



## STANDARD OPERATING PROCEDURE

### Steam & Pressure Systems

#### *Governing standards and regulations:*

- Health and Safety at Work etc Act 1974
- Pressure Systems Safety Regulations 2000 (PSSR)
- Pressure Equipment (Safety) Regulations 2016
- Pressure Equipment (Safety) Regulations 2016
- Simple Pressure Vessels (Safety) Regulations 2016
- Written schemes of examination: Pressure Systems Safety Regulations 2000 Leaflet INDG178(rev2) 2012
- Safety of pressure systems. Pressure Systems Safety Regulations 2000. Approved Code of Practice L122
- Pressure systems: A brief guide to safety Leaflet INDG261(rev2) 2012
- Guidelines for the examination of electrically heated café boilers, SAFed guidance document PSG08
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**SOP Number 013**

**SOP Title Steam & Pressure Systems**

|                       | <b>NAME</b>                  | <b>TITLE</b>                                  | <b>SIGNATURE</b>  | <b>DATE</b>     |
|-----------------------|------------------------------|---|-------------------|-----------------|
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## **Acronyms:**

BS: British Standard

CPT: Corporate Property Team

FM: Facilities Management

HSE: Health & Safety Executive

NCC: Norfolk County Council

SOP: Standard Operating Procedure.

UK: United Kingdom

## **1. PURPOSE & SCOPE**

Steam & Other Pressure Vessels includes any system containing one or more pressure vessels of rigid construction, any associated pipework and protective devices 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 this equipment is present, it is in an operable condition, safe to use and any 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 Steam & Other Pressure Vessels 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 Steam & Pressure System equipment, thereby ensuring the safety and well-being of building occupants.

## **2. RESPONSIBILITIES**

### **2.1 Responsible or Accountable Person**

The Duty holder is defined as the user of the pressure system under the Pressure Systems Safety Regulations 2000 Part 1 regulation 3.3 (External Reference 1). The Duty holder is defined as **Norfolk County Council (NCC)** for the purpose of this SOP. The duties and tasks of the Duty holder can be delegated as detailed, however, ultimately (NCC) will remain accountable.



## **2.2 Responsibility by Proxy**

All the duties and tasks of the Duty holder as set out in Pressure Systems Safety Regulations 2000 Part 1 regulation 3.5, are passed to NCC CPT FM Operations manager.

## **3. OPERATIONAL PROCEDURE & ACTIVITIES**

### **3.1 Steam & Other Pressure System Installation & Setup**

The NCC CPT FM Operations Manager will ensure that a suitably trained and qualified competent engineer is appointed to tasks related to the installation, setup, and commissioning of said equipment. This will be achieved using the Appointed Supplier Database (Internal Reference 1).

The supplier appointed to the installation and commissioning of the pressure system is required to produce a schedule of inspection to outline the procedure to be undertaken during any inspections or required maintenance.

The NCC CPT FM Operations Manager will instruct a suitably qualified supplier to design, deliver, and install required items to site.

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 2). This is a premises manager obligation and the NCC CPT FM Operations Manager is there only to monitor completion and assist.

### **3.2 Steam & Other Pressure System Service & Inspection Schedule**

Once the Pressure system equipment has been installed as set out in Section 3.1, the NCC CPT FM Operations Manager will arrange service and inspections as below.

Where a pressure system is rated above 30 litres and 2.5 Millibar, (this will be established by the contractor who installs or services the system), an inspection of the system to include testing of the pressure relief valve will be required every 26 months. Any system below this size will be inspected as part of the service of the equipment the pressure system is attached to, i.e. boiler, water heater etc.

Where a pressure system is over 250 litres a written scheme of inspection will be required from the contractor and placed on the asset in the CAFM System.

The compliance checks to be arranged will be in relation to pressure systems over 30 Litres and 2.5 Millibar and will be arranged through the CAFM System under the following scheduled task identification and frequency.



| Scheduled Task   | Task ID        | Frequency |
|--|----------------|-----------|
| Steam and Other Pressure Vessels<br>- 26 Monthly Maintenance | NCC-TASK-05-03 | 26 months |

A 24-month Insurance inspection will also be required on pressure systems over 30 Litres and 2.5 millibar.

| Scheduled Task   | Task ID        | Frequency |
|--|----------------|-----------|
| Steam & Other Pressure Vessel 24<br>Month Insurance inspection | NCC-TASK-05-19 | 2 Yearly  |

NCC CPT will adopt these schedules for all service and inspections of Steam & Other Pressure Vessels. 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 Steam & Other Pressure System 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.

## **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. Approved Supplier database
2. Norfolk County Council – Premises Manager Handbook
3. Asset Naming Convention



## 5.2 External Resource References

1. Pressure Systems Safety Regulations 2000

## 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.

| <b>SOP no.</b> | <b>Effective Date</b> | <b>Changes</b>                   | <b>Previous SOP no.</b> |
|----------------|-----------------------|----------------------------------|-------------------------|
| 013            | 01/12/24              | Rebranding to NCC specifications | 130                     |
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