

**NVQs in
Domestic Natural Gas:
Installation and Maintenance
Level 2 & 3
Emergency Service Operations
Level 3**

Schemes 6012 & 6034

September 2002-Version 2
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Sufficiency of Evidence Sheets

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Introduction

This guide has been produced in conjunction with the National Training Organisation for the gas and water industry (GWINTO) who have developed the national occupational standards for the 6012 and 6034 range of gas NVQs.

These new qualifications incorporate the key features required for NVQs in that they

- are based on national occupational standards required for performance in employment
- have been developed in consultation with representatives from employers
- are made up of units of competence which must be achieved to gain the full qualification
- are proof of job competence in that they are based on the assessment of performance in practical work as well as supplementary knowledge based questions
- allow transferability of competence from place to place and task/job to task/job.

In addition, all 6012 NVQs **are ACS aligned** This means that candidates that achieve either a full NVQ or an Appliance Pathway Route (APR) offered in the 6012 range of schemes become eligible to obtain Gas Operative Registration with CORGI to work in the domestic gas industry, **without** the need for further certification or duplicated assessments.

Sufficiency of Evidence - SOE Sheets

These will form the basis of supporting work/site-based evidence that indicates the evidence has been generated while undertaking the day to day gas operatives duties & tasks (candidate driven, but controlled and checked by assessor)

The SoE acts as a formal check against activity, real time jobs and operations that gas operatives carry out in day to day normal work activities.

These SoEs will provide evidence that the candidate has carried out tasks that can be directly assessed against Gas-NVQ units.

The SoE is directly related to specific Record of Assessment-RoA.

SoEs will contain:

- Title of sufficiency of evidence sheet
- List of gas work, tasks and jobs carried out
- Candidate name and number
- Assessment location address
- Assessment category & range indicated
- Assessor, Internal Verifier, Witness sign off
- Checklist indicator boxes against each task/job to be filled in Yes or No on satisfactory completion on each assessment occasion

The SoE sheets are used against the observation of candidate's real time work tasks and are as such critical evidence as to the candidate's proof of competence. Any task or job not completed satisfactorily must be indicated on the SoE and a feedback sheet used for the candidate's information. Appropriate arrangements can be made for a re-assessment to take place on those areas of the SoE in which the candidate did not perform satisfactorily. A new SoE should be used for this purpose and attached to the original SoE

Sufficiency of Evidence Sheet 1 - Apply Gas Safety Measures to Domestic Natural Gas Work Activities

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|--------------------------|
| 1 | Comply with any hazard or warning notice | <input type="checkbox"/> |
| 2 | Carry out risk assessment of work area | <input type="checkbox"/> |
| 3 | Remove all hazards from the work area, where practicable | <input type="checkbox"/> |
| 4 | Ensure safety equipment is available and adequate for use | <input type="checkbox"/> |
| 5 | Ensure area is well ventilated, where applicable | <input type="checkbox"/> |
| 6 | Check for damage/defects to existing building | <input type="checkbox"/> |
| 7 | Inform customer/co-workers of any remaining hazards or damage | <input type="checkbox"/> |
| 8 | Label, barrier or secure work area, as appropriate | <input type="checkbox"/> |
| 9 | Tools are appropriate to job requirement | <input type="checkbox"/> |
| 10 | Materials are appropriate to job requirement | <input type="checkbox"/> |
| 11 | All equipment is checked and is safe to use | <input type="checkbox"/> |
| 12 | All calibration or inspection labels are in-date, where appropriate | <input type="checkbox"/> |
| 13 | Appropriate instructions are available for tools, materials & equipment | <input type="checkbox"/> |
| 14 | Store tool, material & equipment in line with manufacturers instructions | <input type="checkbox"/> |
| 15 | Apply COSHH requirements | <input type="checkbox"/> |
| 16 | Check the following, in work areas:- | <input type="checkbox"/> |

- a Room type
- b Room volume
- c Ventilation
- d Clearances
- e Mounting surfaces
- f Flue system throughout its length (flue flow test)
- 17 Check gas supply is adequate
- 18 Ensure the gas supply pipework is free from damage and is installed appropriately
- 19 Ensure supply is suitably capped and free from damage
- 20 Test existing supply
- 21 Locate leaks, where appropriate
- 22 Repair leaks as appropriate
- 23 Lay out dust sheet
- 24 Remove and decommission meter
- 25 Use Temporary Continuity Bond when breaking into supply
- 26 Extend supply using appropriate materials and practices
- 27 Secure supply with appropriate number, type and spaced clips
- 28 Terminate supply using appropriate materials
- 29 Terminate supply in appropriate location
- 30 Keep customer/co-worker informed on progress
- 31 Connect appliance via the appropriate flexible connection
- 32 Re-connect meter
- 33 Test installation for soundness (cooker lids open position)
- 34 Purge installation of air
- 35 Visually examine the installation for defects
- 36 Ensure the appliance is secure and level

- 37 Check/set meter governor
- 38 Ensure the manufacturers instructions are available
- 39 Check other appliances in the work area
- 40 Carry out system working pressure test from the meter
- 41 Check appliance ignition
- 42 Check burner flame picture & stability for complete & incomplete combustion
- 43 Check appliance operating pressure
- 44 Check appliance gas rate using meter dial
- 45 Check flue performance/spillage
- 46 Check operation of safety controls
- 47 Check, rectify and adjust as appropriate, faults on:
 - a Thermostats
 - b Flame supervision devices
 - c Atmosphere sensing devices
 - d Safety shut-off valves
 - e Gas valves
 - f Governors
- 48 Implement industry "unsafe installations procedure"
- 49 Identify the appropriate warning labels
- 50 Identify the appropriate documentation
- 51 Isolate or disconnect and label appliance as required
- 52 Explanation of all user controls
- 53 Handing over manufacturers instructions
- 54 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence 1a - The Installation of Open, Balanced and Fan Assisted Flue Assemblies and Flue Testing

Range to be Covered

Assembled, adjusted and sealed in accordance with manufacturers' instructions

Open, balanced and fan assisted flue installations

Identification of Cement based, metallic rigid and plastic

Candidates must identify correct and incorrect installations in the following areas:-

- | | | |
|----|---|--------------------------|
| 1 | Open flue pipe jointing/adaptors | <input type="checkbox"/> |
| 2 | Flue termination correct | <input type="checkbox"/> |
| 3 | Open flue pipe bends are correctly used | <input type="checkbox"/> |
| 4 | Open flue pipe supports | <input type="checkbox"/> |
| 5 | The flue is clear of obstruction and have no cracks or corrosion | <input type="checkbox"/> |
| 6 | Spacing between open flue pipe and combustible material | <input type="checkbox"/> |
| 7 | The primary and secondary flue/draft diverter are sound | <input type="checkbox"/> |
| 8 | Open flueing into a pre lined chimney (clay lined) | <input type="checkbox"/> |
| 9 | Joining at base and at terminal position using appropriate adaptors for flexible flue liners | <input type="checkbox"/> |
| 10 | The catchment space is correct | <input type="checkbox"/> |
| 11 | Clamping at terminal position for flexible flue liners | <input type="checkbox"/> |
| 12 | Sealing of annular space with flue for flexible flue liners | <input type="checkbox"/> |
| 13 | Flue pipe jointing for plastic flue pipe | <input type="checkbox"/> |
| 14 | Balanced flue duct cuts | <input type="checkbox"/> |
| 15 | Flue terminal guards against the balanced flue terminal | <input type="checkbox"/> |
| 16 | Number of bends within the fan assisted flue length is in accordance with manufacturers' instructions | <input type="checkbox"/> |
| 17 | The ventilation requirements for a vertex flue are calculated | <input type="checkbox"/> |
| 18 | The seals on balanced/fan assisted flues are sound | <input type="checkbox"/> |
| 19 | No visual signs of spillage | <input type="checkbox"/> |
| 20 | Carry out flue flow test | <input type="checkbox"/> |
| 21 | Carry out a spillage test | <input type="checkbox"/> |

Candidate signature..... Date.....
Assessor signature..... Date.....
Witness signature..... Date.....
Internal verifier..... Date.....

Sufficiency of Evidence Sheet 2 - Install and Commission Domestic Warm Air Heating

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Identify other persons essential to the development of effective working relationships | <input type="checkbox"/> |
| 2 | Use ID card to identify self | <input type="checkbox"/> |
| 3 | Information is accurate and understood by others | <input type="checkbox"/> |
| 4 | Address other professionally with respect and courtesy | <input type="checkbox"/> |
| 5 | Remove hazards from work area as appropriate | <input type="checkbox"/> |
| 6 | Ensure safe access to work location | <input type="checkbox"/> |
| 7 | Survey the work area to ensure it is safe to commence work | <input type="checkbox"/> |
| 8 | Identify hazardous substances and take appropriate action | <input type="checkbox"/> |
| 9 | Take appropriate steps to comply with identified risk assessments | <input type="checkbox"/> |
| 10 | Carry out site specific risk assessment where necessary | <input type="checkbox"/> |
| 11 | Identify work location as required and communicate to customer, co-workers or site visitors | <input type="checkbox"/> |
| 12 | Ensure workplace is kept free from obstructions | <input type="checkbox"/> |
| 13 | Ensure access equipment is fit for intended purpose-tested, and of a standard | <input type="checkbox"/> |
| 14 | Ensure access equipment is used in accordance with health and safety requirements | <input type="checkbox"/> |
| 15 | Survey work area and identify damage or defects to the fabric of the building or the area surrounding the work location | <input type="checkbox"/> |
| 16 | Report any damage to customer, co-contractor and line manager, as appropriate | <input type="checkbox"/> |
| 17 | Gain agreement that damage or defect existed prior to work commencing | <input type="checkbox"/> |
| 18 | Check existing ventilation and flue system as required | <input type="checkbox"/> |

- | | | |
|----|--|--------------------------|
| 19 | Check compartment construction/ventilation | <input type="checkbox"/> |
| 20 | Remove easily damaged items from the work location and surrounding area | <input type="checkbox"/> |
| 21 | Use dust sheers as appropriate | <input type="checkbox"/> |
| 22 | Use other protective equipment, as appropriate e.g. flame retardant soldering mat | <input type="checkbox"/> |
| 23 | Check for other services including ducts, pipes and cables | <input type="checkbox"/> |
| 24 | Ensure gas service is charged (live) and available for use | <input type="checkbox"/> |
| 25 | Ensure gas service is free of damage and defects and of required standard | <input type="checkbox"/> |
| 26 | Check that gas supply is of sufficient size and volume | <input type="checkbox"/> |
| 27 | Check the location for the installation activities meets the specified industry requirement | <input type="checkbox"/> |
| 28 | Instruct customer on the planned progress of the work | <input type="checkbox"/> |
| 29 | Gain commitment that the stated job information meets the customers specification | <input type="checkbox"/> |
| 30 | Amend job specification in line with customer's specification, manufactures instructions and industry requirements as necessary | <input type="checkbox"/> |
| 31 | Check materials & equipment are available and to specification prior to commencement | <input type="checkbox"/> |
| 32 | Check all tools required are available | |
| 33 | Order materials, tools and equipment - sufficient to ensure job is completed | |
| 34 | Arrange for the storage of tools, materials and equipment that does not pose a hazard to the customer, site visitors, co-contractors or the tools, materials or equipment themselves | <input type="checkbox"/> |
| 35 | Prepare work location in line with industry requirements | <input type="checkbox"/> |
| 36 | Test for soundness/Isolate gas supply | <input type="checkbox"/> |
| 37 | Assemble appliance/equipment, as required in line with manufacturers instructions and company procedures | |
| 38 | Mark fixing and connection locations, as required | |
| 39 | The appliance assembly is complete and is fit for use and purpose | |
| 40 | The existing heater is disconnected and removed | |
| 41 | The replacement heater is positioned in the compartment | |

- 42 Ensure materials comply with industry standards
- 43 Check tools fit for purposes, tested as appropriate and used in line with manufactures instructions
- 44 The plenum base is sized, located and adapted to fir replacement appliance
- 45 The return air duct is sized, located and adapted to fit replacement appliance
- 46 Carry out installation activities in a methodical manner, to ensure that pipework, components and controls are securely fixed in-line with industry and manufactures requirements
- 47 Procedural requirements are adhered to
- 48 Installation conforms to industry procedures and statutory regulations
- 49 Ensure pipework components and controls can be fixed in specified locations to allow for other services, access, building regulations
- 50 Stated clearances
- 51 Support requirements
- 52 Safe and effective operation of controls as necessary
- 53 Appliance is correctly sealed against specified work schedule
- 54 Monitor own performance against specified work schedule
- 55 Communicate possible delays associated with:-
 - a - Work performance
 - b - Material, tool & equipment availability
 - c - Changes to specification
 - d - Defects or damage
 - e - Identified hazards
- 56 Installation is tested and proved to be sound using appropriate procedures
- 57 Gas supply is completely purged of gas air mixture
- 58 Check the correct function of systems and components against performance requirements
 - Temperature controls are operating correctly
 - Check ignition system operation
 - Check flame picture
 - Check appliance operating pressure
 - Check operation of all gas safety controls
 - Check water system operation
 - Check operation of flue system and components including spillage test
 - Appliance is purged of air
 - Balance system
- 60 Disconnect and label pipework and controls that have not to be/have not been commissioned

- 61 Adjust system controls to establish system or component performance to meet design specification
 - Adjust appliance governor, as applicable
 - Set range rated appliance to specified setting
- 62 Inform user of all non-commissioned pipework and controls
- 63 Document a report on non-commissioned components using appropriate company documentation
- 64 Handover systems to user
- 65 Explain safe operation requirements
- 66 Maintenance requirements, as appropriate

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 3 - Decommission Meter

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|--------------------------|
| 1 | Discuss and agree job details with customer | <input type="checkbox"/> |
| 2 | Monitor own performance against specified work schedule | <input type="checkbox"/> |
| 3 | Communicate possible delays associated with
work performance
material, tools and equipment availability
changes to the specification
defects or damage | <input type="checkbox"/> |
| 4 | Ensure all isolation valves are positioned to allow decommissioning | <input type="checkbox"/> |
| 5 | Continuity bonds are fitted where appropriate | <input type="checkbox"/> |
| 6 | Ensure area is adequately ventilated | <input type="checkbox"/> |
| 7 | Vent system of gas | <input type="checkbox"/> |
| 8 | Check equipotential cross bonding | <input type="checkbox"/> |
| 9 | Check that decommissioning is complete visually, as appropriate | <input type="checkbox"/> |
| 10 | Confirm that decommissioning is complete utilising appropriate test methods | <input type="checkbox"/> |
| 11 | Dismantle pipework and meter as appropriate | <input type="checkbox"/> |
| 12 | Advisory notices and warning labels are used as appropriate | <input type="checkbox"/> |
| 13 | Seal decommissioning outlets as necessary | <input type="checkbox"/> |
| 14 | Purge/seal meter, store in a safe ventilated area | <input type="checkbox"/> |
| 15 | Seal service entry / emergency control valve as applicable | <input type="checkbox"/> |

