and your role in providing that
K3. The range of possible threats that could impact on those assets
K4. How those threats could affect:
  a) The assets
  b) Customers
  c) The public
  d) The environment
  e) IT systems and data
K5. How to report perceived threats to assets and systems and who to report them to
K6. The type, quality and quantity of information that needs to be recorded in the event of discovery of a security breach or a threat to asset security
K7. How to locate procedures relating to security threats and asset protection and your responsibilities within them
K8. The importance of site security in relation to asset protection and health & safety
K9. The range of security measures relevant to your sites and industry
K10. What the procedures for visitors to site are and the importance of:
  a) Allowing only authorised visitors access to site
  b) Challenging unauthorised visitors
  c) Providing site inductions
  d) Following site visitor rules including the need to be accompanied, where relevant

Media posts

K11. Understand the affect that information posted on personal social media accounts may have including:
  a) Personal affect
  b) Company reputation
K12. Recognise the affect that information posted on company social media accounts may have including:
  a) Personal affect
  b) Company reputation
K13. Understand the company policy for disclosure of information through social media and e-mail including:
  a) If personal social media may be used during working hours

b) What the company classes as acceptable or unacceptable personal information, comments or images
c) What the company classes as acceptable or unacceptable company information, comments or images
d) What the company classes as acceptable or unacceptable customer / colleague information, comments or images

K14. Understand the rights of the company to manage and monitor the image of their organisation across all media and other such information in the public domain

K15. Understand the implications of improper use of all varieties of public media including:
a) Personal
b) Company reputation

Module IND11 Gas Industry Regulation

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice's understanding of regulations that affect works they may carry out in the gas industry. This unit raises awareness of these regulations and give an understanding of how such regulation impacts their day-to-day activities.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What does this specification look like?

Gas network team leaders need to be able to understand the requirements of:

GIR1 The Pipeline Safety Regulations 1996
GIR2 The Pressure Systems Safety Regulations 2000
GIR3 The Gas Safety (Management) Regulations 1996
GIR4 The Construction (Design and Management) Regulations 2015 (CDM)
GIR5 Gas Safety (Installation and Use) Regulations 1998

What do I need to take this module?

Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites to undertaking this unit.

Performance Criteria

To achieve this unit you will need to be able to:

P1. Locate and use company and / or industry procedures relating to regulations
P2. Report any situation which is considered non-compliant with regulation

Knowledge and Understanding

To achieve this unit, you will need to know and understand your work related requirements of the following:

The Pipeline Safety Regulations 1996

K1. The purpose of the Pipeline Safety Regulations 1996
K2. The approach used under the regulations
K3. What defines a pipeline and what is considered to be part of a pipeline system and what is not?
K4. The limits of a pipeline on a gas distribution network
K5. The duties of pipeline operators
K6. The management of pipeline safety
K7. The arrangements required to prevent damage to pipelines
K8. The definition of a major action hazard pipeline
K9. The basic consideration for the design, any subsequent modification and maintenance of pipelines
K10. The pressure tiers in which pipelines operate and the significance of these
K11. The requirements of any safety systems
K12. The pipeline access and maintenance requirements
K13. The materials suitable for use on the various pressure tiers of pipelines including the design specification criteria and certification as appropriate
K14. The construction and operation of pipelines including the basis of testing and commissioning requirements
K15. The actions to be taken following and emergency situation associated with a pipeline
K16. The inter-relationship between the Pipeline Safety Regulations, Pressure System Safety Regulations, Gas Safety (Management) Regulations and the Construction (Design and Management) Regulations

The Pressure Systems Safety Regulations 2000

K1. The purpose of the Pressure Systems Safety Regulations 2000
K2. The primary concerns of the regulations
K3. What defines a pipeline, pipework, protective device and a pressure system?
K4. What is included on a gas distribution network under the Pressure System Regulations

K5. What the role of the competent person is under PSSR
K6. The examination and inspection requirements including the use of written schemes of examination
K7. The basic consideration for the design, installation, any subsequent modification and maintenance of pressure systems
K8. The requirements for the keeping of records relating to pressure systems
K9. The actions to be taken following and emergency situation associated with a pressure system
K10. Understand the training and competence requirements for person who work with pressure systems
K11. The inter-relationship between the Pressure System Safety Regulations, Pipeline Safety Regulations, Gas Safety (Management) Regulations and the Construction (Design and Management) Regulations

