



STANDARD OPERATING PROCEDURE OIL FIRED EQUIPMENT

Governing standards and regulations:

- Building regulations 2010 Document J
- Control of Pollution (Oil Storage) (England) Regulations 2001
- Control of Pollution Act 1974
- Dangerous Substances & Explosive Atmospheres Regulation (DSEAR) 2002
- Petroleum (Consolidation) Regulations 2014
- UK Government Guidance on oil storage regulations for businesses

SOP Number 012

SOP Title Oil Fired Equipment

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Acronyms:

BS: British Standard
CPT: Corporate Property Team
FM: Facilities Management
HSE: Health & Safety Executive
NCC: Norfolk County Council
OFTEC: Oil Firing Technical Association
SOP: Standard Operating Procedure.
UK: United Kingdom

1. PURPOSE & SCOPE

Oil Fired Equipment includes Oil Boilers and Oil Fed Heaters as well as anything associated with the installation, repair, and maintenance of these systems. The repair, maintenance and installation of these Systems should be limited to those who have been trained and qualified to do so. This SOP will set out how we will ensure that when oil-based equipment is present it is in an operable condition, safe to use and any possible issues are, as best as possible, negated. This can be achieved by way of good regular maintenance and regular inspections carried out daily, monthly, and annually, as per United Kingdom (UK) standards and any regulations related in UK law.

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed for the Inspection, Maintenance and Repair of Oil-Fired Equipment in commercial and domestic buildings managed by NCC's Corporate Property team (CPT). By following this SOP, we aim to maintain fully functional and reliable Oil-Fired Equipment, thereby ensuring the safety and well-being of building occupants. Additional Information regarding Oil storage can be found in SOP 011 (Internal Reference 1).

2. RESPONSIBILITIES

2.1 Responsible or Accountable Person

The owner or person in control of the premises is the responsible person. The responsible person is defined as Norfolk County Council for the purpose of this SOP. The duties of the responsible person can be delegated, however, ultimately the responsible person, NCC, will remain accountable.

2.2 Responsibility by Proxy

The Responsible person, NCC, can appoint one or more competent persons to assist in undertaking the preventative and protective measures. A competent person is defined as someone with sufficient training, knowledge, and experience. This will be determined and recorded by NCC CPT using the NCC training log. NCC CPT FM Operations Managers assigned to a specific portfolio in collaboration with the appointed Premises Manager for the individual properties and or portfolios will undertake duties to assist the responsible person.



3. OPERATIONAL PROCEDURE & ACTIVITIES

3.1 Oil-Fired Equipment Installation & Setup

NCC CPT FM Operations managers will ensure that a suitably trained & qualified engineer is appointed to tasks related to the installation and setup of said equipment to ensure compliance with Building regulations 2010-part J (Combustion appliances & Fuel Storage Systems) (External; Reference 1). Suitably qualified is deemed as registered with the Oil Firing Technical Association (OFTEC). This will be achieved using the Appointed Supplier Database (Internal Reference 2).

The NCC CPT FM Operations Manager will instruct a suitably qualified supplier to design, deliver, and install required items to site. Suitably qualified is deemed as registered with the Oil Firing Technical Association (OFTEC). This will be achieved using the Appointed Supplier Database (Internal Reference 2).

The NCC CPT FM Operations Manager will liaise with the Premises Manager to ensure an asset list is created for the Premises Manager to complete any Daily, Weekly, or Monthly visual inspections as set out in NCC's Premises Manager Handbook, (Internal Reference 4). This is a Premises Manager obligation, and the NCC CPT

3.2 Oil-Fired Equipment Service & Inspection Schedule

Once the Oil-Fired equipment has been installed as set out in Section 3.1, the NCC CPT FM Operations manager will arrange service and inspections as below. All inspections and Services must comply with OFTEC rules and engineers must have OFTEC registration. All inspections will be at their frequency from installation date - 12 Months from the installation date. These services and inspections can be brought forward to reduce cost, such as in line with other sites but cannot be put back to ensure the system will not be out of date.

The compliance checks to be arranged are:

Scheduled Task	When applicable	Task ID	Frequency
Oil-Fired Equipment Annual Service	Always	NCC-TASK-05-19	Annual

As set out in SOP 011 Oil Storage Equipment, (Internal Reference 1) Where Oil Pipes and Flexi Pipes are not accessible, for example have been buried or are not visually accessible, then a 5 yearly pressure test must be completed. This again must be implemented from the installation date and can be brought forward to save cost but cannot be delayed ensuring system does not become out of date.



Scheduled Task	When applicable	Task ID	Frequency
Oil Line Pressure Test	When the oil lines are not visible or underground	NCC-TASK-05-20	5 Yearly

NCC CPT will adopt these schedules for all service and inspections of Oil-Fired Systems. The NCC CPT FM Operations manager will set this schedule up on the CAFM System using the Asset Naming Convention document (Internal Reference 3) to set the asset and the scheduled tasks as per CAFM System training.

3.3 Oil-Fired Equipment Reactive/Remedial Works

If, during any visual inspection or Annual Service & Inspection, any defect is found the article in question will be identified and repair shall be scheduled. The repair will be achieved through the CAFM reporting system by raising a Follow-on Work Order.

Once the defect has been raised either by Premises Manager, Inspection engineer or NCC CPT FM Operations manager through the helpdesk or direct on the CAFM System and a work order raised, the NCC CPT FM Operations manager or Admin will instruct a suitable repairer to carry out maintenance. This may be the same as the installer.

The NCC CPT FM Operations Manager will select the supplier from the Appointed Supplier Database (Internal Reference 1) and will update the work ticket on the CAFM System.

3.4 Other Considerations

For any information relating to oil spills please see SOP 011 (Internal Reference 1).

4. FORMS/TEMPLATES TO BE USED

Asset Naming Convention to be used for all assets and scheduled tasks on the CAFM System.

5. INTERNAL AND EXTERNAL REFERENCES

5.1 Internal Resource References

1. SOP 011 Oil Storage Equipment
2. Appointed Supplier Database
3. Asset Naming Convention
4. Norfolk County Council – Premises Manager Handbook



5.2 External Resource References

1. The building Regulations 2010 (Combustion appliances & Fuel Storage Systems) Document J

6. CHANGE HISTORY

Should this SOP require alterations of any kind, they must be recorded as follows:

- **SOP Number:** The current SOP and new version number.
- **Effective Date:** The date the updated SOP becomes effective.
- **Changes:** A brief description of the main changes from the previous version.
- **Previous SOP Number:** The previous SOP and version number.

SOP no.	Effective Date	Changes	Previous SOP no.
012	01/12/24	Rebranding to NCC specifications	112