

Agreed Procedures

The Criteria Document will include the below Agreed Procedures:

- Certification
- Inspection Performance Criteria
- Modification Process

Each Agreed Procedure will set out detailed rules and obligations with respect to their operation under the new regulatory system.

In this consultation document, the Commission presents a brief high level overview of each Agreed Procedure. Please note that the Commission has not presented its detailed proposals with respect to the Agreed Procedures with this consultation paper.

The Commission considers it appropriate to defer consultation on the Agreed Procedures until such time as the Body is designated.

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AGREED PROCEDURE NO. 1 - CERTIFICATION

1 DEVELOPMENT OF AGREED PROCEDURE NO. 1 - CERTIFICATION

This Section provides a brief high level description of the proposed “Agreed Procedure No.1 – Certification”.

As indicated in Section 4 of the Consultation Paper, the detail of this Agreed Procedure will be developed further to the Commission’s decision on the Criteria Document and the designation of the Body.

2 LEGISLATIVE PROVISIONS:

One of the key elements of the regulatory model is the establishment of an appropriate certification system for all gas works undertaken.

The Act states that the Commission shall specify a form of Completion Certificate to be used for gas works and that it may specify different forms for different circumstances or different classes of gas work and it may make provision relating to procedures to be followed and records to be maintained by RGIs and the Body in connection with the issue of such certificates.

Furthermore, the Act states that the Criteria Document shall include the matters to be covered by a Completion Certificate. Through the development of the “Agreed Procedure No.1 – Certification”, the Commission will outline the format Completion Certificates (and other forms of certification) will take and the processes and procedures through which they will be sold, completed and verified/validated, as well as the types of records that must be maintained. This will be done in conjunction with the Body once designated, the Network Operator and the wider industry.

The Certification System, and procedures/requirements to be specified through the development of an Agreed Procedure, is to be designed to achieve the following:

- to provide the customer/user with confirmation from their gas installer that the gas works carried out are in compliance with the Relevant Industry Technical Standards (e.g. IS 813 in the case of domestic gas works);
- to ensure that only RGI’s undertake and issue a Completion Certificate for gas works;
- to ensure that responsibility for designating the gas work as being safe is placed with the RGI issuing the Certificate;
- to allow the work and competence of an RGI to be audited/monitored/followed up by the Body;
- that certification shall be mandatory for all gas works;.

This Agreed Procedure will specify the requirements with respect to Certification which will be in addition to those requirements set out in the Relevant Industry Technical Standards.

Certification will be fundamental to the effective operation of the regulatory model, insofar as it is the thread that links the work of the RGI on the ground to the overall regulatory system, and certifies that the work has been carried out in accordance with the Relevant Industry Technical Standards and therefore is satisfying the requirements of the Act and the Criteria Document.

3 SCOPE AND CONTENT OF AGREED PROCEDURE

The Agreed Procedure will address the types and formats of Certificates to be used in the Certification Process, their sale, control and use, the responsibilities of the various parties in compiling a valid certificate, the certificate as a document of public record, and the procedures to be used by the RGIs, the Body and the Network Operator in managing, operating and interacting with the Certification System.

4 GENERAL PRINCIPLES OF THE AGREED PROCEDURE

1. The Certification System is to be a key element of the regulatory system, aimed at providing confirmation to the customer that the work has been carried out in accordance with the Relevant Industry Technical Standards, the Rules of Registration and the Criteria Document. The Completion Certificate also provides assurance to the customer that the gas work has been carried out by an individual with the requisite competency and insurance to undertake such work;
2. Only Certificates in formats approved by the Commission (both paper and electronic) will be recognised as valid for the purposes of the regulatory system;
3. Such certificates will be produced and sold by the Body to RGIs who have been granted the right to undertake gas works;
4. The sale of Certificates will be subject to control and monitoring by the Body to ensure they are used in compliance with the Regulatory System; and
5. The Body shall have in place systems and procedures to validate that the Certificate contains all the requisite information.

