


OPERATIONAL INSTRUCTION

Contract Specification for Annual Maintenance and Testing

OI-ISC-013

DOCUMENT STATUS

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PAGE AMENDMENTS

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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**

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1.0 GENERAL

1.1 Purpose

- 1.1.1 This Operational Instruction (OI) is produced in order to provide guidance in the production of a Specification for the safety check/servicing, routine maintenance and responsive repairs contracts of gas installations.
- 1.1.2 This specification will cover all contractual and technical issues relating to the works in addition to ensuring all current legislation is addressed.

1.2 Scope

- 1.2.1 Current Legislation places a duty on Landlords to ensure gas installations are properly maintained and that appliances and flues are checked annually. This is to ensure that the safety and integrity of the installation is continually monitored and remains high.
- 1.2.2 This specification should also cover the checking, maintenance and repair of any relevant appliances/flues being supplied by the gas installation.

1.3 Responsibilities

- 1.3.1 The SGT in conjunction with the CDP shall be responsible for the production of the contract for the checking/servicing, maintenance and repairs of gas installations.

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2.0 CONTENT

2.1 The following items shall form the basis of any contract:

a. Preliminaries/General Conditions

to include all standard clauses from the SBCC Building Contract for Minor Works or equivalent as required.

the General Conditions will detail specific issues regarding the contract but should not be technical in content.

NBS Standard Preliminary clauses to be utilised

b. Specification/Scope of Works

This should cover in detail the specific contractual and technical requirements of the contract including any specific issues which may relate for Non-Domestic or Domestic.

NBS Standard Specification clauses to be utilised as appropriate and where available.

Areas to be addressed are as follows:

- 1) servicing
- 2) gas safety checks
- 3) maintenance and repairs
 - day to day
 - call out
 - routine
- 4) compliance with legislation
- 5) description and extent of the works
- 6) reporting
 - standard forms (CP1/CP12/CP15/CP16/CP17)
 - property history
 - non access
 - safety check programme status
- 7) monitoring
 - contractual
 - quality
- 8) management
- 9) statistical information list of properties
 - numbers and location
 - types of equipment
- 10) schedule of rates/work items

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