



**Strategic Management Board  
Notes & Actions  
Wednesday 26<sup>th</sup> February 2014 at 10.00am**

**1. Attending and Representing**

|                   |      |                         |
|-------------------|------|-------------------------|
| Phil Burnett      | (PB) | EU Skills (Chair)       |
| Ian Moss          | (IM) | EU Skills (Secretariat) |
| Ray Ewart         | (RE) | Awarding Bodies         |
| Richard Payne     | (RP) | Awarding Bodies         |
| Jayne Sturmeay    | (JS) | HSE                     |
| Trevor Smallpeice | (TS) | SCF                     |
| Bruce Bennett     | (BB) | Gas Safe Register       |

**Apologies**

|                   |      |                   |
|-------------------|------|-------------------|
| Richard Meredith  | (RM) | HSE NI            |
| Lindsey Gillespie | (LG) | Summit Skills     |
| Mark Rolfe        | (MR) | Gas Safe Register |
| Duncan Vallance   | (DV) | Awarding Bodies   |
| Phil Shaw         | (PS) | UKAS              |
| Richard Whitehead | (RW) | UKAS              |

**2. Notes of Previous Meeting**

The draft notes and actions of the meeting held on 13<sup>th</sup> November 2013 were confirmed as an accurate record.

**Matters arising:**

**Note 1 (Note 1 Item 3c) Smart metering (entry qualification)**

This action from the previous meeting is ongoing, the next steps are to finalise Guidance Note 8 which provides guidance to centres on the entry levels to ACS i.e. whether particular qualifications make the candidate a Category 1, 2, or 3 applicant. A meeting has been arranged with the CB's on Tuesday 4<sup>th</sup> March 2014. Once the document is finalised GN8 will be available on the EU Skills website.

**Action EU Skills: Produce a revised version of Guidance note 8.**

**Note 2 (Item 3b) Smart metering referencing scheme**

As discussed at the previous meeting a Referencing Scheme for SMART metering is being introduced. The Scheme development is continuing with support from the Metering Industry. A working group is working to finalise the scheme which will be administered by EU Skills. The aim is for the scheme to be launched in May at the EU Skills conference. There will be a period where companies can sign up to the scheme and begin implementation, involving communications to their staff and training internal administrators.

**Action PB: Forward documents for the scheme to HSE**

**Note 3 (Item 11)**

Clarification was requested at the previous meeting regarding the situation where Service Layers disconnect meters and the need for the operative to become Gas Safe Registered.

National grid have set up a process to register their operatives. Following a further discussion MR and JS stated that gas operatives working downstream of the ECV are required to be Gas Safe Registered.

### Board papers

The following papers having been circulated:

- Notes and Actions from the previous meeting (13/11/13)
- Change Document summary (Jan – Jun 2014)
- Standards of Training in Gas Work – draft after comment: requires a final sign-off by the SMB
- Standards of Training (Implementation) Project Plan (PM1): requires agreement by the SMB
- Operations Document – draft after comment
- Operation Documents comments table

### 3. Standards Consultation forum

#### a. Change document summary

IM updated the meeting on the normative standards, informative and other general enquiries that may affect the current competence criteria. Details of the proposals for change to the competence criteria are detailed in the 'Change Document summary (January to June 2014) (see attached). Listed below are the proposals and associated comments from the SCF and GILG:

- **CD/057 (ISU 037):The Building (Miscellaneous Amendments) Scotland) Regulations 2013**

#### **Changes potentially affecting ACS:**

Domestic and Non-Domestic Premises in Scotland:

Access to flues in voids for inspection purposes.

Carbon monoxide detection required where a new or replacement fixed combustion appliance (excluding cooking appliance) is installed in a dwelling or inter-connected space (e.g. integral garage).

**Proposal:** Changes to be made under maintenance via a Technical Working Group

- **CD/058 (ISU 038): Amendment to CoP 1 parts 1 & 4 Standard – amendments to:**

UKLPG CoP1 Part 1 – Bulk LPG Storage at Fixed Installations

UKLPG CoP1 Part 4 – Buried/Mounded LPG Storage Vessels

**Changes potentially affecting ACS:** N/A

**Proposal:** No changes required

- **CD/059 (ISU 039): Amendments to UP/16 and SR/25**

**Standard - amendments to:**

**IGEM/UP/16** – Design for natural gas installations on I&C premises with respect to hazardous area classification and preparation of risk assessments.