**AGREED PROCEDURE NO. 2 – INSPECTION
PERFORMANCE CRITERIA**

1 DEVELOPMENT OF AGREED PROCEDURE NO. 3 – INSPECTION PERFORMANCE CRITERIA PROCEDURE

The Body must develop and implement effective, robust and consistent ‘inspection performance criteria’, which will be applied to all inspections carried out by representatives of the Body. Such inspection performance criteria will be subject to the approval of the Commission.

The Inspections will consist of a performance marking scheme (in accordance with the “Agreed Procedure No 3 – Inspection Performance Criteria”) which will assess the RGI’s work under inspection against agreed performance criteria, with specific emphasis on safety.

This Agreed Procedure will be developed once the Body is designated and in line with the requirements of section B 3.4.

The Body will have to develop its own Inspection Performance Criteria Procedure for Commission approval. However, in order to provide a sense of how this may work, outlined below is the system currently used by Bord Gáis in operating their voluntary RGI process. It is intended that this will act as a starting point for the Body in developing Inspection Performance Criteria:

2 BORD GÁIS'S CURRENT RGI GAS SAFETY INSPECTIONS (CODING GUIDE) PROCEDURE

SAFETY ASSURANCE PROGRAMME

Inspection, Non Conformance Coding Guide

The following definitions and lists of examples have been prepared in compliance with Irish Standard 813 (current edition) to assist inspection personnel and others to classify non-conformances by relating them to the perceived risk.

These codes shall be used by inspectors when completing a Safety inspection report on a premise.

The immediate safety of persons and property shall always be the foremost consideration in using the guide. As variations will be found at each inspection, it is important that this document is used for guidance only, **not as a replacement for the good judgement of persons who are competent to inspect.**

Code Definitions

Code Red:

An installation or aspect thereof, which does not conform to Installation Standards where the immediate or direct result of its intended use could cause a hazard to persons or property.

Code Orange: (0.1 or 0.2)

An installation or aspect thereof which does not conform to I.S. 813.

Code Blue:

An installation or aspect thereof which does conform to I.S.813 but where the user/inspector notes dissatisfaction with aesthetics or performance; not safety related.

Code Green:

An installation conforming to I.S. 813 and otherwise satisfactory.

Defect Codes

Actions to be taken on assignment of a code are described briefly as follows:

Code Red (R1) -(recorded as “R” on IUS) Issue ‘Notification of Hazard’

Isolate, label and notify listed installer immediately, requesting rectification. Return information to Job Management System. A Registered installer is required to confirm rectification to Inspection Department within 24 hours.

Code Orange 1 (O.1) (recorded as “O” on IUS) - Issue ‘Notification of Hazard’

Inspection department to issue letter next working day, advising listed installer of potential hazard and requesting rectification within three working

days and confirmation of rectification within 21 days. Return information to Job Management System.

Code Orange 2 (O.2)(recorded as “L” on IUS) – Issue ‘Notification of Hazard’

Inspection department to issue letter next working day advising listed installer of potential hazard and requesting confirmation of full rectification within 21 days. Return information to Job Management System.

If installer is not Registered, where applicable, a ‘Notification of Hazard’ shall be issued to consumer and information returned in the normal way. This information to be confirmed to consumer by letter at a later date.

Code Blue (B.1) (recorded as “B” on IUS) – Note customer comment on inspection document.

Record customer comment and return information to Job Management System.

Code Green (G.1) (recorded as “G” on IUS)

Return card for updating.

RISK FROM OXYGEN DEPLETION

Any of the following shall be assigned a Code Red.

Defect Code R.1.

- Any open-flued/flueless appliance showing incomplete or incorrect combustion due to:
 - insufficient supply of combustion air. – Code 014R, 015R, 080R
 - blockage or restriction of flue. – Code 009R, 081R
 - incorrect flue geometry. – Code 009R, 081R
- Any open-flued boiler , DFE or flueless fire which does not have a ventilation air vent to provide combustion air (as per Table 7 of I.S. 813) – Code:014R, 015R, 080R, 086R,
- Any leakage or spillage of combustion products from appliance, builders opening or flue. – Code:011R, 081R
- Any open-flued or flueless appliance fitted in a location not permitted – see Table 3 & 4 of I.S. 813. . – Code: 082R, 085R,086R.
- Flueless instantaneous water heater
 - Atmospheric sensing device not fitted or not operational.

