

# **NVQs in**

## **Domestic Natural Gas:**

### **Installation and Maintenance**

#### **Level 2 & 3**

### **Emergency Service Operations**

#### **Level 3**

**Schemes 6012 & 6034**

September 2002-Version 2  
(supercedes document dated 1 March 2002)

Records of Assessment-ROAs

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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 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, scheme 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 scheme are eligible for Gas Operative Registration with CORGI to work in the domestic gas industry, **without** the need for further certification or duplicated assessments.

### Technical Note:

All Assessors are reminded that all ROAs that involve Install and Commission must be completed with **ROA 14 Install and Commission Domestic Pipework** separately for each Appliance and ROA.

## Record of Assessment - RoA

This document contains Evidence Specification commentaries relating to performance evidence, which is cross-referenced against Gas-National Occupational Standards-**Performance Criteria as specified in the Gas units**.

Gas centre NVQ assessors in recording assessments will use the RoAs as the main document to record evidence that confirms and proves the candidate is competent as assessed against the Gas-Units.

The RoA is based on the day to day tasks/jobs carried out by gas operatives. The RoAs will form the **main audit documents** which IVs and EVs will check to confirm that the candidate/s have covered sufficiently the PCs, Range and Knowledge as specified in the Gas-NOS-Standards.

The RoA contains:

- Details of evidence generated against each RoA as listed in the contents
- Candidates name and number
- Indicator boxes for the number of and related sufficiency of evidence sheets used
- Range categories as applicable to specific RoA evidence
- Evidence Specification-commentaries (**in bold & numbered**)-cross referenced against PCs
- Assessment method & evidence ref for each RoA filled in using O, S, K, A:
  - O=Observed evidence
  - S=Simulation evidence
  - K= Knowledge evidence
  - A=Alternative evidence

Range category indicated boxes that must be filled in-PKA:

- P=Performance assessment evidence
- K=Knowledge assessment evidence
- A=Alternative assessment evidence

Assessor and Internal Verifier sign off-Candidate competence

Independent assessor sign off as applicable to specific units

Assessor/assessment feedback page for return to candidate

## Assessment Evidence 1

### Apply Gas Safety Measures to Domestic Natural Gas Work Activities

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

#### 1 Survey work area to ensure it is safe for work to commence and is free of damage.

Commentary

Comply with any hazard or warning notice  
Carry out risk assessment of work area.  
Remove all hazards from the work area, where practicable.  
Ensure safety equipment is available and adequate for use.  
Ensure area is well ventilated, where applicable  
Check for damage/defects to existing building  
Inform customer/co-workers of any remaining hazards or damage  
Label, barrier or secure work area, as appropriate

Satisfies

7.1.1  
7.1.2  
7.2.1  
7.2.4  
10.1.1  
10.1.2  
10.1.4

#### 2 Ensure tools, materials & equipment is safe and appropriate for use

Commentary

Tools are appropriate to job requirement  
Materials are appropriate to job requirement  
All equipment is checked and is safe to use  
All calibration or inspection labels are in-date, where appropriate  
Appropriate instructions are available for tools, materials & equipment  
Store tool, material & equipment in line with manufacturers instructions  
Apply COSHH requirements

Satisfies

10.1.5  
7.2.4  
7.2.6  
7.2.8

#### 2° Oral question

Satisfies

What actions would you take if you are not sure whether tools, materials or

7.2.2

equipment are safe to use?

|





ROA 1

3 **Check input / output services**

Commentary

Check the following, in the work areas:-

Room type

Room volume

Ventilation

Clearances

Mounting surfaces

Check/test flue system throughout its length (flue flow test)

Check gas supply is adequate.

Ensure the gas supply pipework is free from damage and is installed appropriately

Satisfies

10.1.3

10.1.6

Range categories

Plastic Vent

Room sealed flue

Open flue

Brick Chimney flue

Terracotta vent

4 **Test supply in accordance with industry practices.**

Commentary

Ensure supply is suitably capped and free from damage

Test existing supply (cooker lids open)

locate leaks, where appropriate

Repair leaks as appropriate.

Satisfies

10.2.5

5 **Break into existing supply and extend to appliance installation position. working in a safe/methodical manner**

Commentary

Lay out dust sheet

Remove and decommission meter

Use Temporary Continuity Bond when breaking into supply

Extend supply using appropriate materials and practices.

Secure supply with appropriate number, type and spaced clips.

Terminate supply using appropriate materials

Terminate supply in appropriate location.

Satisfies

7.2.3

7.2.5

7.2.7

10.2.1

10.2.2

10.2.3

Keep customer/co-worker informed on progress

|

ROA 1

Range categories

Threaded

Capillary

Compression

6 **Position and fix component/appliance to comply with manufacturers, working practices and customer requirements**

Commentary

Connect appliance via the appropriate flexible connection.  
Re-connect meter (eg. Cooker)

Satisfies

10.2.4

7 **Confirm the integrity of the installed system using soundness testing procedures then charge the system.**

Commentary

Test installation for gas tightness  
Purge installation of air.

Satisfies

10.2.5

Range categories

Low pressure test

Medium pressure test

8 **Carry out pre-commissioning checks on appliance and system.**

Commentary

Visually examine the installation for defects.  
Ensure the appliance is secure and level  
Check/set meter governor  
Ensure the Manufacturers Instructions are available.  
Check other appliances in the work area

Satisfies

10.3.1

10.3.2

10.4.1

8° **Oral question**

What is the procedure for arranging the re-sealing of meter governor?

ROA 1

9 **Commission appliance and system**

Commentary

- Carry out system/appliance working pressure test.
- Check Appliance ignition
- Check burner flame picture/flame stability
- Check appliance operating pressure.
- Check appliance gas rate via meter dial
- Check flue performance/spillage
- Check operation of safety controls

Satisfies

10.4.2

Range categories

**Open flue**

**Room sealed flue**

**Brick Chimney  
flue**

**Incomplete  
combustion**

**Complete  
Combustion**

9° **Oral question**

What actions would you take if the appliance or installation could not be commissioned?

Satisfies

10.2.6

10 **Diagnose faults on gas controls**

Commentary

- Check, rectify and adjust as appropriate, faults on:
- Thermostats
- Flame supervision devices
- Atmosphere sensing devices
- Safety shut-off valves
- Gas valves
- Regulators

Satisfies

10.4.3

10.4.5

Range categories

**Working**

**Defective**

ROA 1

11 **Take precautionary actions to prevent the unauthorised use of unsafe systems or components**

Commentary

Implement industry "unsafe installations procedure"  
Identify the appropriate warning labels  
Identify the appropriate documentation  
Isolate or disconnect and label appliance as required.

Satisfies

10.4.4

Range categories

ID

AR

NCS

ID = Immediately dangerous    AR = At risk    NCS = Not to current standard

12 **Appliance is handed over to the user and it's safe operation explained.**

Commentary

Explanation of all user controls  
Handing over Manufacturers Instructions  
Complete documentation

Satisfies

10.4.6

ROA 1

## **Apply Gas Safety Measures to Domestic Natural Gas Work Activities**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

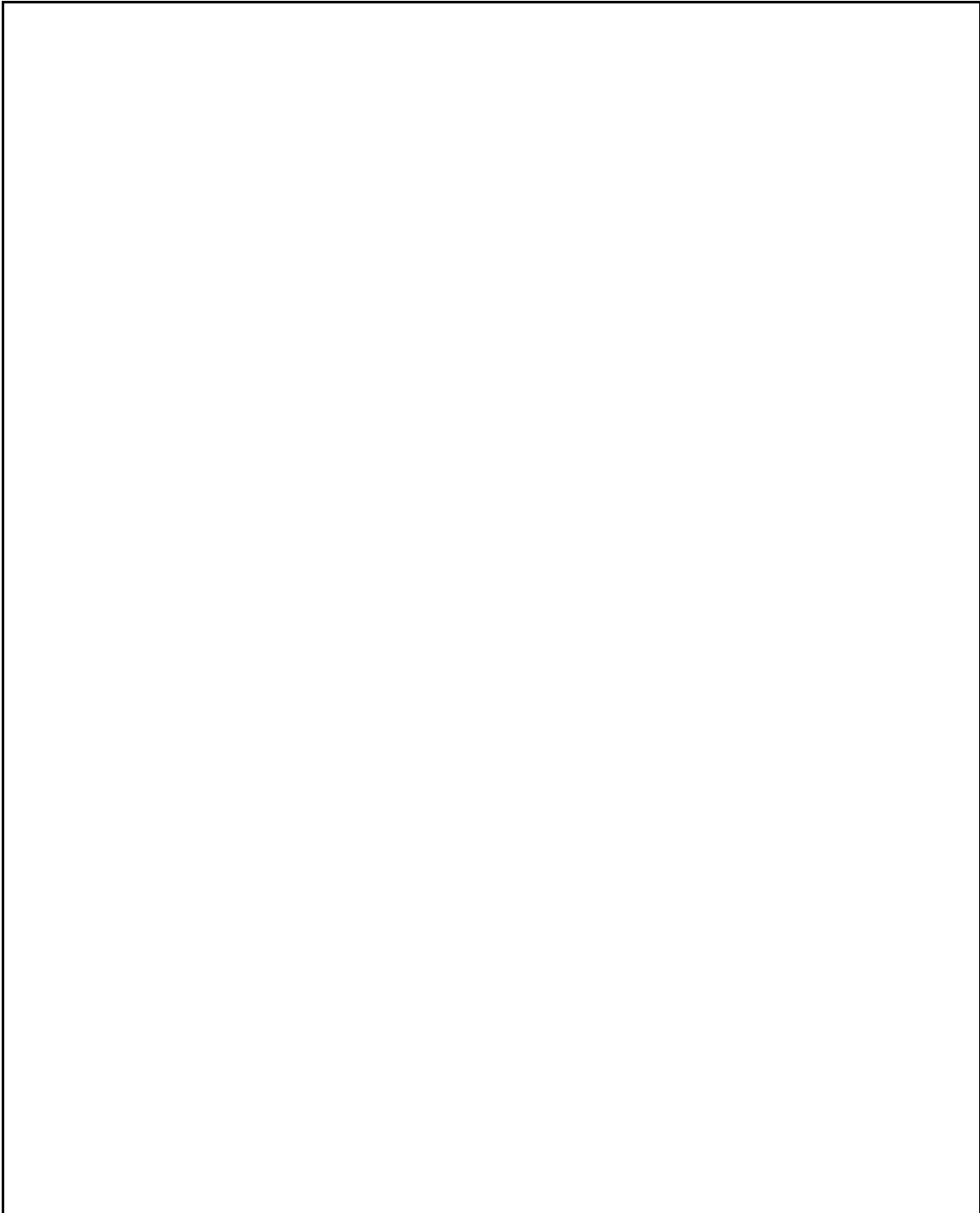
Date

Verifier's Name

Date

ROA1

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date

## Record of Assessment Evidence 2

### Install, Exchange and Commission Domestic Warm Air Heaters -Level 2

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

1 **Information is passed on to the customer and or co/contractors in a manor which develops and maintains goodwill**

Commentary

Identify other persons essential to the development of effective working relationships

Use ID card to identify self

Information is accurate and understood by others

Address other professionally with respect and courtesy

Address others professionally with respect and courtesy

Satisfies

8.1.1

8.1.2

8.1.3

8.1.4

5.2.2

Range categories

Private customer

Co-contractor

2 **Ensure that safety provisions within the immediate work location conform to the requirements of health and safety legislation**

Commentary

Remove hazards from work area as appropriate

Ensure safe access and egress to work location

Survey the work area to ensure it is safe to commence work

Identify hazardous substances and take appropriate action

Take appropriate steps to comply with identified risk assessments

Carry out site specific risk assessment where necessary

Satisfies

4.1.1

ROA 2

- 3 **Ensure that access provision to and from the immediate work location complies with health and safety requirements for the safe movement of the work force, members of the public and materials**

Commentary

Identify work location as required and communicate to customer, co-workers or site visitors  
Ensure workplace is kept free from obstructions  
Ensure access equipment is fit for intend purpose tested, and of a standard  
Ensure access equipment is used in accordance with Health & Safety requirements

Satisfies

4.1.2

- 4 **Report and pre -installation damage or defects to existing building features to the job supervisor, line manager**

Commentary

Survey work and identify and damage or defects to the fabric of the building or the area surrounding the work location  
Report any damage to customer, co-contractor and line manager, as appropriate  
Gain agreement that damage or defect existed prior to the work commencing  
Check existing ventilation and flue systems as required  
Compartment construction/ventilation

Satisfies

4.1.3

5.1.4

Range categories

**Compartment  
installation**

**Freestanding**

- 5 **Protect customer property and the building fabric against possible damage being caused during the installation process**

Commentary

Remove easily damaged items from the work location and surrounding area  
Use dust sheets as appropriate  
Use other protective equipment, as appropriate e.g. flame retardant soldering mat  
Check for other services including ducts, pipes and cables

Satisfies

4.1.4



ROA 2

6 **Check that input services to the system components are suited to their intended purpose**

Commentary

Satisfies

Ensure gas service is charged (live) and available for use  
 Ensure gas service is free of damage and defects and of required standard  
 Check that gas supply is of sufficient size and volume  
 Check the location for the installation activities meets the specified industry requirement  
 Check suitability of electric supply

|       |                          |
|-------|--------------------------|
| 4.1.5 | <input type="checkbox"/> |
| 5.1.2 |                          |
|       |                          |
|       |                          |
|       |                          |

Range categories

|                          |                          |
|--------------------------|--------------------------|
| <b>Gas</b>               | <b>Electric</b>          |
| <input type="checkbox"/> | <input type="checkbox"/> |

7 **Confirm that the customer has job information on all key aspects of the installation process**

Commentary

Satisfies

Instruct customer on the planned progress of the work  
 Gain commitment that the stated job information meets the customers specifications  
 Amend job specification in line with customer's specification, manufacturer's instructions and industry requirements as necessary

|       |                          |
|-------|--------------------------|
| 4.1.6 | <input type="checkbox"/> |
| 5.1.1 |                          |
| 5.2.1 |                          |

8 **Confirm that all materials, tools and equipment necessary for the installation process will be made available as required**

Commentary

Satisfies

Check materials & equipment are available and to specification prior to commencement  
 Check all tools required are available  
 Order materials, tools and equipment - sufficient to ensure job is completed

|       |                          |
|-------|--------------------------|
| 4.1.7 | <input type="checkbox"/> |
|-------|--------------------------|

ROA 2

9 **Arrange a safe storage for materials, tools and equipment which meet industry requirements**

Commentary

Satisfies

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

4.1.8

10 **Carry out preparatory work to meet the installation requirements of systems and components**

Commentary

Satisfies

Prepare work location in line with industry requirements

4.1.9

Assemble equipment, as required in line with manufacturers instructions and company procedures

4.2.2

Mark fixing and connection locations, as required

Test for soundness/isolate supply

The appliance assembly is complete and is fit for use and purpose

The existing heater is disconnected and removed

11 **Confirm that the materials, tools and equipment required for installation are fit for their intended purpose**

Commentary

Satisfies

Ensure materials comply with industry standard

4.2.1

Check tools fit for purposes, tested as appropriate and used in line with manufacturers instructions

Ensure materials are fit for purposes, approved and of suitable standard

12 **Fix pipework, controls and components whilst minimising damage to customer property and building feature**

Commentary

Satisfies

The replacement heater is positioned in the compartment

The plenum base is sized, located and adapted to fit the replacement appliance

The return air duct is sized, located and adapted to fit the replacement appliance

Carry out installation activities in a methodical manner, to ensure that: pipework, controls and components are securely fixed in-line with industry and manufacturer requirements

4.2.4

4.2.6

4.2.5

Procedural requirements are adhered to

4.2.3

ROA 2 Installation conforms to industry procedure and Statutory Regulations

2

Ensure pipework and controls can be fixed in specified locations to allow for other services, access, Building Regulations

Stated clearances  
 Support requirements  
 Safe and effective operation of controls as necessary  
 Connect to input services as required  
 Appliance is correctly sealed to appropriate flue test

Range categories

|                                     |                          |
|-------------------------------------|--------------------------|
| <b>Compartment<br/>installation</b> | <b>Free Standing</b>     |
| <input type="checkbox"/>            | <input type="checkbox"/> |

13 **Report to the immediate job supervisor, line manager (or customer) circumstances that effect the progress of the installation**

Commentary

Monitor own performance against specified work schedule  
 Communicate possible delays associated with:-  
 - work performance  
 - material, tool & equipment availability  
 - changes to the specification  
 - defects or damage  
 - identified hazards

Satisfies

4.2.7  
 5.2.2

14 **Confirm the integrity of the installed system using soundness testing procedures and ensure the system is charged**

Commentary

Installation is tested and proved to be sound using appropriate procedures  
 Gas supply is completely purged of gas air mixture  
 All purge points are sealed and disturbed joints are proved sound

Satisfies

4.2.8  
 5.1.3  
 5.1.5

15 **Check the correct function of systems and components against performance requirements**

Commentary

The appliance is purged of air  
 Check ignition system operation

Satisfies

5.2.3  
 4.2.5



- ROA 2
- Check flame picture
  - Check appliance operating pressure
  - Check operation of all gas safety controls
  - Check operation of flue system and components including spillage test
  - Check ventilation
  - Balance system

Range categories

|                          |                              |
|--------------------------|------------------------------|
| <b>Gas</b>               | <b>Flues and ventilation</b> |
| <input type="checkbox"/> | <input type="checkbox"/>     |

16 **Take precautionary actions to prevent the unauthorised use of uncommissioned systems and components**

Commentary

Disconnect and label pipework and controls that have not been commissioned  
 Inform user of all non-commissioned pipework and controls  
 Document a report on non-commissioned using appropriate company documentation

Satisfies

4.2.9

Range categories

|                          |                          |
|--------------------------|--------------------------|
| <b>Written report</b>    | <b>Verbal report</b>     |
| <input type="checkbox"/> | <input type="checkbox"/> |

17 **Provide the customer with information necessary to the continuing operation of the system or control**

Commentary

Handover system to user  
 Explain safe operation requirements  
 Maintenance requirements, as appropriate

Satisfies

5.2.5

18 **Adjust system controls to establish system or component performance to design specification**

Commentary

Adjust appliance governor, as applicable  
 Set ranged rated appliance to specified setting

Satisfies

5.2.4

ROA 2

## **Install, Exchange and Commission Domestic Warm Air Heaters**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 2

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date

## Record of Assessment Evidence 3

### Decommission Meter

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

- 1 **Liase with other persons at appropriate points within the decommissioning process to minimise disturbance to work routines**

Commentary

Discuss and agree job details with customer  
Monitor own performance against specified work schedule  
Communicate possible delays associated with:-  
    Work performance  
    Material, tools and equipment availability  
    Changes to the specification  
Defects or damage

Satisfies

5.3.1

Range categories

Work specification  
written

Customer instructions

- 2 **Check that conditions within the system will permit safe de -commissioning**

Commentary

Ensure all isolation valves are positioned to allow decommissioning  
Continuity bonds are fitted where appropriate  
Ensure adequate ventilation  
Check safety equipment

Satisfies

5.3.2

ROA 3

3 **De-commission systems or components using tests and procedures, which comply with industry requirements**

Commentary

Vent system of gas  
Check equipotential cross bonding  
Check that de-commissioning is complete visually, as appropriate  
Confirm that de-commissioning is complete utilising appropriate test methods  
Dismantle pipework & meter as appropriate

Satisfies

5.3.3

Range categories

**Domestic meter**

**Dismantling**

**Gas pipework**

4 **Take precautionary actions to ensure that de-commissioned systems or components do not prove a safety hazard**

Commentary

Advisory notices and warning labels are used as appropriate  
Seal de-commissioning outlets as necessary  
Purge/seal meter, store in safe ventilated area  
Seal service entry / emergency control valve as applicable  
Test service for leakage  
Complete documentation including meter details and serial numbers

Satisfies

5.3.4

Range categories

**Input services  
isolation/soundness  
checks**

**Record data**

**Sealing**

**Statutory regulation  
labels and notices**

**System test equipment**



## ROA 3 **Decommission Meter**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 3

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date

**Record of Assessment Evidence 4**

**Decommission Gas Central Heating**

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

**1 Liaise with other persons at appropriate points within the decommissioning process to minimise disturbance to work routines**

Commentary

Discuss and agree job details with customer  
Monitor own performance against specified work schedule  
Communicate possible delays associated with:-  
    Work performance  
    Material, tools and equipment availability  
    Changes to the specification  
Defects or damage

Satisfies

5.3.1

Range categories

**Work specification  
written**

**Customer instructions**

ROA 4

2 **Check that conditions within the system will permit safe de-commissioning**

Commentary

Isolate gas, water and electricity  
Ensure all isolation valves are positioned to allow decommissioning  
Continuity bonds are fitted where appropriate  
Ensure adequate ventilation  
Ensure water will drain off to appropriate drain  
Ensure hose connection is secure to ensure no leakage

Satisfies

5.3.2.

