

**Ofgem MAMCoP Scheme Management Board Meeting
11th Meeting
10:30 am, Wednesday 24 July 2007, at Ofgem, London**

Present	Representing
Stephen Rowe	Ofgem (Chair)
Hassan Khan	OFGEM
Stephanie Wong	OFGEM
Alan Smith	AIGT
Mike Buss	BSI
Phil Daniels	Corgi
Trevor Smallpeice	Corgi
Mick Curtis	Energy Markets Consulting Company
Nicola Wade	HSE
Dan Shears	HSE
Terry Mundy	Lloyd's Register
Steve Gandy	MAM
Jim Sibley	National Grid
Annette Bunn	National Grid
Dina Mihsein	National Grid
Mark Burrows	National Grid Metering
Dominic Cummings	Scotia Gas Networks
Steve Brand	United Utilities plc
David Ainsworth	MAM (EDF Energy)

1. Apologies for absence

Bob Murray, Keith Needham, John Dale, Ian Smith, Steve Hogarth, Colin Townsend, David Perriam

2. Minutes of 10th meeting and matters arising (not covered on agenda)

Stephen Rowe (SR) opened the meeting and welcomed attendees.

- Trevor Smallpeice referred to (c. CORGI) on page 3 from the 10th Meeting minutes where it is stated "National Grid seeks further clarification on the wording of this point" he explained that many operatives were entering the gas industry via 'Metering' and were quickly moving on to undertake other assessments and areas of work with little experience; this is and should be a concern to the gas industry.

See Note C Corgi

3. Review of Actions

SR reviewed actions from the previous meeting. (See Action Log).

Action (1) – Generic Approval

Action – closed

Action (2) – Review of CoP 1/c

- Phil Kershaw (PK) apologised for the late submission of the CoP1/c.

Action - closed

Action (3) – Review MAMCoP and CoP

- CoP1a/1b will be reviewed by IGEM and the comments will be circulated to the Board. See item 7.
- NW requested Steve to ask Lloyds if they can provide some specific feedback on the MAM audit process in terms of areas that MAM's are performing well on and possible areas for improvement or additional guidance.

Action (1): Steve Rowe

Action (4) – CoP 1/c

- SR agreed to merge the CoP1/c comments' into one document and circulate the CoP1/c in PDF format for review.
- SR requested feedback or additional comments from the board and wish to receive them in word format.
- SR suggested that version table should be added to the document.
- The final CoP1/c will be published on the OFGEM website.

Action - Closed

Action (5) – Equipotential bonding flow chart

Action - closed

Action (6) – Update on Appeal Process

- SR provided update to the board: In term of registration, he is waiting from the lawyer comments. He agreed to circulate the comments in due course.

ACTION (2): Steve Rowe

4. Reports

a. Lloyd's Register

Terry Mundy (TM) quoted the following:

- No further applications were being taken since last meeting.
- Regarding certification no application were being processed.
- The website was updated to make it more user friendly and make navigating through the website easier. The updated version of the website is www.lloydsregister.co.uk.

b. HSE

Nicola Wade raised the following points:

- The HSE Gas Review is on-going with the tender document for the new installer registration body to be completed by the end of July 07. Initial applications will be reviewed around Nov/Dec 07 with a decision due early 2008.
- Re-registration for installers may be an issue.
- The "Tender" document is set to be published on the website.
- CO awareness issues were raised.

- Not a great deal of RIDDORs were received since the last meeting, hence feedback remains the same as earlier meetings.
- RIDDOR issues between November to January will be put on audit report on the basis that the report identifies deficiencies, no common issues and differences.
- Governance from HSE and HSC might merge as a single government structure. The name will still remain HSE if the merger takes place.
- Steve mentioned that setting of regulator is under I&U for gas transporters. Also installers were leaving meters capped on outlet and this was against the spirit of I&U.
- The OAMI have to ensure that the regulator is correctly sealed, the meter is installed and the associated pipe work correct.

c. CORGI

Trevor informed the board that CORGI was involved in Carbon Monoxide awareness and the CORGI trust was looking to fund work in this area.

Trevor informed the board that the number of metering related RIDDORS received were down and complimented OAMI's on this trend.

Phil Daniels advised the meeting that the NVQ Pathway route for Gas Meter Installers (6012-22) was being mis-used as an easier route entry into the industry. Following meetings with EU/Skills & City & Guilds it had been decided to reduce the ACS Alignment of this qualification from the equivalence of the Domestic Natural Gas Core (CCN1) down to the Limited Scope Core for a Meter Installer (CMA1) & to re-number the NVQ to 6012-12 from 1st August 2007.

d. BSI

- BSI standard 746 is being updated.
- BSI standard 6400-3 is under review and will be published in August, however this is not applicable to the MAMCoP.

e. IGEM

- IGEM/GM/6 (low pressure installation standard) will be out for comment in the New Year.
- IGEM/GM/5 is still being worked on.
- IGE/UP/ 2 is still under review.
- Part z (GM/8) is a "should" not a "shall" it depends on the engineers decision.

