Unitas Gas Compliance – Training & Competence

Unitas
Stoke-on-Trent Ltd.

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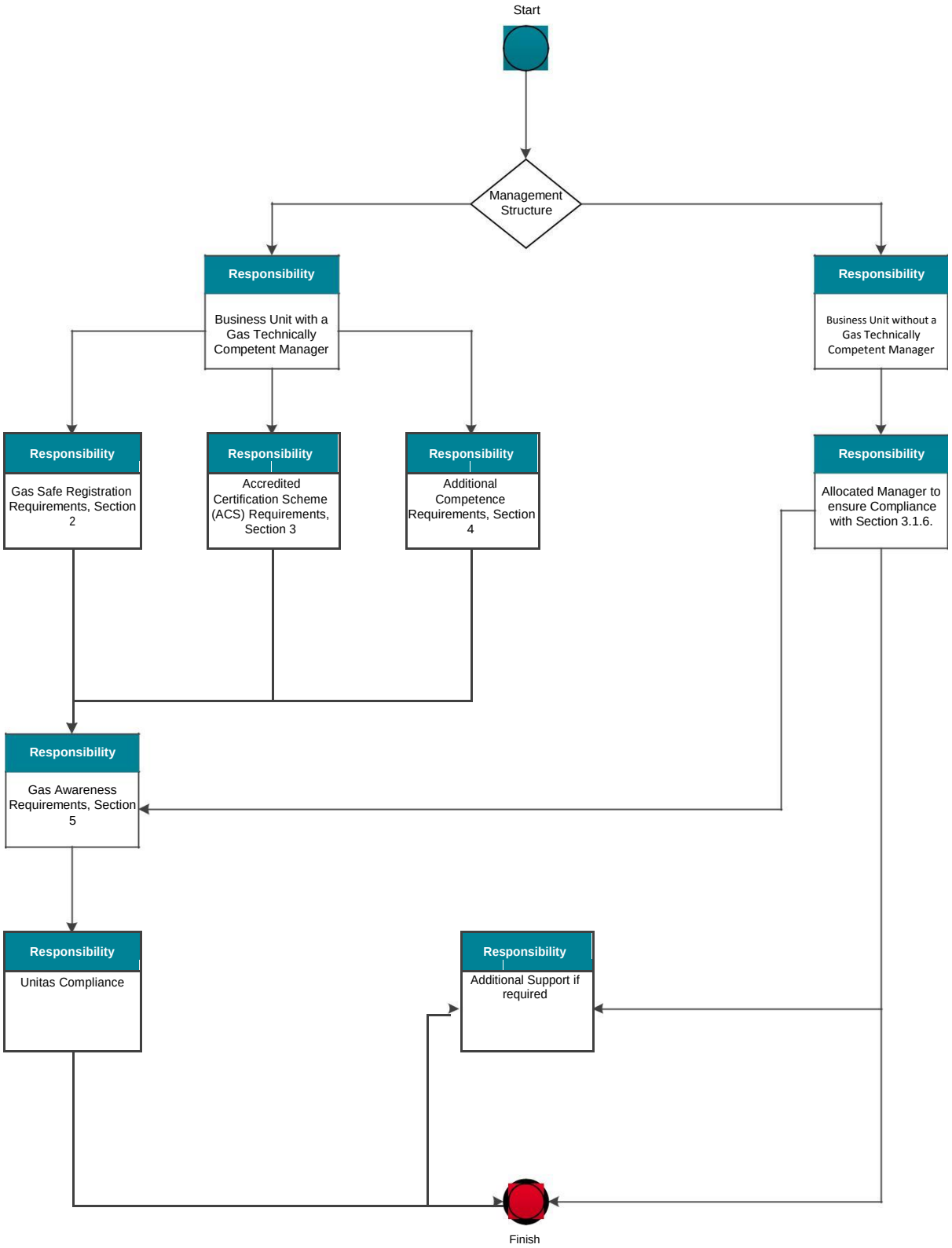
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1.0 Introduction

1.1 The Gas Safety (Installation and Use) Regulations 1998 (LINK) came into force on the 31st October 1998 and covers most gas work activities within the UK, including construction, maintenance and operational activities.

With the regulation focusing on the following:

- No person shall carry out work in relation to a gas fitting or gas storage vessel unless they hold the relevant qualifications, accreditations. Accredited Certification Scheme (ACS) and Gas Safe Registration.
- The Allocated Manager with management responsibility of any person carrying out gas work whether directly employed, sub-contracted or agency shall ensure that those persons hold relevant qualifications, accreditations (ACS) and Gas Safe registration.
- In order to ensure compliance with regulation 8 of GSIUR 1998 (LINK), the Director will ensure that systems are in place in order to manage Gas Safety and ensure that the relevant Allocated Manager are made aware of any work taking place that could affect gas safety.

1.2 It is the responsibility of the employer, whether a registered gas business, landlord (or their agent), to check and verify that the gas installing business holds Gas Safe Registration and that their engineers hold valid and current certificates of competence.

