



IM updated the group regarding the audit process that is currently being carried out with the Awarding Organisations by Troy Dyson, all Awarding Organisations i.e. seven Certification Bodies and two Awarding Bodies have been audited and with the exception of a few minor non-conformities have been successful in the Audit process. It was agreed that the plan to implement IGEM/IG/1 by the 1st October 2017 should not change. However, there will be a number of Independent Training Providers who wish to gain approval direct with IGEM and as a consequence of the methods used to communicate with the Training Providers may not have been the opportunity to gain the necessary approvals. The situation will become clearer once all recognisers of Training and Training Providers have registered with IGEM.

It was agreed that the SSB/IGEM would write to a wider audience to notify Independent Training providers they need to register with IGEM with an aim to have their Training Programmes audited against the IGEM/IG/1 standard.

It was established that all Training Providers who are also an ACS centre will be aware of IGEM/IG/1 in that their CB will have notified them, this just leaves the independent providers not aligned to a CB. However, these centres will still send operatives to undertake their ACS assessments and if this is the case should be refused access to ACS. The SMB agreed that individual learners could lose out on these occasions at no fault of their own and should be offered APL when applying for a recognised training programmes. These instances should be reported to the SSB.

**Action IM: identify trade press with a view of placing an article in regarding the implementation of IGEM/IG/1.**

**Action RP/SS: notify all CBs and ABs to notify IGEM of the Training Providers that operate under their Recogniser of Training authorisation.**

### **3.3. Timescales for full IGEM/IG/1 implementation**

Following further discussion regarding the implementation of IGEM/IG/1, the following timescales were agreed:

- All Training Providers need to be registered with IGEM by 31<sup>st</sup> December 2017.
- All Training Providers, as from the 1<sup>st</sup> October 2017 should be delivering Training Programmes that comply with IGEM/IG/1.
- All Training Programmes that commenced before the 1<sup>st</sup> October should be completed no later than 1<sup>st</sup> October 2018.
- Should a training provider not be registered with IGEM then they will not be included on Guidance Note 8 and therefore the candidates will not be eligible to undertake ACS.
- UKAS are currently and will continue to audit against Guidance Note 8 during CB visits.
- The SSB have agreed to produce a revised Guidance Note 8 to include all Training Providers that have received recognition against IGEM/IG/1.

All 'Recognisers of Training' irrespective if they have received an audit regarding the implementation will need to ensure there is sufficient evidence that all the necessary audit criteria has been evidenced with the individual Training Providers. It is appreciated that to provide evidence will take time, but as the majority of Training Providers are implementing IGEM/IG/1 via a 'Recogniser of Training' then it is expected that each individual Training Provider is evidenced by the Recogniser of Training by **31<sup>st</sup> December 2018**.

### **3.4. Training specification (guided learning hours exercise).**

IM updated the group regarding the provision of the Training Specifications and in particular the need for a LPG training specification. To date EU Skills have worked with UKLPG but to date have not produced new training specifications. After further discussions it was agreed that EU Skills would facilitate a working group and produce Training Specifications for the LPG sector. Members of the working group have agreed to meet early in the New Year.

**Action IM: arrange working group to produce LPG Training Specifications**

With regard to Training Specifications, RP/SS reminded the group that the Awarding Organisations in conjunction with the SSB are carrying out an exercise to clarify what the centres believe to be the appropriate guided learning hours in the training centres, this exercise will include the amount of on the job experience i.e. portfolio building. This initial exercise is currently for Domestic Gas only.

Once the results of the exercise have been collated then a proposal will be passed to the SCF for further discussion.

**Action IM: notify industry groups of the guided learning hours for both off the job and on the job needs to require further clarification.**

#### **4. Standards Consultation Forum**

##### **4.1. Change Document summary**

##### **4.1.1. 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.

##### **4.1.2. 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. Discussions also took place regarding the use of manufacturer standards that are not current. It was suggested that in these instances an annex could be produced for use by the Assessment Centres.

**Action MG: discuss issues regarding obsolete standards with NCC and UKLPG.**

##### **4.1.3. 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.

##### **4.1.4. 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.

##### **4.1.5. 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.

##### **4.1.6. 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 looked at by the SCF working group regarding the training input.

**Action SCF working group: produce appropriate training material to include 'Safe Electrical Isolation'**

##### **4.1.7. CMA3**

UKAS notified the meeting that they were unsure which version of CMA3 is the correct version in the view of the SSB the correct version. MG notified the group that Issue 6.1 is the live version and any other versions should not be used.

#### **4.2. Eligibility to undertake ACS assessments**

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 has 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 the SMB 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.

It was also requested that the process be produced in a flowchart format.