16 Test service for leakage

17 Complete documentation including meter details and serial numbers

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 4 - Decommission Gas Central Heating

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|--------------------------|
| 1 | Discuss and agree job details with customer | <input type="checkbox"/> |
| 2 | Monitor own performance against specified work schedule | <input type="checkbox"/> |
| 3 | Communicate possible delays associated with
work performance
material, tools and equipment availability
changes to the specification
defects or damage | <input type="checkbox"/> |
| 4 | Isolate gas, water and electricity | <input type="checkbox"/> |
| 5 | Ensure all isolation valves are positioned to allow decommissioning | <input type="checkbox"/> |
| 6 | Continuity bonds are fitted where appropriate | <input type="checkbox"/> |
| 7 | Ensure area is adequately ventilated | <input type="checkbox"/> |
| 8 | Ensure water will drain off to appropriate drain | <input type="checkbox"/> |
| 9 | Ensure hose connection is secure to ensure no leakage | <input type="checkbox"/> |
| 10 | Drain off water in system and dispose of appropriately | <input type="checkbox"/> |
| 11 | Vent system of gas | <input type="checkbox"/> |
| 12 | Check equipotential cross bonding | <input type="checkbox"/> |
| 13 | Check that decommissioning is complete visually, as appropriate | <input type="checkbox"/> |
| 14 | Confirm that decommissioning is complete utilising appropriate test methods | <input type="checkbox"/> |
| 15 | Dismantle pipework as appropriate | <input type="checkbox"/> |
| 16 | Remove fuse and trailing cables | <input type="checkbox"/> |
| 17 | Disconnect flue system | <input type="checkbox"/> |

- 18 Dismantle appliance as required
- 19 Advisory notices and warning labels are used as appropriate
- 20 Seal decommissioning outlets as necessary
- 21 Seal gas supply
- 22 Test gas supply for leakage
- 23 Complete documentation
- 24 Seal or remove the flue system as appropriate

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 5 - Fault Rectification in Central Heating Systems and Components

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|--------------------------|
| 1 | Enquiries about performance deficiencies in system and/or components are made | <input type="checkbox"/> |
| 2 | Diagnostic techniques are used to determine the correct operation of controls | |
| | a Thermostat | <input type="checkbox"/> |
| | b Overheat stat | <input type="checkbox"/> |
| | c Room thermostat | <input type="checkbox"/> |
| 3 | Diagnostic techniques are used to determine the correct operation of the system | <input type="checkbox"/> |
| | a Dead legs | <input type="checkbox"/> |
| | b Balancing | <input type="checkbox"/> |
| | c Motorised valves | <input type="checkbox"/> |
| 4 | Use manufacturers algorithms to locate system and appliance faults | <input type="checkbox"/> |
| 5 | Contact manufacturers technical help lines to aid fault diagnosis | <input type="checkbox"/> |
| 6 | Liaise with co-contracts or supervisor to aid fault diagnosis | <input type="checkbox"/> |
| 7 | If replacements controls must be ordered a report of defects is given to the customer
Report methods: | <input type="checkbox"/> |
| | a In writing | <input type="checkbox"/> |
| | b Verbally | <input type="checkbox"/> |
| 8 | Repair faults as necessary | <input type="checkbox"/> |
| 9 | Check system/components operates to manufacturers specification | <input type="checkbox"/> |
| 10 | Reset system controls | <input type="checkbox"/> |

- 11 Isolate electric supply and remove fuse
- 12 Make appliance and system 'safe' if repair cannot be made
- 13 Check users understanding of appliances/system controls
- 14 Drain water from system and dispose of appropriately
- 15 Explanation of all controls, as required
- 16 Hand back manufacturers instructions

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 6 - Fault Rectification in Domestic Cooking Appliances

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Enquiries about performance deficiencies in system and/or components are made | <input type="checkbox"/> |
| 2 | Diagnostic techniques are used to determine the correct operation of controls | |
| | a FSD | <input type="checkbox"/> |
| | b Control tap | <input type="checkbox"/> |
| | c Ignition device | <input type="checkbox"/> |
| | d Door seal | <input type="checkbox"/> |
| | e Oven stat | <input type="checkbox"/> |
| 3 | Use manufacturers algorithms to locate appliance faults | <input type="checkbox"/> |
| 4 | Contact manufacturers technical help lines to aid fault diagnosis | <input type="checkbox"/> |
| 5 | Liaise with co-contractors or supervisor to aid fault diagnosis | <input type="checkbox"/> |
| 6 | If replacement controls must be ordered a report of defects is give to the customer or authorised person
Report methods: | <input type="checkbox"/> |
| | In writing | <input type="checkbox"/> |
| | Verbally | <input type="checkbox"/> |
| 7 | Repair faults as necessary | <input type="checkbox"/> |
| 8 | Check system/components operates to manufacturers specification | <input type="checkbox"/> |
| 9 | Turns off the gas, where appropriate, caps the supply | <input type="checkbox"/> |
| 10 | Isolate electric supply and remove fuse | <input type="checkbox"/> |
| 11 | Make appliance and system 'safe' if repair cannot be made | <input type="checkbox"/> |

- 12 Check users understanding of appliances/system controls
- 13 Explanation of all controls as required
- 14 Hand back manufacturers instructions

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 7 - Fault Rectification in Domestic Space Heating Appliances

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|--------------------------|
| 1 | Enquires about performance deficiencies in system and/or components are made and a visual inspection is carried out : eg spillage/damage etc | <input type="checkbox"/> |
| 2 | Diagnostic techniques are used to determine the correct operation of controls | |
| | a ASD | <input type="checkbox"/> |
| | b Control tap | <input type="checkbox"/> |
| | c FSD | <input type="checkbox"/> |
| | d Ignition device | <input type="checkbox"/> |
| 3 | Use manufacturers algorithms to locate system and appliance faults | <input type="checkbox"/> |
| 4 | Contact manufacturers technical help line to aid fault diagnosis | <input type="checkbox"/> |
| 5 | Liaise with co-contractors or supervisor to aid fault diagnosis | <input type="checkbox"/> |
| 6 | If replacements controls must be ordered a report of defects is given to the customer or authorised person
Report Methods | <input type="checkbox"/> |
| | a In writing | <input type="checkbox"/> |
| | b Verbally | <input type="checkbox"/> |
| 7 | Repair or replace faults as necessary | <input type="checkbox"/> |
| 8 | Check systems/components | <input type="checkbox"/> |
| 9 | Turns off the gas and, where appropriate, caps the supply | <input type="checkbox"/> |
| 10 | Isolate electric and remove fuse | <input type="checkbox"/> |
| 11 | Make appliance and system 'safe' if repair cannot be made | <input type="checkbox"/> |

- 12 Check users understanding of appliance/system controls
- 13 Explanation of all controls, as required
- 14 Hand back manufacturers instructions

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 8 - Fault Rectification in Domestic Warm Air Units - Level 2

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|--------------------------|
| 1 | Enquiries about performance deficiencies in system and/or components are made and a visual inspection is carried out to identify damage/spillage etc | <input type="checkbox"/> |
| 2 | Diagnostic techniques are used to determine the correct operation of controls | <input type="checkbox"/> |
| 3 | Diagnostic techniques are used to determine correct operation of system i.e. correctly sized sealed and located plenum, correctly sized sealed and located return air duct | <input type="checkbox"/> |
| 4 | Use manufacturers algorithms to locate system and appliance faults | <input type="checkbox"/> |
| 5 | Defective controls are repaired or replaced as appropriate | <input type="checkbox"/> |
| 6 | Contact manufacturers technical help lines to aid fault diagnosis | <input type="checkbox"/> |
| 7 | Liaise with co-contracts or supervisor to aid fault diagnosis | <input type="checkbox"/> |
| 8 | If replacement controls must be ordered a report of defects is given to customer or authorised person
Report Method | <input type="checkbox"/> |
| | a In writing | <input type="checkbox"/> |
| | b Verbally | <input type="checkbox"/> |
| 9 | Repair faults as necessary | <input type="checkbox"/> |
| 10 | Check system/components operates to manufacturers specification | <input type="checkbox"/> |
| 11 | Turns off the gas and, where appropriate, caps the supply | <input type="checkbox"/> |
| 12 | Isolate electric supply and remove fuse | <input type="checkbox"/> |
| 13 | Make appliance and system 'safe' if repair cannot be made | <input type="checkbox"/> |
| 14 | Check users understanding of appliance/system controls | <input type="checkbox"/> |
| 15 | Explanation of all controls, as required | <input type="checkbox"/> |

16 Hand back manufacturers industries



Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 9 - Install and Commission a Domestic Gas Meter

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|----------------------|
| 1 | Develop effective working relationships with customers & co-contractors | <input type="text"/> |
| 2 | Remove hazards from work area as appropriate, comply with identified & site specific risk assessments. | <input type="text"/> |
| 3 | Ensure work place is identified & kept free from obstructions and equipment used in accordance with Health & Safety requirements | <input type="text"/> |
| 4 | Survey work area, identify, report damage or defects to customer prior to work commencing | <input type="text"/> |
| 5 | Protect customers property and the building fabric against possible damage being caused during the installation process | <input type="text"/> |
| 6 | Ensure gas service is live, of required standard, size and volume emergency / meter control operates correctly and check for tampering | <input type="text"/> |
| 7 | Ensure the customer has all job information on all key aspects of the installation process, agrees any changes to specification. | <input type="text"/> |
| 8 | Confirm that all materials, tools and equipment necessary for the installation process will be made available as required | <input type="text"/> |
| 9 | Arrange a safe storage for materials, tools & equipment which meet industry requirements | <input type="text"/> |
| 10 | Prepare work location & equipment in line with industry requirements. Note appliance connected to the installation, remove plug/ cap from gas emergency / meter control | <input type="text"/> |
| 11 | Confirm that the materials, tools and equipment required are fit for their intended purpose | <input type="text"/> |
| 12 | Assemble equipment and pipework in line with manufacturers instructions, gas safety regulations and industry requirements | <input type="text"/> |
| 13 | Ensure meter components and pipework can be fixed in specified locations in line with regulations, manufacturers instructions & industry requirements. | <input type="text"/> |

- 14 Isolate the gas supply and test for soundness as applicable
- 15 Fit continuity bond as appropriate
- 16 Fix meter components and pipework using methods that conform to industry requirements
- 17 Connect to input services (equipotential bonding) & gas supply as necessary
- 18 Carry out the installation processes minimising damage to customer property and building features
- 19 Report to the immediate job supervisor, line manager (or customer) circumstances that effect the progress of the installation
- 20 The gas supply is re-established, confirm the integrity of the installed system using soundness testing procedures
- 21 Take precautionary actions to prevent the unauthorised use of uncommissioned systems and components
- 22 Check the meter has sufficient capacity, is free of damage/defects and service is charged and available for use
- 23 Visual check existing ventilation and the continuity of the flue system, where applicable
- 24 Purge meter and gas supply and check system-working pressure
- 25 Check badged capacity of meter. Select correct appliance to set meter governor pressure - reseal the meter governor
- 26 Ensure meter is registered correctly. Ignite and set selected appliance to required working state
- 27 Adjust meter governor as applicable, test for leaks and reseal, take meter readings
- 28 Explain the safe use of meter and emergency control valve, fit appropriate labels/tape

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 10 - Changeover Unit for Emergency Service Operations

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|--------------------------|
| 1 | Confirm work to be carried out | <input type="checkbox"/> |
| 2 | Explain to authorised engineer/person job details | <input type="checkbox"/> |
| 3 | Use ID card to identify self (where applicable) | <input type="checkbox"/> |
| 4 | Uses courteous, respectful and professional manner | <input type="checkbox"/> |
| 5 | Establishes location for installation(s) | <input type="checkbox"/> |
| 6 | Access location(s) for suitability | <input type="checkbox"/> |
| 7 | Identify the inlet service pipe is of the correct diameter/capacity to supply the Installation | <input type="checkbox"/> |
| 8 | Visual inspection of service pipe / installation to check for damage and/or signs of corrosion. Check for leakage | <input type="checkbox"/> |
| 9 | Physically checks to see if service pipe is live i.e. applies a test piece & gauge, opens the mains tap, observes pressure reading | <input type="checkbox"/> |
| 10 | Confirm that the meter is of the correct type for the installation | <input type="checkbox"/> |
| 11 | Confirm gas tightness of flange | <input type="checkbox"/> |
| 12 | Measure the whole installation | <input type="checkbox"/> |
| 13 | Calculate the volume using pipe volume tables | <input type="checkbox"/> |
| 14 | Meter volume is added to the pipe volume | <input type="checkbox"/> |
| 15 | Complies with identified risk assessment | <input type="checkbox"/> |
| 16 | Survey the work area to ensure it is safe to commence work | <input type="checkbox"/> |
| 17 | Identify and remove hazards from work area as appropriate | <input type="checkbox"/> |

- | | | |
|----|---|--------------------------|
| 18 | Identify hazardous substances and take appropriate action | <input type="checkbox"/> |
| 19 | Remove where practicable anything from the work area that could potentially be Damaged | <input type="checkbox"/> |
| 20 | Dust sheets are used where necessary | <input type="checkbox"/> |
| 21 | Access routes are clear prior to and during work | <input type="checkbox"/> |
| 22 | Damage to property is identified, reported & appropriate measures taken to minimise further damage | <input type="checkbox"/> |
| 23 | Ensure all materials that are required are available, including bolts, washers, rubber seals and meter kits | <input type="checkbox"/> |
| 24 | Ensure that all tools required for the job are available | <input type="checkbox"/> |
| 25 | Request any tools or materials that are not on site are available and can be delivered to site prior to the commencement of the installation taking place | <input type="checkbox"/> |
| 26 | Ensure that all materials, tools and equipment are of good condition & suitable for the work intended | <input type="checkbox"/> |
| 27 | Check tools for defects and are used for the correct purpose | <input type="checkbox"/> |
| 28 | Check electrical tools, equipment for inspection dates and defects | <input type="checkbox"/> |
| 29 | Check gauges for fluid | <input type="checkbox"/> |
| 30 | Ensure correct pressure gauge is used | <input type="checkbox"/> |
| 31 | Check that tools are of the correct size and ratings | <input type="checkbox"/> |
| 32 | Check that sufficient number of gaskets are available | <input type="checkbox"/> |
| 33 | Check that the gaskets are of the correct size | <input type="checkbox"/> |
| 34 | Check that the gaskets are of the correct material | <input type="checkbox"/> |
| 35 | Check that the correct joining paste is available for threaded joints | <input type="checkbox"/> |
| 36 | Check with manufacturers instructions for any gasket sealant that may be required | <input type="checkbox"/> |
| 37 | Ensure that emergency control valve on input service is operable and is of good condition and all section valves are open | <input type="checkbox"/> |
| 38 | Visually inspect existing installation for flaws, defects or damage | <input type="checkbox"/> |
| 39 | Assemble appropriate testing equipment | <input type="checkbox"/> |
| 40 | Test existing installation for soundness and let by for correct test period including controls and bypass | <input type="checkbox"/> |