Range categories

**Gas supply**

**Water**

**Electricity**

3 **De-commission systems or components using tests and procedures, which comply with industry requirements**

Commentary

Drain water system  
Vent system of gas  
Check equipotential cross bonding  
Check that de-commissioning is complete visually, as appropriate  
Confirm that de-commissioning is complete utilising appropriate test methods  
Dismantle pipework and meter as appropriate  
Remove fuse and trailing cables  
Disconnect flue system  
Dismantle appliance as required

Satisfies

5.3.3

Range categories

**Gas supply**

**Water**

**Electrical**

ROA 4

4 **Take precautionary actions to ensure that de-commissioned systems or components do not prove a safety hazard**

Commentary

Advisory notices and warning labels are used as appropriate  
Seal de-commissioning outlets as necessary  
Seal gas supply  
Test service for leakage  
Complete documentation including meter details and serial numbers  
Seal or remove the flue system as appropriate

Satisfies

5.3.4

Range categories

**Input services  
isolation/gas tightness  
checks**

**System test equipment**

**Sealing**

**Statutory regulation  
labels and notices**

**ROA 4**  
**Decommission Gas Central Heating**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

**Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 4

**Assessment feedback**

[Empty box for assessment feedback]

Candidate's Signature and Date

Assessor's Signature and Date



## Record of Assessment Evidence 5

### Fault Rectification in Central Heating Systems and Components

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

1 **Locate faults in systems and components using procedures that comply with industry requirements**

Commentary

Enquiries about performance deficiencies in system and/or components are made

Diagnostic techniques are used to determine the correct operation of controls i.e. faulty overheat thermostat, boiler thermostat etc

Diagnostic techniques are used to determine the correct operation of the system i.e. excessive dead legs, incorrectly balanced system etc

Use manufacturers algorithms to locate system and appliance faults

Satisfies

6.3.1

Range categories

**Thermostat**

**Overheat stat**

**Room stat**

**Deadlegs**

**Balancing**

**Motorised valves**

ROA 5

2 **Liase with other persons to agree fault rectification procedures, which will minimise disruption to work routines**

Commentary

Contact manufacturers technical help to aid fault diagnosis  
Liase with co-contracts or supervisor to aid fault diagnosis  
If replacements controls must be ordered a report of defects is given to the customer or authorised person

Satisfies

6.3.2

Range categories

In writing

Verbally

3 **Rectify faults in system to restore the system or component to performance specification**

Commentary

Repair faults as necessary  
Check systems/components  
Reset system controls

Satisfies

6.3.3

4 **Isolate system/appliance where fault cannot be rectified, as appropriate**

Commentary

Turns off the gas and, where appropriate, caps the supply  
Isolate electric supply and remove fuse  
Make appliance and system 'safe' if repair cannot be made  
Drain water from system, where appropriate.

Satisfies

6.3.4

5 **Appliance/System is handed back to the user and its safe operation explained**

Commentary

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

Satisfies

6.2.3

## ROA 5

### **Fault Rectification in Central Heating Systems and Components**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

#### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 5

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date

# Record of Assessment Evidence 6

## Fault Rectification in Domestic Cooking Appliances

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

1 **Locate faults in systems and components using procedures that comply with industry requirements**

Commentary

Enquiries about performance deficiencies in system and/or components are made  
Diagnostic techniques are used to determine the correct operation of controls i.e. blocked bypass on oven thermostat  
Use manufactures algorithms to locate appliance faults.  
Defective controls are repaired or replaced as appropriate.

Satisfies

6.3.1

Range categories

FSD

Control tap

Ignition device

Door seal

Oven stat

ROA 6

2 **Liase with other persons to agree fault rectification procedures, which will minimise disruption to work routines**

Commentary

Contact manufacturers technical help lines to aid fault diagnosis  
Liase with co-contracts or supervisor to aid fault diagnosis  
If replacements controls must be ordered a report of defects is given to the customer or authorised person

Satisfies

6.3.2

Range categories

In writing

Verbally

3 **Rectify faults in system to restore the system or component to performance specification**

Commentary

Repair faults as necessary  
Check systems/components operates to manufacturer's specification

Satisfies

6.3.3

4 **Isolate system/appliance , as appropriate**

Commentary

Turns off the gas and, where appropriate, caps the supply  
Make appliance and system 'safe' if repair cannot be made  
Isolate electricity supply and remove fuse

Satisfies

6.3.4

5 **Appliance/System is handed back to the user and its safe operation explained**

Commentary

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

Satisfies

6.2.3

## ROA 6

### **Fault Rectification in Domestic Cooking Appliances**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

#### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 6

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date



# Record of Assessment Evidence 7

## Fault Rectification on Domestic Space Heating Appliances

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

### 1 Locate faults in systems and components using procedures that comply with industry requirements

Commentary

Enquiries about performance deficiencies in system and/or components are made  
Diagnostic techniques are used to determine the correct operation of controls  
Use manufactures algorithms to locate appliance faults.

Satisfies

6.3.1

Range categories

ASD

Control tap

FSD

Ignition device

### 2 Liase with other persons to agree fault rectification procedures, which will minimise disruption to work routines

Commentary

Contact manufacturers technical help line to aid fault diagnosis  
Liase with co-contracts or supervisor to aid fault diagnosis  
If replacements controls must be ordered a report of defects is given to the customer or authorised person

Satisfies

6.3.2

Range categories

Report Methods

In writing

Verbally

ROA 7

3 **Rectify faults in system to restore the system or component to performance specification**

Commentary

Repair faults as necessary  
Check systems/components

Satisfies

6.3.3

4 **Isolate system/appliance, as appropriate**

Commentary

Turns off the gas and, where appropriate, caps the supply  
Isolate electric and remove fuse, where applicable  
Make appliance and system 'safe' if repair cannot be made

Satisfies

6.3.4

5 **Appliance/System is handed back to the user and its safe operation explained**

Commentary

Check users understanding of appliance/system controls  
Explanation of all controls, as required  
Hand back manufacturers instructions  
Complete documentation

Satisfies

6.2.3

ROA 7

## **Fault Rectification on Domestic Space Heating Appliances**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

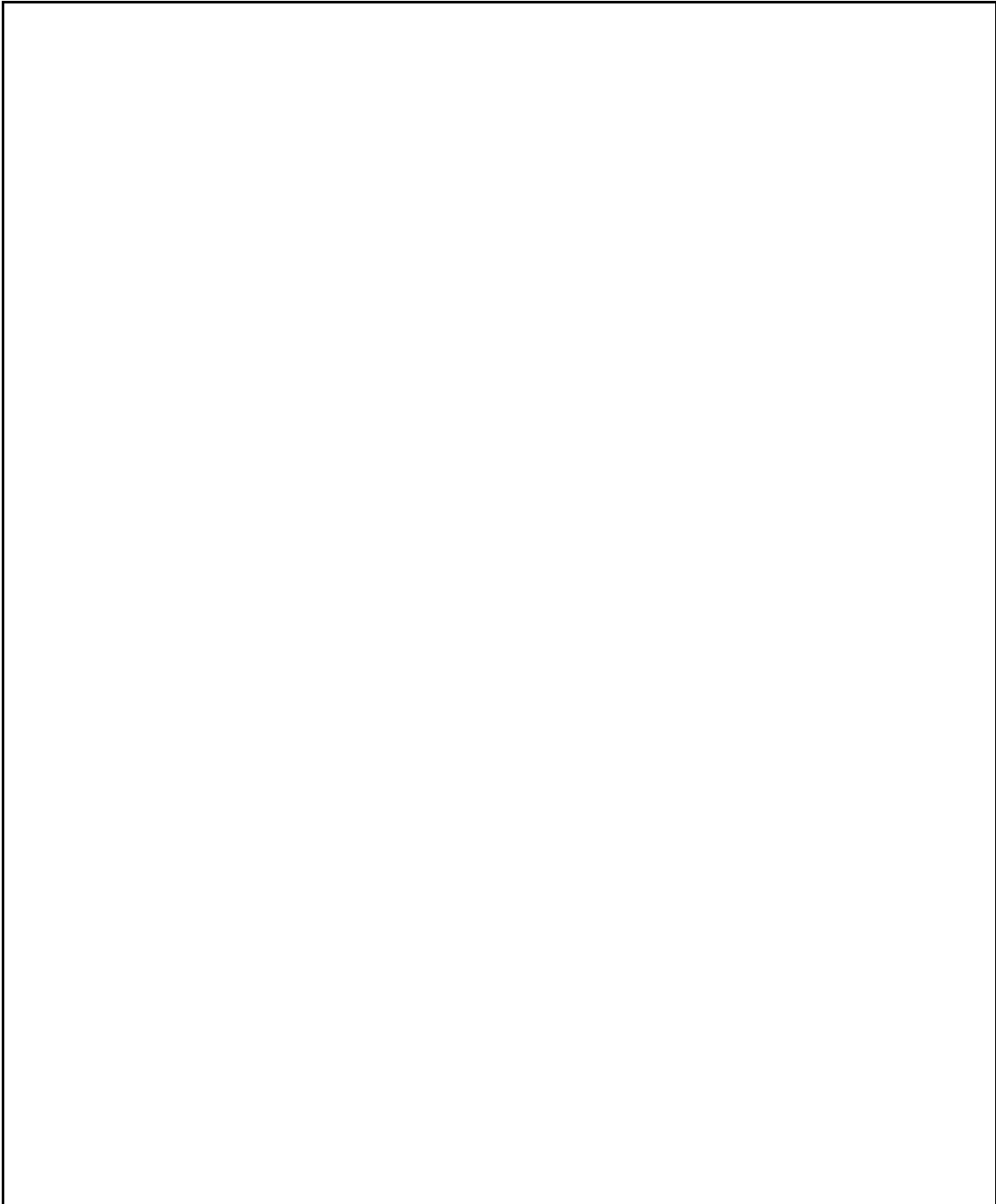
Date

Verifier's Name

Date

ROA 7

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date

## Record of Assessment Evidence 8

### Fault Rectification in Domestic Warm Air Units - Level 2

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

1 **Locate faults in systems and components using procedures that comply with industry requirements**

Commentary

Enquiries about performance deficiencies in system and/or components are made i.e. visual inspection is carried out to identify damage spillage etc  
Diagnostic techniques are used to determine the correct operation of controls  
Diagnostic techniques are used to determine the correct operation of system  
Use manufactures algorithms to locate appliance faults.

Satisfies

6.3.1

Range categories

Fan stat

Limit stat

FSD

Fan

Plenum base

Return air duct

2 **Liase with other persons to agree fault rectification procedures, which will minimise disruption to work routines**

Commentary

Contact manufacturers technical help lines to aid fault diagnosis  
Liase with co-contracts or supervisor to aid fault diagnosis  
If replacements controls must be ordered a report of defects is given to the customer or authorised person

Satisfies

6.3.2

ROA 8

Range categories

In writing

Verbally

3 **Rectify faults in system to restore the system or component to performance specification**

Commentary

Repair faults as necessary  
Check system/components operates to manufacturers specification

Satisfies

6.3.3

4 **Isolate system/appliance, as appropriate**

Commentary

Turns off the gas and, where appropriate, caps the supply  
Isolate electric supply and remove fuse  
Make appliance and system 'safe' if repair cannot be made

Satisfies

6.3.4

5 **Appliance/System is handed back to the user and its safe operation explained**

Commentary

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

Satisfies

6.2.3

ROA 8

**Fault Rectification in Domestic Warm Air Units - Level 2**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

**Assessment 1**

Assessor's Name

Assessor's Number

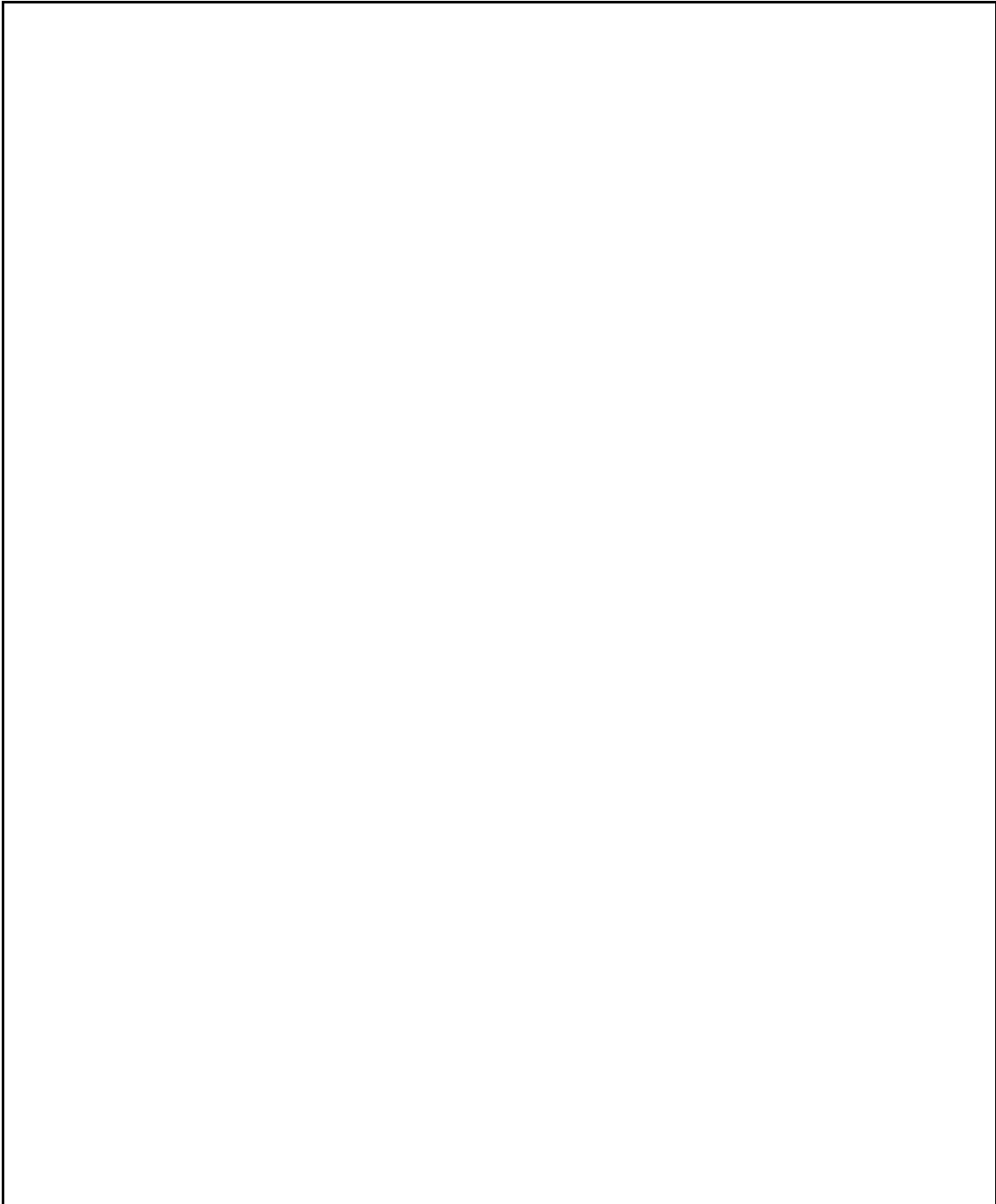
Date

Verifier's Name

Date

ROA 8

**Assessment feedback**

A large, empty rectangular box with a thin black border, intended for providing assessment feedback. It occupies the central portion of the page.

Candidate's Signature and Date

Assessor's Signature and Date



## Record of Assessment Evidence 9

### Install and Commission a Domestic Gas Meter - Level 2

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

**1 Information is passed on to the customer and or co-contractors in a manner which develops and maintains goodwill**

Commentary

Satisfies

Identify other persons essential to the development of effective working relationships

8.1.1

8.1.2

Use I.D. card to identify self

8.1.3

Information is accurate and understood by others

8.1.4

Address others professionally with respect and courtesy

5.2.2

**2 Ensure that safety provisions within the immediate work location conform to the requirements of health and safety legislation**

Commentary

Satisfies

Remove hazards from work area as appropriate

4.1.1

Ensure safe access and egress to work location

Survey the work area to ensure it is safe to commence work

Identify hazardous substances and take appropriate action

Take appropriate steps to comply with identified risk assessments

**3 Ensure that access provision to and from the immediate work location complies with health and safety requirements for the safe movement of the work force, members of the public and materials**

Commentary

Satisfies

Identify work location as required and communicate to customer, co-workers or site visitors.

4.1.2

Ensure workplace is kept free from obstructions

Ensure access equipment is fit for intend purpose, tested, and of a standard

Ensure access equipment is used in accordance with Health & Safety requirements

ROA 9

4 **Report any pre -installation damage or defects to existing building features to the job supervisor, line manager**

Commentary

Survey work area and identify any damage or defects to the fabric of the building or the area surrounding the work location

Report any damage to customer, co-contractor and line manager, as appropriate

Gain agreement that damage or defect existed prior to the work commencing

Satisfies

4.1.3

5 **Protect customers property and the building fabric against possible damage being caused during the installation process**

Commentary

Remove easily damaged items from the work location and surrounding area

Use dust sheets as appropriate

Use other protective equipment, as appropriate e.g.: flame retardant soldering mat

Satisfies

4.1.4

6 **Check that input services to the system components are suited to their intended purpose**

Commentary

Ensure gas service is charged (live) and available for use

Ensure gas service is free of damage and defects and of required standard

Check that gas supply is of sufficient size and volume

Check the location for the installation activities meets the specified industry requirement

Check for other services including ducts, pipes and cables

Check for signs of tampering and take appropriate actions

Satisfies

4.1.5

5.1.2

7 **Confirm that the customer has job information on all key aspects of the installation process**

Commentary

Instruct customer on the planned progress of the work

Gain commitment that the stated job information meets the customers specifications

Amend job specification in line with customer's specification, manufacturers instructions, and industry requirements as necessary.

