SMART METERING INSTALLER

NATIONAL ASSESSMENTs | LOW PRESSURE GAS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Existing Staff |  | New Entrant (Qualification Route) | |  |
| Candidate Name |  | | NI No. |  |
| Work Based Experience Carried Out? | | | |  |
| Work Experience Employer |  | | | |
| Evidence of Work Experience |  | | | |
| Assessor Name |  | | | |
| Company |  | | | |
| Location |  | | Date |  |
| Special Requirements? |  | | | |
| Smart Metering (Gas): Low Pressure up to U6 only | | | |  |

**AssEssment Requirements**

**The assessment MUST meet ALL of the following requirements –**

1. Prior to the practical assessment each delegate must have been assessed as having sufficient underpinning knowledge as outline within the scheme rules.
2. The practical assessment must be completed following completion of a work placement
3. The assessment must be conducted by a person has gained **ALL** of following –
4. Completed, and successfully passed, the National Assessment Specification for the category against which they are assessing.
5. Proven occupational experience of work in the context of the activity for which they are assessing
6. One or more of the following assessor awards or an equivalent -

• Minimum requirement: Understanding the principles or practice of assessment (Unit certificate from any Ofqual regulated Awarding Body, mostly known as TAQA from City and Guilds)

• Level 3 Certificate in Assessing Vocational Achievement

• Level 3 Award in Assessing Competence in the Work Environment

• Working towards one of the above

• or hold one of the predecessor qualifications, which includes:

• A1 Assess candidates using a range of methods

• A2: 'Award in Assessing Candidates' Performance through observation

• D32/33 Assess candidate performance, using differing sources of evidence

SMART METERING INSTALLER

**1.0 Delivering Customer Service in the Smart Metering Sector** (This module may be assessed through simulation where necessary)

**Candidates are required to successfully complete ALL of the following criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Pre Installation Assessment Criteria | Pass  Y/N | Assessor Comments |
| 1 | Introduce and identify self to customers in line with company protocols/ requirements |  |  |
| 2 | Explain to the customer the purpose of the visit in a polite and professional manner |  |  |
| 3 | Explain the work-plan to the customer, providing all relevant information including the required interruption of gas and/or electricity supply |  |  |
| 4 | Listen to the customers queries and respond appropriately to customer requirements |  |  |
|  | Post Installation Assessment Criteria | Pass  Y/N | Assessor Comments |
| 5 | Confirm the completion of smart metering installation work with the customer |  |  |
| 6 | Explain the benefits of the smart installation in terms of energy efficiency and provide guidance in line with Company requirements / procedures |  |  |
| 7 | Listen to any customer queries and respond in a polite and professional manner |  |  |
| 8 | Record relevant information from the work activity in line with Company procedures/requirements |  |  |

**Declaration of completion**

*I confirm that the evidence provided by the learner meets the full requirements for Standard 1.0 Delivering customer service in the smart metering sector.*