**IGEM/SR/25 Edition 2** – Hazardous area classification of natural gas installations.

**Changes potentially affecting ACS:**

Installation of pipework and fittings in non-domestic premises

**Proposal:** No changes required

ACS only requires an awareness of hazardous areas rather than a detailed understanding of them.

**Comment:** The GILG felt that these standards are not suitably addressed in ACS criteria and that gas fitting operatives should have a greater awareness of hazardous areas, including 'DSEAR' and 'Pressure products directive'.

- **CD/060 (ISU 040): 'Defining the end of the network'**

**Standard: Currently not listed as a normative document**

Provides a framework and standard approach for new gas distribution mains, services, primary meter installations and installation pipework.

**Changes potentially affecting ACS:**

Currently not listed as a normative document so updates to the document will not affect ACS criteria.

**Proposal:** No changes required

**Comment:** this is more of an issue in non-domestic installations

- **CD/061 (ISU 041): RIDDOR 2013**

**Standard: RIDDOR - Reporting of dangerous gas related occurrences.**

**Changes Potentially Affecting ACS:**

The gas related regulation in RIDDOR 2013 is now Regulation 11, therefore what was formerly 6(1) and 6(2) have become 11(1) and 11(2).

Reporting remains broadly unchanged other than report forms are no longer referenced F2508G. All reporting can be done online.

**Proposal:** Changes to be made under maintenance via a Technical Working Group

**Comment:** the criteria already exists for RIDDOR, and is usually covered with Unsafe Situations questioning. This may need amending to fit with the new RIDDOR process.

- **CD/062 (ISU 042): L56 ACoP and Guidance:**

**Changes potentially affecting ACS:**

Changes are summarised below:

- Guidance and ACoP on Standards of Training in Safe Gas Installation now included in Part B (previously published in Approved Code of Practice COP20).
- Guidance for landlords under regulation 36 has been removed and replaced with a small amount of ACOP text. Detailed guidance for landlords can now be found on the HSE website via the following link:  
<http://www.hse.gov.uk/gas/landlords/index>.
- Examples of unsafe situations removed and reference made to the GIUSP.
- Lists of standards and regulations removed and reference made to LINDL.
- Minor revisions have been made to the definition of 'gas fitting and gas work' (Regulation 2) and to Regulation 27 'material' (to reflect concerns around flues in voids).

**Changes potentially affecting ACS:** None - ACS criteria not affected

**Proposal:** No changes required

- **CD/063 (ISU 043): Building Services Compliance guides 2013**

**Changes potentially affecting ACS:** None – This document is concerned with energy efficiency rather than matters of gas safety.

**Proposal:** No changes required

- **CD/064 (ISU 044): Approved Documents L1A and L1B revised 2013 versions and L2A & L2B 2010 amendments – England.**

**Changes Potentially Affecting ACS:** None – These documents are concerned with energy efficiency rather than matters of gas safety.

**Proposal:** No changes required

- **Fuel Cells**

An inquiry has been received from IE CHP regarding the future inclusion of Fuel Cells within the ACS scheme.

**Considerations:**

Fuel cells are expected to be available in both domestic and non-domestic applications.

In terms of combustion they utilise specialist technology

**Proposal:**

Develop a suitable ACoP with appropriate ACS core units required as pre-requisites.

A decision will need to be taken regarding the inclusion of these appliances into an appropriate ACS unit in line with future demand for these appliances.

- **Maintenance of built-in or under LPG storage tanks on catering vehicles. (Gas Safe Register).**

Gas Safe Register have raised a concern regarding LPG storage vessels which are fitted (built-in) to motorhomes, caravans, mobile catering vehicles or units. The gas is not used for propulsion, only for habitation purposes such as cooking and heating etc. A current assessment criterion under various assessments covers pipework and appliances but tanks, tank controls and safety measures and probably most importantly, maintenance of the vessel is not covered. There is a view that in the case of a vehicle this would have been covered as part of the MOT regime but this is evidently not the case.

