

# **GUIDANCE NOTES**

## **APPLICATION FOR OFGEM APPROVED METER INSTALLER (OAMI)**

## **INTRODUCTION**

It is recommended that the relevant Code of Practice(s) (COP's) is obtained and read before completing the application form. The COP's are as follows:

- COP/1a for low pressure diaphragm and electronic meter installations with badged meter capacities not exceeding 6m<sup>3</sup>/hr (212ft<sup>3</sup>/hr).
- COP/1b for low pressure diaphragm and rotary displacement meter installations with badged meter capacities exceeding 6m<sup>3</sup>/hr (212 ft<sup>3</sup> / hr) but not exceeding 1076m<sup>3</sup>/hr (38,000ft<sup>3</sup>/hr).
- COP/1c for all higher pressure and all other low pressure meter installations not covered by COP/1a or COP/1b.

Copies of these documents, the guidance notes on best practice for the reading of gas meters, and the gas metering definitions can be obtained free of charge from;

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Alternatively these documents can be downloaded from the Ofgem website at the address below;

<http://www.ofgem.gov.uk/NETWORKS/TECHN/METROLOGY/ASSETMGMT/OAMI/Pages/OAMI.aspx>

These Notes for Guidance are intended to be read in conjunction with the application form and the relevant COP(s).

## **SECTION 1.**

Please complete the application form using black print and capital letters.

Fill in all relevant details even if this information has been previously provided, include the contact name of the person who will be dealing with the OAMI application, even if this is your normal GAS SAFE contact.

Please indicate if you are a new applicant for OAMI or you are applying to add a category to an existing OAMI registration. This can be completed in the grey box headed “Please identify your current status by completing box a) **or** b)”

Indicate in the boxes provided all of the meter installation /exchange categories you wish to **apply** for. i.e. One or more of the following; COP1a /COP1b /COP1c.

METER WORK EMPLOYEE PROFILE.

**No. of gas operatives** refers to those specifically being used for meter work.

**No. of technical support** refers to those individuals providing technical support for the meter operatives.

**No. of supervisors / QC** refers to those individuals providing supervision and or carrying out QC checks.

**No. of sub contractors** refers to contractors specifically being used for meter work.

NB. Where no operatives are employed, e.g. Where the business GAS SAFE registration is Work Management, N/A should be recorded

## **SECTION 2.**

Q2/5 Using the enclosed charts ensure that the gas operatives to be engaged in the meter work are suitably trained /qualified.

Q5 When answering this question, please indicate how it is ensured that the operatives selected to carry out the gas meter work are competent in the required areas. In particular how it will be ensured that only operatives trained/qualified in the COP relevant to the meter work being undertaken will be used.

## **SECTION 3.**

Q2/3. Using the enclosed charts ensure that the contractor(s) to be engaged in the meter work are suitably trained /qualified.

Q3. When answering this question please indicate how it is ensured that the contractor(s) selected to carry out the gas meter work are competent in the required areas. In particular how it will be ensured that only contractors trained /qualified in the COP relevant to the meter work being undertaken will be utilised.

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#### **SECTION 4.**

Q1 & 8 Confidentiality and security needs to be assured, therefore a vetting procedure for employees who will have access to confidential or commercially sensitive information needs to be in place. For further guidance see:

COP/1a (4.16)

COP/1b (4.17)

COP (4.19)

Please explain what systems /procedures you have in place.

Q2. Using the relevant COP(s) for the type of meter installation /exchange being undertaken identify the documents you refer to for guidance.

Q3. Indicate the procedure to be adopted which will collate the users gas supply requirements, and confirm the availability of supply.

Q4. Guidance on the selection of the appropriate meter and installation design may be found in the appropriate COP(s) and relevant standards etc. Describe how it is intended to meet these requirements.

Q5. What system /checks are in place that will ensure that only correctly sealed /stamped meters are used.

Q6. See Control and Care of Meters in the relevant COP(s).

Q7. It is an offence under (para 12 (4) of schedule 2B, Gas Act 1986) to fail to notify the connection of a meter to the supplier where known, or the PGT, of each meter connected, removed or exchanged. Therefore adequate facilities must be in place to ensure the transfer of the required information, within the specified times. See the relevant COP(s) (Notification of meter details). Please indicate how this is to be achieved with the systems /procedures you have in place.

#### **SECTION 5.**

Indicate the technical support gas meter operatives have access to, and where relevant what other methods are adopted to ensure that they are kept up to date with technical matters etc.

#### **SECTION 6.**

Indicate the procedure to be adopted to gain approval from the PGT when a bypass is to be fitted.

#### **SECTION 7.**

Q1. Please identify all Responsible Engineers, and indicate all relevant qualifications.

Q2. Describe the procedures that are in place to ensure the safety and integrity of the system, and that the design etc. will meet the requirements of the COP.

Following the receipt of your completed application an Inspector will contact you to carryout an on-site assessment to verify your business meets the requirements for inclusion onto the OFGEM register.

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