

**Strategic Management Board
Notes and Actions
Tuesday 24th November 2015 at 10.00am
Friars Gate, 1011 Stratford Road, Shirley, B90 4BN.**

1. Attendance/Apologies.

Chris Bielby (CB)	SGN (Chair)
Ian Moss (IM)	EU Skills (Secretariat)
Graeme Dryden (GD)	Summit Skills
Mark Rolfe (MR)	Gas Safe Register
Steve Mulvany (SM)	Certification Bodies
Richard Payne (RP)	Certification Bodies
Trevor Smallpeice (TS)	SCF Chair
Christine Bridge (CB)	HSE
Richard Meredith (RM)	HSE NI
Phil Shaw (PS)	UKAS

Apologies

Richard Whitehead UKAS

2. Minutes from previous SMB meeting (26.08.15).

The minutes from the previous meeting were reviewed and agreed.

Matters arising not included in the agenda.

Note 1 (Note 1 (Item 5)) Gas work in Republic of Ireland:

Gas work in the Republic of Ireland (RoI) and potential recognition of qualifications across borders with Northern Ireland and GB. To move this forward several discussions have taken place with the regulatory authorities in the RoI and it was agreed that a GAP analysis previously carried out would be provided for use by the Standard Setting Body. As yet no information has been received by the SSB therefore IM to discuss the current position with the RoI.

Action IM: to make further contact with the regulatory authorities in RoI to enquire if any progress has been made. Alternative contacts provided by Richard Payne: Karen Trant ktrant@cer.ie and Paul Byrne pbyrne@cer.ie.

Note 2 (Note 2) Sole Traders:

SM raised the issue (at the last meeting) that sole traders who make-up a large proportion of the register are not involved in the consultation enough. It was suggested by the group that this matter should be discussed at a future meeting of the SMB. IM stated that it is worth noting that the membership of the SCF does include APHC, SNIPEF, CIPHE and OPGO organisations that have SME's and sole traders as members therefore efforts have been made to engage with them. Carry over action to the next meeting.

Action IM: Add item regarding Sole Traders to the next SMB agenda.

3. Change Document summary.

3.1. CMA3

PS raised the concern whether the introduction of CMA3 has followed due process and is fit for purpose. Further to discussions with UKAS, SM contacted the eight Certifications Bodies delivering the scheme to check if due process had taken place, four replied stating that due process was followed, with four not replying. SM did point out that an action on the recent SCF stating that a sub-group to whether CMA3 would be limited scope assessment had not been completed. IM pointed out that this would be done, but the outcome would not affect the CMA3 criteria.

Action IM: discuss the definition of a Limited Scope assessment with the CB's and Gas Safe Register

The SMB agreed that due process had been followed, therefore PS was satisfied that CMA3 could be processed under UKAS accreditation.

PS was asked if this was an extension to scope, the reply was yes it was, as this was a new code and some elements had been removed. In response to question from Richard Payne regarding would this involve a witness assessment, PS was unable to comment as it was outside his technical area, but UKAS would advise what the requirements would be regarding the assessment for this new code. PS would advise Richard Whitehead (UKAS) of this point and he will provide the clarification.

ACTION PS: provide clarification regarding the requirement of a 'witness assessment' being required for the introduction of CMA3.

3.2. Standards Consultation Forum Change document summary

3.2.1. CD/68 (ISU 048): IGEM UP/2 Edition 3

Standard: IGEM UP/2 Edition 3 – Installation pipework on industrial and commercial premises

Changes to the Matters of Gas Safety criteria has been included on the latest disk and was forwarded to CBs and ABs at the end of September 2015. The changes are to be implemented in ACS centres from the 1st January 2016.

3.1.2. CMA1 proposal: Brook house training Ltd

Further to extensive discussions with Industry CMA3 has been introduced and has been added to the Matters of Gas Safety criteria, and has been forwarded to CBs and ABs at the end of September 2015. The changes are to be implemented in ACS centres from the 1st January 2016. Therefore, CMA3 is now available to CBs should they wish to apply for UKAS accreditation and offer to clients if the demand warrants it.

3.1.3 Installation of Sub-Meters

Existing ACS criteria for domestic meters i.e. MET1 includes secondary meters in the scope. This is not the case with non-domestic meters as MET4, CMET1 and CEMET2 excludes secondary meters from the scope. This decision was made by the previous scheme committee for ACS as it was deemed that secondary meters are not included in the scope of GM6 and GM8. After further discussions with IGEM it was suggested that sub-meters which include both secondary meters and check meters are covered in UP/2. However, where there is a clear definition for check meters in that their installation is part of the pipework, the definition for secondary meters is less clear.

