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Guidance for dealing with unsafe situations and non-compliance with current standards and procedures in domestic and non- domestic premises supplied with natural gas or liquefied petroleum gas

Note: These procedures may be used as an alternative to the current Gas Industry Unsafe Situations Procedure (GIUSP) – 4th Edition from the date of publication of this Technical Bulletin.

The 5th edition will not formally come into effect until 1st March 2009.

DEALING WITH GAS EMERGENCIES (REPORTS OF GAS ESCAPES AND FUMES) – GAS OPERATIVE NOT ON SITE OF REPORTED EMERGENCY

Where a gas operative is advised of a gas escape, when **not** on site, the gas user (responsible person) should be instructed to:

1. Turn off the gas

For natural gas – turn off the gas supply at the meter at the emergency control valve (ECV); unless the meter is located in a basement or cellar. If there is a smell of gas in the basement or cellar evacuate the building.

For Liquefied Petroleum Gas (LPG) – Bulk storage supply – shut off the ECV outside the building and the gas isolation valve on top of the above-ground storage vessel(s), or underground storage vessel(s).

For LPG – cylinder fed installations - shut all cylinder valves.

2. Extinguish all naked flames

Do not smoke or strike matches.

3. Do not touch electrical switches

Turning a light on or off can ignite escaping gas.

4. Open windows and doors

This gets rid of gas by ventilating the property. Additionally, for LPG, ventilate at low level (LPG is heavier than air).

Note: If gas is evident (hear, see, feel) externally, consideration should be given to preventing gas entering the property. For example close doors and windows.

5. Call the Gas Emergency Contact Centre

In the case of natural gas, contact the Gas Emergency Service provider (ESP), or in the case of LPG, the Gas Supplier. The list overleaf contains the contact details of ESPs, together with supporting advice.

Contact details of Gas Emergency Service Providers and Gas Suppliers

| UK Region | Gas Type | | Contact details | Telephone Details |
|--|--------------------|-------------------|---|---|
| England, Scotland and Wales | Natural gas | | Contact the Gas Emergency Contact Centre | 0800 111 999 |
| | LPG* | Bulk supplies | | See telephone number on the bulk storage vessel or at the meter |
| | | Cylinder supplies | For cylinder supplies on caravan parks and hire boats, the site owner and/or boat operator may also have responsibilities. Advice may be obtained from the gas company identified on the cylinder through their emergency contact details | See gas supplier emergency contact details in the local telephone directory |
| Northern Ireland | Natural gas | | Northern Ireland Gas Emergency Service | 0800 002 001 |
| | LPG* | Bulk supplies | | See telephone number on the bulk storage vessel or at the meter |
| | | Cylinder supplies | For cylinder supplies on caravan parks and hire boats, the site owner and/or boat operator may also have responsibilities. Advice may be obtained from the gas company identified on the cylinder through their emergency contact details | See gas supplier emergency contact details in the local telephone directory |
| Isle of Man | Natural gas & LPG* | | Manx Gas Ltd. | 01624 644444 |
| Channel Islands - Guernsey | Mains gas‡ & LPG* | | Contact Guernsey Gas Ltd. | 01481 749000 |
| Channel Islands - Jersey | Mains gas‡ & LPG* | | Contact Jersey Gas Company Ltd. | 01534 755555 |
| ‡ Mains gas in the Channel Islands is an LPG and air mixture | | | | |
| * LPG – Liquefied Petroleum Gas. | | | | |
| The Gas Emergency contact details of the four main suppliers of LPG in the UK are shown below | | | | |
| Calor: 08457 444 999 | | | BP: 0845 6076943 | |
| Flogas: 0845 7200100 | | | Shell: 0870 7539999 | |

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FOREWORD

Gas Industry Unsafe Situations Procedure 5th Edition

This edition of the Gas Industry Unsafe Situations Procedure (GIUSP) has been produced to assist and support Registered Gas Businesses and their gas operatives, to correctly identify, classify and deal with the wide variety of gas-related unsafe situations that they are likely to encounter during the course of their work.

This Procedure comes into effect on 1st March 2009.

This revision was conducted by a Drafting Panel made up of representation from a much broader range of experienced Gas Industry sectors than that used in previous editions of the guidance. As with the previous Edition, this Procedure continues to concentrate on gas safety issues, concerning all gas families and reflects up-to-date installation and servicing practice, taking into account advances in both appliance and equipment technologies.

Much of the guidance provided in the previous Edition remains consistent and is unchanged, however, all sections of the Procedure contain significantly revised information and guidance and are summarised below as:

- the introduction of generic information for dealing with gas emergencies, such as gas escapes or reports of smells from appliances;
- the application of the Procedure in respect to individual competency;
- dealing with unsafe situations and assessing risk in those non-domestic situations, which are outside the scope of current gas safety legislation;
- the reporting requirements concerning major injuries and unsafe (dangerous) gas fittings etc.;
- revised classification tables relating to all unsafe situations, in particular:
 - recognition of the completed stepped change in the 4th Edition of GIUSP, in dealing with inadequate ventilation for open-flued and flueless appliances;
 - dealing with unsatisfactory appliance combustion performance readings;
 - a revised Industry-led section relating to LPG unsafe situations.

A uniform approach to dealing with unsafe situations is beneficial to all, particularly gas users and competent registered gas businesses. The consistent application of the guidance contained in this Procedure will provide tangible protection to all it impacts upon.

This edition of the Procedure recognises the important addition to gas safety generally that the development and use of the electronic portable combustion gas analyser (flue gas analyser) can play, in particular, its usefulness in determining the safe combustion performance of gas appliances and dealing with reports of fumes and smells.

During the development of this Procedure a revised version of BS 5440-1 concerning the installation of gas appliances to chimneys and the maintenance of chimneys has been published, which adopts common terminology consistent with the range of products used throughout the European Community. For example, the term "CHIMNEY" now refers to a structure of any material consisting of walls, or walls enclosing a flue or flues, whereas the term "FLUE" now refers to the passage for conveying combustion products to the outside air. This Procedure acknowledges the importance of BS 5440-1, but continues to use the term "FLUE" when referring to the discharge of combustion products. The intention being that future revisions of this Procedure will be, aligned to BS 5440-1.

Mark Rolfe Technical Services Manager (CORGI)

1. STATUS OF THE PROCEDURE

This Procedure has been drawn up by the gas industry, in order to assist competent gas operatives to meet their legal duties and correctly classify unsafe gas installations in accordance with the Gas Safety (Installation and Use) Regulations (GSIUR) and associated Approved Code of Practice and Guidance. It also provides guidance on how to recognise and deal with non-compliance with current industry standards and procedures.

Following this guidance is not compulsory and you are free to take other action, but if you do follow the guidance, you will normally be doing enough to comply with the law.

If an operative chooses to apply alternative guidance, they will need to show that they have complied with the law in some other way, or a court may find them at fault.

The Health and Safety Executive (HSE) supports the industry-led initiative to revise this Procedure, which will support the industry in maintaining a consistent approach to the risk assessment of gas installations.

This Procedure, which has also been published as CORGI Technical Bulletin 232, is in effect a 'live' document and is constantly evolving as new information/guidance is developed. To ensure that you keep up-to-date with the current requirements of this Procedure, you should visit www.trustcorgi.com and search for the controlled (current) copy of TB 232.

2. OVERALL SCOPE

The information provided in this Procedure is relevant to all existing gas installations and appliances for 1st, 2nd and 3rd family gases, installed in both domestic and non-domestic properties. Based on assessed risk, it aims to provide sound engineering guidance on how competent gas operatives should deal with various situations which currently affect, or may in the future affect safety.

Note: *The general principles of GIUSP may be used as a guide to action in other premises (see sub-clause 4.1).*

This Procedure deals with situations that arise out of duties under GSIUR. However, gas operatives must be aware that under their general duty of care, other legislation such as Building Regulations (England, Wales, Northern Ireland and the Isle of Man) and Building Standards (Scotland) will also be relevant and the principles of this Procedure can be applied to electric shock, water and steam pressure risks, for example. (See Appendix 4 for a non-exhaustive list of Normative References).

Part 1 – deals with those situations that are identified as being unsafe or have a potential to be unsafe.

Part 2 – deals with situations which are not classified as unsafe; however, they do fail to comply with current industry best practice.

Part 3 – contains Tables giving guidance on particular situations and how to categorise them.

Note: *In addition to the guidance given in this Procedure, further information and guidance may be available from your own company procedures, Industry Standards and relevant CORGI technical guidance.*

3. GENERAL INTRODUCTION

All appliances and other gas fittings must be installed in accordance with GSIUR, Building Regulations or Building Standards (as appropriate), the Electricity at Work Regulations, the Water Supply (Water Fittings) Regulations and with due regard to the manufacturer's installation instructions, British Standards and other industry guidance (e.g. The Institution of Gas Engineers and Managers (IGEM) Standards and UK Liquefied Petroleum Gas Association (UKLPG) Codes of Practice), appropriate to the geographical region in which they apply.

3.1 New installations

When gas operatives carry out new installation work in customer's premises, they are required to ensure that the appliance and/or installation is installed and fully commissioned in accordance with GSIUR and manufacturer's instructions. If this cannot be achieved, the appliance and/or installation **must not** be left connected to the gas supply. If an appliance cannot be fully commissioned, the gas supply must be disconnected from the appliance and sealed with an appropriate fitting. It should be labelled to the effect that it **must not** be used until full and proper commissioning tests have been carried out.

Note: For gas appliances, the manufacturer's instructions supplied with the appliance will normally specify that it is to be installed in accordance with the Industry Standards or relevant Codes of Practice applicable at the time of type testing of the appliance (CE Marking). However, the manufacturer's instructions may recommend special requirements specific to the appliance type and model and where they do, these should be followed.

3.2 Existing installations

When assessing whether an existing appliance is installed correctly, where practicable, the gas operative should in the first instance consult the manufacturer's instructions for the appliance and note any special requirements.

Where the manufacturer's instructions for the appliance are not available, an assessment of the installation against the requirements of the current versions of installation standards should be carried out. (See also sub-clause 3.3 and Part 3 of this Procedure).

THE PRIORITY FOR GAS OPERATIVES WHEN ENCOUNTERING AN UNSAFE SITUATION IS TO SAFEGUARD LIFE AND PROPERTY. IT IS ESSENTIAL THAT GAS OPERATIVES ARE ABLE TO IDENTIFY APPLIANCE(S) AND/OR GAS INSTALLATIONS WHICH PRESENT A DANGER.

Note: Gas operatives should be aware that under the requirements of GSIUR, they have a duty to take appropriate action regarding unsafe situations and would themselves be in contravention of the regulations if they failed to act.

Dependent upon the apparent risk, existing gas installations found to be unsafe should be classified as either:

- **Immediately Dangerous (ID), or**
- **At Risk (AR)**

So that gas operatives can decide whether the degree of non-conformance is such that the gas installation should be deemed Immediately Dangerous (ID) or At Risk (AR), they should follow the procedures found in Part 1 of this Procedure and refer to examples of both ID and AR situations set out in Table format in Part 3 of this Procedure.

Note: After following this Procedure, where an Emergency Service Provider (ESP) is unable to categorise as above, they may use another category – Concern for Safety. This is a category used only by ESPs where fumes are suspected (see also sub-clause 6.5).

When a gas operative identifies an unsafe situation, the principal objective should be to determine the cause and rectify the fault. However, where this is not possible, or practical, it is necessary to advise the gas user or responsible person that the fault must be corrected immediately or the appliance and/or installation (or affected part of the installation) disconnected or turned off to make it safe dependant upon its category (see also Clause 6).

In carrying out these actions, the gas user or responsible person should always be informed of the reasons and advised that they are carried out in the interest of gas safety.

Where an installation does not meet the relevant standards, but would not be categorised as either Immediately Dangerous (ID) or At Risk (AR), it may be classified as:

- **Not to Current Standards (NCS)**

This Procedure deals with the particular actions that need to be taken when a **“Not to Current Standards” (NCS)** situation is identified. It considers the circumstances in which there are multiple NCS situations that may escalate to **“At Risk” (AR)**. Generally, it does not include those situations that fall outside of the requirements of GSIUR.

The process to follow will be found in Part 2 of this Procedure and examples of NCS situations are set out in Table format in Part 3 of this Procedure.

3.3 Applying the GIUSP within the limits of operatives' competencies

All operatives working to this Procedure in domestic and non-domestic sectors are required to identify ID and AR situations on all appliances and/or installations they “work” on (“work” as defined by GSIUR).

Where “work” is not carried out, a visual risk assessment should be undertaken on those appliances and/or installations that are encountered for evident defects and this Procedure applied where appropriate **within the limits of their competencies**. If unsure of the safety of an appliance and/or installation, further guidance should be sought. For further guidance on visual risk assessment of appliances or installations, reference should be made to Appendix 8 of this Procedure.

Competence in safe gas installation work requires gas operatives to have enough knowledge, practical skill and experience to carry out the job in hand safely, with due regard to good working practice. Knowledge must be kept up-to-date with awareness of changes in law, technology and safe working practice.

All businesses will need to consider the provision of on-going training and support to assist them and their operatives, in meeting their obligations under GSIUR and the Health and Safety at Work etc. Act (HSWA).

Note: *Where a registered business is currently operating to the full scope of GIUSP within its own operational procedures, the business should be aware that both CORGI and the HSE will expect that any change in procedure should not lessen the safety standard of that previously being applied and that the registered business may be required to explain on what grounds and why they have reassessed their operational procedures.*

3.4 CORGI declared legislation and normative document status tree

The status tree (see Figure 1), describes the hierarchy which CORGI applies to the current gas industry legislation and industry codes.

Note: This information is provided for transparency and should not be regarded as a definitive list.

The criteria ranges from the current applicable legislation, which is the high-level requirement and then cascades down through to the specific equipment requirements set by the manufacturer and finally, the relevant Standard or Code of Practice as a minimum safety benchmark.

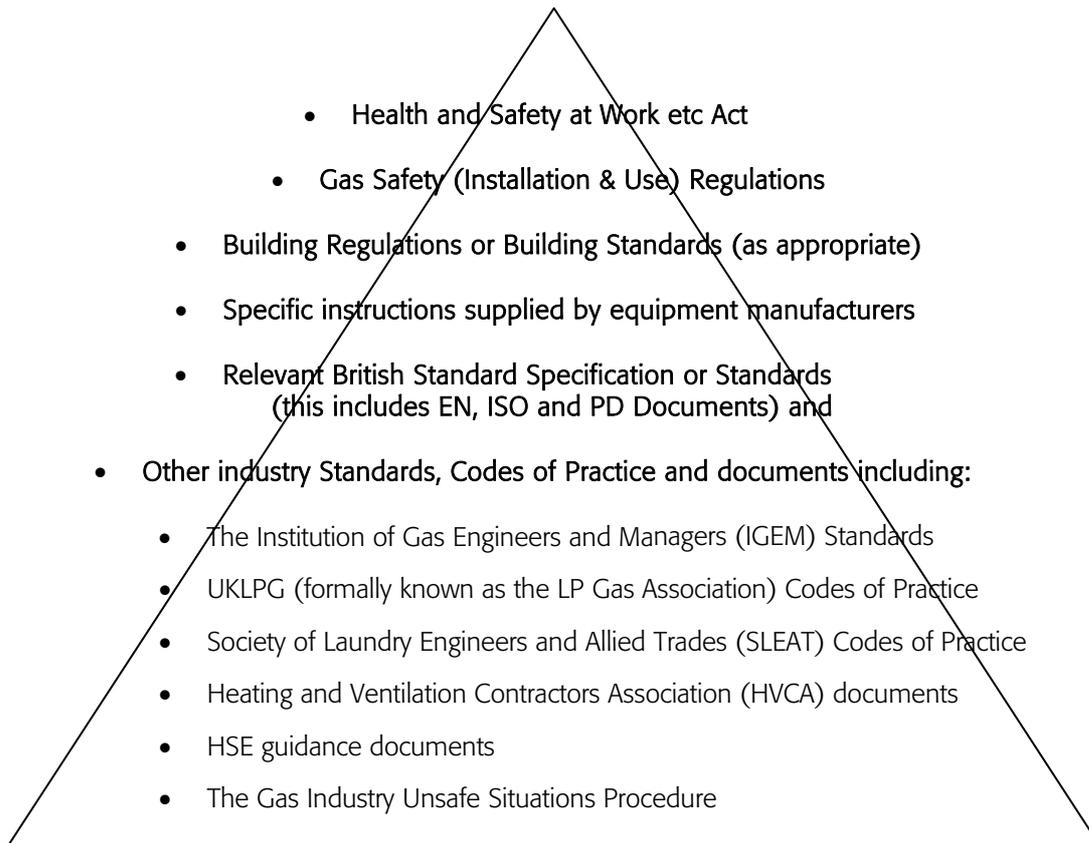


Figure1. CORGI declared legislation and normative document status tree

4. STATUTORY REQUIREMENTS

Registered gas installers and individual gas operatives must be familiar with all their obligations under Part 1 of this Procedure and in relation to those Regulations outlined below.

4.1 The Gas Safety (Installation and Use) Regulations (GSIUR) 1998

The GSIUR are concerned with the installation and use of gas fittings in all domestic premises, commercial premises e.g. hospitals, educational establishments, offices, hotels, restaurants, mobile catering units, leisure accommodation vehicles, (including caravan holiday homes and hired touring caravans), inland waterway craft hired out to the public and sleeping accommodation, wherever it is located.