- Air provision taken from or through rooms/spaces not permitted in I.S. 813:
 - Flueless appliances – Table 4– Code: Code: 080R,082R,085O, 086R.
 - Open-Flued appliances – Table 3– Code:015R, 080R, 086R.
- Gas fire closure plate not fitted or not sealed to builders opening. – Code:081R

Any of the following shall be assigned a Code Orange.

Defect Code O.1.

- Combustion air provision insufficient for stated requirement in I.S. 813:
 - Flueless appliance – Table 4– Code: 080O,082O,085O, 086O,
 - Open-Flued appliance – Table 7– Code:080O, 014O
- Flue termination in contravention of I.S. 813,Table 5 Figures 5, 6 & 7– Code:010O.
- Open-flued boiler/water heater not fitted with or incorrectly fitted with draught diverter. – Code: 009O,086O.
- Open-flued/flueless appliance installed after 01/01/1996 not fitted with automatic device, which shuts down the appliance in the event of flue failure (e.g. TTB or ASD or Oxystop.) – Code:083O, 086O.
- Flue liner not fitted when required by I.S. 813. – Code: 009O, 081O.
- Flue liner not constructed as shown in Figure 4 of I.S. 813. – Code: 009O, 081O.
- Catchment space below flue not provided as required by I.S. 813 and manufacturer’s instructions. – Code:081O

Defect Code O.2

- Flue pipe not jointed, clipped, supported or adequately protected from impact or not assembled to manufacturer’s instructions. – Code:009L, – Code:086L.
- Accessible (less than 2m) low-level flue terminal not fitted with terminal guard– Code:012L.
- Gas rate incorrectly set to appliance with open burner. – Code:074L
(Note this could also be coded as – Code:074O as judged by the Technician)
- Combustion not properly set on forced draught burner– Code:074L.
(Note this could also be coded as – Code:074O as judged by the Technician)

RISK FROM ESCAPING GAS

Any of the following shall be assigned a Code Red.

Defect Code R.1.

- Any leak from an installation pipework or appliance tested as per I.S. 813 – Code:003R

Any of the following shall be assigned a Code Orange.

Defect Code O.2

- Gas pipework not supported at correct intervals – see I.S. 813 Tables 1 & 2. – Code:004O.
- Gas pipework exposed to accidental damage. – Code:004O
- Pipe sleeving not correctly provided where required by I.S. 813– Code:004O.
- Pipe coating not provided/not continuous where required by I.S. 813. – Code:004O.
- New gas cookers (as of 1st Jan 05) not fitted with flame supervision device / auto re-ignition device on all burners including hotplates. – Code:083 /84 O.

RISK FROM FIRE

Any of the following shall be assigned a Code Red.

Defect Code R.1.

- Immediate risk of combustion arising from appliance flame impingement or proximity– Code:082R. 085R. 086R, – Code:016R

Any of the following shall be assigned a Code Orange.

Defect Code O.1.

- Combustion risks arising from flue proximity– Code:010O
- Flue assembly not as required by I.S. 813 or manufacturer's instructions– Code:009O.
- Open flued appliance fitted in a space opening to route of egress as follows:
 - under stairs opening into hallway or landing. – Code:006O, 086O.
 - in a cupboard or a compartment opening onto a hall, stairway or landing. – Code:006O, 086O.

- Room sealed appliance fitted in space under stairs or in space opening to hallway or stairs, not protected by a smoke alarm. – Code:006O, 017O.
- Exposed, accessible length of flexible flue not thermally protected– Code:016O.
- Appliance not adequately secured– Code:085O– Code:086O.
- Anti-tilt device not fitted to cooker with flexible connection and with ‘drop down’ main oven door– Code:085O.
- Appliance flexible connection incorrect material, routing or fixing– Code:004O.
- Gas isolation valve for premises with remote meter location not fitted or not clearly marked for its purpose and off position– Code:070O.

