

**Standards Consultation Forum
Notes and Actions
Wednesday 2nd March 2016 at 10.00am
Friars Gate, 1011 Stratford Road, Shirley, B90 4BN.**

1. Attendance/Apologies.

Trevor Smallpeice (TS)	Carillion (Chair)
Ian Moss (IM)	EU Skills (Secretariat)
Martin Lyth (ML)	EU Skills
Bruce Bennett (BB)	Gas Safe Register
Dave Bendle (DB)	British Gas
Duncan Vallance (DV)	NICEIC
Steve Ward	Certification Bodies
Duncan Wilson (DW)	SNIPEF
Peter Hurst (PH)	IGEM
Neil Macdonald (NM)	HHIC
Peter Baulch (PB)	CESRB
Rueben Smith (RS)	GILG
Barry Matthews (BM)	OPGO
Graeme Dryden (GD)	APHC
Bob Clarke (BC)	Gas Teachers Association
David Whitehead (DW)	NCC
Salim Visram	Awarding Bodies

Apologies

Ross Wombwell (RW)	BMF
Peter Fawbert (PF)	LBF
Ross Anderson (RA)	ICOM
Ian Smith (IS)	National Grid Metering
David Thorley (DT)	National Grid
Richard Harper (RH)	British Gas
David Pye (DP)	City and Guilds

2. Minutes from previous SCF meeting (12.11.15).

The minutes from the previous meeting were reviewed and agreed.

Matters arising not included in the agenda.

Note 1 (Item 2) Notes and actions from the recent meeting:

It was agreed by the group that the notes and actions from subsequent meetings once sent to the SCF members will be given a two week window for attendees to comment, any changes will be made by IM, with the revised notes and actions posted on the EU Skills website.

Note 2 (Note 1, Item 3.2) Category 1, 2 and 3:

Action to convene, sub-group to agree definitions for Category 1, 2 and 3 entrants into the Gas Industry, also to include how a limited scope activity is defined.

IM informed the group that the definition for Category 1, 2 and 3 applicants in the industry is to be defined on the Operations document for ACS, once this work is complete the definitions are to be circulated to the SCF for final agreement. With regard to a definition for Limited Scope matters of Gas Safety competences i.e. ACS, the following words have suggested as a possible definition:

'A Limited Scope activity is when pipework is installed but not commissioned i.e. install pipework, test and purge but not commissioned through an appliance (s)'.

It is also suggested that limited scope competence modules are classified as Category 3. However, the training provider shall take into account competences already gained for the purposes of training but will assess on the full scope of the new competence.

Action SCF members: provide comment at the next SCF meeting regarding the Limited Scope definition.

Note 3 (Item 10):

Following a request from GILG members to re-consider the risk assessment for working on domestic appliances in non-domestic premises the process had been circulated to the SCF for further discussion, it was agreed by the SCF that the process should be considered but would need support from Gas Safe Register and HSE. It was also suggested that the process could be published as a Technical Bulletin, published in the Registered Gas engineer magazine and included in the IGEM/IG/1 training specifications.

Action IM: forward Risk assessment flow diagram to Gas Safe Register and HSE for comment

3. Standards Consultation Forum - update.

3.1. CD/78 (ISU 058): IGEM/UP/12 Edition 2: Application of Burners and Controls to Gas Fired Process Plant.

No identified maintenance to MoGS criteria required.

3.2. CD/79 (ISU 059) BS6891: 2015 Specification for the installation and maintenance of low pressure installation pipework of up to 35mm (R1¼) on premises.

ACS assessments potentially affected:

CCN1

CESP1

CMA1

CMA3

CCLP1

ND Generic Core Pt A

3.3. CD/80 (ISU 060) The ECO Design of Energy Related Products Directive 2009/125/EC and Energy Labelling Directive 2010/30/EU

No identified maintenance to MoGS criteria required.

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

Re-assessment criteria to be developed.

