

**Strategic Management Board
Notes and Actions
Tuesday 13th September 2016 at 10.00am
Energy Networks Association, 6th Floor, Dean Bradley House, 52 Horseferry Road,
London, SW1P 2AF.**

1. Attendance.

Chris Bielby (CB)	SGN (Chair)
Ian Moss (IM)	EU Skills (Secretariat)
Graeme Dryden (GD)	Summit Skills
Mark Rolfe (MR)	Gas Safe Register
Richard Phipps (RP)	Awarding Organisations
Steve Ward (SW)	Awarding Organisations
Trevor Smallpeice (TS)	SCF Chair
Christine Bridge (CBr)	HSE
Garry Knight (GK)	HSE
Richard Meredith (RM)	HSE NI
Richard Whitehead (RW)	UKAS
Malcolm Greetham (MG)	EU Skills

Apologies

Phil Shaw UKAS

2. Minutes from previous SMB meeting (15.06.16).

The minutes from the previous meeting were reviewed and agreed as a true and accurate record.

Matters arising not included in the agenda.

Note 1 (Item 3.2.2) BS 6891

The SCF have raised concerns regarding the 'Requirements for a pressure test point prior to an appliance isolation valve'. The SCF has agreed to write to the secretary of BS 6891 (Gavin Jones) to enquire about the outcomes of the issues raised regarding isolation valves.

3. Change Document summary.

3.1. CMA3 implementation (see paper SMB/33/001)

IM opened up the discussions by referring to the document SMB/33/001 which has been submitted by the Certification Bodies (CBs) to provide clear guidance to the voting rights for CBs in the Standard Setting Process for introducing new assessment categories. SW agreed to make a number of amendments and re-submit to the SMB for sign-off. Once the amendments have been agreed, the document will be added to the Operations Document. TS made it clear that CB's input to the process should be via the SCF and not submitted direct to the SMB and that if the CBs do not agree with a proposal it does not prevent a change being made if other members of the SCF are in agreement with the said proposal.

Action SW/RP: Amend CB proposal and re-submit to the SMB

Further discussions took place regarding whether CMA3 is limited scope, previous discussions with the SCF had suggested that meter installers who hold CMA3 and wish to extend their competence to other categories of work shall be regarded as a Category 2 applicant, this proposal was agreed by the SMB members.

Further issues surrounding CMA3 - Whether as a Metering Core CMA3 includes sufficient competence for the candidate to hold REGT1 and MET4. SW made it clear that this would be for Domestic premises only and that the Core i.e. CMA3 would dictate to the type of premise a Meter Installer could operate in. This was accepted for REGT1 but the group had reservations for MET4, but providing the installer worked under the scope of their Core competence i.e. domestic metering, issues should not arise. However, to provide a compromise, MG

agreed to look at the MET1 criteria to establish if criteria from MET4 i.e. U16 meters could be added to MET1 and therefore remove the need for domestic meter installers to hold MET4.

MG and IM agreed to take a look at the ACS flowcharts to establish if metering for Domestic and Non-Domestic could be made simpler.

Action MG/IM: Produce a proposal for the SCF to consider expanding the scope of MET1 to include U16 meters (in domestic dwellings) and amend the ACS flowcharts to include CMA3.

3.2. Standards Consultation Forum Change document summary (see paper SMB/33/002)

3.2.1 CD 81 (ISU 061) IGEM/UP/3 Edition 3 Gas fuelled spark ignition and dual-fuel engines

Revisions have been made to the standard in the following key areas:

- Scope
- Legislation and Standards
- Engine installation
- Supply pressure
- Gas supply pipework
- Facilities for testing and purging
- Hazardous area classification
- Air supplies
- Exhaust system
- Purging of an engine when incorporated with associated CHP equipment
- Biogas

Matters of Gas Safety criteria affected

Non-domestic, Natural Gas & LPG, Gas fuelled engines (CGFE1)

3.2.2 CD 82 (ISU 062) Technical Bulletin 055 Duties of Landlords

Revisions to the TB can be found in the following key areas:

- Recording defects
- Tenants own gas appliances
- Effective maintenance

Matters of Gas Safety criteria.

Only minor change were introduced in this revision and whilst continued development of the wider Industry's knowledge is important, these specific items will have no effect matters of gas safety for the gas operative.