Following discussions with the SCF and IGEM members it was agreed that secondary meters for billing purposes would be subject to the installer requiring to have the appropriate matters of gas safety competences, whereas installers fitting check meters do not have to prove their competence in the installation of meters under ACS, as check meters are deemed as part of the pipework.

However, following the SMB meeting (04/06/15), this proposal was not ratified, therefore the SMB requested that the decision should be re-considered as the SMB did not see enough reasoning why the competencies for secondary meters and check meters should differ.

Following discussions at the SCF meeting (18/08/15) it was agreed that the decision regarding the necessary competencies would be put on hold and that further clarification would be requested from IGEM. This action was discussed and agreed at the SMB held on 26/08/15.

Further to discussions at the SCF meeting (12/11/15) and in particular the feedback from IGEM i.e. Peter Hurst it was agreed that the decision regarding the necessary competencies would be upheld i.e. The installation of primary and secondary meters (used for billing purposes) required the appropriate ACS competences for metering and that the installation of a check meter was covered by the appropriate ACS for installing pipework, therefore would NOT require the installer to prove their competence through additional ACS assessments.

The SMB are still not comfortable with the decision made by the SCF and have requested that IM has further discussions with IGEM to confirm if associated standards e.g. UP/2 adequately covers the installation of check

meters without the inclusion of additional criteria from GM/8 There is a particular concern with Diaphragm meters as opposed to RPD and Turbine meters.

Action IM: contact IGEM to discuss the issues raised by the SMB

3.1.4. CD/72 (ISU 052) BS EN 10239 2014 Small Craft LPG Systems

Changes potentially affecting ACS:
Section 5: Pressure regulation devices
Section 6: LPG supply line
Section 7: Appliances
Section 10: Installation tightness tests
Section 13: Ducts and flues for air intake and combustion product discharge

ACS assessments:
CCLP1 and CCLP1 B

Look at Cylinder locations, supply pressures, tightness testing and flueing standards for appliances.

3.1.5. CD/73 (ISU 053) BS 7967: 2015

Guide for the use of electronic portable combustion gas analysers for the measurement of carbon monoxide in dwellings and the combustion performance of domestic gas-fired appliances.
Changes to the Matters of Gas Safety criteria has been included on the latest disk and was forwarded to CBs and ABs at the end of September 2015. The changes are to be implemented in ACS centres from the 1st January 2016

3.1.6 CD/74 (ISU 054) IGEM/UP/19 (Amendment)

Changes to the Matters of Gas Safety criteria has been included on the latest disk and was forwarded to CBs and ABs at the end of September 2015. The changes are to be implemented in ACS centres from the 1st January 2016.

3.1.7. CD/75 (ISU 055) PD CEN/TR 1749: 2014

European scheme for the classification of gas appliances according to the method of evacuation of the combustion products.

Although this document is referenced within LNIDL it is not an installation or product standard and has little impact on the work of Gas Safe Registered businesses or engineers.

**3.1.8 CD/76 (ISU 056) The building Regulations & (Amendment) regulations 2015
The building Regulations &c (Amendment) Regulations 2015**

No changes required

3.1.9 CD/77 (ISU 057) IGEM/IG/2

Engineer's guide to relevant sections of IGEM/UP/19 in catering establishments

Maintenance to Matters of Gas Safety criteria performed under IGEM/UP/19

3.1.10 CD/001 (TB 001) The Gas Industry Unsafe Situations Procedure. Edition 7

Changes to the Matters of Gas Safety criteria has been included on the latest disk and was forwarded to CBs and ABs at the end of September 2015. The changes are to be implemented in ACS centres from the 1st January 2016.

3.1.11 ENA Technical Bulletin relating to low pressure

Further to discussions at the previous SCF and SMB meeting, HHIC facilitated a meeting to discuss the detail and potential affects to installers/service engineers working in customer's premises. This meeting was held on Monday 9th November 2015 and raised the following actions:

- Ross Anderson: to speak with the chair of the BS 6400 committee to discuss possible discrepancies in the advice given to gas fitting operatives i.e. expected minimum pressure at the ECV.
- Neil MacDonald to contact Gary Cottrell to establish if the minimum pressure drop across a new Smart Meter is different to a non-smart meter.
- Ian Moss to contact IGEM to establish if their standards for upstream of the ECV e.g. TD3 and TD4 differs from the information presented in down steam standards i.e. BS6400.

