

Standards Consultation Forum
Notes and Actions
Wednesday 8th March 2017 2016 at 10.00am
Friars Gate, 1011 Stratford Road, Shirley, B90 4BN.

1. Attendance

Trevor Smallpeice (TS)	Carillion (Chair)
Ian Moss (IM)	Energy & Utility Skills (Secretariat)
Malcolm Greetham (MG)	Energy & Utility Skills
Bruce Bennett (BB)	Gas Safe Register
Dave Bendle (DB)	British Gas
Richard Phipps (RP)	Certification Bodies
Peter Hurst (PH)	IGEM
David Reid (DR)	NCC
Stephen Hughes (SH)	Gas Networks
Bob Mann (BM)	Gas Networks
Richard Harper (RH)	GCS Moderation group
Duncan Wilson (DW)	SNIPEF
Tony Gannon (TG)	Plumbers Teachers Association
Salim Visram (SV)	Awarding Bodies

Apologies

Reuben Smith (RS)	GILG
Ross Anderson	ICOM
Barry Matthews (BM)	OPGO
Ian Smith	National Grid Metering
Peter Fawbert (PF)	LBF
Richard Hakeem (RH)	UKLPG
Neil Macdonald	HHIC

2. Minutes from previous SCF meeting (24.11.16).

The minutes from the previous meeting were reviewed and agreed.

Matters arising not included in the agenda.

Note 1 (Item 3) Gas Safe Register Decade Review

Accent Market Research have been facilitating a Decade review of the Gas Safe Register, the SCF requested that any results/papers etc. be circulated to the SCF for information.

Action IM: request any feedback from the Decade review from Christine Bridge.

3. Standards Consultation Forum - update.

3.1. ISU 067 IGEM/GM/8 Non-domestic meter installation Part 2: Location, housing and compounds Edition 2.

Industry Standard IGEM/GM/8 Non-Domestic meter installations Part 2: Location, housing and compounds, has been recently revised throughout to update terms, references to Legislation and other Standards.

Review of ACS matters of gas safety assessments required:

- CMA1/CESP1/
- CMET1
- CMET2
- REGT2

3.2. ISU 068 IGEM/GM/8 Non-domestic meter installation Part 3: Fabrication, installation, testing and commissioning Edition 2.

Industry Standard IGEM/GM/8 Non-Domestic meter installations Part 3: Fabrication, installation, testing and commissioning, has been recently revised throughout to update terms, references to Legislation and other Standards.

Review of ACS matters of gas safety assessments required:

- CMA1/CESP1/
- CMET1
- CMET2
- REGT2

3.3. ISU 069 IGEM/GM/8 Non-domestic meter installation Part 4: Operation and Maintenance Edition 2.

Industry Standard IGEM/GM/8 Non-Domestic meter installations Part 4: Operation and Maintenance, has been recently revised throughout to update terms, references to Legislation and other Standards.

Review of ACS matters of gas safety assessments required:

- CMA1/CESP1/
- CMET1
- CMET2
- REGT2

3.4. ISU 070 IGEM/GM/8 Non-domestic meter installation Part 5: Notices and Labels Edition 2.

Industry Standard IGEM/GM/8 Non-Domestic meter installations Part 5: Notice and Labels, has been recently revised throughout to update terms, references to Legislation and other Standards.

Review of ACS matters of gas safety assessments required:

- CMA1/CESP1/
- CMET1
- CMET2
- REGT2

3.5. ISU 071 IGEM/GM/8 Non-domestic meter installation Part 1: Design Edition 2.

Industry Standard IGEM/GM/8 Non-Domestic meter installations Part 5: Design has been recently revised throughout to update terms, references to Legislation and other Standards.

Review of ACS matters of gas safety assessments required:

- CMA1/CESP1/
- CMET1
- CMET2
- REGT2

3.6. ISU 072 IGEM/UP/4 Edition 4 Commissioning of gas-fired plant on industrial and commercial premises.

Industry Standard IGEM/UP/4 Edition 4, Commissioning of gas fired plant on industrial and commercial premises has been recently revised throughout to update terms, references to Legislation and other Standards.

Review of ACS matters of gas safety assessments required:

- Directly
 - CCP1

- Indirectly
 - CCLNG1
 - CLE1
 - COCN1
 - CIGA1
 - CORT1

- CDGA1

3.7. 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 had been raised at a previous meeting, 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 would write to BSI to ask if the appropriate standards will include references to LPG installations.

Action MG: write to BSI to enquire if BSI standards will include LPG work.

3.8. CMA3

IM circulated a paper 'Routes to Registration' to the group for information and comments. IM provided the background to the issues in that following the inclusion of CMA3: Issue 5 (including Pipework Competences) there are still issue with a number of Awarding Bodies who feel pipework does not need to be included in CMA3. However, IM stated that a number of employers have stipulated that pipework should be included in the criteria. Currently there is a situation where candidates who complete the Level 2 diploma in Smart Metering in conjunction with CMA1 will have pipework on their Gas Safe Register cards, whereas, a candidate who does the same qualification in conjunction with CMA3 does NOT have pipework on their Gas Safe Register card. The point being is that following the issue of CMA3 Issue 5 the domestic pipework Matters of Gas Safety criteria for both CMA1 and CMA3 is the same.