The Regulations do not apply in Factories, Mines, Quarries, Sewage works and Agricultural premises (except parts used for domestic or residential purposes, or as sleeping accommodation). However, other safety legislation does apply – for example, the HSWA. The general principles of GIUSP may be used as a guide to action in these premises.

The legal definition of ‘factory’ is wide ranging and in addition to manufacturing and/or processing premises, includes printing, fruit and vegetable packing, scrap yards, repair workshops (e.g. for televisions or vehicles), dairies, prison workshops, hospital and other institutional laundries, certain warehouses using mechanical power and power stations etc.

Regulation 3(1) of GSIUR requires that *“No person shall carry out any work in relation to a gas fitting or gas storage vessel unless he is competent to do so”*.

When any gas work is carried out in relevant premises, gas businesses must be registered with CORGI and their gas operatives must hold a valid certificate of competence for each work activity that they wish to undertake. The certificates must have been issued under either the Nationally Accredited Certification Scheme (ACS) for Individual Gas Fitting Operatives, or Scottish and/or National Vocational Qualifications (S/NVQ) aligned with the ACS scheme e.g. the City & Guilds 6012 scheme.

The GSIUR, place particular requirements on gas operatives relating to matters of gas safety. Under the requirements of these Regulations, gas operatives have to make judgements on the level of risk. In particular, this relates to Regulations 26(9), 34(3) and 34(4).

Regulation 26(9) requires that *“Where a person performs work on a gas appliance he shall immediately thereafter examine:*

- a) the effectiveness of any flue;*
- b) the supply of combustion air;*
- c) its operating pressure or heat input or, where necessary, both;*
- d) its operation so as to ensure its safe functioning.*

And forthwith take all reasonably practicable steps to notify any defect to the responsible person and where different, the owner of the premises in which the appliance is situated or, where neither is reasonably practicable, in the case of an appliance supplied with liquefied petroleum gas, the supplier of gas to the appliance, or, in any other case, the transporter”.

In addition to the requirement when performing work on an appliance, Regulation 34(3), imposes a general duty requiring that:

“Any person engaged in carrying out work in relation to a gas main, service pipe, service pipework, gas storage vessel or gas fitting who knows or has reason to suspect that any gas appliance cannot be used without constituting a danger to any person shall forthwith take all reasonable steps to inform the responsible person for the premises in which the appliance is situated and where different, the owner of the appliance or, where neither is reasonably practicable, in the case of an appliance supplied with liquefied petroleum gas, the supplier of gas to the appliance, or, in any other case, the transporter”.

Therefore, any person carrying out any work as defined in Regulation 34(3), who becomes aware of an unsafe or dangerous appliance during the course of that work, has a duty to inform the responsible person, whether or not the work is being carried out on that appliance. However, this duty only extends to those issues which are within the competence of the person engaged in work and which it is reasonable to expect the person to notice through visual inspection, for example, when relighting an appliance following the interruption of the gas supply, or when observing an appliance in the course of other work. It is not expected that additional tests and examinations be undertaken on appliances not being worked on by that person.

The following are examples of situations that a gas operative would be expected to be able to identify from a visual inspection:

- signs of spillage;
- evidence of poor or incomplete combustion;
- the general condition of the appliance installation e.g. physically damaged or insecurely fixed.

Note: For further guidance on visual risk assessment of gas appliances, see Appendix 8 of this Procedure.

The GSIUR require that when a gas operative identifies that a gas appliance is unsafe, they must notify the gas user or responsible person as soon as possible. In rented accommodation the landlord or managing agent should also be notified. In guidance, GSIUR recommends that any verbal notification of an unsafe gas installation should be backed up by written notification that the gas installation is unsafe and that continued use in domestic and commercial premises is an offence under GSIUR.

Regulation 34 also makes it an offence for a gas user, responsible person or any other person, to use a gas appliance and/or installation once they have been advised that the appliance and/or installation constitutes a danger.

For gas appliances identified as ID, the guidance to GSIUR recommends the following action should then be taken:

1. The gas operative should ask the gas user or responsible person to allow them either to repair or disconnect the gas appliance and/or gas installation as appropriate. However, the gas operative has no legal power to take such action if the gas user or responsible person refuses.
2. If consent for such action is not given, the gas operative should label the gas appliance as being unsafe and that continued use is an offence; with the agreement of the gas user or responsible person the appliance isolation valve (if one is fitted), should be closed. Irrespective of any action taken by the gas operative, the obligation rests on the gas user or responsible person(s) not to use, or allow the use of any unsafe gas installation.
3. Where agreement of the gas user or responsible person cannot be obtained for repair or disconnection of an unsafe gas installation, the gas operative should contact the ESP, or in the case of LPG, the Gas Supplier. A list of ESPs and LPG Gas Suppliers, together with supporting advice can be found on pages 2 and 3 of this Procedure.

In an emergency situation, a public gas transporter (GT) has powers to enter a property and take action to avert danger to life (and property) under the Gas Safety (Rights of Entry) Regulations 1996. In the case of LPG, a contractual right of entry may exist between the supplier and customer.

This industry Procedure is based on the above legal requirements and guidance; this Procedure also provides guidance on how to deal with AR situations.

4.1.1 Non-domestic installations

In non-domestic premises, the same “Immediately Dangerous” (ID), “At Risk” (AR) and Not to Current Standards (NCS) procedures should be followed within the scope of GSIUR. For premises outside the scope of GSIUR the safety principals outlined in this Procedure can be used to classify the level of risk and determine the safe course of action to take.

EXCEPT IN EXTREME CIRCUMSTANCES (WHERE A DELAY TO CONSULT WITH THE RESPONSIBLE PERSON WOULD IMMEDIATELY ENDANGER LIFE OR PROPERTY), THE GAS OPERATIVE SHOULD ALWAYS CONSULT ON THEIR FINDINGS WITH THE RESPONSIBLE PERSON ON SITE. THE RESPONSIBLE PERSON SHOULD EXERCISE THEIR PROFESSIONAL JUDGMENT THROUGH RISK ASSESSMENT TO DETERMINE THE SAFE COURSE OF ACTION TO BE TAKEN.

The gas operative should provide the responsible person with accurate recorded results of any tests and/or checks carried out, be able to provide guidance on the classification of the risk under this Procedure and assist with the assessment of the risk, but ultimately, the HSWA will always be applicable.

Under the HSWA, employers are required to do everything so far as reasonably practicable, to ensure that ‘responsible persons’ have the skills, training, experience and personal qualities necessary for the proper exercise of professional judgement. There should be systems and procedures in place, such that the professional judgement can be reviewed and monitored and these systems and procedures should define the hierarchy of responsibility and the process for the responsible person to be able to refer for higher review any professional judgment considered to be beyond their competence, or that deviate from their normal responsibilities.

4.1.1.1 Risk Assessment – Non-domestic installations

Where deviation from the actions advised in this Procedure is being considered, the responsible person should complete a documented risk assessment to determine a safe course of action following the identification of an unsafe situation. The responsible person should draw upon expert knowledge of any specific process, safety controls, industry standards, manufacturer’s guidance or company procedures that are available, taking into account the process and business risk from the actions proposed.

In all cases, it is essential that the gas operative keeps accurate documented records of tests and/or checks completed. Any actions they have taken as a result of the risk assessment should be authorised by the responsible person, including times, dates and descriptions. These should be signed by the operative and the responsible person concerned.

The risk assessment may conclude that a gas fired appliance and/or installation, may remain in use provided that additional safety measures have been put in place.

Note: *There are some industrial processes that would present an immediate health and safety risk if shut down in an uncontrolled manner. For example, some furnaces require gradual shut-down and cooling over a number of days to ensure the furnace does not collapse and some glass producing processes utilise tanks of molten tin to float the cooling glass. An immediate shut-down of an industrial process or large gas installation, could produce its own risks from gas pressure loss in the system that may require complex testing and purging procedures to re-instate.*

In the case of hospitals and care homes, the loss of heating and/or hot water facilities could instigate the evacuation of vulnerable people and the requirement for other emergency agencies to become involved.

4.2 The Gas Safety (Management) Regulations 1996

These Regulations only affect gas operatives employed to carry out emergency work as emergency service providers (ESPs) for public gas transporters (GTs) who deal with calls made to the constantly manned Gas Emergency Contact Centre. National Grid is the operator of the Gas Emergency call handling service in Great Britain (GB) and as such, receives all gas emergency calls irrespective of the location of the emergency.

National Grid also processes calls on behalf of the Independent Distribution Networks (iDNs). National Grid handle reports of escapes from the natural gas network only, LPG consumers should contact their LPG supplier (GSIUR 1998). If the LPG consumer does not know who their supplier is, National Grid and the iDNs have an obligation to make safe and to attend an LPG gas emergency to make safe. Once processed, each network becomes responsible for dispatching the job and sending a competent engineer to site. Currently there are five gas network owners covering the length and breadth of GB.

The Regulations require ESPs (e.g. National Grid), to respond not only to calls concerning suspected natural gas escapes, but also any calls concerning “fumes” that could be an indication of spillage of products of combustion from appliances. In the latter case, the GT’s/ESP’s operatives will do no more than inspect appliances visually and either disconnect any that they consider to be “ID”, isolate any considered to be “AR”, or decide that they have a concern for safety which requires further investigation (see sub-clause 6.5). When appropriate, the circumstances may need to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). In each case, the appliance will be labelled, saying that the appliance should not be used until it has been examined and tested by a CORGI registered installer. When the installers are able to inspect the appliance and it is considered to be a dangerous gas fitting, the circumstances may need to be reported under RIDDOR (see sub-clause 8.2).

4.3 The Gas Safety (Rights of Entry) Regulations 1996

These Regulations apply to natural gas and make provision for an officer authorised by a GT to take immediate action if they have reasonable cause to suspect that gas conveyed by the GT is escaping, or may escape, in **any** premises (domestic and non-domestic including factories), or that gas so conveyed, which has escaped, has entered, or may enter, any premises, including escapes of products of combustion, within their gas transportation network.

If the above criterion applies, the Regulations allow for any officer authorised by the GT, upon production of a duly authenticated document showing their authority, to enter premises to carry out any work necessary to prevent the escape and take any other steps necessary to avert danger to life.

Once appliances are disconnected, it is an offence to reconnect them without the permission of the GT, (unless this is carried out by a competent person as part of the process to affect the repair).

Where an “ID” situation is encountered and the responsible person refuses to allow the gas operative to take appropriate action, these rights and powers can be called on by contacting the relevant ESP for the UK geographical location. For details of ESPs, see – Contact details of Gas Emergency Service Providers and Gas Suppliers – on pages 2 and 3 of this Procedure.

***Note:** The ESP will require clear concise information and site details as well as asking for contact information in order to be able to verify with the reporting operative the nature of the unsafe situation.*

The ESP through their GT will then take the necessary action, which in exceptional circumstances where access to the equipment is refused, could lead to the obtaining of a warrant to exercise their rights of entry and disconnection powers.

For LPG installations, the Rights of Entry Regulations do not generally apply and therefore, the gas operative should contact the gas supplier who may have a contractual right of entry and has duties under GSIUR to respond to situations where gas is escaping. The LPG supplier is usually the company providing gas by filling the storage vessel or refillable cylinders, but on caravan parks and sites, this may be the park owner or landlord. Details should be found on a notice near the LPG storage vessel or meter, the ECV, or printed on the cylinder.

Whilst LPG suppliers have duties to attend gas escapes, where these involve suspected emissions of carbon monoxide (CO) from a gas appliance, their duty is limited to giving advice on how to prevent the escape or emission and the need for examination and where necessary repair by a competent person.

GAS OPERATIVES WORKING IN A PREMISE DO SO BY INVITATION OF THE GAS USER OR RESPONSIBLE PERSON AND ACTIONS THEY MAY WISH TO TAKE MUST BE WITH THE GAS USER OR RESPONSIBLE PERSON’S PERMISSION.

4.4 RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Under these Regulations, CORGI registered businesses or their gas operatives, are required to notify the HSE of certain unsafe situations (see also sub-clause 8.3).

Note: The reporting requirements under RIDDOR do not apply in the Channel Islands.

4.5 The Health and Safety at Work etc. Act (HSWA) 1974

There is a duty under this Act, for employers and the self employed to ensure, so far as is reasonably practicable, that others are not exposed to health and safety risks arising from their work activities. Although this will principally concern the way in which the work is carried out, it may extend to the condition in which the installation is left.

5. GAS INCIDENTS

5.1 Attending a gas related incident site

Where gas operatives are called to, or encounter, a gas related incident, it is extremely important that the incident scene is **not** disturbed. They should immediately contact the appropriate ESP for natural gas or the supplier for LPG (see sub-clause 4.3 and – **Contact details of Gas Emergency Service Providers and Gas Suppliers** – on pages 2 and 3 of this Procedure) and inform them of the incident. With the least possible disturbance to the incident scene and where possible and safe to do so, the installation should be made safe e.g. by turning off the gas supply at the appropriate ECV and if necessary, ventilating the premises. In cases of fire and explosion, or where an ID situation is evident, the gas installation must be disconnected and sealed.

In non-domestic premises, the responsible person should take the decision whether or not to shut down the installation or process. This is essential where issues of process safety are involved, e.g. the cooling down of a furnace.

It is important to record all actions undertaken, as they will assist those parties involved in any subsequent incident investigation.

Note: For further guidance on RIDDOR reporting requirements, see Clause 8.

5.2 Attending a site after a gas related incident

When attending site, gas operatives should question the gas user or responsible person and check the installation for any gas safety warning label(s) to determine whether a RIDDOR reportable incident has occurred. If working at a site where you know there has been a gas incident, do not carry out any work other than making the installation safe, without first liaising with the HSE and the gas supplier to ensure any investigations are complete.

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PART 1

6. DEALING WITH UNSAFE SITUATIONS

6.1 Introduction

Gas operatives may identify gas installations in customer's premises that they consider to be unsafe. This Part explains how to deal with the unsafe situation and details the documentation that should be completed and provided to the gas user or responsible person.

Note: It is advisable to keep records for at least 6 years to cater for possible future civil litigation.

6.2 Scope

This Part describes the actions that gas operatives should take, when an "Immediately Dangerous" (ID), "At Risk" (AR), or "Concern for Safety" (see **Note**) situation is identified in premises.

It deals with how to explain the situation to the gas user or responsible person. It also details the procedure that should be followed and documentation to be completed and provided to the gas user or responsible person where situations are identified as being unsafe, or have a potential to be unsafe.

The Tables in Part 3 of this Procedure give guidance to competent gas operatives, regarding the categorisation of both unsafe (ID and AR) situations and certain NCS situations. They contain the most common examples of situations that a gas operative is likely to encounter. However, the Tables are not exhaustive and individual circumstances may require different actions to be taken. Therefore, gas operatives should exercise sound engineering judgement within their area of competence and where there is doubt, seek further guidance. In collating the Tables the industry panel have applied the following logic when deciding the category. This should form the basic approach to any unlisted situation:

- ID – appliance and/or installation, which if operated or left connected to a gas supply, **is an immediate danger to life or property**. Examples of this are combustion products entering the room, or gas escapes.
- AR – appliance and/or installation where one or more faults exist and which, as a result, if operated, **may in the future constitute a danger** to life or property.
- NCS – appliance and/or installation that although operating safely does not comply with the latest standard (see Part 2 for further guidance on NCS situations).

Note: The "Concern for Safety" procedure applies only to ESPs or their approved agents. For further guidance, see sub-clause 6.5 of this Procedure.

6.3 Immediately Dangerous (ID) appliances and/or installations

An Immediately Dangerous (ID) appliance and/or installation is one, which if operated, or left connected to a gas supply, is an immediate danger to life or property. Broadly, these will be installations that fail tightness tests, appliances that fail spillage tests or appliances which have serious flueing and/or ventilation, or combustion deficiencies when measured against the appliance manufacturer's instructions, British Standards or other relevant Standards and/or guidance documents.

Where possible and with the gas user/responsible person's agreement, every endeavour should be made to **RECTIFY** the situation(s) and make the appliance and/or installation safe to use at the time of the visit, or, where this is not possible, the following actions **MUST** be taken:

- a) Explain to the gas user/responsible person that the appliance and/or installation is, in your opinion, **Immediately Dangerous (ID)** and must be disconnected from the gas supply until the situation has been rectified and that further use would contravene GSIUR.

Note: Appendix 5 contains scripts that may be useful to help when called upon to explain a particular situation to the gas user or responsible person.

- b) Attach a suitably worded DO NOT USE warning label to the appliance and/or installation in a prominent position.
- c) Complete a WARNING NOTICE and ask the gas user or responsible person to sign it as a record of receipt. Give a copy to the gas user or responsible person and keep a copy for your file.

Note: To enable CORGI registered gas operatives to comply with the requirements of GIUSP, suitable forms and labels are available from CORGI direct. For further details see Appendix 6. An example of a suitable warning label is shown in Appendix 7 - Figure 6.

d) Either:

- i) With the permission of the gas user/or responsible person, immediately **disconnect and seal** the gas supply to the appliance or installation with an appropriate fitting, **or**;
 - ii) If the gas user or responsible person refuses to allow disconnection, endeavour to turn off the appliance and/or installation and in the case of natural gas, make immediate contact with the Gas Emergency Contact Centre, or for LPG, the gas supplier, (see sub-clause 4.3 and – **Contact details of Gas Emergency Service Providers and Gas Suppliers** – on pages 2 and 3 of this Procedure) and explain the course of action taken. Obtain a job reference number from the Gas Emergency Contact Centre operator and the time of the contact for record purposes (see Note 2 below).
- e) Clearly indicate on the Warning Notice form that an **Immediately Dangerous (ID)** situation exists and note the type of fault and action taken.
- f) If the gas user or responsible person refuses to sign the Warning Notice, it is recommended that this detail is recorded on the Warning Notice.
- g) If the gas user is not the owner of the appliance and/or installation, a copy of the Warning Notice should also be provided to the owner, landlord or managing agent.