Satisfies

4.1.6

5.1.1

5.2.1

ROA 9

8 **Confirm that all materials, tools and equipment necessary for the installation process will be made available as required**

Commentary

Check materials & equipment are available, and to specification prior to commencement  
Check all tools required are available  
Order materials, tools and equipment (sufficient to ensure job is completed)

Satisfies

4.1.7

9 **Arrange a safe storage for materials, tools and equipment which meet industry requirements**

Commentary

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

Satisfies

4.1.8

10 **Carry out preparatory work to meet the installation requirements of systems and components**

Commentary

Prepare work location in line with industry requirements  
Assemble equipment, as required in line with manufacturers instructions and company procedures  
Mark fixing and connection locations, as required

Satisfies

4.1.9

11 **Confirm that the materials, tools and equipment required for the installation are fit for their intended purpose**

Commentary

Ensure materials comply with industry standards  
Check tools are fit for purpose, tested as appropriate and used in line with manufacturers instructions  
Ensure materials are fit for purpose, approved and of suitable standard

Satisfies

4.2.1

ROA 9

12 **Fabricate system components using work methods that conform to industry requirements**

Commentary

Assemble equipment in line with manufacturers instructions, Gas Safety Regulations and industry requirements  
Pre-assemble pipe & components as required  
Extend supply using appropriate pipe work and fittings  
Pipe work is located accurately & supported securely using approved fixtures

Satisfies

4.2.2

13 **Position system components to conform to the system design requirement**

Commentary

Ensure components can be fixed in specified locations to allow for other services, access, building regulations  
Stated clearances  
Adequate ventilation as applicable  
Compliance with manufacturers instructions and industry requirements  
The safe and effective operation of that component  
Check equipotential bonding

Satisfies

4.2.3

14 **Fix system components using methods that conform to industry requirements**

Commentary

Carry out supplementary installation activities in a methodical manner, to ensure that: components are securely fixed in-line with manufacturers and industry requirements components are level, as applicable statutory and procedural requirements are adhered to

All relevant meter information is recorded e.g. meter index and number  
The meter is correctly positioned & connected to inlet & outlet connections

The meter bar / shelf / box are securely supported and checked for level  
Installation conforms to industry procedures and Gas Safety Regulations  
The meter control valve falls to off position

Satisfies

4.2.4

Range categories

**Meter bar/shelf**

**Surface meter box**

**Inset meter box**

ROA 9

15 **Connect system components to systems and input services using methods that meet industry requirements**

Commentary

Connect to input services (equipotential bonding) as necessary  
Connect to gas supply as necessary  
Correct/use appropriate safety equipment

Satisfies

4.2.5

Range categories

**Temporary continuity  
bonding**

**Equipotential bonding**

16 **Carry out the installation processes minimising damage to customer property and building features**

Commentary

Use methodical working methods to install pipework & meter  
Use safe working practices to install pipework & meter  
Use techniques that comply with statutory and procedural requirements

Satisfies

4.2.6

Range categories

**Capillary**

**Union**

**Screwed**

**Up to 6m<sup>3</sup>/hr**

17 **Report to the immediate job supervisor, line manager (or customer) circumstances that effect the progress of the installation**

Commentary

Monitor own performance against specified work schedule  
Communicate possible delays associated with:-  
work performance  
materials, tools & equipment availability  
changes to the specification  
defects or damage  
identified hazards  
Commissioning

Satisfies

4.2.7

5.2.2

ROA 9

18 **Carry out pre-commissioning tests and checks in accordance with industry requirements**

Commentary

visually check for system leaks  
calculate purge volume  
remove sources of ignition  
inform customer

Satisfies

5.1.4

19 **Confirm the integrity of the installed system using gas tightness testing procedures**

Commentary

Installation is tested and proved to be sound using appropriate company procedures i.e. for new or existing installations  
Installation & meter is completely purged of gas/air mixture & vented to atmosphere  
All purge points are sealed and disturbed joints are proved sound  
Gas soundness test

Satisfies

4.2.8

5.1.3

5.1.5

Range categories

**New**

**Existing**

20 **Check and adjust system components to meet performance requirements**

Commentary

Check gas service isolation valve  
Check system working pressure  
Reseal governor

Satisfies

5.1.5

5.2.3

5.2.4

21 **Take precautionary actions to prevent the unauthorised use of uncommissioned systems and components**

Commentary

Disconnect and label components that are not to be/have not been commissioned  
Inform user of all non-commissioned components  
Document a report on non-commissioned components using appropriate company documentation

Satisfies

4.2.9

Range categories

**Warning labels and notices**

**Identification tapes**

ROA 9

22 **Provide customer with information necessary to the continued operation of the system or components**

Commentary

Explain the safe use of meter and control  
Explain any notices and labels  
Meter readings

Satisfies

5.2.5

ROA 9

## **Install and Commission a Domestic Gas Meter - Level 2**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date



ROA 9

**Assessment feedback**

Candidate's Signature and Date

Assessor's Signature and Date



**Record of Assessment Evidence 10**  
**Commercial Unit for Emergency Service Operations**  
**Unit 13**

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

**1 Confirm that the customer has the job information on all key aspects of the installation process**

Commentary

Confirm work to be carried out  
 Explain to authorised engineer/person job details  
 Use ID card to identify self (where applicable)  
 Uses courteous, respectful and professional manner

Satisfies

13.1.1  
 14.1.6

Range categories

Customer

Authorised person

**2 Check that input services to the system components are suited to their intended purpose**

Commentary

Established location for installation(s)  
 Assess location(s) for suitability  
 Identifies whether the inlet service pipe is of the correct diameter/ capacity to supply the installation  
 Visual inspection of service pipe to check for damage and/or signs of corrosion.  
 Check to see if service pipe is live

Satisfies

13.1.2  
 14.1.5

ROA 10

3 **Confirm that the system or component installation complies with industry requirement**

Commentary

Satisfies

Confirm that the meter is of the correct type for the installation

13.1.3

Confirm gas tightness of flange

Measure the whole installation

Calculate the volume using pipe volume tables

Meter volume is added to the pipe volume

Range categories

Up to 40m<sup>3</sup>/hr

Up to 150mm flanged  
pipework

4 **Ensure that safety provisions within the immediate work location conform to the requirements of health & safety legislation**

Commentary

Satisfies

Complies with identified risk assessment

13.1.4

Survey the work area to ensure it is safe to commence work

14.1.1

Identify and remove hazards from work area as appropriate

14.1.2

Identify hazardous substances and take appropriate action

5 **Take the precautionary actions during work activities to ensure the safety of the customers property**

Commentary

Satisfies

Remove where practicable anything from the work area that could potentially be damaged

13.1.5

14.1.3

Dust sheets are used where necessary

14.1.4

Access and egress routes are clear prior to and during work

14.1.8

Damage to property is identified, reported & appropriate measures taken to minimise further damage

14.2.6

ROA 10

6 **Confirm that all materials, tools & equipment necessary for the installation process will be available as required**

Commentary

Ensure all materials that are required are available, including bolts, washers, rubber seals, meter kits  
Ensure that all tools required for the job are available prior to commencement

Satisfies

13.1.6  
14.1.7

Range categories

Up to 40m<sup>3</sup>/hr

Flanged pipework

7 **Confirm that the materials, tools and equipment required for the installation process are fit for their intended purpose**

Commentary

Ensure that all materials, tools & equipment are of good condition & suitable for the work intended  
Check tools for defects and are used for the correct purpose  
Check electrical tools, equipment for inspection dates  
Check gauges for fluid  
Ensure correct pressure gauge is used  
Check that tools are of the correct size and ratings

Satisfies

13.1.7  
14.2.1

8 **Where non-specified materials are used, these are of the required type and quantity and are fit for the intended purpose**

Commentary

Check that sufficient number of gaskets are available  
Check that the gaskets are of the correct size  
Check that the gaskets are of the correct material  
Check that the correct joining paste is available for threaded joints  
Check with manufacturers instructions for any gasket sealant that may be required

Satisfies

13.1.8

Range categories

Flanged pipework

Screwed pipework

ROA 10

9 **Carry out preparatory work to meet the installation requirements of systems and components**

Commentary

Satisfies

Mark fixing and connection locations as required  
Ensure that emergency control valve on input service is operable and is of good condition  
Visually inspect existing installation for flaws, defects or damage  
Assemble appropriate equipment as required  
Test existing installation for soundness  
Repair leaks as appropriate  
Where identified leaks cannot be rectified, installation/appliance/s are made safe  
Inspect and test flue system, as applicable i.e. visually and smoke test

13.2.1

14.1.9

Range categories

**Leaking installation**

**Commercial Flue**

10 **Use tools and equipment in a manner, which complies with health & safety requirements**

Commentary

Satisfies

Employs kinetic lifting techniques and approved lifting aids  
Uses and wears appropriate personal protective equipment  
Uses tools and equipment only as prescribed by the manufacturer.  
Access equipment for working at heights is used (as applicable)  
Tools, materials, parts and equipment are used and stored safely in accordance with company, manufacturers and suppliers recommendations

13.2.2

Range categories

**Domestic handtools**

**Non-domestic handtools**

ROA 10

11 **Fabricate system components using work methods that conform to industry requirements**

Commentary

Assemble fittings/meter in-line with regulations  
Extend inlet service pipe if required  
Extend outlet pipe work if required  
Assemble components including gaskets, washers etc

Satisfies

13.2.3  
14.2.2

Range categories

Up to 40m<sup>3</sup>/hr

Pipework

12 **Position system components to conform to the system design requirement**

Commentary

Ensure components can be fixed in specified locations to allow for:-  
Stated clearances  
Ventilation as applicable  
Connection to input services  
Compliance with manufacturers instructions and industry requirements  
The safe and effective operation of that component

Satisfies

13.2.4  
14.2.3  
14.2.5

Range categories

Commercial appliance  
Ventilation

Pipework

Up to 40m<sup>3</sup>/hr

13 **Fix system components using methods that conform to industry requirements.**

Commentary

Carry out any additional work that may be required, to ensure that:-  
All work is securely fixed  
All visible work to pipe work or components is level  
All regulations are met  
Only approved connection materials used  
All connection comply with relevant regulations or codes of practice

Satisfies

13.2.5  
14.2.4

Range categories

Up to 40m<sup>3</sup>/hr

Pipework

ROA 10

14 **Material, tools and equipment are assembled, positioned and secured safely and in logical order, in accordance with specification and manufacturers instructions**

Commentary

Pipework is assembled to manufacturers instructions and codes of practice  
Pipework and controls are suitably supported and in correct configuration  
Adequate clearances are left for removal and maintenance of equipment and controls  
Equipotential bonding conforms to regulations

Satisfies

13.2.6

Range categories

Up to 40m<sup>3</sup>/hr

Pipework

15 **Wastage of time and materials is kept to a minimum consistent with the requirements of the installation process**

Commentary

The work carried out in logical order  
Materials and equipment is at hand when required  
Materials and fittings are used to a minimum, wastage is minimised  
Monitor own performance against work schedule and communicate delays to immediate job supervisor/ line manager and customer

Satisfies

13.2.7

14.2.7

16 **Confirm the integrity of the installed system using soundness testing procedures**

Commentary

Visually inspect the installation for obvious signs of defects or potential sources of leaks i.e. loose bolts, open ends etc are tightened or capped as appropriate.

All appliances must be isolated

Determine test pressure and duration

Gas tightness (Soundness) test the installation to codes of practice/procedures with all section valves open.

Use leak detection fluid at test point, to eliminate as a possible source of leakage or gas detector for all joints

Test inlet service pipe with leak detection fluid

Check valve for let-by

Depressurise system

Satisfies

13.3.1

14.2.8

ROA 10

Range categories

Test with air

Test with gas

Test to max  
operating pressure

16A **Knowledge Question**

**The candidate should have knowledge of any section where there is no access isolate - without reliance on the use of valves - e.g. spading off and tested separately as new with respect to test periods and leakage rates at maximum operating pressure**

17 **Carry out pre-commissioning test and checks in accordance with industry requirements**

Commentary

Check existing ventilation provision is adequate  
Calculate appliance ventilation requirements (refer to manufacturers instructions wherever possible)  
Calculate full system requirements  
Upgrade existing ventilation provision to meet full system requirement, where applicable  
Check continuity of the flue system, where applicable

Satisfies

13.3.2

Range categories

Commercial  
Ventilation

Commercial flue

18 **Check that the system cleanliness additives and charging comply with industry requirements**

Commentary

Purge the gas supply in line with procedures  
Check system working pressure  
All safety procedures, equipment and tools are utilised and checked

Satisfies

13.3.3

19 **Check the correct function of systems and components against performance requirements**

Commentary

Check correct function of:-  
Ignition system operation  
Appliance operating pressure  
Operation of all gas safety controls  
Thermostats  
Flame supervision devices  
Atmosphere sensing devices  
Safety shut off valve  
Gas valves  
Check operation of flue system and components

Satisfies

13.3.4



ROA 10

Range categories

Commercial controls

Commercial appliance

- 20 **Adjust system controls to establish system or component performance to meet design specification**

Commentary

Adjust appliance governor, as applicable  
Set range rated appliance to specified setting

Satisfies

13.3.5

Range categories

Commercial controls

Commercial appliance

- 21 **The system is operated for a specific period to confirm that its performance meets design specification**

Commentary

Ensure that the meter is registering correctly  
Check working pressure

Satisfies

13.3.6

Range categories

Up to 40m<sup>3</sup>/hr

Commercial appliance

- 22 **Take precautionary actions to prevent the unauthorised use of uncommissioned systems and components**

Commentary

Disconnect and label components that are not to be/ have not been commissioned  
Inform user of all non-commissioned components  
Document a report on non-commissioned components  
Check seals e.g. governor by-pass

Satisfies

13.3.7

- 23 **Relevant documents are complete, accurate and legible then returned to the appropriate place on completion**

Commentary

Complete job cards including meter details  
Complete daily work sheet, as necessary  
Complete Gas tightness (soundness) certificate

Satisfies

13.3.8

ROA 10

**Commercial Unit for Emergency Service Operations**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

**Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 10

**Assessment feedback**

[Empty rectangular box for assessment feedback]

Candidate's Signature and Date  
Assessor's Signature and Date

# Record of Assessment Evidence 11

## Install and Commission Domestic Central Heating System and Components - Level 2

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

**1 Information is passed on to the customer and or co-contractors in a manor which develops and maintains goodwill**

Commentary

Identify other persons essential to the development of effective working relationships

Use I.D. card to identify self

Information is accurate and understood by others

Address others professionally with respect and courtesy

Satisfies

8.1.1

8.1.2

8.1.3

8.1.4

5.2.2

Range categories

Private customer

Site

Co-contractor

**2 Ensure that safety provisions within the immediate work location conform to the requirements of health and safety legislation**

Commentary

Remove hazards from work area as appropriate

Ensure safe access and egress to work location

Survey the work area to ensure it is safe to commence work

Identify hazardous substances and take appropriate action

Take appropriate steps to comply with identified risk assessments

Carry out site specific risk assessment where necessary

Satisfies

4.1.1

ROA 11

- 3 **Ensure that access provision to and from the immediate work location complies with health and safety requirements for the safe movement of the work force, members of the public and materials**

Commentary

Identify work location as required and communicate to customer,  
Co-workers or site visitors.  
Ensure workplace is kept free from obstructions  
Ensure access equipment is fit for intend purpose-tested, and of a standard  
Ensure access equipment is used in accordance with Health & Safety requirements

Satisfies

4.1.2

- 4 **Report any pre -installation damage or defects to existing building features to the job supervisor, line manager**

Commentary

Survey work area and identify and damage or defects to the fabric of the building or the area surrounding the work location  
Report any damage to customer, co-contractor and line manager, as appropriate  
Gain agreement that damage or defect existed prior to the work commencing  
Check existing ventilation and flue system throughout its length as required

Satisfies

4.1.3

5.1.4

- 5 **Protect customers property and the building fabric against possible damage being caused during the installation process**

Commentary

Remove easily damaged items from the work location and surrounding area  
Use dust sheets as appropriate  
Use other protective equipment, as appropriate e.g.: flame retardant soldering mat  
Check for other services including ducts, pipes and cables

Satisfies

4.1.4

**6 Check that input services to the system components are suited to their intended purpose**

Commentary

Satisfies

Ensure gas service is charged (live) and available for use  
 Ensure gas service is free of damage and defects and of required standard  
 Check that gas supply is of sufficient size and volume  
 Check the location for the installation activities meets the specified industry requirement  
 Check suitability of electric supply  
 Check suitability of water supply

4.1.5  
 5.1.2

Range categories

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <b>Gas</b>               | <b>Electric</b>          | <b>Water</b>             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**7 Confirm that the customer has job information on all key aspects of the installation process**

Commentary

Satisfies

Instruct customer on the planned progress of the work  
 Gain commitment that the stated job information meets the customers specifications  
 Amend job specification in line with customer's specification, manufacturer's instructions and industry requirements as necessary.

4.1.6  
 5.1.1  
 5.2.1

Range categories

|                          |                          |
|--------------------------|--------------------------|
| <b>New system</b>        | <b>Existing system</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> |

**8 Confirm that all materials, tools and equipment necessary for the installation process will be made available as required**

Commentary

Satisfies

Check materials & equipment are available and to specification prior to commencement  
 Check all tools required are available  
 Order materials, tools and equipment -sufficient to ensure job is completed

4.1.7

ROA 11

9 **Arrange a safe storage for materials, tools and equipment which meet industry requirements**

Commentary

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

Satisfies

4.1.8

10 **Carry out preparatory work to meet the installation requirements of systems and components**

Commentary

Prepare work location in line with industry requirements  
Assemble equipment, as required in line with manufacturers instructions and company procedures  
Mark fixing and connection locations, as required  
Isolate supply

Satisfies

4.1.9

4.2.2

11 **Confirm that the materials, tools and equipment required for the installation are fit for their intended purpose**

Commentary

Ensure materials comply with industry standards  
Check tools fit for purposes, tested as appropriate and used in line with manufacturers instructions  
Ensure materials are fit for purposes, approved and of suitable standard

Satisfies

4.2.1

ROA 11

12 **Fix pipework, controls and components whilst minimising damage to customer property and building feature**

Commentary

Carry out installation activities in a methodical manner, to ensure that:  
pipework, controls and components are securely fixed in-line with industry  
and manufacturer requirements

Procedural requirements are adhered to

Installation conforms to industry procedures and Statuary Regulations

Ensure pipework and controls can be fixed in specified locations to allow  
for other services, access, Building Regulations

Stated Clearances, level and stable

Support requirements

Safe and effective operation of controls as necessary

Connect to input services as required

Appliance is correctly sealed to appropriate flue set

Satisfies

4.2.4

4.2.5

4.2.6

4.2.3

Range categories

**Balance flue**

**Condensing boiler**

**Fan-assisted flue**

**Combination boiler**

13 **Report to the immediate job supervisor, line manager (or customer) circumstances that effect the progress of the installation**

Commentary

Monitor own performance against specified work schedule

Communicate possible delays associated with:-

work performance

material, tool & equipment availability

changes to the specification

Defects or damage

identified hazards

Satisfies

4.2.7

5.2.2

14 **Confirm the integrity of the installed system using soundness testing procedures and ensure the system is charged.**

Commentary

Installation is tested and proved to be sound using appropriate procedures

Gas supply is completely purged of gas air mixture.

All purge points are sealed and disturbed joints are proved sound

Satisfies

4.2.8

5.1.3

5.1.5



ROA 11

15 **Check the correct function of systems and components against performance requirements.**

Commentary

The appliance is purged of air  
Check water system operation  
Check ignition system operation  
Check flame picture  
Check appliance operating pressure  
Check operation of all gas safety controls  
Check operation of flue system and components including spillage test  
Check ventilation

Satisfies

5.2.3  
4.2.5

Range categories

Gas

Flues and ventilation

Water

16 **Take precautionary actions to prevent the unauthorised use of uncommissioned systems and components**

Commentary

Disconnect and label pipework and controls that have not to be/have not been commissioned  
Inform user of all non-commissioned pipework and controls  
Document a report on non-commissioned components using appropriate company documentation

Satisfies

4.2.9

Range categories

Written report

Verbal report

17 **Provide the customer with information necessary to the continuing operation of the system or control.**

Commentary

Handover system to user.  
Explain safe operation requirements  
Maintenance requirements, as appropriate

Satisfies

5.2.5

ROA 11

18 **Adjust system controls to establish system or component performance to meet design specification**

Commentary

Adjust appliance governor, as applicable.  
Set range rated appliance to specified setting.