Additional guidance can be found within the following standards;

- Unitas Gas Compliance Management System – Recruitment Standards SHEMS-STD-GR-408 (LINK)
- Unitas Gas Compliance Management System – Sub-Contractor appointment Standard SHEMS-STD-GR-409 (LINK)

2.0 Gas Safe Register

2.1. Businesses carrying out gas work will need to be able to demonstrate that all their employees, sub-contractors and agency staff engaged in gas work are registered with the Gas Safe Register and are subject to the following:

- Accreditation for the scope of work in line with guidance to Accredited Certification Scheme (ACS)
- Information to be recorded on a Unitas/Sub-Contractor Training Matrix
- Copies of ACS qualifications
- Copies of Current Gas Safe Registration associated with the business
- Copies of individual operative Gas Safe Licence card (front & back)
- Passport/photo driving licence to be checked
- Auditing standards within the SHEMS-STD-GR-405 (LINK)

2.3. The Allocated Manager will ensure that all directly employed staff and business gas safe registrations are renewed on the relevant date. All employed, Sub-Contracted or Agency staff must have up-to-date qualifications and will be gas safe registered before being allowed to carry out gas work.

Guidance document for employing gas engineers by non-technical managers can be used SHEMS-FOR-GR-421 (LINK).

2.4. A comprehensive training matrix shall be held and managed by the respective Allocated Manager, they must ensure that it is maintained and updating accordingly SHEMS-FOR-GR-418 (LINK).

3.0 Accredited Certification Scheme (ACS)

3.1.1 Qualification in the relevant Accredited Certification Scheme (ACS) is required as a prerequisite for gas safe registration and required to carry out gas work legally.

3.1.2. The Nationally Accredited Certification Scheme (ACS) is the industry recognised and accepted route for engineers to gain a certificate of competence through the Gas Safe Register.

Certificates of competence cover all areas of gas work including Natural Gas (NG), Liquid Petroleum Gas (LPG). Further guidance regarding the areas of competence and ACS qualifications can be found in SHEMS-GUI-GR-400.

The scheme is overseen by the United Kingdom Accreditation Service (UKAS). Guidance and scheme rules can be found at (LINK).

3.1.3. The Allocated Manager shall ensure Gas Engineers are qualified to work on the relevant appliance or system they are to work on. The Allocated Manager must ensure that a suitable management system is in place to review and update training requirements.

The required level of qualification and competence for each role and task shall be clearly set out within the job description.

3.1.4. The Allocated Manager shall ensure that the Accredited Certification Scheme (ACS) certificates are issued to the respective Gas Engineer and a copy is to be retained by the respective manager.

4.0 Additional Competence requirements

4.1. In addition to current ACS qualifications gas engineers shall be subject to the requirement of the Gas Safe registration competence requirements, gas related vocational qualifications (NVQ)
or National qualification framework (NQF). Details of the acceptable qualifications can be found within the Gas Safe website 'becoming Gas Safe Registered' (LINK).

4.2 When employing gas engineers, agency staff and sub-contractors, the Allocated Manager, shall ensure that any competence or training requirements of the business and Unitas is

managed through the training matrix. Example of these requirements can be Asbestos Awareness, working at heights and general SHE Training. Further guidance on SHE Training requirements can be found within the Unitas SHEMS Folder SHEMS-STD-GR-009 (LINK).

4.3 The Unitas H&S Department have developed a comprehensive SHE training matrix that shall be used by Unitas. The Unitas Master Skills & Training Matrix can be found in SHEMS-FOR-GR-100 (LINK).

4.4 The Allocated Manager must ensure a program of Gas Safety related toolbox talks is delivered to Gas engineers as a minimum on a monthly basis. A list of attendees shall be recorded and made available for any audit requirements.

4.5 Gas engineers must be given appropriate training of competence on electrics within their scope of work.

For engineers working on central heating system repairs, and servicing, a level of electrical competence shall be demonstrated through a current Certificate of Electrical Training:

The Training courses for gas engineers shall include the following minimum training requirements –

- Basic Electrical Theory
- Safe Isolation and Health & Safety
- Basic Fault Finding
- Commissioning, Inspection & Testing requirements

5.0 Gas Awareness Training

5.1. In order to assist non gas technically competent managers and supervisors in the management of gas engineers and sub-contractors, they shall attend a gas awareness training program. Further details can be found by contacting the Unitas Gas Manager.

5.2. The Allocated Manager shall ensure all employees who administer, supervise or manage gas work within the business unit attend gas awareness training.

6.0 Gas Safe Register Technical Information

6.1 In order to ensure that Gas Engineers are fully up to date with the gas Industry, the Allocated Manager must ensure a process is in place in to deliver Technical Bulletins as they are updated by Gas Safe Register and ensure that all relevant technical information is available.

6.2 The Gas Manager shall review the current Gas Safe Register Legislation and Standards Documents List to ensure that technical documents relevant to the work scope are available to all gas operatives.

6.3 The Gas Manager must distribute technical bulletins to all managers and supervisors within the business unit who have responsibility for gas safety.

6.4 The Gas Technically Competent Manager must hold a central list that identifies when toolbox talks have been delivered to gas engineers. This list shall identify the information received, who received the information and on what date.

8.0 Appendix

Gas Awareness Training SHEMS-GUI-GR-409

Gas Safe website 'becoming Gas Safe Registered' (LINK).
Gas training qualification matrix form SHEMS-FOR-GR-418 (LINK)
Guidance and scheme rules in relation to the ACS delivered by BEPEC certification ltd (LINK). The Gas Safety (Installation and Use) Regulations 1998 (LINK)

Gas Safe Register Legislative, Normative and Informative Document List