

Standards Consultation Forum

Terms of Reference

1. Purpose

To ensure that Gas Safe registered businesses, employers and self-employed registered engineers and stakeholders allied to the gas industry are appropriately consulted as an integral part of the process of competence and training standards setting.

To discuss and agree via a majority decision the necessary changes to the Matters of Gas Safety (MoGS) criteria, IGEM/IG/1 and Training Specifications, arising from changes to legislation, Industry standards, technical bulletins, safety alerts, gas safety related issues and technological innovation, in order to ensure that competence and training standards are current and fit for purpose.

2. Reporting

Proposals agreed through the Standards Consultation Forum (SCF) shall be communicated via the Standards Setting Body (SSB) to the Strategic Management Board (SMB) for ratification that due process has been followed.

3. Representation

3.1. Standing members

- a) Gas Safe registered employer businesses
- b) Gas Safe registered sole trader businesses
- c) Energy & Utility Skills
- d) Plumbing & Heating Skills Partnership
- e) Trade Associations operating in the Gas Utilisation Industry
- f) Trade Associations operating in the Plumbing & Heating Industry
- g) Awarding Bodies delivering Matters of Gas Safety (MoGs) qualifications
- h) IGEM/IG/1 authoriser
- i) Recognisers of Training as defined by IGEM/IG/1
- j) Technical Standards writers e.g. BSI, IGEM and Liquid Gas UK

Representation will be consistently reviewed by the current standing members of the SCF.

3.2. Observers

- a) HSE
- b) UKAS
- c) Gas Safe Register
- d) Co-opted specific sector representation as required/necessary as agreed by the members of the SCF.

Employer businesses shall reflect the structure of the gas industry sectors (i.e. large, medium and small employers).

Standing members shall either hold a senior post within a relevant company or organisation or be the owner of a sole trading business.

Standing members shall be responsible for the groups they represent in that they disseminate information from the SCF and collate and relay feedback back to the SCF therefore ensuring all feedback and comments are included in any final proposals.

SCF members are mindful of UK Competition Law which prohibits agreements or practices that restrict free trading and competition between business entities.

4. Chair

The SCF will appoint and elect an independent Chair, who will have tenure of two calendar years from the date of appointment. It is acceptable for extension of the existing tenure with the agreement of the SCF. The appointment of the SCF chair shall be ratified by the SMB.

5. Frequency of Meetings

Quarterly or extraordinary meetings held as necessary

The SSB provider will facilitate quarterly and/or extraordinary meetings as required and will act as the secretariat.

6. Objectives

6.1. Ensure employers, SME's, self-employed registered engineers and other key gas industry stakeholders are appropriately consulted.

6.2. To discuss and agree via a majority decision the options and recommendations developed by the Standards Development Unit (SDU) on proposed changes to the Matters of Gas Safety (MoGS) criteria, IGEM/IG/1 and Training Specifications.

6.3. Receive, consider and make decisions on proposals for alternative "Routes to Registration" and/or innovation in the demonstration of competence by registered businesses and competent persons.

6.4. Acknowledge and seek mitigation against conflicts of interest related to the decisions being made by the SCF.

7. Tasks (to deliver the above objectives)

7.1. Amend, remove or introduce new criteria to the Matters of Gas Safety (MoGS) criteria and Training Specifications.

7.2. Develop and maintain standards, processes and procedures that support the delivery of the Matters of Gas Safety (MoGS) criteria and Training Specifications

7.3. Liaise effectively with all interested parties and stakeholders to promote and support the operation of Gas Safe Register.

7.4. Following consultation, send all decisions and proposals to the SMB for ratification that due process has been followed.

7.5. Advise the SMB when it is perceived commissioned project work requires expert contractor engagement at a financial cost.

7.6. Advise the SMB of complaints received so a response can begin.