

**Standards Consultation Forum
Notes and Actions
Wednesday 29th November 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 Smith (SS)	Certification Bodies
Peter Hurst (PH)	IGEM
Gavin Jones (GJ)	BSI
David Reid (DR)	NCC
Duncan Wilson (DW)	SNIPEF
Graeme Dryden (GD)	APHC
Tony Gannon (TG)	Plumbers Teachers Association
Chris Ganderton (CG)	Gas Teachers Association
Neil Macdonald (NM)	HHIC
Dave Thorley (DT)	CADENT
Peter Fawbert (PF)	LBF
Reuben Smith (RS)	GILG (Chair)
Steve Critchlow (SC)	HSE
Barry Mathews (BM)	OPGO
Simon Vayro (SV)	British Marine

Guest

Carol Adams Energy & Utility Skills

Apologies

Ian Smith	National Grid Metering
Richard Hakeem	UKLPG
Richard Harper	GCS Moderation group
Ross Anderson	ICOM
David Pye	Awarding Bodies

2. Minutes from previous SCF meeting (06.09.17).

The minutes from the previous meeting were reviewed and agreed.

Matters arising not included on the agenda.

Note 1 (Note 2 (Item 5.10)): CoP 306: Installation of fixed gas tanks for habitation purposes

David Reid (NCC) provided ongoing updates to the SCF and will continue to liaise with Energy & Utility Skills and Gas Safe Register regarding CoP 306.

Note 2 Item 3: SCF Terms of Reference

Following discussions regarding the Standard Setting Body Governance document, it was agreed for the group to discuss the SCF's Terms of Reference to enable the SCF members to consider the role of the SSB and in particular the SCF achievements over the past eight years.

Note 3 Item 9: issues surrounding low pressure on the gas network.

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

- Network design pressures
- Meter installation requirements
- Manufacturers requirements

The working group will continue to work through the perceived issues and provide feedback to the SCF as appropriate.

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

Energy & Utility Skills currently facilitates and manages the SSB through the Strategic Management Board, Standards Consultation Forum and the Standards Development Unit. The function is currently funded from Gas Safe register revenue, via a contract between Capita and Energy & Utility Skills which expires on 31st March 2019. 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.

The group responded by stating that the SSB as a function should be able to respond to the requirements of the Industry and that the two existing FTEs are not always able to respond fast enough due to their increasing workload and could there be additional funding to enable the SSB to deliver additional projects over and above the core activities. IM indicated that a Governance document is being formulated via the SMB to provide an outline of the scope of activities and will also provide key performance indicators to enable Energy & Utility Skills to deliver against.

As indicated at the last SCF meeting, the SCF have been invited to comment on the Governance document and should also provide a list of achievements the SCF have delivered since its introduction eight years ago. It was also agreed that the SCF would produce a delivery plan for the next five years and this would be presented to the SMB for comment and sign-off.

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

Action SCF members: provide comments and list of achievements to IM by Friday 29th December 2017

Action IM: set as a priority agenda item for the next SCF meeting (21.03.18)

4. Application conditions - Category 1, 2 and 3 proposal (Ian Moss)

IM presented a paper outlining a proposal that will restrict the movement of newly qualified operatives with less than six months experience. The proposal in its early stages and IM invited input from the SCF. The eligibility for operatives applying for ACS assessments will be documented in the Operations document but will also align to the requirements of IGEM/IG/1. It is not intended to restrict operatives to practice but to ensure that they receive the correct level and duration of training.

As the document provides a high level of detail it was agreed that SCF members would provide feedback to IM by Friday 29th December 2017 and that the comments received would be discussed as a priority agenda item at the next SCF meeting arranged for the 21st March 2018.

Action IM: circulate paper for comment

Action SCF members: provide feedback to IM by Friday 29th December 2017.

Action IM: set as a priority agenda item for the next SCF meeting (21.03.18)

5. National Occupational Standards (NOS).

Carol Adams joined the meeting to update the group on the review of the National Occupational Standards, following a number of meetings held on the 6th September and 7th November 2017. The draft standards are available via a link on the Energy & Utility Skills website. Invites to be involved in this process were sent to all companies register on EUSR along with other communications via e-mail to GILG and SCF members etc.

The proposed changes to the NOS were signed off by the group and will now be included in the revised NOS that will be published by the end of February 2018.

TS questioned how the NOS integrated with IGEM/IG/1 and what work was needed to ensure consistency within our training for our industry.

6. Standards update

6.1. BSI

Gavin Jones attended the meeting on behalf of BSI and provided the group with an insight to the work BSI carry out with the Gas Industry (see attached slides).

Gavin also indicated that he would inquire whether the SCF could have easier access to the standards development portal or whether we would need to provide feedback to draft standards via the various GSE groups.

6.2. IGEM

Peter Hurst provided an insight to the standards that are due to be published in the near future (see attached list), these include UP/1 and UP/1A.

7. SCF working group – ACS Re-assessment

7.1. ACS Re-assessment criteria update

Having produced a proposal that includes all four core competences and the appropriate changeovers, and the subsequent discussions with the SCF, it is now the responsibility of the sub-group to agree the next steps. This will need to include the writing of the amended criteria and associated practical provisions. An important aspect of this is to provide UKAS with a rationale to why changes have been made and therefore engage with UKAS prior to implementation. Again the role of UKAS was discussed by the Forum and agreed it would be a future discussion topic.

7.2. 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.

To move this project forward it was agreed that a working group would re-convene to identify the following:

- Discuss and agree a revised referral process
- Set parameters for first time failures i.e. key safety defects
- Set guidance notes for the implementation of re-assessment

This meeting scheduled to take place on Thursday 30th November 2017.

8. Standards Consultation Forum - update.

8.1. 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.

8.2. 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.

8.3. 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,

8.4. 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.

8.5. 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.

8.6. 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. This subject has now been discussed many times without a firm outcome being achieved. Through further discussions it was suggested that the Technical Bulletin on Safe electrical isolation be re-published by Gas Safe Register and an article be repeated in the Registered Gas Engineer magazine. It was also agreed that the item would be left on the agenda for further discussion.

8.7 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. IM notified the group that now that the criteria has been re-issued and that a number of CBs have applied for an extension to scope, the SSB are reasonably confident that CMA3 will finally be implemented.

9. IGEM/IG/1: update

9.1. Implementation process

IM updated the group regarding the audit process being carried out with the Awarding Organisations in that 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. There was also concern raised to whether all training providers have had an appropriate level of communication to ensure that they are operating to the IGEM/IG/1 standard from the 1st October 2017. An exercise facilitated by IGEM has attempted to communicate with Training providers that are provide training to new entrants has now taken place. From these results it is envisaged that the SMB will have an understanding to the number of Training Providers that have registered and whether this number meets with the anticipated number of Training Providers who offer training to new entrants. Either way further communication channels need to be utilised to ensure every opportunity has been given to Training Providers to comply with IGEM/IG/1.

9.2. Governance

IM notified the group that the 'Governance' of IGEM/IG/1 has been worked on by a SMB working group and with the comments received being collated and validated and presented to the SMB, the final document has been agreed by the SMB. The SMB have also formally appointed IGEM to provide Governance of the implementation of IGEM/IG/1.

Action IM: Raise issues at the next SMB (06.12.17)

10. Other items

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

Wednesday 21st March 2018

Wednesday 13th June 2018

Wednesday 19th September 2018

Wednesday 12th December 2018