- | | | |
|----|--|--------------------------|
| 41 | The test pressure is calculated, the system is tested following temperature stabilisation period | <input type="checkbox"/> |
| 42 | Repair leaks as appropriate and depressurise system | <input type="checkbox"/> |
| 43 | Where identified leaks cannot be rectified, installation/appliances are made safe | <input type="checkbox"/> |
| 44 | Inspect and test flue system, as applicable i.e. visually and smoke test | <input type="checkbox"/> |
| 45 | Establish safe working area | <input type="checkbox"/> |
| 46 | Identifies and reports any existing damage in that area to the responsible person | <input type="checkbox"/> |
| 47 | Clean any existing joint faces | <input type="checkbox"/> |
| 48 | Apply relevant jointing pastes where applicable | <input type="checkbox"/> |
| 49 | Mark fixing and connections as required | <input type="checkbox"/> |
| 50 | Employs kinetic lifting techniques and approved lifting aids | <input type="checkbox"/> |
| 51 | Uses and wears appropriate personal protective equipment | <input type="checkbox"/> |
| 52 | Uses tools and equipment only as prescribed by the manufacturer | <input type="checkbox"/> |
| 53 | Access equipment for working at heights is used (as applicable) | <input type="checkbox"/> |
| 54 | Tools, materials, parts and equipment are used and stored safely in accordance with company, manufacturers and suppliers recommendations | <input type="checkbox"/> |
| 55 | Assemble fittings/meter in-line with regulations | <input type="checkbox"/> |
| 56 | Extend inlet service pipe if required | <input type="checkbox"/> |
| 57 | Extend outlet pipe work if required | <input type="checkbox"/> |
| 58 | Assemble components including gaskets, washers etc | <input type="checkbox"/> |
| 59 | Ensure components can be fixed in specified locations to allow for:- | <input type="checkbox"/> |
| a | Stated clearances | <input type="checkbox"/> |
| b | Ventilation as applicable | <input type="checkbox"/> |
| c | Connection to input services | <input type="checkbox"/> |
| d | Compliance with manufacturers instructions and industry requirements | <input type="checkbox"/> |
| e | The safe and effective operation of that component | <input type="checkbox"/> |
| 60 | Carry out any additional work that may be required, to ensure that:- | <input type="checkbox"/> |
| a | All work is securely fixed | <input type="checkbox"/> |

- b All visible work to pipe work or components is level
- c All regulations are complied with
- d Only approved connection materials used
- e All connections are in line with relevant regulations, codes of practice or Procedures
- 61 Pipework is assembled to manufacturers instructions and codes of practice
- 62 Pipework and controls are suitably supported and in correct configuration
- 63 Adequate clearances are left for removal and maintenance of equipment & controls
- 64 Equipotential bonding conforms to regulations
- 65 The work is carried out in a logical order
- 66 Materials and equipment is at hand when required
- 67 Materials and fittings are used to a minimum, wastage is minimised
- 68 Visually inspect the installation for obvious signs of defects or potential sources of leaks i.e. missing loose bolts etc.
- 69 All appliances must be isolated, test period and volume
- 70 Soundness test the installation to codes of practice/procedures
- 71 Use leak detection fluid at test point, to eliminate as a possible source of leakage, or use gas detector for all joints
- 72 Test inlet service pipe with leak detection fluid/gas detector
- 73 Check valve for let-by
- 74 Check existing ventilation provision is adequate
- 75 Calculate appliance ventilation requirements (refer to manufacturers instructions wherever possible)
- 76 Calculate full system requirements
- 77 Upgrade existing ventilation provision to meet full system requirement, where Applicable
- 78 Check continuity of the flue system, where applicable
- 79 Purge the gas supply in line with procedures and plans
- 80 Check system working pressure

- 81 Commission connected appliances check correct function of :
- a Ignition system operation
- b Appliance operating pressure
- c Operation of all gas safety controls
- d Thermostats
- e Flame supervision devices
- f Atmosphere sensing devices
- g Safety shut off valve
- h Gas valves
- i Check operation of flue system and components
- 82 Adjust appliance governor, as applicable
- 83 Set range rated appliance to specified setting
- 84 Ensure that the meter is registering correctly
- 85 Check working pressure
- 86 Complete job cards
- 87 Complete daily work sheet, as necessary
- 88 Complete soundness certificate

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 10A – Purging of Small Low Pressure Commercial Gas Installations

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

Preparation for Direct Purging

- | | | |
|---|---|--------------------------|
| 1 | The soundness test has been carried out, passed and documented | <input type="checkbox"/> |
| 2 | The section to be purged is inspected throughout its length defects noted and corrected
And checks made to ensure that a 'ring main' system does not exist | <input type="checkbox"/> |
| 3 | The method of progressing the purge through any meter and or branched pipework
Is planned | <input type="checkbox"/> |
| 4 | The number of operatives required to be present for the purge operation is identified | <input type="checkbox"/> |
| 5 | The purge volume of the remaining pipework and purge hose is calculated using the
appropriate charts | <input type="checkbox"/> |
| 6 | The purge volume of the remaining pipework and purge hose is calculated using the
appropriate charts | <input type="checkbox"/> |
| 7 | The minimum flow rate of purge gas require in the pipework is determined | <input type="checkbox"/> |
| 8 | The maximum purge time is calculated | <input type="checkbox"/> |
| 9 | The vent point and the section isolation valve are closed and any other valve within
The section is open prior to purging | <input type="checkbox"/> |

Direct Purging – venting to outside – air to gas – commissioning pipework

- | | | |
|----|--|--------------------------|
| 10 | The vent outlet(s) are correctly positioned and of sufficient size and number | <input type="checkbox"/> |
| 11 | Appropriate warning notices advising of purge work are displayed | <input type="checkbox"/> |
| 12 | The instrument to be used for sampling the purge is checked and zeroed prior to use | <input type="checkbox"/> |
| 13 | The vent outlet point (s) are opened and the section isolation valve fully opened to
admit gas – timing commences | <input type="checkbox"/> |
| 14 | The purge sampling is started at the vent point when half the purge tome gas elapsed | <input type="checkbox"/> |

- 15 The purge stopped when the specified sampling levels for gas are achieved
- 16 The correct procedure is applied if specified sampling levels are not achieved within the purge time
- 17 The vent point (s) are closed, disconnected, plugged/capped and any distributed pipe joints in ducts, unoccupied internal and confined spaces tested with leak detector fluid
- 18 Any connected appliances are re-established and commissioned in accordance with manufacturers' instructions and in compliance with current Gas Safety (Installation and Use) Regulations

Purging from Gas to Air - Decommissioning Pipework

- 19 Any appliances are isolated from the section to be purged
- 20 A let by test is carried out on the section isolated valve (as on previous page)
- 21 The gas supply is isolated and disconnected capped, plugged or spaded
- 22 The vent points are opened and air admitted - timing, commences
- 23 The purge sampling is started at the vent point when half the purge time has elapsed
- 24 The purge is stopped when the specified sampling levels for air are achieved
- 25 The correct procedure is applied if specified sampling levels are not achieved within the purge area
- 26 The vent point (s) are closed, disconnected, plugged/capped and any distribution joints tested with leak detector fluid

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 11 - Install and Commission Domestic Central Heating System and Components - Level 2

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Identify other persons essential to the development of effective working relationships | <input type="checkbox"/> |
| 2 | Use I.D. card to identify self | <input type="checkbox"/> |
| 3 | Information is accurate and understood by others | <input type="checkbox"/> |
| 4 | Address others professionally with respect and courtesy | <input type="checkbox"/> |
| 5 | Remove hazards from work area as appropriate | <input type="checkbox"/> |
| 6 | Ensure safe access to work location | <input type="checkbox"/> |
| 7 | Survey the work area to ensure it is safe to commence work | <input type="checkbox"/> |
| 8 | Identify hazardous substances and take appropriate action | <input type="checkbox"/> |
| 9 | Take appropriate steps to comply with identified risk assessments | <input type="checkbox"/> |
| 10 | Carry out site specific risk assessment where necessary | <input type="checkbox"/> |
| 11 | Identify work location as required and communicate to customer, co-workers or site visitors | <input type="checkbox"/> |
| 12 | Ensure workplace is kept free from obstructions | <input type="checkbox"/> |
| 13 | Ensure access equipment is fit for intend purpose-tested, and of a standard | <input type="checkbox"/> |
| 14 | Ensure access equipment is used in accordance with health & safety requirements | <input type="checkbox"/> |
| 15 | Survey work area and identify damage or defects to the fabric of the building or the area surrounding the work location | <input type="checkbox"/> |
| 16 | Report any damage to customer, co-contractor and line manager, as appropriate | <input type="checkbox"/> |
| 17 | Gain agreement that damage or defect existed prior to the work commencing | <input type="checkbox"/> |
| 18 | Check existing ventilation and flue system as required | <input type="checkbox"/> |

- | | | |
|----|--|--------------------------|
| 19 | Remove easily damaged items from the work location and surrounding area | <input type="checkbox"/> |
| 20 | Use dust sheets as appropriate | <input type="checkbox"/> |
| 21 | Use other protective equipment, as appropriate eg flame retardant soldering mat | <input type="checkbox"/> |
| 22 | Check for other services including ducts, pipes and cables | <input type="checkbox"/> |
| 23 | Ensure gas service is charged (live) and available for use | <input type="checkbox"/> |
| 24 | Ensure gas service is free of damage and defects and of required standard | <input type="checkbox"/> |
| 25 | Check that gas supply is of sufficient size and volume | <input type="checkbox"/> |
| 26 | Check the location for the installation activities meets the specified industry requirement | <input type="checkbox"/> |
| 27 | Instruct customer on the planned progress of the work | <input type="checkbox"/> |
| 28 | Gain commitment that the stated job information meets the customers specification | <input type="checkbox"/> |
| 29 | Amend job specification in line with customer's specification, manufacturers instructions and industry requirements as necessary | <input type="checkbox"/> |
| 30 | Check materials & equipment are available and to specification prior to commencement | <input type="checkbox"/> |
| 31 | Check all tools required are available | <input type="checkbox"/> |
| 32 | Order materials, tools and equipment - sufficient to ensure job is completed | <input type="checkbox"/> |
| 33 | Arrange for the storage of tools, materials and equipment that does not pose a hazard to the customer, site visitors, co-contractors or the tools, materials or equipment themselves | <input type="checkbox"/> |
| 34 | Prepare work location in line with industry requirements | <input type="checkbox"/> |
| 35 | Test for soundness / Isolate gas supply | <input type="checkbox"/> |
| 36 | Assemble appliance/ equipment, as required in line with manufacturers instructions and company procedures | <input type="checkbox"/> |
| 37 | Mark fixing and connection locations, as required | <input type="checkbox"/> |
| 38 | Ensure materials comply with industry standards | <input type="checkbox"/> |
| 39 | Check tools fit for purposes, tested as appropriate and used in line with manufacturers instructions | <input type="checkbox"/> |
| 40 | Ensure materials are fit for purposes, approved and of suitable standard | <input type="checkbox"/> |

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|----|--|--------------------------|
| 41 | Carry out installation activities in a methodical manner, to ensure that pipework, components and controls are securely fixed in-line with industry and manufacturers requirements | <input type="checkbox"/> |
| 42 | Procedural requirements are adhered to | <input type="checkbox"/> |
| 43 | Installation conforms to industry procedures and statutory regulations | <input type="checkbox"/> |
| 44 | Ensure pipework components and controls can be fixed in specified locations to allow for other services, access, building regulations | <input type="checkbox"/> |
| 45 | Stated clearances/ level and stable | <input type="checkbox"/> |
| 46 | Support requirements | <input type="checkbox"/> |
| 47 | Safe and effective operation of controls as necessary | <input type="checkbox"/> |
| 48 | Appliance is correctly sealed to appropriate flue set | <input type="checkbox"/> |
| 49 | Monitor own performance against specified work schedule | <input type="checkbox"/> |
| 50 | Communicate possible delays associated with:- | <input type="checkbox"/> |
| | a Work performance | <input type="checkbox"/> |
| | b Material, tool & equipment availability | <input type="checkbox"/> |
| | c Changes to the specification | <input type="checkbox"/> |
| | d Defects or damage | <input type="checkbox"/> |
| | e Identified hazards | <input type="checkbox"/> |
| 51 | The gas supply is re-established, the installation is tested and proved to be sound using appropriate procedures | <input type="checkbox"/> |
| 52 | Gas supply is completely purged of gas air mixture | <input type="checkbox"/> |
| 53 | All purge points are sealed and disturbed joints are proved sound | <input type="checkbox"/> |
| 54 | Check the correct function of systems and components against performance requirements | <input type="checkbox"/> |
| | a Temperature controls are operating correctly | <input type="checkbox"/> |
| | b Check ignition system operation | <input type="checkbox"/> |
| | c Check flame picture | <input type="checkbox"/> |
| | d Check appliance operating pressure | <input type="checkbox"/> |
| | e Check operation of all gas safety controls | <input type="checkbox"/> |

- f Check water system operation
- g Check operation of flue system and components including spillage test
- h Appliance is purged of air
- 55 Disconnect and label pipework and controls that have not to be/have not been commissioned/ identify gas safety defects
- 56 Adjust system controls to establish system or component performance to meet design specification
- Adjust appliance governor, as applicable
- Set range rated appliance to specified setting
- 57 Inform user of all non-commissioned pipework and controls
- 58 Document a report on non-commissioned components using appropriate company documentation
- 59 Handover systems to user
- 60 Explain safe operation requirements
- 61 Maintenance requirements, as appropriate

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 12 - Install and Commission a Domestic Cooking Appliance - Level 2

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

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|----|---|--------------------------|
| 1 | Remove hazards from work area, as appropriate | <input type="checkbox"/> |
| 2 | Survey the work area to ensure it is safe to commence work | <input type="checkbox"/> |
| 3 | Identify hazardous substances and take appropriate action | <input type="checkbox"/> |
| 4 | Take appropriate steps to comply with existing risk assessments | <input type="checkbox"/> |
| 5 | Remove hazards from access areas | <input type="checkbox"/> |
| 6 | Survey work area and identify any damage or defects | <input type="checkbox"/> |
| 7 | Report any damage to customer or supervisor | <input type="checkbox"/> |
| 8 | Gain agreement that damage was there prior to work | <input type="checkbox"/> |
| 9 | Use dust sheets as appropriate | <input type="checkbox"/> |
| 10 | Check for other services inc ducts, pipes and cables | <input type="checkbox"/> |
| 11 | Use other protective equipment, as appropriate | <input type="checkbox"/> |
| 12 | Remove easily damaged items from work location and surrounding area | <input type="checkbox"/> |
| 13 | Check the location of the installation pipework meets the specified location requirements with the manufacturers instructions | <input type="checkbox"/> |
| 14 | Check capacity of supply is sufficient | <input type="checkbox"/> |
| 15 | Visual check input service is free from damage | <input type="checkbox"/> |
| 16 | Check service is charged and available for use, carry out gas soundness test | <input type="checkbox"/> |
| 17 | Instruct customer on the planned progress of the work | <input type="checkbox"/> |
| 18 | Check that the stated job information meets the customers requirements | <input type="checkbox"/> |