Note 1: A gas operative may use any system that delivers the same level of safety identified in a – g above, e.g. the use of a combined Do Not Use Warning Label and Warning Notice. This may be particularly relevant to those using electronic recording systems.

Note 2: The Gas Emergency Contact Centre is likely to require the following information from any person making a request for a disconnection under the Gas Safety (Rights of Entry) Regulations:

- *confirmation that it is an **Immediately Dangerous and/or Rights of Entry** disconnection request;*
- *the name of the person reporting, the CORGI registration number of the business and the operative's individual CORGI Identification number;*
- *the name of the responsible person for the property;*
- *the address at which the **Immediately Dangerous** situation exists;*
- *details of the **Immediately Dangerous** situation;*
- *the type of appliance and/or installation;*
- *the location within the property.*

Gas operatives, for their own records, should in return ask for and document the ESP's reference number for the call.

6.4 At Risk (AR) appliances and/or installations

An At Risk (AR) appliance and/or installation is one where one or more faults exist and which, as a result, if operated, **may in the future constitute a danger** to life or property.

Where possible and with the gas user/responsible person's agreement, endeavour to **RECTIFY** the situation and make the appliance and/or installation safe to use at the time of the visit, or if this is not possible, the following actions **should** be taken:

- a) Explain to the gas user/responsible person that the appliance and/or installation is, in your opinion, **At Risk (AR)** and that it should not be used. Continued use in these circumstances would be at the gas user or responsible person's own responsibility and may be in breach of the law.

***Note:** Appendix 5 contains scripts that may be useful to help when called upon to explain a particular situation to the gas user or responsible person.*

- b) Attach a suitably worded DO NOT USE warning label to the appliance and/or installation in a prominent position.
- c) Complete a WARNING NOTICE and ask the gas user or responsible person to sign it as a record of receipt. Give a copy to the gas user or responsible person and keep a copy for your file.

***Note:** To enable CORGI registered gas operatives to comply with the requirements of GIUSP, suitable forms and labels are available from CORGI direct. For further details see Appendix 6. An example of a suitable warning label is shown in Appendix 7 - Figure 7.*

- d) With the gas user or responsible person's permission, **TURN OFF** the appliance and/or installation. If permission to turn off is refused, the gas user or responsible person's attention should be drawn to the fact that it may be an offence to continue to use a gas appliance and/or installation once informed that it has a potential to be dangerous.
- e) If the gas user or responsible person refuses to sign the Warning Notice, it is recommended that this detail be recorded on the Warning Notice.
- f) If the gas user is not the owner of the appliance and/or installation, a copy of the Warning Notice should also be provided to the owner, landlord or managing agent.

NO FURTHER ACTION IS REQUIRED.

***Note:** A gas operative may use any system that delivers the same level of safety identified in a – f above, e.g. the use of a combined Do Not Use Label and Warning Notice. This may be particularly relevant to those using electronic recording systems.*

6.5 'Concern for Safety' labelling procedure for ESP operatives

***Note:** This procedure applies only to ESPs or their approved agents.*

An ESP has a defined and limited scope of activities.

When called to a reported gas escape and/or fumes, a tightness test will be carried out to confirm the integrity of the gas installation downstream of the ECV.

When called to a reported smell of fumes, a visual inspection of the gas appliances in the property will be carried out. This should enable the ESP operative to identify whether there is an **Immediately Dangerous (ID)** or an **At Risk (AR)** situation within the property and apply the appropriate action as required by this Procedure. With the gas user or responsible person's permission, all other gas appliances will be turned off and a **Concern for Safety** label attached.

If, after the visual inspection, the ESP operative sees no obvious signs of either an ID or AR situation, there may still be a concern for safety. With the gas user or responsible person's permission, all gas appliances will be turned off and a **Concern for Safety** label attached.

The **Concern for Safety** label, used by an ESP, allows the ESP operative to identify, where possible, the area of concern to the gas user. This label states:

"This appliance has been visually inspected by an emergency service engineer who cannot confirm that it is safe to use. This appliance should not be used until it has been tested by a CORGI registered gas installer".

The ESP operative will advise the gas user or responsible person of the concern and complete a written **Safety Notice** – a copy of which is left with the gas user. The ESP operative will advise the gas user or responsible person to contact a CORGI registered installer. **The CORGI registered installer should recognise and understand that the attaching of this label does not declare the appliance unsafe for use.** The CORGI registered installer should carry out a thorough examination of the appliance(s) and form a judgement to determine whether the appliance(s) is/are safe for further use.

Note: An example of a Concern for Safety label is shown in Appendix 7 - Figure 8.

7. EXAMPLES OF UNSAFE SITUATIONS

Tables 1, 2 and 3 in Part 3 of this Procedure contain some examples of the types of situations which are considered to be **Immediately Dangerous (ID)** or **At Risk (AR)**. For ID and AR situations, the Tables indicate where regulations, etc. may have been infringed relevant to the situation and the action necessary by the gas operative on site. For further guidance, see Appendix 2 of the Health and Safety Commission publication *Approved Code of Practice (ACoP) entitled – 'Safety in the installation and use of gas systems and appliances' – (L56)*.

Note: The lists in the Tables in Part 3 of this Procedure should not be taken as exhaustive, but may be useful to help to explain a difficult situation to the gas user or responsible person.

Tables 1, 2 and 3 in Part 3 of this Procedure also contain examples of **Not to Current Standards (NCS)** situations and the action necessary by the gas operative on site (see Part 2 of this Procedure for further guidance).

8. RIDDOR REPORTING

8.1 General principles

The following guidance applies to Great Britain (England, Scotland and Wales). Other geographical areas may have similar reporting requirements.

There is a requirement under RIDDOR for certain types of Injuries and Dangerous Gas Fittings to be reported to the HSE. The purpose of this requirement is to allow HSE to monitor and investigate incidents and share lessons learned in the interests of public safety.

Attention: CORGI registered gas installers are required (by RIDDOR) to carry out this reporting.

8.2 What is a RIDDOR 6(1) report and what type of incident is reportable?

RIDDOR Regulation 6(1) applies when someone has died or suffered a major injury in connection with gas, often as a result of carbon monoxide (CO) poisoning, or fire and explosion incidents. The incident is RIDDOR 6(1) reportable, unless the death or major injury was reportable under RIDDOR 3(1) (e.g. a major injury to a gas industry employee).

For CO exposure, the relevant major injury conditions are:

- a) An injury requiring resuscitation or admittance to hospital for more than 24 hours.
- b) Loss of consciousness caused by exposure to CO.
- c) Acute illness* requiring medical treatment** resulting from the inhalation of CO.

*Acute illness means illness which:

- i. Progresses rapidly to a crisis after the onset of symptoms; and
- ii. Has severe symptoms.

** Medical treatment covers hospital and GP treatment.

Note: See also Clause 5 – Gas Incidents.

8.3 What to report under RIDDOR 6(2)

RIDDOR Regulation 6(2) requires gas businesses to notify the HSE of installations which by reason of '**design, construction, manner of installation, modification or servicing**', pose a risk of death, or major injury to gas users. For example, the immediate threat to gas users from gas leakage, inadequate combustion of gas, or inadequate removal of products of combustion.

Reports are required where faulty workmanship is the cause. There is no requirement to report fittings that are dangerous due to a lack of maintenance and/or servicing alone. This requirement allows HSE to identify dangers arising from bad design or workmanship.

In general, these will be ID situations; examples that should be reported are listed below. However, it should not be regarded as an exhaustive list:

- a) Instances where the use of unsatisfactory fittings or poor workmanship result in a gas escape outside the tolerance of a tightness test;
- b) Uncapped, open-ended pipes connected to the gas supply;
- c) Appliances that are spilling products of combustion, or show signs of having done so, e.g. staining around draught diverters on open-flued appliances or above gas fires, with no evidence that the cause has been rectified;
- d) Defective flues or chimneys that are not clearing flue gases;
- e) Appliances that should be flued, but are not;
- f) Appliances that are not suitable for use with the gas supplied (e.g. natural gas appliances being used with LPG);
- g) Appliances that have had a safety device, such as a flame supervision device (FSD), made inoperative;
- h) Appliances that are connected to the gas supply by a connection made of unsatisfactory material, such as garden hose;
- i) Appliances that are dangerous through faulty servicing.

8.4 When to report under RIDDOR

A report must be made:

- RIDDOR 6(1) – F2508G1 form – as soon as basic information is known, normally via an initial phone report within 2 hours of attending the incident and followed up with a full report within 14 days;
- RIDDOR 6(2) – F2508G2 form – within 14 days of discovery.

8.5 How to report under RIDDOR

Reports should be made directly to the HSE using the FREEPHONE telephone number: 0845 300 9923, Fax: 0845 300 9924, via the internet (www.riddor.gov.uk), by email (riddor@natbrit.com), via a link from the HSE website (www.hse.gov.uk), or by post to The Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG.

8.6 Matters of concern not reportable under RIDDOR

Some gas fittings may not have been installed in accordance with the requirements of gas safety legislation in force at the time the work was carried out. Unless they are found to be dangerous, they are not reportable to HSE. Nevertheless, there are some types of 'illegal' installations that call into question the competence of the original installer. If gas installers wish to report these installations to HSE, they can do this by letter, email, or telephone to their local HSE office as a complaint. These would include appliances in rented accommodation that have not been safely maintained.

Note: For further guidance on RIDDOR 6(2) reporting, see CORGI [Technical Bulletin 204](#).

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Part 2

9. DEALING WITH "NOT TO CURRENT STANDARDS" (NCS) SITUATIONS

9.1 Introduction

Standards for gas installation work are regularly reviewed and improved following research, incident experience or changes in technology.

Gas installations are required to meet those standards and legislation applicable at the time of installation. If, following changes in standards and legislation, those installations are considered safe for continued use, with few exceptions, there is no requirement for the gas user or responsible person to upgrade them. Nevertheless, gas operatives should assess existing installations against current standards and/or requirements and providing the installation is operating safely, make a judgement about what advice to give the gas user or responsible person.

9.2 Scope

This Part deals with the particular actions that need to be taken when a **"Not to Current Standards" (NCS)** situation is identified. It considers the circumstances in which there are multiple NCS situations that may escalate to "At Risk" (AR). It does not include those situations that fall outside of the requirements of GSIUR.

Note: The general principles of GIUSP may be used as a guide to action in other premises (see sub-clause 4.1).

This Part also provides guidance on how to explain the situation to the gas user or responsible person. It also details the procedure that should be followed and documentation to be completed and provided to the gas user or responsible person where NCS situations are identified.

9.3 General

It should be recognised, that due to changes in industry standards, many existing installations do not meet current standards. This, in itself, will not necessarily deem an installation as unsafe to use (ID or AR). It is possible that older installations were installed in accordance with the manufacturer's instructions and standards at the time of installation. However, industry standards have changed to improve gas safety and reflect the experience gained from research and incident investigation. This means that gas operatives will be required to make an assessment of the risks posed taking into account all information available.

An existing installation that is not in accordance with the current Regulations, Standards and Specifications or Codes of Practice etc, should be considered as NCS, providing that it can only be used without constituting a danger to anyone and is not likely to do so.

Note: For guidance on dealing with ID and/or AR situations, reference should be made to sub-clause 6.3 and sub-clause 6.4 respectively in Part 1 of this Procedure.

THE APPLIANCE MAY BE LEFT IN OPERATION

9.4 Notification criteria

The category NCS covers many different circumstances. Those within the Scope of this Procedure can be broadly categorised as:

1. One or more flueing and/or ventilation NCS situations as listed in sub-clause 9.6.
2. NCS situations that contravene GSIUR.
3. Other NCS situations where industry standards have changed since the original installation, but the appliance is operating safely.

Categories 1 and 2 above **must** be notified to the gas user or responsible person, where they relate to a gas appliance. In category 3, gas operatives should use their judgement in deciding to report, dependant upon the usefulness of the information.

Note: Appendix 5 contains scripts that may be useful to help when called upon to explain a particular situation to the gas user or responsible person.

9.5 Methods of notification

When notifying, particularly for categories 1 and 2 in sub-clause 9.4, it is recommended that this is done in writing using an appropriate Advice Notice and a copy retained for future reference that the gas user or responsible person is asked to sign as a record of receipt.

Note 1: If the gas user is not the owner of the appliance and/or installation, a copy of the Advice Notice should also be provided to the owner, landlord or managing agent.

Note 2: A gas operative may use any system that delivers the same level of security to that described above. This may be particularly relevant to those using electronic recording systems.

Note 3: To enable CORGI registered gas operatives to comply with the requirements of GIUSP, suitable forms and labels are available from CORGI direct. For further details see Appendix 6.

Note 4: It is advisable to keep records for at least 6 years to cater for possible future civil litigation.

Important: If verbal advice only is given, it is recommended that this is recorded on the gas operative's work sheet or job ticket.

9.6 Dealing with multiple NCS situations for open-flued appliances

Individual **flueing** and **ventilation** NCS situations are unlikely to lead directly to the development of an unsafe situation, but experience has shown that when they occur in combination, it is more likely that an unsafe situation will result.

The list below outlines the situations which, **in combinations of two or more on the same installation**, may reduce the margin of safety to the extent that there is a greater risk of it becoming unsafe and it may be appropriate to consider it to be **At Risk (AR)**. For guidance on dealing with AR situations, reference should be made to sub-clause 6.4 in Part 1 of this Procedure.

However, there are many existing installations which complied with the standards applicable at the time of installation and that have operated satisfactorily for many years, but do not conform to the latest standards. In determining whether to classify the situation as **AR**, gas operatives should consider all information that may assist in their assessment of the risks posed, (such as previous history, the level of 'built-in' appliance safety, e.g. atmospheric sensing devices (ASDs)).

Wherever possible, the installation should be brought up to current requirements. However, if this is not practicable, then following the risk assessment principle, any action that reduces the risk to an NCS category may be adopted. For example, it may be possible to rectify one or more of the NCS situations so that the **AR** category is no longer appropriate.

The following list of flueing and ventilation NCS situations need to be considered when assessing the safety of the installation.

Flues

- Less than 600mm vertical rise to first bend (unless manufacturers' instructions allow);
- Flue sections that are more than 45 degrees from the vertical (see Figure 2);
- Flue terminations in high pressure zones i.e. not to the specifications described in relevant industry standards;
- Unsuitable flue termination design;
- Undersized flue that is operating satisfactorily;
- Long exposed un-insulated flue routes.

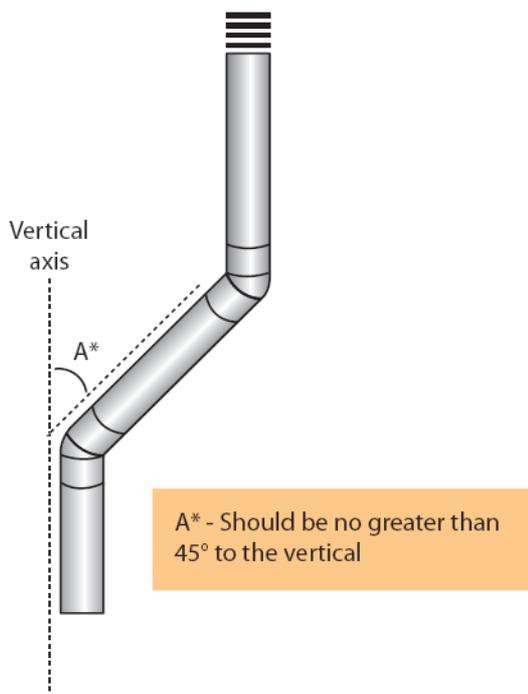


Figure 2 Determination of flue section angle

Ventilation

For ventilation situations, check the Table Sections in Part 3 of this Procedure for a full interpretation of the appropriate category:

- Correctly sized, but incorrectly configured compartment air supply.