The Gas Safety (Management) Regulations 1996

K1. What the Gas Safety (Management) Regulations 1996 apply to
K2. The four main areas covered by the regulations
K3. The scope of the regulation in relation to the UK gas infrastructure i.e. to what do they apply
K4. The requirements for having a "safety case" and what the general requirements of a safety case are including revisions and the duty to comply
K5. The duties placed on persons conveying gas and the requirement for co-operation with others associated with them
K6. The requirement for a continually staffed emergency contact centre, where persons can report gas escapes and other gas related emergencies
K7. The information to be relayed to any person reporting a gas escape, emissions of carbon monoxide, fires and explosions where gas is suspected to be involved
K8. The requirement for preventing the gas escaping within 12 hours of the initial report
K9. The rights of a gas transporter or emergency service provider under the Gas Safety (Rights of Entry) Regulations 1996
K10. The reporting actions to be taken in the event of a fire or explosion caused by an escape of gas
K11. The competence and training requirements for persons working on gas networks
K12. The inter-relationship between the Gas Safety (Management) Regulations, Pressure System Safety Regulations, Pipeline Safety Regulations, and the Gas Safety (Installation and Use) Regulations

The Construction (Design and Management) Regulations 2015 (CDM)

K1. Where the Gas Safety (Management) Regulations 1996 apply

K2. The roles, duties and responsibilities of clients, domestic clients, designers, principle designers, principal contractors, contractors and workers
K3. The 4 key elements for ensuring construction health and safety
K4. The interrelationship between the CDM Regulations and other regulations i.e. Working at Height, Asbestos etc.
K5. The scope of the regulations, what is defined as construction work in the gas industry
K6. The requirements for the production of a health and safety file and what it should contain
K7. The parameters under which a project becomes notifiable
K8. The requirements of CDM 2015 apply whether or not the project is notifiable
K9. The requirements for cooperation with other persons
K10. The requirement to report any occurrence which is likely to endanger their own safety or the safety of others
K11. To ensure they have the necessary training, skills, knowledge and experience to complete the task in a way that secures health and safety
K12. The importance of complying with policy, procedures and safe systems of work
K13. The requirement for the identification of risks to health and safety the use of risk assessment documentation
K14. Where appropriate, the requirement for the provision of suitable welfare facilities
K15. The requirement for the management, inspection and monitoring of construction sites in a way that secures health and safety
K16. The requirement for the provision of appropriate supervision
K17. The importance of site inductions
K18. The methods to be used to prevent unauthorised access to the site through appropriate site security measures
K19. The requirement for keeping a site safe and in good order
K20. The requirements for ensuring the stability of structures, this includes excavations and trenches
K21. The requirements for the protection and avoidance of underground and over ground plant
K22. The provision of suitable emergency procedures and emergency escape routes where required
K23. The requirement for the provision of fire-fighting equipment
K24. The requirement for suitable and sufficient lighting
K25. The inter-relationship between the Construction (Design and Management) Regulations, Pressure System Safety Regulations and the Pipeline Safety Regulations

Gas Safety (Installation and Use) Regulations 1998

K1. The scope of the Gas Safety (Installation and Use) Regulations
K2. What constitutes work in relation to a gas fitting?

K3. The training, competence and registration requirements for person undertaking work on gas fittings, meters or appliances
K4. The requirements for the installation of meter boxes or housings
K5. The actions to be taken when encountering an appliance or part of a gas installation that is considered to be faulty
K6. The requirements for the provision of a suitable electrical continuity bond
K7. Where the overlap between the Pipeline Safety Regulations and the Gas Safety (Installation and Use) Regulations occurs

Module IND12 Gas Industry Overview and Appreciation

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the information required to develop an apprentice's understanding of how a gas network operates. This should cover an overview of all gas-engineering processes involved from the terminal to the consumer's gas meter.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites to undertaking this unit.