3.2.3 CD 83 (ISU 063) The Gas industry Unsafe Situations procedure – Edition 7.1

Review current ACS criteria information as regards GIUSP.

3.2.4 CD 84 (ISU 064) IGEM/UP/10 Edition 4 with amendments – March 2016 Installation of flued gas appliance in industrial and commercial premises

Revisions have been made to Edition 4 of the standard in the following key areas:

- Scope, Clause 2.1
- Primary legislation, Clause 3.1.1
- Location of appliances and pipework, Clause 5.1.6
- Ventilation, Section 7
- Chimneys and Flues, section 8, plus associated appendices.

Matters of Gas Safety criteria:

Review and amend ACS criteria information as regards the relevant assessments affected i.e. ICAE 1, CIGA1, and CORT1.

3.2.5 CD 85 (ISU 065) PD 54823: 2016 Guidance for the design, commissioning and maintenance of LPG systems in small craft.

Revisions have been made to the standard in the following key areas:

- Normative references, Section 2
- Terms and definitions, Section 3
- Pressure Regulation devices, Section 5
- LPG Supply line, Section 6
- Appliances, Section 7

Matters of Gas Safety criteria:

Revise and amend ACS assessment criteria as regards CCLPIB, and Changeover to Boats.

3.2.6. CD 86 (ISU 066) BS 6400 – Specification for installation, exchange, relocation, maintenance and removal of gas meters with a maximum capacity not exceeding 6m³/h – Part 1: Low pressure (2nd family gases)

Revisions to the standard have been made to the standard in the following key areas:

- Scope
- Terms and Definitions, Section 3
- Planning and consultation, Section 4
- Competence, Section 5
- Design, Section 6
- Meter work, Section 8
- Notices, Section 11
- Post installation checks and actions, Section 16
- Maintenance, Section 17

Matters of Gas Safety criteria:

Revise and amend ACS assessment criteria as regards CCLPIB, and Changeover to Boats.

3.2.7. CCLP1 EPC (External Pipework Connections) re-assessment.

Re-assessment criteria has been developed.

3.2.8. Old Normative references in LPG assessments when NG operatives only get assessed on current references.

An issue surrounding the use of old normative references in the LPG MoGS has been raised at the SCF, a solution would be to replace the references with up to date references from current normative standards i.e. LPG codes of practice, BSI or IGEM standards. It was agreed by the group that MG with help from UKLP would take a look at this.

3.2.9 ENA low pressure letter.

Further to discussions at the previous SCF and SMB meetings, HHIC facilitated a meeting to discuss the detail and potential affects to installers/service engineers working in customer's premises. The issues are ongoing and will be reported back to the SCF and SMB when available. However, Dave Thorley (Gas Networks) has agreed to speak with the other networks with a view of producing Technical Bulletin for publication by Gas Safe Register.

3.2.10 Sub-Meters

Existing ACS criteria for domestic meters i.e. MET1 includes secondary meters in the scope. This is not the case with non-domestic meters as MET4, CMET1 and CMET2 excludes secondary meters from the scope. This decision was made by the previous scheme committee for ACS as it was deemed that secondary meters are not included in the scope of GM6 and GM8. After further discussions with IGEM it was suggested that sub-meters which include both secondary meters and check meters are covered in UP/2. However, where there is a clear definition for check meters in that their installation is part of the pipework, the definition for secondary meters is less clear.

Following discussions at the SMB it has been agreed to look at the criteria for Limited Scope pipe fitters (ICPN1 LS) to include additional criteria for the installation of meters. This proposal will be discussed during the current consultation period with the SCF members.

4. Probationary business site inspections results

MR had previously circulated statistics displaying the percentage of failures by Registered Gas Engineers during an inspection by a Gas Safe registered inspector. The two graphs display where an Unsafe situation has been identified and on the second graph where a competency failure has occurred. The trend provides data from a five year period ranging from 2008/2009 to 2015. The main concern is that the failure rates are increasing over time. To investigate this issue a proposal to commission market research was submitted to GISG by the independent market research company used by GSR. This research is to be funded and supported by the Gas Industry Safety Group (GISG). The objectives of the research is to 'Identify areas impacting on unsatisfactory levels of competency for newly trained gas engineers and make recommendations regarding ways to decrease levels of unsafe gas work'. To date Twenty Five interviews had taken place. However, discussions are to take place whether to broaden the scope of the survey. One of the outcomes of the discussions is whether adequate training for new entrants is being carried out.