Satisfies

5.2.4

ROA 11

## **Install and Commission Domestic Central Heating Systems and Components - Level 2**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 11

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date

## Record of Assessment Evidence 12

### Install and Commission a Domestic Gas Cooking Appliance - Level 2

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

- 1 **All information is passed on to customer or co-contractor in a manner that develops and maintains goodwill**  
**Ensure that the safety provision within the immediate work location conforms to the requirements of health and safety legislation.**

Commentary

Check customer/address details are accurate  
 Uses ID card to identify self  
 Addresses others respectfully and courteously  
 Information given is accurate and understood by customer  
 Remove hazards from work area, as appropriate.  
 Survey the work area to ensure it is safe to commence work.  
 Identify hazardous substances and take appropriate action  
 Take appropriate steps to comply with existing risk assessments  
 Remove hazards from access areas

Satisfies

|       |                          |
|-------|--------------------------|
| 8.1.3 | <input type="checkbox"/> |
| 8.1.2 |                          |
| 8.1.1 |                          |
| 8.1.4 |                          |
| 4.1.1 |                          |
| 4.1.2 |                          |
| 5.2.2 |                          |

Range categories

Private customer

Co-contractor

- 2 **Report any pre-installation damage or defects to existing building features to the job supervisor, line manager and customer.**

Commentary

Survey work area and identify any damage or defects  
 Report and damage to customer or supervisor  
 Gain agreement that damage was there prior to work

Satisfies

|       |                          |
|-------|--------------------------|
| 4.1.3 | <input type="checkbox"/> |
|-------|--------------------------|

ROA 12

3 **Protect customers property and building fabric against possible damage being caused during the installation process.**

Commentary

Satisfies

Use dust sheets as appropriate  
Use other protective equipment, as appropriate  
Remove easily damaged items from work and surrounding areas  
Check for other services, including ducts, pipes, and cables

4.1.4

4 **Check that input services to the system components are suited to their intended purpose.**

Commentary

Satisfies

Gas soundness test  
Check the location for the installation activities meet the specified location requirements with the manufacturers instructions.  
Check capacity of supply is sufficient  
Visual check input service is free from damage  
Check service is charged and available for use  
The gas supply pipe terminates as per manufacturers instructions

4.1.5  
5.1.2

5 **Confirm that the customer has job information on all key aspects of the installation process.**

Commentary

Satisfies

Instruct customer on the planned progress of the work  
check that the stated job information meets the customers requirements.  
Check that installation meets the required specified requirements within the manufacturers instructions

4.1.6  
5.1.1  
5.2.1

6 **Confirm that all materials, tools and equipment will be available as required and fit for purpose.**

Commentary

Satisfies

Ensure materials are sufficient to complete the job  
Ensure tools are available including an oven thermometer  
Materials and fittings used conform to appliance manufacturers installation instructions

4.1.7  
4.2.1  
5.1.2

ROA 12

7 **What would you do with tools, materials and equipment if you were required to leave the job unattended? (oral)**

Commentary

Arrange safe storage of tools, materials and equipment in a place which is not a hazard to people or yourself

Satisfies

4.1.8

8 **Carry out preparatory work to meet the installation requirements of systems and components**

Commentary

Prepare work location for installation  
Visually examine existing installation for defects  
Isolate supply

Satisfies

4.1.9

5.1.1

9 **Fabricate system components using work methods that conform to the industry requirements.**

Commentary

Extend supply as required.  
Assemble appliance in line with manufacturers instructions  
Ensure correct gas type

Satisfies

4.2.1

4.2.2

Range categories

**In-built**

**Freestanding**

10 **Position system components to conform to the system design requirement.**

Commentary

Position appliance in-line with manufacturers instructions and customer requirements.  
Statutory and procedural requirements are adhered to

Satisfies

4.2.4

Range categories

**For in-built**

**For freestanding**

ROA 12

11 **Connect system components to system and input services using methods that meet industry requirements.**

Commentary

Connect appliance and fittings to input services  
Gas  
Electricity, as required

Satisfies

4.2.5

Range categories

**Flexible**

**Rigid**

12 **Carry out installation process to minimise damage to customer's property and building features and report any delays in progress to customer or supervisor.**

Commentary

Use methodical working methods  
Use safe working practices  
Use techniques that comply with statutory and procedural requirement  
Report delays as appropriate  
Locate / fit stability device  
Level appliance  
Commissioning

Satisfies

4.2.6

4.2.7

5.2.2

4.2.4

13 **Confirm the integrity of the installation using soundness testing procedure.**

Commentary

Gas supply re-established  
Soundness test supply  
Visually check for system leaks

Satisfies

4.2.8

5.1.3

14 **Carry out pre-commissioning tests and checks in accordance with industry and manufacturers requirements.**

Commentary

Check ventilation is adequate.  
Upgrade ventilation, where applicable.  
Carry out preliminary electrical checks, as appropriate

Satisfies

5.1.4



ROA 12

15 **Check the system charging complies with industry requirements.**

Commentary

Purge supply/ appliance  
Check system working pressure

Satisfies

5.1.5

16 **Check the correct function of system and controls against performance requirements.**

Commentary

Check operation of:-  
Oven stat  
Flame Supervision Device  
Safety shut-off valve  
Ignition system  
Timer  
Oven door seal  
Gas taps  
Check appliance operating pressure  
Check flame pictures

Satisfies

5.2.3

Range categories

No electrics

Battery

Mains

17 **Adjust system to establish system component performance meets design specification**

Commentary

Adjust oven timer, where applicable

Satisfies

5.2.4

ROA 12

18 **What would you do if, for any reason, the appliance or system could not be commissioned at this visit? (oral)**

Commentary

System and component defects are identified  
Disconnect and label components that are not to be/have not been commissioned  
Inform user accordingly  
Document and report on non commissioned components

Satisfies

4.2.9

Range categories

**Written reports**

**Verbal reports**

19 **Provide the customer with information necessary to the continuing operation of the system or components.**

Commentary

Explain the safe use of the appliance  
Hand over the instructions  
Identify and inform the appropriate person of the maintenance requirements

Satisfies

5.2.5

ROA 12

**Install and Commission Domestic Gas Cooking Appliances - Level 2**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

**Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 12

**Assessment feedback**

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Candidate's Signature and Date  
Assessor's Signature and Date

## Record of Assessment Evidence 13

### Install and Commission a Domestic Space Heating Appliance - Level 2

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

- 1 **Information is passed on to the customer and/or co-contractor in a manner which develops and maintains goodwill.**

Commentary

Check customer/address details are accurate  
Uses ID card to identify self  
Addresses others respectfully and courteously  
Information given is accurate and understood by the customer

Satisfies

8.1.3  
8.1.2  
8.1.1  
8.1.4  
5.2.2

Range categories

Private customer

Co-contractor

- 2 **Initial work programme and any subsequent variations are agreed with and communicated to appropriate person(s) to minimise disruption.**

Commentary

Keeps customer informed about any disruptions and timescale involved for completion  
Answer any customer questions effectively

Satisfies

4.1.3

ROA 13

3 **Survey installation site to ensure it meets statutory requirements**

Commentary

Tools fit for purpose  
Materials conform to requirements  
Check catchment space and fireplace opening, where appropriate

Satisfies

4.1.5   
4.1.7

Range categories

Open flued  
radiant/convector

Open flued ILFE

Open flued DFE

Balanced flued/  
fan assisted

4 **Survey the installation site to ensure it meets Manufacturer instructions requirements**

Commentary

Check the following areas:-  
Room Type  
Room Volume  
Ventilation  
Clearances  
Mounting Materials  
Check tools and materials  
Visible or conceal fix  
Flue Termination  
Flue in roof Space as Appropriate

Satisfies

4.1.1   
4.1.3

5 **Develop and maintain effective working relationship with others including all job information**

Commentary

Keeps others informed of any disruptions  
Instruct customer on the planned progress of work

Satisfies

8.1.4   
4.1.6

**6 Isolate input services and prepare for installation**

Commentary

- Identify damage to building fabric or structure
- Use dust sheets and other protective equipment as appropriate
- Disconnect / remove any existing equipment
- Turn off the gas and test supply for gas tightness (soundness)
- Isolate electric when appropriate
- Extend gas supply as required
- Carry out flue flow and continuity test

Satisfies

- 4.2.2
- 4.1.3
- 4.1.5
- 4.1.4
- 4.1.6

Range categories

**Gas**

**Electric**

**7 Check assembly appliance conforms with requirements**

Commentary

- Assemble appliance in line with Manufacturers Instruction.
- Ensure suitable for gas type
- Ensure spigot restrictor is used as appropriate Fuel bed or radiant areas as per manufactures instructions

Satisfies

- 4.2.2
- 4.2.1

Range categories

**New appliance**

**Used/customer's own appliance**

**8 Appliance is positioned and secured safely and in logical order, in accordance with the manufacturer's instructions**

Commentary

- Closure plate sealed using appropriate materials
- Appliance is sealed, secured and stable as per instructions
- Appliance is positioned and level as per instructions
- Check fuse, connect to power and test as appropriate
- Connect to Services, flue/gas/electric where appropriate
- Appliance is sealed to its surroundings, as appropriate

Satisfies

- 4.2.4

Range categories

**Open flued radiant/convector**

**Open flued ILFE**

**Open flued DFE**

**Balanced flued/fan assisted**

9 **What would you do if the installation could not be carried out (oral)**Commentary

Faults/Problems associated with the installation are reported to the customer

Job Supervisor or Line Manager

Satisfies

4.2.7

10 **Appliance is commissioned in line with manufacturer's instructions**Commentary

Purge appliance/installation

Check operation

Atmospheric Sensing Device

Flame Supersion Device

Flame picture

Ignition device

Check for spillage

Check working pressure

Check burner pressure as per instructions

Check gas input rate

Soundness testing

Adjust controls

Satisfies

5.2.3

5.1.5

5.2.4

5.1.3

11 **What appropriate action would you take to deal with non-commissioned appliances (oral)**Commentary

Disconnect and label pipework/controls which have to be commissioned and inform user accordingly.

Document a report on non commissioned components using correct paperwork

Satisfies

4.2.9

12 **Appliance is handed over to the user and it's safe operation explained.**Commentary

Explanation of all user controls

Handling over Manufacturers instructions

Complete documentation

Servicing schedule explained

Satisfies

5.2.5



ROA 13

**Install and Commission a Domestic Space Heating Appliance - Level 2**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

**Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 13

**Assessment feedback**

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for providing assessment feedback.

Candidate's Signature and Date

Assessor's Signature and Date

# Record of Assessment Evidence 14

## Install and Commission Domestic Pipework

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

**1 Information is passed on to the customer and or co-contractors in a manor which develops and maintains goodwill**

Commentary

Identify other persons essential to the development of effective working relationships

Use I.D. card to identify self

Information is accurate and understood by others

Address others professionally with respect and courtesy

Satisfies

8.1.1

8.1.2

8.1.3

8.1.4

5.2.2

Range categories

Customer

Authorised person

**2 Ensure that safety provisions within the immediate work location conform to the requirements of health and safety legislation**

Commentary

Remove hazards from work area as appropriate

Ensure safe access and egress to work location

Survey the work area to ensure it is safe to commence work

Identify hazardous substances and take appropriate action

Take appropriate steps to comply with identified risk assessments

Follow site specific risk assessment where necessary

Satisfies

4.1.1

ROA 14

- 3 **Ensure that access provision to and from the immediate work location complies with health and safety requirements for the safe movement of the work force, members of the public and materials**

Commentary

Satisfies

Identify work location as required and communicate to customer, co-workers or site visitors.  
Ensure workplace is kept free from obstructions  
Ensure access equipment is fit for intend purpose and tested, and of a standard  
Ensure access equipment is used in accordance with Health & Safety requirements

4.1.2

- 4 **Report any pre -installation damage or defects to existing building features to the job supervisor, line manager**

Commentary

Satisfies

Survey work area and identify and damage or defects to the fabric of the building or the area surrounding the work location  
Report any damage to customer, co-contractor and line manager, as appropriate  
Gain agreement that damage or defect existed prior to the work commencing

4.1.3

- 5 **Protect customers property and the building fabric against possible damage being caused during the installation process**

Commentary

Satisfies

Remove easily damaged items from the work location and surrounding area  
Use dust sheets as appropriate  
Use other protective equipment, as appropriate e.g.: flame retardant soldering mat

4.1.4

- 6 **Check that input services to the system components are suited to their intended purpose**

Commentary

Satisfies

Ensure gas service is charged (live) and available for use  
Ensure gas service is free of damage and defects and of required standard  
Check that gas supply is of sufficient size and volume  
Check the location for the installation activities meets the specified industry requirement  
Check for other services including ducts, pipes and cables

4.1.5

ROA 14

7 **Confirm that the customer has job information on all key aspects of the installation process**

Commentary

Instruct customer on the planned progress of the work  
Gain commitment that the stated job information meets the customers specifications  
Amend job specification in line with customer's specification, manufacturers instructions and industry requirements as necessary.

Satisfies

4.1.6

8 **Confirm that all materials, tools and equipment necessary for the installation process will be made available as required**

Commentary

Check materials & equipment are available and to specification prior to commencement  
Check all tools required are available  
Order materials, tools and equipment (sufficient to ensure job is completed)

Satisfies

4.1.7

Range categories

Iron fittings

Plastic fittings

Copper fittings

9 **What would you do with tools, materials and equipment if you were required to leave the job unattended? (oral)**

Commentary

Arrange safe storage of tools, materials and equipment in a place which is not a hazard to people or themselves

Satisfies

4.1.8

10 **Carry out preparatory work to meet the installation requirements of systems and components**

Commentary

Prepare work location in line with industry requirements. Mark fixing and connection locations, as required

Satisfies

4.1.9

11 **Confirm that the materials, tools and equipment required for the installation are fit for their intended purpose**

Commentary

Ensure materials comply with industry standards  
Check tools fit for purposes, tested as appropriate and used in line with manufacturers instructions  
Ensure materials are fit for purposes, approved and of suitable standard

Satisfies

4.2.1

ROA 14

12 **Fix pipework and controls whilst minimising damage to Customer property and building feature**

Commentary

Pipework is joined using correct fittings and agents  
Carry out installation activities in a methodical manner, to ensure that:  
pipework controls are securely fixed in-line with industry requirements  
Procedural requirements are adhered to  
Installation conforms to industry procedures and Statutory Regulations  
Ensure pipework and controls can be fixed in specified locations to allow  
for other services, access, Building Regulations  
Stated Clearances  
Support requirements  
Safe and effective operation of controls as necessary

Satisfies

4.2.4

Range categories

Steel pipe

Plastic pipe

Copper pipe

13 **Report to the immediate job supervisor, line manager (or customer) circumstances that effect the progress of the installation**

Commentary

Monitor own performance against specified work schedule  
Communicate possible delays associated with:-  
work performance  
materials, tools & equipment availability  
changes to the specification  
defects or damage  
identified hazards

Satisfies

4.2.7

14 **Confirm the integrity of the installed pipework using soundness testing procedures and ensure the system is charged.**

Commentary

Pipework pressurised  
Installation is tested visually inspected and proven to be sound using  
appropriate procedures  
Gas supply is completely purged of gas air mixture.  
All purge points are sealed and disturbed joints are proved sound  
Check for water ingress/leaks

Satisfies

4.2.8

5.1.3

5.1.5

ROA 14

Range categories

Gas test

Air test

Water test

- 15 **What would you do if, for any reason, the appliance or system could not be commissioned at this visit? (oral)**

Commentary

System and component defects are identified  
Disconnect and label components that are not to be/have not been commissioned  
Inform user accordingly  
Document and report on non commissioned components

Satisfies

4.2.9

Range categories

Verbal report

Written report

- 16 **Provide the customer with information necessary to the continuing operation of the system or control.**

Commentary

Handover system to user.  
Explain safe operation requirements  
Maintenance requirements, as appropriate

Satisfies

5.2.5

ROA 14

## **Install and Commission Domestic Pipework**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date



ROA 14

**Assessment feedback**

[Empty rectangular box for assessment feedback]

Candidate's Signature and Date

Assessor's Signature and Date

## Record of Assessment Evidence 15

### Service and Maintain Domestic Warm Air Systems and Components - Level 2

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

- 1 **Information is passed on to the customer and/or co-contractor in a manner which develops and maintains goodwill.**

Commentary

Check customer/address details are accurate  
Uses ID card to identify self  
Addresses others respectfully and courteously  
Information given is accurate and understood by the customer

Satisfies

8.1.3  
8.1.2  
8.1.1  
8.1.4

Range categories

Private customer

Co-contractor

- 2 **Servicing is planned to meet both organisational and customer requirements All support information is available, complete, accurate and legible. It conforms with legislation and codes of practice**

Commentary

Job documentation and schedule is complete  
Maintenance requirements are agreed with customer  
Appliance details are confirmed  
Manufacturers Instructions are consulted for maintenance detail  
Customer reports of defects  
Ensure service procedure includes industry requirements

Satisfies

6.1.1  
6.1.2  
6.1.3  
6.1.5  
6.1.6

Range categories

Planned work

Responsive work

ROA 15

- 3 **Required materials, tool and equipment are available**

Commentary

Tools, instruments, equipment and materials are available and checked for safe operation

Satisfies

6.1.4

4 **Appliance assembly conforms to requirements**

Commentary

Check installation standards against Manufacturers instructions

Examine:-

- flue
- ventilation
- clearances
- general condition & operation
- labelling
- Plenum base
- Return air ducts
- Gas connections
- Compartment construction

Satisfies

6.2.1

Range categories

**Compartment fixed**

**Freestanding**

5 **Isolate services**

Commentary

Turns off the gas and, where appropriate, cap the supply.

Isolate electric supply and remove fuse.

Range categories

**Gas**

**Electric**

Satisfies

6.2.1

6 **Flue is connected as required**

Commentary

Detailed check of flue connection to appliance.

The flue termination is examined and checked against requirements.

Open flue is visually checked throughout its length

Flue flow and continuity test is carried out on open flues

Satisfies

6.2.1

ROA 15

7 **The appliance operational gas safety components are dismantled and cleaned using appropriate cleaning methods and agents**

Commentary

Clean main burner and pilot burner  
Clean injectors  
Clean heat exchanger and combustion chamber  
Clean flueways/fan assembly as required  
Clean filters

Satisfies

6.2.2

8 **Supplies are re-established**

Commentary

Check fuse and reconnect electrical supply  
Test electrical supply using Preliminary electrical tests.  
Reconnect gas supply and test as required.

Satisfies

6.2.1

Range categories

Gas

Electric

9 **Recommission system**

Commentary

Check return air route  
Check damper blades  
Check air flow rates  
Check connection to plenum

Satisfies

6.2.1

10 **Recommission appliance**

Commentary

Purge gas supply of air  
Check working pressure  
Check appliance burner pressure  
Check appliance input rate  
Check flame picture and flame stability  
Check appliance for spillage

Satisfies

6.2.1

ROA 15

11 **Check operation of appliance and system controls**

Commentary

Check safety controls, where applicable  
Flame supervision device  
Thermostats  
Control valves  
Atmosphere sensing device, as required  
Fan control switch, as required  
Governors  
Check system controls, where applicable  
Timer/programmer  
Room thermostat  
Overheat/limit stat operation  
Check fan operation

Satisfies

6.2.2

12 **Defects on components are identified, as appropriate**

Commentary

Diagnostic tests are used to determine the correct operation of controls  
Defective controls are repaired or replaced as appropriate.  
If replacement controls must be ordered a report of the defects  
is given to the customer or authorised person

Satisfies

6.3.1

Range categories

Written reports

Verbal reports

13 **Appliance is handed back to the user and its safe operation explained**

Commentary

Explanation of work carried out  
Explanation of remedial work (as appropriate)  
Handing back Manufacturers Instructions  
Complete documentation

Satisfies

6.2.3

ROA 15

**Service and Maintain Domestic Warm Air Systems and Components -  
Level 2**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

**Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 15

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date



## Record of Assessment Evidence 16

### Service and Maintain Domestic Cooking Appliances - Level 2

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

- 1 **Information is passed on to the customer and/or co-contractor in a manner which develops and maintains goodwill.**

Commentary

Satisfies

Check customer/address details are accurate  
Uses ID card to identify self  
Addresses others respectfully and courteously  
Information given is accurate and understood by the customer

8.1.3  
8.1.2  
8.1.1  
8.1.4

- 2 **Servicing is planned to meet both organisational and customer requirements. All support information is available, complete, accurate and legible. It conforms with legislation and codes of practice**

Commentary

Satisfies

Job documentation and schedule is complete  
Maintenance requirements are agreed with customer  
Appliance details are confirmed  
Manufacturers Instructions are consulted for maintenance detail  
Customer reports of defects  
Ensure service procedure includes industry requirements

6.1.1  
6.1.2  
6.1.3  
6.1.5  
6.1.6

Range categories

**Planned work**

**Responsive work**



ROA 16

3 **Required materials, tool and equipment are available**

Commentary

Tools, instruments, equipment and materials are available and checked for operation, including oven thermometer

Satisfies

6.1.4

4 **Appliance assembly conforms to requirements**

Commentary

Check installation standards against Manufacturers instructions

Examine:-

ventilation

clearances

general condition & operation

Satisfies

6.2.1

Range categories

**Freestanding**

**Built-in**

5 **Isolate services**

Commentary

Turns off the gas and, where appropriate, cap the supply.  
Isolate electric supply and remove fuse (as appropriate).