Knowledge and Understanding

To achieve this unit, you will need to know and understand:
K1. What forms a gas network and how it operates
K2. The basic components of plant and equipment that are used in gas transmission and distribution networks
K3. What forms a gas supply system, from transmission to distribution network, and how they operate
K4. The process from arrival at gas terminals to national transmission to distribution networks to the customer (beach to meter)
K5. The basic principles and balancing supply and demand on the UK gas networks

K6. The basic function and operating principles of a range of common gas network apparatus including:
   a) Storage
   b) Pressure reduction
   c) Pipelines
   d) Service pipes
   e) Meters

Module IND13 Work at Height

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the information required to develop an apprentice's understanding, knowledge and awareness of the relevant legislative and the procedural requirements, used in the gas industry, for working at height.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit. There are no pre-requisites to undertaking this unit.

Performance Criteria

To achieve this unit you will need to be able to:
P1. Plan a work activity at height including carrying out a risk assessment
P2. Carry out a work activity at height using correct PPE
P3. Reduce the risks of work from height by using recognised working practices and methods
P4. Identify where information and guidance can be gained in relation to work at height

Knowledge and Understanding

To achieve this unit, you will need to know and understand:
K1. How to identify and reduce the risks associated with work at height

K2. How to apply your responsibilities as an employee in relation to the Work at Height Regulations 2005
K3. How to identify types of work activity that would be classed as work at height
K4. How to plan for a work at height activity and apply the checks and measures required
K5. How to check to make sure work at height equipment is suitable for use
K6. The requirements for the use of steps and ladders for work at height activities

Module IND14 Working in Low Risk Confined Spaces

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice's understanding of the hazards involved and precautions to be taken when working in low risk confined spaces. This will include atmosphere sampling, methods of safe access and egress and actions to take in the event of an emergency.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What does this specification look like?

Gas network team leaders need to be able to understand the requirements of:
WLRCS1 Prepare to enter and work safely in low risk confined spaces
WLRCS2 Enter and exit the confined space in a safe manner
WLRCS3 Use equipment and tools in a safe manner
WLRCS4 Follow procedures and permit to work requirement
WLRCS5 Emergency situations
WLRCS6 Understand relevant health and safety guidance and legislation used
WLRCS7 Understand the requirements for safe working in confined spaces

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites to undertaking this unit.

Performance Criteria

To achieve this unit you will need to be able to:

Prepare to enter and work safely in low risk confined spaces

P1. Prepare and check all equipment is in good order and electrical equipment is fully charged before entering the work site
P2. Obtain authorisation for entry and relevant health and safety information including permits to work, safe systems of work and risk assessments
P3. Establish and maintain a safety zone in situations where other people need to be kept clear
P4. Turn on and check atmospheric monitoring equipment and confirm it is working before entering the confined space

Enter and exit the confined space in a safe manner

P5. Check atmospheric conditions are safe prior to entering the space
P6. Set up and inspect access and any rescue equipment to make sure it is safe and fit for purpose prior to use
P7. Enter and exit the space in line with the safe system of work for entering the confined spaces
P8. Rectify any problems with the work or other team members through consultation with the authorising engineer

Use equipment and tools in a safe manner and in accordance with manufacturers' specifications

P9. Inspect all equipment and tools to ensure they are suitable for the job before using them
P10. Inspect all PPE to ensure it is suitable for use
P11. Using the specified safe method; place equipment and tools into the confined space, ensuring all equipment and tools are removed from site when work is complete

Follow procedures and permit to work requirement to ensure the work is carried out safely

P12. Ensure communication methods to be used are operational and suitable for the work
P13. Ensure a minimum of two persons are on site at all times, with the second person acting as a guard
P14. Ensure adequate control for the access of people and vehicles is in place around the entry point
P15. Rectify any problems with the work or other team members through consultation with the authorising engineer
P16. Respond immediately to any unsafe activity, equipment, or environmental conditions

P17. Monitor atmospheric conditions at the specified intervals within the confined space and ensure these are logged or recorded
P18. Ensure all risks are adequately controlled throughout the work activity
P19. Ensure all specified PPE for the job is used continually and correctly
P20. Respond to any unsafe condition as indicated by atmospheric monitoring equipment
P21. On completion make the work area safe and close down the permit to work
P22. Complete all documentation and pass to the relevant person, ensure all persons are notified of completion of the work

Emergency Situations

P23. Invoke the emergency evacuation procedures should an unsafe situation occur
P24. Ensure all personnel exit the space safely and that all persons are accounted for
P25. Record the details of the emergency and report the incident to the authorising engineer