Note: *It is important that any factors that are considered to reduce the risk to enable the installation to be considered as simply NCS are accurately recorded, in order to support the decisions made.*

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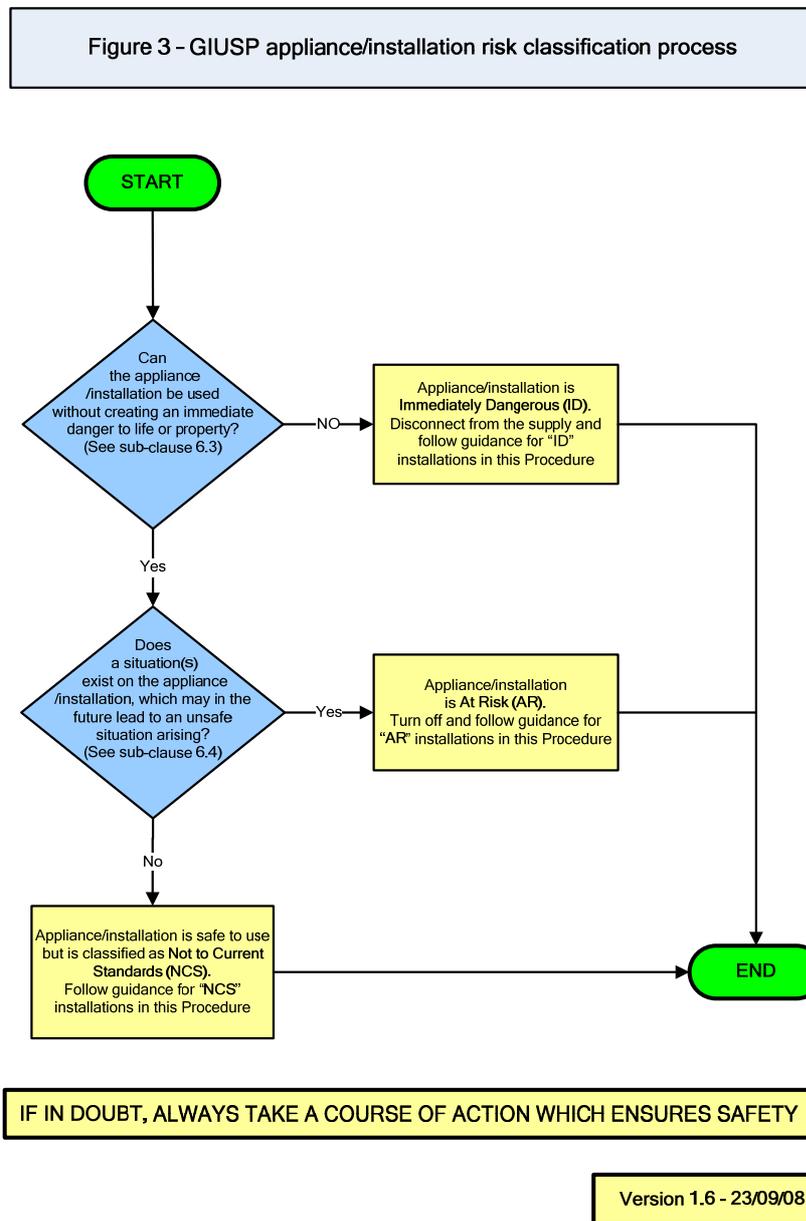
Part 3

10. TABLES – GIVING GUIDANCE ON PARTICULAR SITUATIONS AND HOW TO CATEGORISE THEM

10.1 Introduction

The following Tables give guidance to competent gas operatives, regarding the categorisation of both unsafe (ID and AR situations) and certain NCS situations. They contain the most common examples of situations that a gas operative is likely to encounter. In collating the Tables the industry panel applied the logic detailed in Figure 3.

The Tables are not exhaustive and individual circumstances may require different actions to be taken, therefore, gas operatives should exercise sound engineering judgement to their actions within their area of competence and where there is doubt, seek further guidance. The logic in Figure 3 should form the approach to assessing any situation not covered in the Tables.



10.2 Scope

Table 1 applies to both domestic and non-domestic situations for all gas types, unless otherwise specified.

Table 2 contains additional examples specific to LPG installations.

Table 3 contains additional examples specific to non-domestic installations.

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GUIDE TO THE COLUMN DESCRIPTIONS IN TABLES 1, 2 and 3

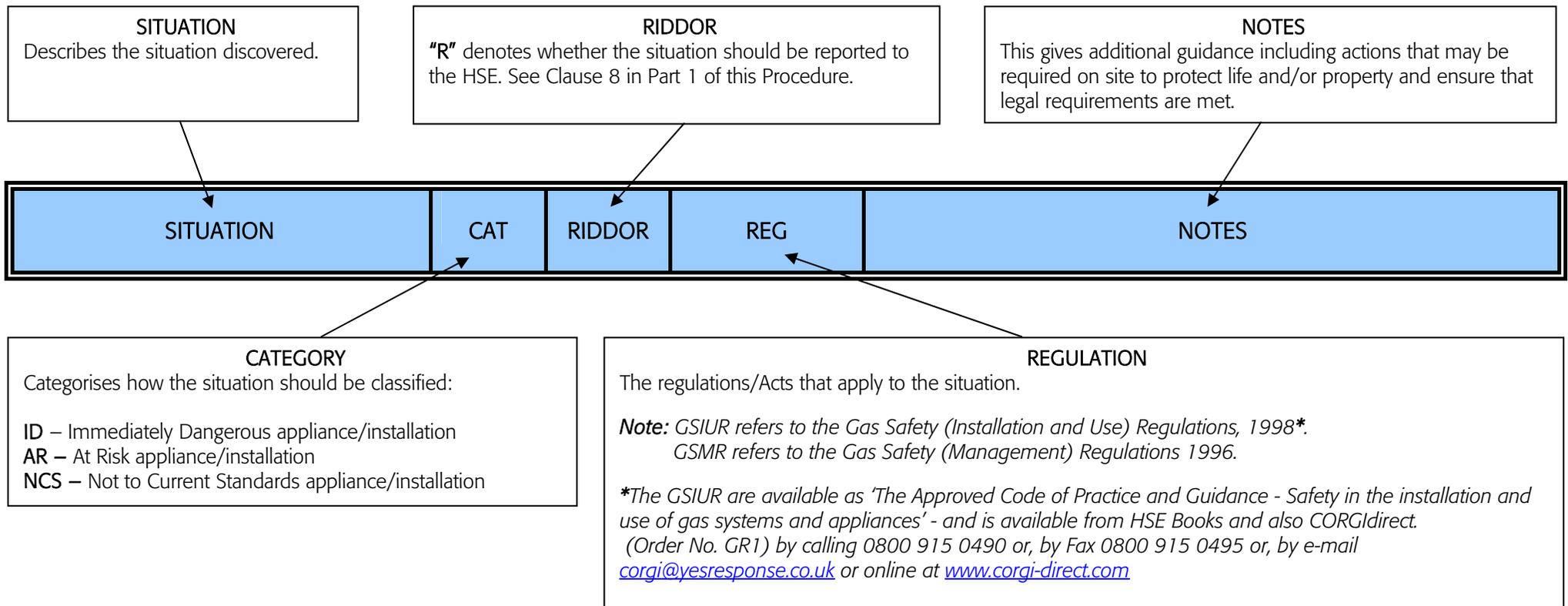


TABLE 1 – EXAMPLES OF UNSAFE AND NOTIFIABLE NCS SITUATIONS

This Table is intended to give guidance to competent gas operatives regarding the categorisation of unsafe and notifiable NCS situations.

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|---------------|---|
| GAS ESCAPES | | | | |
| From primary meter with sealed outlet | ID | R* | GSIUR | Natural gas installations – For a list of contact details for gas ESPs, see pages 2 and 3 of this Procedure. LPG installations – For a list of contact details for Gas Suppliers, see pages 2 and 3 of this Procedure. |
| From bulk storage vessel or cylinder installation | ID | | GSIUR | |
| Downstream of ECV (including primary meter and installation) | | | | |
| (1) Outside tolerance of tightness test. | ID | R* | GSIUR | |
| (2) Within tolerance of tightness test, where there is a detectable smell of gas. | ID | R* | GSIUR | |
| Fire and/or Explosion | ID | R# | GSIUR GSMR | When making the gas installation safe, take care to cause minimal disturbance to the installation pending investigation. (See also Clause 5 of this Procedure). |

Reportable by the public gas transporter (GT) (NG) or gas supplier (LPG) if cause of death or major injury

* Where due to the use of unsatisfactory fittings or workmanship

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|-------|---|
| METERS AND/OR PRESSURE REGULATION – NATURAL GAS (FOR LPG SEE TABLE 2) | | | | |
| No pressure regulator installed at primary meter | ID | R | GSIUR | Inform the Gas Emergency Contact Centre (See contact list on pages 2 and 3 of this Procedure). Note: Where a 1 st family gas e.g. LPG and Air is in use, there may be no requirement for a meter regulator (in this case, check with the Gas Supplier). |
| Medium pressure regulator relief valve discharging | ID | | GSIUR | Inform ESP. |
| Blocked medium pressure regulator vent pipe, or inappropriately installed vent pipe e.g. pipe end submerged | AR | | GSIUR | Inform ESP. |
| Meter and/or regulator showing significant signs of damage from, for example: <ul style="list-style-type: none"> corrosive atmosphere, mechanical damage or, contact with electrical equipment | AR | | GSIUR | For primary meters and/or regulators, inform the Gas Emergency Contact Centre (See contact list on pages 2 and 3 of this Procedure). For secondary meters, inform the "Responsible Person". Note: Be aware of the dangers of touching components of the installation which may be electrically live. |
| No protective equipotential bonding connection provided at meter, or connection sited in wrong position | NCS | | GSIUR | Inform the responsible person that protective equipotential bonding work should be carried out by an electrically competent person. |
| Meter regulator not sealed | NCS | | GSIUR | Inform ESP. |
| Medium pressure fed meter installation without a meter inlet valve* (MIV) fitted * Also known as a test valve | NCS | | GSIUR | Inform the Gas Transporter (GT) if known, otherwise inform the ESP. |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|--------------------|--------|---------------|---|
| METERS AND/OR PRESSURE REGULATION – NATURAL GAS – CONTINUED (FOR LPG SEE TABLE 2) | | | | |
| <p>Incorrect gas pressure to the inlet of the appliance caused by:</p> <p>a. Installation pipework b. Meter regulator or Network capacity</p> | See Notes opposite | | GSIUR GSMR | <p><u>In the case of a, inform the gas user/responsible person.</u></p> <p><u>In the case of b, inform the ESP.</u></p> <p>Assess the risk to appliances, classify accordingly and advise the gas user or responsible person as follows:</p> <ul style="list-style-type: none"> For low pressure, providing that the appliance manufacturer's minimum specified burner pressure/gas heat input rating is available to all appliances, the NCS category is appropriate. This should be determined when all the appliances are in operation at full rate. If the incorrect pressure affects the safe operation of any appliance e.g. combustion and/or flame stability, then escalate the classification to ID or AR as appropriate, for the affected appliance(s). |
| Where required, no gas supply line diagram fixed at primary meter position | NCS | | GSIUR | <p>This requirement applies to installations with secondary meters.</p> <p>Note: For non-domestic installations, see Table 3.</p> |
| METER BOX AND/OR COMPARTMENT | | | | |
| Pathway for gas to enter property from meter box, e.g. damaged box, or installation pipework within the meter box entering the property without a sleeve | AR | | GSIUR | Advise the gas user or responsible person that pipework must be sleeved and sealed and/or meter box repaired or replaced. |
| Medium pressure fed (or higher) meter installation and/or unprotected PE gas service pipe (e.g. not routed within a metallic sheath), located within a domestic premise | AR | | | <p>Advise the gas user or responsible person to notify the gas supplier.</p> <p>Note: There may be instances where this situation is acceptable in non-domestic premises.</p> <p>Further risk assessment work will be undertaken to determine the actions that should be taken to manage the risk posed.</p> <p>CORGI plan to work with industry to publish a Technical Bulletin to provide guidance on managing the risk. For up-dated information visit the Technical Bulletin section of www.trustcorgi.com or contact the CORGI Technical Helpline on 0800 915 0499.</p> |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|--|-----|--------|-------|--|
| METER BOX AND/OR COMPARTMENT – CONTINUED | | | | |
| Low pressure installation pipework and/or protective equipotential bonding cable entering property from within a meter box via the rear exit meter box spigot route where the gas service/service pipework is medium pressure fed (e.g. BS 6400-2 (Natural gas), BS 6400-3 (LPG)). | AR | | GSIUR | Further risk assessment work will be undertaken to determine the actions that should be taken to manage the risk posed. CORGI plan to work with industry to publish a Technical Bulletin to provide guidance on managing the risk. For up-dated information visit the Technical Bulletin section of www.trustorgi.com or contact the CORGI Technical Helpline on 0800 915 0499. |
| REPORTS OF “FUMES” | | | | |
| CO detector alarm sounds or “fumes” reported: | | | | |
| 1. Flued appliances: Spillage and/or leakage of products of combustion occurring, or signs of occurrence (with no evidence that the problem has been corrected) | ID | R* | GSIUR | <p>In all cases, if anyone appears to be unwell with symptoms that might be caused by exposure to CO, advise that medical attention is sought and make the gas installation safe and inform the ESP.</p> <p>Where there is no evidence of ill health:</p> <ul style="list-style-type: none"> • observe adjacent appliance(s) for satisfactory flame picture; • examine and test for spillage and/or leakage as appropriate; • visually check all other appliances in the property for safety; • consider CO migration from another property e.g. in flats etc. <p>If using an electronic portable combustion gas analyser to investigate reports of fumes, follow the guidance given in BS 7967 parts 1 – 3 inclusive. Once satisfied that the gas appliances are safe, they may be put back into operation.</p> <p>Note: CO can be generated from sources other than gas appliances e.g. solid fuel and oil-fired appliances, or internal combustion engines. Discuss the safest course of action with the gas user or responsible person and advise them to contact a competent installer via the appropriate advisory body. Contact details are given below.</p> <p>Note: If the source of CO cannot be determined, contact the Emergency services, e.g. Fire Service and/or Police.</p> |
| 2. Flueless Appliances: Evidence of poor combustion occurring | ID | R* | GSIUR | |
| <ul style="list-style-type: none"> • If the source of CO is from an oil-fired appliance, contact OFTEC on 0845 658 5080, or www.oftec.co.uk for further advice; • If the source of CO is from a solid fuel burning appliance, contact The Solid Fuel Association on 0845 601 4406, or www.solidfuel.co.uk for further advice; • If the source of CO is from a source other than an appliance, e.g. a landfill site, contact the local authority environmental health department for further advice; • If drainage is the suspected source, contact the local water undertaker. | | | | |

* Where due to the use of unsatisfactory fittings or workmanship.

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|-------|---|
| INSTALLATION PIPEWORK | | | | |
| Pipework with an open end, connected to a gas supply | ID | R | GSIUR | Seal all open ends with an appropriate gas fitting. |
| Pipework and/or fittings of inappropriate material for purpose and liable to damage. For example, plastic water pipe or hose pipe | ID | R | GSIUR | While this may not pose an immediate threat to life or property, there is a high risk of accidental damage occurring which could cause a serious incident. |
| In emergency situations, where there is no access, restricted access, or no handle on the ECV | ID | | GSIUR | Advise the gas user or responsible person that access is required at all times to isolate the gas supply in the event of an emergency situation. It is accepted that without access, the ECV cannot be turned off, but all appliances must be turned off and reported immediately to the ESP, or in the case of LPG the gas supplier. |
| In non emergency situations, where there is no access, restricted access, or no handle on the ECV | AR | | GSIUR | Advise the gas user or responsible person that access is required at all times to allow isolation of the gas supply in the event of an emergency situation. Report to the ESP or in the case of LPG the gas supplier. |
| "Let-by" of any ECV which forms part of the tightness test | AR | | GSIUR | For ECVs inform the Gas Emergency Contact Centre (See contact list on pages 2 and 3 of this Procedure). Where there is a detectable smell of gas, this must be classified as a gas escape (ID) (see Gas Escapes section of Table 1). |
| "Let-by" of any additional emergency control valve (AECV) which forms part of the tightness test | AR | | | Maintain or replace AECV prior to undertaking tightness test. Where there is a detectable smell of gas, this must be classified as a gas escape (ID) (see Gas Escapes section of Table 1). |
| No AECV provided at the point of entry into the property where there is no adequate access to the ECV | AR | | GSIUR | |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|--|-----|--------|-------|---|
| INSTALLATION PIPEWORK – CONTINUED | | | | |
| Pipework suitable for gas and/or gas type used in an inappropriate location and/or situation | AR | R | GSIUR | For example, PE pipework incorrectly installed within a building, or PE pipework exposed above ground level without suitable protection. |
| Pipework showing signs of corrosion or damage likely to affect safety | AR | | GSIUR | Pipework that is not suitably protected against corrosion and positioned where it may suffer damage from corrosion, but not showing any visible signs of corrosion and/or damage, would normally be classified as NCS. |
| Pipework significantly undersized preventing the appliance operating at the manufacturer's intended minimum gas heat input rating or affecting the safe operation of any appliance | AR | | GSIUR | Undersized installations, which do not affect the safety of any appliance operation, or prevent any appliance(s) from operating at its minimum intended gas heat input rating, are normally classified as NCS. If the undersized pipework affects the safe operation of any appliance e.g. combustion and/or flame stability, then escalate the classification to ID or AR as appropriate, for the affected appliance(s). See also entry under – METERS AND/OR PRESSURE REGULATION – NATURAL GAS. |
| Gas pipework located within a cavity wall or void but not within a purpose-designed duct in accordance with appropriate standards | AR | | GSIUR | Gas installation pipework (including fittings) located within a cavity wall, is considered to be at a higher risk than pipework passing through a non-sleeved cavity wall by the shortest route. |
| Gas pipework located within unventilated ducts or voids | AR | | GSIUR | For exceptions in a non-domestic environment refer to IGEM/UP/2 Edition 2. |
| Pipework passing through any walls (including cavity walls), which are not sleeved or appropriately sealed | NCS | | GSIUR | |
| Inadequately supported pipework | NCS | | GSIUR | |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|--|-----|--------|-------|--|
| AIR SUPPLY (VENTILATION) | | | | |
| Open-flued and flueless appliances requiring a purpose provided permanent combustion air supply where NONE is provided | AR | | GSIUR | Ventilation provided via a redundant flue or chimney, is not regarded as purpose provided ventilation and may affect the safe operation of open-flued appliances. For factory situations, with the exception of the above, all sources of ventilation may be considered. |
| Open-flued appliance installed in a compartment requiring purpose-provided high and low-level permanent air supply; providing less than 90% of the requirement for each ventilator position | AR | | GSIUR | Both high and low level ventilation are required. Research has shown that correct sizing, position and configuration of air vents is essential to prevent vitiation occurring within the compartment. An air supply that is less than 10% undersized is unlikely to have a detrimental effect on the safe operation of the gas appliance. Note: <i>In the case of non-domestic plant room situations, specific guidance needs to be sought from the appliance manufacturer, or where appropriate the relevant industry standard, e.g. BS 6644 and/or IGE/UP/10 Edition 3.</i> |
| Open-flued and flueless appliances in rooms and internal spaces requiring a purpose-provided permanent combustion air supply with 0% to 89% of requirement | AR | | GSIUR | 90% to 100% of requirement is acceptable under Standards. |
| Air supply ventilators for open-flued and flueless appliances, which incorporate gauzes or fly screens or are closable | AR | | GSIUR | Pest control mesh may be found on purpose provided ventilation found in commercial catering establishments or leisure accommodation vehicles which may not be a risk if clean and complying with relevant Standards/Procedures. |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|-------|--|
| AIR SUPPLY (VENTILATION) – CONTINUED | | | | |
| Room-sealed appliances with signs of distress, where manufacturer’s requirements for compartment ventilation are undersized or not provided | AR | | GSIUR | Where there are NO signs of distress due to overheating, this should be classified as NCS. <i>Note: Some modern appliances may not require compartment ventilation. Refer to manufacturer’s instructions for guidance.</i> |
| Flueless cookers, installed in a room without direct access to outside air e.g. following the addition of a conservatory. | AR | | GSIUR | Reference should be made to BS 5440-2 and appliance manufacturer’s instructions for particular room volume requirements. For further guidance see CORGI Technical Bulletin 184 . Following satisfactory risk assessment and implementation of appropriate safety measures, the level of risk may be reclassified as NCS. |
| Flueless appliances including cookers, installed in a room of inadequate volume irrespective of ventilation provision. See also Gas Fires (Including Flueless Fires) and/or Fireplaces and Water heaters in this Table | AR | | GSIUR | Reference should be made to relevant Standards and appliance manufacturer’s instructions for particular room volume requirements. |
| Compartment ventilation for open-flued appliances, cross ventilated i.e. from different sources (other than balanced compartments) | NCS | | GSIUR | Cross ventilation can impact on the safety of the appliance, therefore, the performance of the appliance should be checked. |
| <i>Note: Where more than one flueing and/or ventilation NCS situation is identified, the gas operative must assess the safety of the gas installation and decide whether the deficiencies are so serious to warrant the gas installation being classified as AR. See Part 2 of this Procedure for further details. (See also the FLUES (OPEN-FLUES) NCS situations in this Table).</i> | | | | |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|----------------|--------|-------------------------|---|
| FLUES (OPEN-FLUES) | | | | |
| Products of combustion leaking into buildings including flues terminating in loft spaces | ID | R* | GSIUR | |
| Spillage occurring, or signs of spillage (with no evidence that the problem has been corrected) | ID | R* | GSIUR | Particular attention should be taken regarding compartment installations. |
| Where the clearances around an open-flued appliance do not comply with the manufacturer's minimum requirements: 1. Appliance showing signs of distress 2. Appliances not showing signs of distress 3. Open-flued appliance draught diverter is found to be completely enclosed | ID AR AR | R | GSIUR GSIUR GSIUR | Where the clearances do not comply with the manufacturer's minimum requirements but there are gaps greater than 5mm all around the appliance, provided that the appliance is otherwise operating safely and there are no signs of distress, the installation should be classified as NCS. |
| Incomplete or damaged flue or inadequate fixings and/or sealing | AR | | GSIUR | Examples would include missing draught diverter, missing flue terminal and inadequate support. |
| Appliance connected to an unlined masonry (brick) chimney, which needs to be lined due to poor chimney condition e.g. failed flue-flow check (indicating a porous chimney only), where products of combustion are not entering the building. | AR | | GSIUR | |