- | | | |
|----|---|--------------------------|
| 19 | Ensure materials and fittings conform to the manufacturers instructions | <input type="checkbox"/> |
| 20 | Ensure tools are available including an oven thermometer | <input type="checkbox"/> |
| 21 | Prepare work location for installation / isolate supply | <input type="checkbox"/> |
| 22 | Visually examine existing installation / appliance for defects | <input type="checkbox"/> |
| 23 | Extend supply as required | <input type="checkbox"/> |
| 24 | Position appliance in-line with manufacturers instruction and customer requirements | <input type="checkbox"/> |
| 25 | Assemble appliance in line with the manufacturers instructions | <input type="checkbox"/> |
| 26 | Connect appliance / fittings to input services | <input type="checkbox"/> |
| | a Gas / plug in socket and flexible hose | <input type="checkbox"/> |
| | b Electricity / plug | <input type="checkbox"/> |
| 27 | Use methodical working methods | <input type="checkbox"/> |
| 28 | Use safe working practices | <input type="checkbox"/> |
| 29 | Use techniques that comply with statutory and procedural requirement | <input type="checkbox"/> |
| 30 | Report delays as appropriate | <input type="checkbox"/> |
| 31 | Correctly locate, fit stability device | <input type="checkbox"/> |
| 32 | Check appliance located, level and stable | <input type="checkbox"/> |
| 33 | Visually inspect and soundness test supply | <input type="checkbox"/> |
| 34 | Check ventilation is adequate | <input type="checkbox"/> |
| 35 | Upgrade ventilation, where applicable | <input type="checkbox"/> |
| 36 | The gas supply is re-established and supply / appliance purged | <input type="checkbox"/> |
| 37 | Check operation of :- | <input type="checkbox"/> |
| | a Oven stat | <input type="checkbox"/> |
| | b Flame supervision device | <input type="checkbox"/> |
| | c Safety shut-off valve | <input type="checkbox"/> |
| | d Ignition system | <input type="checkbox"/> |
| | e Timer | <input type="checkbox"/> |
| | f Oven door seal | <input type="checkbox"/> |

- g Gas taps
- h Lid shut off valve if applicable
- 38 Check appliance operating pressure
- 39 Check flame pictures
- 40 Check for defects on gas safety components
- 41 Adjust oven timer, where applicable
- 42 Explain the safe use of the appliance
- 43 Hand over the instructions
- 44 Identify and inform the appropriate person of the maintenance requirements

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 13 - Install and Commission a Domestic Space Heating Appliance - Level 2

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|---|--|----------------------|
| 1 | Check customer/address details are accurate | <input type="text"/> |
| 2 | Uses ID card to identify self | <input type="text"/> |
| 3 | Addresses others respectfully and courteously | <input type="text"/> |
| 4 | Information given is accurate and understood by the customer | <input type="text"/> |
| 5 | Keeps customer informed about any disruptions and timescales involved for completion | <input type="text"/> |
| 6 | Answer any customer questions effectively | <input type="text"/> |
| 7 | Tools fit for uprose | <input type="text"/> |
| 8 | Materials conform to requirements | <input type="text"/> |
| 9 | Check the following areas:- | |
| a | Room type | <input type="text"/> |
| b | Room volume | <input type="text"/> |
| c | Ventilation | <input type="text"/> |
| d | Clearances | <input type="text"/> |
| e | Mounting materials | <input type="text"/> |
| f | Check tools and materials | <input type="text"/> |
| g | Visible or conceal fix | <input type="text"/> |
| h | Flue termination | <input type="text"/> |
| i | Flue in roof space as appropriate | <input type="text"/> |

- j Catchment space and fireplace opening conforms to manufacturers instructions
- 10 Agree temporary isolation of gas/electric with customer
- 11 Disturbance and damage to building fabric or structure is minimised by use of working methods and dust sheets
- 12 Turns off the gas and tests the supply for soundness
- 13 Isolate electric supply and remove fuse, as appropriate
- 14 Disconnect and remove any existing equipment
- 15 Extend gas supply
- 16 Carry out flue smoke test
- 17 Check pre installation damage
- 18 Assemble appliance in line with manufacturers instruction (including coal/log/radiant effect)
- 19 Flue spigot restrictor is correctly fitted if required
- 20 Ensure suitable for gas type
- 21 Closure plate sealed using appropriate materials
- 22 Appliance is sealed, secured and stable as per instructions
- 23 Appliance is positioned and level as per instructions
- 24 Check fuse, connect to power and test as appropriate
- 25 Connect to services (flue/gas/electric) where appropriate
- 26 Faults/problems associated with the installation are reported to the customer, job supervisor or line manager as applicable
- 27 Purge and re-establish gas supply
- 28 Atmospheric sensing device working correctly
- 29 Check flame failure device
- 30 Flame picture
- 31 Ignition device
- 32 Check for spillage
- 33 Check working pressure

- 34 Check burner pressure as per instructions
- 35 Check gas input rate
- 36 Soundness testing
- 37 Check safe operation of safety controls. Identify any defects
- 38 Instruct appropriate person how to use appliance controls safely
- 39 Handing over manufacturers instructions
- 40 Complete documentation
- 41 Servicing schedule explained / carried out as appropriate

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 14 - Install and Commission Domestic Pipe Work

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Identify other persons essential to the development of effective working relationships | <input type="checkbox"/> |
| 2 | Use I.D. card to identify self | <input type="checkbox"/> |
| 3 | Information is accurate and understood by others | <input type="checkbox"/> |
| 4 | Address others professionally with respect and courtesy | <input type="checkbox"/> |
| 5 | Remove hazards from work area as appropriate | <input type="checkbox"/> |
| 6 | Ensure safe access and egress to work location | <input type="checkbox"/> |
| 7 | Survey the work area to ensure it is safe to commence work | <input type="checkbox"/> |
| 8 | Identify hazardous substances and take appropriate action | <input type="checkbox"/> |
| 9 | Take appropriate steps to comply with identified risk assessment | <input type="checkbox"/> |
| 10 | Follow out site specific risk assessment where necessary | <input type="checkbox"/> |
| 11 | Identify work location as required and communicate to customer, co-workers or site visitors | <input type="checkbox"/> |
| 12 | Ensure workplace is kept free from obstructions | <input type="checkbox"/> |
| 13 | Ensure access equipment is fit for intend purpose and tested, and of a standard | <input type="checkbox"/> |
| 14 | Ensure access equipment is used in accordance with health & safety requirements | <input type="checkbox"/> |
| 15 | Survey work area and identify any damage or defects to the fabric of the building or the area surrounding the work location | <input type="checkbox"/> |
| 16 | Report any damage to customer, co-contractor and line manager, as appropriate | <input type="checkbox"/> |
| 17 | Gain agreement that damage or defect existed prior to the work commencing | <input type="checkbox"/> |

- | | | |
|----|--|--------------------------|
| 18 | Remove easily damaged items from the work location and surrounding area | <input type="checkbox"/> |
| 19 | Use dust sheets as appropriate | <input type="checkbox"/> |
| 20 | Use other protective equipment, as appropriate eg flame retardant soldering mat | <input type="checkbox"/> |
| 21 | Check for other services including ducts, pipes and cables | <input type="checkbox"/> |
| 22 | Ensure gas service is charged (live) and available for use | <input type="checkbox"/> |
| 23 | Ensure gas service is free of damage and defects and of required standard | <input type="checkbox"/> |
| 24 | Check that gas supply is of sufficient size and volume | <input type="checkbox"/> |
| 25 | Check the location for the installation activities meets the specified industry requirement | <input type="checkbox"/> |
| 26 | Instruct customer on the planned progress of the work | <input type="checkbox"/> |
| 27 | Gain commitment that the stated job information meets the customer specifications | <input type="checkbox"/> |
| 28 | Amend job specification in line with customer's specification, manufacturers instructions and industry requirements as necessary | <input type="checkbox"/> |
| 29 | Check materials & equipment are available and to specification prior to commencement | <input type="checkbox"/> |
| 30 | Check all tools are available | <input type="checkbox"/> |
| 31 | Order materials, tools and equipment (sufficient to ensure job is completed) | <input type="checkbox"/> |
| 32 | Arrange for the storage of tools, materials and equipment that does not pose a hazard to the customer, site visitors, co-contractors or the tools, materials or equipment themselves | <input type="checkbox"/> |
| 33 | Prepare work location in line with industry requirements | <input type="checkbox"/> |
| 34 | Mark fixing and connection locations, as required | <input type="checkbox"/> |
| 35 | Ensure materials comply with industry standards | <input type="checkbox"/> |
| 36 | Check tools fit for purposes, tested as appropriate and used in line with manufacturers instructions | <input type="checkbox"/> |
| 37 | Ensure materials are fit for purposes, approved and suitable standard | <input type="checkbox"/> |
| 38 | Pipework is joined using correct fittings and agents | <input type="checkbox"/> |
| 39 | Carry out installation activities in a methodical manner, to ensure that: pipework controls are securely fixed in-line with industry requirements | <input type="checkbox"/> |
| 40 | Procedural requirements are adhered to | <input type="checkbox"/> |

- 41 Installation conforms to industry procedures and statutory regulations
- 42 Ensure pipework and controls can be fixed in specified locations to allow for other services, access, building regulations
- 43 Stated clearances
- 44 Support requirements
- 45 Safe and effective operation of controls as necessary
- 46 Monitor own performance against specified work schedule
- 47 Communicate possible delays associated with:-
 - a Work performance
 - b Materials, tools & equipment availability
 - c Changes to the specification
 - d Defects or damage
 - e Identified hazards
- 48 Pipework pressurised
- 49 Installation is tested visually inspected and proven to be sound using appropriate procedures
- 50 Gas supply is completely purged of gas air mixture
- 51 All purge points are sealed and disturbed joints are proved sound
- 52 Check for water ingress/leaks
- 53 Disconnect and label pipework and controls that have not to be/have not been commissioned
- 54 Pipework is wrapped / protected as required
- 55 System and component defects are identified
- 56 Inform user of all non-commissioned pipework and controls
- 57 Document a report on non-commissioned components using appropriate company documentation
- 58 Handover system to user

59 Explain safe operation requirements

60 Maintenance requirements, as appropriate

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 15 - Service and Maintain Domestic Warm Air Systems and Components - Level 2

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|--------------------------|
| 1 | Job documentation and schedule is complete | <input type="checkbox"/> |
| 2 | Maintenance requirements are agreed with customer | <input type="checkbox"/> |
| 3 | Appliance details are confirmed | <input type="checkbox"/> |
| 4 | Manufacturers instructions are consulted for maintenance detail | <input type="checkbox"/> |
| 5 | Customer reports of defects | <input type="checkbox"/> |
| 6 | Ensure service procedure includes industry requirements | <input type="checkbox"/> |
| 7 | Tools, instruments, equipment and materials are available and checked for safe operation | <input type="checkbox"/> |
| 8 | Check installation standards against manufacturers instructions | <input type="checkbox"/> |
| 9 | Examine:- | |
| | a Flue | <input type="checkbox"/> |
| | b Ventilation | <input type="checkbox"/> |
| | c Clearances | <input type="checkbox"/> |
| | d General condition & operation | <input type="checkbox"/> |
| | e Labelling | <input type="checkbox"/> |
| | f Compartment construction | <input type="checkbox"/> |
| | g Rigid gas connection pipework | <input type="checkbox"/> |
| 10 | Turns off the gas and, where appropriate, caps the supply | <input type="checkbox"/> |
| 11 | Isolate electric supply and remove fuse | <input type="checkbox"/> |

12	Detailed check of flue connection to appliance	<input type="checkbox"/>
13	The flue termination is examined and checked against requirements	<input type="checkbox"/>
14	Open flue is visually checked throughout it's length	<input type="checkbox"/>
15	Flue flow and continuity test is carried out on open flues	<input type="checkbox"/>
16	Plenum base is inspected for seal	<input type="checkbox"/>
17	Return air duct is inspected	<input type="checkbox"/>
18	Clean main burner and pilot burner	<input type="checkbox"/>
19	Clean injectors and primary air ports	<input type="checkbox"/>
20	Clean heat exchanger and combustion chamber	<input type="checkbox"/>
21	Clean flueways/fan assembly as required	<input type="checkbox"/>
22	Check fuse and reconnect electrical supply	<input type="checkbox"/>
23	Test electrical supply using preliminary electrical tests	<input type="checkbox"/>
24	Reconnect gas supply and test as required	<input type="checkbox"/>
25	Check / clean return air route and filters	<input type="checkbox"/>
26	Check damper blades	<input type="checkbox"/>
27	Check air flow rates	<input type="checkbox"/>
28	Purge gas supply of air	<input type="checkbox"/>
29	Check working pressure	<input type="checkbox"/>
30	Check appliance burner pressure	<input type="checkbox"/>
31	Check appliance input rate	<input type="checkbox"/>
32	Check for spillage	<input type="checkbox"/>
33	Check flame picture and flame stability	<input type="checkbox"/>
34	Check for defects on gas safety controls	<input type="checkbox"/>
35	Flame supervision device	<input type="checkbox"/>
36	Thermostats	<input type="checkbox"/>
37	Control valves	<input type="checkbox"/>
38	Atmosphere sensing device, as required	<input type="checkbox"/>

- 39 Fan pressure switch, as required
- 40 Governors
- 41 Check system user controls, where applicable
- 42 Timer/programmer
- 43 Room thermostat
- 44 Diagnostic tests are used to determine the correct operation of safety controls
- 45 Defective control are repaired or replaced as appropriate
- 46 If replacement controls must be ordered a report of the defects is given to the customer or authorised person
- 47 Report methods:-
 - a In writing
 - b Verbally
- 48 Explanation of all user controls
- 49 Explanation of remedial work (as appropriate)
- 50 Hand back manufacturers instructions
- 51 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 16 - Service and Maintain Domestic Cooking Appliances

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Job documentation | <input type="checkbox"/> |
| 2 | Maintenance requirements are agreed with customer | <input type="checkbox"/> |
| 3 | Appliance details are confirmed | <input type="checkbox"/> |
| 4 | Manufacturers Instructions are consulted for maintenance detail | <input type="checkbox"/> |
| 5 | Customer reports of defects | <input type="checkbox"/> |
| 6 | Ensure service procedure includes industry requirements | <input type="checkbox"/> |
| 7 | Tools, instruments, equipment and materials are available and checked for operation operation | <input type="checkbox"/> |
| 8 | Check installation standards against Manufacturers Instructions | <input type="checkbox"/> |
| 9 | Examine:- | |
| a | ventilation | <input type="checkbox"/> |
| b | clearances | <input type="checkbox"/> |
| c | general condition and operation | <input type="checkbox"/> |
| 10 | Turns off gas and, where appropriate, caps the supply | <input type="checkbox"/> |
| 11 | Isolate electric supply and remove fuse (as appropriate) | <input type="checkbox"/> |
| 12 | Clean burner and pilot burners, as appropriate | <input type="checkbox"/> |
| 13 | Clean injectors and primary airports | <input type="checkbox"/> |
| 14 | Check fuse | <input type="checkbox"/> |
| 15 | Test electrical supply using preliminary electrical tests | <input type="checkbox"/> |