Knowledge and Understanding

To achieve this unit, you will need to know and understand:
K1. The behaviours required for working in low risk confined spaces
K2. How to be vigilant to potential risks and hazards
K3. Their responsibilities to comply with the main principles of health and safety and environmental legislation and regulations
K4. Where to find guidance relating to identifying a confined space and how to risk assess for working safely in confined spaces
K5. How enclosed areas could become confined spaces due to the presence of a hazard
K6. The specific hazards that can produce a confined space
K7. How to deal with emergency situations that could arise in a confined space
K8. How to access company procedures and manufacturers' instructions that relate to the safe use of equipment
K9. Their role and responsibilities when dealing with any emergencies
K10. How to deal with injuries to personnel and the members of the public
K11. The different types of emergency situation that could arise
K12. The entry and exit procedures for low risk confined spaces
K13. How to carry out risk and hazards assessments
K14. The procedures and methods of working suitable to low risk environments and local conditions
K15. How to reduce the risk to an acceptable level for the work to be carried out
K16. How to following the requirements of permits to work or other safe systems of work
K17. How to effectively monitor site conditions and the work activity
K18. How to resolve problems speedily and with the designated personnel where other people or organisations are involved

K19. The communications methods for keeping in contact with other people during work in low risk confined spaces
K20. How to ensure equipment and tools are fit-for-purpose and how to use them safely
K21. The reporting systems permit controlled work activities and resolving problems
K22. The procedures for dealing with emergencies
K23. The communications and reporting systems for emergency situations

Module IND15 Excavation Support systems up to 2.5 Metres Deep

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice to be able to install, dismantle and remove; close board support systems, sheet piling support systems, and both mechanical and hydraulic support systems for excavations up to 2.5 metres deep.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.

IND14 - Working in Low Risk Confined Spaces is a pre-requisite of undertaking this unit.

Performance Criteria

To achieve this unit you will need to be able to:
P1. Confirm that site specific risk assessments and permit to work systems are in place and that these provide adequate safeguards through working practices
P2. Identify factors which could deem the excavation a confined space
P3. Identify potential hazards in the excavation and the chosen support mechanisms according to relevant codes of practice
P4. Recognise the signs of water ingress and implement appropriate control measures to remove the water
P5. Describe the site checks that must be completed prior to entering an excavation
P6. Assess an excavation to determine the most suitable types of support system

P7. Install, dismantle and remove close board and sheet piling support systems
P8. Demonstrate how mechanical and hydraulic support systems are used
P9. Ensure adequate controls are in place to prevent access of unauthorised persons and vehicles in and around the excavation
P10. Ensure the requirements of the Working at Height Regulations are met
P11. Provide safe access and egress in to and around the excavation
P12. Check atmospheric conditions are safe prior to entering the excavation
P13. Wear all appropriate personal protective equipment (PPE), ensuring it is suitable and in good condition
P14. Ensure breathing apparatus and fire extinguishers are deployed on site in accordance with company procedures
P15. Ensure a minimum of two persons are on site at all times, with the second person acting as a guard
P16. Demonstrate how to safely adjust support mechanisms
P17. Demonstrate the correct use of tools, plant and equipment
P18. Demonstrate the controls to be implemented when underground plant and services are exposed
P19. Respond immediately to any unsafe activity, equipment, or environmental conditions
P20. Demonstrate how to resolve day to day problems within the responsibilities of your own role
P21. Report problems and defects in the excavation and its support mechanisms to the relevant person

Knowledge and Understanding

To achieve this unit, you will need to know and understand:
K1. The hazards associated with water ingress to excavations
K2. The methods that can be used to safely remove water from excavations
K3. The environmental considerations when removing water from excavations
K4. The requirement to keep gullies and water courses clear at all times
K5. The safety requirements for using mechanical plant and equipment near excavations
K6. The procedures that apply to the installing, dismantling and removing of excavation support systems
K7. The current legislative requirements and industry good practice relating to excavation work activities
K8. The inspection requirements and procedures for all types of excavation support systems
K9. The importance of ensuring that equipment and tools used in excavation support systems are stored safely and securely
K10. The importance of good communication within your own team and others when working in excavations
K11. The human consequences from the collapse of an excavation

K12. Your responsibilities when working in supported excavations and how to comply with procedures, permit systems and good working practices

Module IND16 Anchorage of Mains Operating at ≤2bar

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice to be able to understand the requirements for both temporary and permanent anchorage of cap ends and fittings connected to gas mains up to and including 14”/350mm up to and including 2 bar pressure. The apprentice must be made aware of the risk of physical injuries that could be incurred if suitable control measures are not in place.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.