* Where due to the use of unsatisfactory fittings or workmanship.

| SITUATION | CAT | RIDDOR | REG | NOTES |
|--|-----|--------|-------|--|
| FLUES (OPEN-FLUES) – CONTINUED | | | | |
| <p>Two or more appliances connected to one flue either:</p> <ol style="list-style-type: none"> 1. Appliance with no flame supervision device fitted 2. Appliances in separate rooms ventilated from different sides of the building 3. Where the flue is not designed for the purpose | AR | | GSIUR | <p>To rectify the situation:</p> <ul style="list-style-type: none"> • disconnect and attach Do Not Use Warning Labels to all incorrectly installed appliances • seal the flue connections of each disconnected appliance • re-test for spillage |
| Natural draught wall-faced flue termination | AR | | GSIUR | Not acceptable for ANY natural draught open-flued appliance installation. See Appendix 1 – Figure 4. |
| Natural draught wall adjacent flue termination | AR | | GSIUR | <p>Not acceptable for ANY natural draught DOMESTIC open-flued appliance. See Appendix 1 – Figure 5.</p> <p>For non-domestic installations, see Table 3.</p> |
| Manual damper in place and not secured in the open position (domestic appliances) | AR | | GSIUR | |
| Automatic flue damper not interlocked to appliance gas supply | AR | | GSIUR | |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|-------|--|
| FLUES (OPEN-FLUES) – CONTINUED | | | | |
| Open-flues operating satisfactorily, but with less than 600mm vertical rise to the first bend (unless permitted by manufacturer's instructions) | NCS | | GSIUR | <p>It is important that all of these NCS situations are reported to the gas user or responsible person. Where more than one flueing and/or ventilation NCS situation is identified, the gas operative must assess the safety of the gas installation and decide whether the deficiencies are so serious to warrant the gas installation being classified as AR. See Part 2 of this Procedure for further details.</p> <p>(See also the AIR SUPPLY (VENTILATION) NCS situations in Table 1).</p> |
| 90° bends or horizontal runs | NCS | | GSIUR | |
| Unsatisfactory flue termination positions | NCS | | GSIUR | |
| Incorrect use of flue material e.g. exposed flue liner | NCS | | GSIUR | |
| Undersized flue pipe serving appliance with no evidence of adverse operation | NCS | | GSIUR | |
| Unsuitable flue terminals | NCS | | GSIUR | |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|-------|---|
| FLUES (ROOM-SEALED) | | | | |
| Flue terminating into an internal space e.g. conservatory | ID | R | GSIUR | |
| Fan assisted positive pressure type appliances with ineffectively sealed cases | ID | R* | GSIUR | See Industry guidance on checking the seals of fan assisted positive pressure room-sealed appliances online at the CORGI Website www.trustcorgi.com or see CORGI Technical Bulletin 127 . |
| Flue terminations in semi enclosed areas. Following an assessment: | | | | Examples include, covered passageways (ginnells), carports not open on two sides and lightwells. |
| <ul style="list-style-type: none"> it is found that combustion products are entering the property | ID | R | GSIUR | See Industry guidance on how to classify flues terminating in covered passageways or ginnells online at the CORGI Website www.trustcorgi.com or see CORGI Technical Bulletin 150 . |
| <ul style="list-style-type: none"> there is a risk that combustion products may enter the building | AR | | GSIUR | |
| Flue terminations located in positions which could allow combustion products to enter properties e.g. discharging into semi-enclosed areas or in close proximity to windows, doors and air vents. Following an assessment: | | | | Concentrated levels of combustion products are deemed to be those products being produced by the operation of an appliance, which are measured using a electronic portable combustion gas analyser by means of an ambient air assessment , carried out in accordance with the procedure published in BS 7967-2 which indicates a CO reading of 10ppm or greater. |
| <ul style="list-style-type: none"> Concentration of combustion products entering the premises outside the acceptable limits of BS 7967 e.g. CO greater than 10ppm and rising | ID | R* | GSIUR | |

* Where due to the use of unsatisfactory fittings or workmanship.

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|-------|---|
| FLUES (ROOM-SEALED) – CONTINUED | | | | |
| Flue termination positions which are not in accordance with the manufacturer's installation instructions and/or Standards, or terminating where they may cause a nuisance i.e. discharging over boundaries or public access areas | NCS | | GSIUR | Compliance with the dimensional requirements set by appliance manufacturers for flue termination positions should not be a gas operative's only consideration in choosing a suitable flue termination location. |
| FLUES IN VOIDS | | | | |
| Break in flue system or signs of distress to the material of the enclosure/ceiling around the flue where further investigation is prevented (see NOTES opposite). | ID | R* | GSIUR | Where a flue route cannot be inspected, a risk assessment must be carried out. Visual checks for signs of distress to the material of the enclosure/ceiling around the flue route need to be undertaken along with questioning of the user to ascertain any history of problems. |
| Incorrect grade of plastic flue used, where there are either signs of distress such as cracking and/or discolouration, or it is not possible to visually inspect the entire flue system (see NOTES opposite). | AR | | | The maximum flue length needs to be checked against the manufacturer's instructions along with correct termination requirements. |
| Incorrect jointing methods used with no visible signs of a break or leakage (see NOTES opposite). | AR | | | If possible, flue gas analysis needs to be undertaken. Where the above tests are satisfactory, (or where an excessive flue length does not affect the safe operation of the appliance) the situation may be classified as NCS. |
| Unable to obtain a satisfactory flue gas analysis reading (see NOTES opposite). | AR | | | Further guidance is contained within CORGI Technical Bulletin 200 first published 11 th June 2007. |
| Incorrect grade of plastic flue pipe used where there were no signs of distress and it has been possible to inspect the entire flue (see NOTES opposite). | NCS | | | |

* Where due to the use of unsatisfactory fittings or workmanship.

| SITUATION | CAT | RIDDOR | REG | NOTES |
|--|----------|----------|----------------|---|
| APPLIANCES (GENERAL) | | | | |
| Appliances, which should be flued, but are not flued | ID | R | GSIUR | |
| Appliances which are unsafe due to inadequate maintenance | ID | | GSIUR | |
| Not suitable for use with the gas supplied | ID | R | GSIUR | Refer the responsible person to the installer of the appliance. |
| Gas controls and safety devices that affect the safe operation of a gas appliance, which are inoperative, failing to danger, or are disabled | ID | R* | GSIUR | Examples of devices include flame supervision devices (FSDs), regulators, spillage monitoring devices (e.g. TTBs, ASDs), air pressure switches etc. <i>Note: For Non-domestic situations, see Table 3.</i> |
| Flued appliances that are spilling or leaking combustion products into a room or internal space | ID | R* | GSIUR | As well as appliances spilling combustion products due to flueing and/or ventilation deficiencies, this will also include those circumstances where appliance combustion chambers and/or heat exchangers are leaking combustion products, or sight glass, window or case seals are faulty or missing. |
| Failure to achieve satisfactory combustion readings when using an electronic portable combustion gas analyser: | | | | General Notes for further guidance Satisfactory combustion readings may include CO, CO ₂ , or CO/CO ₂ combustion ratios. See specific appliance manufacturer's installation instructions, or the appropriate parts of BS 7967. |
| <ul style="list-style-type: none"> • Flueless appliances • Flued appliances | ID AR | R* R* | GSIUR GSIUR | |
| Evidence of distress to functional components of an appliance or adjacent combustible materials | AR | | GSIUR | |
| Flueless or non-room-sealed appliance in room containing a bath or shower | AR | | GSIUR | Appliances installed before November 1984 which are otherwise safe and operating satisfactorily should normally be classified as NCS. This includes cookers etc. installed in a room containing a bath or shower e.g. bedsitting rooms. |

* Where due to the use of unsatisfactory fittings or workmanship.

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|-------|---|
| APPLIANCES (GENERAL) | | | | |
| Flueless or non-room-sealed space heating or water heating appliance(s) over 14kW heat input (gross), or under 14kW heat input (gross) without a built-in atmosphere sensing device, installed after 1 st January 1996 in bedrooms or bed-sitting rooms | AR | | GSIUR | Appliances installed before 1 st January 1996 which are otherwise safe and operating satisfactorily should normally be classified as NCS. |
| In rented accommodation, appliances installed in a room or rooms which has later been converted into bedrooms after 31 st October 1998, where the appliances do not comply with the current requirements for gas appliances in bedrooms | AR | | GSIUR | Appliances installed in rooms converted into bedrooms before 31 st October 1998 which are otherwise safe and operating satisfactorily should normally be classified as NCS. Short term use of living rooms etc. as bedrooms due to ill health may be classified as NCS, but with additional measures recommended, e.g. CO alarms. For further information go to www.hse.gov.uk/gas/index.htm |
| Flexible gas connection to a flued domestic appliance | AR | | GSIUR | This requirement does not apply to gas-fired tumble dryers installed to the requirements of BS 7624. |
| Appliance which is found to be not secure and/or stable so that it is potentially unsafe | AR | | GSIUR | A stable free-standing cooking appliance using a flexible connection without a stability device secured to the fabric of the building (e.g. stability bracket or chain) would be classified as NCS. |
| Appliance installed onto a sealed heating system: | | | | |
| <ul style="list-style-type: none"> without pressure relief controls | AR | | GSIUR | Any appliance not approved for installation onto a sealed system should be classified as AR. |
| <ul style="list-style-type: none"> with pressure relief controls, but without overheat temperature protection | NCS | | | |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|-------|---|
| WATER HEATERS | | | | |
| Flueless or open-flued instantaneous water heating appliances without a built-in atmosphere-sensing device (ASD) installed after 31 st October 1998 | AR | | GSIUR | Appliances installed before 31 st October 1998 which are otherwise safe and operating satisfactorily, should be classified as NCS. |
| Flueless instantaneous water heating appliances with a built-in ASD installed at any time, in a room or internal space of inadequate volume | AR | | GSIUR | Appliances with a built-in ASD installed before 1 st August 2005, which are otherwise safe and operating satisfactorily, should be classified as NCS. |
| Flueless water heating appliance supplying remote hot water outlet(s) | AR | | | |
| Flueless water heating appliances without a five minute warning label fitted | NCS | | GSIUR | |
| GAS FIRES (INCLUDING FLUELESS FIRES) AND/OR FIREPLACES | | | | |
| Builder's opening inadequately sealed | AR | | GSIUR | There should be no gaps within the builder's opening other than the fireplace opening and the flue itself. |
| Gas fire fitted to 'letterbox' opening or with inadequate catchment space | AR | | GSIUR | |
| No closure plate fitted (where required), or inadequately sealed | AR | | GSIUR | |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|--|-----|--------|-------|--|
| GAS FIRES (INCLUDING FLUELESS FIRES) AND/OR FIREPLACES – CONTINUED | | | | |
| Gas fire fitted on carpet – burner less than 225mm above carpet with damage evident | AR | | GSIUR | Where no damage is evident, the installation should normally be classified as NCS. |
| Gas fire with a re-painted case, showing heat damage not caused by spillage | AR | | | Gas fires with re-painted cases and no signs of heat damage evident should normally be classified as NCS. |
| Combustible materials located within builder's opening and showing signs of heat damage or scorching | AR | | GSIUR | Where combustible material is found to be located within a builder's opening and shows no signs of distress, this should normally be classified as NCS. |
| Flueless gas fire installed in a room or internal space where the air vent is incorrectly positioned (BS 5871-4) | NCS | | | Refer to manufacturer's installation instructions for correct positioning. |
| COMBINED GAS FIRE BACK BOILERS AND BACK BOILER UNITS | | | | |
| Builder's opening that is not sealed i.e. around the flue liner, water and/or gas pipework | AR | | GSIUR | Seal all unsealed openings, i.e. around flue liner, water and/or gas pipework. Where the flue liner and/or chimney annulus alone is not sealed and it cannot practicably be sealed; providing there is no evidence of spillage or flame reversal and it is otherwise safe and operating satisfactorily it may be classified as NCS. See CORGI Technical Bulletin 224 for further guidance. |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|-------|---|
| WARM AIR HEATERS | | | | |
| Unsealed plenum or ducting in appliance compartment affecting the safe operation of the appliance | ID | R | GSIUR | Where an unsealed plenum is encountered which does not affect the safe operation of the appliance, the installation should be classified as AR. |
| Open-flued warm air heater with fan-assisted warm air circulation installed in a compartment without a positive return air connection | AR | | GSIUR | Where a domestic open-flued warm air heater with fanned warm air circulation without a positive return air arrangement is encountered, then it may be possible to fit a return air duct, otherwise the appliance manufacturer should be consulted. In many cases, particularly with older appliances, this will not be possible and the gas user or responsible person should be advised to replace the appliance. Where the appliance manufacturer is unknown, contact the CORGI Technical Helpline on 0800 915 0499 for further guidance. <i>Note: For Non-domestic situations, see Table 3.</i> |
| Open-flued warm air heater with fan-assisted warm air circulation with inadequate provision for return air path | AR | | GSIUR | |

TABLE 2 – ADDITIONAL EXAMPLES OF SPECIFIC UNSAFE AND NOTIFIABLE NCS SITUATIONS FOR LPG INSTALLATIONS

This Table is intended to give guidance to competent gas operatives regarding the categorisation of unsafe and notifiable NCS situations specific to installations using LPG.

| SITUATION | CAT | RIDDOR | REG | NOTES |
|--|-----|--------|-----|---|
| LIQUEFIED PETROLEUM GAS (LPG) BULK STORAGE | | | | |
| Vessel located within a building | ID | R* | | Inform the gas supplier. |
| Above-ground vessel without a pressure relief valve | ID | R* | | Inform the gas supplier. |
| Vessel(s) too close to fixed ignition source** | AR | | | Inform the gas supplier. (A fire wall is an acceptable method for reducing separation distances). |
| Vessel(s) without impact protection (e.g. bollards, kerbstone etc.) located in a position susceptible to vehicle collision** | AR | | | Inform the gas supplier. Where public access to the vessel is controlled (e.g. by security systems) and following risk assessment, the situation may be classified as NCS. |
| Vessel without a stable base** | AR | | | Inform the gas supplier. Vessel without a suitable base may be classified as NCS. |
| Vessel positioned too close to overhead power lines** | AR | | | Inform the gas supplier. (The gas supplier may be able to carry out a site-specific risk assessment). |
| Vessel too close to a known un-trapped drain and drain cover is not sealed** | AR | | | Inform the gas supplier. |
| Vessel(s) not in a compound where valves and/or controls are accessible by the general public** | AR | | | Inform the gas supplier. |
| Vessel that has a gas content greater than 95% | AR | | | Inform the gas supplier. (In this instance it may be appropriate to leave the supply on unless the vessel is hydraulically full). |
| Vessel too close to building** | NCS | | | Inform the gas supplier. |

* Where due to the use of unsatisfactory fittings or workmanship.