- 16 Reconnect gas supply and test as required
- 17 Reconnect electrical supply
- 18 Check appliance is level and stability device engaged
- 19 Check appliance flexible hose as appropriate
- 20 Check
 - Flame supervision device, as appropriate
 - Thermostats
 - Gas taps
 - Ignition device
 - Over door seals
 - Timer controls
 - Lid safety cut off device
- 21 Diagnostic tests are used to determine the correct operation of controls
- 22 Defective controls are repaired or replaced as appropriate
- 23 If replacement controls must be ordered a report of the defects must be given to the customer or authorised person
- 24 Report methods:
 - a in writing
 - b verbally
- 25 Explanation of work carried out
- 26 Explanation of remedial work (as appropriate)
- 27 Handing back Manufactures Instructions
- 28 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 17 - Service and Maintain Domestic Space Heating Appliances - Level 2

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Job documentation and schedule is complete | <input type="checkbox"/> |
| 2 | Maintenance requirements are agreed with customer | <input type="checkbox"/> |
| 3 | Appliance details are confirmed | <input type="checkbox"/> |
| 4 | Manufacturers instructions are consulted for maintenance detail | <input type="checkbox"/> |
| 5 | Customer reports of defects | <input type="checkbox"/> |
| 6 | Ensure service procedure includes industry requirements | <input type="checkbox"/> |
| 7 | Tools, instruments, equipment and materials are available and checked for operation | <input type="checkbox"/> |
| 8 | Check installation standards against manufacturers instructions | <input type="checkbox"/> |
| 9 | Examine:- | |
| a | Flue | <input type="checkbox"/> |
| b | Ventilation | <input type="checkbox"/> |
| c | Clearances | <input type="checkbox"/> |
| d | General condition & operation | <input type="checkbox"/> |
| e | Labelling | <input type="checkbox"/> |
| f | Compartment construction | <input type="checkbox"/> |
| 10 | Turns off the gas and, where appropriate, caps the supply | <input type="checkbox"/> |
| 11 | Isolate electric supply and remove fuse | <input type="checkbox"/> |
| 12 | Detailed check of flue connection to appliance, as appropriate | <input type="checkbox"/> |

- 13 The flue termination is examined and checked against requirements
- 14 Open flue is visually checked throughout it's length
- 15 Flue flow and continuity test is carried out on open flues
- 16 Clean main burner primary air ports and pilot burner, as appropriate
- 17 Clean injectors
- 18 Clean heat exchanger and combustion chamber
- 19 Clean flueways/fan assembly as required/check flue spigot as required/check flue spigot as required
- 20 Check fuse and reconnect electrical supply
- 21 Test electrical supply using preliminary electrical tests / test ignition
- 22 Reconnect gas supply and test as required, rest fuel bed as required. Reset fuel as required
- 23 Purge gas supply of air
- 24 Check working pressure
- 25 Check appliance burner pressure
- 26 Check appliance input rate
- 27 Check flame picture and flame stability
- 28 Carry out spillage test on open flues
- 29 Check all safety controls
- 30 Flame supervision device
- 31 Gas taps
- 32 Atmosphere sensing device, as required
- 33 Fan pressure switch, as required
- 34 Diagnostic tests are used to determine the correct operation of controls
- 35 Defective controls are repaired or replaced as appropriate
- 36 If replacement controls must be ordered a report of the defects must be given to the customer or authorised person
- 37 Report methods:-

- a In writing
- b Verbally
- 38 Explanation of work carried out
- 39 Explanation of remedial work, as appropriate
- 40 Handing back manufacturers instructions
- 41 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 18 - Service and Maintain Central Heating Systems and Components

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|--------------------------|
| 1 | Job documentation and schedule is complete | <input type="checkbox"/> |
| 2 | Maintenance requirements are agreed with customer | <input type="checkbox"/> |
| 3 | Appliance details are confirmed | <input type="checkbox"/> |
| 4 | Manufacturers instructions are consulted for maintenance detail | <input type="checkbox"/> |
| 5 | Customer reports of defects | <input type="checkbox"/> |
| 6 | Ensure service procedure includes industry requirements | <input type="checkbox"/> |
| 7 | Tools, instruments, equipment and materials are available and checked for safe operation | <input type="checkbox"/> |
| 8 | Check installation standards against manufacturers instructions | <input type="checkbox"/> |
| 9 | Examine:- | <input type="checkbox"/> |
| | a Flue | <input type="checkbox"/> |
| | b Ventilation | <input type="checkbox"/> |
| | c Clearances | <input type="checkbox"/> |
| | d General condition & operation | <input type="checkbox"/> |
| | e Labelling | <input type="checkbox"/> |
| | f Compartment construction | <input type="checkbox"/> |
| 10 | Turns off the gas and, where appropriate, caps the supply | <input type="checkbox"/> |
| 11 | Isolate electric supply and remove fuse | <input type="checkbox"/> |
| 12 | Detailed check of flue connection to appliance | <input type="checkbox"/> |

- | | | |
|----|---|--------------------------|
| 13 | The flue termination is examined and checked against requirements | <input type="checkbox"/> |
| 14 | Open flue is visually checked throughout it's length | <input type="checkbox"/> |
| 15 | Flue flow and continuity test is carried out on open flues | <input type="checkbox"/> |
| 16 | Clean main burner and pilot burner and primary air ports | <input type="checkbox"/> |
| 17 | Clean injectors | <input type="checkbox"/> |
| 18 | Clean heat exchanger and combustion chamber | <input type="checkbox"/> |
| 19 | Clean flueways/fan assembly as required | <input type="checkbox"/> |
| 20 | Check fuse and reconnect electrical supply | <input type="checkbox"/> |
| 21 | Test electrical supply using preliminary electrical tests | <input type="checkbox"/> |
| 22 | Reconnect gas supply and test as required | <input type="checkbox"/> |
| 23 | Check system is filled/pressurised | <input type="checkbox"/> |
| 24 | Check system is vented and leak free | <input type="checkbox"/> |
| 25 | Check radiators are vented | <input type="checkbox"/> |
| 26 | Purge gas supply or air | <input type="checkbox"/> |
| 27 | Check working pressure | <input type="checkbox"/> |
| 28 | Check appliance burner pressure | <input type="checkbox"/> |
| 29 | Check appliance input rate | <input type="checkbox"/> |
| 30 | Check flame picture and flame stability / carry out spillage test | <input type="checkbox"/> |
| 31 | Check safety controls, where applicable | <input type="checkbox"/> |
| | a Flame supervision device | <input type="checkbox"/> |
| | b Thermostats | <input type="checkbox"/> |
| | c Control valves | <input type="checkbox"/> |
| | d Atmosphere sensing device, as required | <input type="checkbox"/> |
| | e Fan pressure switch, as required | <input type="checkbox"/> |
| | f Governors | <input type="checkbox"/> |
| | g Case seals, where appropriate | <input type="checkbox"/> |

- 32 Check system controls, where applicable
 - a Zone valve/diverter valve
 - b Pump
 - c Radiator valves/thermostatic radiator valves
 - d Timer programmer
 - e Room thermostat/cylinder stat as required
- 33 Diagnostic tests are used to determine the correct operation of controls
- 34 Defective control are repaired or replaced as appropriate
- 35 If replacement controls must be ordered a report of the defects is given to the customer or authorised person
- 36 Report methods:-
 - a In writing
 - b Verbally
- 37 Explanation of all user controls
- 38 Explanation of remedial work (as appropriate)
- 39 Handing back manufacturers instructions
- 40 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 19 - Service and Maintain Domestic Water Heating Appliances

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|--------------------------|
| 1 | Job documentation and schedule is complete | <input type="checkbox"/> |
| 2 | Maintenance requirements are agreed with customer | <input type="checkbox"/> |
| 3 | Appliance details are confirmed | <input type="checkbox"/> |
| 4 | Manufacturers instructions are consulted for maintenance detail | <input type="checkbox"/> |
| 5 | Customer reports of defects | <input type="checkbox"/> |
| 6 | Ensure service procedure includes industry requirements | <input type="checkbox"/> |
| 7 | Tools, instruments, equipment and materials are available and checked for safe operation | <input type="checkbox"/> |
| 8 | Check installation standards against manufacturers instructions | <input type="checkbox"/> |
| 9 | Examine:- | <input type="checkbox"/> |
| | a Flue | <input type="checkbox"/> |
| | b Ventilation | <input type="checkbox"/> |
| | c Clearances | <input type="checkbox"/> |
| | d General condition & operation | <input type="checkbox"/> |
| | e Labelling | <input type="checkbox"/> |
| | f Compartment construction | <input type="checkbox"/> |
| 10 | Turns off the gas and, where appropriate, caps the supply | <input type="checkbox"/> |
| 11 | Isolate electric supply and remove fuse | <input type="checkbox"/> |
| 12 | Detailed check of flue connection to appliance | <input type="checkbox"/> |

- 13 The flue termination is examined and checked against requirements
- 14 Open flue is visually checked throughout it's length
- 15 Flue flow and continuity test is carried out on open flues
- 16 Balanced flue correctly sealed
- 17 Clean main burner and pilot burner
- 18 Clean injectors, primary air ports
- 19 Clean heat exchanger and combustion chamber
- 20 Clean flueways/fan assembly as required
- 21 Check / clean water section
 - a Diaphragm
 - b Spindle
 - c Slow ignition device
- 22 Check fuse and reconnect electrical supply
- 23 Reconnect gas supply and test as required
- 24 Check system is filled/pressurised
- 25 Check system is vented and leak free
- 26 Check radiators are vented
- 27 Purge gas supply or air
- 28 Check working pressure
- 29 Check appliance burner pressure
- 30 Check appliance input rate
- 31 Check flame picture and flame stability
- 32 Check safety controls, where applicable
 - a Flame supervision device
 - b Thermostats
 - c Control valves
 - d Atmosphere sensing device, as required

- e Fan pressure switch, as required
- f Governors
- 33 Check system controls, where applicable
- a Valves
- b Timer programmer
- 34 Diagnostic tests are used to determine the correct operation of controls
- 35 Defective control are repaired or replaced as appropriate
- 36 If replacement controls must be ordered a report of the defects is given to the customer or authorised person
- 37 Report methods:-
- a In writing
- b Verbally
- 38 Explanation of all user controls
- 39 Explanation of remedial work (as appropriate)
- 40 Handing back manufacturers instructions
- 41 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 20 - Maintain a Domestic Gas Meter

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|---|---|----------------------|
| 1 | Ensure meter equipment and instructions are available as applicable | <input type="text"/> |
| 2 | Comply with manufacturers maintenance instructions | <input type="text"/> |
| 3 | Consult with others, check materials and tools are available to minimise disruption | <input type="text"/> |
| 4 | Check instructions are sufficient, include additional industry requirements as required | <input type="text"/> |
| 5 | Locate faults to: - | <input type="text"/> |
| | a Inlet services | <input type="text"/> |
| | b Battery where applicable | <input type="text"/> |
| | c Flags where applicable | <input type="text"/> |
| | d Mechanisms where applicable | <input type="text"/> |
| | e Blockages to inlet pipework or meter if applicable | <input type="text"/> |
| 6 | Agree temporary / permanent solution to fault rectification | <input type="text"/> |
| 7 | Reset meter, rectify faults, replace / test battery as necessary / clear tampers | <input type="text"/> |
| 8 | Make meter, service, system "safe" if repair cannot be made
<i>N.B. Oral question will have to be asked depending on outcome i.e. if repair cannot be made</i> | <input type="text"/> |
| 9 | Complete job documentation & reports | <input type="text"/> |

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 21a - Contribute to the Control, Rectification and Monitoring of Gas Emergencies

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Site not considered to be potentially hazardous

Date

- | | | |
|----|---|--------------------------|
| 1 | Reported address and location are identified correctly. Details & arrival confirmed | <input type="checkbox"/> |
| 2 | Information is gained from plans, visual observations & escape reporter. | <input type="checkbox"/> |
| 3 | Use I.D card to identify self | <input type="checkbox"/> |
| 4 | All relevant information is gained, recorded and exchanged accurately and professionally | <input type="checkbox"/> |
| 5 | Information is communicated effectively to others in the workplace | <input type="checkbox"/> |
| 6 | Establish & identify relevant customers, co contractors, colleagues & site visitors to ensure effective work relationship | <input type="checkbox"/> |
| 7 | Keep others informed of any disruption. Treat others with respect and courtesy | <input type="checkbox"/> |
| 8 | Carry out actions in order of priority to safeguard life, property and the environment | <input type="checkbox"/> |
| 9 | Carries out work in a safe manner in accordance with current safety regulations, recommendations guidelines, and risk assessments | <input type="checkbox"/> |
| 10 | Wears appropriate personal protective equipment | <input type="checkbox"/> |
| 11 | Uses tools, materials, parts & equipment in line with manufacturers instructions and company procedures | <input type="checkbox"/> |
| | *Plant location equipment | <input type="checkbox"/> |
| | *Bar hole tools | <input type="checkbox"/> |
| 12 | Stores tools, materials, parts & equipment safely in accordance with company, suppliers, manufacturers recommendations | <input type="checkbox"/> |

- 13 Gas concentration readings are taken internally and externally at appropriate locations and installations are tested for soundness
- 14 Interpret tests and readings (internal and external) as appropriate, unsafe appliances / installations are disconnected and labelled as appropriate
- 15 Source/location of escape is identified
- 16 Assess findings. Determine site is not considered to be potentially hazardous
- 17 Establish requirements for re-checks & programming as appropriate
- 18 Report findings and actions to emergency control, notify appropriate personnel and complete appropriate documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 21b - Contribute to the Control, Rectification and Monitoring of Gas Emergencies

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range **No trace of gas found**

Date

- | | | |
|----|--|--------------------------|
| 1 | Reported address and location are identified correctly. Details & arrival confirmed. Information is gained from plans, visual observations and escape reporter | <input type="checkbox"/> |
| 2 | All relevant information is gained, recorded and exchanged accurately and professionally | <input type="checkbox"/> |
| 3 | All relevant persons are informed using appropriate media | <input type="checkbox"/> |
| 4 | Carry out actions in order of priority to safeguard life, property and the environment | <input type="checkbox"/> |
| 5 | Carries out all work in a safe manner in accordance with current safety regulations, recommendations, guidelines and risk assessments | <input type="checkbox"/> |
| 6 | Wears appropriate personal protective equipment | <input type="checkbox"/> |
| 7 | Uses tools, materials, parts & equipment in line with manufacturers instructions and company procedures | <input type="checkbox"/> |
| | *Plant location equipment | <input type="checkbox"/> |
| | *Bar hole tools | <input type="checkbox"/> |
| 8 | Stores tools, materials, parts & equipment safely in accordance with company, suppliers, manufacturers recommendations | <input type="checkbox"/> |
| 9 | Gas concentration readings are taken internally and externally at appropriate locations and installations are tested for soundness | <input type="checkbox"/> |
| 10 | Interpret tests and readings (internal and external) as appropriate | <input type="checkbox"/> |
| 11 | Determine no trace of gas on site & establish requirements for re-checks as appropriate | <input type="checkbox"/> |
| 12 | Establish requirements for re checks as appropriate | <input type="checkbox"/> |