3.5. "Benchmark", in relation to matters of gas safety.

NM representing the HHIC presented a proposal regarding the inclusion of Benchmark requirements in CENWAT, for clarification the Benchmark scheme aims to ensure installation, commissioning and servicing work is carried out to the appropriate standard, and documented as such.

Following a lengthy discussion the proposal was not supported by the SCF, for future reference and clarity the following comments were recorded:

- Inclusion of the Benchmark Commissioning Checklist (CO and CO/CO₂ ratio recording) would be restrictive, as other commissioning documentation is recognised by the Building Regulations as supporting the commissioning process.
- Completion of, specifically, the Benchmark Commissioning Checklist (recording of CO and CO/CO₂ ratio) did not relate to matters of gas safety.
- The proposal would not result in any improvements in matters of gas safety.
- It could be beneficial to include completion of the Benchmark Commissioning Checklist (CO and CO/CO₂ ratio recording) in relevant training, such as Managed Learning Programs.
- It could be beneficial to have the Benchmark Commissioning Checklist available for use in ACS centres (use would be optional).

3.6. Installation of check meters.

Following lengthy discussions regarding the requirements for additional competences for the installation of non-domestic secondary meters. The SMB are not comfortable with the decision made by the SCF and have requested that IM has further discussions with IGEM to confirm if associated standards e.g. UP/2 adequately covers the installation of check meters without the inclusion of additional criteria from GM/8 There is a particular concern with Diaphragm meters as opposed to RPD and Turbine meters. IGEM reported back to the SCF but stated that further clarification is required from IGEM's the Gas Utilisation Committee and their Gas Measurement committee. IGEM agreed to provide a formal response for the next SMB meeting scheduled for 16th March 2016.

Action PH: On behalf of IGEM, Peter Hurst to provide formal response.

3.7. ENA low pressure bulletin.

Further to discussions at the previous SCF and SMB meetings, HHIC helped facilitate a meeting to discuss the detail and any potential affects for a range of industry stake-holders. The issues are ongoing but the following comments were recorded from the meeting:

- A minimum working pressure of 19mb is required at the outlet of the meter in standard conditions.
- Issues from the boiler manufacturers regarding low pressure primarily effects performance rather than presenting a safety issue as appliances have safety controls on to counteract low pressure.
- It is accepted in industry that during high demand the pressure at the outlet of the meter could fall to 15mb and with a pressure drop of 1mb across the pipework there would be a pressure of 14mb at the appliance.
- Post-meeting enquiries indicate Fire manufacturers test down to a minimum pressure of 14mb, therefore the above scenario may not cause a safety issue for 'standard' appliances.

Moving forward one of the outstanding issue is that the bulletin quotes an outlet pressure of 17.5mb at the meter, therefore clarification has been requested by the SCF.

Action PH/IM: contact Dave Thorley for further clarification regarding the groups concerns and the statements made in the ENA bulletin.

4. Standard Setting Process

4.1. Technical Working Group (TWG)

Further to discussions at the last SCF meeting regarding

Understanding how the process works from change to a 'Standard to added/deleted questions at ACS'.

It was agreed that member(s) of the SCF may attend future Technical Working Group (TWG) meetings and that GCS providers would be available to participate in the maintenance of the MoGS by attending the TWG. Following further discussions the group suggested a Terms of Reference be produced for the TWG and that the group members be a mixture of representatives from Employers, Awarding Organisations (to include ACS, GCS and RQF qualifications) and Assessment centres (to include ACS and RQF).

Action ML: present draft Terms of Reference at the next SCF

4.2. Value Effectiveness Grid (VEG) grid

IM informed the group that a VEG diagram had been introduced to the SMB and asked whether it would be a worthwhile exercise for the SCF. The VEG grid includes the following questions for completion by all SCF members:

- What does the SCF currently do well i.e. keep doing?
- What should the SCF start doing it doesn't do now, and state what benefits that will bring?
- What does the SCF do now which should be done differently, and state what benefits that will bring?
- What should the SCF stop doing as it doesn't add any value?