** For detailed guidance on separation and siting distances see UKLPG COP1.

| SITUATION | CAT | RIDDOR | REG | NOTES |
|--|-----|--------|-------|--|
| LIQUEFIED PETROLEUM GAS (LPG) BULK STORAGE – CONTINUED | | | | |
| Separation distance between vessels insufficient*** | NCS | | | Inform the gas supplier. |
| Vessel too close to an oil storage tank** | NCS | | | Inform the gas supplier. |
| Below-ground vessel with decking fitted above | NCS | | | Inform the gas supplier. |
| Vessel surrounded by vegetation | NCS | | | Inform the gas supplier. |
| Vessel without adequate fire protection measures** | NCS | | | Inform the gas supplier. |
| Above-ground vessel without an appropriate pressure relief valve adaptor | NCS | | | Inform the gas supplier. |
| Vessel too close to a boundary or property line** | NCS | | | Inform the gas supplier. |
| Vessel too close to combustible material e.g. shed or fence** | NCS | | | Inform the gas supplier. |
| LIQUEFIED PETROLEUM GAS (LPG) CYLINDER STORAGE | | | | |
| Cylinder stored in a basement | AR | | GSIUR | Advise gas user or responsible person to move the cylinder. Inform gas (cylinder) supplier and/or filler if gas user or responsible person refuses to reposition the cylinder. |
| Propane cylinder stored and/or used within a domestic premises | AR | | GSIUR | Advise gas user or responsible person to move the cylinder. Inform gas (cylinder) supplier and/or filler if gas user or responsible person refuses to reposition the cylinder. |
| Cylinder without a suitable stable base | AR | | | |
| Cylinder sited too close to opening into building (e.g. door, openable window, ventilator, appliance flue terminal etc.) | AR | | | For detailed guidance on separation and siting distances see BS 5482-1. |
| Cylinder sited too close to a known un-trapped drain and drain cover not sealed | AR | | | For detailed guidance on separation and siting distances see BS 5482-1. |

*** For detailed guidance on separation and siting distances see UKLPG COP1.

| SITUATION | CAT | RIDDOR | REG | NOTES |
|--|-----|--------|-------|--|
| LIQUEFIED PETROLEUM GAS (LPG) CYLINDER STORAGE – CONTINUED | | | | |
| Cylinder sited too close to fixed ignition source | AR | | | For detailed guidance on separation and siting distances see BS 5482-1. |
| LPG cylinders sited and/or stored within a dwelling, high-rise building, boat cabin, or leisure accommodation vehicle (LAV) that do not meet safety and installation criteria | AR | | GSIUR | Propane cylinders are not permitted within these locations. Butane cylinders may be stored for use in a permanent dwelling, provided they are no more than 15kg total capacity per unit dwelling and located within 0.5h fire rated compartments with adequate ventilation direct to outside air. (See BS 5482-1, BS EN ISO 10239 and/or PD 5482-3 as appropriate). Butane cylinders should not be used in high-rise un-strengthened large panel system-built flats, or any traditionally built high-rise flat above five storeys in height. Inform the owner of the building. |
| Four or more cylinders connected to an automatic change over device without OPSO protection | AR | | GSIUR | |
| Marine LPG cylinder location or locker that is not vapour tight to the craft interior, is accessible from inside the craft interior and does not provide for adequate drainage facilities for LPG to vent directly overboard, or for adequate ventilation direct from outside the vessel | AR | | GSIUR | For guidance see BS EN ISO 10239 and/or PD 5482-3 as appropriate. |
| Cylinder not positioned adjacent to a wall or other suitable structure | NCS | | | |
| Cylinder regulator fitted at a height below that of the cylinder outlet valve | NCS | | | Inform the responsible person that the regulator should be repositioned above the height of the cylinder outlet valve so that any liquid phase propane (condensing in the hose) will fall back into the cylinder and prevent regulating equipment failure. Refer to CORGI Technical Bulletin 210 for further guidance. |
| Note: Any unwanted LPG cylinders should be returned to the cylinder dealer or gas supplier (where known), or local authority. | | | | |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|--|-----|--------|-------|---|
| LIQUEFIED PETROLEUM GAS (LPG) PRESSURE REGULATORS, METERS & METER COMPARTMENTS | | | | |
| Bulk storage vessel installation without an appropriate regulator | ID | R* | GSIUR | Inform the gas supplier. |
| Vapour off-take cylinders with no regulator fitted | ID | R* | GSIUR | |
| Regulator located within a building and fitted with a limited capacity relief device not piped directly to a safe position outside the building | AR | | | See BS 5482-1 for further guidance. |
| Bulk-storage vessel installation without UPSO protection | AR | | GSIUR | Inform the gas supplier. |
| Meter and/or regulating equipment not suitable for use with LPG, damaged, tampered with, or in poor condition | AR | | GSIUR | Inform the gas supplier and/or filler and where appropriate the gas user or responsible person. |
| Blocked medium pressure vent pipe, or inappropriately installed vent pipe (e.g. pipe end submerged). | AR | | GSIUR | Inform gas supplier. |
| Meter and/or regulator showing significant signs of damage from, for example: <ul style="list-style-type: none"> • corrosive atmosphere; • mechanical damage or; • contact with electrical equipment. | AR | | GSIUR | Inform gas supplier. <i>Note: Be aware of the dangers of touching components of the installation which may be electrically live.</i> |
| Medium pressure fed meter installation located within a domestic premise | AR | | GSIUR | Inform gas supplier. <i>Note: There may be instances where this situation is acceptable in non-domestic premises.</i> |
| Pathway for gas to enter property from meter box (e.g. damaged box, installation pipework within meter box entering the property without a sleeve, or protective equipotential bonding exiting the rear of the meter box etc.) | AR | | GSIUR | Advise the gas user or responsible person that pipework must be sleeved and sealed and/or meter box repaired or replaced. Advise the owner of the central storage installation (often the gas supplier). |

* Where due to the use of unsatisfactory fittings or workmanship.

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-------------------|--------|-------|---|
| LIQUEFIED PETROLEUM GAS (LPG) PRESSURE REGULATORS, METERS & METER COMPARTMENTS – CONTINUED | | | | |
| Regulator seal broken or tampered with | NCS | | GSIUR | Inform the gas supplier and/or filler. |
| No protective equipotential bonding connection provided at meter or connection sited in wrong position | NCS | | GSIUR | Inform the gas user or responsible person that protective equipotential bonding work should be carried out by an electrically competent person. |
| Incorrect gas pressure to the inlet of the appliance caused by: <ul style="list-style-type: none"> a. Installation pipework b. Pressure regulator c. Vessel off-take capacity d. Service pipework | See Note opposite | | GSIUR | <u>In the case of a, inform the gas user/responsible person.</u> <u>In the case of b, c & d inform the gas supplier.</u> Assess the risk to appliances, classify accordingly and advise the gas user or responsible person as follows: <ul style="list-style-type: none"> • For low pressure, providing that the appliance manufacturer's minimum specified burner pressure/gas heat input rating is available to all appliances, an NCS classification is appropriate. This should be determined when all the appliances are in operation at full rate. • If the incorrect pressure affects the safe operation of any appliance e.g. combustion and/or flame stability, then escalate the classification to ID, or AR as appropriate, for the affected appliance(s). |
| LIQUEFIED PETROLEUM GAS (LPG) SERVICE PIPEWORK | | | | |
| PE service pipework subjected to first stage (vapour) pressure without OPSO protection | AR | | GSIUR | Inform the gas supplier. |
| PE service pipework operating at medium pressure without OPSO protection | AR | | GSIUR | Inform the gas supplier (medium pressure pipework is that operating above 75mbar and less than or equal to 2bar). |
| PE service pipework entering a building without a suitable gas tight metallic sheath | AR | | | Inform the gas supplier. |
| Medium pressure service pipework located within a domestic premise | AR | | GSIUR | Inform the gas supplier (medium pressure pipework is that operating above 75mbar and less than or equal to 2bar). |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|-------|---|
| LIQUEFIED PETROLEUM GAS (LPG) SERVICE PIPEWORK – CONTINUED | | | | |
| Service pipework in an unventilated void | AR | | | Inform the gas supplier. |
| Service pipework installed beneath a building foundation, base of a load bearing wall, or a floating raft foundation | AR | | | Inform the gas supplier. |
| Above ground service pipework not adequately protected | AR | | | Inform the gas supplier. |
| Service pipework fitted without an ECV | AR | | | Inform the gas supplier. |
| Service pipework showing signs of corrosion or damage likely to affect safety | AR | | GSIUR | Pipework that is not suitably protected against corrosion and positioned where it may suffer damage from corrosion, but not showing any visible signs of corrosion and/or damage, would normally be classified as NCS following an appropriate risk assessment. |
| LIQUEFIED PETROLEUM GAS (LPG) APPLIANCES (IN ADDITION TO GUIDANCE GIVEN IN TABLES 1 & 3) | | | | |
| Appliance with automatic ignition device or a pilot light, installed in a room below ground level, unless open to above ground level on at least one side | AR | | GSIUR | It is acceptable to install such appliances in rooms which are basements with respect to one side of the building, but open to ground level on the opposite side. <i>Note: An appliance without automatic ignition installed in a room below ground level, can be classified as NCS.</i> |
| GENERAL (IN ADDITION TO GUIDANCE GIVEN IN TABLES 1 & 3) | | | | |
| Leisure accommodation vehicles (LAVs) (e.g. static caravan holiday homes) and residential park homes, with the base area filled in, blocking the under floor ventilation system | AR | | GSIUR | Ventilation of the under floor void is needed to provide air for appliance combustion within the living space and additional ventilation at low level for the void and/or base area to disperse any leakage of LPG. |
| LPG hose insecure, or shows signs of wear, distress, damage, chafing, cuts, splits etc., or is of a type not suitable for LPG | AR | | GSIUR | The LPG hose should be secured using suitable clips at both ends. <i>Note: Worm drive clips may be acceptable for some hoses. For further guidance see CORGI Technical Bulletin 233.</i> |

TABLE 3 – ADDITIONAL EXAMPLES OF SPECIFIC UNSAFE AND NOTIFIABLE NCS SITUATIONS FOR NON-DOMESTIC INSTALLATIONS

This Table is intended to give guidance to competent gas operatives regarding the categorisation of unsafe and notifiable NCS situations specific to **non-domestic** installations.

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-----|--------|-------|--|
| PRESSURE RAISING EQUIPMENT AND ELEVATED PRESSURE PIPEWORK | | | | |
| Pressure raising equipment in an inappropriate or inadequately ventilated location or incorrectly installed | AR | | | |
| Low-pressure protection not fitted, bypassed, or inoperable | AR | | GSIUR | |
| Non-return valve not fitted, or if fitted, not functioning | AR | | GSIUR | |
| FLUEING AND AIR SUPPLY | | | | |
| Any form of mechanically assisted flueing and/or ventilation system not interlocked to the appliance gas supply | AR | | GSIUR | See also COMMERCIAL CATERING in this Table. |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|---|-------------------|--------|-------|--|
| FLUEING | | | | |
| Natural draught open-flued wall adjacent flue termination | AR | | GSIUR | For EXISTING installations in FACTORIES that were installed before 1990 and in the opinion of the gas operative exercising their professional judgement, are judged to be safe and operating satisfactorily (see Appendix 1 - Figure 5), such installations may be classified as NCS. |
| COMMERCIAL CATERING | | | | |
| Existing kitchen installation with no ventilation system interlock provision | See Note opposite | | GSIUR | Follow a risk assessment as set out in HSE Catering Information Sheet (CAIS) Number 23, the relevant category and actions should be applied. |
| Powered extraction ventilation system (canopy) for kitchen without provision for air entry or make-up air | AR | | GSIUR | |
| Appliance with enclosed burner without a flame supervision device (FSD) | AR | | GSIUR | Existing appliances without FSDs that are only operated by trained nominated persons can be classified as NCS. Historical evidence shows that a high number of incidents have occurred with these types of appliances and the recommendation in HSE CAIS Number 3 – (dated 1995) and subsequently reinforced in HSE CAIS Number 23 – (dated February 2007), is that they should be upgraded with manufacturer’s kits where practicable or replaced. |
| Deep fat fryers and other appliances where a high temperature limit thermostat is required, but is failing to operate, or is not fitted | AR | | GSIUR | |

| SITUATION | CAT | RIDDOR | REG | NOTES |
|--|-----|--------|-------|--|
| WARM AIR HEATERS | | | | |
| Open-flued warm air heater with fan-assisted warm air circulation installed in a Plant Room, with inadequate provision for a return air path | AR | | GSIUR | For appliances installed in Plant Rooms, in non-domestic situations, without a positive return air connection, the installation can be classified as NCS, providing that the ventilation to the Plant Room is sufficient to prevent depressurisation of the room affecting flue performance. |
| METER INSTALLATIONS | | | | |
| Non-domestic meter compartment ventilated internally into Boiler House or Plant Room | AR | | GSIUR | Ventilation for meter compartments should communicate directly with outside air. Gas operatives competent in the installation and maintenance of non-domestic meters should refer to guidance published in IGE/GM/6 or IGE/GM/8 as appropriate. Otherwise advise the gas user/responsible person that they should contact the relevant Gas Supplier to seek particular advice. |
| Where required, no gas supply line diagram fixed at primary meter position | NCS | | GSIUR | |
| Insufficient ventilation of a non-domestic meter compartment | NCS | | GSIUR | |
| MISCELLANEOUS ISSUES | | | | |
| Situation where an appliance could be a potential ignition source within a hazardous area, i.e. where a flammable atmosphere may occur | AR | | | This applies to all places of work including commercial garages, where particular appliance types and/or electrical control systems are installed in inappropriate locations. Gas operatives should refer to guidance published in BG IM/28 and other appropriate industry standards. |
| Where an automatic isolation system is installed and appliances are connected without adequate automatic FSDs on all appliances | AR | | | Following satisfactory risk assessment, implementation of additional safety measures or safe systems of work, the level of risk may be classified as NCS. Examples may include gas, fire or smoke detection systems. |

Appendix 1 - Guidance for Non-domestic situations outside the scope of GSIUR only

Figure 4. Wall-faced flue termination

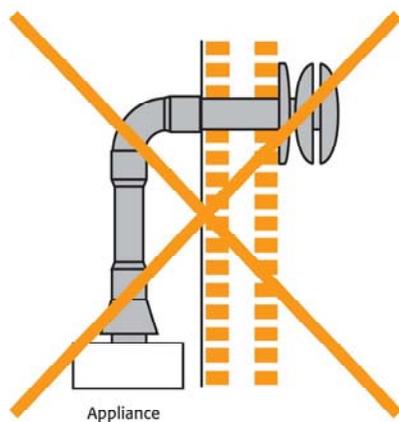
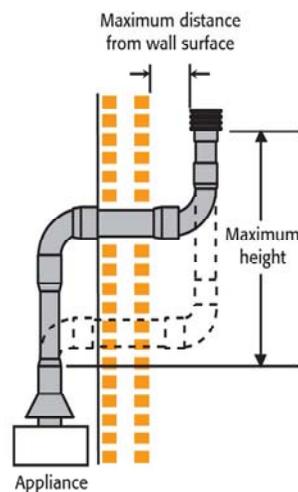


Figure 5. Wall adjacent flue termination



Minimum requirements for Figure 5

Note - Wall adjacent terminations are not permitted for ANY new natural draught open-flue installations.

Where they are acceptable for existing installations in FACTORIES and are deemed by the gas operative to be operating safely, they can be classified as Not to Current Standards (NCS) providing that the following conditions are met:

1. The flue must have a minimum height of 1.2m.
2. The flue terminal must be at least 250mm from the wall surface.
3. The configuration is acceptable with up to 1.2m of horizontal flue.
4. The flue terminal must be at least 600mm away from any opening into the building.
5. The flue terminal must not be within 1.0m of the underside of the eaves or a balcony.

If the minimum requirements cannot be met, the installation must be classified as AT RISK (AR).