13 Report findings and actions to emergency control, notify appropriate personnel and complete appropriate documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 21c - Contribute to the Control, Rectification and Monitoring of Gas Emergencies

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Locate and repair escape or request assistance

Date

- | | | |
|----|---|--------------------------|
| 1 | Reported address and location are identified correctly. Details & arrival confirmed. Information is gained from plans, visual observations & escape reporter. | <input type="checkbox"/> |
| 2 | Use I.D card to identify self | <input type="checkbox"/> |
| 3 | All relevant information is gained, recorded and exchanged accurately and professionally | <input type="checkbox"/> |
| 4 | Information is communicated effectively to others in the workplace | <input type="checkbox"/> |
| 5 | Establish & identify relevant customers, co contractors, colleagues & site visitors to ensure effective work relationship | <input type="checkbox"/> |
| 6 | Keep others informed of any disruption. Treat others with respect and courtesy | <input type="checkbox"/> |
| 7 | Carry out actions in order of priority to safeguard life, property and the environment | <input type="checkbox"/> |
| 8 | Carries out work in a safe manner in accordance with current safety regulations, recommendations guidelines, and risk assessments | <input type="checkbox"/> |
| 9 | Wears appropriate personal protective equipment | <input type="checkbox"/> |
| 10 | Uses tools, materials, parts & equipment in line with manufacturers instructions and company procedures | <input type="checkbox"/> |
| | *Plant location equipment | <input type="checkbox"/> |
| | *Bar hole tools | <input type="checkbox"/> |
| 11 | Stores tools, materials, parts & equipment safely in accordance with company, suppliers, manufacturers recommendations | <input type="checkbox"/> |
| 12 | Gas concentration readings are taken internally and externally at appropriate locations and installations are tested for soundness | <input type="checkbox"/> |

- 13 Interpret tests and readings (internal and external) as appropriate, unsafe appliances / installations are disconnected and labelled as appropriate
- 14 Source/location of escape is identified and repaired and secured where appropriate
- 15 Promptly request assistance as required
- 16 Site is continuously monitored & findings recorded.
- 17 Findings, actions are reported to appropriate personnel on site.
- 18 Site responsibility is handed to appropriate personnel
- 19 Report findings and actions to emergency control, notify all appropriate personnel and complete appropriate documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 21d - Contribute to the Control, Rectification and Monitoring of Gas Emergencies

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range **Forced entry**

Date

- | | | |
|----|---|--------------------------|
| 1 | Where access cannot be gained check for gas at available points
Including: | |
| a | Letterbox | <input type="checkbox"/> |
| b | Around doors / keyhole | <input type="checkbox"/> |
| c | Windows | <input type="checkbox"/> |
| d | Airbricks | <input type="checkbox"/> |
| 2 | Visual check for occupants and persons overcome by gas, vapours or products of combustion | <input type="checkbox"/> |
| 3 | Where possible obtain independent witness, preferably police | <input type="checkbox"/> |
| 4 | Record witness details | <input type="checkbox"/> |
| 5 | Advise emergency control centre | <input type="checkbox"/> |
| 6 | Force entry without causing undue delay | <input type="checkbox"/> |
| 7 | Force entry causing minimum damage | <input type="checkbox"/> |
| 8 | Entry to affected properties is made where gas concentrations allow | <input type="checkbox"/> |
| 9 | Search all properties for persons overcome | <input type="checkbox"/> |
| 10 | All naked flames are extinguished promptly | <input type="checkbox"/> |
| 11 | Electrical ignition sources are eliminated promptly following approved safety checks | <input type="checkbox"/> |
| 12 | Gas supply is isolated | <input type="checkbox"/> |
| 13 | Gas concentrations readings are taken in relevant property locations | <input type="checkbox"/> |

- 14 Affected property is fully ventilated
- 15 Mains electricity isolation switch is shut off if the gas concentration around switches allows
- 16 Establish / locate gas ingress including all utilities, entry points, underground, voids, cellars and roof spaces
- 17 Prevents unauthorised entry to building / property
- 18 Damage to property is reported and secured where forced entry is made

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 21e - Contribute to the Control, Rectification and Monitoring of Gas Emergencies

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range **Evacuation**

Date

- | | | |
|----|--|----------------------|
| 1 | Confirm site arrival and location details | <input type="text"/> |
| 2 | Liaise with others as appropriate | <input type="text"/> |
| 3 | Basis for the report is established and all relevant information gained | <input type="text"/> |
| 4 | Contact informant and identify self using ID card | <input type="text"/> |
| 5 | Assistance is requested promptly when required from control or other appropriate persons | <input type="text"/> |
| 6 | Entry to affected property is made where gas concentration allow | <input type="text"/> |
| 7 | Access is gained safely | <input type="text"/> |
| 8 | Door bell is not operated | <input type="text"/> |
| 9 | Electrical access systems and phones are checked for safety | <input type="text"/> |
| 10 | All persons are instructed NOT TO: | |
| | Smoke | <input type="text"/> |
| | Operate / use telephone | <input type="text"/> |
| | Operate electrical switches (on/off) | <input type="text"/> |
| 11 | Electrical ignition sources are eliminated promptly following approved safety checks | <input type="text"/> |
| 12 | All naked flames are extinguished promptly | <input type="text"/> |
| 13 | Ensure no vehicles / plant / ignition sources are operated in the vicinity of the gas escape | <input type="text"/> |

- | | | |
|----|---|--------------------------|
| 14 | Gas concentration readings are taken in relevant property locations and recorded | <input type="checkbox"/> |
| | High and low level | <input type="checkbox"/> |
| 15 | Affected properties are fully ventilated | <input type="checkbox"/> |
| 16 | Gas supply is isolated | <input type="checkbox"/> |
| 17 | Where conditions / evacuation criteria are met all persons are evacuated by a suitable route to a safe place (Ensure welfare) | <input type="checkbox"/> |
| 18 | Mains electricity isolation switch is shut off if the gas concentration around the switch allows | <input type="checkbox"/> |
| 19 | Names and addresses of evacuated persons are recorded | <input type="checkbox"/> |
| 20 | Establish / locate gas ingress, including all utilities entry points, underground voids, cellars and roof spaces | <input type="checkbox"/> |
| 21 | Check adjacent and opposite properties and continually monitor for any changes in status | <input type="checkbox"/> |
| 22 | Evacuate adjacent and opposite properties that are affected by gas and continually monitor for any changes in status | <input type="checkbox"/> |
| 23 | Evacuate adjacent and opposite properties likely to be affected by an explosion | <input type="checkbox"/> |
| 24 | Contact control centre giving details and actions | <input type="checkbox"/> |
| 25 | Prevent unauthorised entry to building / properties | <input type="checkbox"/> |
| 26 | Liaise with other personnel and establish escape status | <input type="checkbox"/> |
| 27 | Properties are safely re-occupied when safe to do so in line with company procedures | <input type="checkbox"/> |
| 28 | Establish site is safe to leave | <input type="checkbox"/> |

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 22 - Decommission Gas Cooking Appliance

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|--------------------------|
| 1 | Discuss and agree job details with customer | <input type="checkbox"/> |
| 2 | Monitor own performance against specified work schedule | <input type="checkbox"/> |
| 3 | Communicate possible delays associated with
work performance
material, tools and equipment availability
changes to the specification
defects or damage | <input type="checkbox"/> |
| 4 | Ensure all isolation valves are positioned to allow decommissioning | <input type="checkbox"/> |
| 5 | Continuity bonds are fitted where appropriate | <input type="checkbox"/> |
| 6 | Ensure area is adequately ventilated | <input type="checkbox"/> |
| 7 | Isolate electrics | <input type="checkbox"/> |
| 8 | Disconnect 3pin plug from socket | <input type="checkbox"/> |
| 9 | Access to gas connection | <input type="checkbox"/> |
| 10 | Vent system of gas | <input type="checkbox"/> |
| 11 | Check equipotential cross bonding | <input type="checkbox"/> |
| 12 | Check that decommissioning is complete visually, as appropriate | <input type="checkbox"/> |
| 13 | Confirm that decommissioning is complete utilising appropriate test methods | <input type="checkbox"/> |
| 14 | Dismantle pipework as appropriate | <input type="checkbox"/> |
| 15 | Remove flex and stability device | <input type="checkbox"/> |
| 16 | Advisory notices and warning labels are used as appropriate | <input type="checkbox"/> |
| 17 | Seal gas supply pipework | <input type="checkbox"/> |

18 Test service for leakage

19 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 23 - Decommission of Domestic Space Heaters

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|----------------------|
| 1 | Discuss and agree job details with customer | <input type="text"/> |
| 2 | Monitor own performance against specified work schedule | <input type="text"/> |
| 3 | Communicate possible delays associated with
work performance
material, tools and equipment availability
changes to the specification
defects or damage | <input type="text"/> |
| 4 | Ensure all isolation valves are positioned to allow decommissioning | <input type="text"/> |
| 5 | Continuity bonds are fitted where appropriate | <input type="text"/> |
| 6 | Ensure area is adequately ventilated | <input type="text"/> |
| 7 | Isolate gas supply | <input type="text"/> |
| 8 | Dismantle appliance as per manufacturers instructions | <input type="text"/> |
| 9 | Remove supply pipework | <input type="text"/> |
| 10 | Vent system of gas | <input type="text"/> |
| 11 | Check equipotential cross bonding | <input type="text"/> |
| 12 | Check that decommissioning is complete visually, as appropriate | <input type="text"/> |
| 13 | Confirm that decommissioning is complete utilising appropriate test methods | <input type="text"/> |
| 14 | Disconnect from the flue set | <input type="text"/> |
| 15 | Advisory notices and warning labels are used as appropriate | <input type="text"/> |
| 16 | Remove flue from set and make good brickwork as required | <input type="text"/> |

- 17 Seal gas supply pipework
- 18 Test supply for leakage
- 19 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 24 - Decommission Gas Warm Air Unit

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|--|----------------------|
| 1 | Discuss and agree job details with customer | <input type="text"/> |
| 2 | Monitor own performance against specified work schedule | <input type="text"/> |
| 3 | Communicate possible delays associated with
work performance
material, tools and equipment availability
changes to the specification
defects or damage | <input type="text"/> |
| 4 | Ensure all isolation valves are positioned to allow decommissioning | <input type="text"/> |
| 5 | Continuity bonds are fitted where appropriate | <input type="text"/> |
| 6 | Ensure area is adequately ventilated | <input type="text"/> |
| 7 | Protect customers property | <input type="text"/> |
| 8 | Vent system of gas | <input type="text"/> |
| 9 | Check equipotential cross bonding | <input type="text"/> |
| 10 | Check that decommissioning is complete visually, as appropriate | <input type="text"/> |
| 11 | Confirm that decommissioning is complete utilising appropriate test methods | <input type="text"/> |
| 12 | Dismantle appliance from ducting | <input type="text"/> |
| 13 | Identify and remove / report any hazardous substances | <input type="text"/> |
| 14 | Advisory notices and warning labels are used as appropriate | <input type="text"/> |
| 15 | Seal decommissioning flue, outlets and ducts as necessary | <input type="text"/> |
| 16 | Seal gas supply pipework | <input type="text"/> |
| 17 | Test supply for leakage | <input type="text"/> |

18 Isolate electrical supply, remove fuse

19 Remove trailing wires / cables

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 25 - Decommission Gas Pipework

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|----------------------|
| 1 | Discuss and agree job details with customer | <input type="text"/> |
| 2 | Monitor own performance against specified work schedule | <input type="text"/> |
| 3 | Communicate possible delays associated with | <input type="text"/> |
| | work performance | <input type="text"/> |
| | material, tools and equipment availability | <input type="text"/> |
| | changes to the specification | <input type="text"/> |
| | defects or damage | <input type="text"/> |
| 4 | Ensure all isolation valves are positioned to allow decommissioning | <input type="text"/> |
| 5 | Continuity bonds are fitted where appropriate | <input type="text"/> |
| 6 | Ensure area is adequately ventilated | <input type="text"/> |
| 7 | Vent system of gas | <input type="text"/> |
| 8 | Check equipotential cross bonding | <input type="text"/> |
| 9 | Check that decommissioning is complete visually, as appropriate | <input type="text"/> |
| 10 | Confirm that decommissioning is complete utilising appropriate test methods | <input type="text"/> |
| 11 | Dismantle pipework and meter as appropriate | <input type="text"/> |
| 12 | Advisory notices and warning labels are used as appropriate | <input type="text"/> |
| 13 | Seal decommissioning outlets as necessary | <input type="text"/> |
| 14 | Seal meter, store in a safe ventilated area | <input type="text"/> |
| 15 | Seal service entry / emergency control valve as applicable | <input type="text"/> |
| 16 | Test service for leakage | <input type="text"/> |

17 Complete documentation including meter details and serial numbers

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 26 - Install and Commission Gas Meters - Level 3

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|----------------------|
| 1 | Develop effective working relationships with customers & co-contractors | <input type="text"/> |
| 2 | Remove hazards from work area as appropriate, comply with identified & site specific risk assessments. Produce site specific assessment where required. | <input type="text"/> |
| 3 | Ensure work place is identified & kept free from obstructions and equipment used in accordance with Health & Safety requirements | <input type="text"/> |
| 4 | Survey work area, identify, report damage or defects to customer prior to work commencing | <input type="text"/> |
| 5 | Protect customers property and the building fabric against possible damage being caused during the installation process | <input type="text"/> |
| 6 | Ensure gas service is live, of required standard, size and volume emergency / meter control operates correctly, emergency meter/controls operates correctly | <input type="text"/> |
| 7 | Ensure the customer has all job information on all key aspects of the installation process, agrees any changes to specification and amend | <input type="text"/> |
| 8 | Confirm that all materials, tools and equipment necessary for the installation process will be made available as required | <input type="text"/> |
| 9 | Arrange a safe storage for materials, tools & equipment which meet industry requirements | <input type="text"/> |
| 10 | Prepare work location & equipment in line with industry requirements. Note appliance connected to the installation, remove plug / cap from gas emergency control | <input type="text"/> |
| 11 | Confirm that the materials, tools and equipment required are fit for their intended purpose | <input type="text"/> |
| 12 | Assemble equipment and pipework in line with manufacturers instructions, gas safety regulations and industry requirements | <input type="text"/> |
| 13 | Ensure meter components and pipework can be fixed in specified locations in line with regulations, manufacturers instructions & industry requirements. Identify possible outcomes of non-compliance | <input type="text"/> |

