

# Unitas Gas Compliance Management System - Introduction



Authorised By: Suzanne Bradley	Page 1 of 13	SHEMS-STD-GR-401
Author: Martin Ball	Date: April 2019	Version: 1.2
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**1.0 Introduction**

- 1.1 The purpose of Unitas Gas Compliance Management System is to specify how Unitas will manage its legal and corporate responsibilities when working in Gas operations.
- 1.2 The Unitas Gas Compliance Management System applies to all Domestic and Commercial Gas operations.
- 1.3 The Unitas Gas Compliance Management System is based on the Gas Safety (Installation and Use) Regulations 1998.
- 1.4 Any exceptions and deviations from the Group Gas Compliance Management System will be documented through the SHEMS Appendix B process SHEMS-FOR-GR-999, jointly authorised by the Director.

**2.0 Definitions**

**Accredited Certificate Scheme (ACS)** – A competence assessment framework identifying specific competencies for gas engineers.

**Additional Emergency Control Valve (AECV)** - A valve, not being the ECV, for shutting off the supply of gas in an emergency, intended for use by a consumer of gas. An AECV may be located within either the meter installation or installation pipework and as such, may not isolate all of the meter installation or consumer’s pipework. (See also Emergency Control Valve (ECV)).

**Additional Work/Remedial Work** – Where further visits are required to the property or premises in order to maintain or repair a gas installation/system.

**Agency Engineer** - A Gas Safe Registered company or individual who carries out work on behalf of Kier who have been appointed through an agency provider.

**Allocated Manager KIER** - Senior Manager within the Kier Business Unit with direct responsibility for overseeing, managing and controlling gas work and can either be the:

- Operations Manager
- Construction Manager
- Contracts Manager
- Gas Manager

*Note: This is not an exhaustive list*

**At Risk (AR)** - An AR appliance/installation is one where a fault exists and which, as a result, may in the future constitute a danger to life or property.

**Competent Person** – A person who is competent in the role that they are employed in, in relation to gas, the competent Person will be Gas Safe Registered and holding appropriate ACS certificates of competence.



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**Commissioning** - Initial start-up of an installation to check and adjust for safe and reliable operation.

**Commissioning Engineer** – A suitably qualified and competent Gas Safe Registered engineer responsible for the final commissioning, testing of a gas installation to confirm the installation is safe to use. The commissioning engineer shall confirm the installation has been installed in accordance with relevant appliance manufacturer installation instructions, standards & legislation.

**Chimney** - Structure consisting of a wall or walls enclosing a flue or flues. This includes chimneys of all materials (e.g. metal, masonry, plastic, etc.). It may be either an open flue chimney for use with an open-flued appliance or a room-sealed chimney configuration for use with a room-sealed appliance.

**Directly Employed** – An employee who is directly employed by Kier.

**Disconnect** - Prevent the operation of a gas appliance or gas installation through the physical disconnection of the gas supply from the appliance/installation and sealing off the supply using a plug, or cap, or by spading off.

**Emergency Control Valve (ECV)** - A valve, not being an “Additional Emergency Control Valve” (AECV) for shutting off the supply of gas in an emergency, intended for use by a consumer of gas and being installed at the end of a gas service or gas distribution main. The outlet of the ECV terminates and thus defines the end of the Network.

**Emergency Service Provider (ESP)** - Emergency Service Providers respond to and make safe all reported gas emergencies, including gas escapes and CO/fumes, as soon as reasonably practicable. Suppliers of LPG have similar duties to those described above.

**Flue** - Passage for conveying combustion products to the outside air.

**Fumes** - Products of combustion.

**Gas Emergency** – A report of gas escape or fumes with potential threat to Life or Property.

**Gas Safety (Installation and Use) Regulation (1998)** – The primary regulations for working with gas.

**Gas Safe Register** – Gas Safe is a recognised National body that sets training criteria and conducts compliance inspection and monitoring of companies and individuals that work on gas installations. Gas Safe Register operates a licensing regime for businesses and their engineers who are qualified as competent in specific areas of gas work.

**Gas Technically Competent Engineer** – A person holds appropriate certificates of competence (ACS) and is registered with the Gas Safe Register.





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**Gas appliance** - Means an appliance designed for use by a consumer of gas for heating, lighting, cooking or other purposes.

**Gas installation** - Gas pipework, valves (other than emergency controls), regulators and meters and fittings, apparatus and appliances designed for use by consumers of gas for heating, lighting, cooking or other purposes for which gas can be used (other than the purpose of an industrial process carried out on industrial premises) and gas storage vessels.

**Gas System** - System comprising a distribution main/service (pipe), emergency control valve (ECV), meter installation and gas installation pipework and any additional emergency control valve (AECV) to supply a consumer's appliance. Gas that is piped into premises via the national grid (Natural Gas) or from LPG tanks (Liquefied Petroleum Gas).