The gas operative should include the following factors in deliberations:

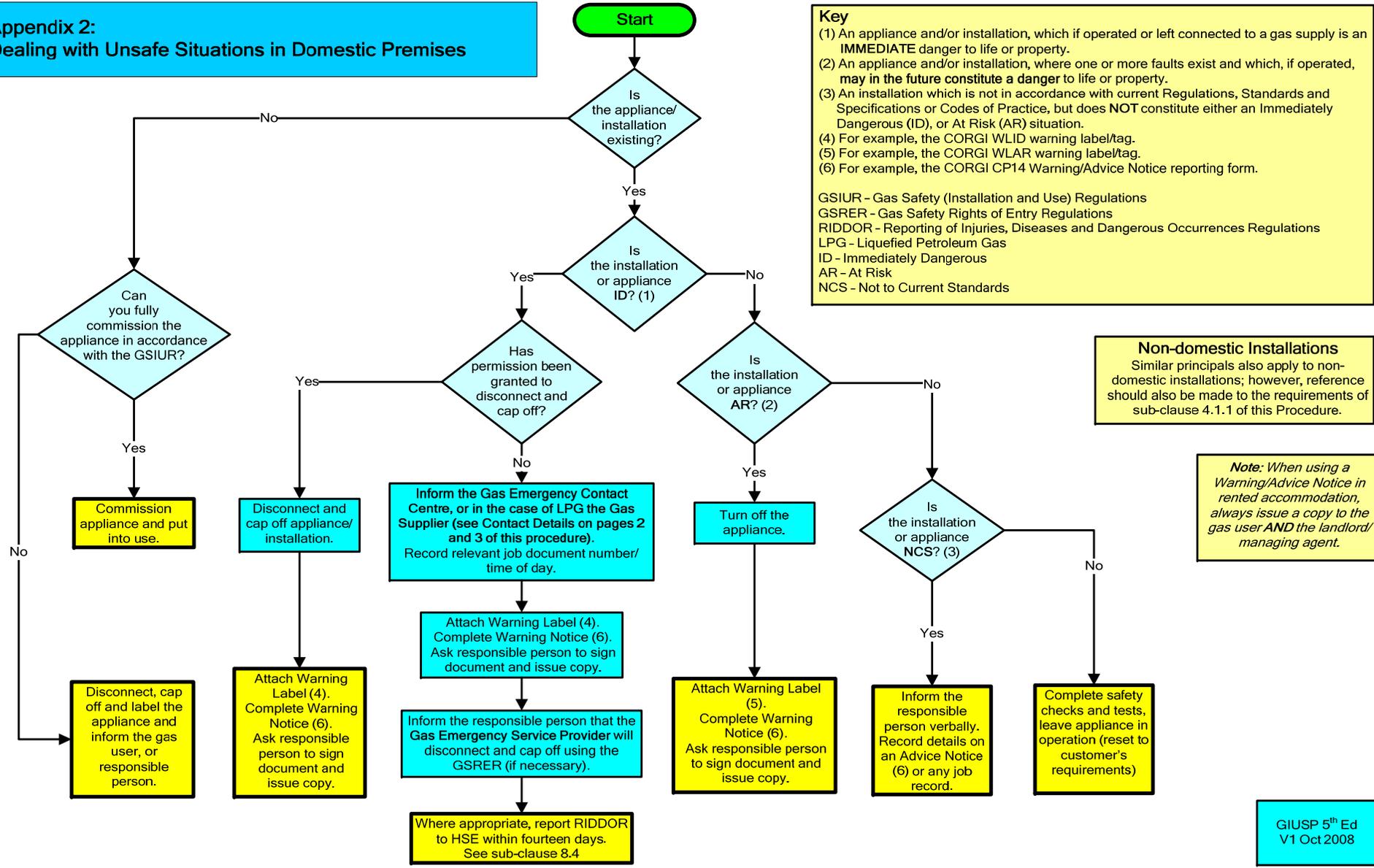
- Size and purpose of the space containing the appliance;
- Number of air changes;
- Age and condition of the appliance;
- Appliance combustion performance;
- Period and frequency the appliance is in use.

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Wall-faced terminations are unacceptable for ALL domestic and non-domestic open-flue installations and must be classified as AT RISK (AR) (see Figure 4).

Wall adjacent terminations are unacceptable for ALL domestic open-flue installations, but may be acceptable for some existing non-domestic open-flue installations in Factories. See **Minimum requirements for Figure 5.**

**Appendix 2:
Dealing with Unsafe Situations in Domestic Premises**



Key

- (1) An appliance and/or installation, which if operated or left connected to a gas supply is an **IMMEDIATE** danger to life or property.
- (2) An appliance and/or installation, where one or more faults exist and which, if operated, **may in the future constitute a danger** to life or property.
- (3) An installation which is not in accordance with current Regulations, Standards and Specifications or Codes of Practice, but does **NOT** constitute either an Immediately Dangerous (ID), or At Risk (AR) situation.
- (4) For example, the CORGI WLID warning label/tag.
- (5) For example, the CORGI WLAR warning label/tag.
- (6) For example, the CORGI CP14 Warning/Advice Notice reporting form.

GSIUR - Gas Safety (Installation and Use) Regulations
 GSRER - Gas Safety Rights of Entry Regulations
 RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
 LPG - Liquefied Petroleum Gas
 ID - Immediately Dangerous
 AR - At Risk
 NCS - Not to Current Standards

Non-domestic Installations
 Similar principals also apply to non-domestic installations; however, reference should also be made to the requirements of sub-clause 4.1.1 of this Procedure.

Note: When using a Warning/Advice Notice in rented accommodation, always issue a copy to the gas user AND the landlord/managing agent.

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Appendix 3 – Glossary of Terms and Definitions

| | |
|---|---|
| ACS | An acronym for the Nationally Accredited Certification Scheme for Individual Gas Fitting Operatives. |
| Additional Emergency Control Valve (AECV) | A valve, not being the ECV, for shutting off the supply of gas in an emergency, intended for use by a consumer of gas. An AECV may be located within either the meter installation or installation pipework and as such, may not isolate all of the consumer's pipework or meter installation. (See also Emergency Control Valve (ECV)). |
| Appliance compartment | An enclosure (not being a habitable space) specifically designed or adapted to house one or more gas appliances only. |
| Appropriate fitting | Means a fitting which has been designed for the purpose of effecting a gas tight seal in a pipe or other gas way, which achieves that purpose when fitted and is secure, so far as is reasonably practicable, against unauthorised opening or removal. |
| Atmosphere Sensing Device (ASD) | A device that shuts off the gas supply to an appliance burner before there is a build-up of a dangerous quantity of combustion products in the room concerned (also known as an oxygen depletion system). |
| At Risk (AR) | An At Risk (AR) appliance and/or installation is one where one or more faults exist and which, as a result, if operated, may in the future constitute a danger to life or property. |
| Bedsitting room | Any room or space used for living and sleeping purposes. |
| Commissioning | Initial start-up of an installation to check and adjust for safe and reliable operation. |
| Competence | Competence in safe gas installation work requires gas operatives to have enough knowledge, practical skill and experience to carry out the job in hand safely, with due regard to good working practice. Knowledge must be kept up-to-date with awareness of changes in law, technology and safe working practice. |
| CORGI | The registration body currently approved by the HSE to maintain the register of competent gas installers. |
| Defect | For the purposes of this Procedure, 'Defect' can be defined as either of the following: <ul style="list-style-type: none"> • Those situations that are listed in GIUSP as ID or AR (including NCS situations that stack to AR). However the list provided is not definitive. • Those situations that did not meet the appropriate British Standard, manufacturer's instructions, or other relevant industry normative document at the time of installation and affect safety. <p><i>Note: All flueing and ventilation NCS situations should be brought to the attention of the gas user or responsible person.</i></p> |
| Disconnect | To isolate the appliance and/or installation from the gas supply using a permanent means of disconnection i.e. plug or cap off the supply. |
| Domestic installations | Are those installed in buildings designed for dwelling purposes including dwelling houses, flats and student accommodation, where the gas installation pipework is normally no greater in size than 35mm (R1¼) diameter, where the appliances installed are designed for domestic purposes and have a maximum heat input rating no greater than 70kW (Net). |
| Downstream | That part of a gas installation after a certain point e.g. the appliance is downstream of the gas meter. |
| Emergency Control Valve (ECV) | A valve, not being an "Additional Emergency Control Valve" (AECV) for shutting off the supply of gas in an emergency, intended for use by a consumer of gas and being installed at the end of a gas service or gas distribution main. The outlet of the ECV terminates and thus defines the end of the Network. |
| Emergency Service Provider (ESP) | Means a person appointed pursuant to regulation 7(11) of the GSMR. |
| Enforcing Authority | An authority with a responsibility for enforcing the Health and Safety at Work Etc. Act 1974 and other relevant statutory provisions; normally HSE or the local authority for the area as determined by the Health and Safety (Enforcing Authority) Regulations 1977. |
| Existing installations | Gas appliances or other fittings, which are not new installations and have already been used. |

| Appendix 3 – Glossary of Terms and Definitions (Continued) | |
|--|--|
| Factory | The legal definition of 'factory' is wide ranging and in addition to manufacturing and/or processing premises includes printing, fruit and vegetable packing, scrap yards, repair workshops (e.g. TV, vehicle), dairies, prison workshops, hospital and other institutional laundries, certain warehouses using mechanical power, power stations etc. |
| flame supervision device (FSD) | A device that, in response to a signal from the flame detector, keeps the gas supply open and shuts it off in the absence of the supervised flame. |
| Free area | The total area of the individual unobstructed openings of an air vent. |
| Flue | Passage for conveying combustion products to the outside air. |
| Fumes | Products of complete or incomplete combustion. |
| Gas appliance | Means an appliance designed for use by a consumer of gas for heating, lighting, cooking or other purposes for which gas can be used but it does not include a portable or mobile appliance supplied with gas from a cylinder except for a portable or mobile space heater supplied with gas from a cylinder and the cylinder, pipes and other fittings used for supplying gas to that heater. |
| Gas fitting | "Gas fittings" means gas pipework, valves (other than emergency controls), regulators and meters and fittings, apparatus and appliances designed for use by consumers of gas for heating, lighting, cooking or other purposes for which gas can be used (other than the purpose of an industrial process carried out on industrial premises), but it does not mean: <ul style="list-style-type: none"> (a) any part of a service pipe; (b) any part of a distribution main or other pipe upstream of the service pipe; (c) a gas storage vessel; or (d) a gas cylinder or cartridge designed to be disposed of when empty. |
| Gas installation | Gas pipework, valves (other than emergency controls), regulators and meters and fittings, apparatus and appliances designed for use by consumers of gas for heating, lighting, cooking or other purposes for which gas can be used (other than the purpose of an industrial process carried out on industrial premises) and gas storage vessels. |
| Gas related incident | Gas related incidents are categorised as follows: gas explosions, property fires and burnt gas incidents (carbon monoxide (CO) poisonings), which result in death or major injury (reportable under RIDDOR Regulation 6(1)). |
| Gas Transporter (GT) | A person conveying gas in a network as defined in GSMR. |
| Gas User | <ul style="list-style-type: none"> • In a domestic environment, this will include: the owner of the property or tenant. • In a non-domestic environment, this will include: Site Engineer; Site Manager; Facilities Manager (see also Responsible person). |
| Ginnell | Covered passageway. |
| GIUSP | Gas Industry Unsafe Situations Procedure. |
| GSIUR | The Gas Safety (Installation and Use) Regulations 1998. |
| GSMR | The Gas Safety (Management) Regulations 1996. |
| HSE | Health and Safety Executive. |
| Immediately Dangerous (ID) | An appliance and/or installation, which if operated or left connected to a gas supply is an immediate danger to life or property. |
| Industry Standards or Codes of Practice | Documents published by bodies to provide guidance on how to carry out gas work activities e.g. British and European Standards, Institution of Gas Engineers and Managers Standards and UKLPG (formally LP Gas Association) Codes of Practice. |

| Appendix 3 – Glossary of Terms and Definitions (Continued) | |
|---|--|
| Installation pipework | Any pipework for conveying gas for a particular consumer and any associated valve or other gas fitting, including any pipework used to connect a gas appliance to other installation pipework and any shut-off device at the inlet to the appliance, but it does not mean: <ul style="list-style-type: none"> a) a service pipe; b) a pipe comprised in a gas appliance; c) any valve attached to a storage container or cylinder; or d) service pipework. |
| Intermediate pressure stage (LPG) | That part of the LPG installation between the outlet of the 1 st stage regulator and the inlet of the 2 nd stage regulator. For Propane, the pressure will be in the region of 750mbar. Also known as medium pressure stage. |
| Leisure Accommodation Vehicle (LAV) | A unit of living accommodation for temporary or seasonal occupation that may meet the requirement for the construction and use of road vehicles, e.g. a caravan. |
| Low pressure stage (LPG) | That part of the LPG installation between the outlet of the 2 nd stage regulator and the gas appliance(s). For Propane, the nominal operating pressure is 37mbar. For Butane, the nominal operating pressure is 28mbar. |
| Low pressure (Natural gas) | Gas inlet pressure to the meter regulator not exceeding 75mbar. |
| LPG | Liquefied Petroleum Gas (LPG) is the generic name for commercial Propane and commercial Butane, stored in vessels under pressure, which turns into a liquid state. |
| High pressure stage (LPG) | That part of the LPG installation between the take-off valve of the bulk storage vessel or cylinder and the inlet of the 1 st stage regulator. For Propane, the pressure will be in the region of 6.9bar. For Butane, the pressure will be in the region of 1.93bar. These pressures may vary dependant upon ambient temperatures. |
| Manufacturer's instructions | Documents supplied with the appliance and/or equipment by the manufacturer giving guidance on how to use, service, maintain and install the product. |
| Medium pressure (Natural gas) | Gas inlet pressure to the meter regulator exceeding 75mbar, but not exceeding 2bar. |
| Meter box | A receptacle or compartment designed and constructed to contain a gas meter with its associated fittings. |
| Meter inlet valve (MIV) | A valve fitted upstream of and adjacent to a gas meter to shut off the supply of gas. |
| Meter regulator | A device located in close proximity and upstream of a primary meter which is used solely to control the pressure of the gas within the gas installation. |
| Must | Identifies a requirement by law in Great Britain at the time of publication. |
| Non-domestic installations | These include installations in commercial premises such as hospitals, libraries, prisons, churches, hotels and the communal areas of housing premises such as walkways, stairs, lift-shafts and boiler rooms, where the gas installation pipework is normally greater in size than 35mm (R1 ¼) diameter and where the appliances installed are designed for non-domestic purposes. |
| Not to Current Standards (NCS) | An installation which is not in accordance with current Regulations, Standards and Specifications or Codes of Practice, but does NOT constitute either an Immediately Dangerous (ID) or At Risk (AR) situation. |
| New Installations | Gas appliances or other fittings installed or brought into use for the first time and the new installation of previously used or second-hand appliances. |
| Operating satisfactorily | Means operating safely at the time of attending the premises. |
| OPSO | Over-pressure shut-off device. |
| PE | Polyethylene. |

| Appendix 3 – Glossary of Terms and Definitions (Continued) | |
|--|---|
| Residential Park Home | A mobile home designed for permanent residential accommodation that does not meet the requirement for construction and use of road vehicles. |
| Responsible person | In relation to any premises, means the occupier of the premises or where there is no occupier or the occupier is away, the owner of the premises, or any person with authority for the time being to take appropriate action in relation to any gas fitting therein (see also Gas User). |
| RIDDOR | The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. |
| Service pipe (Natural gas) | Means a pipe for distributing gas to premises from a distribution main, being any pipe between the distribution main and the outlet of the first emergency control downstream from the distributing main. |
| Service pipework (LPG) | A pipe for supplying gas to premises from a gas storage vessel, being any pipe between the gas storage vessel and the outlet of the ECV. |
| Shall | Prescribes a procedure that it is intended will be complied with in full and without deviation. |
| Should | Prescribes a procedure that it is intended will be complied with unless after prior consideration deviation is considered to be acceptable. |
| Spillage monitoring device (TTB) | (Dutch Acronym 'Themische Terugslag Beveiliging'). A temperature activated switching device, which links to a thermocouple interrupter device and shuts off the gas supply to an appliance burner before there is a build-up of a dangerous quantity of combustion products in the room concerned. |
| Turn off | To isolate the appliance using controls accessible to the gas user e.g. turn off using a multifunctional valve to extinguish a pilot; turn appliance control to off position. |
| Upstream | That part of a gas installation prior to, or before a certain point e.g. the gas meter is upstream of the appliance. |
| UPSO | Under-pressure shut-off device. |
| Work | <p>In relation to a gas fitting, this includes any of the following activities carried out by any person, whether an employee or not:</p> <ul style="list-style-type: none"> a) Installing or reconnecting the fitting; b) Maintaining, servicing, disconnecting, permanently adjusting, repairing, altering or renewing the fitting or purging it of air or gas; c) Where the fitting is not readily movable, changing its position; and d) Removing the fitting. <p>Note: <i>Work in this context does not include the connection or disconnection of a bayonet fitting or other self-sealing connector.</i></p> |

Appendix 4 – Normative References

Note: This should not be regarded as an exhaustive list of normative references.

