

**Standards Consultation Forum
Notes and Actions
Wednesday 6th September 2017 at 10.00am
Friars Gate, 1011 Stratford Road, Shirley, B90 4BN.**

1. Attendance

Trevor Smallpeice (TS)	TS Enterprises (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
Steve Mulvany (SM)	Certification Bodies
Peter Hurst (PH)	IGEM
David Reid (DR)	NCC
Richard Harper (RH)	GCS Moderation group
Duncan Wilson (DW)	SNIPEF
Graeme Dryden (GD)	APHC
Tony Gannon (TG)	Plumbers Teachers Association
Neil Macdonald (NM)	HHIC
Ross Anderson	ICOM

Apologies

Ian Smith	National Grid Metering
Richard Hakeem	UKLPG
Dave Thorley	CADENT
Peter Fawbert (PF)	LBF

2. Minutes from previous SCF meeting (07.06.17).

The minutes from the previous meeting were reviewed and agreed.

Matters arising not included in the agenda.

Note 1 (Item 5.9): Application conditions - Category 1, 2 and 3

IM provided an update on the work that has been carried out on the definitions of the entry categories to ACS in that amendments maybe required to include the benefits of approved training and increased portfolio evidence. A paper is to be produced to for discussion purposes at the next SCF meeting and will include the requirements of IGEM/IG/1 and the implications of change over assessments.

Action IM: Produce discussions paper for prioritised agenda item at the next SCF meeting.

Note 2 (Item 5.10): CoP 306: Installation of fixed gas tanks for habitation purposes

David Reid (NCC) provided an update further to the meeting held with EU Skills and Gas Safe Register regarding CoP 306. The NCC will provide a proposal regarding the inclusion of LPG tanks installed on catering vehicles for cooking purposes and will also include similar tanks installed on Leisure Accommodation Vehicles.

Action DR: Produce discussion paper for the next SCF meeting (29/11/17)

3. Future of the Standard Setting Body (SSB) post April 2019.

IM updated the meeting regarding the SSB in that it is owned by the industry for the industry. Funding is provided from Gas Safe register revenue, via a contract between Capita and Energy & Utility Skills which expires on 31st March 2019. The SSB is responsible for the governance and industry consultative structure and associated processes that determine and agree the Matters of Gas Safety criteria relating to the assessment of gas fitting operatives.

Energy & Utility Skills currently facilitates and manages the SSB through the Strategic Management Board, Standards Consultation Forum and the Standards Development Unit

HSE support the continued funding of these functions but as the SSB is not resourced to run a procurement exercise they intend the new provider of the Gas Safe Register to carry out this activity. HSE also wishes to maintain the separation between the SSB and the Register, therefore the functions and services of the SSB will not be brought into the register. To ensure continuity of service, Capita and Energy and Utility Skills have been asked to consider extending the current contract by 12 months to March 2020, with the contract to be migrated to the new provider. As HSE is directing the application of funding, they will seek assurances that these funds are appropriately used and value for money is obtained.

The group responded by stating that the SSB as a function should have an overarching terms of reference, IM did point out that a Governance documents is being formulated via the SMB and that it should be circulated to the SCF for further comment. This Governance document will provide key performance indicators to enable Energy & Utility Skills to deliver against, it is the view of Energy & Utility Skills that they deliver the SSB on behalf of industry but effectively report to the HSE, this can be achieved via the SMB to which the HSE attend.

The next steps are for the SCF to comment on the Governance document and for this subject to be a prioritised agenda item at the next SCF meeting (scheduled for 29th November 2017). It was also suggested that the SCF members consider the role of the SSB and in particular the SCF and its achievements over the past eight years.

Action IM: circulate SSB Governance document for comment by the SCF

Action IM: prioritise agenda item at the next SCF meeting.

4. Team Value Effectiveness grid for the SCF.

Further to discussions at previous SCF meetings it was agreed to send out VEG diagram to the SCF members for feedback. To make the list more manageable, a list for 'Discussion Purposes' has been produced and would be discussed in detail at the SCF meeting held on 6th September 2017.

TS took the group through consideration to be discussed and suitable actions were agreed, these actions are listed on the VEG diagram (see attached).

Action IM: circulate completed VEG diagram for information and action to the SCF.

Action IM: circulate SCF Terms of reference for comment by the SCF.

5. National Occupational Standards (NOS).

TS introduced Carol Adams (Energy & Utility Skills), Peter Aird (SQA) and David Matthews (IDHEE) to the group and the purpose for the session i.e. look at the feedback from the recent NOS review.

Carol took the group through a presentation (see attached) outlining the main comments and was supported by David Matthews who raised an issue concerning the lack of criteria regarding Heating Design. It was generally agreed by the group that heat loss calculations, heating design, system design should be included in the standards. It was agreed that the various routes i.e. plumbing, gas and heating installer vary in that the criteria for heating design tends to differ.

Carol provided an outline to the proposed additional criteria and agreed to circulate to the group for further comment.

Action IM: circulate link to the revised NOS to the group for feedback by Friday 29th September 2017.

Action IM: circulate presentation for information.

6. SCF working group – ACS Re-assessment

6.1. ACS Re-assessment criteria update

Having produced a proposal that includes all four core competences and the appropriate changeovers and subsequent to further to discussions by the group agreed that the latest proposal be circulated to the SCF group for comment. Now having received further comments the next steps is to start to amend the criteria with the proposed changes. An important aspect of this is to provide UKAS with a rationale to why changes have been made and therefore not allow UKAS to delay the implementation process, it was agreed that they need to engage with the process prior to implementation. This potential delay needs to be raised at the SMB. It was also noted that UKAS are part of the SMB who have been kept fully up to date with the proposed changes and have at all stages given approval to the process and its continuation.