**Gas Sub-Contractor** - A Gas Safe Registered company or an individual who carries out work on behalf of Kier.

**Gas Technically Competent Manager** – A Gas Safe Registered Manager.

**Gas User** - See 'Responsible person'.

**HSE** - Health and Safety Executive.

**Immediately Dangerous ID** - An appliance/installation, which if left connected to a gas supply is an immediate danger to life or property.

**Landlord Gas Safety Record (LGSR)** – A legal record that details completed gas safety inspection checks conducted by a gas technically competent engineer on behalf of a landlord.

**Meter inlet valve (MIV)** - A valve fitted upstream of and adjacent to a gas meter to shut off the supply of gas.

**Meter regulator** - A device located in close proximity and upstream of a primary meter which is used solely to control the pressure of the gas within the gas installation.

**Responsible Manager KIER** – A Manager within the KIER business unit who has operational responsibility for the management of gas work.



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**Relevant Manager** – A Manager within the business unit who has operational responsibility for the management of gas work.

**Responsible person (Client)** - In relation to any premises, means the occupier of the premises, or any person with authority for the time being, to take appropriate action in relation to any gas appliance/installation therein. In situations where there is also a duty holder e.g. rented premises, the Landlord and their representative (managing agent) also attract 'Responsible Person' status.

**Responsible Person (Gas Safe Registration)** – A manager appointed to oversee KIER's registration with Gas Safe register. The responsible person shall ensure compliance with the rules for registration and maintain a list of engineers registered with Gas Safe.

### 3.0 Scope

3.1 The Group Gas Compliance Management System covers the safe installation and use of all fixed gas installation systems and gas fired equipment within premises that Kier Group, manage, construct and own. This will include:

- All permanently installed pipe work and equipment.
- Where applicable Gas service mains.
- Any equipment under the control of Kier Group.
- All permanently installed gas served equipment such as:
  - gas fired boilers
  - gas cookers
  - gas fires
  - gas fired air heaters
  - gas water heaters
  - catering equipment
  - equipment served by mains gas provided by the national network supply
  - locally stored liquefied petroleum gas (i.e. bulk storage or cylinder LPG gas) serving permanently fixed equipment

*Note: This is not an exhaustive list.*

3.2 The Group Gas Compliance Management System will be managed and administered by Kier Group SHEA department.



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## 40 Gas Safe Register

4.1 The primary purpose of Gas Safe Register ([LINK](#)) is to protect the public from unsafe gas work. Gas Safe Register holds a list of gas engineers who are registered to work safely and legally on gas appliances, installations and systems. The Gas Safe Register has a team of inspectors who monitor that gas work is being undertaken competently and safely. As well as the primary function of the Gas Safe Register, they also offer advice to registered engineers, clients and the public on all matters relating to gas safety. The Gas Safe Register is also responsible for maintaining the industry technical updates and related documentation.

4.2 A list of all Gas Safe Registrations currently held by all of the Kier Business Units will be provided to the Group Technical Compliance Manager by the 5<sup>th</sup> of each month. Any changes in registration or a new registration being acquired by the business unit must be communicated to the Group Technical Manager as part of the registration process, so that the register can be kept up to date ([LINK](#)).

## 5.0 Corporate requirements

5.1 In addition to legislation and the requirements of the Gas Safe Registration, Relevant managers and Supervisors must ensure that Kier Corporate SHE requirements are being met. Guidance for managers and supervisors on the SHE corporate requirement can be found within the Safety, Health and Environmental Manual SHEMS-STD-GR-003 ([LINK](#)) and Group SHE Legislation Evaluation Standard SHEMS-STD-GR-005 ([LINK](#)).



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## 6.0 List of Relevant Legislation

All gas work will be completed in accordance with the below regulations, standards and any other relevant documents deemed to be applicable to Gas Safety:

- Gas Safety (Installation and Use) Regulations 1998 ([LINK](#))
- Relevant Gas Appliance Manufacturers Installation Instructions
- Relevant British, European and Standards
- IGEM Standards
- Industry Codes of Practice
- The current version of the Gas Industry Unsafe Situation Procedure (GIUSP)
- Health and Safety at Work Act 1974 ([LINK](#))
- Management of Health and Safety at Work Regulations 1999 ([LINK](#))
- Gas Safe Register Technical Bulletins
- The Construction (Design and Management) Regulations 2015 ([LINK](#))
- Building Regulations – Approved Documents ([LINK](#))
- Where applicable relevant client specifications & policies
- Where applicable Building (Scotland) Standards 2015 ([LINK](#))
- Dangerous Substances and Explosive Atmosphere Regulation (DSEAR) ([LINK](#))
- Where applicable, Health Technical Memorandum HTM 03: ([LINK](#))
- Reference shall also be made to the current Gas Safe Register Legislation and Standards Document List. This document is available to all Gas Safe registrants and defines all current documents recognised by Gas Safe Register as being Legislative, Normative (Gas Standards) and informative reference documents.

*Note: This is not an exhaustive list but highlights the key areas of legislation.*



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