5. Discussion on combined CoPs Documents.

- Comments on the Combined COP is required by Ofgem by 14 September 07
- Steve Rowe said that this document will be useful if it was published as a single document as there were lot of similarities and areas of commonality and the single document would remove the duplication.
- Trevor Smallpeice added that the combined CoPs needed to be written so that a, b, & c could be measured independently during the assessment procedure.

- Ofgem wrote to ACS Scheme Committee for ratification of GM/8 assessment structure.

6. Equipotential Bonding

Phil Daniels advised the board that a trial course had now been run by Logic Certification (A report produced by Dave Perriam on how the course had gone was circulated). Following comments from the previous meeting Paul Collins CORGI's Senior Technical Manager (electrical) had in conjunction with Logic developed criteria to enable the programme to be offered to others under the auspicious of CORGI's Part P Electrical Programme. Paul Collins if contacted would be able to assist with electrical matters related to gas work.

Trevor stated that there were a lot of queries from the industry with regard to equipotential bonding.

Steve Brand also raised a question asking whether gas installers were fit to do the job if the electrician had not carried out the job.

As could be seen from the report operatives who had taken part in the programme were confident that they could now deal with equipotential bonding issues.

However there are a couple of issues that the gas installer needs to be aware of, for example:

- Being aware of what they were competent to carry out
- Being aware when they were not competent to continue, all these issues are covered in BS6400 part 1, 2 and 3.

With regard to this matter, Dominic stated that the key issue was for the gas installer to be competent to know the extent of what MEB work they could / could not carry out. Once they had reached the limit of their competency, they should then consult a qualified electrician.

7. SPAA Update

- In I & C there is no requirement to appoint a MAM, Ofgem will be working with the HSE to address governance in this area.
- Installation which is complicated will need extra governance.
- No obligation resides with the gas act.
- Steve said he would discuss this with J Dixon to explore the rationale and possibility of reintroducing an obligation for I&C whilst the SPA issue is resolved.
- There is no way of incorporating I & C in LC or the gas act as there is no obligation in primary legislation.
- Mick Curtis mentioned that there was no obligation on I & C to install or maintain through a MAM however it is of good practice to do this and that most if not all are doing so.

8. Next Meeting

Date: 16th October 2007, Time: 10:30 – 14:30, Venue: OFGEM office.

Action Log

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<u>Action Ref</u>	<u>Issue</u>	<u>Date when issue originally raised</u>	<u>Action</u>	<u>Owner</u>
1	Review MAMCoP and CoP 1a/b	18/10/2006	<ul style="list-style-type: none"> ✚ All Board members to review and comment upon the CoP1a/1b before the next MAMCoP Board Meeting ✚ Merge all the comments and circulate among MAMs. ✚ To ask Lloyds if they can provide some specific feedback on the MAM audit process in terms of areas that MAM's are performing well on and possible areas for improvement or additional guidance. 	ALL
2	Update on Appeal Process	17/01/2007	John Barrett to provide an update	John Barrett
3	Appeals Process for MAMCoP / AIGT	17/01/2007	SR circulate lawyer comments' in due course	OFGEM (SR)
4	Submission to ACS Scheme Committee to develop assessment criteria to cover IGE/GM/8 (REGT 2. Draft)	24/04/07	<ul style="list-style-type: none"> ✚ Send out letter to ACS Scheme Committee regarding to the assessment criteria to cover in IGE/GM/8. ✚ BM/DS agreed to confirm vent stack requirement for I & C metering 	OFGEM (SR) BSI (BM) IGEM (DS)
5	SPAA Update	24/04/07	✚ SR provides update on SPAA.	OFGEM (SR)
6	Action of HSE / Corgi to confirm requirement		<p>Investigate the setting of regulator under I&U for gas transporters. Also installers were leaving meters capped on outlet and this was against the spirit of I&U.</p> <ul style="list-style-type: none"> ✚ The OAMI have to ensure the regulator is sealed, the meter is installed and the downstream pipe works. ✚ Corgi believes that something can not be commissioned without a regulator being set. 	Corgi HSE

NATIONALLY ACCREDITED CERTIFICATION SCHEME FOR INDIVIDUAL GAS FITTING OPERATIVES

REGT2. EMERGENCY SERVICE PROVIDER & METER INSTALLER INITIAL ASSESSMENT CRITERIA

REGT2. Installation, Testing & Commissioning Non-Domestic Medium Pressure Meter Regulators & Controls