Statutory Instruments

- The Gas Safety (Installation and Use) Regulations (SI 1998 No. 2451)
- The Gas Safety (Installation and Use) Regulations (Northern Ireland) (SI 2004 No. 63)
- The Gas Safety (Management) Regulations (SI 1996 No. 551)
- The Gas Safety (Rights of Entry) Regulations (SI 1996 No. 2535)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (SI 1995 No. 3163)
- The Health and Safety at Work Etc. Act 1974, chapter 37 as amended
- Dangerous Substances and Explosive Atmospheres Regulations (SI 2002 No. 2776)
- Building Regulations (England & Wales) 2000 (SI 2000 No. 2531)
- Building Standards (Scotland) 1990 (SI 1990 No. 2179)
- Building Regulations (Northern Ireland) 2000 (SR 2000 No. 389)
- Building Regulations (Isle of Man) 2003 (SD 829/03)
- Building Regulations and Building Standards Approved Documents as appropriate to each geographical region of the UK

Approved Codes of Practice and Guidance

- Safety in the installation and use of gas systems and appliances – Gas Safety (Installation & Use) Regulations 1998 – Approved Code of Practice and Guidance. (L56) ISBN. 0-7176-1635-5

Industry Normative Documents

British Standards

- **BS 5440:** Installation and maintenance of flues and ventilation for gas appliances of rated input not exceeding 70kW net (1st, 2nd & 3rd family gases): Parts 1 & 2.
- **BS 5482:** Code of Practice for domestic butane and propane – gas burning installations: Parts 1 & 2.
- **PD 5482-3:** Code of Practice for domestic butane and propane – Installations in boats, yachts and other vessels.
- **BS 5871:** Specification for installation of gas fires, convector heaters, combined fire/back boilers and decorative fuel-effect gas appliances (1st, 2nd & 3rd family gases) Parts 1, 2, 3 & 4.
- **BS 6172:** Specification for installation of domestic gas cooking appliances (1st, 2nd & 3rd family gases).

Appendix 4 – Normative References (continued)

- **BS 6173:** Specification for installation of gas-fired catering appliances for use in all types of catering establishments (1st, 2nd & 3rd family gases).
- **BS 6230:** Specification for installation of gas-fired forced convection air heaters for commercial and industrial space heating (2nd family gases).
- **BS 6400:** Specification for installation of domestic sized gas meters (2nd & 3rd family gases): Parts 1, 2 & 3.
- **BS 6644:** Specification for installation of gas-fired hot water boilers of rated heat inputs between 60kW and 2MW (2nd & 3rd family gases).
- **BS 6891:** Specification for installation of low pressure gas pipework of up to 35mm (R1¼) in domestic premises (2nd family gases).
- **BS 6896:** Specification for installation of gas-fired overhead radiant heaters for industrial and commercial heating (2nd & 3rd family gases).
- **BS 7624:** Installation and maintenance of domestic direct gas-fired tumble dryers of up to 6kW heat input (2nd & 3rd family gases) - Specification.
- **BS 7967:** Carbon monoxide in dwellings and the combustion performance of gas appliances: Parts 1, 2, 3 & 4.
- **BS 8446:** Specification for the installation and maintenance of open-flued non-domestic gas-fired laundry appliances.
- **BS EN 721:** Leisure accommodation vehicles safety ventilation requirements.
- **BS EN1949:** Specification for the installation of LPG systems for habitation purposes in leisure accommodation vehicles and in other road vehicles.
- **BS EN ISO 10239:** Small craft LPG systems.
- **BS EN 13410:** Gas-fired overhead radiant heaters. Ventilation requirements for non-domestic premises.

The Institution of Gas Engineers and Managers Standards

- **IGE/GM/6** – Specification for low-pressure diaphragm and rotary displacement meter installations with badged meter capacities exceeding 6m³/h (212ft³/h) but not exceeding 1076m³/h (38000ft³/h).
- **IGE/GM/8** – Non-domestic meter installations. Flow rate not exceeding 6m³/h and inlet pressure not exceeding 38bar – Parts 1 - 5.
- **IGE/UP/1 Edition 2:** Strength testing, tightness testing and direct purging in industrial and commercial gas installations.

Appendix 4 – Normative References (continued)

- IGE/UP/1A Edition 2: Strength testing, tightness testing and direct purging of small, low pressure industrial and commercial natural gas installations.
- IGE/UP/1B Edition 2: Tightness testing and purging of domestic sized natural gas installations.
- IGEM/UP/2 Edition 2: Installation pipework on industrial and commercial premises.
- IGE/UP/7 Edition 2: Gas installations in timber framed and light steel framed buildings.
- IGE/UP/8: Gas installations for caravan holiday homes, residential park homes and permanently moored boats.
- IGE/UP/10 Edition 3: Installation of gas appliances in industrial and commercial premises:
- IGE/UP/11: Gas in educational establishments.
- IGE/G/5: Gas in flats and other multi-dwelling buildings.
- IGEM/GL/8: Reporting and investigation of gas related incidents.
- IGEM/SR/10: Dealing with escapes of gas into underground plant.
- IGEM/SR/20: Dealing with reported gas escapes.
- BG IM/28 – Appliances in commercial garages.

Other references

- HSE Catering Information Sheet Number 3 – Precautions at manually ignited gas-fired catering equipment.
- HSE Catering Information Sheet Number 10 (rev1) – Ventilation of kitchens in catering establishments.
- HSE Catering Information Sheet Number 23 (rev1) – Gas safety in catering and hospitality.

CORGI Technical Bulletins

- CORGI Technical Bulletins can be viewed on line by visiting the Member's area of the CORGI website www.trustcorgi.com

Useful Industry Contact telephone numbers and websites

| Organisation | Tel number | Website |
|--|---------------|--|
| CORGI (Technical Helpline) (To view Technical Bulletins online, visit the Member's area of the CORGI website) | 0800 915 0499 | www.trustcorgi.com |
| SBGI | 01926 334357 | www.sbgi.org.uk |
| Health and Safety Executive (HSE) | 0845 345 0055 | www.hse.gov.uk |
| Health and Safety Executive (HSE) Books | 01787 881 165 | www.hsebooks.com |
| Incident Contact Centre (RIDDOR reports) | 0845 300 9923 | www.riddor.gov.uk |
| Office of Gas and Electricity Markets (Ofgem) | 0845 906 0708 | www.ofgem.gov.uk |
| British Standards Institution (BSI) | 020 8996 9001 | www.bsi-global.com |
| Gas Industry Safety Group (GISG) | 01234 214 273 | www.gisg.org.uk |
| The Institution of Gas Engineers and Managers (IGEM) | 01509 282728 | www.igem.org.uk |
| UK Liquefied Petroleum Gas Association (UKLPG) (formally the LPGA) | 01425 711601 | www.uklpg.org |
| National Caravan Council (NCC) | 01252 318251 | www.nationalcaravan.co.uk |
| Council for Gas Detection and Environmental Monitoring (CoGDEM) | 01462 434322 | www.cogdem.org.uk |

Appendix 5 – Explaining the Problem to the Responsible Person

The scripts below may be useful to help when called upon to explain a particular situation to the gas user or responsible person.

For 'IMMEDIATELY DANGEROUS' (ID) situations

"I must advise you that your gas appliance is considered to be '**Immediately Dangerous**' and if it is used, it will create a danger to life or property.

It must not be used. It has been turned off and should be disconnected in the interests of safety.

If you refuse permission to disconnect, it will be reported to the gas emergency services who are able to demand entry to make safe.

It must not be used until work has been carried out to correct the deficiencies identified.

It is an offence to use gas burning equipment knowing it is dangerous".

For 'AT RISK' (AR) situations

"I must advise you that your gas appliance is considered to be '**At Risk**' and if it is used, it may create a risk to life or property.

It should not be used. It has been turned off and should not be used until work has been carried out to correct the deficiencies identified.

It may be an offence to use a gas appliance knowing it is at risk."

For 'NOT TO CURRENT STANDARDS' (NCS) situations

"I must advise you that your gas appliance is not installed in accordance with the current installation practice.

It is currently operating safely, but you may wish to take advice on whether the installation should be brought into line with current installation standards.

If the installation has been carried out recently, you should contact the original installer for advice.

If the installation is not recent, the situation may have been brought about by the introduction of revised installation standards.

Your CORGI registered installer can advise you on whether the installation should be brought into line with current installation standards."

***Note:** It is always best practice to bring an installation up to current standards, but that will often depend upon whether the work can be undertaken at reasonable cost, or whether any other work is likely to be carried out on the installation in the near future, such as a replacement appliance.*

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Appendix 6 - CORGI Merchandise for Unsafe Situations

To enable CORGI registered gas operatives to comply with the requirements of GIUSP, the following documents and labels are available from CORGI*direct* by Telephoning 0800 915 0490 or, by Fax 01889 568264 or, by e-mail corgi@yesresponse.co.uk or by visiting www.corgi-direct.com

Forms

- Pads of CORGI Warning/Advice Notices (Order No. CP14)
- RIDDOR F2508G2 reporting pads (Order No. RP1)

Labels/Tags

- Safety Warning "IMMEDIATELY DANGEROUS" Do Not Use Warning Labels/tags (Order No. WLID)
- Safety Warning "AT RISK" Do Not Use Warning Labels/tags (Order No. WLAR)

Publications

- The Gas Safety (Installation and Use) Regulations, available as '*The Approved Code of Practice and Guidance – Safety in the installation and use of gas systems and appliances*' (Order No. GR1)
- The Gas Industry Unsafe Situations Procedure (Order No. USP1)
- Essential Gas Safety – Domestic (Order No. GID1)
- Essential Gas Safety – Non-domestic (Order No. ND1)
- Gas Cookers and Ranges – Domestic (Order No. GID2)
- Gas Fires and Space Heaters (Order No. GID3)
- Laundry, Leisure and Refrigerators (Order No. GID4)
- Water Heaters (Order No. GID5)
- Gas Meters – Domestic (Order No. GID6)
- Central Heating Wet & Dry (Order No. GID7)
- Gas Installations in Timber and Light Steel Framed Buildings (Order No. GID8)
- LPG – Domestic Including Permanent Dwellings, Leisure Accommodation Vehicles, Residential Park Homes and Boats (Order No. GID9)
- Using Portable Electronic Combustion Gas Analysers for Investigating Reports of Fumes (Order No. GID11)
- Using Portable Electronic Combustion Gas Analysers – Servicing and Maintenance (Order No. GID12)
- Commercial Catering and Laundry – Non Domestic (Order No. ND2)
- Commercial Heating – Non Domestic (Order No. ND3)

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Appendix 7 – Examples of Typical Warning Labelling Used with the GIUSP



Figure 6 - Typical 'Immediately Dangerous' label (CORGI version - 150mm high x 160mm wide)



Figure 7 - Typical 'At Risk' label (CORGI version - 90mm high x 140mm wide)

Appendix 7 – Examples of Typical Warning Labelling Used with the GIUSP (Continued)



Figure 8 - Typical ESP 'Concern for Safety' label

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Appendix 8 – Visual Risk Assessment of Gas Appliances

Introduction

When gas operatives carry out a visual risk assessment of a gas appliance(s) they have a minimum responsibility to ensure that the appliance(s) does not constitute a danger.

The trigger points outlined below must only be used in situations where no gas work has been undertaken but the appliance(s) has been encountered either directly whilst other gas work has been carried out, or as part of a “check and relight” procedure following the interruption of the gas supply (e.g. following a gas tightness test) and there is a need to re-establish the gas supply.

Note: Where gas work has been carried out on a particular appliance(s) the checks required by Regulation 26(9) of GSIUR must also be completed.

Visual Risk Assessment (No interruption of the gas supply has occurred)

Figure 9 shows the 5 main trigger points that will need to be considered when carrying out a visual risk assessment of an existing gas appliance(s), where no other gas work on that particular appliance(s) has been undertaken, (e.g. whilst servicing a central heating boiler, a gas cooker is installed in the same room. A visual assessment of the gas cooker should be undertaken).

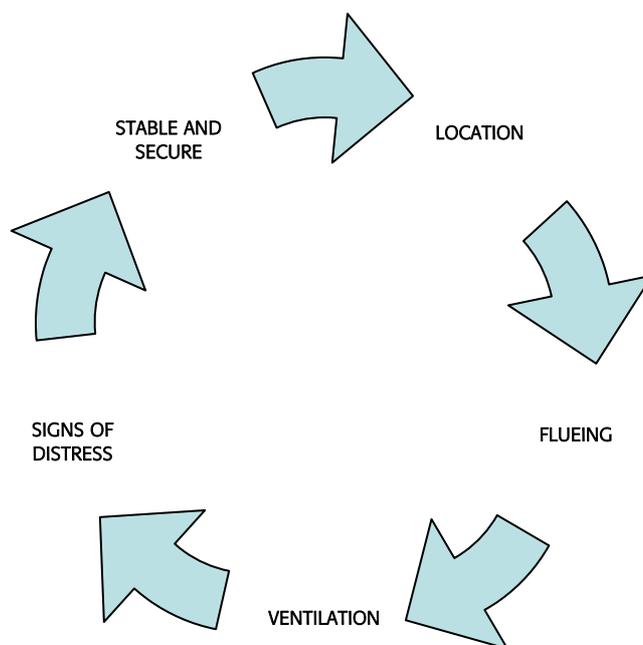


Figure 9 - Visual Risk assessment (no interruption of the gas supply)

The trigger points outlined in Figure 9 above may be carried out in any order as necessary where applicable.

Location

Question – Is the gas appliance installed in a suitable room and/or space with regard to the requirements of GSIUR, for example, an open-flued appliance installed in a bathroom or shower room, or a flueless appliance installed in an undersized room?

Flueing

Question – If the gas appliance is flued (either open-flued or room-sealed), is there provision for adequate methods for the removal of the products of combustion to atmosphere?

Ventilation

Question – Where appropriate, is there provision for the supply of adequate ventilation for the appliance to operate safely (e.g. is there evidence of purpose-provided ventilation for an open-flued boiler)?

Signs of Distress

Question – Are there any signs of distress on the gas appliance and/or the surrounding area (e.g. check for signs of discolouration and heat damage such as scorching or finished surfaces becoming detached from worktops, etc)?

Stable and Secure

Question – Is the appliance installation both stable and secure?

It should be assessed to ensure that under normal conditions, the appliance will remain fixed and/or installed in a manner that will not result in the appliance becoming unstable (e.g. free-standing appliances with damaged or missing supports).

Visual Risk Assessment (Following temporary interruption of gas supply)

Figure 10 shows the 6 main trigger points that will need to be considered when carrying out a visual risk assessment of an existing gas appliance(s) where the gas supply has been temporarily interrupted, for example, if there has been a replacement gas meter installed.

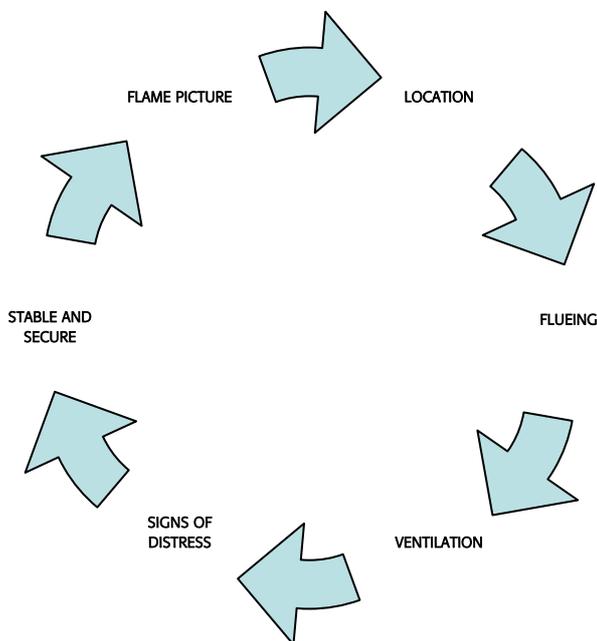


Figure 10 - Visual Risk assessment (temporary interruption of the gas supply)

The 5 trigger points outlined in Figure 9 also apply to Figure 10 with the addition of an assessment of an appropriate flame picture for the appliance type (e.g. live fuel effect gas fires and decorative fuel effect gas appliances are designed to produce a luminous flame).

Results of the Visual Risk Assessment

There is no specific requirement to record the results of a visual risk assessment but gas operatives are advised to positively record that a visual risk assessment has been undertaken. However, where, as a result of the assessment an unsafe situation has been identified or is suspected, the current GIUSP must be implemented and the appropriate actions taken and relevant warning notices and labels completed and issued.

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APPENDIX 9 – Carbon Monoxide

Useful Information from the Carbon Monoxide Consumer Awareness Alliance (COCAA)

General

Known as the silent killer, carbon monoxide (CO) is a highly poisonous gas that you cannot see, smell or taste. It is a chemical compound of carbon and oxygen that can be formed whenever carbon based fuels, such as gas, oil, wood or coal, are burned with an insufficient supply of air, or the combustion process itself is interfered with – resulting in incomplete combustion. Incomplete combustion can be caused by incorrect installation, lack of ventilation or servicing and faulty, or poor maintenance.

Across all fuels, CO is responsible for the deaths of around 50 people each year and hundreds more people become seriously injured. Those suffering from CO poisoning often have flu-like symptoms such as headaches, nausea, dizziness and drowsiness.

After correct installation and maintenance, a good second line of defence is to install an audible CO alarm. These alarms cost around £20 to £30 and should comply with the relevant performance standard BS EN 50291.

CORGI does not recommend the use of 'black spot' CO indicators. These indicators are designed to change colour if CO is present. They do **not** have an audible alarm and will **not** alert people if they are out of the room, asleep or affected and/or overcome by CO fumes.

Carbon Monoxide Consumer Awareness Alliance (COCAA)

In 2007, CORGI took on the role of co-ordinating body for the Carbon Monoxide Consumer Awareness Alliance (COCAA), in response to the recommendations made by the All-Party Parliamentary Gas Safety Group. The Alliance consists of all the major energy retailers, representatives across all fuel types, victim support charities and representation for manufacturers of CO alarms and flue gas analysers. The Alliance also aims to work closely with other related organisations to increase awareness of CO poisoning in the UK.

For further information visit: www.becarbonmonoxideaware.com



Figure 11 - The COCAA Logo.

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