


# OPERATIONAL INSTRUCTION

New Installation Gas Works

OI-ISC-011

## 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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Gas Installation Works  
**New Installation Projects**

**Installation, Testing and Commissioning and Handover**

**The Following Procedure relates to the Gas Installation Section of the Works Only**

**i.e. Supply, Combustion and Flue Elements**

- 1 At the Project Initiation Stage the Project Manager (PM)  
  
will be supplied with the current Gas Safety Record for the property, or multiple domestic addresses, to be included in the Project from the Client Delegated Person (CDP). This information may be available from CDP files or databases.  
  
will confirm to the CDP all addresses in respect of new installations and the CDP shall arrange to update their Property Gas Register (OI-ISC-005), databases and the annual servicing programme to take account of the installation.
- 2 The Contract Administrator/Designer when appointed shall further confirm with the PM or CDP that they have received all the relevant Gas Safety Records or that gas does not exist in the relevant property(s).
- 3 Upon completion of each individual installation the installing Contractor shall  
  
examine and test the installation in accordance with the requirements of the Gas Services (Installation and Use) Regulations 1998  
  
complete the relevant CORGI Gas Safety Record form  
  
Commissioning Records shall also be offered from the installing contractor, along with the Gas Safety Record and the installing contractors QA/QC records for complying with legislative Industry Standards/Regulation's and Codes of Specification or Practice for installation practices and Water Bylaws (Scotland) 2000. Certification for pressure testing to BS 6700, flushing and cleansing should also be provided.
- 4 The Gas Safety Record, one of which will be produced for each installation, shall have added in the top right hand corner (N) signifying that this is the first such record for the installation concerned.
- 5 **A copy of the completed Gas Safety Record will be forwarded, by the installing contractor, direct to the CDP within 5 working days of the issue date. Contact details for the CDP shall be recorded at the Projects Pre-Start Meeting.**

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- 6 Where a new installation is part of a more extensive refurbishment project and programme of works then recognition must be taken of the “Works in Properties Where Gas Exists” OI-ISC-014.
- 7 The original completed Gas Safety Record shall be handed, along with the Commissioning Records, within 5 working days, to the CA, who shall check both for completeness, seek to resolve any rectifications required, retain a copy for themselves, and then send the original, with a covering memo, to the Project Manager, who shall:
- send the originals to the relevant CDP, dependant on Area/Client status.
  - send a copy (1) to the H&PS Energy & Sustainability Principal Engineer.
  - send a copy (2) to the CDM-C for inclusion in the Project Health and Safety File.
  - retain a copy (3) for their files.
- the PM shall ensure that copies of the Commissioning Records are circulated along with the Gas Safety Record
- CDP shall ensure that the appropriate information is entered into the database for future Gas Safety Check needs and that a copy of the Gas Safety Record with the original Commissioning Records is posted to the Gas User
- 8 Once the Gas Safety Record and Commissioning Records have been produced by the installing Contractor, accepted and actioned by the CA, the CA shall, if appropriate, raise the required Certificate of Partial Possession or Practical Completion.
- 9 Where there are void properties within the contract works period, NOTE: this **assumes that the gas works to an individual property are complete, commissioned and safety checked.**
- a) The installing contractor will test etc. as in Item 3 and 4 above including the completion of the relevant Gas Safety Record and Commissioning Records
  - b) The completed Gas Safety Record and Commissioning Records to be actioned as in Item 5 AND 7 above. The installing contractor will in addition “cut and cap” to isolate the installation from the gas supply and attach a suitably worded warning notice
  - c) The CA shall, if appropriate, raise the required Certificate of Partial Possession or Practical Completion.