Whilst there are no pre-requisites of taking this unit, consideration should be given to including this unit when training is being delivered on units SML01-SML02 or MLM01 – MLM04.

Knowledge and Understanding

To achieve this unit, you will need to know and understand:
K1. The general requirements for the application of anchorage to mains
K2. The physical injuries that could be sustained through the sudden release of pressure when an end cap fails
K3. The different types of joints used including; self-locking / self-anchoring and flexible compression
K4. The safety requirements when working with self-locking / self-anchoring and flexible compression joints including what pipe work materials they can be used on
K5. The necessary authorisations required prior to using temporary and permanent thrust restraints

K6. The precautions be taken to ensure existing anchor blocks (on any utility) or any supporting ground is not disturbed
K7. The prohibited use of vertically driven spikes
K8. The inspection requirements of temporary thrust restraint systems
K9. The requirements for any temporary restraint to be designed so as to restrain the main under full pressure test.
K10. The uses and limitations of self-locking end caps
K11. The use and selection of struts which may be used on low-pressure systems
K12. The use and selection of steel struts for medium pressure systems
K13. The design, installation and general requirements for the use of traverse beams in the following ranges up to 0.4kN, 0.4 - 10.0kN and 10.0kN - 25kN
K14. The requirements for the restraint of pipe work during flow stopping or cut out operations
K15. The requirements for the selection of single or three-trench systems of working
K16. The requirements for additional support to the main when using flow-stopping equipment
K17. Who has the responsibility for determining the size and specification of any permanent restraint i.e. concrete block
K18. The shape the thrust block must take and how this is achieved
K19. What the surface texture of the block must be to achieve maximum cohesion to the surrounding soil
K20. The correct ratio for the cement: sand: aggregate used in the construction of thrust blocks
K21. The typical "cure" time for a concrete thrust block
K22. The additional precautions to be taken in both hot and frosty weather with regard to controlling the "cure" of the concrete
K23. Back filling requirements
K24. The requirements of any; permit to work, routine or non-routine operational procedure are met

Module IND17 Breathing Apparatus

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice to be able to select, inspect and wear breathing apparatus.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.
There are no pre-requisites of taking this unit.

Performance Criteria

To achieve this unit you will need to be able to:

P1. Visually inspect the mask, any inhalation or exhalation valves / vents, the visor and seals for any signs of damage of defects
P2. Visually inspect the hoses for signs of defects or damage
P3. Ensure all seals are in place and of a serviceable condition
P4. Check the belt to ensure it is in good condition
P5. Where applicable install the strainer and or air turbine in a suitable location where the air is of a respirable quality
P6. Where an assisted air system is used confirm there is a power supply to the unit and the turbine operates correctly
P7. Where applicable connects the strainer or air turbine to the end of the hose and carry out the necessary leakage tests
P8. Ensure the mask and belt are correctly connected to the hoses and that the breathing apparatus is adjusted to fit the user
P9. Where applicable ensure that a flame retardant balaclava is worn
P10. Fit and adjust the face mask and successfully complete a face fit test - in line with manufacturers' instruction and company policy and procedures
P11. Safely operate the breathing apparatus in line with manufacturers' instruction and company policy and procedures
P12. On completion of work, remove the breathing apparatus, in a respirable atmosphere, check, clean and return for storage

Knowledge and Understanding

To achieve this unit, you will need to know and understand:

K1. When breathing apparatus must be deployed on site, at which atmospheric gas levels and in which situations
K2. The number of breathing apparatus sets that must be deployed for a given situation
K3. The actions to be taken where defects or damage are identified
K4. The actions to be taken in the event of a failed face fit test or leakage test
K5. When breathing apparatus must be checked by the wearer
K6. What other PPE may be required when wearing breathing apparatus

Module IND18 Gas industry specific tools and equipment

This training specification has been developed as part of the gas team leader standard for both service layer and main layer. The specification details the required skills, knowledge and behaviour to develop an apprentice to recognise and operate the different types of safety specific tools and equipment used in the gas industry.