**Action SMB members: provide feedback to IM by Friday 29<sup>th</sup> December 2017.**

**Action IM: Produce flowchart to outline the Eligibility Process.**

## **5. Parliamentary Inquiry**

### **5.1. Gas Engineering Training Standards Inquiry (GETSI)**

A parliamentary inquiry to set the training framework and delivery standards for the gas industry by is being undertaken by Policy Connect. The outcome of the inquiry should ensure that all training providers providing training for new entrants should work to the same training specifications and durations. A scoping meeting took place on Wednesday 5th July 2017 along with subsequent interviews held in September. It is the intention of Policy Connect to publish a report early in the New Year.

CB stated that there is a shortage of funding to complete the report and requested that the representatives of the SMB to consider then provision of funding.

### **5.2 Smart Metering installation issues**

Following discussions at the previous meeting regarding the top five issues identified by the GDNs when attending gas escapes following a Smart Meter Installation. IM made the point that the majority of the visits were due to a potential gas escape i.e. smell of gas and that it also appeared that the issues could be due to the behaviour of the installer e.g. not carrying out a tightness test rather than a training issue.

IM confirmed that the GDNs have offered to attend a workshop with the Training providers who deliver Smart Metering to discuss the potential training issues. IM notified the group that the Smart Metering network group (facilitated by EU Skills) have agreed to attend a workshop, invitations are also extended to Gas Safe Register and HSE.

CB suggested that IM contact Gemserv and subject to discussions at the recent SMOG meeting a similar workshop is also taking place at Energy UK. IM has agreed to attend additional workshops on behalf of the Smart Metering network group.

IM agreed to feedback any outcomes from future workshops/meetings to the SMB for information.

## **6. Gas Safe Register re-tender.**

### **6.1. SSB procurement exercise/current contract**

As previously discussed at the SMB, the following were discussed:

- Current funding arrangements for the SSB function will remain post 2019.
- HSE are looking to extend the existing SSB agreement for EU Skills with the new provider for one year.
- Energy & Utility Skills have been requested to provide costs for facilitating and managing the SSB function for a further year.
- The provider post April 2019 will be asked to carry out a procurement exercise on behalf of the SMB for the provision for the SSB.
  - The procurement exercise will provide a result via a scoring mechanism, however, it is envisaged that members of the SMB and SCF may become involved.
- Should the Industry believe they require additional resource for the operation of the SSB, then a business case would need to be provided?

Further discussions by the SMB suggested that the service provided by the SSB could do to change as it is believed that the current resource is not always sufficient to meet the demands of the Industry. TS stated that this is not a criticism of the service provided by EU Skills but an indication that the current resource in insufficient.

To scope what the requirement should be in the future, it has been agreed that both the SCF and SMB will discuss the requirements moving forward and will present a paper to the HSE via the SMB. To start the process it was agreed that IM would circulate the following documents:

- Services Schedule between EUS and Capita Gas Registration and Ancillary Services Ltd (CGRAS)
- Draft Governance document
- SMB Team Value Effectiveness Grid

**Action IM: circulate the above documents for comment in preparation for the next SMB meeting**

## 6.2 Standard Setting Governance

At a previous SMB, IM had raised the question to how the current Standard Setting function is governed, as there are no formal measures other than the Services Schedule detailed in the agreement between Energy & Utility Skills and Capita Gas Registration and Ancillary Services Ltd (CGRAS). Following further discussions the group agreed to look at the Governance documents with further comments and to identify 'Key Performance Indicators' that the SSB operation should be measured against. This action is still outstanding for the majority of the group therefore additional comments are required.

**Action All: provide feedback on the draft SSB Governance document by Friday 29<sup>th</sup> December**

## 7. Job Practise analysis

### 7.1. ACS Re-assessment criteria update

Having produced a proposal that includes all four core competences and the appropriate changeovers, and subsequent to discussions with the SCF, the sub-group have agreed the next steps:

- Write amended criteria and associated practical provisions.
- Provide UKAS with a rationale to why changes have been made
- Engage with UKAS prior to implementation.

### 7.2. Referral process

As previously discussed, a revised referral process was proposed by the working group, with the significant change being that on key safety defects operatives will only get one opportunity to pass the assessment. However, following further discussions by the sub-group it was agreed that a first time failure would have oral questions by the assessor to assist the operative. A revised flowchart has been produced for comment by the SCF and SMB.

**Action IM: circulate flowchart for comment by Friday 29<sup>th</sup> December 2017.**

## 8. Value and Effectiveness Grid (VEG) grid feedback

CB notified the group that the 'Discussion Points' have been categorised and that he would send the document to the SMB for information and final comment.

**Action CB: circulate results i.e. discussion points to the SMB for information and comment.**

## 9. ISO/IEC 17024: 2012

At a previous meeting IM provided the SMB with an update on the revised Operations Document for the ISO/IEC 17024 scheme. Energy & Utility Skills have issued the revised document i.e. Edition 4 - September 2017 to the CB's for implementation by 1<sup>st</sup> January 2018. However, following feedback from the CBs and UKAS further amendments are necessary in the document and additional meetings will take place with the CBs. However, it is important that the September version of the document is published to enable the issues already identified to be dealt with. Further amendments will take place early in the New Year to ensure the revised 'Eligibility to undertake ACS assessments' is included in a revised version of the document.

