


# OPERATIONAL INSTRUCTION

Strategic Gas Team

OI-ISC-001

## DOCUMENT STATUS

EDITION NUMBER	REVISION NUMBER	DATE	STATUS	AUTHOR	APPROVED (IT)
1	0	04/05/06	Controlled	GMWG	
2	1	15/4/2011		SGT (TM)	
3	2	25/8/2011		SGT (TM)	

## PAGE AMENDMENTS

Page Number	Edition Number	Revision Number	Date of Insertion/ Amendment	Signature (IT)
3.clause 2.2b) 4. Flowchart	1	1	21/7/2010	
2 & 4	2	2	15/4/2011	
4	3	3	26/8/2011	

QUALITY MANAGEMENT PROCEDURES  
REFERENCE LOCATION:

**PCD 017 Gas Safety Management Procedure**

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

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## GAS MANAGEMENT

### 1.1

- a) The Strategic Gas Team (SGT) assigned in writing by the Head of Property shall undertake a co-ordinated approach to the establishment and management of The Highland Councils Gas Safety Management System.
- b) The SGT shall possess adequate professional knowledge, gas industry experience and competent gas industry expertise to develop and manage the necessary procedures to ensure that the safety of gas is maintained in Council premises. There shall be a senior manager, or have similar status, and sufficient authority, competence and knowledge to manage the set down procedures. The SGT shall be required to liaise with other professionals and senior managers.

1.2 The SGT shall be assigned in writing by the Head of Property.

1.3 The SGT shall make recommendations to the Head of Property for the appointment of client delegated persons (CDP) and area gas administrators (AGA).

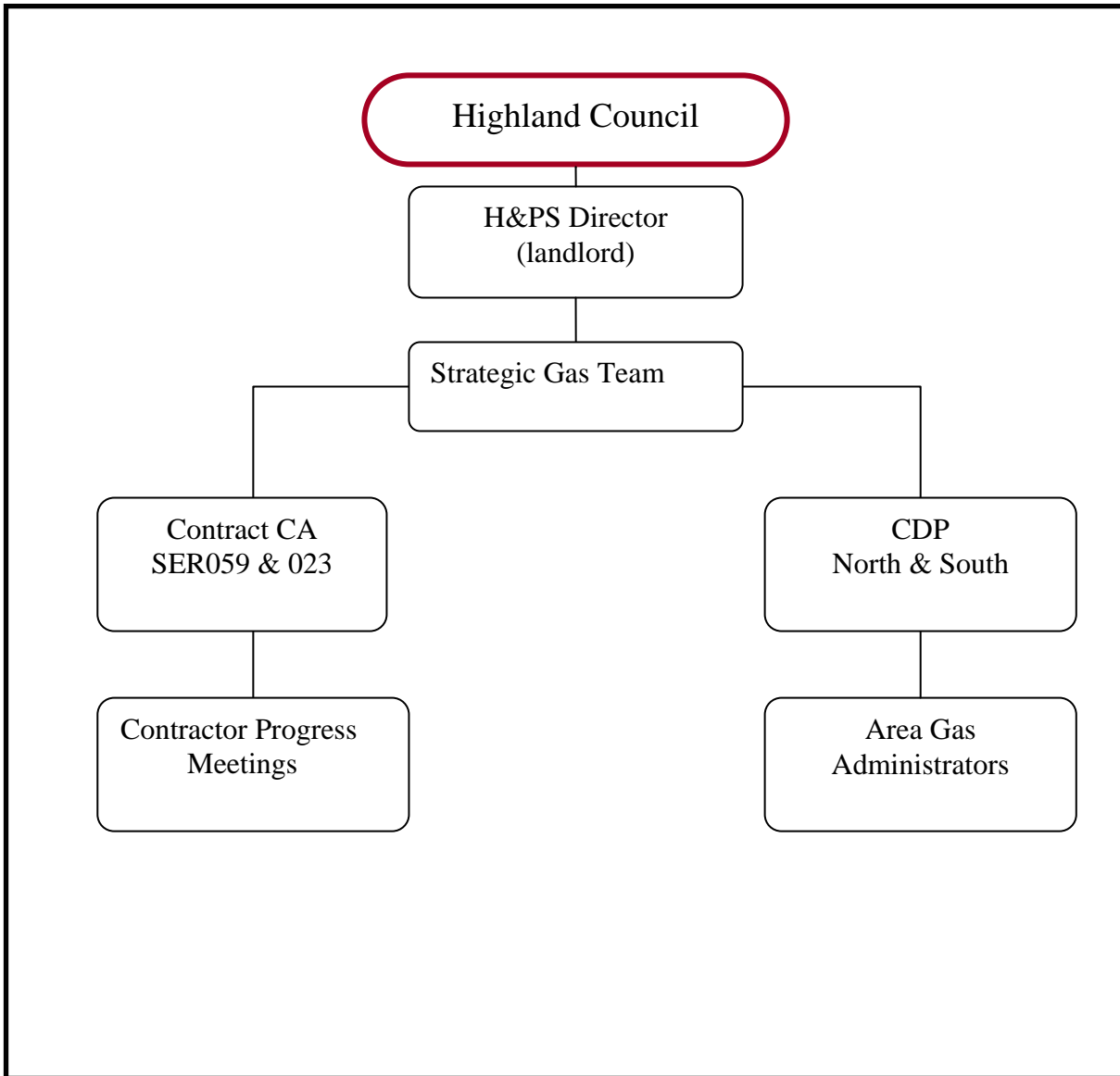
1.4 The SGT shall act as the centre point through which all Non-Domestic and Domestic gas matters shall be co-ordinated.