Satisfies

6.2.1

Range categories

**Main electricity**

**Gas**

6 **The appliance operational gas safety components are dismantled and cleaned using appropriate cleaning methods and agents**

Commentary

Clean burners and pilot burners, as appropriate

Clean injectors

Air ports

Ignition devices

Satisfies

6.2.2



ROA 16

7 **Supplies are re-established & recommission appliance**

Commentary

Check fuse  
Test electrical supply using preliminary electrical tests  
Reconnect gas supply and test as required  
Reconnect electrical supply  
Check appliance is level and stability device engaged  
Check appliance flexible hose as appropriate

Satisfies

6.2.1

Range categories

Main electricity

Gas

8 **Check operation of appliance controls**

Commentary

Check:  
Flame supervision device, as appropriate  
Thermostats  
Gas taps  
Ignition device  
Oven door seals  
Timer controls  
Lid safety cut off devices

Satisfies

6.2.2

9 **Defects on components are identified, as appropriate**

Commentary

Diagnostic tests are used to determine the correct operation of controls  
Defective controls are repaired or replaced as appropriate  
If replacement controls must be ordered a report of the defects must be given to the customer or authorised person

Satisfies

6.3.1

Range categories

Written reports

Verbal reports

ROA 16

10 **Appliance is handed back to the user and its safe operation explained.**

Commentary

Explanation of work carried out  
Explanation of remedial work (as appropriate)  
Handing back Manufacturers Instructions  
Complete documentation

Satisfies

6.2.3

ROA 16

**Service and Maintain Domestic Cooking Appliances - Level 2**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

**Assessment 1**

Assessor's Name

Assessor's Number

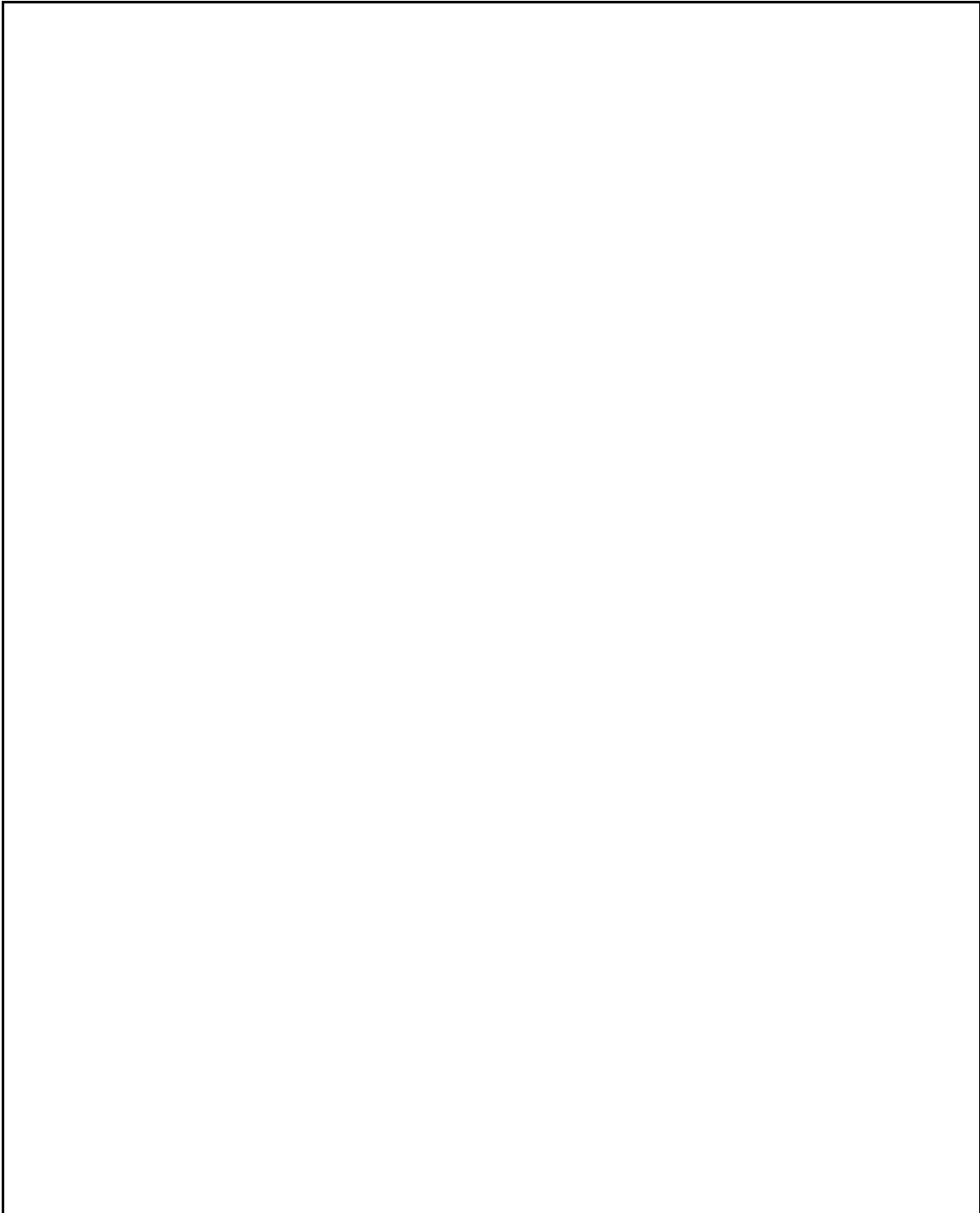
Date

Verifier's Name

Date

ROA 16

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date

# Record of Assessment Evidence 17

## Service and Maintain Domestic Space Heating Appliances - Level 2

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

**1 Information is passed on to the customer and or co-contractors in a manor which develops and maintains goodwill**

Commentary

Check customer/address details are accurate  
 Use I.D. card to identify self  
 Address others professionally with respect and courtesy  
 Information given is accurate and understood by the customer

Satisfies

8.1.3  
 8.1.2  
 8.1.1  
 8.1.4

**2 Servicing is planned to meet both organisational and customer requirements. All support information is available, complete, accurate and legible. It conforms with legislation and codes of practice**

Commentary

Job documentation and schedule is complete  
 Maintenance requirements are agreed with customer  
 Appliance details are confirmed  
 Manufacturers instructions are consulted for maintenance detail  
 Customer reports of defects  
 Ensure service procedure includes industry requirements

Satisfies

6.1.1  
 6.1.2  
 6.1.3  
 6.1.5  
 6.1.6

**3 Required materials, tools and equipment are available**

Commentary

Tools, instruments, equipment and materials are available and checked for operation

Satisfies

6.1.4

4 **Appliance assembly conforms to requirements**

Commentary

Check installation standards against manufacturers instructions

Examine:-

- flue
- ventilation
- clearances
- general condition and operation
- labelling
- Compartment construction

Satisfies

6.2.1

Range categories

**Open flued convector/  
radiant gas fire**

**Open flued ILFE  
gas fire**

**Open flued DFE  
gas fire**

**Balanced/fan assisted  
gas fire**

5 **Isolate services**

Commentary

Turns off the gas and, where appropriate, caps the supply  
isolate electric supply and remove fuse

Satisfies

6.2.1

Range categories

**Electrical fittings**

**Gas fittings**

6 **Flue is connected as required**

Commentary

Detailed check of flue connection to appliance, as appropriate  
The flue termination is examined and checked against requirements  
Open flue is visually checked throughout its length  
Flue flow and continuity test is carried out on open flue

Satisfies

6.2.1



**7 The appliance operational gas safety components are dismantled and cleaned using appropriate cleaning methods and agents**

Commentary

Clean main burner and pilot burner, as appropriate  
 Clean injectors  
 Clean heat exchanger and combustion chamber  
 Clean flueways/fan assembly as required  
 Fuel effects

Satisfies

6.2.2

**8 Supplies are re-established**

Commentary

Check fuse and reconnect electrical supply  
 Test electrical supply using preliminary electrical tests  
 Reconnect gas supply and test as required

Satisfies

6.2.1

Range categories

**Mains electricity**

**Gas**

**9 Recommission appliance/system**

Commentary

Purge gas supply of air  
 Check working pressure  
 Check appliance burner pressure  
 Check appliance input rate  
 Check flame picture and flame stability  
 Carry out spillage test on open flues

Satisfies

6.2.1

**10 Check operation of appliance and system controls**

Commentary

Check all safety controls:-  
 Flame supervision device  
 Gas taps  
 Atmosphere sensing device, as required  
 Fan pressure switch, as required  
 Ignition system

Satisfies

6.2.2

ROA 17

11 **Defects on components are identified**

Commentary

Diagnostic tests are used to determine the correct operation of controls  
Defective controls are repaired or replaced as appropriate  
If replacement controls must be ordered a report of the defects must be given to the customer or authorised person

Satisfies

6.3.1

Range categories

**Written reports**

**Verbal reports**

12 **Appliance is handed back to the user and its safe operation explained.**

Commentary

Explanation of work carried out  
Explanation of remedial work (as appropriate)  
Handing back Manufacturers Instructions  
Complete documentation

Satisfies

6.2.3

ROA 17

## **Service and Maintain Domestic Space Heating Appliances**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 17

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date

# Record of Assessment Evidence 18 - Service & Maintain Central Heating Systems & Components - Level 2

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

- 1 **Information is passed on to the customer in a manner which develops and maintains goodwill.**

Commentary

Check customer/address details are accurate  
Uses ID card to identify self  
Addresses others respectfully and courteously  
Information given is accurate and understood by the customer

Satisfies

8.1.3  
8.1.2  
8.1.1  
8.1.4

- 2 **Servicing is planned to meet both organisational and customer requirements. All support information is available, complete, accurate and legible. It conforms with legislation and codes of practice.**

Commentary

Job documentation and schedule is complete  
Maintenance requirements are agreed with customers  
Appliance details are confirmed  
Manufacturers instructions are consulted for maintenance detail  
Customer reports of defects  
Ensure service procedure includes industry requirements

Satisfies

6.1.1  
6.1.2  
6.1.3  
6.1.5  
6.1.6

ROA 18

3 **Required materials, tools and equipment are available**

Commentary

Tools, instruments, equipment and materials are available and checked for safe operation.

Satisfies

6.1.4

4 **Appliance assembly conforms to requirements**

Commentary

Check installation standards against manufacturers instructions

Examine

- flue
- ventilation
- clearances
- general condition & operation
- labelling

Satisfies

6.2.1

**Open flue**

**Room sealed**

**Compartment fixed**

**Fan assisted**

5 **Isolate services**

Commentary

Turns off the gas and, where appropriate, caps the supply

Isolate electric supply and remove fuse

Satisfies

6.2.1

Range categories

**Gas**

**Electric**

ROA 18

6 **Flue is connected as required**

Commentary

Detailed check of flue connection to appliance  
The flue termination is examined and checked against requirements  
Open flue is visually checked throughout it's length  
Flue flow and continuity test is carried out on open flues

Satisfies

6.2.1

Range categories

Open flue

Fanned flue

Fanned flue

7 **The appliance operational gas safety components are dismantled and cleaned using appropriate cleaning methods and agents.**

Commentary

Clean main burner and pilot burner  
Clean injectors  
Clean heat exchanger and combustion chamber  
Clean flueways/fan assisted as required

Satisfies

6.2.2

Range categories

Conventional boiler

Back boilers

8 **Supplies are re-established**

Commentary

Check fuse and reconnect electrical supply  
Test electrical supply using preliminary electrical tests  
Reconnect gas supply and test as required

Satisfies

6.2.1

Range categories

Gas

Electric

ROA 18

**9 Re-commission system**

Commentary

Check system is filled/pressurised  
Check system is vented and leak free  
Check radiators are vented

Satisfies

6.2.1

Range categories

Open system

Sealed system

**10 Re-commission appliance**

Commentary

Purge gas supply of air  
Check working pressure  
Check appliance burner pressure  
Check appliance input rate  
Check flame picture and flame stability

Satisfies

6.2.1

**11 Check operation of appliance and system controls**

Commentary

Check safety controls, where applicable

- Flame supervision device
- Thermostats
- Control valves
- Atmosphere sensing device, as required
- Fan pressure switch, as required
- Governors

Check system controls, where applicable

- Zone valve/diverter valve
- Pump
- Radiator valves/Thermostatic radiator valves
- Timer/programmer
- Room thermostat/ cylinder stat as required

Satisfies

6.2.2

Range categories

Conventional boiler

Condensing boiler



ROA 18

**12 Defects on components are identified, as appropriate**

Commentary

Diagnostic tests are used to determine the correct operation of controls  
Defective controls are repaired or replaced as appropriate  
If replacement controls are repaired or replaced as appropriate  
If replacement controls must be ordered a report of the defects is given to the customer or authorised person

Satisfies

6.3.1

Range categories

Written reports

Verbal reports

**13 Appliance is handed over to the user and its safe operation explained**

Commentary

Explanation of work carried out  
Explanation of remedial work (as appropriate)  
Handing back manufacturers instructions  
Complete documentation

Satisfies

6.2.3

ROA 18

## **Service & Maintain Central Heating Systems & Components – Level 2**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 18

**Assessment feedback**

A large empty rectangular box with a black border, intended for providing assessment feedback.

Candidate's Signature and Date

Assessor's Signature and Date



# Record of Assessment Evidence 19

## Service & Maintain Domestic Water Heating Appliances - Level 2

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

1 **Information is passed on to the customer in a manner which develops and maintains goodwill**

Commentary

Check customer/address details are accurate  
 Uses ID card to  
 Addresses others respectfully and courteously  
 Information given is accurate and understood by the customer

Satisfies

|       |                          |
|-------|--------------------------|
| 8.1.3 | <input type="checkbox"/> |
| 8.1.2 |                          |
| 8.1.1 |                          |
| 8.1.4 |                          |

2 **Servicing is planned to meet both organisational and customer requirements. All support information is available, complete, accurate and legible. It conforms with legislation and codes of practice.**

Commentary

Job documentation and schedule is complete  
 Maintenance requirements are agreed with customers  
 Appliance details are confirmed  
 Manufacturers instructions are consulted for maintenance detail  
 Customer reports of defects  
 Ensure service procedure includes industry requirements

Satisfies

|       |                          |
|-------|--------------------------|
| 6.1.1 | <input type="checkbox"/> |
| 6.1.2 |                          |
| 6.1.3 |                          |
| 6.1.5 |                          |
| 6.1.6 |                          |
| 6.1.4 |                          |

Range categories

**Planned work**

**Responsive work**

3 **Required material, tool and equipment are available**

Commentary

Tools, instruments, equipment are available and checked for operation

Satisfies

|       |                          |
|-------|--------------------------|
| 6.1.4 | <input type="checkbox"/> |
|-------|--------------------------|

ROA 19

4 **Appliance assembly conforms to requirements**

Commentary

Check installation standards against Manufacturers instructions  
Examine

- flue
- ventilation
- clearances
- general condition and operation
- labelling
- compartment construction

Satisfies

6.2.1

Range categories

**Room sealed**

**Open Flue**

**Flueless**

5 **Isolate services**

Commentary

Isolate water and drain appliance, where applicable  
Turns off the gas, and where appropriate, caps the supply  
Isolate electric supply and remove fuse

Satisfies

6.2.1

Range categories

**Gas**

**Electric**

**Water**

6 **Flue is connected as required**

Commentary

Detailed check of flue connection to appliance, as appropriate  
The flue termination is examined and checked against requirements  
Open flue is visually checked throughout it's length  
Flue flow and continuity test is carried out on open flue

Satisfies

6.2.1

Range categories

**Open flued**

**Room sealed**

ROA 19

7 **The appliance operational gas safety components are dismantled and cleaned using appropriate cleaning methods and agents**

Commentary

Clean main burner and pilot burner, as appropriate  
Clean injectors, primary air ports  
Clean heat exchanger and combustion chamber  
Clean flueways/fan assembly as required  
Water section

Satisfies

6.2.2

8 **Supplies are re-established**

Commentary

Check fuse and reconnect electrical supply  
Test electrical supply using preliminary electrical tests  
Reconnect gas supply and test as required  
Reconnect water supply and check for leaks

Satisfies

6.2.1

Range categories

**Gas**

**Electric**

**Water**

9 **Recommission appliance/system**

Commentary

Purge gas supply of air  
Check water pressure  
Check working pressure  
Check appliance burner pressure  
Check appliance input rate  
Check temperature rise  
Check flame picture and flame stability  
Carry out spillage test on open flues

Satisfies

6.2.1

10 **Check operation of appliance and system controls**

Commentary

Check all safety controls:  
- Flame supervision device  
- Gas taps  
- Slow ignition device

Satisfies

6.2.2

ROA 19

- Atmosphere sensing device, as required
- Automatic valve
- Fan pressure switch, as required
- Governors
- Case seals where applicable

Range categories

**Instantaneous**

**Circulator**

11 **Defects on components are identified and replaced as appropriate**

Commentary

Diagnostic tests are used to determine the correct operation of controls  
Defective controls are repaired or replaced as appropriate  
If replacement controls must be ordered a report of the defects must be given to the customer or authorised person

Satisfies

6.3.1

Range categories

**Written reports**

**Verbal reports**

12 **Appliance is handed back to the user and its safe operation explained**

Commentary

Explanation of work carried out  
Explanation of remedial work (as appropriate)  
Handing back Manufacturers Instructions  
Complete documentation

Satisfies

6.2.3

ROA 19

## **Service & Maintain Domestic Water Heating Appliances – Level 2**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date



ROA 19

**Assessment feedback**

[Empty rectangular box for assessment feedback]

Candidate's Signature and Date

Assessor's Signature and Date



# Record of Assessment Evidence 20

## Maintain a Domestic Gas Meter

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

- 1 **Confirm that the information necessary to maintain system components is available. Pass details to the customer/co-contractor in a manner which develops and maintains goodwill**

Commentary

Satisfies

Check customer/address details are accurate  
 Discuss accurately the job details with the customer  
 Ensure the meter equipment and instructions are available as applicable  
 Refer to manufacturers instructions prior to commencing maintenance  
 Use ID card to identify self  
 Address other respectfully and courteously

6.1.1  
 8.1.1  
 8.1.2  
 8.1.3  
 8.1.4

- 2 **Identify the activities that make up the maintenance schedule for the system or component**

Commentary

Satisfies

Comply with manufacturers maintenance instructions  
 Identify the required maintenance activities

6.1.2

- 3 **Plan service and maintenance work to minimise the disruption of system operation**

