


OPERATIONAL INSTRUCTION

Monitoring Performance, Compliance and Review

OI-ISC-010

DOCUMENT STATUS

EDITION NUMBER	REVISION NUMBER	DATE	STATUS	AUTHOR	APPROVED (IT)
1	0	04/05/06	Controlled	GMWG	

PAGE AMENDMENTS

Page Number	Edition Number	Revision Number	Date of Insertion/ Amendment	Signature (IT)

QUALITY MANAGEMENT PROCEDURES
REFERENCE LOCATION:

PCD 017

THIS DOCUMENT IS CONTROLLED BY THE STRATEGIC GAS TEAM ALL AMENDMENTS MUST BE PROCESSED THROUGH THE STRATEGIC GAS TEAM

Operational Author: SGT Checked by:	Electronically held document Printed copies are UNCONTROLLED	Page 1 of 2 Edition 1 Revision 0 OI-ISC-010
---	--	---

1. Introduction

This OI requires that the various aspects of the Gas Safety Management System are monitored for performance and compliance.

2. Statistics

Statistical information relating to the following shall be presented

- a) status of gas safety records (current and next due)
- b) repairs response performance indicators
- c) gas void properties
- d) non-compliance incidents

3. Management System

Monitoring shall be required of the individual elements of the Gas Safety Management System

- a) properties with gas installations and appliances are included in maintenance contract programmes (specifically relating to the OIs for new installations and work in property with gas installations)
- b) competent persons are used to undertake gas design work, gas installation and safety check/maintenance work (gas registers)
- c) maintenance and gas safety check works are carried out effectively and repairs/defects identified are remedied timeously (works registers)
- d) required gas related information is available including; access to appliance manufacturers printed instructions for occupiers and gas maintenance contractors and up to date best practice guidance on gas safety matters
- e) system monitoring and quality control information issued/received are recorded, evaluated and reviewed for
 - 1) Council Services
 - 2) Contractors

4. Review

The SGT (Gas) shall ensure that the above information is collated, analysed, actioned and reported to the relevant forum i.e.

- a) monthly to the Gas Client Meetings
- b) Quarterly/annually to the Gas Landlord

Annually, the Gas Safety Management System policy, procedures and operational instructions shall be reviewed to take account of improvements required following any reports of non-compliance or reportable incidents or quality reviews.

Operational Author: SGT Checked by:	Electronically held document Printed copies are UNCONTROLLED	Page 2 of 2 Edition 1 Revision 0 OI-ISC-010
---	--	---