- | | | |
|----|---|--------------------------|
| 14 | Isolate the gas supply and test for soundness as applicable | <input type="checkbox"/> |
| 15 | Fit continuity bond as appropriate | <input type="checkbox"/> |
| 16 | Fix meter components and pipework using methods that conform to industry requirements | <input type="checkbox"/> |
| 17 | Connect to input services (equipotential bonding) & gas supply as necessary | <input type="checkbox"/> |
| 18 | Carry out the installation processes minimising damage to customer property and building features | <input type="checkbox"/> |
| 19 | Report to the immediate job supervisor, line manager (or customer) circumstances that effect the progress of the installation | <input type="checkbox"/> |
| 20 | The gas supply is re-established ,confirm the integrity of the installed system using soundness testing procedures | <input type="checkbox"/> |
| 21 | Take precautionary actions to prevent the unauthorised use of uncommissioned systems and components | <input type="checkbox"/> |
| 22 | Check the meter has sufficient capacity, is free of damage/defects and service is charged and available for use | <input type="checkbox"/> |
| 23 | Visual check existing ventilation and the continuity of the flue system, where applicable | <input type="checkbox"/> |
| 24 | Purge meter gas supply and check system-working pressure | <input type="checkbox"/> |
| 25 | Check badged capacity of meter. Select correct appliance to set meter governor pressure | <input type="checkbox"/> |
| 26 | Ensure meter is registered correctly. Ignite and set selected appliance to required working state | <input type="checkbox"/> |
| 27 | Adjust meter governor as applicable, test for leaks and reseal | <input type="checkbox"/> |
| 28 | Explain the safe use of meter and emergency control valve, fit appropriate labels/tape | <input type="checkbox"/> |

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 27 - Service and Maintain Domestic Laundry Appliances

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Job documentation and schedule is complete | <input type="checkbox"/> |
| 2 | Maintenance requirements are agreed with customer | <input type="checkbox"/> |
| 3 | Appliance details are confirmed | <input type="checkbox"/> |
| 4 | Manufacturers Instructions are consulted for maintenance detail | <input type="checkbox"/> |
| 5 | Customer reports of defects | <input type="checkbox"/> |
| 6 | Ensure service procedure includes industry requirements | <input type="checkbox"/> |
| 7 | Tools, instruments, equipment and materials are available and checked for operation | <input type="checkbox"/> |
| 8 | Check installation standards against Manufacturers Instructions | <input type="checkbox"/> |
| 9 | Examine:- | <input type="checkbox"/> |
| | a ventilation | <input type="checkbox"/> |
| | b clearances | <input type="checkbox"/> |
| | c general condition and operation | <input type="checkbox"/> |
| | d exhaust hose / termination if applicable | <input type="checkbox"/> |
| | e gas supply and connection | <input type="checkbox"/> |
| | f restraining device if applicable | <input type="checkbox"/> |
| 10 | Turns off the gas and, where appropriate, caps the supply | <input type="checkbox"/> |
| 11 | Isolate electric supply and remove fuse (as appropriate) | <input type="checkbox"/> |
| 12 | Clean burners, pilot burners, filters, hoses, terminal where applicable | <input type="checkbox"/> |

- 13 Clean injectors, primary air ports, combustion chambers and flueways
- 14 Check fuse
- 15 Test electrical supply using preliminary electrical tests
- 16 Reconnect gas supply and test and purge as required
- 17 Reconnect electrical supply
- 18 Check appliance is level and stable and restraining strap is fitted where necessary
- 19 Check appliance flexible hose as appropriate
- 20 Check
 - a appliance working pressure
 - b flame picture and stability
- 21 Check
 - Flame supervision device, as appropriate
 - Limit and exhaust thermostats
 - Gas taps
 - Ignition device
 - Door seals and interlock
 - Timer controls
 - User controls
- 22 Diagnostic tests are used to determine the correct operation of controls
- 23 Defective controls are repaired or replaced as appropriate
- 24 If replacement controls must be ordered a report of the defects must be given to the customer or authorised person
- 25 Report methods:-
 - a in writing
 - b verbally
- 26 Explanation of work carried out
- 27 Explanation of remedial work (as appropriate)

28 Handing back Manufacturers Instructions

29 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 28 - Install and Commission a Domestic Cooking Appliance - Level 3

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Remove hazards from work area, as appropriate | <input type="checkbox"/> |
| 2 | Survey the work area to ensure it is safe to commence work | <input type="checkbox"/> |
| 3 | Identify hazardous substances and take appropriate action | <input type="checkbox"/> |
| 4 | Take appropriate steps to comply with existing risk assessments carry out risk assessment where necessary | <input type="checkbox"/> |
| 5 | Remove hazards from access areas | <input type="checkbox"/> |
| 6 | Survey work area and identify any damage or defects | <input type="checkbox"/> |
| 7 | Report any damage to customer or supervisor | <input type="checkbox"/> |
| 8 | Gain agreement that damage was there prior to work | <input type="checkbox"/> |
| 9 | Use dust sheets as appropriate | <input type="checkbox"/> |
| 10 | Check for other services inc ducts, pipes and cables | <input type="checkbox"/> |
| 11 | Use other protective equipment, as appropriate | <input type="checkbox"/> |
| 12 | Remove easily damaged items from work location and surrounding area | <input type="checkbox"/> |
| 13 | Check the location of the installation pipework meets the specified location requirements with the manufacturers instructions | <input type="checkbox"/> |
| 14 | Check capacity of supply is sufficient | <input type="checkbox"/> |
| 15 | Visual check input service is free from damage | <input type="checkbox"/> |
| 16 | Check service is charged and available for use, carry out gas soundness test | <input type="checkbox"/> |
| 17 | Instruct customer on the planned progress of the work | <input type="checkbox"/> |
| 18 | Check that the stated job information meets the customers requirements | <input type="checkbox"/> |

- | | | |
|----|---|--------------------------|
| 19 | Ensure materials and fittings conform to the manufacturers instructions | <input type="checkbox"/> |
| 20 | Ensure tools are available including an oven thermometer | <input type="checkbox"/> |
| 21 | Prepare work location for installation / isolate supply | <input type="checkbox"/> |
| 22 | Visually examine existing installation / appliance for defects | <input type="checkbox"/> |
| 23 | Identify systems not complying to regulations/recommendations | <input type="checkbox"/> |
| 24 | Extend supply as required | <input type="checkbox"/> |
| 25 | Position appliance in-line with manufacturers instruction and customer requirements | <input type="checkbox"/> |
| 26 | Assemble appliance as required | <input type="checkbox"/> |
| 27 | Wire system/component as appropriate | <input type="checkbox"/> |
| 28 | Connect appliance / fittings to input services | |
| | a Gas | <input type="checkbox"/> |
| | b Electricity | <input type="checkbox"/> |
| 29 | Use methodical working methods | <input type="checkbox"/> |
| 30 | Use safe working practices | <input type="checkbox"/> |
| 31 | Use techniques that comply with statutory and procedural requirement | <input type="checkbox"/> |
| 32 | Report delays as appropriate | <input type="checkbox"/> |
| 33 | Fit stability device | <input type="checkbox"/> |
| 34 | Level appliance | <input type="checkbox"/> |
| 35 | Soundness test supply and visually inspect | <input type="checkbox"/> |
| 36 | Carry out electrical safety checks as appropriate | <input type="checkbox"/> |
| 37 | Check ventilation is adequate | <input type="checkbox"/> |
| 38 | Upgrade ventilation, where applicable | <input type="checkbox"/> |
| 39 | Purge gas supply / appliance | <input type="checkbox"/> |
| 40 | Check operation of :- | |
| | a Oven stat | <input type="checkbox"/> |
| | b Flame supervision device | <input type="checkbox"/> |

- c Safety shut-off valve
- d Ignition system
- e Timer
- f Oven door seal
- g Gas taps
- h Lid shut off valve if applicable
- 41 Check appliance operating pressure
- 42 Check flame pictures
- 43 Adjust oven timer, where applicable
- 44 Explain the safe use of the appliance
- 45 Hand over the instructions
- 46 Identify and inform the appropriate person of the maintenance requirements

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 29 - Service and Maintain Domestic Cooking Appliances

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Job documentation and schedule is complete | <input type="checkbox"/> |
| 2 | Maintenance requirements are agreed with customer | <input type="checkbox"/> |
| 3 | Appliance details are confirmed | <input type="checkbox"/> |
| 4 | Manufacturers Instructions are consulted for maintenance detail | <input type="checkbox"/> |
| 5 | Customer reports of defects | <input type="checkbox"/> |
| 6 | Ensure service procedure includes industry requirements | <input type="checkbox"/> |
| 7 | Ensure all diagnostic data is available prior to commencing maintenance | <input type="checkbox"/> |
| 8 | Tools, instruments, equipment and materials are available and checked for operation | <input type="checkbox"/> |
| 9 | Check installation standards against Manufacturers Instructions | <input type="checkbox"/> |
| 10 | Examine:- | <input type="checkbox"/> |
| | a ventilation | <input type="checkbox"/> |
| | b clearances | <input type="checkbox"/> |
| | c general condition and operation | <input type="checkbox"/> |
| | d labelling | <input type="checkbox"/> |
| | e appliance components | <input type="checkbox"/> |
| | f appliance wiring as appropriate | <input type="checkbox"/> |
| 11 | Turns off the gas and, where appropriate, caps the supply | <input type="checkbox"/> |
| 12 | Isolate electric supply and remove fuse (as appropriate) | <input type="checkbox"/> |

- | | | |
|----|--|--------------------------|
| 13 | Clean burners and pilot burners, as appropriate | <input type="checkbox"/> |
| 14 | Clean injectors | <input type="checkbox"/> |
| 15 | Clean air ports as appropriate | <input type="checkbox"/> |
| 16 | Clean/check ignition devices | <input type="checkbox"/> |
| 17 | Check fuse | <input type="checkbox"/> |
| 18 | Test electrical supply using preliminary electrical tests | <input type="checkbox"/> |
| 19 | Reconnect gas supply and test as required | <input type="checkbox"/> |
| 20 | Reconnect electrical supply | <input type="checkbox"/> |
| 21 | Check appliance is level and stability device engaged | <input type="checkbox"/> |
| 22 | Check appliance flexible hose as appropriate | <input type="checkbox"/> |
| 23 | Check | <input type="checkbox"/> |
| | Flame supervision device, as appropriate | <input type="checkbox"/> |
| | Thermostats | <input type="checkbox"/> |
| | Gas taps | <input type="checkbox"/> |
| | Ignition device | <input type="checkbox"/> |
| | Oven door seals | <input type="checkbox"/> |
| | Timer controls | <input type="checkbox"/> |
| | Lid safety cut off device | <input type="checkbox"/> |
| 24 | Diagnostic tests are used to determine the correct operation of controls | <input type="checkbox"/> |
| 25 | Defective controls are repaired or replaced as appropriate | <input type="checkbox"/> |
| 26 | If replacement controls must be ordered a report of the defects must be given to the customer or authorised person | <input type="checkbox"/> |
| 27 | Report methods:- | <input type="checkbox"/> |
| | a in writing | <input type="checkbox"/> |
| | b verbally | <input type="checkbox"/> |
| 28 | Explanation of work carried out | <input type="checkbox"/> |
| 29 | Explanation of remedial work (as appropriate) | <input type="checkbox"/> |

30 Handing back Manufacturers Instructions

31 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 30 - Install and Commission Domestic Central Heating System and Components - Level 3

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Identify other persons essential to the development of effective working relationships | <input type="checkbox"/> |
| 2 | Use I.D. card to identify self | <input type="checkbox"/> |
| 3 | Information is accurate and understood by others | <input type="checkbox"/> |
| 4 | Address others professionally with respect and courtesy | <input type="checkbox"/> |
| 5 | Remove hazards from work area as appropriate | <input type="checkbox"/> |
| 6 | Ensure safe access to work location | <input type="checkbox"/> |
| 7 | Survey the work area to ensure it is safe to commence work | <input type="checkbox"/> |
| 8 | Identify hazardous substances and take appropriate action | <input type="checkbox"/> |
| 9 | Take appropriate steps to comply with identified risk assessments | <input type="checkbox"/> |
| 10 | Carry out site specific risk assessment where necessary | <input type="checkbox"/> |
| 11 | Identify work location as required and communicate to customer, co-workers or site visitors | <input type="checkbox"/> |
| 12 | Ensure workplace is kept free from obstructions | <input type="checkbox"/> |
| 13 | Ensure access equipment is fit for intend purpose-tested, and of a standard | <input type="checkbox"/> |
| 14 | Ensure access equipment is used in accordance with health & safety requirements | <input type="checkbox"/> |
| 15 | Produce risk assessment as required | <input type="checkbox"/> |
| 16 | Survey work area and identify damage or defects to the fabric of the building or the area surrounding the work location | <input type="checkbox"/> |
| 17 | Report any damage to customer, co-contractor and line manager, as appropriate | <input type="checkbox"/> |
| 18 | Gain agreement that damage or defect existed prior to the work commencing | <input type="checkbox"/> |

- | | | |
|----|--|--------------------------|
| 19 | Check existing ventilation and flue system as required | <input type="checkbox"/> |
| 20 | Remove easily damaged items from the work location and surrounding area | <input type="checkbox"/> |
| 21 | Use dust sheets as appropriate | <input type="checkbox"/> |
| 22 | Use other protective equipment, as appropriate eg flame retardant soldering mat | <input type="checkbox"/> |
| 23 | Check for other services including ducts, pipes and cables | <input type="checkbox"/> |
| 24 | Ensure gas service is charged (live) and available for use | <input type="checkbox"/> |
| 25 | Ensure gas service is free of damage and defects and of required standard | <input type="checkbox"/> |
| 26 | Check that gas supply is of sufficient size and volume | <input type="checkbox"/> |
| 27 | Check the location for the installation activities meets the specified industry requirement | <input type="checkbox"/> |
| 28 | Instruct customer on the planned progress of the work | <input type="checkbox"/> |
| 29 | Gain commitment that the stated job information meets the customers specification | <input type="checkbox"/> |
| 30 | Amend job specification in line with customer's specification, manufacturers instructions and industry requirements as necessary | <input type="checkbox"/> |
| 31 | Check materials & equipment are available and to specification prior to commencement | <input type="checkbox"/> |
| 32 | Check all tools required are available | <input type="checkbox"/> |
| 33 | Order materials, tools and equipment - sufficient to ensure job is completed | <input type="checkbox"/> |
| 34 | Rectify/report any damage or defects | <input type="checkbox"/> |
| 35 | Arrange for the storage of tools, materials and equipment that does not pose a hazard to the customer, site visitors, co-contractors or the tools, materials or equipment themselves | <input type="checkbox"/> |
| 36 | Prepare work location in line with industry requirements | <input type="checkbox"/> |
| 37 | Test for soundness / Isolate gas supply | <input type="checkbox"/> |
| 38 | Identify potential problems | <input type="checkbox"/> |
| 39 | Assemble equipment, as required in line with manufacturers instructions and company procedures | <input type="checkbox"/> |
| 40 | Mark fixing and connection locations, as required | <input type="checkbox"/> |
| 41 | Ensure materials comply with industry standards | <input type="checkbox"/> |