The responses are to be collated by IM in one 'grid' without listing individual's names. It was also agreed that the Terms of Reference for the Standards Consultation Forum could be used as a reference point to the purpose and role of the SCF.

Action IM: circulate VEG grid and the SCF Terms of Reference to the SCF members

Action SCF members: provide responses back to IM by Friday 8th April 2016.

5. Job Practice Analysis (ACS scheme).

5.1. SCF working group - ACS Reassessment - Proposal

Following the evaluation of the work produced regarding the domestic suite of documents by a SCF working group, a proposal for a new re-assessment strategy was presented to the SCF for industry consultation and a decision on 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
- Use assessment performance to recognise and address training needs

Following further discussion it was agreed by the group to consult with the SCF full membership to decide whether the proposal should be accepted and therefore agree to carry out draft changes to the matters of Gas Safety criteria.

Action TS/ML: circulate proposed change document with associated papers, including voting rights.

6. Trailblazer Apprenticeships

6.1. 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.

6.2. 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.

6.3. Additional Standards

There are opportunities for Industry to identify other sectors for the development of additional trailblazer apprenticeships. Any such groups need to identify the area they wish to develop an apprenticeship standard by informing EU Skills and providing 10 letters of support from employers including at least one SME. All trailblazer apprenticeship are to be supported by a professional body (for gas).

7. 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 next meeting.

8. Standards of Training in gas work document

8.1. Implementation Process

This process is still ongoing with the latest request for a risk model from the Awarding Organisations (detailed below) where training providers will be classed as either high risk or low risk.

High Risk being defined as:

Training centres or other providers that are not part of a business operating an approved ACS or QCF assessment centre who deliver their own MLP leading to ACS or QCF assessments.

Low Risk being defined as:

Training centres that are part of a business operating an approved ACS or QCF assessment centre who deliver an MLP leading to ACS or QCF assessments which has been developed and is operated by the Awarding Organisation.

A risk model had been included in the latest version of the implementation process (previously circulated to the SCF), but has included the requirement for organisations wishing to be categorised as 'Low Risk' to have processes in place that independently regulate the training with a third party organisation. Comments regarding the proposal have been received from the SCF members, in addition to the general comments, a separate response from the Awarding Organisations is to be presented by the AO's at the next SMB (see attached). Members of the SCF were invited to provide comments on the AO's paper back to TS to enable inclusion at SMB meeting.

Action SCF members: provide feedback to TS prior to the SMB meeting (16/03/16)

8.2. Training Specifications

A number of training specifications have been produced by industry, in particular IGEM have produced a Training Specification for non-domestic. A draft specification has been created to support the requirements of IGEM/IG/1 'Standards of training in gas work' for the non-domestic utilisation sector.

Final approval is required by Tuesday 15th March 2016, therefore SCF members (under a separate e-mail) were asked to have a final read through the specification and provide their approval of the final version. Comments to be sent to IM by Friday 11th March 2016.

9. Group Competence Scheme (GCS).

IM gave an update regarding the Group Competence Scheme in 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.

IM also noted that a GCS moderation group had been formed to work on the processes and provisions that underpin the Group Competence Scheme.

10. AOB

BC: Bob raised the issue that gas rating on Smart meters can prove to be difficult. Please note: Gas Safe Register has produced a Technical Bulletin TB 112 regarding Smart Meters

Action IM: to investigate issues and likely solutions

ML: asked whether the JPA question detailed in item 5 of these notes should go to the GILG, the answer is yes, RS to facilitate.

PH: Peter notified the group that the following standards are currently out for comment, IM and ML will circulate to the SCF and GILG respectively:

- IGEM/GM/8 Pt1
- IGEM/PRS33

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

Wednesday 1st June 2016

Thursday 25th August 2016

Thursday 24th November 2016