3.1.12. Failure of the standard to address the correct Installation and commissioning of commercial kitchen interlocks:

Tony Brunton raised concerns at the SCF meeting over the commissioning of commercial catering equipment. Tony believes that the commissioning of gas catering equipment and safety interlocks is not being carried out and should be recorded as a 'Matter of Record; by the installer. A question was also raised to as to who is responsible for commissioning appliances and ventilation systems whether the issue is adequately covered in the Matters of Gas Safety criteria and whether there should be a safety alert produced by industry and hosted by Gas Safe Register. There needs to be further discussions with representatives from CESRB.

Action DS/ML: Raise issue at the next CESRB meeting in November

3.3. SCF feedback

3.3.1. Proposal for use of CO personal alarm monitors by operatives engaged in installation exchanging of gas smart meters:

This proposal was circulated (see attached) to the group (SCF) prior to the meeting and it was explained by IM that the proposal was sent by Jonathan Kane for inclusion at the next MAMCoP meeting. IM agreed to make it clear to MAMCoP that the SCF were aware of the proposal and following further discussions at a recent SCF meeting, the members present did not support the proposal.

3.3.2. Gas meter tightness testing

This proposal was circulated (see attached) to the group (SCF) prior to the meeting and it was explained by IM that the proposal was sent by Jonathan Kane for inclusion at the next MAMCoP meeting. IM agreed to make it clear to MAMCoP that the SCF were aware of the proposal and following further discussions at a recent SCF meeting, the members present did not support the proposal.

4. Probationary business site inspections results

MR outlined the content of the graph (previously circulated) in that the statistics display the percentage of failures by Registered Gas Engineers during an inspection by a Gas safe registered inspector. The two graphs display where an Unsafe situation has been identified and on the second graph where a competency failure has occurred. The trend provides data from a five year period ranging from 2008/2009 to 2015. The main concern is that the failure rates are increasing over time.

CB referenced the recent 'Which' report and confirmed that after inspections on the engineers identified in the report no competency issue where found.

MR felt this supported the need for high quality training and suggested that it underpins the requirement of the IGEM/IG/1 training document.

The data could not distinguish between the routes of entry i.e. Qualification or Managed Learning programme route.

IM pointed out that feedback from inspectors would help ensure the Matters of Gas Safety criteria is fit for Purpose.

RP requested that if the inspectors are identifying competency issues with newly qualified engineers then they would welcome a regular report outlining the issues identified.

Action MR: to request for more detailed data i.e. separate MLPs and QCF qualifications.

Action MR: provide more feedback to the CBs

5. Group Competence Scheme

IM updated the meeting regarding the Group Competence Scheme in that following the approval of the British Gas scheme by their Certification Body (Certsure) and the subsequent accreditation of their CB by UKAS, no further organisations have been added to the scheme, although several are working towards accreditation.

6. ISO/IEC 17024: 2012

IM provided the meeting with an update on the revised Operations Document for the 17024 scheme. EU Skills issued the revised document to CB's for use after the 1st April 2014 and intend to seek feedback from CB's once they have been audited against the new standard (ISO/IEC17024: 2012) and amend the document as necessary. It was agreed that the document would be circulated to the CB's with a request of feedback to be sent back to EU Skills by Friday 9th October 2015.

7. Standards of Training document (IGEM/IG/1)

7.1. Implementation process

Following feedback on Version 1, IM explained the high level changes to Version 2 of the implementation process for IGEM/IG/1 have now been introduced. The changes include the following high level changes:

- Mechanism introduced to take in to account organisations who have produced training provision that has been authorised by an independent third party
- Organisation authorising third priorities who authorise training provision on behalf of the SSB to be vetted by the SMB.
- SSB to use the Independent Service to authorise training on their behalf.
- Process signed to be off by SMB December 2015
- First starts 1st January 2016
- Specifications available for April 2016

It has been agreed with the SCF that the members would read through the revised process and comment back to IM by the Friday 4th December 2015.

IM will present a final to the SMB for sign-off December 2015.

7.2 Training Specification

A number of training specifications have been produced by industry, in particular IGEM have produced a Training Specification for non-domestic. The specification is currently out for comment with Industry and will be available by April 1st 2016. Training Specifications are being looked at for LPG and domestic metering with Domestic gas already complete.

8. Trailblazer apprenticeship

The following Trailblazer apprenticeships are currently being developed by employers in the metering and domestic natural gas sectors respectively and have made progress as detailed in the following bullet points:

- Dual fuel Smart metering apprenticeship
 - Apprenticeship Standards approved by Government
 - Apprenticeship Assessment plan approved by Government
 - Apprenticeship units complete, signed off by EDG group and available
 - First apprentice starts commenced at Gates Head college (October 2015)
- Gas service engineer (domestic gas)
 - Apprenticeship Standards approved by Government
 - Apprenticeship assessment plan submitted for approval (October 2015)
 - Costing template submitted for approval (October 2015)
 - First starts planned for first quarter of 2016.