The issue seems to be that there is a difference of opinion to what the candidate needs to be trained and assessed on with regard to pipework competences. . To clarify this, BM pointed out that pipework skills could be divided into three areas:

- Practical: Jointing and testing
- Knowledge: Building services i.e. pipework in buildings
- Whole job competence: associated skills e.g. lifting of floorboards and floor coverings.

The following proposals have been agreed by the SCF:

- Stipulate all framework qualifications shall fully align to the relevant Matters of Gas Safety.
- Both Awarding Bodies and Certifications Bodies implement CMA3 issue 5 (1st April 2017).
- All delivery centres work to the appropriate IGEM/IG/1 Training Specifications (which are aligned to the NOS mapping documents).
- EUSGU 027 is introduce as a new download code for the Level 2 Diploma in Smart Metering post 1st April 2017.
- The NSAP Metering Network group and MAMCoP will be notified of the proposals made.

Action IM/MG: deliver proposal to the following groups: SMB, NSAP Metering network and MAMCoP

3.9 The Gas Industry Unsafe Situations Procedure.

PH notified the group that the Gas Industry Unsafe Situations Procedure will be owned and facilitated by IGEM and will still be available as a free download on the Gas Safe Register® website.

4. Job Practice Analysis (ACS)

4.1. SCF working group – ACS Re-assessment

The group looked at a proposal developed by the SCF re-assessment working group and were invited to make comment, RP did point out that he felt that Unsafe Situations procedures were not always adequately covered and that in light of the information provided by Gas Safe Register the industry should ensure that the procedures are fully covered.

Further discussions led to the suggestion whether Unsafe Situations could be assessed through a computer based solution, similar to the method used for the theory driving test. IM agreed to raise this suggestion at the next SMB meeting.

The SCF gave approval to continue with regard to the re-assessment proposal in general. The revised criteria will also be presented at the next SMB.

Action IM: present SCF re-assessment proposal at the next SMB meeting

5. IGEM/IG/1: update

5.1. Implementation process

IM updated the group regarding the audit process being carried out with the Awarding Organisations, two have been audited with a third having a date for their audit arranged. The rest have not arranged their visits as yet but will have to work to the following timescales:

- Awarding organisations to have arranged their audit with Troy Dyson by **Friday 31st March 2017**
- All audits with the awarding Organisations to be completed by **Friday 30th June 2017**
- IGEM/IG/1 to be fully implemented from the **1st October 2017**.

5.2. Governance

IM notified the group that proposal for the 'Governance' of IGEM/IG/1 was being worked on by a SMB working group and that it was the intention that an independent body become responsible for the implementation and operation of IGEM/IG/1 by all training providers who offer training for new entrants onto the Gas Safe Register i.e. working under the scope of the GSIUR. The working group is to report their findings at the next SMB meeting.

5.3. Feedback from Dr Simon Reddy

IM circulated an e-mail from Dr Simon Reddy for information and comment, the intention is to discuss the matter at the next SMB and arrange a discussion between Dr Reddy, Chris Bielby and Ian Moss to discuss the concerns raised. In addition to this action there has been an invitation from the GILG for Dr Reddy to attend the GILG to discuss the concerns raised in the e-mail.

6. Operations Document – ISO 17024: 2012

At a previous meeting IM provided the SCF with an update on the revised Operations Document for the ISO/IEC 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 April 2017. Following circulation to the SCF for comments (by Friday 27th January 2017) the document is now available for sign-off by the SMB.

7. Trailblazer Standards

IM updated the group regarding the current discussions between Energy & Utility Skills and Gas Safe Register regarding a download agreement between organisations registered with the Register of Apprenticeship Assessment Organisations (RoAAO). Currently there are two different types of agreement i.e. UKAS accredited organisations and OFQUAL accredited organisations. Once an agreement is in place it will enable organisations who deliver 'End Point Assessments' as part of an Apprenticeship Standard award to be able to download candidate's details to Gas Safe Register, providing they have successfully completed the relevant Matters of Gas Safety Criteria associated with their apprenticeship.

8. Group Competence Scheme

8.1. GROUP Competence Document review.

IM notified the group the second edition of the Group Competence scheme document had been circulated to the SCF for comment and that as the cut-off was Friday 3rd March the document review is now final and will be presented to the SMB for final sign-off.

9. Standard Setting Process

9.1. Value Effectiveness Grid (VEG)

Further to discussions at previous SCF meetings it was agreed to send out VEG diagram to the SCF members for feedback. Once that feedback has been received from the members, the next steps were are to categorise the feedback into the following areas: i) Administration, ii) Due Process iii) Governance. However, the group decided to make the list more manageable, the following categories are used:

- Already doing
- Could do i.e. up for discussion
- Out of scope

Action IM: re-align feedback into agreed categories and circulate to the SCF.

10. Normative Standard list (April 2015)

Discussion regarding the relevance of the documents listed in relation to the work Gas Safe Registered engineers carry out on a daily basis. This item is to be carried over to the SCF re-assessment working group once they have completed the re-assessment proposal.

11. Other items

MG: raised the discussion point regarding the inclusion of Electrical safety in the MoGS criteria, it is however, included in the Training material but not assessed. The group were asked to provide feedback from their groups to whether they feel Electrical criteria should be included in the MoGS re-assessment criteria.

Action All: feedback to IM regarding the Electrical criteria.

Date of next meetings: to be held at Energy & Utility Skills, Friars Gate, 1011, Stratford Road, Shirley, B90 4BN.

Wednesday 7th June 2017

Wednesday 6th September 2017

Wednesday 29th November 2017