MR added that Gas Safe Register had written to UKAS outlining the issues raised in the survey, UKAS are currently in dialog with the Register. Chris Bielby pointed out to the group that 'Which' may be running an additional survey into Gas work and that there may be an enquiry into training for new entrants.

5. Gas Safe Register re-tender.

5.1. GILG/SCF

Further to the intention for HSE to consult with industry stakeholders about the future shape of the Gas Safe Register and the services it will deliver. HSE has made themselves available to attend the various industry forums. To ensure we include Industry representatives the GILG and SCF have extended invites to the HSE to attend their next round of meetings, these meetings are scheduled for 17th and 24th November respectively. Christine requested that both groups send any questions regarding to her prior to the meeting.

5.2 SSB Re-Appointment

IM raised the question to how the Standards Setting Body would be re-appointed, the following was discussed: As described in the Gas Competence Review report, the Standards Setting Body consists of the Strategic Management Board and the Standards Consultation Forum, supported by the Standards Development Unit. These groups are supported and facilitated by EU Skills – this support is being funded by the Gas Safe Register (so ultimately, by gas engineers via their registration fees).

While HSE was instrumental in establishing the Standards Setting Body, the view is that the function and its responsibilities have been transferred to industry. Therefore as a consequence of this the following applies:

- The Standards Setting Body (SMB/SCF) is therefore responsible for appointing an organisation to carry out the standards setting function that is currently carried out by EU Skills.
- Any decision on a tender process for providing the standards setting function is a decision for the Standards Setting Body (SMB/SCF).
- Timescales for any decisions regarding the standards setting function will be for the Standards Setting Body (SMB/SCF) to decide.

5.3 Governance

IM also raised the question to how the current Standard Setting function is governed as there is no formal measures other than the Service Level Agreement detailed in the contract between EU Skills and Capita. Following further discussions the group agreed that EU Skills would provide direction to the governance of the SSB. This Governance will include: Performance measures, Service level agreement (including scope of responsibilities) and provision to measure performance (this is likely to be via the SMB).

6. IGEM/IG/1

6.1. Awarding Organisation (see attached paper SMB/33/001)

Further to the presentation of a paper by Steve Mulvany at the previous SMB meeting on behalf of the Awarding organisations outlining a proposal for the implementation of IGEM/IG/1. To avoid a possible conflict of interests with the EEIAS, it had been proposed by the awarding Organisations that the audits are carried out by EU skills (Ian Moss) and Gas Safe Register (Bruce Bennett). However, Mark Rolfe on behalf of the Register felt this would not be appropriate due to the possible conflict that would be created. Therefore IM has identified an alternative auditing solution by approaching Troy Dyson who has previous auditing experience within the Gas Industry including training. It is envisaged that the audit will be carried out as a desk top audit at the AOs premise and will take no longer than one day in duration, providing no major non-conformities are identified. The expected costs for this audit is £600.00 per day, plus VAT and including expenses.

The agreed next steps are for IM to write to the AOs detailing the next steps and agreed costs.

Action IM: Write to AOs with audit details plus estimated costs.

7. Job Practise analysis

7.1. SCF working group (see attached paper SMB/31/007)

Following the evaluation by a SCF working group of the domestic Matters of Gas Safety criteria documents, a proposal for a new re-assessment strategy has been through a consultation process with the SCF members to decide whether to develop and implement this model. The aims of the proposed re-assessment strategy are to:

- Make re-assessment more relevant to the work categories undertaken by a gas engineer
- Reduce K&U assessment criteria
- Increase focus on performance criteria
- Increase rigor on gas safety checks assessments i.e. GSIUR 26(9) requirements
- Use assessment performance to recognise and address training needs

Following the consultation and subsequent ratification by the SMB, a number of workshops have been arranged with nominated parties from the SCF. A rationale for all proposed changes will be presented to the SCF and SMB members.