- 42 Check tools fit for purposes, tested as appropriate and used in line with manufacturers instructions
- 43 Ensure materials are fit for purposes, approved and of suitable standard
- 44 Carry out installation activities in a methodical manner, to ensure that pipework, components and controls are securely fixed in-line with industry and manufacturers requirements
- 45 Procedural requirements are adhered to
- 46 Installation conforms to industry procedures and statutory regulations
- 47 Ensure pipework components and controls can be fixed in specified locations to allow for other services, access, building regulations
- 48 Stated clearances / level and stable
- 49 Support requirements
- 50 Safe and effective operation of controls as necessary
- 51 Appliance is correctly sealed to appropriate flue set
- 52 Monitor own performance against specified work schedule
- 53 Communicate possible delays associated with:-
 - a Work performance
 - b Material, tool & equipment availability
 - c Changes to the specification
 - d Defects or damage
 - e Identified hazards
- 54 The gas is re-established, the installation is tested and proved to be sound using appropriate procedures
- 55 Gas supply is completely purged of gas air mixture
- 56 All purge points are sealed and disturbed joints are proved sound
- 57 Check the correct function of systems and components against performance requirements
 - Temperature controls are operating correctly
 - Check ignition system operation

- Check flame picture
- Check appliance operating pressure
- Check operation of all gas safety controls
- Check water system operation
- Check operation of flue system and components including spillage test
- Appliance is purged of air
- Check electrical operation
- 58 Disconnect and label pipework and controls that have not to be/have not been commissioned / identify gas defects
- 59 Adjust system controls to establish system or component performance to meet design specification
- Adjust appliance governor, as applicable
- Set range rated appliance to specified setting
- 60 Inform user of all non-commissioned pipework and controls
- 61 Document a report on non-commissioned components using appropriate company documentation
- 62 Handover systems to user
- 63 Explain safe operation requirements
- 64 Maintenance requirements, as appropriate

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 31 - Service and Maintain Central Heating Systems and Components

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Job documentation and schedule is complete | <input type="checkbox"/> |
| 2 | Maintenance requirements are agreed with customer | <input type="checkbox"/> |
| 3 | Appliance details are confirmed | <input type="checkbox"/> |
| 4 | Manufacturers Instructions are consulted for maintenance detail | <input type="checkbox"/> |
| 5 | Customer reports of defects | <input type="checkbox"/> |
| 6 | Ensure service procedure includes industry requirements | <input type="checkbox"/> |
| 7 | Ensure all diagnostic data is available prior to commencing maintenance | <input type="checkbox"/> |
| 8 | Tools, instruments, equipment and materials are available and checked for operation | <input type="checkbox"/> |
| 9 | Check installation standards against Manufacturers Instructions | <input type="checkbox"/> |
| 10 | Examine:- | <input type="checkbox"/> |
| | a flue | <input type="checkbox"/> |
| | b ventilation | <input type="checkbox"/> |
| | c clearances | <input type="checkbox"/> |
| | d general condition and operation | <input type="checkbox"/> |
| | e labelling | <input type="checkbox"/> |
| | f appliance components | <input type="checkbox"/> |
| | g appliance wiring | <input type="checkbox"/> |
| 11 | Turns off the gas and, where appropriate, caps the supply | <input type="checkbox"/> |

- | | | |
|----|---|--------------------------|
| 12 | Isolate electric supply and remove fuse (as appropriate) | <input type="checkbox"/> |
| 13 | Isolate water and drain as appropriate | <input type="checkbox"/> |
| 14 | Detailed check of flue connection to appliance | <input type="checkbox"/> |
| 15 | The flue termination is examined and checked against requirements | <input type="checkbox"/> |
| 16 | Open flue is visually checked throughout it's length | <input type="checkbox"/> |
| 17 | Flue flow and continuity test is carried out on open flues | <input type="checkbox"/> |
| 18 | Clean main burner and pilot burner and primary air port | <input type="checkbox"/> |
| 19 | Clean injectors | <input type="checkbox"/> |
| 20 | Clean heat exchanger and combustion chamber | <input type="checkbox"/> |
| 21 | Clean flueways/fan assembly as required | <input type="checkbox"/> |
| 22 | Check fuse and reconnect electrical supply | <input type="checkbox"/> |
| 23 | Test electrical supply using preliminary electrical tests | <input type="checkbox"/> |
| 24 | Reconnect gas supply and test as required | <input type="checkbox"/> |
| 25 | Reconnect water supply | <input type="checkbox"/> |
| 26 | Check system is filled/pressurised | <input type="checkbox"/> |
| 27 | Check system is vented and leak free | <input type="checkbox"/> |
| 28 | Check radiators are vented | <input type="checkbox"/> |
| 29 | Purge gas supply or air | <input type="checkbox"/> |
| 30 | Check working pressure | <input type="checkbox"/> |
| 31 | Check appliance burner pressure | <input type="checkbox"/> |
| 32 | Check appliance input rate | <input type="checkbox"/> |
| 33 | Check flame picture and flame stability / carry out spillage test | <input type="checkbox"/> |
| 34 | Check safety controls, where applicable to ensure appliance/system efficiency | <input type="checkbox"/> |
| | a Flame supervision device | <input type="checkbox"/> |
| | b Thermostats | <input type="checkbox"/> |
| | c Control valves | <input type="checkbox"/> |
| | d Atmosphere sensing device, as required | <input type="checkbox"/> |

- e Fan pressure switch, as required
- f Governors
- g Case seals where appropriate
- 35 Check system controls, where applicable
 - a Zone valve/diverter valve
 - b Pump
 - c Radiator valves/thermostatic radiator valves
 - d Timer programmer
 - e Room thermostat/cylinder stat as required
- 36 Diagnostic tests are used to determine the correct operation of controls
- 37 Defective control are repaired or replaced as appropriate
- 38 If replacement controls must be ordered a report of the defects is given to the customer or authorised person
- 39 Report methods:-
 - a In writing
 - b Verbally
- 40 Explanation of all user controls
- 41 Explanation of remedial work (as appropriate)
- 42 Handing back manufacturers instructions
- 43 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 32 - Service and Maintain Domestic Water Heating Appliances

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Job documentation and schedule is complete | <input type="checkbox"/> |
| 2 | Maintenance requirements are agreed with customer | <input type="checkbox"/> |
| 3 | Appliance details are confirmed | <input type="checkbox"/> |
| 4 | Manufacturers Instructions are consulted for maintenance detail | <input type="checkbox"/> |
| 5 | Customer reports of defects | <input type="checkbox"/> |
| 6 | Ensure service procedure includes industry requirements | <input type="checkbox"/> |
| 7 | Tools, instruments, equipment and materials are available and checked for operation | <input type="checkbox"/> |
| 8 | Check installation standards against manufacturers instructions | <input type="checkbox"/> |
| 9 | Examine:- | <input type="checkbox"/> |
| | a Flue | <input type="checkbox"/> |
| | b Ventilation | <input type="checkbox"/> |
| | c Clearances | <input type="checkbox"/> |
| | d General condition and operation | <input type="checkbox"/> |
| | e Labelling | <input type="checkbox"/> |
| | f Appliance components | <input type="checkbox"/> |
| | g Compartment construction | <input type="checkbox"/> |
| 10 | Turns off the gas and, where appropriate, caps the supply | <input type="checkbox"/> |
| 11 | Isolate electric supply and remove fuse | <input type="checkbox"/> |

- 12 Detailed check of flue connection to appliance
- 13 The flue termination is examined and checked against requirements
- 14 Open flue is visually checked throughout it's length
- 15 Flue flow and continuity test is carried out on open flues
- 16 Clean main burner and pilot burner and primary air port
- 17 Clean injectors
- 18 Clean heat exchanger and combustion chamber
- 19 Clean flueways/fan assembly as required
- 20 Check fuse and reconnect electrical supply
- 21 Check/clean water section as appropriate
- 22 Test electrical supply using preliminary electrical tests
- 23 Reconnect gas supply and test as required
- 24 Check system is filled/pressurised with water
- 25 Check system is vented and leak free
- 26 Check radiators are vented if applicable
- 27 Purge gas supply or air
- 28 Check water pressure
- 29 Check working pressure
- 30 Check appliance burner pressure
- 31 Check appliance input rate
- 32 Check flame picture and flame stability / carry out spillage test
- 33 Carry out spillage test on open flues
- 34 Check safety controls, where applicable
 - a Flame supervision device
 - b Thermostats
 - c Control valves
 - d Atmosphere sensing device, as required

- e Fan pressure switch, as required
- f Governors
- g Automatic valve
- h Case seals where appropriate
- i Slow ignition device
- 35 Check system controls, where applicable
 - a Zone valve/diverter valve
 - b Pump
 - c Radiator valves/thermostatic radiator valves
 - d Timer programmer
 - e Room thermostat/cylinder stat as required
- 36 Diagnostic tests are used to determine the correct operation of controls
- 37 Defective controls are repaired or replaced as appropriate
- 38 If replacement controls must be ordered a report of the defects is given to the customer or authorised person
- 39 Report methods:-
 - a In writing
 - b Verbally
- 40 Explanation of all user controls
- 41 Explanation of remedial work (as appropriate)
- 42 Handing back manufacturers instructions
- 43 Complete documentation

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....

Sufficiency of Evidence Sheet 33 - Install and Commission Domestic and Non-Domestic Pipework and Controls

Candidate's name

Assessment location

Candidate's enrolment number

Assessment category/range

Date

- | | | |
|----|---|--------------------------|
| 1 | Identify other persons essential to the development of effective working relationships | <input type="checkbox"/> |
| 2 | Use I.D. card to identify self | <input type="checkbox"/> |
| 3 | Information is accurate and understood by others | <input type="checkbox"/> |
| 4 | Address others professionally with respect and courtesy | <input type="checkbox"/> |
| 5 | Remove hazards from work area as appropriate | <input type="checkbox"/> |
| 6 | Ensure safe access and egress to work location | <input type="checkbox"/> |
| 7 | Survey the work area to ensure it is safe to commence work | <input type="checkbox"/> |
| 8 | Identify hazardous substances and take appropriate action | <input type="checkbox"/> |
| 9 | Take appropriate steps to comply with identified risk assessment | <input type="checkbox"/> |
| 10 | Carry out site specific risk assessment where necessary | <input type="checkbox"/> |
| 11 | Identify work location as required and communicate to customer, co-workers or site visitors | <input type="checkbox"/> |
| 12 | Ensure workplace is kept free from obstructions | <input type="checkbox"/> |
| 13 | Ensure access equipment is fit for intend purpose and tested, and of a standard | <input type="checkbox"/> |
| 14 | Ensure access equipment is used in accordance with health & safety requirements | <input type="checkbox"/> |
| 15 | Survey work area and identify any damage or defects to the fabric of the building or the area surrounding the work location | <input type="checkbox"/> |
| 16 | Report any damage to customer, co-contractor and line manager, as appropriate | <input type="checkbox"/> |
| 17 | Gain agreement that damage or defect existed prior to the work commencing | <input type="checkbox"/> |

- | | | |
|----|--|--------------------------|
| 18 | Produce risk assessment as required | <input type="checkbox"/> |
| 19 | Remove easily damaged items from the work location and surrounding area | <input type="checkbox"/> |
| 20 | Use dust sheets as appropriate | <input type="checkbox"/> |
| 21 | Use other protective equipment, as appropriate eg flame retardant soldering mat | <input type="checkbox"/> |
| 22 | Check for other services including ducts, pipes and cables | <input type="checkbox"/> |
| 23 | Ensure gas service is charged (live) and available for use | <input type="checkbox"/> |
| 24 | Ensure gas service is free of damage and defects and of required standard | <input type="checkbox"/> |
| 25 | Check that gas supply is of sufficient size and volume | <input type="checkbox"/> |
| 26 | Check the location for the installation activities meets the specified industry requirement | <input type="checkbox"/> |
| 27 | Check for other services including ducts, pipes and cables | <input type="checkbox"/> |
| 28 | Rectify/report any damage or defects | <input type="checkbox"/> |
| 29 | Instruct customer on the planned progress of the work | <input type="checkbox"/> |
| 30 | Gain commitment that the stated job information meets the customer specifications | <input type="checkbox"/> |
| 31 | Amend job specification in line with customer's specification, manufacturers instructions and industry requirements as necessary | <input type="checkbox"/> |
| 32 | Check materials & equipment are available and to specification prior to commencement | <input type="checkbox"/> |
| 33 | Check all tools are available | <input type="checkbox"/> |
| 34 | Order materials, tools and equipment (sufficient to ensure job is completed) | <input type="checkbox"/> |
| 35 | Arrange for the storage of tools, materials and equipment that does not pose a hazard to the customer, site visitors, co-contractors or the tools, materials or equipment themselves | <input type="checkbox"/> |
| 36 | Prepare work location in line with industry requirements | <input type="checkbox"/> |
| 37 | Mark fixing and connection locations, as required | <input type="checkbox"/> |
| 38 | Identify potential problems | <input type="checkbox"/> |
| 39 | Ensure materials comply with industry standards | <input type="checkbox"/> |
| 40 | Check tools fit for purposes, tested as appropriate and used in line with manufacturers instructions | <input type="checkbox"/> |

- 41 Ensure materials are fit for purposes, approved and suitable standard
- 42 Pipework is joined using correct fittings and agents
- 43 Carry out installation activities in a methodical manner, to ensure that:
pipework controls are securely fixed in-line with industry requirements
- 44 Procedural requirements are adhered to
- 45 Installation conforms to industry procedures and statutory regulations
- 46 Ensure pipework and controls can be fixed in specified locations to allow for other
services, access, building regulations
- 47 Pipework and constraints comply with stated clearances
- 48 Support pipeworks and constraints are to comply with industry requirements
- 49 Safe and effective operation of controls as necessary
- 50 Monitor own performance against specified work schedule
- 51 Communicate possible delays associated with:-
 - Work performance
 - Materials, tools & equipment availability
 - Changes to the specification
 - Defects or damage
 - Identified hazards
- 52 Pipework pressurised
- 53 Installation is tested and proved to be sound using appropriate procedures
- 54 Calculate purge volume
- 55 Gas supply is completely purged of gas air mixture
- 56 All purge points are sealed and disturbed joints are proved sound
- 57 Check for water ingress/leaks
- 58 Pipework is wrapped / protected as required
- 59 Disconnect and label pipework and controls that have not to be/have not been
commissioned
- 60 System and component defects are identified

- 61 Inform user of all non-commissioned pipework and controls
- 62 Document a report on non-commissioned components using appropriate company documentation
- 63 Handover system to user
- 64 Explain safe operation requirements
- 65 Maintenance requirements, as appropriate

Candidate signature..... Date.....

Assessor signature..... Date.....

Witness signature..... Date.....

Internal verifier..... Date.....