Defect Code O.2.

- Boiler fitted in compartment, required air cooling not provided – see I.S. 813 Figure 8 and Table 6. – Code:015L
- Boiler fitted in compartment, required clearances from combustible materials not observed. – Code:006L
- Premise isolation valve remote from point of delivery (e.g. apartments).
- valve handle colour not yellow – Code:070L
- Appliance valve:
 - not fitted – Code:070L
 - incorrect type– Code:070L
 - inaccessible to user– Code:070L
- Appliance valve fitted remote (more than one metre) from appliance but not clearly marked showing its purpose and off position. – Code:070L, Code:082O Code:085O, Code:086O.
- Open flued boiler fitted under stairs (not opening to a route of egress - see above) with the stairs not protected from fire. – Code:006L

RISK FROM ELECTRIC SHOCK

Any of the following shall be assigned Code Red.

Defect Code R.1.

- Appliance fitted in bath or shower room, connected to mains voltage on which the electrical control handle, button or knob of the appliance could be touched by a person standing in or on a bath or shower tray. – Code:006R, 086R

Any of the following shall be assigned Code Orange.

Defect Code O.2.

- Wiring cable/flex not as recommended in I.S. 813 Annex K– Code:001L, .
- Double pole fused isolator not provided or fuse rating too high– Code:018L.
- When required by manufacturer’s instructions, no ‘permanent live’ provided– Code:072L, .

RISK FROM OVER PRESSURISATION OF HOT WATER

Any of the following shall be assigned Code Red.

Defect Code R.1.

- No expansion route for heating system – see I.S. 813 Paragraph 8.7.3. – Code:022R, .
- Pressure vessel only provided as an expansion route for system incorporating a solid fuel boiler – see I.S. 813 Paragraph 8.7.5. – Code:024R, .
- Safety/Pressure Relief Valve: – Code:020R,
 - not fitted on sealed system

Any of the following shall be assigned Code Orange.

Defect Code O.1.

- Open, manually operable valves on expansion route or upstream of safety valve. – Code:022O,
- Obstruction/diameter reduction on water expansion pipe. – Code:022O,
- Safety/Pressure Relief Valve: – Code:020O,
 - not fitted
 - incorrect type
 - incorrect rating
 - incorrectly fitted as per manufacturer’s recommendations.
 - incorrectly sited.

Defect Code O.2.

- Safety release valve not positioned where it can operate correctly. – Code:020L
- Provision not made for safe discharge of safety valve. – Code:020L

- Expansion tank overflow discharging into another tank likely to cause contamination. – Code:022L

CUSTOMER INFORMATION

The consumer to be advised in writing if any of the following are noted:

- Fill/vent arrangements not to boiler manufacturer's stated requirements or causing 'pitching.' – Code 088L
- Design or materials used in water circuit likely to lead to accelerated corrosion or 'pitching'.- Code 022L
- High-Limit-Thermostat or flow bypass not fitted to boiler manufacturer's stated requirements. .- Code 019L
- Pressure gauge not fitted or incorrectly sited on sealed system. .- Code 025L

USER SAFETY INFORMATION

Any of the following to be assigned Code Orange.

Defect Code O.1.

- User instructions not provided – Code:072B.
- Declaration of conformity not issued. – Code:073B.
- User not advised (in writing) of location of gas isolation valve – Code:070B,.
- User not advised (in writing) of location of gas pipework.

DEFINITIONS

For the purposes of this document the following definitions transcribed from Irish Standard 813 shall apply:

ASD (Atmospheric Sensing Device)

Device to prevent the release of combustion products in a dangerous quantity into a room under abnormal draught conditions, for example an oxygen depletion sensor or a TTB.

Closure Plate

Non-combustible plate for closing off (substantially) a fireplace opening when installing a gas fire.