8. Value and Effectiveness Grid (VEG) grid feedback (see attached paper SMB/32/004)

Feedback on the VEG grid fall into the following categories:

- Administration
- People
- Process
- Decisions

CB provided further feedback of the VEG results and stated that following discussions with IM further feedback would be provided at future SMB meetings.

Action CB/IM: Analyse results and feedback to the SMB at the next meeting.

9. ISO/IEC 17024: 2012

IM provided the meeting with an update on the revised Operations Document for the 17024 scheme. EU Skills issued the revised document to CB's for use after the 1st April 2014 and have gained feedback from the CB's now they have been audited against the new standard (ISO/IEC17024: 2012). The amendments have been included in the document and is available for re-issued as Edition 4 September 2016. However, the SMB felt the document should be reviewed by the SCF and that it should consider feedback from recent UKAS audits. IM pointed out that it has always been the intention is to constantly update the document following UKAS audits.

Action IM: Circulate to SCF for information and comment.

10. Group competence scheme

IM gave an update regarding the Group Competence Scheme, that following the approval of the British Gas scheme by their Certification Body (Certsure) and the subsequent accreditation of their CB by UKAS, no further organisations have been added to the scheme, although several are working towards accreditation.

11. Trailblazer Apprenticeship

IM updated the group on the following Trailblazer apprenticeships:

Smart Metering

The Dual Fuel Smart metering apprenticeship is now complete and is being delivered by a number of Employers via their designated Training Provider.

Gas engineering

The Standard and Assessment Plan has been approved along with the funding cap. The Rules of Combination and the associated training units have been signed off by the Employer Development group. It is envisaged that the first starts will be from September 2016.

IM added that now that Trailblazers are being utilised by Industry, EU Skills and Gas Safe Register need to agree a process to enable Gas Safe Register to accept downloads from registered parties. IM stated that EU Skills will produce a list of Trailblazer Standards with the relevant Matter of Gas Safety categories. With regard to the agreement between Gas Safe Register and Awarding Organisations, IM stated that a number of organisations who have gained approval with the 'Register of Apprenticeship Assessment Organisations' will in future be required to download direct to the Register. IM agreed to liaise with Gas Safe Register i.e. Bruce Bennett to agree a way forward.

Action IM: Liaise with Bruce Bennett regarding Trailblazer Standards be eligible for download to the Register.

12. Awarding Organisations

No further items were raised by the Awarding Organisations

13. Complaints

No complaints were registered at the meeting

14. AOB

TS: With regard to changes to ACS being 'Fit for Purpose', who has the final sign-off? RW replied by stating UKAS have the final sign-off via their technical experts.

MR: Requested an update of the Risk Assessment flowchart, IM replied in that the flowchart required following feedback from Gas Safe Register. MG/IM to amend and present to the SCF for final sign-off.

MR: Requested an update regarding the issue regarding LPG cylinders attached to mobile catering vehicles and the inclusion of additional criteria in the MoGS to include visual checks. IM replied in that the changes have been made to the MoGS, but we are awaiting UKLPG to produce a Technical Bulletin.

Action MG: Contact UKLPG i.e. Richard Hakeem.

CB: Notified the group that GISG are running a series of tests on Flues in Voids type installation and would request a couple of more premises to carry out said tests. Should any members be aware of suitable premises please contact Chris direct.

Date of next meetings:

Wednesday 7th December 2016

Actions

Agenda Item	Actions meeting 31	By	Status
4.	Implement IGEM/IG/1	IM	Open
Agenda Item	Actions meeting 32	By	Status
3.2.6.	Amend MoGS for pipefitters with additional criteria for the installation of meters.	IM	Open
7.	Analyse results and feedback to the SMB at the next meeting.	CB/IM	Open
Agenda Item	Actions meeting 33	By	Status
3.1.	Amend CB proposal and re-submit to the SMB	SW/RP	Open
3.1.	Produce a proposal for the SCF to consider expanding the scope of MET1 to include U16 meters (in domestic dwellings) and amend the ACS flowcharts to include CMA3.	MG/IM	Open
6.	Write to AOs with audit details plus estimated costs.	IM	Open
9.	Circulate to SCF for information and comment.	IM	Open
11.	Liaise with Bruce Bennett regarding Trailblazer Standards be eligible for download to the Register.	IM	Open
14.	Contact UKLPG i.e. Richard Hakeem.	MG	Open