Commentary

Satisfies

Consult with others to minimise disruption  
 Check materials and tools are available  
 Identify any delays  
 Liase with other persons about any changes or defects

6.1.3  
 6.1.4  
 6.1.5

- 4 **Confirm that maintenance activities comply with industry requirements**

Commentary

Satisfies

Check that manufacturers instructions for maintenance are sufficient to cover all industry requirements  
 Include additional industry requirements into maintenance procedure

6.1.6

ROA 20

5 **Locate faults in systems to restore the system or components function to performance specification**

Commentary

Locate faults to:  
Inlet services  
Battery, where applicable  
Flags, where applicable  
Token mechanism, where applicable  
Blockages to inlet, pipework or meter as applicable  
Identify any tampering and take appropriate action

Satisfies

6.3.1

Range categories

Primary meter

ETM

Mechanical meter

6 **Liase with other persons to agree fault rectification procedures which will minimise disruption to work routines**

Commentary

Agree temporary solution  
Provide emergency credit as appropriate

Satisfies

6.3.1

Range categories

ETM

7 **Rectify faults in systems to restore the system or component function to performance specification**

Commentary

Reset meter, clear tampers and faults as necessary  
Replace battery as necessary  
Carry out battery test using appropriate equipment  
Remove blockages as necessary or request assistance  
Replace meter and or components as necessary

Satisfies

6.3.3

6.2.1

6.2.2

ROA 20  
Range categories

Primary meter

ETM

8 **Take precautionary actions to prevent the unauthorised use of unsafe systems or components**

Commentary

Make meter and service system “safe” if repair cannot be made  
\*N.B. Oral question will have to be asked depending on outcome i.e. if repair cannot be made

Satisfies

6.3.4

9 **Complete records to provide an accurate history of the service and maintenance of system components**

Commentary

Complete job documentation  
Customer report  
Notify supplier as appropriate

Satisfies

6.2.3

ROA 20

## **Maintain a Domestic Gas Meter**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 20

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date

# Record of Assessment Evidence 21

## Contribute to the Control, Rectification and Monitoring of Gas Emergencies

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

1 **Ensure that all job information essential to the job Is communicated and where appropriate on site before job commencement**

Commentary

Satisfies

Use ID card to identify self

8.1.2

All relevant information and details are recorded accurately using appropriate paperwork

All relevant information is communicated using appropriate company equipment

8.1.3

Reported emergency is reacted to promptly and in accordance with company procedures

8.1.1

Relevant information is exchanged professionally to authorised persons, co-contractors, members of the public, customers, managers/supervisors

Identify all relevant & authorised persons, co-contractors, members of the public and customers

8.1.4

Reported location & address are identified correctly & arrival confirmed

11.1.1

Where possible reporter of escape is contacted & details confirmed

Consult plans & information where available

Keep appropriate persons informed about any disruptions, timescales

Range categories

No access gained

Access gained

2 **Take precautionary actions to minimise potential safety risk persons in the work location**

Commentary

Satisfies

Carry out actions in order of priority to safeguard life, property and environment

11.1.2

Extinguish naked flames

ROA 21 Isolate electrical apparatus & switches in line with company procedures

Ventilate properties and voids where possible

Isolate gas supply and appliances as appropriate

Sources and potential sources of ignition are identified and made safe or other appropriate action is taken

Inform others of dangers and hazards and give safety instructions

Evacuate all affected properties as per procedures

Where appropriate entry to property is forced causing minimum damage and following company procedures

Prevent unauthorised entry to effected / evacuated properties

- Note above tasks will need to be covered using simulation

Range categories

**Evacuation**

**Forced entry**

3 **Comply with health and safety legislation**

Commentary

Carries out all work in safe manner in accordance with current safety regulations, recommendations, guidelines and risk assessments

Ensure co-contractors, site visitors and customers know and adhere to health and safety procedures

Ensure the provision of health, safety & welfare of customers, co-contractors & members of the public

Take precautionary actions to prevent hazards to self or other people within the work area

Satisfies

7.1.1

7.1.2

11.1.3

4 **Use of tools & equipment in a manner which complies with Health and Safety requirements**

Commentary

Uses and wears appropriate personal protective equipment

Use tools and equipment only as prescribed by the manufacturer

Tools, materials, parts and equipment are used and stored safely in accordance with company, manufacturers and suppliers recommendations

Correctly use appropriate industry approved plant location equipment

Correctly use appropriate industry approved gas detection equipment

Correctly use appropriate industry approved gas equipment to establish presence of below ground gas levels

Satisfies

11.2.1



5 **Check system for soundness using procedures that comply with industry requirements**

Commentary

Gas concentration readings are taken internally at appropriate locations  
 Gas concentration readings are taken externally at appropriate locations  
 Internal installations are tested for soundness  
 Systems not included in soundness test are checked and tested using operational techniques and procedures:

- gascoseeker
- leak detection fluid

Satisfies

11.2.2

Range categories

**Internal tests and checks**

**External tests and checks**

6 **Interpret tests and readings (internal and external)**

Commentary

Interpret gauge readings to determine:

- installation is sound
- installation is unsound

Identify evacuation criteria  
 Identify safe/unsafe levels for isolation of electricity  
 Identify requirements for ventilation of ducts, voids, enclosed spaces  
 Identify requirements for re-occupation of properties  
 Identify source of spillage of combustion products

Satisfies

11.2.3

Range categories

**Gas escape**

**Spillage of combustion products**

7 **Locate faults in systems or components using procedures that comply with industry requirements**

Commentary

Source of leak is identified  
 Source of leak is secured safely as appropriate

Satisfies

11.2.4

ROA 21 Temporary repair is correctly made where appropriate  
Temporary repair is correctly made where appropriate  
Permanent repair is made where appropriate

Range categories

**Locate and  
repair escape**

8 **Take precautionary actions to prevent the unauthorised use of unsafe/uncommissioned systems & components**

Commentary

Disconnect and label components that are not to be/have not been commissioned

Inform use of all non-commissioned components

Document a report on non-commissioned components

Satisfies

11.3.1

Range categories

**Warning  
labels/notices**

9 **Take precautionary actions to monitor site**

Commentary

Site is continuously monitored and actions and findings recorded and reported in line with procedures and priorities

All affected properties are correctly identified

Site is monitored to determine changes in circumstance and priorities

Site responsibility is handed to appropriate responsible personnel

Satisfies

11.3.2

Range categories

**Request assistance**

ROA 21

10 **Prioritise and determine site actions**

Commentary

Determine situations where site is not considered to be potentially hazardous  
Determine no trace of gas on site  
Promptly request assistance as required

Satisfies

11.3.3

Range categories

**Request assistance**

**No trace of gas**

**Site not potentially hazardous**

11 **Clear site upon completion of emergency**

Commentary

Evacuated properties are re-occupied where safe to do so in line with procedures  
Report findings and actions to emergency control  
Notify appropriate personnel  
Complete appropriate documentation  
Site safety is restored, work area is reinstated/cleared

Satisfies

11.3.4

ROA 21

**Contribute to the Control Rectification and Monitoring of Gas  
Emergency**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

**Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 21

**Assessment feedback**

[Empty rectangular box for assessment feedback]

Candidate's Signature and Date

Assessor's Signature and Date



# Record of Assessment Evidence 22

## Decommission Gas Cooking Appliance

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

1 **Liase with other persons at appropriate points within the decommissioning process to minimise disturbance to work routines**

Commentary

Discuss and agree job details with customer  
Monitor own performance against specified work schedule  
Communicate possible delays associated with:-  
    Work performance  
    Material, tools and equipment availability  
    Changes to the specification  
Defects or damage

Satisfies

5.3.1

Range categories

Work specification  
written

Customer instructions

2 **Check that conditions within the system will permit safe de-commissioning**

Commentary

Ensure all isolation valves are positioned to allow decommissioning  
Continuity bonds are fitted where appropriate  
Ensure adequate ventilation  
Isolate electrics

Satisfies

5.3.2

Range categories

Cooker with  
electrics

Cooker without  
electrics

ROA 22

3 **De-commission systems or components using tests and procedures, which comply with industry requirements**

Commentary

Disconnect 3pin plug from socket  
Access to gas connection  
Vent system of gas  
Check equipotential cross bonding  
Check that de-commissioning is complete visually, as appropriate  
Confirm that de-commissioning is complete utilising appropriate test methods  
Dismantle pipework as appropriate  
Remove flex and stability device

Satisfies

5.3.3

Range categories

**Freestanding**

**Built-in**

4 **Take precautionary actions to ensure that de-commissioned systems or components do not prove a safety hazard**

Commentary

Advisory notices and warning labels are used as appropriate  
Seal gas supply pipework  
Test service for leakage  
Complete documentation

Satisfies

5.3.4

Range categories

**Input services  
isolation/soundness  
checks**

**Record data**

**Sealing**

**Statutory regulation  
labels and notices**

ROA 22

## **Decommission Gas Cooking Appliance**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date



ROA 22

**Assessment feedback**

[Empty rectangular box for assessment feedback]

Candidate's Signature and Date

Assessor's Signature and Date



## Record of Assessment Evidence 23

### Decommission Gas Space Heater

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

**1 Liase with other persons at appropriate points within the decommissioning process to minimise disturbance to work routines**

Commentary

Discuss and agree job details with customer  
Monitor own performance against specified work schedule  
Communicate possible delays associated with:-  
    Work performance  
    Material, tools and equipment availability  
    Changes to the specification  
Defects or damage

Satisfies

5.3.1

Range categories

Work specification  
Written

Customer instructions

**2 Check that conditions within the system will permit safe de-commissioning**

Commentary

Ensure all isolation valves are positioned to allow decommissioning  
Continuity bonds are fitted where appropriate  
Ensure adequate ventilation  
Isolate gas supply

Satisfies

5.3.2

ROA 23

3 **De-commission systems or components using tests and procedures, which comply with industry requirements**

Commentary

Dismantle appliance as per manufacturers instructions  
Remove supply pipework  
Vent system of gas  
Check equipotential cross bonding  
Check that de-commissioning is complete visually, as appropriate  
Confirm that de-commissioning is complete utilising appropriate test methods  
Disconnect from the flue set

Satisfies

5.3.3

Range categories

**Fire**

**Gas pipework**

**Wall heater**

4 **Take precautionary actions to ensure that de-commissioned systems or components do not prove a safety hazard**

Commentary

Advisory notices and warning labels are used as appropriate  
Remove flue set and make good brickwork as required  
Seal gas supply pipework  
Test supply for leakage  
Complete documentation

Satisfies

5.3.4

Range categories

**Input services  
isolation/soundness  
checks**

**Record data**

**Sealing**

**Statutory regulation  
labels and notices**

ROA 23

## **Decommission Gas Space Heater**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 23

**Assessment feedback**

[Empty rectangular box for assessment feedback]

Candidate's Signature and Date

Assessor's Signature and Date



# Record of Assessment Evidence 24

## Decommission Gas Warm Air Unit

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

**1 Liase with other persons at appropriate points within the decommissioning process to minimise disturbance to work routines**

Commentary

Discuss and agree job details with customer  
Monitor own performance against specified work schedule  
Communicate possible delays associated with:-  
    Work performance  
    Material, tools and equipment availability  
    Changes to the specification  
Defects or damage

Satisfies

5.3.1

Range categories

**Work specification  
written**

**Customer instructions**

**2 Check that conditions within the system will permit safe de-commissioning**

Commentary

Ensure all isolation valves are positioned to allow decommissioning  
Continuity bonds are fitted where appropriate  
Ensure adequate ventilation  
Check safety equipment

Satisfies

5.3.2

**3 De-commission systems or components using tests and procedures, which comply with industry requirements**

Commentary

Protect customers property  
 Vent system of gas  
 Check equipotential cross bonding  
 Check that de-commissioning is complete visually, as appropriate  
 Confirm that de-commissioning is complete utilising appropriate test methods  
 Dismantle appliance from ducting

Satisfies

5.3.3

Range categories

**Domestic meter**

**Gas pipework**

**Appliance**

**4 Take precautionary actions to ensure that de-commissioned systems or components do not prove a safety hazard**

Commentary

Identify and remove / report any hazardous substances  
 Advisory notices and warning labels are used as appropriate  
 Seal de-commission flue, outlets and ducts as necessary  
 Seal gas supply pipework  
 Test supply for leakage  
 Isolate electrical supply, remove fuse  
 Remove trailing wires/cables

Satisfies

5.3.4

Range categories

**Input services  
isolation/soundness  
checks**

**Record data**

**Sealing**

**Statutory regulation  
labels and notices**

**System test equipment**

**Isolate electrics**

ROA 24

**Decommission Gas Warm Air Unit**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

**Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date



ROA 24

**Assessment feedback**

[Empty rectangular box for assessment feedback]

Candidate's Signature and Date

Assessor's Signature and Date



# Record of Assessment Evidence 25

## Decommission Gas Pipework

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

**1 Liase with other persons at appropriate points within the decommissioning process to minimise disturbance to work routines**

Commentary

Discuss and agree job details with customer  
Monitor own performance against specified work schedule  
Communicate possible delays associated with:-  
    Work performance  
    Material, tools and equipment availability  
    Changes to the specification  
Defects or damage

Satisfies

5.3.1

Range categories

Work specification  
written

Customer instructions

**2 Check that conditions within the system will permit safe de-commissioning**

Commentary

Ensure all isolation valves are positioned to allow decommissioning  
Continuity bonds are fitted where appropriate  
Ensure adequate ventilation  
Check safety equipment

Satisfies

5.3.2

ROA 25

3 **De-commission systems or components using tests and procedures, which comply with industry requirements**

Commentary

Vent system of gas  
Check equipotential cross bonding  
Check that de-commissioning is complete visually, as appropriate  
Confirm that de-commissioning is complete utilising appropriate test methods  
Dismantle pipework and meter as appropriate

Satisfies

5.3.3

Range categories

**Domestic meter**

**Gas pipework**

4 **Take precautionary actions to ensure that de-commissioned systems or components do not prove a safety hazard**

Commentary

Advisory notices and warning labels are used as appropriate  
Seal de-commissioning outlets as necessary  
Seal meter, store in safe ventilated area  
Seal service entry / emergency control valve as applicable  
Test service for leakage  
Complete documentation including meter details and serial numbers

Satisfies

5.3.4

Range categories

**Input services  
isolation/soundness  
checks**

**Record data**

**Sealing**

**Statutory regulation  
labels and notices**

**System test equipment**

ROA 25

## **Decommission Gas Pipework**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 25

**Assessment feedback**

A large empty rectangular box with a black border, intended for providing assessment feedback.

Candidate's Signature and Date

Assessor's Signature and Date



## Record of Assessment Evidence 26

### Install and Commission Gas Meters - Level 3

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

**1 Information is passed on to the customer and or co-contractors in a manner which develops and maintains goodwill**

Commentary

Identify other persons essential to the development of effective working relationships  
 Use I.D. card to identify self  
 Information is accurate and understood by others  
 Address others professionally with respect and courtesy

Satisfies

8.1.1  
 8.1.2  
 8.1.3  
 8.1.4

**2 Ensure that safety provisions within the immediate work location conform to the requirements of health and safety legislation**

Commentary

Remove hazards from work area as appropriate  
 Ensure safe access and egress to work location  
 Survey the work area to ensure it is safe to commence work  
 Identify hazardous substances and take appropriate action  
 Take appropriate steps to comply with identified risk assessments  
 Carry out site specific risk assessment where necessary

Satisfies

14.1.1

**3 Ensure that access provision to and from the immediate work location complies with health and safety requirements for the safe movement of the work force, members of the public and materials**

Commentary

Identify work location as required and communicate to customer, co-workers or site visitors.  
 Ensure workplace is kept free from obstructions  
 Ensure access equipment is fit for intend purpose, tested, and of a standard  
 Ensure access equipment is used in accordance with Health & Safety requirements

Satisfies

14.1.2

**4 Report any pre -installation damage or defects to existing building features to the job supervisor, line manager**

Commentary

Satisfies

Survey work area and identify any damage or defects to the fabric of the building or the area surrounding the work location  
 Report any damage to customer, co-contractor and line manager, as appropriate  
 Gain agreement that damage or defect existed prior to the work commencing

14.1.3

**5 Protect customers property and the building fabric against possible damage being caused during the installation process**

Commentary

Satisfies

Remove easily damaged items from the work location and surrounding area  
 Use dust sheets as appropriate  
 Use other protective equipment, as appropriate e.g.: flame retardant soldering mat

14.1.4

**6 Check that input services to the system components are suited to their intended purpose**

Commentary

Satisfies

Ensure gas service is charged (live) and available for use  
 Ensure gas service is free of damage and defects and of required standard  
 Check that gas supply is of sufficient size and volume  
 Check the location for the installation activities meets the specified industry requirement  
 Check for other services including ducts, pipes and cables  
 The emergency/meter control operates correctly

14.1.5.  
 5.1.2

**7 Confirm that the customer has job information on all key aspects of the installation process**

Commentary

Satisfies

Instruct customer on the planned progress of the work  
 Gain commitment that the stated job information meets the customers specifications  
 Amend job specification in line with customer's specification, manufacturers instructions, and industry requirements as necessary.