(Flow rate exceeding $6\text{m}^3\text{h}^{-1}$ & Maximum Operating Pressure (MOP_u) not exceeding 2bar)

Gas type: Natural Gas Only

Introduction:	This Gas Safety Assessment is designed to test the gas safety competence of an operative in the work of installing, testing & commissioning non-domestic medium pressure meter regulators & controls by both a practical & knowledge & understanding assessment.
Range:	Installing, testing, purging & commissioning all types of non-domestic medium pressure meter regulators & controls for gas supply for diaphragm and /or rotary displacement (RD) meter installations.
Pre-requisite to this Assessment:	Before this assessment can be undertaken, the candidate must hold a Certificate of Competence in the following:- ACS Cores:- COCN 1. or CMA 1. or CESP1. Non-Domestic meter assessments:- MET4. or CMET1 Non-Domestic Tightness Testing:- TPCP1.
Noted Exclusions:	This assessment will not assess installing, testing & commissioning domestic or non-domestic low pressure gas meter regulators, domestic medium pressure regulators (see REGT1.), any regulator where the MOP _u is in excess of 2bar or any turbine and ultrasonic installations (see CMET2).
Normative Documents:	The assessment design must be based on the following specific documents:- <ul style="list-style-type: none">• The Gas Safety (Installation & Use) Regulations & Guidance – Refer to Glossary of Terms.• IGE/UP/I. Tightness testing & purging of domestic sized NG installations.• The Gas Industry Unsafe Situations Procedure.• IGE/GM/8 Non-domestic meter installations. Part 1. Design• IGE/GM/8 Non-domestic meter installations. Part 2. Locations, housings & compounds• IGE/GM/8 Non-domestic meter installations. Part 3. Fabrication, installation, testing & commissioning• IGE/GM/8 Non-domestic meter installations. Part 4. Operation & maintenance• IGE/GM/8 Non-domestic meter installations. Part 5. Notices & labels• IGE/GM/7 edition 2 Electrical connections and hazardous area classification for gas metering equipment

NATIONALLY ACCREDITED CERTIFICATION SCHEME FOR INDIVIDUAL GAS FITTING OPERATIVES

REGT2.

EMERGENCY SERVICE PROVIDER & METER INSTALLER INITIAL ASSESSMENT CRITERIA

REGT2. Installation Testing & Commissioning Non-Domestic Medium Pressure Meter Regulators & Controls

Satisfactory completion of the assessment in this competency will provide evidence of competence in installing, testing & commissioning non-domestic medium pressure meter regulators & controls for natural gas supply meter installations.

PERFORMANCE CRITERIA :

1. details of the installation design is obtained & studied (IGE/GM/8 Part3 5.3)
 2. the correct information concerning the network to which the installation is to be connected to has been obtained (IGE/GM/8 Part3 5.2 & Appendix 3)
 3. details for the settings for the meter regulators, creep relief, monitor regulators & slam shuts as appropriate are available (IGE/GM/8 Part3 5.3)
 4. the selected location is suitable for installation as per IGE/GM/8 Part 2 & pre-installation check is carried out (IGE/GM/8 Part3 5.4 & 10.1)
 5. non-domestic medium pressure control train (regulators, valves, safety devices & the inlet assembly) have been strength tested at a minimum pressure of 3 bar (IGE/GM/8 Part3 5.3)
 6. a certificate confirming the date & results of the strength test is attached to the inlet control train assembly (IGE/GM/8 Part3 5.3)
 7. regulators, valves & safety devices are correctly identified & assembled in accordance with manufacturers' requirements & system design plan to IGE/GM/8 Part1.1. (IGE/GM/8 Part3 12.2)
 8. pipe & equipment supports are installed in accordance with IGE/GM/8 Part 1. (IGE/GM/8 Part3 12.2.6)
 9. vent for creep relief valve is correctly installed and positioned (IGE/GM/8 Part3 12.2.6)
 10. screwed pipework and/or flanges are correctly sealed using appropriate jointing material (IGE/GM/8 Part3 12.4/5)
 11. the installation is gas tight (IGE/GM/8 Part3 14.10)
 12. pre-commissioning checks are correctly carried out (IGE/GM/8 Part3 15)
 13. the installation is correctly purged & commissioned (IGE/GM/8 Part3 16)
 14. functionality tests are correctly carried out on train controls in accordance with manufacturer's instructions (IGE/GM/8 Part3 18 & Table 1)
 15. **Commissioning - General** (IGE/GM/8 Part3 19.1)
 - i. all components are checked to be functioning correctly in line with manufacturer's instructions
 - ii. safety system control's pressures are set & tested prior to regulator
 - iii. Regulator is operating in full control prior to opening outlet valves
 - iv. set points of pilot, controller & regulators is checked under flow conditions if possible
- Set Points – Metering Pressure 21mbar – Single Stream Meter Installation – Figures 20/21 IGE/GM/8 Part 1.** (IGE/GM/8 Part3 19.1 & Table 1)
- i. set active regulator at set point (21mbar) (IGE/GM/8 Appendix 8 Example 2)
 - ii. set the SSV above the relief valve set pressure (take into account accuracy of class of relief valve & SSV to ensure relief valve is not restricted) (47.5mbar)
 - iii. the SSV set point plus accuracy group tolerance (MIP) does not exceed STP of downstream system
 - iv. consideration has been given to control accuracy at the meter when accuracy classes for regulators was selected (IGE/GM/8 Part1 Table 4 or 5)
16. notices & labels are displayed in accordance with IGE/GM/8 Part 5 (IGE/GM/8 Part3 19.9)
 17. regulators & safety devices have been correctly sealed (IGE/GM/8 Part3 Appendix 6)
 18. the minimum information manual is completed