There are an increasing amount of registered businesses being asked to inspect and certificate catering units and equally an increasing use of this type of LPG storage arrangement being adopted either in new units coming onto the market or being converted to use this type of built-in LPG storage. Currently there is very little in the way of normative guidance to cover it. It is suspected that there may be inadequate attention given to much more than the low pressure pipework and any appliances served by the supply. There is a draft Code of Practice 306 published by the NCC, aimed specifically at motorhomes which provides some useful information and could be used as the basis for the development of suitable criteria.

A stand-alone ACS category is unlikely to provide the most appropriate solution, but maybe the scope should be covered within existing ACS criteria in some way. Other than BS EN ISO 10239 Small craft Liquefied Petroleum Gas (LPG) systems GME/33, there does not seem to be other standards listed which would be considered as affecting ACS or inclusion on the Normative Standards List.

**Comment:** UKLPG (Richard Hakeem) are to assist with this by speaking with the NCC to establish if the Code of Practice can be adopted for this work activity. An alternative solution would be for the industry to produce a technical bulletin.

- **Gas Industry Unsafe Situations Procedures (Dave Bendle)**

DB updated the SCF regarding the revised unsafe situation procedures. One significant move is the withdrawal of the Not to Current Standards category, the Immediate dangerous category is to stay the same, whereas the At Risk category will for two tiers.

The revised document is to be circulated for comment within the next couple of months.

- **CMA1**

The GILG raised a query to why CMA1 is initial assessment only, SDU will look into producing CMA 1 re-assessment.

**b. New members**

IM informed the group that EU Skills have invited potential new members to the become members of the SCF. These included: OPGO, National Caravan Council (NCC), British Marine Federation (BMF) and the SME networks. OPGO have already been approached and are discussing the offer with their members, whereas the NCC and BMF are being approached with assistance from UKLPG.

The SME networks which are facilitated by EU Skills will be added to the circulation list for the SCF via Ann Harrison (EU Skills).

**c. GILG queries**

- GSIUR Northern Ireland: A query was raised at the GILG regarding requirements for gas fitters to fit an isolation valve on a pipe feeding a cooker prior to the bayonet connection. TS confirmed that this a requirement for Northern Ireland but not required in Great Britain. This led to a discussion regarding the edition of the GS(IU)R used in NI being different to the one version used in Great Britain and to which engineers were assessed to.

**Action IM: write to HSE NI to clarify the situation.**

- Part L notification: The GILG asked whether installers still needed to notify new installation to Gas Safe Register as they once did with CORGI. The answer is no, but they do need to notify their local authority either direct or through one of the schemes set up by a third party, Gas Safe Register being one of the alternatives.
- HSE/Gas Safe Register: a formal invitation was made to HSE and Gas Safe Register regarding attendance at the GILG, due to work load this may not be possible, but it was agreed that both organisations would be added to the circulation list.

#### 4. Group Competence Scheme pilot: update

PB updated the members regarding the Group Competence scheme, in that the pilot is running with:

- Four companies National Grid, British Gas, Northern Gas Network and Nottingham Community Housing Association.
- Three Certification Bodies are involved: Benchmark, Blue Flame and Ascertiva.

The pilot is scheduled to conclude by the end of the May 2014, with a full industry wide launch of the scheme from June onwards. Employers wishing to take part in the scheme will need to obtain an annual license from EU Skills with the price still to be agreed. Engineers who prove their competence through the Group Scheme will receive a certificate from their employer and data for renewal will be downloaded to Gas Safe Register and will therefore register the individual as competent for specific categories of work for a further five year period. The employer will determine the scope of their GCS, which operatives are part of the scheme and those will continue to renew their competence through the ACS pathway.

#### 5. CoP 20: Standards of Training Document

The following papers were circulated prior to the meeting:

- Standards of Training in Gas Work – draft after comment: requires a final sign-off by the SMB
- Standards of Training (Implementation) Project Plan (PM1): requires agreement by the SMB

IM updated the meeting on the latest position with the Standards of Training document in that the document subject to sign-off from the SMB would be published by the end of March 2014. After further discussions the following queries were raised:

RP: should reference be made to the Group scheme in the document, the general consensus was NO as the document is generic and therefore does not need to refer to specific assessment schemes.