14.1.6  
 5.1.1   
 5.2.1

ROA 26

8 **Confirm that all materials, tools and equipment necessary for the installation process will be made available as required**

Commentary

Check materials & equipment are available, and to specification prior to commencement  
Check all tools required are available  
Order materials, tools and equipment (sufficient to ensure job is completed)

Satisfies

14.1.7

9 **Arrange a safe storage for materials, tools and equipment which meet industry requirements**

Commentary

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

Satisfies

14.1.8

10 **Carry out preparatory work to meet the installation requirements of systems and components**

Commentary

Prepare work location in line with industry requirements  
Assemble equipment, as required in line with manufacturers instructions and company procedures  
Mark fixing and connection locations, as required  
Isolate the gas supply

Satisfies

14.1.9

11 **Confirm that the materials, tools and equipment required for the installation are fit for their intended purpose**

Commentary

Ensure materials comply with industry standards  
Check tools are fit for purpose, tested as appropriate and used in line with manufacturers instructions  
Ensure materials are fit for purpose, approved and of suitable standard

Satisfies

14.2.1

12 **Fabricate system components using work methods that conform to industry requirements**

Commentary

Assemble equipment in line with manufacturers instructions, Gas Safety Regulations and industry requirements  
Pre-assemble pipe & components as required

Satisfies

14.2.2



ROA 26    Extend supply using appropriate pipe work and fittings  
Pipe work is located accurately & supported securely using approved fixtures

Range categories

Capillary

Screwed

Compression

Flanged

13    **Position system components to conform to the system design requirement**

Commentary

Ensure components can be fixed in specified locations to allow for other services, access, building regulations

Stated clearances

Adequate ventilation as applicable

Compliance with manufacturers instructions and industry requirements

The safe and effective operation of that component

Satisfies

14.2.3

14 **Fix system components using methods that conform to industry requirements**

Commentary

Carry out supplementary installation activities in a methodical manner, to ensure that: components are securely fixed in-line with manufacturers and industry requirements components are level, as applicable statutory and procedural requirements are adhered to

All relevant meter information is recorded e.g. meter index and number  
The meter is correctly positioned & connected to inlet & outlet connections

The meter bar / shelf / box are securely supported and checked for level  
Installation conforms to industry procedures and Gas Safety Regulations  
The meter control valve falls to off position

Satisfies

14.2.4

Range categories

**Meter bar/shelf**

**Surface**

**Meter box**

**Inset box**

**Up to 40m<sup>3</sup>/hr**

15 **Connect system components to systems and input services using methods that meet industry requirements**

Commentary

Connect to input services (equipotential bonding) as necessary

Connect to gas supply as necessary

Correct/use appropriate safety equipment

Satisfies

14.2.5

Range categories

**Temporary continuity bonding**

**Equipotential bonding**

16 **Carry out the installation processes minimising damage to customer property and building features**

Commentary

Use methodical working methods to install pipework & meter  
 Use safe working practices to install pipework & meter  
 Use techniques that comply with statutory and procedural requirements

Satisfies

14.2.6

Range categories

Capillary

Screwed

ETM

Primary

Mechanical

Flanged

Up to 40m3/hr

17 **Report to the immediate job supervisor, line manager (or customer) circumstances that effect the progress of the installation**

Commentary

Monitor own performance against specified work schedule  
 Communicate possible delays associated with:-  
     work performance  
     materials, tools & equipment availability  
     changes to the specification  
     defects or damage  
     identified hazards  
     commissioning

Satisfies

14.2.7   
 5.2.2

18 **Carry out pre-commissioning tests and checks in accordance with industry requirements**

Commentary

visually check for system leaks  
 calculate purge volume  
 remove sources of ignition  
 inform customer

Satisfies

5.1.4

19 **Confirm the integrity of the installed system using soundness testing procedures**

Commentary

Installation is tested and proved to be sound using appropriate company procedures i.e. for new or existing installations  
 Installation & meter is completely purged of gas/air mixture & vented to atmosphere  
 All purge points are sealed and disturbed joints are proved sound  
 Gas soundness test

Satisfies

14.2.8  
 5.1.3  
 5.1.5

Range categories

**New**

**Existing**

**TPCP1A**

20 **Check and adjust system components to meet performance requirements**

Commentary

Check system working pressure adjust and re-seal meter governor as required  
 Check gas service isolation valve

Satisfies

5.1.5  
 5.2.3  
 5.2.4

21 **Take precautionary actions to prevent the unauthorised use of uncommissioned systems and components**

Commentary

Disconnect and label components that are not to be/have not been commissioned  
 Inform user of all non-commissioned components  
 Document a report on non-commissioned components using appropriate company documentation

Satisfies

14.2.9

Range categories

**Warning labels and notices**

**Identification tapes**

22 **Provide customer with information necessary to the continued operation of the system or components**

Commentary

Explain the safe use of meter and control  
 Explain any notices and labels

Satisfies

5.2.5

ROA 26

## **Install and Commission Gas Meters - Level 3**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 26

**Assessment feedback**

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Candidate's Signature and Date

Assessor's Signature and Date

# Record of Assessment Evidence 27

## Service & Maintain Domestic Laundry Appliances – Level 3

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

- 1 **Servicing is planned to meet both organisational and customer requirements. All support information is available, complete, accurate and legible. It conforms with legislation and codes of practice**

Commentary

Satisfies

Job documentation and schedule is complete  
Maintenance requirements are agreed with customer  
Appliance details are confirmed  
Manufacturers Instructions are consulted for maintenance detail  
Customer reports of defects  
Ensure service procedure includes industry requirements

6.1.1  
6.1.2  
6.1.3  
6.1.5  
6.1.6

- 2 **Required materials, tool and equipment are available**

Commentary

Satisfies

Tools, instruments, equipment and materials are available and checked for operations

6.1.4

- 3 **Appliance assembly conforms to requirements**

Commentary

Satisfies

Check installation standards against Manufacturers Instructions  
Examine:  
- ventilation  
- clearances  
- general conditions and operation

6.2.1

ROA 27

4 **Isolate services**

Commentary

Turns off the gas and, where appropriate, caps the supply  
Isolate electric supply and remove fuse (as appropriate)

Satisfies

6.2.1

Range categories

Main electricity

Gas

5 **The appliance operational gas safety components are dismantled and cleaned using appropriate cleaning methods and agents**

Commentary

Clean burners and pilot burners, as appropriate  
Clean injectors  
Air ports  
Ignition devices  
Filters  
Vent hose  
Terminal where applicable

Satisfies

6.2.2

6 **Supplies are re-established & recommission appliance**

Commentary

Check fuse  
Test electrical supply using preliminary electrical tests  
Reconnect gas supply and test as required  
Reconnect electrical supply  
Check appliance is level and stable  
Check appliance flexible hose as appropriate  
Restraining strap where applicable

Satisfies

6.2.1

Range categories

Mains electricity

Gas



ROA 27

7 **Check operation of appliance controls**

Commentary

Check

- Flame supervision device, as appropriate
- Limit and exhaust thermostats
- Gas taps
- Ignition device
- Door seal and interlock
- Timer controls

Satisfies

6.2.2

8 **Defects on components are identified, as appropriate**

Commentary

Diagnostic tests are used to determine the correct operation of controls  
Defective controls are repaired or replaced as appropriate  
If replacement controls must be ordered a report of the defects must be given to the customer or authorised person

Satisfies

6.3.1

Range categories

Written reports

Verbal reports

9 **Appliance is handed back to the user and its safe operation explained.**

Commentary

Explanation of work carried out  
Explanation of remedial work (as appropriate)  
Handing back Manufacturers Instructions  
Complete documentation

Satisfies

6.2.3

ROA 27

## **Service & Maintain Domestic Laundry Appliances**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 27

**Assessment feedback**

A large empty rectangular box with a black border, intended for providing assessment feedback.

Candidate's Signature and Date  
Assessor's Signature and Date

## Record of Assessment Evidence 28

### Install and Commission a Domestic Gas Cooking Appliance - Level 3

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

- 1 **All information is passed on to customer or co-contractor in a manner that develops and maintains goodwill. Ensure that the safety provision within the immediate work location conforms to the requirements of health and safety legislation.**

Commentary

Check customer/address details are accurate  
Uses ID card to identify self  
Addresses others respectfully and courteously  
Information given is accurate and understood by customer  
Remove hazards from work area, as appropriate.  
Survey the work area to ensure it is safe to commence work.  
Identify hazardous substances and take appropriate action  
Take appropriate steps to comply with existing risk assessments  
Remove hazards from access areas  
Carry out site specific risk assessment where necessary

Satisfies

14.1.1  
14.1.2

Range categories

Private customer

Co-contractor

- 2 **Report any pre -installation damage or defects to existing building features to the job supervisor, line manager and customer.**

Commentary

Survey work area and identify any damage or defects  
Report and damage to customer or supervisor  
Gain agreement that damage was there prior to work

Satisfies

14.1.3

**3 Protect customers property and building fabric against possible damage being caused during the installation process.**

Commentary

Use dust sheets as appropriate  
 Use other protective equipment, as appropriate  
 Remove easily damaged items from work and surrounding areas  
 Check for other services, including ducts, pipes, and cables

Satisfies

14.1.4

**4 Check that input services to the system components are suited to their intended purpose.**

Commentary

Gas soundness test  
 Check the location for the installation activities meet the specified location requirements with the manufacturers instructions.  
 Check capacity of supply is sufficient  
 Visual check input service is free from damage  
 Check service is charged and available for use  
 The gas supply pipe terminates as per manufacturers instructions

Satisfies

14.1.5  
 5.1.2

**5 Confirm that the customer has job information on all key aspects of the installation process.**

Commentary

Instruct customer on the planned progress of the work  
 check that the stated job information meets the customers requirements.  
 Check that installation meets the required specified requirements within the manufacturers instructions

Satisfies

14.1.6  
 5.1.1  
 5.2.1

**6 Confirm that all materials, tools and equipment will be available as required and fit for purpose.**

Commentary

Ensure materials are sufficient to complete the job  
 Ensure tools are available including an oven thermometer  
 Materials and fittings used conform to appliance manufacturers installation instructions

Satisfies

14.1.7  
 5.1.2

7 **What would you do with tools, materials and equipment if you were required to leave the job unattended? (oral)**

Commentary

Satisfies

Arrange safe storage of tools, materials and equipment in a place which is not a hazard to people or yourself

14.1.8

8 **Carry out preparatory work to meet the installation requirements of systems and components.**

Commentary

Satisfies

Prepare work location for installation

14.1.9

Visually examine existing installation for defects

5.1.1

Isolate supply

Identify systems not complying to regulations/recommendations

9 **Fabricate system components using work methods that conform to the industry requirements.**

Commentary

Satisfies

Extend supply as required.

14.2.1

Assemble appliance in line with manufacturers instructions

14.2.2

Ensure correct gas type

Range categories

**In built**

**Freestanding**

**Duel fuel**




10 **Position system components to conform to the system design requirement.**

Commentary

Satisfies

Position appliance in-line with manufacturers instructions and customer requirements.

14.2.3

Statutory and procedural requirements are adhered to

14.2.4

Wire system / component as appropriate

Range categories

**In built**

**Freestanding**

**Duel fuel**

11 **Connect system components to system and input services using methods that meet industry requirements.**

| <u>Commentary</u>                                | <u>Satisfies</u> |
|--|------------------|
| Connect appliance and fittings to input services | 14.2.5           |
| Gas  |                  |
| Electricity, as required                         |                  |

Range categories

**Flexible**

**Rigid**

12 **Carry out installation process to minimise damage to customer's property and building features and report any delays in progress to customer or supervisor.**

| <u>Commentary</u>  | <u>Satisfies</u>          |
|--|---------------------------|
| Use methodical working methods                                       | 14.2.6<br>14.2.7<br>5.2.2 |
| Use safe working practices   |                           |
| Use techniques that comply with statutory and procedural requirement |                           |
| Report delays as appropriate   |                           |
| Locate / fit stability device  |                           |
| Level appliance  |                           |
| Commissioning  |                           |

13 **Confirm the integrity of the installation using soundness testing procedure.**

| <u>Commentary</u>                                 | <u>Satisfies</u> |
|---|------------------|
| Soundness test supply                             | 14.2.8<br>5.1.3  |
| Visually check for system leaks                   |                  |
| Carry out electrical safety checks as appropriate |                  |

14 **Carry out pre-commissioning tests and checks in accordance with industry and manufacturers requirements.**

| <u>Commentary</u>                                       | <u>Satisfies</u> |
|---|------------------|
| Check ventilation is adequate.                          | 5.1.4            |
| Upgrade ventilation, where applicable.                  |                  |
| Carry out preliminary electrical checks, as appropriate |                  |

ROA 28

15 **Check the system charging complies with industry requirements.**

Commentary

Purge supply/ appliance  
Check system working pressure

Satisfies

5.1.5

16 **Check the correct function of system and controls against performance requirements.**

Commentary

Check operation of:-  
Oven stat  
Flame Supervision Device  
Safety shut-off valve  
Ignition system  
Timer  
Oven door seal  
Gas taps  
Check appliance operating pressure  
Check flame pictures

Satisfies

5.2.3

Range categories

No electrics

Battery

Mains

17 **Adjust system to establish system component performance meets design specification**

Commentary

Adjust oven timer, where applicable

Satisfies

5.2.4

18 **What would you do if, for any reason, the appliance or system could not be commissioned at this visit? (oral)**

Commentary

**System and component defects are identified**  
Disconnect and label components that are not to be/have not been commissioned  
Inform user accordingly  
Document and report on non commissioned components

Satisfies

14.2.9

Range categories

Written reports

Verbal reports



ROA 28

19 **Provide the customer with information necessary to the continuing operation of the system or components.**

Commentary

Explain the safe use of the appliance

Hand over the instructions

Identify and inform the appropriate person of the maintenance requirements

Satisfies

5.2.5

ROA 28

**Install and Commission a Domestic Gas Cooking Appliance - Level 3**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

**Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 28

**Assessment feedback**

A large empty rectangular box with a black border, intended for providing assessment feedback.

Candidate's Signature and Date

Assessor's Signature and Date



## Record of Assessment Evidence 29

### Service & Maintain Domestic Cooking Appliances – Level 3

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

- 1 **Servicing is planned to meet both organisational requirements. All support information is available, complete, accurate and legible. It conforms with legislation and codes of practice**

Commentary

Job documentation and schedule is complete  
 Maintenance requirements are agreed with customer  
 Appliance details are confirmed  
 Manufacturers Instructions are consulted for maintenance details  
 Customer reports of defects  
 Ensure service procedure includes industry requirements  
 Ensure all diagnostic data is available prior to commencing maintenance

Satisfies

15.1.1  
 15.1.2  
 15.1.3  
 15.1.5  
 15.1.6

Range categories

**Planned work**

**Responsive work**

- 2 **Required materials, tools and equipment are available**

Commentary

Tools, diagnostic equipment and materials are available and checked for operation including oven thermostat

Satisfies

15.1.4

ROA 29

3 **Appliance assembly conforms to requirements**

Commentary

Check installation standards against Manufacturers Instructions  
Examine:

- ventilation
- clearances
- general condition and operation
- labelling
- appliance components
- appliance wiring as appropriate

Satisfies

15.2.1

Range categories

**Freestanding**

**Built-in**

4 **Isolate services**

Commentary

Turns off the gas and, where appropriate, caps the supply  
Isolate electric supply and remove fuse (as appropriate)

Satisfies

15.2.1

Range categories

**Main electricity**

**Gas**

5 **The appliance operational gas safety components are dismantled and cleaned using appropriate cleaning methods and agents**

Commentary

Clean burners and pilot burners, as appropriate  
Clean injectors  
Air ports  
Ignition devices

Satisfies

15.2.2

6 **Supplies are re-established & recommission appliance**

Commentary

- Check fuse
- Test electrical supply using preliminary electrical tests
- Reconnect gas supply and test as required
- Reconnect electrical supply
- Check appliance is level and stability device engaged
- Check appliance flexible hose as appropriate

Satisfies

15.2.1

Range categories

**Main electricity**

**Gas**

7 **Check operation of appliance controls**

Commentary

- Check
- Flame supervision device, as appropriate
  - Thermostats
  - Gas taps
  - Ignition device
  - Over door seals
  - Timer controls
  - Lid safety cut off devices

Satisfies

15.2.2

8 **Defects on components are identified, as appropriate**

Commentary

- Diagnostic tests are used to determine the correct operation of controls  
Defective controls are repaired or replaced as appropriate  
If replacement controls must be ordered a report of the defects must be given to the customer or authorised person

Satisfies

15.3.1

Range categories

**Written reports**

**Verbal reports**

ROA 29

9 **Appliance is handed back to the user and its safe operation explained**

Commentary

Explanation of work carried out  
Explanation of remedial work (as appropriate)  
Handing back Manufacturers Instructions  
Complete documentation

Satisfies

15.2.3

ROA 29

## **Service & Maintain Domestic Cooking Appliances**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date



ROA 29

**Assessment feedback**

[Empty box for assessment feedback]

Candidate's Signature and Date  
Assessor's Signature and Date



# Record of Assessment Evidence 30

## Install & Commission Domestic Central Heating System & Components

### Level 3

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

1 **Information is passed on to the customer and or co-contractors in a manor which develops and maintains goodwill**

Commentary

Satisfies

Identify other persons essential to the development of effective working relationships

8.1.1

Use ID card to identify self

8.1.2

Information is accurate and understood by others

8.1.3

Address other professionally with respect and courtesy

5.2.2

Range categories

Private customer

Site

Co-contractor

2 **Ensure that safety provisions within the immediate work location conform to the requirements of health and safety legislation**

Commentary

Satisfies

Remove hazards from work area as appropriate

14.1.1

Ensure safe access and egress to work location

Survey work area to ensure it is safe to commence work

Identify hazardous substances and take appropriate action

Take appropriate steps to comply with identified risk assessments

Carry out site specific risk assessment where necessary

ROA 30

- 3 **Ensure that access provision to and from the immediate work location complies with health and safety requirements for the safe movement of the work force, members of the public and materials**

Commentary

Satisfies

Identify work location as required and communicate to customer, co-workers or site visitors  
Ensure workplace is kept free from obstructions  
Ensure access equipment is fit for intended purpose tested, and of a standard  
Ensure access equipment is used in accordance with Health & Safety requirements  
Produce risk assessment as required

14.1.1

- 4 **Report any pre-installation damage or defects to existing building features to the job supervisor, line manager**

Commentary

Satisfies

Survey work area and identify any damage or defects to the fabric of the building or the area surrounding the work location  
Report any damage to customer, co-contractor and line manager, as appropriate  
Gain agreement that damage or defect existed prior to the work commencing  
Check existing ventilation and flue system throughout its length as required

14.1.1

- 5 **Protect customer property and the building fabric against possible damage being caused during the installation process**

Commentary

Satisfies

Remove easily damaged items from the work location and surrounding area  
Use dust sheets as appropriate  
Use other protective equipment, as appropriate e.g. flame retardant soldering mat  
Check for other services including ducts, pipes and cables

14.1.4

6 **Check that input services to the system components are suited to their intended purpose**

Commentary

Satisfies

Ensure gas service is changed (live) and available for use  
 Ensure gas service is free of damage and defects and of required standard  
 Rectify/report any damager or defects  
 Check that gas supply is of sufficient size and volume  
 Check the location for the installation activities meets the specified industry requirement  
 Check suitability of electric supply  
 Check suitability of water supply

14.1.5

Range categories

Gas

Electric

Water




7 **Confirm that the customer has job information on all key aspects of the installation process**

Commentary

Satisfies

Instruct customer on the planned progress of the work  
 Gain commitment that the sated job information meets the customers specifications  
 Amend job specification in line with customer's specification, manufacturer's instructions and industry requirements as necessary

14.1.6

5.1.1

5.2.1

Range categories

New system

Existing system



8 **Confirm that all materials, tool and equipment necessary for the installation process will be made available as required**

Commentary

Satisfies

Check materials & equipment are available and to specification prior to commencement  
 Check all tools required are available  
 Order materials, tools and equipment sufficient to ensure job is completed  
 Rectify/report any damage or defects

14.1.7

ROA 30

9 **Arrange a safe storage for materials, tools and equipment which meet industry requirements**

Commentary

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

Satisfies

14.1.8

10 **Carry out preparatory work to meet the installation requirements of systems and components**

| <u>Commentary</u>  | <u>Satisfies</u>                |
|--|---------------------------------|
| Prepare work location in line with industry requirements                                       | 14.1.9 <input type="checkbox"/> |
| Assemble equipment, as required in line with manufacturers instructions and company procedures |                                 |
| Mark fixing and connection locations, as required  |                                 |
| Isolate supply   |                                 |
| Identify any potential problems  |                                 |

11 **Confirm that all materials, tool and equipment necessary for the installation are fit for their intended purpose**

| <u>Commentary</u>   | <u>Satisfies</u>                |
|---|---------------------------------|
| Ensure materials comply with industry standards   | 14.2.1 <input type="checkbox"/> |
| Check tools fit for purposes, tests as appropriate and used in line with manufacturers instructions |                                 |
| Ensure materials are fit for purposes, approved and of suitable standard                            |                                 |

12 **Fix pipework, controls and components whilst minimising damage to customer property and building feature**

| <u>Commentary</u>  | <u>Satisfies</u>   |
|--|--|
| Carry out installation activities in a methodical manner, to ensure that: pipework, controls and components are securely fixed in-line with industry and manufacturer requirements | 14.2.4<br>14.2.6<br>14.2.5<br>14.2.3<br><input type="checkbox"/> |
| Procedural requirements are adhered to   |  |
| Installation conforms to industry procedures and Statutory Regulations   |  |
| Ensure pipework and controls can be fixed in specified locations to allow for other services, access, Building Regulations   |  |
| Stated Clearances  |  |
| Support requirements   |  |
| Safe and effective operation of controls as necessary  |  |
| Connect to input services as required  |  |
| Appliance is correctly sealed to appropriate flue test   |  |

Range categories

| Balance flue             | Fan assisted<br>flue     | Unvented                 | Conventional<br>flue     | Combination<br>boiler    |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

13 **Report to the immediate job supervisor, line manager (or customer) circumstances the effect the progress of the installation**

Commentary

Satisfies

Monitor own performance against specified work schedule

14.2.7

Communicate possible delays associated with:

5.2.2

- work performance
- material, tool & equipment availability
- changes to the specification
- defects or damage
- identified hazards

14 **Confirm the integrity of the installed systems using soundness testing procedures and ensure system is charged and all electrical work is connected satisfactory**