The specification is the minimum core standard of these requirements but does not preclude employers from using their relevant company specific procedures and documentation to enhance the skills and knowledge of the learner. Any such enhancements should be documented in the respective company / learning provider training programme.

What does this specification look like?
Gas network team leaders need to be able to recognise and operate the following:
GIST1 Gas Detection Instrumentation
GIST2 Volt Stick
GIST3 Bar Hole Tool

What do I need to take this module?
Candidates to be **assessed** as competent in this area must have successfully completed the criteria shown in the unit.

No other evidence will be accepted as an equivalent level of achievement for this unit.

There are no pre-requisites to undertaking this unit.

Performance Criteria

To achieve this unit you will need to be able to:

Gas Detection Instrumentation

P1. Identify the different types of gas detection instrumentation including:
   a) Portable gas detectors
   b) Personal monitors
P2. Operate gas detection instruments in line with company procedures and manufacturers' instructions including recertification of fault conditions i.e. water ingress
P3. Recognise critical gas concentration levels and take action as appropriate

P4. Carry out routine maintenance and calibration in line with company procedures and Manufacturers' instructions

Volt Stick

P5. Identify the correct type of volt stick used in the gas industry - ATEX approved
P6. Demonstrate the daily checks to be completed on the volt stick
P7. Demonstrate the pre-use and post-use functionality checks to be carried out
P8. Demonstrate how to use the volt stick in a given situation, prior to commencing work activities

Bar Hole Tool

P9. Demonstrate the pre-use checks required for a bar hole tool:
    a) Within its test date
    b) Condition of the handle - clean and damage free
    c) Condition of the bar - not bent, free from rust and other deposits, has ease of travel and the point is in a suitable condition
    d) The locking screw is in position and not bent
P10. Demonstrate the pre-use site checks:
    a) Cable and plant location
    b) Marking out of the site
    c) Visual inspection
    d) Any anti-sparking measures required
    e) Any other site specific safety measures required
P11. Select the correct bar hole depth relative to the surface being penetrated
P12. Demonstrate the correct method of use of the bar hole tool and produce sample holes at specified intervals
P13. Using approved gas detection instrumentation demonstrate how to correctly sample the bar holes for the presence of gas
P14. Reinstate bar holes when site investigations are complete

Knowledge and Understanding

To achieve this unit, you will need to know and understand:

Gas detection instrumentation

K1. The limitations of use of gas detection instruments including:
    a) Portable gas detectors
    b) Personal monitors
K2. The pre-use checks to be made prior to using gas detection instrumentation

K3. The operation of the gas detection equipment and the start-up sequence
K4. The reading ranges used including:
    a) PPM (parts per million)
    b) % LEL (lower explosive limit)
    c) % volume
K5. The relationship between % Volume - % LEL - PPM
K6. Critical gas concentration levels and high and low alarm conditions including:
    a) Natural gas
    b) Carbon monoxide
    c) Hydrogen sulphide
    d) Oxygen
K7. Interpretation of readings
K8. The actions to be taken under alarm conditions or when critical gas concentration levels are encountered
K9. Recognise the fault conditions that could be encountered when operating gas detection instruments
K10. The action to be taken in the event of a fault occurring
K11. The routine maintenance requirements of gas detection instruments including:
    a) Calibration
    b) Filters
    c) Battery changing / charging

Volt Stick

K12. When functionality checks must be completed on the volt stick
K13. The action to be taken when a volt stick fails the functionality checks
    a) Daily check
    b) Pre and post use checks
    c) Battery fault and exchange
K14. Which surfaces must be checked using a volt stick prior to work commencing?
K15. The actions to be taken when the bolt stick illuminates, indicating a fault condition

Bar Hole Tool

K16. The checks to be completed prior to using a bar hole tool
K17. The action to be taken where the tool does not meet the requirements of the pre-use checks
K18. The limitation of use of the tools including:
    a) Where the tool can be used
    b) Alternative methods which could be employed
K19. The maximum allowed depth of penetration in the carriageway and in the footway and how this is achieved

K20. The requirements for safe working in the highway
K21. The action to be taken in the event that the bar hole tool becomes stuck in the ground
K22. The action to be taken in the unlikely event that a cable or other utility plant is struck
K23. The PPE requirements when using a bar hole tool