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- d) When a Gas User is available to take over the premise and always prior to occupancy, the CDP shall raise the required “Works Order” to the gas servicing contractor and at the same time notify the CA (only when this occurs during the Contract or Defects Liability Periods) that this work is being actioned
- e) The gas servicing contractor will re-activate and safety check the installation issuing the relevant Gas Safety Record, in accordance with the Servicing Contract
- f) The gas servicing contractor will then take over the property

10 On Projects with multiple domestic addresses and at or about the **end of month one** from the commissioning date for gas installation works on an individual property

- a) The CA and CDP shall coordinate to arrange a random sample site visit (e.g. per house type or up to 10% of the project numbers). At the CA’s discretion the occurrence of random inspections may be increased
- b) The CDP shall instruct the Gas Servicing Contractor
- c) Gas Servicing Contractor gas safety checks and issues the relevant Gas Safety Record for the installation
  - 1) The Gas Servicing Contractor “takes over” the installation (subsequent significant defects/faults shall be relayed to the installing contractor or/and manufacturer for action as appropriate).
  - 2) Copies of Gas Safety Records are issued in accordance with the Servicing Contract.
- d) If the Gas Servicing Contractor tests and identifies faults/defects the servicing contractor shall notify the CDP of the defects/faults and the CDP will arrange to issue their details to the CA for actioning by the installing contractor. Written confirmation that the defects/faults have been rectified and the action taken must be sent to the CDP for their records.

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11 At or about the **end of month ten** from the commissioning date for gas installation works

- a) The CA, CDP and installing/servicing contractor shall coordinate to arrange a site visit
- b) Gas Servicing Contractor gas safety checks and issues the relevant Gas Safety Record for the installation
  - 1) The Gas Servicing Contractor “takes over” the installation
  - 2) Copies of the Gas Safety Records are issued in accordance with the Servicing Contract.
- c) Gas Servicing Contractor tests and identifies faults/defects
  - 1) Any defects or faults shall be rectified by the installing contractor at the time of this gas safety check.

**OR**

- 2) If the installing contractor fails to attend, the servicing contractor will make good the defects/faults and the CDP will arrange to issue confirmation orders to cover these works and the costs recharged to the capital contract as appropriate

**However, notwithstanding the preferred options at c)1 and 2 above**

- 3) Where the installing contractor fails to attend, the servicing contractor may notify the CDP of the defects/faults and the CDP will arrange to issue their details to the CA for actioning by the installing contractor. Written confirmation that the defects/faults have been rectified and the action taken must be sent to the CDP for their records.

**AND IN ALL CASES**

- 4) The Gas Safety Record must relay accurately the faults/defects identified and the action taken to rectify (either on the Gas Safety record or on a supplementary check sheet depending on the scenarios at c)1, c)2 or c)3 above).
- 5) Copies of Gas Safety Records are issued in accordance with the Servicing Contract and
- 6) CDP copies any Gas Safety Record to CA where faults/defects have been identified

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- 7) If any new installation is found to be non-compliant, the **Industry Unsafe Procedures** must be applied, CORGI may be notified and a report may be sent to the HSE
- 8) The CA shall raise contractual paperwork relative to the works involved and shall resolve with the involved parties any aspects regarding substantial or latent defects caused by the installing contractor.

- 12 CA to ensure that all contractor obligations re. gas safety checks, notwithstanding, Partial Possession, etc. are included within the contract documents.
- 13 CA sends, at end of contract, Summary Sheet (example at Appendix 1) to CDP regarding the status and history of each property, relating to work done, testing etc. Copy to Project Manager.
- 14 The CA should specify this process in the Project/Contract documents and bring this procedure to the attention of the Contractor and Clerk of Works at the pre-start meeting and ensure it is implemented.

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**OI Related Definitions**

- Gas Safety Record
  - Domestic - CP1 or CP12 }
  - Non Housing Domestic - CP1 or CP12} The specific requirement shall be referenced in the Project/Contract Documents
  - Non Domestic - CP16 }
- Commissioning Record
  - Domestic - Appliance Benchmark Log Book }
  - Non Housing Domestic - Appliance Benchmark Log Book } The specific requirement shall be referenced in the
  - Non Domestic - CP16 } Project/Contract Documents
- Project Manager (PM) - relevant only where appointed
- Contract Administrator (CA) - Designated H&PS Project Team Member (including Consultants)
  - Clerk of Works
- Client Delegated Person (CDP)
  - Client Service representative
  - H&PS representative

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