**Employee/Trainee signature:**

**Name of assessor:**

**Assessor signature:**

**Completion date:**

**2.0a Prepare, Install and Commission Low Pressure Natural Gas Smart Meter and Regulator up to 6.0m³/hr**

**Candidates are required to successfully complete ALL of the following criteria**

|  | Assessment Criteria | Pass  Y/N | Assessor Comments |
| --- | --- | --- | --- |
| 9 | Carry out a site specific risk assessment of the work area, identifying the hazards and implementing the control measures required (e.g. barriers, warning notices and informing others) |  |  |
| 10 | Inspect and wear personal protective equipment (PPE) compatible with the risk assessment and health and safety regulations |  |  |
| 11 | Carry out a visual inspection of the integrity of the gas metering equipment to be worked on checking for damage, defects and/or abnormalities |  |  |
| 12 | Select and check the tools and test equipment in line with the work plan, risk assessment and Company procedures |  |  |
| 13 | Test for the presence of voltage at the meter installation using an approved voltage sensing device |  |  |
| 14 | Confirm the siting of the emergency control valve is accessible, correctly labelled and operating correctly, reporting any defects to the network owner for rectification |  |  |
| 15 | Identify and confirm the meter installation is supplied with low pressure and operating within maximum capacity (75mbar or less) |  |  |
| 16 | Check that conditions within the gas and earthing systems permit safe de-commissioning |  |  |
| 17 | Use designated safe isolation methods, tests and procedures to de-commission meters, regulators, gas installation and components |  |  |
| 18 | Take appropriate precautionary action to ensure that temporarily de-commissioned meters, regulators and gas installation components do not present a safety hazard |  |  |
| 19 | Correctly label any live gas pipes following permanent removal of a meter leaving a permanent bond or other electrical safety measures in place |  |  |
| 20 | Install the natural gas smart meter (2.5 to 6.0m3/hr) and associated equipment on low pressure gas service using appropriate tools, pipe and fittings and equipment, in line with manufacturer’s specifications and relevant regulations and standards |  |  |
| 21 | Correctly carry out testing procedures on completed installations in line with industry and organisational standards |  |  |
| 22 | Check the completed installation meets and complies with the work plan and equipment specifications |  |  |
| 23 | Check for adequate earthing and bonding to the installation |  |  |
| 24 | Confirm the integrity of the installation and gas system using tightness and purging procedures (low pressure testing only) |  |  |
| 25 | Complete and attach a warning notice where the situation requires |  |  |
| 26 | Handle and dispose of waste materials in line with Company and statutory procedures |  |  |
| 27 | Confirm that conditions within the gas installation are suitable and will permit safe commissioning |  |  |
| 28 | Select and use appropriate tools and equipment for the commissioning and de-commissioning activity (including use of temporary continuity bonds) |  |  |
| 30 | Confirm the gas operating pressure is correct for the activity and adjust to achieve the correct pressure |  |  |
| 31 | Relight any previously connected appliances to manufacturer’s instructions and visually inspect for unsafe situations |  |  |
| 32 | Record/report results of the removal/installation operation in accordance with Company procedures |  |  |
| 33 | Store tools, equipment and resources safely and securely and leave the work area in a safe and secure condition in accordance with Company procedures |  |  |

**Declaration of completion**

*I confirm that the evidence provided by the learner meets the full requirements for Standard 2.0A Prepare, install & commission medium pressure natural gas smart meter and regulator up to 6.0M³/HR.*

**Employee/Trainee signature:**

**Name of assessor:**

**Assessor signature:**

**Completion date:**

**3.0 Low Pressure Gas SMART Meter Tightness Testing and Direct Purging**

**Candidates are required to successfully complete ALL of the following criteria**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Assessment Criteria | Pass  Y/N | Assessor Comments |
| 34 | Confirm visually the siting of the gas supply, meter, internal installation and provision of ventilation meets the industry requirements for tightness testing and direct purging |  |  |
| 35 | Plan the work to be undertaken to comply with industry standards and company procedures taking into account risk assessment, location and ventilation |  |  |
| 36 | Check and confirm that conditions within the gas installation permits safe access for isolation |  |  |
| 37 | Select and use the correct tools and equipment for de-commissioning activities |  |  |
| 38 | Use designated safe isolation methods, tests and procedures to tightness test and purge installations and components |  |  |
| 39 | Communicate with others who may be affected by the suspension of the gas supply, including the customer |  |  |
| 40 | Apply methods of working which protect the building décor, customer property and existing systems and components |  |  |
| 41 | Carry out a tightness test and ensure any leakage is within permissible limits. If outside limits follow company guidelines on unsafe situations and no smell of gas |  |  |
| 42 | Carry out low pressure purging procedures to the current standard to confirm the safe supply of gas to the installed gas pipe work and appliances |  |  |
| 43 | Re-light appliances, advise turn off or Isolate unsafe gas appliances, gas systems and components and apply the gas industry unsafe situations procedure |  |  |
| 44 | Complete all records and documentation in line with industry standards following tightness testing and direct purging |  |  |
| 45 | Safely collect and dispose of all waste, including system contents that may be hazardous to health or the environment in line with legislative requirements |  |  |
| 46 | Store tools, equipment and resources safely and securely and leave the work area in a safe and secure condition in accordance with Company procedures |  |  |

**Declaration of completion**

*I confirm that the evidence provided by the learner meets the full requirements for Standard 3.0 Low pressure, gas smart meter tightness testing and direct.*

**Employee/Trainee signature:**

**Name of assessor:**

**Assessor signature:**

**Completion date:**