

**Standards Consultation Forum
Notes and Actions
Thursday 25th August 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)
Malcolm Greetham (MG)	EU Skills
Bruce Bennett (BB)	Gas Safe Register
Dave Bendle (DB)	British Gas
Richard Phipps (RP)	Certification Bodies
Peter Hurst (PH)	IGEM
Graeme Dryden (GD)	APHC
David Whitehead (DW)	NCC
Steve Hughes (SH)	National Grid
Richard Harper (RH)	British Gas
Duncan Wilson (DW)	SNIPEF
Barry Matthews (BM)	OPGO
Tahsina Khan (TK)	ICOM
Richard Hakeem (RH)	UKLPG
Reuben Smith (RS)	GILG

Apologies

Ross Anderson	ICOM
Dave Thorley	Gas Networks
Ian Smith	National Grid Metering
Neil Macdonald	HHIC
Steve Sutton	HHIC
Peter Fawbert (PF)	LBF
Chris Ganderton (CG)	Gas Teachers Association

2. Minutes from previous SCF meeting (01.06.16).

The minutes from the previous meeting were reviewed and agreed.

Matters arising not included in the agenda.

Note 1 (Note 1): Risk assessment domestic/non-domestic

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.

Comments received from Gas Safe Register are to be used to amend the process.

Action IM: Circulate amended process to the SCF for information

Action IM: Forward to the SMB for information

Note 2 (Item 3.2) CD/79 (ISU 059) BS 6891: 2015

Further to discussions at the previous SCF meeting it was agreed that criteria regarding 'Rodent Proof' hoses will be included in the MoGS, references from the NCC bulletin (provided by David Reid) can be used as a guide.

With regard to the concerns raised by the Large Business forum regarding the 'Requirements for a pressure test point prior to an appliance isolation valve, the group agreed for the SCF to write to the secretary of BS 6891 (Gavin Jones) to enquire of the outcomes of the issues raised regarding isolation valves.

Action IM: Write to Gavin Jones (BS 6891 secretary).

Note 4 Limited Scope/Category 1, 2, and 3

As discussed in the previous meeting, it was agreed that the definition for 'Limited Scope' would be subject to whether the criteria could be used as a main core activity i.e. lead to work on appliances and/or would stipulate that the operative would be required to hold a core competence in conjunction with the competence assessments they were undertaking. Also, it was agreed that 'Limited Scope' activities would be required to be agreed through due process and that all individuals holding 'Limited Scope' competences would be categorised as a Category 2 applicant and would as a consequence be subject to additional training and work experience prior to proving their competence via ACS. RP agreed at the meeting to enquire to the position held by the CBs and UKAS on this subject and assist with the SDU how clear guidance can be produced. It was also agreed that Categories 1, 2 and 3 would be looked at.

Action RP: To advise the SDU on the preferred approach to the categorised of Limited Scope activities

Action MG/IM: Work with RP and other CB representatives to agree a Limited scope definition.

3. Standards Consultation Forum - update.

3.1. CD 81 (ISU 061) IGEN/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. 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 changes 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.

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

Review current ACS criteria information as regards GIUSP

3.4. 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.

3.5. 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.

3.6. 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.

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

Re-assessment criteria has been developed.

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

RP on behalf of the CBs raised the issue surrounding the use of old normative references in the LPG MoGS, 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.

Action MG/RH: identify replacements to the non-current normative references.

3.9 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.

Dave Thorley has agreed to speak with the other networks with a view of producing Technical Bulletin for publication by Gas Safe Register.

3.10. 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.

Action MG: amend criteria and circulate to the SCF members for comment

3.11 CMA3

As discussed at the previous meeting, IM notified the group that where the matters of Gas Safety criteria had been adopted by Industry for alignment to the Level 2 Smart Metering diploma and the new trailblazer apprenticeship for Smart. The Certification Bodies are unable to extend their scope until a number of issue have been resolved with UKAS. One of the issues is whether all of the CBs agree that due process have been followed by the SCF and SMB. To solve this issue the CBs have produced guidance to how potential disagreements can be resolved. To move this forward the CBs are to present a paper to the SMB for ratification.

Action IM: Notify SMB of the CB's consultation proposal.

4. Gas Safe Register: Re-Tender

The group discussed the matter of the management of the Gas safe register being due for re-tender by the 31st March 2019. To enable Industry stakeholders to input into the process HSE have agreed to visit Industry groups. To assist with this process it was agreed by the group to invite HSE (Christine Bridge) to the next GILG and SCF meetings i.e. 17th and 24th November respectively.

Action IM: Invite the HSE to the next GILG and SCF meetings

5. Job Practice Analysis (ACS)

5.1. SCF working group – ACS Re-assessment

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 was presented at the last SCF where it was agreed an industry consultation via SCF members would be undertaken where SCF members were asked to canvass their members and vote on the proposal to decide on whether to develop and implement this model. The vote came back as a positive to progress with the work, the SMB ratified that due process had been followed.

The next steps are to run a series of workshops to finalise the proposed criteria and agree implementation with the SCF members. IM has written to the nominated working group for final feedback on the proposed criteria.

GD reminded the group that the working group is there to produce processes in order to implement the re-revised criteria not to re-configure the draft criteria.

TS stated that members of the working group will be given the opportunity to feedback on the proposed criteria prior to the first working group and that the amendments will be required to be completed during the first work shop meeting.

6. Standard Setting Process

6.1. 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.

The VEG grid includes the following questions:

- 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?

Now that feedback has been received from the members, the next steps are to categorise the feedback into the following areas:

- Administration
- Due Process
- Governance

IM was actioned by the group to re-align the feedback into the agreed categories and circulate for information. The intention is to discuss the feedback at the next SCF meeting.

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

7. Trailblazer Apprenticeships

7.1. 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. The first apprentices to complete the programme are scheduled for October 2016 at Gateshead College.

7.2. 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.

7.3. 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.

8. Group Competence scheme

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.

9. Standards of Training in gas work document

9.1. Implementation Process

IM updated the group on the implementation of IGEM/IG/1 in that the awarding organisations have agreed a way forward ensure they comply with the IGEM/IG/1 standard. An external auditor has been approached to carry out desk audits on the Quality Management systems. Further discussions questioned when the standard

would be implemented by, recently a 1st January 2017 was suggested. However, with only three months for all training providers to have their training programmes recognised, the date may have to be re-considered.

The group also agreed that a series of articles would be written to remind Industry of the requirements of IGEM/IG/1 and the likely implementation dates. To start this process EU Skills agreed to write an article for the October edition of the Registered Gas Engineer magazine.

Action MG: write draft article and send to Gas Registered Engineer magazine.

9.2. Training Specifications

A number of training specifications have been produced by industry, in particular IGEM have produced a Training Specification for non-domestic. Final approval of the draft specification has been agreed and will be made available to the industry on the EU Skills website. Other specifications for the domestic and metering sectors are also to be made available on the EU Skills website. In addition, a specification needs to be produced for the LPG sector. IM agreed to liaise with UKLP (Richard Hakeem (UKLPG)) to set up an industry working group to look at writing a training specification.

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 next meeting.

11. Other items

BB: raised an existing issue surrounding HTR1 and the non-inclusion of Widney Fires, IM agreed that EU Skills would look at this.

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

Thursday 24th November 2016