6.2. Practical Provisions for Re-assessment

Following the action to produce amended criteria, there is also an action to amend the practical provisions accordingly.

6.3. Referral process

As previously discussed a revised referral process is to be produced by the working group, with the significant change being that on key safety defects operatives will only get one opportunity to pass the assessment. The SMB enquired to what the implications of this move would, therefore, subsequently the CBs have provided data to the number of referrals under the new arrangements. Having discussed the results of the exercise the group were concerned about the high level of failures (63%) and suggested that there needs to further clarification to how the referral process operates.

To move this project forward it was agreed that a working group would be convened to identify the following:

- Discuss results of referral exercise
- Set parameters for first time failures i.e. key safety defects
- Set guidance notes for the implementation of re-assessment
- Produce amended criteria
- Produce practical provisions
- Write rationale for proposed changes to the re-assessment criteria

7. Standards Consultation Forum - update.**7.1. ISU 073 - IGEM/UP/10 Edition 4 with amendments – March 2016 and February 2017 Installation of Flued Gas Appliances in Industrial and Commercial premises.**

During February 2017 IGEM published a revision to IGEM/UP/10 Edition 4 with amendments – February 2017 installation of flued gas appliances in industrial and commercial premises.

7.2. ISU 074 – BS 3632: 2015 Residential Park Homes – Specification.

During November 2015 BSI published a revision of BS 3632: 2005 – Residential Park Homes. Amendments include: changes to normative references, terms and definitions, design i.e. ventilation requirements, internal equipment i.e. CO detectors.

7.3. ISU 075 – BS 6172: 2010 with amendments – June 2017.

During June 2017, BSI published an amendment to BS 6172: 2010. The revision is to reflect a significant change in Europe facilitating the adoption of gas cooker hoses manufactured in accordance with BS EN 14800. Amendments include: changes to scope, ventilation and chimneys and flues,

7.4. MET4

Although there has been no change to the associated normative standard, a request has been received from a number of CBs to amend the criteria to meet with potential delivery issues.

7.5. CCLP 1 LAV + CoNGLP1 LAV

Although there has been no change to the associated normative standard, a request has been received from a number of CBs to amend the criteria to meet with potential delivery issues.

7.6. Safe Electrical Isolation

MG informed the members of a proposal from the SCF re-assessment group to include Safe Electrical Isolation in the MoGS criteria. The SCF confirmed that this competence is included in the competence criteria used in Oil and Solid Fuel. After further discussion the group had mixed views on whether safe Electrical Isolation should be included in the MoGS. Large companies will include this type of training with their employees on a regular basis whereas sole traders will not always have the opportunity to learn Safe Electrical Isolation requirements. The favourable outcome is to include these additional items in the IGEM/IG/1 Training Specifications. However, it was agreed by the group that the proposal would be put on hold and revisited at a later date.

7.7. Non-Accredited assessments

IM explained the need for non-accredited assessments in that there are a number of bespoke assessments required that would not meet with the requirements of an ACS business case i.e. proposed certifications etc. Therefore as an alternative non-accredited assessments are utilised. One such example is the Network regulator Maintenance Operatives (Limited Scope). Although the criteria is covered in existing Matters of Gas safety criteria it needs to be a direct match to the work the limited scopes operatives are carrying out. It is also important to state clear what the pre-requisites are and that this activity is limited to the Gas Networks.

7.8 CMA3

MG notified the group that a number of issues regarding the CMA3 criteria have been raised by UKAS via the Certification Bodies and that the necessary amendments have been made to the criteria. The delays in the implementation of CMA3 has caused industry major issues in that employers are having to over train and assessments to enable candidates to achieve CMA1. IM notified the group that the lack of communication between UKAS and the SSB is untenable for industry as it is delaying the implementation of new assessment criteria. TS suggested these issues should be raised at the SMB.

Action IM: raise item at the next SMB 27.09.17

8. IGEM/IG/1: update

8.1. Implementation process

IM updated the group regarding the audit process being carried out with the Awarding Organisations, by the end of September all nine Awarding Organisations have been audited by a third party auditor i.e. Troy Dyson. The plan to implement IGEM/IG/1 by the **1st October 2017** has not been changed. However, the major issue will be that although 'Recognisers of Training' have received their audits, evidence of training centre activities will have not been audited and therefore will need to a set time period to be fully compliant with IGEM/IG/1. A suggestion from the SCF was to set a date for full compliance at **1st October 2018**. This proposal needs to be agreed by the SMB (27.09.17).

Action IM: raise item at the next SMB 27.09.17

8.2. Governance

IM notified the group that proposal for the 'Governance' of IGEM/IG/1 has been worked on by a SMB working group and has been circulated for comment. The comments have now been collated and validated and will be presented to the SMB. The final document and the appointment of an independent body to implement and maintain IGEM/IG/1 needs to be finalised. IGEM have been approached by the SMB to carry out this role, however, a formal agreement needs to be reached. Confirmation of this proposal needs to be discussed and agreed at the next SMB meeting (27.09.17).

Action IM: raise item at the next SMB 27.09.17

9. Other items

PH: Notified the group of a working group (facilitated by IGEM) looking at the issues surrounding low pressure on the gas network. The following areas have been looked at:

- Service pressure
- Appliance pressure
- Supply problems
- Emergency service procedures for dealing with low pressure issues
- The networks obligation to the consumer
- Extent of the issue

The working group will continue to work through the perceived issues and provide feedback to the SCF as appropriate. TS commented that many issues were already better understood because representatives from the whole industry (upstream & downstream) had discussions at the same table.

Action PH: Update SCF on the progress made when available.

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

Wednesday 29th November 2017