TS requested that a minor amendments be made to figure 2 clause 3. The amendment was made and was forwarded to IGEM for inclusion in the document.

IM also circulated an implementation plan for the Standards of training document, this plan was commented on and amended accordingly, Version 2 of the implementation plan will be circulated to the SMB for information with these minutes.

An article is to be prepared by EU Skills and IGEM for the April edition of the Registered Gas Engineer magazine notifying the industry of the publication of the Standards of Training document and the withdrawal of CoP 20.

Further to the agreed amendments to the 'Standards of Training in gas work' document was SMB signed-off by the SMB.

#### 6. ISO/IEC 17024: 2012

The following papers were circulated prior to the meeting:

- Operations Document – draft after comment
- Operation Documents comments table

IM provided the meeting with an update on the revised Operations Document for the 17024 scheme. Following the circulation of a revised document to the CB's, various comments/amendments have been received and inserted into the latest version of the document. However, there has been some instances where the CB's have been unable to agree on the content of the document. A meeting has been arranged with all of the CB's (Tuesday 11<sup>th</sup> March) to hopefully take it to the next stage. It is the intention of EU Skills to issue the document to CB's for use after the 1<sup>st</sup> April 2014 and monitor the documents with the agreement of UK Certification who are scheduled to be audited by UKAS during April.

EU Skills will seek feedback from CB's once they have been audited for the first time against the new standard (ISO/IEC17024: 2012) and amend the document as necessary.

**7. Competence Review recommendations – update**

IM outlined the progress made to date, in that the report has been produced and is available on the EU Skills website, also an accompanying article has been published in the Registered Gas Engineer magazine. The next steps will be to monitor the progress with other projects that will have a direct effect on the outcomes of the report and then re-visit in the coming months.

**8. Job Practice Analysis**

IM informed the group of the latest position with the JPA in that the domestic suite of assessments are to be finalised over the coming months with further work being carried out on the 'cores' for the LPG, metering and non-domestic suite of assessments. Representatives from industry will be called upon to assist with this work to ensure the current ACS assessments are fit for purpose.

**9. Awarding Organisations:**

**a. CMDDA1 SMB/SCF voting/decision**

RE: raised concerns on behalf of the Awarding Bodies that the decision by the SCF to remove CO2 from CMDDA1 has not followed due process. The ABC feels the decision did not follow the Terms of Reference as the decision was reached by a majority vote rather than a consensus as stated in the ToR.

PB thought that the process had been acted in good faith and that the recourse to a vote had only been taken when it had become clear that the preferred consensus was unachievable by any reasonable means. The vote did facilitate a definitive answer to this long standing issue one way or another. PB also proposed that there was insufficient reason to open the debate up again, as clear divisions of opinion remained.

RE asked if the BS 7967 standards committee could consider including CO2 into the standard, and it was agreed that this should be raised by the Awarding Bodies when the revised document is out for comment later on this year. It was also agreed that the SCF Terms of Reference should be reviewed to ensure that the decision making process can handle any future contentious issues in an appropriate way.

**Action IM: Circulate SCF Terms of Reference for comment.**

**b. SMB Chair/membership**

RE: referred to the Terms of Reference in relation to the annual review of the SMB Chair. Following a discussion to determine if there should be a new chair elected (the existing Chairman having left the room) it was decided that the existing arrangements remain for a further twelve months. However, it was suggested during the discussions that we look at the role of the Chair, a definition of the role of Chair could form part of the Terms of Reference. The membership of the SMB was also discussed; Summit Skills have stated that Graeme Dryden from APHC will be attending all future meetings on behalf of Summit Skills and the Building Services sector.

**Action IM: To contact Graeme Dryden to discuss the future role of Summit Skills at the SMB.**

**10.Complaints:** no complaints were reported

**11.Any other items:** no other items were raised

**12. Dates of further meetings:**

**SMB/23/26/02/14**

- **Wednesday 21<sup>st</sup> May 2014**

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