Commentary

Satisfies

Installation is tested and proved to be sound using appropriate procedures

14.2.8

Gas supply is completely purged of gas air mixture

5.1.3

All purge points are sealed and disturbed joints are proved sound

5.1.5

Carry out electrical tests as appropriate

15 **Check the correct function of systems and components against performance requirements**

Commentary

Satisfies

The appliance is purged of air

14.2.5

Check water system operation

Check ignition system operation

Check flame picture

Check appliance operating pressure

Check operation of all gas safety controls

Check operation of flue system and components including spillage test

Check ventilation

Check electrical operation

Range categories

Gas

Water

Flues and  
ventilation

Electric

16 **Take precautionary actions to prevent the unauthorised use of uncommissioned systems and components**

Commentary

Disconnect and label pipework and controls that have not to be/have not been commissioned  
 Inform user of all non-commissioned pipework and controls  
 Document a report on non-commissioned components using appropriate company documentation

Satisfies

14.2.9

Range categories

Written report

Verbal report

17 **Provide customer with information necessary to the continuing operation of the system or control**

Commentary

Handover system to user  
 Explain safe operation requirements  
 Maintenance requirements, as appropriate

Satisfies

5.2.5

18 **Adjust systems controls to establish system or component performance to meet design specification**

Commentary

Adjust appliance governor, as applicable  
 Set range rated appliance to specified setting

Satisfies

5.2.4



ROA 30

## **Install and Commission Domestic Central Heating System & Components**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 30

**Assessment feedback**

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**Candidate's Signature and Date**

**Assessor's Signature and Date**

# Record of Assessment Evidence 31

## Service and Maintain Central Heating Systems & Components - Level 3

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

- 1 **Servicing is planned to meet both organisational and customer requirements. All support information is available, complete, accurate and legible. It conforms with legislation and codes of practice.**

Commentary

Satisfies

Job documentation and schedule is complete

15.1.1

Maintenance requirements are agreed with customer

15.1.2

Appliance details are confirmed

15.1.3

Manufacturers Instructions are consulted for maintenance detail

15.1.5

Customer reports of defects

15.1.6

Ensure service procedure includes industry requirements

Ensure all diagnostic data is available prior to commencing maintenance

Range categories

Planned work

Responsive work

- 2 **Required materials, tools and equipment are available**

Commentary

Satisfies

Tools, instruments, diagnostic equipment and materials are available and checked for safe operation

15.1.4

ROA 31

3 **Appliance assembly conforms to requirements**

Commentary

Check installation standards against manufacturers instructions

Examine

- flue
- use thermal and flue gas analysis equipment
- ventilation
- clearances
- general condition & operation
- labelling
- appliance components
- appliance wiring

Satisfies

15.2.1

Range categories

**Open flue**

**Room sealed**

**Compartment  
fixed**

**Fan assisted**

4 **Isolate services**

Commentary

Turn off the gas, and where appropriate, caps the supply

Isolate electric supply and remove fuse

Isolate water and drain as appropriate

Satisfies

15.2.1

Range categories

**Gas**

**Water**

**Electric**

5 **Flue is connected as required**

Commentary

Detailed check of flue connection to appliance

The flue termination is examined and checked against requirements

Open flue is visually checked throughout it's length

Flue flow and continuity test is carried out on open flues

Satisfies

15.2.1

Range categories

**Open flue**

**Fanned flue**

**Balanced flue**

6 **The appliance operational gas safety components are dismantled and cleaned using appropriate cleaning methods and agents**

Commentary

- Clean main burner and pilot burner
- Clean injectors
- Clean heat exchanger and combustion chamber
- Clean flueways/fan assembly as required

Satisfies

15.2.2

Range categories

**Conventional boiler**

**Back boiler**

7 **Supplies are re-established**

Commentary

- Check fuse and reconnect electrical supply
- Test electrical supply using preliminary electrical tests
- Reconnect gas supply and test as required
- Reconnect water supply and check for leaks

Satisfies

15.2.1

Range categories

**Gas**

**Water**

**Electric**

8 **Recommission system**

Commentary

- Check system is filled/pressurised
- Check system us vented and leak free
- Check radiators are vented

Satisfies

15.2.1

Range categories

**Conventional system**

**Sealed system**

9 **Recommission appliance**

Commentary

- Purge gas supply of air
- Check working pressure
- Check appliance burner pressure
- Check appliance input rate
- Check flame picture and flame stability

Satisfies

15.2.1

10 **Check operation of appliance and system controls**

Commentary

- Check safety controls, where applicable
  - Flame supervision device
  - Thermostats
  - Control valves
  - Atmosphere sensing device, as required
  - Fan pressure switch, as required
  - Governors
- Check and set system controls to ensure appliance/system efficiency
  - Zone valve/diverter valve
  - Pump
  - Radiator valves/Thermostat radiator valves
  - Timer/programmer
  - Room thermostat/cylinder stat as required

Satisfies

15.2.2

Range categories

Conventional boiler

Condensing boiler

11 **Defects on components are identified and replaced as appropriate**

Commentary

- Diagnostic testes are used to determine the correct operation of controls
- Defective controls are repaired or replaced as appropriate
- If replacement controls must be ordered a report of the defects is given to the customer or authorised person

Satisfies

15.3.1

ROA 31

Range categories

Written report

Verbal report

12 **Appliance is handed over to the user and its safe operation explained**

Commentary

Explanation of work carried out  
Explanation of remedial work (as appropriate)  
Handing back Manufacturers Instructions  
Complete documentation

Satisfies

15.2.3

ROA 31

## **Service and Maintain Central Heating Systems and Components**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date



ROA 31

**Assessment feedback**

[Empty rectangular box for assessment feedback]

Candidate's Signature and Date  
Assessor's Signature and Date

# Record of Assessment Evidence 32

## Service and Maintain Domestic Water Heating Appliances - Level 3

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

1 **Information is passed onto the customer in a manner which develops and maintains goodwill**

Commentary

Satisfies

Check customer/address details are accurate

8.1.3

Uses ID card to identify self

8.1.2

Address other respectfully and courteously

8.1.1

Information given is accurate and understood by the customer

8.1.4

2 **Servicing is planned to meet both organisational and customer requirements. All support information is available, complete, accurate and legible. It conforms with legislation and codes of practice**

Commentary

Satisfies

Job documentation and schedule is complete

15.1.1

Maintenance requirements are agreed with customer

15.1.2

Appliance details are confirmed

15.1.3

Manufacturers Instructions are consulted for maintenance detail

15.1.5

Customer reports of defects

15.1.6

Ensure service procedure includes industry requirements

Range categories

Planned work

Responsive work

3 **Required materials, tools and equipment are available**

Commentary

Satisfies

Tools, instruments, equipment and materials are available and checked for operation

15.1.4

**Appliance assembly conforms to requirements**

Commentary

Check installation standards against Manufacturers Instructions  
Examine

- flue
- ventilation
- clearances
- general condition and operation
- labelling
- appliance components
- compartment construction

Satisfies

15.2.1

Range categories

**Room sealed**

**Open Flued**

**Flueless**

5 **Isolate services**

Commentary

Isolate water and drain appliance, where applicable  
Turns off the gas and, where appropriate, caps the supply  
Isolate electric supply and remove fuse

Satisfies

15.2.1

Range categories

**Gas**

**Electric**

**Water**

6 **Flue is connected as required**

Commentary

Detailed check of flue connection to appliance, as appropriate  
The flue termination is examined and checked against requirements  
Open flue is visually checked throughout it's length  
Flue flow and continuity test is carried out on open flue

Satisfies

15.2.1

ROA 32  
Range categories

Open flued

Room sealed

7 **The appliance operational gas safety components are dismantled and cleaned using appropriate cleaning methods and agents**

Commentary

Clean main burner and pilot burner, as appropriate  
Clean injectors, primary air ports  
Clean heat exchanger and combustion chamber  
Clean flueways/fan assembly as required  
Water section

Satisfies

15.2.2

8 **Supplies are re-established**

Commentary

Reconnect gas supply and test as required  
Reconnect water supply and check for leaks  
Reconnect electric supply and carry out safety checks

Satisfies

15.2.1

Range categories

Gas

Electric

Water

9 **Recommission appliance/system**

Commentary

Purge gas supply of air  
Check water pressure  
Check working pressure  
Check appliance burner pressure  
Check appliance input rate  
Check temperature rise  
Check flame picture and flame stability  
Carry out spillage test on open flues

Satisfies

15.2.1

ROA 32

10 **Check operation of appliance and system controls**

Commentary

Check all safety controls:

- Flame supervision device
- Gas taps
- Slow ignition device
- Atmosphere sensing device, as required
- Automatic valve
- Fan pressure switch, as required
- Governors
- Case seals where applicable

Satisfies

15.2.2

Range categories

**Instantaneous**

**Circulator**

11 **Defects on components are identified and replaced as appropriate**

Commentary

Diagnostic tests are used to determine the correct operation of controls  
Defective controls are repaired or replaced as appropriate

If replacement controls must be ordered a report of the defects must be given to the customer or authorised person

Satisfies

15.3.1

Range categories

**Written reports**

**Verbal reports**

12 **Appliance is handed back to user and its safe operation explained**

Commentary

Explanation of work carried out  
Explanation of remedial work (as appropriate)

Satisfies

15.2.3

Handing back Manufacturer's Instructions  
Complete documentation



ROA 32

## **Service & Maintain Domestic Water Heating Appliances**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

Date

Verifier's Name

Date

ROA 32

**Assessment feedback**

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for providing assessment feedback.

Candidate's Signature and Date

Assessor's Signature and Date



## Record of Assessment Evidence 33

### Install and Commission Domestic and Non-Domestic Pipework and Controls - Level 3

Candidate's name

Candidate's enrolment number

Number of Sufficiency of Evidence Sheets

**1 Information is passed on to the customer and or co-contractors in a manor which develops and maintains goodwill**

Commentary

Identify other persons essential to the development of effective working relationships

Use I.D. card to identify self

Information is accurate and understood by others

Address others professionally with respect and courtesy

Satisfies

8.1.1

8.1.2

8.1.3

8.1.4

5.2.2

Range categories

Customer

Authorised person

**2 Ensure that safety provisions within the immediate work location conform to the requirements of health and safety legislation**

Commentary

Remove hazards from work area as appropriate

Ensure safe access and egress to work location

Survey the work area to ensure it is safe to commence work

Identify hazardous substances and take appropriate action

Take appropriate steps to comply with identified risk assessments

Carry out site specific risk assessment where necessary

Satisfies

14.1.1

**3 Ensure that access provision to and from the immediate work location complies with health and safety requirements for the safe movement of the work force, members of the public and materials**

Commentary

Identify work location as required and communicate to customer, co-workers or site visitors.  
 Ensure workplace is kept free from obstructions  
 Ensure access equipment is fit for intend purpose and tested, and of a standard  
 Ensure access equipment is used in accordance with Health & Safety requirements  
 Inspect and report defects  
 Produce risk assessment as required

Satisfies

14.1.2

**4 Report any pre -installation damage or defects to existing building features to the job supervisor, line manager**

Commentary

Survey work area and identify and damage or defects to the fabric of the building or the area surrounding the work location  
 Report any damage to customer, co-contractor and line manager, as appropriate  
 Gain agreement that damage or defect existed prior to the work commencing

Satisfies

14.1.3

Range categories

Customer

Authorised person

**5 Protect customers property and the building fabric against possible damage being caused during the installation process**

Commentary

Remove easily damaged items from the work location and surrounding area  
 Use dust sheets as appropriate  
 Use other protective equipment, as appropriate e.g.: flame retardant soldering mat  
 Record faults and constraints

Satisfies

14.1.4

**6 Check that input services to the system components are suited to their intended purpose**

Commentary

Satisfies

Ensure gas service is charged (live) and available for use  
 Ensure gas service is free of damage and defects and of required standard  
 Check that gas supply is of sufficient size and volume  
 Check the location for the installation activities meets the specified industry requirement  
 Check for other services including ducts, pipes and cables  
 Rectify and report any damage or defects

14.1.5

**7 Confirm that the customer has job information on all key aspects of the installation process**

Commentary

Satisfies

Instruct customer on the planned progress of the work  
 Gain commitment that the stated job information meets the customers specifications  
 Amend job specification in line with customer's specification, manufacturers instructions and industry requirements as necessary.

14.1.6

**8 Confirm that all materials, tools and equipment necessary for the installation process will be made available as required**

Commentary

Satisfies

Check materials & equipment are available and to specification prior to commencement  
 Check all tools required are available  
 Order materials, tools and equipment (sufficient to ensure job is completed)  
 Identify/report any damage or defects

14.1.7

Range categories

**Iron pipework  
up to 50mm**

**Copper fittings**

**Plastic fittings**




**9 What would you do with tools, materials and equipment if you were required to leave the job unattended? (oral)**

Commentary

Satisfies

Arrange safe storage of tools, materials and equipment in a place which is not a hazard to people or themselves

14.1.8

10 **Carry out preparatory work to meet the installation requirements of systems and components**

Commentary

Satisfies

Prepare work location in line with industry requirements  
 Mark fixing and connection locations, as required  
 Isolate supply  
 Identify potential problems  
 Temporary Continuity Bond  
 Equipotential Bond

14.1.9

11 **Confirm that the materials, tools and equipment required for the installation are fit for their intended purpose**

Commentary

Satisfies

Ensure materials comply with industry standards  
 Check tools fit for purposes, tested as appropriate and used in line with manufacturers instructions  
 Ensure materials are fit for purposes, approved and of suitable standard

14.2.1

12 **Fix pipework and controls whilst minimising damage to Customer property and building feature**

Commentary

Satisfies

Pipework is joined using correct fittings and agents  
 Carry out installation activities in a methodical manner, to ensure that pipework controls are securely fixed in-line with industry requirements  
 Procedural requirements are adhered to  
 Installation conforms to industry procedures and Statutory Regulations  
 Ensure pipework and controls can be fixed in specified locations to allow for other services, access, Building Regulations  
 Stated Clearances  
 Support requirements  
 Safe and effective operation of controls as necessary

14.2.4

Range categories

Flange 50mm

Screwed

Steel Pipework

Plastic Pipe

Copper pipe

ROA 33

13 **Report to the immediate job supervisor, line manager (or customer) circumstances that effect the progress of the installation**

Commentary

Monitor own performance against specified work schedule  
Communicate possible delays associated with:-  
work performance  
materials, tools & equipment availability  
changes to the specification  
defects or damage  
identified hazards

Satisfies

14.2.7

14 **Confirm the integrity of the installed pipework using soundness testing procedures and ensure the system is charged.**

Commentary

Pipework pressurised  
Installation is tested and proved to be sound using appropriate procedures  
Gas supply is completely purged of gas air mixture.  
All purge points are sealed and disturbed joints are proved sound  
Check for water ingress/leaks on the internal Installation  
Calculate purge volume

Satisfies

14.2.8

5.1.3

5.1.5

Range categories

**Domestic Gas test**

**Domestic Air test**

**Water test**

**Commercial Gas test**

**IGEM/UP/1A**

ROA 33

15 **What would you do if, for any reason, the appliance or system could not be commissioned at this visit? (oral)**

Commentary

System and component defects are identified  
Disconnect and label components that are not to be/have not been commissioned  
Inform user accordingly  
Document and report on non commissioned components

Satisfies

14.2.9

Range categories

Verbal report

Written report

16 **Provide the customer with information necessary to the continuing operation of the system or control.**

Commentary

Handover system to user.  
Explain safe operation requirements  
Maintenance requirements, as appropriate

Satisfies

5.2.5

ROA 33

## **Install and Commission Domestic and Non-Domestic Gas Pipework and Controls - Level 3**

The Assessors, Internal Verifiers and Candidate to sign below once candidate has demonstrated consistent competence in areas covering all performance criteria across the ranges and possesses the relevant underpinning knowledge.

Candidate's name

Candidate's enrolment number

### **Assessment 1**

Assessor's Name

Assessor's Number

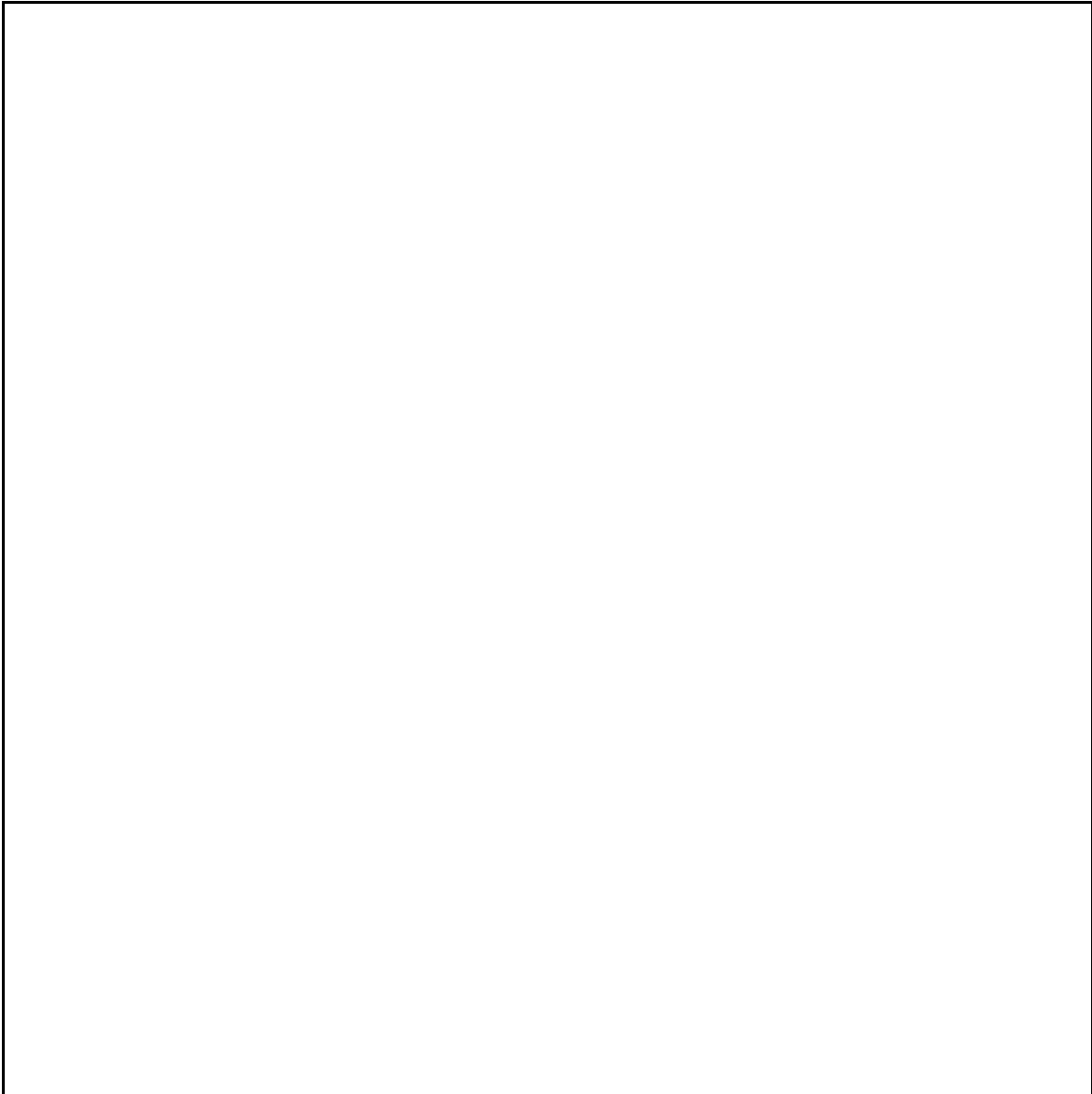
Date

Verifier's Name

Date

ROA 33

**Assessment feedback**

A large, empty rectangular box with a thin black border, intended for providing assessment feedback. It occupies the central portion of the page.

Candidate's Signature and Date

Assessor's Signature and Date