KNOWLEDGE & UNDERSTANDING CRITERIA:

The candidate must be able correctly to answer gas safety questions in the following topics relating to install, test & commission non-domestic medium pressure gas meter regulators & control :

1. the use of temporary filters & strainers for commissioning IGE/GM/8 Part 1. 8.4 (IGE/GM/8 Part3 15)
2. impulse & auxiliary pipework requirements (IGE/GM/8 Part3 12.6)
3. specific requirements for medium pressure fed diaphragm meter installations (IGE/GM/8 Part3 19.4)
4. specific requirements for medium pressure fed RD meter installations (IGE/GM/8 Part3 19.5)
5. requirements for instrumentation commissioning (IGE/GM/8 Part1 19.6)
6. handover requirements (IGE/GM/8 Part3 21)
7. acronyms, abbreviations units & symbols used in the standard (IGE/GM/8 Part3 Appendix 1.)
8. understanding of the NGT standard operating conditions (IGE/GM/8 Part3 Appendix 3)
9. maintenance requirements for non domestic medium pressure regulators & safety controls on meter installations (IGE/GM/8 Part4 5)
10. set points & operating tolerances for twin stream meter installations with 21 mbar metering pressure (IGE/GM/8 Part3 19.2 & Table 1)
11. procedures for setting monitor regulators above active regulators
12. procedures for setting relief valves above monitor regulators

ACS METERING ASSESSMENTS June 2007

Main figures of interest are in the 'Grey Columns'

Assessment Code	Initial Passed	% Initial Passed	Holding Valid Certificate	Passed Re Assess	% Passed Re Assess	Initial Failed	Failed Re Assess	ACS Total Cumulative	ACS from NVQ	Certificates Held ACS & NVQ Cumulative Initial & Re Assess
CMA1 *1.	510	98.46	316	9	100.00	8	0	527		316
CMA2LS	791	97.41	622	45	100.00	21	0	857		622
CMET1 *2.	1025	99.81	969	16	100.00	2	0	1043		969
CMET2 *3.	821	99.57	768	14	100.00	4	0	839		768
CMIT1	216	99.54	108	43	100.00	1	0	260		108
MET1 *4.	17817	99.71	15403	2032	100.00	52	0	19901	3063	18466
MET2	553	97.70	552	8	100.00	13	0	574		552
MET3LS	796	97.79	674	48	100.00	18	0	862		674
MET4 *5	864	100.00	786	16	100.00	0	0	880	3658	4444
REGT1	475	100.00	475	0	0	0	0	475		475
REGT2	Waiting for	Approval of ACS	Scheme	Committee	-	-	-	-	-	-
			20425						6721	27194

*1: Operatives may hold CESP1. as an alternative core

*2. *3. Operatives holding these competence assessments may be holding the commercial core COCN1.

*4. Operatives holding this competence assessment through the ACS route will be holding the domestic core CCN1. Operatives holding this competence assessment through the NVQ route will have been downloaded through 6012-02 or 6012-22 pathway route or 6012-04 emergency service route or 6012-44 renewable emergency service route. (NB 6012-04 are renewed as 6012-44 & should not be added together)

*5. Operatives holding this competence assessment through the NVQ route will have been downloaded through 6012-03 or 6012-33 pathway route or 6012-04 emergency service route or 6012-44 renewable emergency service route. (NB 6012-04 are renewed as 6012-44 & should not be added together)

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