9. Competence Review recommendations report

No further actions – will keep on agenda.

10. Job Practice Analysis (ACS scheme).

10.1. JPA working group

IM updated the group on the progress made by the Job Practice Analysis (JPA) sub-group. The group is only working on the re-assessment criteria as they believe the Initial criteria to be fit for purpose. The rationale for the amendments made are whether a registered engineer needs to repeat all of the competences they covered when coming into the industry for the first time. To this end the safety standards covered in a landlord gas safety inspection are being referenced. To underpin the amended criteria it has been suggested by the group that individuals proved their competence under revised criteria will have less opportunities to get the questions correct and that the assessment could be under closed book.

The next steps are for the group to carry on with the work and report back to the SCF in the New Year.

10.2 Letter from the CBs

The letter received (see attached) by the CB's was presented by Steve Mulvany to the meeting. The letter raised various issues with the work being carried out by the JPA sub-group. The concern raised that significant sections of criteria are being removed without a clear rationale. Steve pointed out that amendments (as per the CB's letter) to the criteria under a JPA should be carried out against the following parameters:

Recommendation 23 stated that ACS re-assessment should include:

- *Changes to Standards and Codes of Practice*
- *Changes to technology*
- *Changes to working practices*
- *Retention of underpinning and application of gas safety knowledge.*

The letter was acknowledged and will be taken into consideration by the working group, a report from the working group via the SCF will be viewed at the next SMB (March 2016)

MR sought confirmation from Phil Shaw which was confirmed, regarding if industry saw fit to amend the re-assessment methodology/criteria and it all went through due process and was incorporated into a revised Scheme Document, UKAS would have no issue and would audit to any new requirements.

11. Awarding Organisations

11.1. ACS Level 3 Equivalent

SM presented a paper on behalf of the Awarding Body Committee to the SMB regarding the 'National Gas Safety Assessment Criteria as having the equivalent of a Level 3 demand'. A similar paper was submitted at the last SMB stating the following:

'In response to a number of enquiries and concerns from approved centres and other stakeholders, Logic Certification Limited (LCL) requested that the SMB consider confirming that the SMB consider confirming that the National Gas Safety Assessment Criteria commonly known as the Matters Gas Safety assessment criteria has a level of demand on learners equivalent to that of a Level 3 demand as described in the Ofqual level descriptors for regulated qualifications'.

Following the SMBs refusal and subsequent discussions by the ABC a further paper has been re-submitted for further consideration.

The following recommendation is included in the paper:

'The ABC recommends that the SMB reconsiders its position and agrees to recognise that the EU Skills published matters of gas safety assessment criteria as having an equivalence of a Level 3 demand on

learners and in doing so confirm that level 3 is the minimum industry standard applicable to all qualifications and schemes with a gas utilisation content leading to Gas Safe registration’.

Following a detailed discussion it was agreed that as the Matters of Gas Safety assessment criteria is part of a Level 3 qualification and consequently contributes to the level of learning, therefore the equivalent Matters of Gas Safety criteria can be attributed to have a level 3 demand on persons undertaking ACS assessments.

However, the SMB strongly stated that this equivalent levelling could not be used as a commercial advantage over similar schemes i.e. **ACS certificates cannot be displayed or marketed as ACS level 3**.

12. Complaints

No complaints were registered at the meeting

13. AOB

No any other business was raised at the meeting.

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

Wednesday 16th March 2016

Wednesday 15th June 2016

Wednesday 14th September 2016

Wednesday 7th December 2016

Actions

Agenda Item	Action	By	status
Note 1 (Note 1 (Item 5))	To make further contact with the regulatory authorities in Rol to enquire if any progress has been made.	Ian Moss	Closed
Note 2 (Note 2)	Add item regarding Sole Traders to the next SMB agenda.	Ian Moss	Closed
3.1	Discuss/agree the definition of a Limited Scope assessment with the CB's and Gas Safe Register	Ian Moss	Closed
3.1	Provide clarification regarding the requirement of a 'witness assessment' being required for the introduction of CMA3.	Phil Shaw	Open
3.1.3	Contact IGEM to discuss the issues raised regarding Sub-meters by the SMB	Ian Moss	Open
3.1.12	Raise issue raised by Tony Brunton regarding interlocks at the next CESRB meeting in November	Martin Lyth	Closed
4	Request for more detailed data i.e. separate MLPs and QCF qualifications.	Mark Rolfe	Closed
4	Provide more feedback to the CBs	Mark Rolfe	Closed