Compartment

Enclosed space within a building specially designed or adapted to house a gas appliance.

Commissioning

Activities required to pressurise pipework, stations, equipment and assemblies with fuel gas and to put them into operation.

Equipotential Bonding

Means to ensure that metallic gas pipework and other metallic parts of structures are at the same electrical potential.

Flexible Connector

Device for connecting two rigid pipes or pipe fittings, designed to accommodate a limited movement between them in more than one plane.

Flue

Passage for conveying the products of combustion from the outlet of the appliance to the outside atmosphere.

Flueless Appliance

Appliance designed for use without connection to a flue system, the products of combustion being allowed to mix with the air in a room or space in which the appliance is situated.

Hazard

Source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

Installation Pipework (Natural Gas)

All components forming the route by which gas passes from the meter outlet or point of delivery to points at which appliances are to be connected.

Instantaneous Water Heater

Appliance in which water is heated only as it flows to the point of delivery.

Isolation Valve

Valve system which permits isolation of a part of or the complete gas installation.

Occupier

Owner or other person who has charge of the gas installation for a building.

Open-Flued Appliance

Appliance designed to be connected to an open-flue system, its combustion air being drawn from the room or space in which it is installed.

Open-Flued Fan Assisted Appliance

Appliance incorporating a fan upstream or downstream of the burner taking combustion air from a room.

Open-Flue System

Flue system that is open to a room or internal space at each appliance position.

Operating Pressure

Pressure which occurs within a system under normal operating conditions.

Piping/Pipework

Assembly of pipes and fittings.

Pressure

Gauge pressure of the fluid inside the system, measured in static conditions.

Regulator (Governor)

Device for automatic control of pressure or of volume flow at a selected point in a gas stream.

Room-Sealed Appliance (Fan Assisted)

Room-sealed appliance incorporating a fan upstream or downstream of the burner.

Room-Sealed Flue System

Flue or duct system that is not open to any room or internal space.

Sleeve

Length of protective pipe through which a gas pipe passes.

Soundness Test (Tightness Test)

Specific procedure to verify that the pipework and/or station meet the requirements for leak tightness.

TTB

Thermal back-flow device which turns off the gas to an appliance in the event of the flue products coming back down the chimney or flue.

**AGREED PROCEDURE NO. 3 – MODIFICATIONS
PROCEDURE**

3 DEVELOPMENT OF AGREED PROCEDURE NO. 3 – MODIFICATIONS PROCEDURE

As indicated in Section 4 of the Consultation Paper, this Agreed Procedure will be developed further to the Commission's decision on the Criteria Document and the designation of the Body.

This Agreed Procedure will deal with the process for the formal review and modification of the Criteria Document (and Agreed Procedures). The Commission shall act as controller and manager of the Criteria Document and "*may review or amend the criteria as often as it considers necessary*"¹. To enable the appropriate level of industry involvement in the development of that document, the Commission intends to establish an industry forum, called the Criteria Review Panel for the Regulation of Natural Gas Installers (CRP). The CRP will act as the mechanism for the industry to propose and discuss modifications to the Criteria Document to be presented to the Commission for decision.

The role and responsibilities of the Commission in relation to the Criteria Document shall be:

- to be the controller and manager of the Criteria Document;
- to make decisions relating to the Criteria Document in line with its statutory authority and responsibilities;
- to manage the process whereby the CRP and other parties may propose modifications;
- to be the final decision maker in relation to any modifications that are made to the document; and
- to communicate matters in relation to the Criteria Document to all stakeholders through the CRP in the first instance and provide for wider communication as appropriate.

The Commission intends for the CRP to meet on a quarterly basis (or more frequently, as may be decided by the Commission). It is proposed that this group will be made up of appropriate industry participants. The Commission recognise the importance of having installer representation on the CRP to ensure that installer issues are addressed and, as such, stakeholder representatives will be invited to participate on the CRP.

¹ Section 9F(5)© of the 1999 Act as inserted by Section 13 of the 2006 Act.