## 10. Awarding Organisations

No additional items were registered at the meeting

## 11. Complaints

**IM:** notified the group that a number of instances have been reported by Assessment Centres were a number of reports where operatives who have completed a Framework Qualification wishing to extend their scope of gas work do not have the basic gas safety knowledge and practical awareness e.g. tightness testing. The question

to the group is in these instances, is what action should the Assessment Centre take. The advice from the SMB would be for the Assessment Centre to refuse access to additional assessments and report the matter to the Gas Safe Register who will undertake competence based inspection work on the operative.

**Action IM: to discuss process with the CBs and ABs.**

**MG:** registered a complaint at the previous SMB meeting regarding their route into the Gas Industry i.e. QCF qualification for cooker followed by an ACS training and assessment for Central Heating boilers. The issues are still yet to be resolved, MG to pursue with the Awarding Body.

**Action MG: liaise with the Awarding Body.**

**12. AOB**

**TS:** raised a request that the SCF and SMB receive information regarding failures in gas safety aspects of the scheme, this may be via the CBs, ABs or Gas Safe Register inspectors. It was suggested that these issues be discussed in the SSB scoping document.

**IMc:** suggested that the SCF look at IGEM/UP/17 (Shared Flues) with a view to ensure that training and assessment criteria adequately cover the clauses surrounding new appliances installed on existing shared flues.

**Action IM: add as an agenda item for the next SCF.**

**Date of next meetings:**

**Wednesday 28<sup>th</sup> March 2018**

**Wednesday 20<sup>th</sup> June 2018**

**Wednesday 26<sup>th</sup> September 2018**

**Tuesday 18<sup>th</sup> December 2018**

## Actions

| <b>Agenda Item</b> | <b>Actions meeting 37</b>  | <b>By</b>         | <b>Status</b> |
|--------------------|--|-------------------|---------------|
| Note 1             | Arrange a SMB meeting venue at 'Skills to Learn' during 2018.  | CB                | Open          |
| Item 3.1           | Arrange a meeting with the 'Recognisers of Training' to discuss and agree the next steps of the implementation process.                          | IM                | Closed        |
| Item 3.4           | Arrange working group to produce LPG Training Specifications   | IM/MG             | Open          |
| Item 3.4           | Notify industry groups of the guided learning hours for both off the job and on the job needs to require further clarification.                  | IM                | Closed        |
| Item 4.3           | Arrange meeting with UKAS to discuss the issues surrounding CMA3   | IM                | Closed        |
| Item 8             | Analyse results (Discussion Points) of the VEG diagram for discussion at the next SMB.   | SMB               | Closed        |
| Item 11            | Discuss issues with the Gas Safe Register  | MG                | Closed        |
| <b>Agenda Item</b> | <b>Actions meeting 38</b>  | <b>By</b>         | <b>Status</b> |
| Item 3.1           | Produce letter of appointment for IGEM to provide the Governance of IGEM/IG/1.   | IM                | Open          |
| Item 3.2           | Identify trade press with a view of placing an article in regarding the implementation of IGEM/IG/1.   | IM                | Open          |
| Item 3.2           | Notify all CBs and ABs to notify IGEM of the Training Providers that operate under their Recogniser of Training authorisation.                   | RP/SS             | Closed        |
| Item 3.4           | Arrange working group to produce LPG Training Specifications   | IM                | Open          |
| Item 3.4           | Notify industry groups of the guided learning hours for both off the job and on the job needs to require further clarification.                  | IM                | Closed        |
| Item 4.1.3.        | Discuss issues regarding obsolete LPG standards with NCC and UKLPG.  | MG                | Open          |
| Item 4.1.6         | Produce appropriate training material to include 'Safe electrical isolation'   | SCF working group | Open          |
| Item 4.2           | Provide feedback to IM by Friday 29th December 2017  | SMB members       | Closed        |
| Item 4.2           | Produce flowchart to outline the Eligibility Process.  | IM                | Open          |
| Item 6.1           | Circulate the SLA, Governance document and SMB Team Value Effectiveness Grid above documents for comment in preparation for the next SMB meeting | IM                | Closed        |
| Item 6.2           | Provide feedback on the draft SSB Governance document by Friday 29th December  | SMB members       | Closed        |
| Item 7.2           | Circulate ACS re-assessment referral flowchart to the SMB for comment by Friday 29th December 2017.  | IM                | Closed        |
| Item 8             | Circulate results i.e. discussion points of the VEG diagram to the SMB for information and comment.  | CB                | Closed        |
| Item 11            | To discuss of complaints received from assessment centres regarding framework qualification process with the CBs and ABs.                        | IM                | Open          |
| Item 11            | Liaise regarding a complaint with the Awarding Body.   | MG                | Open          |