1.5 The SGT shall independently act as a direct link to the “Landlord” and to the Highland Council Services Management Teams in order to facilitate the flow of inter-service co-operation; who shall also provide a pivotal point for information flow between the different sections of Housing and Property Services.

1.6 The SGT shall meet and Review on a monthly basis to discuss and review:  
the performance of the Gas Management procedures;  
RIDDOR investigations;  
non conformities arising, and that corrective and preventative actions are meeting the requirements of gas legislation, (as per PCD 005 and OI-PU-005)  
[T:\Service QM\QM-PROFORMAS\PCD 005A Non Conformities plus status indexes](#)  
recommendations to the H & PS management team  
gas incidents reported from the Property Related Safety Concern Log

1.7 The SGT shall meet with and chair a Client Meeting on a quarterly basis to:  
disseminate information relating to Gas Safety Management to Client Services, with representative from Corporate H & S Team;  
Discuss RIDDOR reports where there is direct Client involvement.  
discuss non conformities where the Client is directly involved  
Evaluate the Gas Management procedures against incidents and changes to legislative and regulatory requirements.

The Service representatives on the Gas CDP Client meetings shall have delegated authority and responsibility from their Service directors to ensure that all aspects of the gas management system are implemented and monitored within their Service.



## 2.0 OPERATIONAL

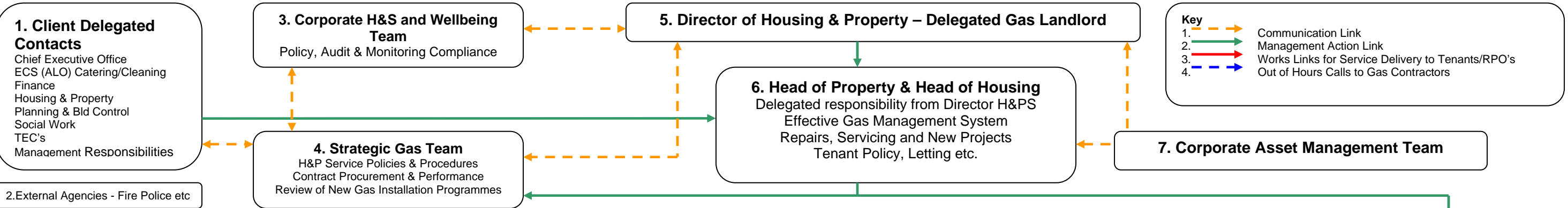
- 2.1 Capital and Revenue works for Non-domestic and Domestic properties or for properties where gas already exists shall be instructed by the Client to the H&PS Project Management Section. Where a deviation from an OI or the Process occurs in managing a project the SGT shall be consulted by the Project Manager or H&PS Area Manager or CDP before proceeding with the project or contract.
- 2.2 A gas escape/smell of fumes or other gas related incident must be reported to the SGT
- a) In the first instance using the **Gas Safety Incident Report Pro Forma** Appendix A in OI-008.1
  - b) And subsequently, the SGT shall be sent a copy of the report into the incident in order that a review of relevant processes takes place to determine if the gas management process is being applied and remains effective.

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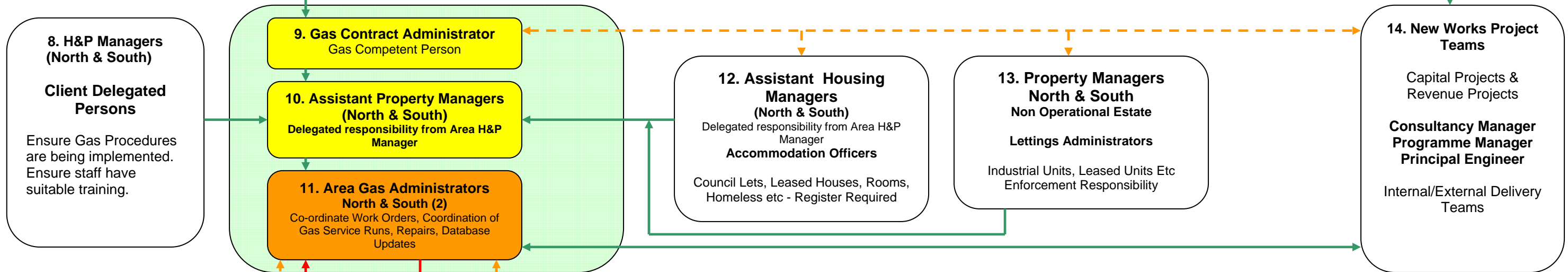
# Highland Council - Gas Management Structure (Version 1.17 25 August 2011)

## Highland Council Gas Landlord

Strategy, Policy & Corporate Monitoring



Operational Management



Repairs, Service & Contract Delivery

